

# INVITATION TO BID (ITB)



Subject: **Fire and Security Alarm Services**

ITB #: **2026-01**

Due Date/Time: **November 13, 2025, 11:00 a.m., EST**

Submit To: City Clerk  
City of Wilton Manors  
2020 Wilton Drive  
Wilton Manors, FL 33305

**CITY OF WILTON MANORS  
FIRE AND SECURITY ALARM SERVICES**

**CALENDAR OF EVENTS**

Listed below are important dates and times by which the actions noted must be completed. If the City finds it necessary to change any of these dates or times, the change may be accomplished by addendum. All dates are subject to change.

<b>ACTION</b>	<b>COMPLETION DATE</b>
Issue ITB	October 10, 2025
Deadline for Questions	<b>October 23, 2025 at 7:00 a.m.</b>
Response to Questions	October 28, 2025
<b>Deadline for Submitting Proposals</b>	<b>November 13, 2025, 11:00 a.m., EST</b>
Bid Review	November 17, 2025
Reference Checks	November 17, 2025
Final Ranking and Selection	November 24, 2025
Contract Negotiation	November 24, 2025
City Commission Approval of Contract	December 23, 2025 or later

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CITY OF WILTON MANORS  
 OFFICE OF THE CITY CLERK  
 2020 WILTON DRIVE  
 WILTON MANORS, FL 33305  
 Ph: (954) 390-2123; Fax: (954) 390-2199

**CITY OF WILTON MANORS  
 INVITATION TO BID**



ISSUE DATE: 10/10/2025  
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**BIDS MUST BE RECEIVED  
 PRIOR TO 11:00 A.M.  
 ON: November 13, 2025**

**TITLE: FIRE AND SECURITY ALARM SERVICES**

**Bidder Must Complete the Following:**

Vendor Name:	Total Bid Discount (Section 1.04) _____
Vendor Contact Person:	
Street Address:	Bids are firm for Acceptance for 90 days (see Section 1.05)
City, State, Zip:	Yes _____ No _____ Other _____
(See General Conditions in Section 1.01)	
If this invitation was mailed to an incorrect address, Mark "X" here <input type="checkbox"/> and we will adjust our records	State or reference any variances (see Section 1.06)
Area Code and Telephone Number: <b>SECTION IS MANDATORY</b> ( ) _____	Vendor Web Site Address: http:// _____
( 800 ) _____	NO BID – If not submitting a bid, state reason below and return one copy of this form (see Section 1.07):
FAX: ( ) _____	
EMAIL: _____	
Delivery - Calendar Days After Receipt of Purchase Order (Section 1:02): _____ Days	Payment Terms (see Section 1.03): _____ Days _____%, Net _____
	Accept payment via City's P-Card: _____ Yes, _____ No
<p><b>How to Submit Bids/Proposals:</b> it will be the sole responsibility of the Bidder to ensure that his or her bid reaches the City of Wilton Manors, Office of the City Clerk, 2020 Wilton Drive, Wilton Manors, Florida 33305, prior to the bid opening date and time listed. <b>DO NOT submit by facsimile (fax) or email. Facsimile and emailed bids will not be accepted. Please submit four (4) copies of your bid.</b></p> <p>Each bid envelope must be sealed with the following information <u>OUTSIDE</u> of the envelope:</p> <p><b>BID/ITB Number: 2026-01 Title: Fire and Security Alarm Services Opens: November 13, 2025</b></p>	
<p><b>Vendor Certification:</b> I, the below signed, hereby agree to furnish the required articles(s) or services(s), at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. I have read all attachments and fully understand what is required. By submitting this bid, I certify that I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications contained in this bid. I certify that I have not divulged to, discussed with, or compared this bid with any other Bidder(s) and have not colluded with any other Bidder(s) or parties to this bid. I certify I am authorized to contractually bind the bidding firm.</p>	
_____ Signature of Authorized Representative	_____ Title (Typed or Printed)
_____ Name of Authorized Representative (Typed or Printed)	_____ Date

## CITY OF WILTON MANORS - INVITATION TO BID GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Wilton Manors. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) and/or Legal Advertisement.

### **PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB) will be emailed to all Bidders who have requested to be placed on the applicable vendor mailing list. Requests may also be emailed to unregistered Bidders. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system for any future ITB. If you wish purchase orders to be sent to a different address, please so indicate on your bid. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 INVOICING, PAYMENT TERMS AND CASH DISCOUNTS:** **The service provider shall submit invoices to the City no later than 30 days after a service request is resolved. In addition, invoices generated between September 15<sup>th</sup> – September 30<sup>th</sup> of each fiscal year shall be submitted to the City no later than October 15<sup>th</sup> of the next/new fiscal year.** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- Indicate whether or not the Bidder is willing to accept payment via the City's P-Card.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions in the space provided in the Bidder Proposal Pages. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted

unless such variances or exceptions are listed in the bid and referenced in the space provided on the Bidder Proposal Pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared by the City as conditional.

- 1.07 NO BIDS:** If you do not intend to bid, please indicate the reason in the space provided in the ITB such as insufficient time to respond; product or service not offered; unable to meet specifications; schedule would not permit; or any other reason. Failure to bid or return no bid comments prior to the bid due and opening date and time indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the commodity class Item requested in this ITB.

## **Part II DEFINITIONS/ORDER OF PRECEDENCE:**

- 2.01 BIDDING DEFINITIONS:** The City will use the following definitions in this Invitation to Bid and any other document used in the bidding process:

BID – a price and terms quote received in response to an ITB.

BIDDER – Person or firm submitting a Bid.

CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.

FIRST RANKED PROPOSER – That Proposer, responding to a City ITB, whose Proposal is deemed by the City to be the lowest and most responsive and responsible Bidder.

INVITATION TO BID (ITB) – when the City is requesting bids from qualified Bidders.

P-CARD – City's purchasing, debit or credit card.

PROPOSAL – a proposal received in response to an ITB.

PROPOSER – Person or firm submitting a Proposal.

REQUEST FOR PROPOSALS (RFP) – when the City is requesting proposals from qualified Proposers.

RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.

RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.

SERVICE PROVIDER – Successful Bidder or Proposer who is awarded a Contract to provide professional services to the City.

SELLER or CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, Seller; Contractor or Consultant; and Contract, Award, Agreement or Purchase Order.

- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in Part VI of this ITB that may be in variance or conflict with these General Conditions shall have precedence over the General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety.

### **PART III BIDDING AND AWARD PROCEDURES:**

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the Bidder Proposal Page form provided in this ITB. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. **All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink along with a digital/electronic Adobe PDF copy on a flash/jump drive and four (4) copies of the proposal.** Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked according to the instructions on page 4 of this ITB. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Facsimile (FAX) and emailed bids will not be accepted. Bids will be publicly opened in the City Commission Chambers, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

- 3.02 TAXES:** The City of Wilton Manors is exempt from Federal Excise and State of Florida Sales taxes on direct purchase of tangible property. The exemption number for Federal Excise taxes is **59-84-007OK**, and State Sales Tax exemption number is **85-8012346214C-7**.

- 3.03 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.04 APPROVED EQUAL:** If the technical specifications call for a specific brand name, manufacturer, make, model, or vendor catalog number with acceptance of "APPROVED EQUAL", it shall be for the purpose of establishing a level of quality and/or features that are desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an "Approved Equal". In that the specified make and model represent a level of quality and features desired by the City; the Bidders must state clearly in their bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information in their bid to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, the bid may be rejected. The City will be the sole judge in determining if the item bid qualifies as an "Approved Equal".
- 3.05 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include minimum, mandatory, or required items. If any Bidder is unable to meet or exceed these items and/or feels that the technical specifications are overly restrictive, the Bidder must notify the Purchasing Coordinator in the manner specified in Part VI – Special Conditions. For questions of a material nature, the Purchasing Coordinator must receive notification at least seven (7) days before bid due and open date. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all Bidders.
- 3.06 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure to examine all pertinent documents shall not entitle the Bidder to any relief from the conditions imposed in the contract.
- 3.07 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested by the City to determine suitability. Unless otherwise specified, samples may be requested after the date of bid opening and if requested, should be received by the City within seven (7) working days of the request. Samples, when requested, must be furnished free of expense to the City. If not used in testing or destroyed, samples will be returned to the Bidder upon request within thirty (30) calendar days of bid award at the Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a Bid.
- 3.08 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, the following factors may be considered: estimated useful life; maintenance costs; cost of supplies; labor intensity; energy usage; environmental impact; and residual value. The City reserves the right to use these or any other applicable criteria, in its sole opinion that will most accurately estimate the total cost of use and ownership.

- 3.09 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Wilton Manors encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, the Bidder shall provide adequate documentation so that the City may verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.10 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any or all bids, or parts of bids, and utilize other available governmental contracts if such action is in the City's best interest.
- 3.11 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities and/or services specified herein. The City reserves the right to inspect the Bidder's facilities and equipment; to interview the Bidder's personnel; and to take any other action necessary to determine a Bidder's ability to perform. The City or Designee reserves the right to reject any bid when an inability to perform has been determined by the City through evaluation and or examination of evidence.
- 3.12 BID SECURITY:** A bid security can be in the form of a bid bond, postal money order, cashier's check, or irrevocable letter of credit, in an amount of **five percent (5%) of the total bid price**, payable to the City of Wilton Manors and conditioned upon the successful Bidder entering into Contract as specified within fifteen (15) days after award of Contract and furnishing the necessary documents to the City including, but not limited to: insurance certificates, Public Construction Bond, etc. in the amount stated herein. All bonds shall be written by a surety authorized to conduct business in the State of Florida and shall have a registered agent in the State of Florida. A Bid Bond shall be written by a Surety licensed to do business in Florida and named in the current list of "Companies" Holding Certificates of Authority as Acceptable Sureties on Federal Bonds" as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, and U.S. Department of Treasury.

Bid Security of the successful Bidder shall be forfeited to the City of Wilton Manors not as penalty, but as liquidated damages for the cost and expense incurred should said Bidder fail to enter into Contract or fail to comply with any other requirements of the Specifications or of their Proposal. The CITY then may award the Contract to the next lowest and/or most responsive and responsible Bidder, or the Work may be re-advertised or may be performed by CITY forces without Contract as the City Commission may deem to be in the best interest of the CITY. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; full execution of contract documents, if required; or any other specified special condition.

- 3.13 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person (Section 119.01, Florida Statutes, The Public Records Law). Information and materials received by the City in connection with an ITB response shall be deemed to be public records and subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to

the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer / Bidder believes any of the information contained in their response is exempt from the Public Records Law, then the Proposer / Bidder, must in their response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. Otherwise, the City will treat all materials received as public records.

- 3.14 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's Bidder lists and prohibition from engaging in any business with the City.
- 3.15 LOBBYING: Bidders,** their agents, and associates shall not contact or solicit any City Commissioner, City employee, or official regarding this ITB during any phase of this ITB except as set forth in Section 2-87 of the City's Code of Ordinances. The Code of Ordinances is available for review at [www.wiltonmanors.com](http://www.wiltonmanors.com). Failure to comply with this provision may result in disqualification of the Bidder, at the option of the City. Only that individual listed as the contact person in the specifications shall be contacted.
- 3.16 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, or part of bids, and to waive minor irregularities or variations to specifications contained in bids and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis; lump sum basis; individual item basis; or any such combination as shall best serve the interest of the City.

The City reserves the right to make an award to the lowest, most responsive and responsible Bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; and the ability of the Bidder to comply with the technical specifications contained within this ITB.

- 3.17 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state and county laws, and all local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise. Lack of knowledge by any Bidder shall not constitute a cognizable defense against the legal effect thereof.

### **3.18 ENVIRONMENTAL AND SOCIAL GOVERNMENT AND CORPORATE ACTIVISM**

Bidders are hereby notified of the provision of section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Bidder's social, political, or ideological interest when determining if the Bidder is a responsible bidder. Bidders are further notified that the City's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

Contractors working under any subsequent agreement made pursuant to this ITB shall not give preference to subcontractors based on social, political, or ideological interests. A violation of the terms in this section shall result in termination of any agreement entered into pursuant to this ITB and may result in administrative sanctions and penalties by the Office of the Attorney General of the State of Florida.

## **PART IV BONDS AND INSURANCE**

**4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required within this ITB, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Wilton Manors, Florida, in the face amount specified in the ITB as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the Office of the City Clerk thirty (30) days prior to the termination date of the existing Performance Bond. A surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent, must execute the Performance Bond. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Miami-Dade or Palm Beach County) bank acceptable to the City and issued in favor of the City of Wilton Manors, Florida. If a Bidder wishes to use a non-local bank, they must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement are given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be, nor shall be deemed to be, in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

**4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City or specified within this ITB.

The Contractor shall provide to the Risk Manager original certificates of coverage. The Contractor must receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance will be subject to the approval of the City's Risk Manager. The certificates of coverage must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change, or such other notice as is required by the insurance policy. Further

modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting their bid, agrees to abide by such modifications.

## **PART V PURCHASE ORDER AND CONTRACT TERMS:**

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered or services to be rendered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Bidder's expense. Any non-compliance resulting in contract termination for cause; or delivery of items not conforming to specifications; or late delivery may also result in:
- Bidder's name being removed from the City's Bidders mailing list;
  - All City Departments being advised to refrain from doing business with the Bidder; and/or
  - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to this ITB award shall remain the property of the Bidder until the City has made a physical inspection of the material and said material has been accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB; be of the required quality; be new; and be of the latest applicable technology. All shipping containers shall be suitable for storage and shipment by common carrier, and all bid prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting required specifications will be returned at the Bidder's expense. The City will make payment only after receipt and acceptance of materials or services by the City.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970, as amended, and shall be in compliance with Chapter 442, Florida Statutes. A completed Material Safety Data Sheet (MSDS) must accompany any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order.
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that any material or equipment supplied will be 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If awarded a contract as a result of this ITB, the Bidder will, if they have sufficient capacity or quantities available, provide to other requesting governmental agencies the products or services awarded in accordance with the terms and conditions of this ITB and the resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those

communications that are in writing from an authorized City representative may be considered. The City will recognize only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, as duly authorized expressions on behalf of Contractors.

- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and shall not be considered officers, employees or agents of the City. Personnel policies, Federal and State tax responsibilities, Social Security taxes, health insurance, employee benefits, purchasing policies (unless otherwise stated in this ITB), and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor and shall represent the Contractor's responsibility.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Wilton Manors and its commissioners, officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees and costs (at the trial level and on appeal), in connection with or arising directly or indirectly from the Contractor's negligent act or omission, wrongful conduct or breach of the contract. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor, terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payment to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel any contract awarded by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in the current fiscal year, and continuation of the contract into a subsequent fiscal year is subject to appropriation of funds,

unless otherwise authorized by law. The City's fiscal year begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup>.

- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all accounting records and reports in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City. The Contractor agrees to make available to the City, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, and shall pay all licenses, fees and taxes required to comply with all Federal, State, local and municipal laws, ordinances, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, State, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** Contractor shall comply with the provisions of Section 2-58(q) and 2-62 of the Wilton Manors Code of Ordinances. Contractor shall require that all subcontractors comply with Section 2-58(v) of the Wilton Manors Code of Ordinances. Contractor hereby agrees to execute a Domestic Partnership Certification Form, a copy of which is attached hereto.
- 5.16 EQUAL EMPLOYMENT OPPORTUNITY:** The City of Wilton Manors, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.
- 5.17 AMERICANS WITH DISABILITIES ACT:** The City Commission of the City of Wilton Manors, Broward County, Florida, does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the City's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty-four (24) hours in advance of the activity.
- 5.18 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm, or adjustments are restricted by a percentage or a Consumer Price Index cap, and unusual circumstances that could not have been foreseen by either party to the contract occur and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the

changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City can require the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner has attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances have occurred, then the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying them from receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

**5.19 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.

**5.20 PUBLIC ENTITY CRIMES:** In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or vendor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

**5.21 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and hold harmless the City and its employees from liability of any nature and kind, including, but not limited to, costs and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the

bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

**5.22 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and any monies that may become due hereunder, are not assignable except with the prior written approval of the City Manager.

**5.23 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the State courts shall take place in Broward County, Florida, and that all litigation between them in the Federal courts shall take place in the Southern District in and for the State of Florida.

**5.24 PUBLIC RECORDS:** The City of Wilton Manors is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

5.24.1 Keep and maintain public records required by the CITY to perform the service;

5.24.2 Upon request from the CITY's custodian of public records, provide the CITY 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, Fla. Stat., or as otherwise provided by law;

5.24.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, Contractor shall destroy all copies of such confidential and exempt records remaining in its possession after once the Contractor transfers the records in its possession to the CITY; and

5.24.4 Upon completion of the contract, Contractor shall transfer to the CITY, at no cost to the CITY, all public records in Contractor's possession. All records stored electronically by Contractor must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

5.24.5 The failure of Contractor to comply with the provisions set forth in the Agreement shall constitute a Default and Breach of the Agreement, for which, the City may terminate the Agreement.

**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**

**CITY CLERK**

**2020 WILTON DRIVE**

**WILTON MANORS, FLORIDA 33305**

**(954) 390-2123**

**[CITYCLERK@WILTONMANORS.COM](mailto:CITYCLERK@WILTONMANORS.COM)**

**5.25 E-VERIFY STATEMENT:** Pursuant to Florida Statute § 448.095- The Proposer shall submit an executed copy of the E-Verify Statement attached to this Invitation to Bid – Attachment G.

**5.26 ENVIRONMENTAL AND SOCIAL GOVERNMENT AND CORPORATE ACTIVISM:** Bidders are hereby notified of the provision of section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Bidder's social, political, or ideological interest when determining if the Bidder is a responsible Bidder. Bidders are further notified that the City's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

Contractors working under any subsequent agreement made pursuant to this ITB shall not give preference to subcontractors based on social, political, or ideological interests. A violation of the terms in this section shall result in termination of any agreement entered into pursuant to this ITB and may result in administrative sanctions and penalties by the Office of the Attorney General of the State of Florida.

**5.27 TRANSITION SERVICES AND RETURN OF DATA**

Transition Services and Return of Data. If either Contractor or City deliver a Notice of Termination to the other party, or at least 30 days prior to the expiration or termination of the Agreement, each party will promptly designate a senior level leader to represent such party in the development of a transition services plan. The designated representatives of each party will meet to begin to design such transition services plan as soon as reasonably practicable following the date of the Notice of Termination and in any event at least 30 days prior to the effective date of the termination of the Agreement. The purpose of the transition service plan will be to enable City to transition, before or after the effective date of termination, the services to other third-party providers or resources. Contractor and City further agree that any such transition services plan shall, at a minimum, provide terms to facilitate Contractor's performance of its obligations in the provision of services under this Agreement. In furtherance of such transition services plan, Contractor shall cooperate with City in transitioning performance of the services to City or to any third-party service provider designated by City. Contractor shall return all copies of all City data, materials, and information in the possession or control of Contractor without exclusion to City covering a minimum of seven years in such open and migration friendly form or format as reasonably requested by City (including but not limited to the following formats: .csv tables, full SQL databases, or whatever database schema is in use at the

time of expiration or termination). Contractor shall not retain any copies of such City data, materials or information except as required by law. This provision shall survive termination or expiration of this Agreement.

## **5.28 DATA SECURITY AND CONFIDENTIALITY**

5.28.1 Data Security and Confidentiality. The Contractor shall provide immediate notice to the City Manager and Director of Human Resources and Risk Management in the event it becomes aware of any security breach, any unauthorized transmission of City Data as described below. Except as required by law or legal process and after notice to the City, the Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Agreement work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the City. Loss of Data In the event of loss of any City data or record where such loss is due to the negligence of the Contractor or any of its subcontractors or agents, the Contractor shall be responsible for recreating such lost data in the manner and on the schedule set by the City at the Contractor's sole expense.

5.28.2 Data Protection No City data or information will be transmitted to, stored in, processed in, or shipped to offshore locations or out of the United States of America by Contractor, regardless of method, except as required by law. Examples of these methods include (but are not limited to): FTP transfer, DVD, tape, or drive shipping; regardless of level of encryption employed. Access to City Data shall only be available to approved and authorized staff, including remote/offshore personnel, that have a legitimate business need.

## **5.29 SECURITY OF CONFIDENTIAL PERSONAL INFORMATION**

The Contractor must implement procedures to ensure the protection and confidentiality of all data, files, and records involved with this Agreement.

Except as necessary to fulfill the terms of this Agreement and with the permission of the City, Contractor and Contractor's employees shall not divulge to third parties any confidential information obtained by Contractor or its agents, distributors, resellers, subcontractors, officers, or employees in the course of performing work on this Agreement, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the City. If Contractor or Contractor's employees have access to confidential information in order to fulfill Contractor's obligations under this Agreement, Contractor agrees to abide by all applicable City Information Technology Security procedures and policies. For purposes of this Agreement, "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of City information in Contractor's possession. Contractor shall make a report to the City not more than seven (7) business days after Contractor learns of such use or disclosure.

Contractor's report shall identify, to the extent known: (i) the nature of the unauthorized use or disclosure, (ii) the confidential information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or

shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure.

In the event a “Security Incident” also includes a “breach of security”, as defined by section 501.171, F.S., as amended, concerning confidential personal information involved with this Agreement, Contractor shall comply with section 501.171, F.S. When notification to affected persons is required under this section of the statute, Contractor shall provide that notification, but only after receipt of the City’s approval of the contents of the notice. Defined statutorily, and for purposes of this Agreement, “breach of security” or “breach” means the unauthorized access of data in electronic form containing personal information.

### **5.30 CONTRACTOR CONFIDENTIALITY**

5.30.1 The term Confidential Information shall include any non-public information, whether in written, oral, graphic, electronic or any other form.

5.30.2 Contractor shall prevent the dissemination of Confidential Information to third parties, as required by Florida law, including but not limited to information governed by following Florida Statutes:

- a. Section 119.071(3)(a) – Security System or Fire Safety Plan
- b. Section 119.071(2)(c)1. – Criminal Intelligence and Investigative Information
- c. Section 119.071(5)(a) – Social Security and Financial Information
- d. Section 119.071(2)(l) – Body Camera Recordings
- e. Section 119.071(2)(h)1 – Child Abuse and Sexual Offense Victim Information
- f. Section 985.04(1) – Juvenile Offender Information
- g. Section 119.071(4) and (5) – Personal Information of Covered Persons

5.30.3 Confidential Information shall not include information that (a) is in or enters the public domain without breach of this Agreement, or (b) is required to be released by law or in accordance with judicial or other governmental order, provided that the Contractor shall give City reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent.

5.30.4 If Contractor is requested or required by law to disclose any of City Confidential Information, Contractor shall not disclose City Confidential Information without complying with the provisions of applicable laws and providing City at least forty-eight (48) hours’ prior written notice of any such request or requirement so that City may, at its own expense, exercise such rights as it may have under law to prevent or limit such disclosure, including, but not limited to, seeking a protective order. Notwithstanding the foregoing, Contractor shall exercise all reasonable efforts to prevent or limit any such disclosure or to otherwise preserve the confidentiality of City Confidential Information, without limitation, by cooperating with City to obtain an appropriate protective order or other reliable assurance that confidential treatment will be accorded to City Confidential Information.

## **PART VI - SPECIAL CONDITIONS**

- 6.01 PURPOSE:** The City of Wilton Manors, Florida (“City”) is soliciting bids from qualified, State-licensed contractor (“Contractor”) to provide fire alarm and security alarm monitoring, inspection, testing, maintenance, repair, and related equipment services for six (6) municipal facilities.
- 6.02 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this ITB, contact Elizabeth Beckford, City Clerk at [cityclerk@wiltonmanors.com](mailto:cityclerk@wiltonmanors.com) or (954) 390-2123. For information of a technical nature direct questions to Ariel Montalvo, Purchasing Coordinator at [amontalvo@wiltonmanors.com](mailto:amontalvo@wiltonmanors.com). Such contact is to be for clarification purposes only. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum from the City.
- 6.03 QUESTIONS AND ADDENDUM:** Any questions that Bidders wish to have addressed and which might require an addendum must be submitted to the City in writing by **October 23, 2025, 7:00 a.m., EST** and will be answered in writing on **October 28, 2025** and posted on the City of Wilton Manors website at [www.wiltonmanors.com](http://www.wiltonmanors.com). To facilitate receipt of questions, they may be sent via email to [amontalvo@wiltonmanors.com](mailto:amontalvo@wiltonmanors.com), **Ariel Montalvo, Purchasing Coordinator. PLEASE NOTE: No portion of your bid response can be sent via facsimile (FAX) or electronic email.**
- 6.04 PRE-BID MEETING** – There will not be a pre-bid meeting. Potential bidders may request a site visit by contacting Ariel Montalvo, Purchasing Coordinator by e-mailing [amontalvo@wiltonmanors.com](mailto:amontalvo@wiltonmanors.com).
- 6.05 BID DELIVERY AND OPENING:**  
**INSTRUCTIONS FOR DROPPING OFF ITB.**
1. Bids must be in a sealed package as indicated in the ITB.
  2. ITB cut off time and date will be enforced.

On the envelope containing the proposal the following shall be written in large letters:

**Proposal For:** Fire and Security Alarm Services  
**ITB Number:** ITB # 2026-01  
**To Be Opened:** **November 13, 2025, at 11:00 a.m., EST**

### **INSTRUCTIONS FOR ITB OPENING.**

1. Bid opening will take place at City Hall, Commission Chambers, 2020 Wilton Drive, Wilton Manors, FL 33305.

- 6.06 SITE VISIT:** Bidders are encouraged to visit the City to become familiar with existing conditions regarding current fire and security systems. No variation in price or conditions shall be permitted based on claim of ignorance. Submission of the bid is evidence that the Bidder has familiarized themselves with the nature and extent of the work and any conditions that may, in any manner, affect the scope of the work and/or materials required.

- 6.07 COMPETENCY OF BIDDERS:** Bids shall be considered only from firms that have been continuously engaged in providing products or services similar to those specified herein for a reasonable period and that are presently engaged in the provision of these services for a minimum of five (5) years. It may be necessary to produce evidence that they have established a satisfactory record of performance for a reasonable period of time.
- 6.08 PERFORMANCE:** It is the intention of the City to purchase services and/or products as specified herein from a source of supply that will give prompt and convenient shipment and service. Any failure of a successful Bidder to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to make purchases from other sources, when necessary, should a successful Bidder be unable to supply services and/or products on a timely basis and such delays may cause harm to the affected City department or to City residents.
- 6.09 CONTRACT TERM:** The initial contract term is for three (3) years. The City will have the option to extend at its sole discretion for two (2) one-year (1-year) renewal terms for a maximum of five (5) years. The Proposer understands that this ITB does not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are approved by the Wilton Manors City Commission and both parties execute a written contract.
- 6.10 PRICE:** Bidder will quote a fixed cost on the Bidder Proposal Page for the maintenance of the items listed in Part VII – Technical Specifications/Scope of Services. Pricing shall include all labor costs associated with the project including, but not limited to, personnel salaries, benefits and supervision.
- 6.11 COST ADJUSTMENTS:** Prices quoted shall be firm for the initial bid term. No cost increases shall be accepted in this initial bid term. Please consider this when providing pricing for this Bid.

After initial term of Bid, the contractor may increase pricing under agreement for each renewal term based on the change in Consumer Price Index for All Urban Consumers (CPI-U) for Miami-Ford Lauderdale- West Palm Beach, FL, for all items, not seasonally adjusted, published for June of the most recent calendar year as compared to the June in the calendar year prior to the beginning of the contract term. However, the pricing increase shall never exceed four percent (4.0%) per year of the contract term renewals. Cost increases for any extension terms shall be subject to City approval.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the bid term anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved bid extension.

The City, may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

- 6.12 WARRANTY OF USAGE:** The items and quantities listed on the Bidder Proposal Page do not reflect a minimum, actual or maximum annual quantity. The City, for tabulation and award purposes, will use the items and quantities listed Bidder Proposal Page. However, no warranty is given or implied as to the actual items and/or dollar amount that will be purchased.
- 6.13 EVALUATION/AWARD:** Award will be made in total to the lowest, most responsive, responsible Bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City’s interest. The City reserves the right to compare specific items, at its discretion, to determine the low responsible Bidder. Tie bids will be decided by the City Manager whose decision will be final. It is anticipated that an award will be made within 30 days of bid opening. A copy of the bid tabulation will be sent to any Bidder who provides a self-addressed, stamped envelope with their bid.
- 6.14 INSURANCE:** The Contractor shall furnish proof of Workers’ Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an “Additional Insured” in relation to Commercial General Liability Insurance. Any costs for adding the City as “Additional Insured” will be at the Contractor’s expense.
- 6.15 GENERAL CONDITIONS:** Except as noted in the Special Conditions (Part VI) or Technical Specifications/Scope of Services (Part VII), all terms and conditions of the general conditions contained within this ITB are included by reference.

## **PART VII – TECHNICAL SPECIFICATIONS/SCOPE OF SERVICE**

### **7.01 SCOPE OF SERVICES**

The City of Wilton Manors (“City”) is soliciting bids from qualified, State-licensed contractors (“Contractor”) to provide fire alarm and security alarm monitoring, inspection, testing, maintenance, repair, and related equipment services for six (6) municipal facilities.

The scope of services outlined herein establishes the minimum requirements for this Invitation to Bid (ITB). Contractors may submit proposals including:

- Additional value-added services
- Cost-saving alternatives, or Proposals incorporating new technologies, provided they also meet the minimum requirements and adhere to the bid schedule and required documents. Submission of additional proposals or services is optional and will not disqualify a bidder.

Services shall include:

- 24/7 UL-listed central-station monitoring for fire and burglar alarms
- Annual and semi-annual inspection, testing and certification of fire alarm systems in accordance with NFPA 72, Florida Administrative Code 69A-46.041 and local authority having jurisdiction (AHJ) directives [1][2]
- Annual inspection/testing of burglar/security alarm devices in accordance with manufacturer recommendations and best industry practices
- Preventive maintenance, firmware updates, sensitivity testing, and cleaning of all initiating and notification devices
- On-call emergency repair service, including parts and labor, with guaranteed response times
- Turn-key provision, installation, programming and configuration of cellular/IP communicators, control panels, peripherals, software and licensing required for full system functionality
- Detailed documentation, recordkeeping, tagging, digital reporting and electronic transmission to the City and AHJ

**Note:** Links to footnotes are provided in Section 7.16 of the ITB.

**7.02 FACILITIES AND SYSTEMS**

The following includes the facilities that will require fire and security alarm services. Note, each location may include one or both fire and security alarm.

#	Facility	Street Address	Alarm System Present	Monitoring Type
1	City Hall/Police Station	2020 Wilton Drive	Fire alarm, security alarm	Fire
2	Hagen Park Community Center	2020 Wilton Drive (rear)	Fire alarm, security alarm	Fire & Security
3	Richardson Sullivan Library	500 NE 26 <sup>th</sup> Street	Fire alarm, security alarm	Security
4	Island City Park (Stafford Park)	111 NE 21 <sup>st</sup> Court	Fire alarm, security alarm	Fire & Security
5	Richardson Historic Park & Nature Preserve	1937 Wilton Drive	Security Alarm	Security
6	Mickel Park	2675 NW 7 <sup>th</sup> Ave	Security Alarm	Security

**7.03 APPLICABLE CODES AND STANDARDS**

Contractor shall comply with the latest adopted editions of, but not limited to:

- NFPA 72 – National Fire Alarm & Signaling Code (inspection, testing, maintenance schedules) [1][3]

- NFPA 70 – National Electrical Code
- Florida Fire Prevention Code (FFPC), including NFPA 1 and NFPA 101 adoption
- Florida Administrative Code 69A-46 (fire protection contractor ITM requirements) [2]
- UL 827 & UL 1981 (central-station requirements)
- Florida Statutes Ch. 489 Part II; Ch. 633 (licensing); Ch. 287 (public procurement)
- City of Wilton Manors ordinances and building/fire department requirements

**7.04 REQUIRED SERVICES – CENTRAL-STATION MONITORING**

1. Provide 24/7 monitoring through a UL-listed facility.
2. Transmit alarms via dual-path (cellular/LTE + IP) communicators.
3. Acknowledge events to the panel within 60 seconds and dispatch in accordance with City Call list.
4. Submit monthly activity reports and provide immediate email notifications for any trouble or supervisory signals.

**7.05 REQUIRED SERVICES – INSPECTION, TESTING AND MAINTENANCE (ITM)**

Provide all inspections and tests in accordance with NFPA 72, manufacturer recommendations, and AHJ requirements:

<b>Task</b>	<b>Frequency</b>	<b>Reference</b>
Visual inspection of fire alarm control units, power supplies, LEDs, trouble signals	Annual or as required by law	NFPA 72 Table 14.3.1
Functional test of initiating & notification circuits; waterflow & tamper switches	Annual or as required by law	NFPA 72 Table 14.4.3.2
Smoke detector sensitivity test	Every 2 year (or per listed panel auto-test)	NFPA 72 14.4.4.2
Battery load-test & replacement as required	Semi-Annual/Annual	NFPA 72 14.4.3.2-6
Burglar alarm device testing (door/window contacts, motion detectors, glass break, panic)	Annual or as required by law	Manufacturer specs
Semi-annual visual inspection of all burg/fire devices, conduit and mounting	Annual or as required by law	Best practice

All results shall be recorded on NFPA-compliant electronic forms and submitted to the City within five (5) business days.

**7.06 REQUIRED SERVICES – PREVENTATIVE MAINTENANCE**

- Clean smoke and heat detectors, replace protective covers, ensure unimpeded line-of-sight.
- Update firmware and software of panels and communicators at least annually.
- Verify time/date synchronization and supervisory annunciation quarterly.

**7.07 REQUIRED SERVICES – EQUIPMENT SUPPLY AND INSTALLATION**

- Replace all existing dial-up communicators with LTE/IP units within 90 days of NTP.
- Provide and install new or replacement control panels, annunciators, batteries, end-of-line (EOL) resistors, relays and all ancillary items as required for full compliance. New equipment that the City is billed for shall remain the property of the City. I would say.
- All equipment shall be new, UL-listed and of current manufacture.
- Contractor is responsible for all labor, programming, permits and as-built documentation.

**7.08 REQUIRED SERVICES – EMERGENCY SERVICE**

- Priority 1 (Fire alarm trouble/alarm): Technician on site within 2 hours, 24/7.
- Priority 2 (Burglar alarm trouble): Technician on site within 4 hours, 24/7.
- Priority 3 (Non-critical issues): Response within 24 hours, M-F 8 AM-5 PM.
- Provide temporary devices or panel bypasses (with Fire Marshal approval) to maintain protection if repairs exceed 24 hours.

**7.09 MINIMUM CONTRACTOR QUALIFICATIONS**

1. Florida Class EF or Class EC Certified Alarm Contractor; NICET III or higher technician assigned to project.
2. Training and/or certification to service, manage, and monitor Honeywell FCI panels.
3. Minimum five (5) continuous years of experience performing municipal fire and security alarm ITM.
4. UL-listed central-station monitoring or written agreement with a UL-listed subcontractor.
5. Demonstrated ability to furnish LTE/IP conversions for at least 200 alarm points in the past three years.
6. No OSHA willful violations or state disciplinary actions within the last five years. Provide docket numbers, if any.

**7.10 PERFORMANCE REQUIREMENTS**

<b>Measure</b>	<b>Standard</b>
System uptime	≥ 99.5% per facility, measured monthly
False dispatches attributable to Contractor	≤ 2 per facility per year
Routine report submission	100% on time (within 5 business days)
Corrective maintenance completion	90% of Priority 1 & 2 calls resolved within 24 h

Failure to meet metrics may result in liquidated damages of \$250.00 per incident/day and/or termination for default.

### 7.11 DELIVERABLES

1. **Kickoff Survey Report** – within 30 days: device counts, panel data, communicator status, deficiencies and corrective action plan.
2. **Semi-Annual ITM Reports** – NFPA-compliance PDF's and Excel deficiency logs.
3. **Annual Executive Summary** – trends, recommendations, code updates, budget projections.
4. **Emergency Service Logs** – quarterly compilation of response times, parts replace. All electronic files shall become the property of the City.

All reports and files become the property of the City.

### 7.12 PRICING STRUCTURE (BID SCHEDULE)

1. **Fixed Annual Monitoring Fees** (per facility and per alarm type).
2. **Fixed Unit Prices** for inspection/testing services (annual, semi-annual).
3. **Labor Hourly Rates** – regular, after-hours, holiday.
4. **Materials Rates** – cost plus percentage mark-up. Contractor shall provide a copy of the supplier's invoice for all materials / parts ordered along with the Contractor's invoice for services upon submitting invoices for payments.
5. **Equipment Conversion Costs** – (communicator retrofit, panel replacements) – submitted as a one-time project lump sum (if/where required).

All pricing shall be fully burdened, including travel, fuel, tools, consumables and administrative cost.

### 7.13 CITY RESPONSIBILITY

- Provide reasonable access to facilities during normal business hours. Normal business hours are Monday through Friday, 8 a.m. to 5 p.m.; the City is open on Columbus Day.
- Furnish existing drawings, panel passwords (if available) and prior inspection records.
- Pay undisputed invoices within thirty (30) days of receipt.
- Designate a Contract Manager as a single point of contact.

### 7.14 WARRANTY

Contractor shall warrant new equipment against defects in material and workmanship for a minimum of one (1) year from installation or manufacturer's standard warranty period, whichever is longer. Labor to replace defective parts is included. Warranty claims made for equipment purchased and installed by Contractor during the term of the agreement.

### 7.15 END-OF-CONTRACT TRANSITION

Within thirty (30) days of notice of non-renewal or termination, Contractor shall:

- Provide final reconciliation of all maintenance activities.
- Deliver current electronic panel programs, passwords, and as-built files.

Within ninety (90) days Coordinate with successor contractor for a joint inventory and alarm transition test.

## 7.16 FOOTNOTES

1. <https://www.inspectpoint.com/nfpa-25-nfpa-72-inspection-frequencies/>
2. <http://flrules.elaws.us/fac/69a-46.041>
3. <https://www.inspectpoint.com/key-changes-to-nfpa-72-in-2022-2025/>
4. [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0200-0299%2F0287%2FSections%2F0287.057.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299%2F0287%2FSections%2F0287.057.html)

## **PART VIII – PERFORMANCE EVALUATION AND MONITORING**

**8.01 LIQUIDATED DAMAGES:** Failure to meet metrics described in section 7.10, Performance Requirements, may result in liquidated damages of \$50.00 per incident/day and/or termination for default.

**8.02 DISPUTE RESOLUTION:** Any disputes pertaining to this bid between the City of Wilton Manors and the Contractor shall be settled internally with the appropriate City staff making the final decision using the following protocol: 1. Department Superintendent / Supervisor; 2). Department Director; 3). City Manager.

The Finance Director shall be present and included during any dispute resolution meetings pertaining to this Bid. If a dispute cannot be resolved through the protocol set forth in this section, the dispute shall be brought to a court of competent jurisdiction. The Venue shall be in Broward County and the laws of Florida shall be controlling.

**8.03 CONTRACT ADMINISTRATION:** Any changes shall be by written amendment executed by both parties. The City reserves the right to add or delete facilities, with equitable adjustment based on pricing. Continuation, each fiscal year is contingent upon City Commission appropriation of funds[4].

**END OF PAGE**

**PART VIII – REQUIRED SUBMITTAL FORMS**

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**CITY OF WILTON MANORS  
FIRE AND SECURITY ALARM SERVICES**

**BID SCHEDULE**

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

In response to the City’s request for bids and in compliance with the Project Requirements, the undersigned proposes to provide all labor, monitoring, inspection, testing, maintenance, repair, related materials, equipment, all supervision, coordination, all related incidentals necessary to furnish and install and implement **Fire and Security Alarm and Services** located at the City of Wilton Manors, Florida.

In strict accordance with the Bid Documents dated \_\_\_\_\_ including Addenda numbered \_\_\_\_\_ through \_\_\_\_\_, inclusive, for an all-inclusive Base Bid for the **Fire and Security Alarm Services** includes all incidental costs such as permitting, permit fees, samples, shipping, etc.

The Contractor understands and agrees that the prices submitted on this Bid Schedule are to furnish, install, monitor and complete work as described herein, including labor, material and means, as directed by the City.

**SUBMIT THIS BID SCHEDULE WITH RESPONSE**

<b>Fixed Annual Monitoring Fees</b>			
#	Facility	Monthly Cost	Yearly Cost
1	City Hall/Police Station	\$	\$
2	Hagen Park Community	\$	\$
3	Richard Sullivan Library	\$	\$
4	Island City Park (Stafford Park)	\$	\$
5	Richardson Historic Park & Nature Preserve	\$	\$
6	Mickel Park	\$	\$
<b>(Line A) Total Yearly Cost</b>			\$

<b>Fixed Unit Prices for Inspection, Testing, &amp; Maintenance – All Units</b>		
Task	Reference	Semi-Annual Rate – All Units
Visual inspection of fire alarm control units, power supplies, LEDs, trouble signals	NFPA72 Table 14.3.1	\$
Battery load-test & replacement as required	NFPA 72 14.4.3.2-6	\$
Semi-annual visual inspection of all burglar/fire devices, conduit and mounting	Best Practice	\$
<b>(Line B) Total Yearly Cost of Semi-Annual Tasks – All Units</b>		\$

		Annual Rate – All Units
Functional test of initiating & notification circuits; waterflow & tamper switches	NFPA 72 Table 14.4.3.2	\$
Burglar alarm device testing (door/window contacts, motion detectors, glass break, panic)	Manufacturer specifications	\$
<b>(Line C) Total Yearly Cost of Annual Tasks – All Units</b>		
		Rate – All Units
Smoke detector sensitivity test *	Every 2 years (or per listed panel auto-test)	\$
<b>(Line D) Total Initial Term Cost – All Units</b>		

<b>Yearly Rate (Add Lines A – C)</b>	Cost
Line A	\$
Line B	\$
Line C	\$
<b>Total Yearly Cost</b>	\$

<b>Labor &amp; Materials Rates for Repairs Outside of Preventative Scope</b>			
<b>Labor</b>			
			Rate
Hourly Labor Rate	Standard hours	Monday – Friday 8 AM – 5 PM	\$
Hourly Labor Rate	Evening & Weekends	Evening & Weekends	\$
Hourly Labor Rate	Holidays	Federal Holidays	\$
Hourly Labor Rate	Emergencies	On-Call for Emergency Repairs with Guaranteed Response Times	\$
<b>Parts &amp; Materials</b>			
Cost plus _____% mark-up on parts and materials.			
<b>Contractor shall provide a copy of the supplier’s invoice for all materials / parts ordered along with the Contractor’s invoice for services upon submitting invoices for payments.</b>			

<b>Emergency Service Rates for Repairs Outside of Preventative Scope</b>			
Hourly Labor Rate	Emergencies	Priority 1	\$
Hourly Labor Rate	Emergencies	Priority 2	\$
Hourly Labor Rate	Emergencies	Priority 3	\$

<b>Equipment Conversion Cost</b>		
#	Facility	Unit Price
1	City Hall/Police Station	\$
2	Hagen Park Community	\$
3	Richard Sullivan Library	\$
4	Island City Park (Stafford Park)	\$
5	Richardson Historic Park & Nature Preserve	\$
6	Mickel Park	\$
<b>Total Conversion Cost</b>		\$

**BIDDER'S AFFIDAVIT**

The undersigned Bidder has carefully examined the Bidding Documents and the site of the proposed work. The Bidder is familiar with the nature and extent of the work and any local conditions or criteria dictated by the construction standards of the Florida Department of Transportation that may in any manner affect the work to be done.

The undersigned Bidder agrees to do all the work and furnish all materials and labor called for by the Bidding Documents. Bidder further agrees that payments will be made on the basis of actual quantities placed and accepted in the construction.

The undersigned Bidder agrees to furnish all materials, equipment and labor and to perform all work in accordance with the Contract Documents for construction of: **FIRE AND SECURITY ALARM SERVICES**, located in CITY OF WILTON MANORS, FLORIDA.

Company Name: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

Bidder's Title: \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_

**DAMAGES FORM**  
**BID BOND**

BIDDER (Name and Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SURETY (Name and Address of Principal Place of Business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER (Name and Address):

CITY OF WILTON MANORS  
2020 Wilton Drive  
Wilton Manors, Florida 33005

BID

BID DUE DATE: \_\_\_\_\_

PROJECT (Brief Description including Location):

**FIRE AND SECURITY ALARM SERVICES**

BOND

BOND NUMBER: \_\_\_\_\_

DATE: (Not later than Bid Due Date): \_\_\_\_\_

PENAL SUM: Five Percent (5%) Bid Amount

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

SURETY

\_\_\_\_\_  
Bidder's Name and Corporate Seal (Seal)      \_\_\_\_\_ (Seal)  
Surety's Name and Corporate Seal

By: \_\_\_\_\_  
Signature and Title

By: \_\_\_\_\_  
Signature and Title  
(Attach Power of Attorney)

Attest: \_\_\_\_\_  
Signature and Title

Attest: \_\_\_\_\_  
Signature and Title

- Note: (1) Above addresses are to be used for giving required notice.  
(2) Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

**1.0** Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder any difference between the total amount of Bidder's bid and the total amount of the bid of the next lowest, responsible and responsive bidder as determined by Owner for the Work required by the Contract Documents, provided that:

- 1.1. If there is no such next lowest, responsible and responsive bidder, and Owner does not abandon the Project, then Bidder and Surety shall pay to Owner the penal sum set forth on the face of this Bond, and
- 1.2. In no event shall Bidder's and Surety's obligation hereunder exceed the penal sum set forth on the face of this Bond.

**2.0** Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.

**3.0** This obligation shall be null and void if:

- 3.1. Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
- 3.2. All bids are rejected by Owner, or
- 3.3. Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (for any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

**4.0** Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and within 30 calendar days after

receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

**5.0** Surety waives notice of and any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the total time for issuing notice of award including extensions shall not in the aggregate exceed 120 days from Bid Due Date without Surety's written consent.

**6.0** No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid Due Date.

**7.0** Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

**8.0** Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

**9.0** Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

**10.0** This Bond is intended to conform to all applicable statutory requirements. Any applicable requirements of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

**11.0** The term "bid" as used herein includes a bid, offer, or proposal as applicable.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

**1.0** This sworn statement is submitted to THE CITY OF WILTON MANORS, FLORIDA

by \_\_\_\_\_  
[print individual's name and title]

for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_ .)

**2.0** 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 of 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.

**3.0** 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.

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

- 4.1. A predecessor or successor of a person convicted of a public entity crime; or
- 4.2. 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 36 months shall be considered an affiliate.

**5.0** 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.

**6.0** Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies]

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

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority e.g. officer, trustee, attorney in fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_ (Signature of Notary Public - State of Florida)

\_\_\_\_\_ (Print, Type, or Stamp Commissioned Name of Notary Public)

\_\_\_\_ Personally Known  
\_\_\_\_ Produced Identification  
Type of Identification Produced \_\_\_\_\_





### BIDDERS QUALIFICATION FORM

The undersigned guarantees the truth and accuracy of all statements and answers herein contained.

1. How many years has your organization been in business as a fire and security alarm service provider?

---

2. What is the last project of this nature you have completed?

---

3. Have you ever failed to complete work awarded to you: If so, where and why?

---

4. Name three individuals or corporations for which you have performed work and to which you refer:

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5. List the following information concerning all contracts on hand as of the date of submission of this proposal: (In case of co-venture, list the information for all co-ventures).

NAME OF PROJECT OWNER	TOTAL CONTRACT VALUE	CONTRACTED DATE OF COMPLETION	% COMPLETION TO DATE

6. Have you personally inspected the proposed work and do you have a complete plan for its performance?

---

7. Will you sublet any part of this work? If so, please list subcontractors in Document 00430.

---

8. What equipment do you own that is available for the work?

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9. What equipment will you purchase for the proposed work?

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10. What equipment will you rent for the proposed work?

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11. The following is given as a summary of the Financial Statement of the undersigned: (List Assets and Liabilities and use insert sheet if necessary.)

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12. State the true, exact, correct, and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (if a corporation, state the name of the President and Secretary. If a partnership, state the name of all the partners. If a trade name, state the names of the individuals who do business under the trade name. It is absolutely necessary that this information be furnished.)

---

Correct Name of Bidder

(a) The business is a (Sole Proprietorship) (Partnership) (Corporation)

---

(b) The address of principal place of business is

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(c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

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---

Bidder

Have you made a site visit? \_\_\_\_\_ Yes, \_\_\_\_\_ No

How soon after award can you begin work? \_\_\_\_\_ Days.

---

**Provide a minimum of eight references for whom, you have performed similar work. The City encourages providing references with work completed at other government agencies. (Fill in ALL fields and PRINT Clearly)**

(1) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(2) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(3) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(4) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(5) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(6) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(7) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(8) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(9) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(10) Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of years experience the Bidder has had in providing similar services: \_\_\_\_\_ Years

Have you ever failed to complete work awarded to you? \_\_\_\_\_ If so, where and why?

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Provide and list any licenses, permits or certifications, etc., you hold for performing this type of work including evidence of licenses, UL certificates, certificate of competency:

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Provide organizational chart, resumes and NICET certificates:

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How did you hear about the ITB? Indicate if it was via the City's website, internet search, DemandStar, newspapers, email, etc. The City of Wilton Manors is always looking for ways to improve its services.

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The Bidder understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the Bidder to be true. The Bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Bidder, as may be required by the City.

Please review the Bidder Proposal Page to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.

**CHECK LIST:**

- \_\_\_\_\_ HAVE YOU INCLUDED FOUR (4) COPIES OF YOUR BID?
- \_\_\_\_\_ HAVE YOU INCLUDED AN ELECTRONIC/DIGITAL COPY ON A FLASH/JUMP DRIVE?
- \_\_\_\_\_ ARE ALL SPACES FILLED IN ON THE BIDDER'S PROPOSAL PAGE?
- \_\_\_\_\_ HAVE YOU INCLUDED ALL TEN (10) REFERENCES AND PRINTED CLEARLY?
- \_\_\_\_\_ HAVE YOU INCLUDED COPIES OF RELATED CERTIFICATIONS, BUSINESS LICENSE AND TAX RECEIPT?
- \_\_\_\_\_ HAVE YOU INCLUDE A COPY OR EVIDENCE OF YOUR CERTIFICATE OF LIABILITY INSURANCE?
- ARE ATTACHMENTS A-I FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL?

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

**ATTACHMENT A**

**NON-DISCRIMINATION AFFIDAVIT**

I, the undersigned, hereby duly sworn, depose and say that the organization or business entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Wilton Manors. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, color, creed, religion, national origin, ancestry, age above the age of 21, sexual orientation, gender identity or expression, marital status, pregnancy, familial status, veterans status, political affiliation, or physical or mental disability and such person's association with members of such classes or in retaliation for or opposition to any such practices against any employee of, any City employee working with, or applicant for employment or any other factor which cannot be lawfully used as a basis for service delivery.

It is the policy of the City of Wilton Manors that Minority/Women- Owned Business Enterprises (MWBE) shall have the maximum opportunity to participate in all contracts. The City of Wilton Manors will accept MWBE certifications from Broward County and any State of Florida certification.

Further, City Code Section 2-60 requires that all contracting agencies of the City, or any department thereof, acting for or on behalf of the City, shall include in all contracts and property contracts hereinafter executed or amended in any manner or as to any portion thereof, a provision obligating the contractor not to unlawfully discriminate (as proscribed by federal, state, county, or other local law) on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age above the age of 21, sexual orientation, gender identity or expression, marital status, pregnancy, familial status, veterans status, political affiliation, or physical or mental disability and such person's association with members of classes protected under this chapter or in retaliation for or opposition to any practices forbidden under this chapter against any employee of, any City employee working with, or applicant for employment with such contractor and shall require such contractor to include a similar provision in all subcontracts executed or amended there under.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Signature of Notary)  
(Printed, Typed, or Stamped Name of Notary)

Personally Known OR  
 Produced Identification: Type of Identification: \_\_\_\_\_

**ATTACHMENT B**

**DOMESTIC PARTNERSHIP CERTIFICATION FORM**

I, the undersigned, hereby duly sworn, depose and say that the organization or business entity represented herein shall abide by the provisions of the City of Wilton Manors Code Section 2-58(v) in any activities or delivery of services under any agreement it enters into with the City of Wilton Manors.

The City of Wilton Manors Code Section 2-58(v) (see attached), establishes a Domestic Partner Benefits Requirement as described below:

*“Domestic Partner Benefits Requirement means a requirement for City Contractors to provide equal benefits for Domestic Partners. Contractors with five (5) or more employees contracting with the City, in an amount of \$20,000 or more (“Covered Contracts”), shall provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to the spouses of employees and/or the dependents of the spouses of employees. A Domestic Partnership Certification Form will be included in all competitive solicitations and by virtue of the execution of the Domestic Partnership Certification Form, the contractor will certify whether it complies with the Domestic Partner Benefits Requirement.”*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_

(Signature of Notary)

(Printed, Typed, or Stamped Name of Notary)

Personally Known OR

Produced Identification: Type of Identification: \_\_\_\_\_

**CITY OF WILTON MANORS, FLORIDA**

**ORDINANCE NO. 2013 – 0013**

**(Excerpt – Section 3, “Domestic Partner Benefits Requirement”)**

**Effective October 1, 2013**

**Section 3:** Section 2-58 of the Code of Ordinances is amended by creating Subsection (v) as follows:

**Section 2-58(v).**

1. For purposes of this Section, the following definitions shall apply:

*Domestic Partner* shall mean any two (2) adults of the same or opposite sex, who have registered as domestic partners with Broward County, or any other jurisdiction with a domestic partner registry pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one (1) of the domestic partners. A Contractor (as hereinafter defined) may institute an internal registry to allow for the provision of equal benefits to employees with a domestic partner who does not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A Contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by Broward County, Florida.

*Cash equivalent* shall mean the amount of money paid to an employee with a Domestic Partner in lieu of providing benefits to the employee’s Domestic Partner. The cash equivalent is equal to the employer’s direct expense of providing benefits to an employee for his or her spouse.

*Competent to contract* shall mean the two partners are mentally competent to contract.

*Dependent* shall mean a person who lives within the household of a domestic partnership and is:

- (1) A biological child or adopted child of a domestic partner; or
- (2) A dependent as defined under IRS regulations; or
- (3) A ward of a domestic partner as determined in a guardianship proceeding.

**Domestic Partner Benefits Requirement** means a requirement for City Contractors to provide equal benefits for Domestic Partners. Contractors with five (5) or more employees contracting with the City, in an amount of \$20,000 or more (“Covered Contracts”), shall provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to the spouses of employees and/or the dependents of the spouses of employees. The Domestic Partner Benefits Requirement will be included in solicitations. A Domestic Partnership Certification Form will be included in all competitive solicitations and by virtue of the execution of the Domestic Partnership Certification Form, the contractor will certify whether it complies with the Domestic Partner Benefits Requirement.

**Equal Benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with Domestic Partners and/or dependents of Domestic Partners, and/or between spouses of employees and/or dependents of spouses and Domestic Partners of employees and/or dependents of Domestic Partners.

**2. Equal Benefits Requirements.**

- A. All solicitations for Covered Contracts which are advertised shall include the requirement to provide equal benefits in the procurement specifications.
- B. As part of the solicitation response, the Contractor shall certify that the Contractor:
  1. Currently complies with the conditions of this Section; or
  2. Will comply with the conditions of this Section at time of contract award; or

3. Will not comply with the conditions of this Section at time of contract award; or
4. Does not need to comply with the conditions of this Section because of allowable exemption.

The certification shall be in writing and signed by an authorized officer of the Contractor.

**3. Mandatory Contract Provisions Pertaining to Equal Benefits.** Unless otherwise exempt, every covered contract shall contain language that obligates the contractor to comply with the applicable provisions of this Section by providing the Domestic Partnership Certification Form.

**4. Exception and Waiver.** The provisions of this Section shall not apply where:

- A. The Contractor does not provide benefits to the spouse of an employee or the dependents of employee's spouse.
- B. The Contractor is a religious organization, association, society or any non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with, a religious organization, association or society.
- C. The Contractor is a governmental entity.
- D. The Contract is for the sale or lease of property.
- E. The Covered Contract is necessary to respond to an emergency.
- F. The provisions of this Section would violate grant requirements.
- G. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners despite making reasonable efforts to provide them.
- H. Upon a majority vote, the City Commission may waive compliance of this Section under the following circumstances:
  1. Where only one (1) solicitation response is received;
  2. Where more than one (1) solicitation response is received, but the solicitation demonstrates that none of the proposed solicitations can comply with the requirements of this Section; or
  3. Where the cost of the Bid, as submitted by the lowest responsive bidder which complies with the requirements of this Section, would be at least five percent (5%) greater than the lowest responsive bid submitted by the bidder which does not comply with the requirements of this Section but would otherwise have been responsive if compliance with this Section would not have been listed as a requirement in the Bid specifications.
- I. In fiscal Year 2014, for a Covered Contract with a Contractor who provides reasonable assurances that the Contractor will provide benefits to employees' Domestic Partners in Fiscal Year 2014.

**5. Grandfather.** It is the intention of the City Commission that Contractors with existing contracts with the City be exempt from the application of this Ordinance until such contracts are renewed or amended.

**ATTACHMENT C**

**NON-DEBARMENT AFFIDAVIT**

\_\_\_\_\_ Being first duly sworn, deposes and says that:

He/She is \_\_\_\_\_ of \_\_\_\_\_ the Proposer ("Respondent") that has submitted the attached Proposal. By offering a submission to this ITB, the Respondent certifies and affirms that to the best of his/her knowledge and belief, that:

- 1. The Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction of any Federal, state or local agency; and
- 2. The Respondent has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property; and
- 3. The Respondent is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this affidavit; and
- 4. The Respondent has not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
- 5. The Respondent will submit a revised Debarment Affidavit immediately if the status changes.

If the Respondent cannot certify that he/she is not debarred, he/she shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract. Failure to submit a debarment affidavit will disqualify the contractor from the award of any contract.

\_\_\_\_\_ Check here if an explanation is attached to this affidavit.

By: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

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

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
 (Signature of Notary)  
 (Printed, Typed, or Stamped Name of Notary)

[ ] Personally Known OR [ ] Produced Identification: Type of Identification: \_\_\_\_\_

## ATTACHMENT D

### DRUG-FREE WORKPLACE CERTIFICATION

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace 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 workplace 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 workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
VENDOR'S SIGNATURE

**Must be executed and returned with attached proposal to be considered.**

**ATTACHMENT E**

**NON-COLLUSIVE AFFIDAVIT**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_ being first duly sworn deposes and says that:

(1) He/she is the \_\_\_\_\_(Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_ the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price or prices in the attached proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Signature of Notary)  
(Printed, Typed, or Stamped Name of Notary)

[ ] Personally Known OR

[ ] Produced Identification: Type of Identification: \_\_\_\_\_



**ATTACHMENT G**  
**E-Verify Form for All Solicitations:**  
**CITY OF WILTON MANORS**  
**E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES**

**TO BE RETURNED WITH PROPOSAL**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**Employment Eligibility. Bidder** certifies that it is aware of and complies with the applicable requirements of §448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

- (a) Bidder and any subcontractor thereof, shall register with and use the E-Verify system to verify the work authorization status of all new employees of the Bidder or subcontractor.
- (b) If the Bidder enters into a contract with a subcontractor, the subcontractor must provide the Bidder with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Bidder shall maintain a copy of such affidavit for the duration of the contract.
- (c)
  1. If the City, contractor, or subcontractor has a good faith belief that a person or an entity with which it is contracting has knowingly violated s. 448.09(1) shall terminate the contract with the person or entity.
  2. If the City has a good faith belief that a subcontractor knowingly violated this subsection, but the contractor otherwise complied with this subsection, shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.
  3. A contract terminated under this paragraph is not a breach of contract and may not be considered as such. If the City terminates a contract with a contractor under this paragraph, the contractor may not be awarded a public contract for at least 1 year after the date on which the contract was terminated. A contractor is liable for any additional costs incurred by the City as a result of the termination of a contract.
- (d) The City, contractor, or subcontractor may file a cause of action with a circuit or county court to challenge a termination under paragraph (c) no later than 20 calendar days after the date on which the contract was terminated.

Contractor Name  
\_\_\_\_\_

\_\_\_\_\_ Printed Name  
Contractor Authorized Representative

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority e.g. officer, trustee, attorney in fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

\_\_\_\_ Personally Known

\_\_\_\_ Produced Identification

Type of Identification Produced \_\_\_\_\_

**Must be executed and returned with attached proposal to be considered.**

ATTACHMENT H

AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS  
CITY OF WILTON MANORS

TO BE RETURNED WITH PROPOSAL/BID

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes.
2. The government of a foreign country of concern does not have a controlling interest in Entity.
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern.
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes.
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity.
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes.
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: \_\_\_\_\_, 20\_\_ Signed: \_\_\_\_\_

Entity: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ for \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_

ATTACHMENT I

**AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS**

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. The Affiant is an adult resident of the State of Florida.
2. The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".
3. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.
4. The Affiant is authorized to execute this Affidavit on behalf of the Entity.

FURTHER AFFIANT SAYETH NAUGHT.

DATE: \_\_\_\_\_, 20\_\_\_\_\_

ENTITY: \_\_\_\_\_ NAME: \_\_\_\_\_

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

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

SWORN TO (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ for \_\_\_\_\_ (name of Entity).

\_\_\_\_\_

NOTARY PUBLIC

\_\_\_\_\_ Personally Known OR

\_\_\_\_\_ Produced Identification

\_\_\_\_\_

Type of Identification Produced