

Invitation to Quote (“ITQ”)

ITQ#: DS-21-71

Title: Identification Cards

Brief Description of Commodity/Service/Project:

Identification Cards on an as needed basis.

Refer to Exhibit “A” – Scope of Services for complete description of services/product to be provided.

Quote Deadline & Submittal Information

Time: 2:00PM EST

Date: Wednesday, June 30, 2021

Method of Submittal: Bidders shall submit all bid documents electronically through www.demandstar.com. A full instructional guide on how to submit documents will be included with this solicitation. The Town will maintain documentation on its own website at www.davie-fl.gov/purchasing for general public information and posting requirements.

Late submissions shall not be accepted.

Questions

Questions regarding this solicitation shall be submitted in writing to purchasing@davie-fl.gov no later than **Wednesday, June 23, 2021**.

Required Forms

All forms included herein are to be completed and returned within the ITQ response, including the *VENDOR REGISTRATION FORM*. The Town reserves the right to disqualify firms for failure to complete/return form(s).

Associated Exhibits

Exhibit “A” – Scope of Services

Exhibit “B” – Required Forms

Exhibit “C” – DemandStar Registration and E-Bidding Instructions

**THE INFORMAL QUOTING PROCESS IS USED WHEN THE TOWN ESTIMATES THE TOTAL BID AMOUNT
NOT TO EXCEED \$25,000.**



ITQ GENERAL TERMS AND CONDITIONS

Definitions:

"Town" means Town of Davie; "Seller" "Vendor" and "Contractor" means a business that sells goods and/or services to Town pursuant to this Invitation to Quote ("ITQ").

- 1) It is the policy of the Town to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in this ITQ are encouraged to submit quotes. Vendors may enroll with the Town to be included on an email list for goods and services which can be found at www.davie-fl.gov. ITQs are also posted on www.DemandStar.com.
- 2) Only quotes received as of opening date and time will be considered timely. Quote and modifications received after the deadline will be rejected as late. The Town will not be responsible in the event that e-mail transmittal fails to deliver any response by the above referenced deadline. Late submissions shall not be accepted.
- 3) The sellers must be direct manufacturer resellers; tertiary resellers will not be accepted by the Town of Davie.
- 4) The selection of the successful respondent(s) shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all quotation responses. The Town of Davie reserves the right to reject any and all submissions, to waive any and all irregularities in any submission, and to make awards in the best interest of the Town.
- 5) Prices quoted and deliveries are to be FOB Destination and unloaded, unless otherwise specified in this ITQ, and made during regular business hours. Inspection and acceptance will be destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of Seller until acceptance by the Town unless loss or damage results from negligence by the Town. If the materials or services supplied to the Town are found to be defective or to not conform to specifications, the Town reserves the right to cancel the order upon written notice to the Seller and return product at Seller's expense. "Final acceptance" shall occur when all items have been received, or all work has been completed, and accepted by Town, and Town has authorized final payment to Seller.
- 6) If delivery/completion dates cannot be met, Seller shall inform Town immediately. However, such notice shall not constitute a change to the delivery/completion terms of the PO unless Town modifies the PO in writing. If any item is not received or if any element of the work is not completed by the date specified, Town, at Town's

option and without prior notice to Seller, may either approve a revised date or may cancel the PO and obtain such goods or work elsewhere. Seller also shall be liable to Town for compensatory damages arising from such failure to timely perform.

- 7) Any containers, reels, or pallets shipped with supplies by Seller are to remain the property of Town unless otherwise agreed in writing.
- 8) The Town specifically reserves the right to accept all or any part of the quote, to split the award, to increase or decrease the quantity to meet additional or reduced requirements of the Town, without such change affecting the contract unit price set forth in the quote form by the Seller.

Seller's attention is called to the fact that the estimate of quantities to be furnished under the specifications is approximate only and not guaranteed. The Town does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the Seller plead misunderstanding or deception because of such estimate of quantities.

- 9) No substitutions, quantity changes, price increases, etc. shall be made without a written change order to the PO.
- 10) Any manufacturer's names, trade names, brand names, or catalog numbers used in these applications are for the purpose of describing and establishing minimum requirements or level of quality, standards of performance, and design required, and are in no way intended to prohibit the bidding of other manufacturers' items of equal material, unless specifications state "NO SUBSTITUTIONS."
Seller must indicate any variances to the specifications, terms, and conditions, no matter how slight. If variations are not stated in the Proposal, it shall be construed that the quote fully complies with the Specifications, Terms and Conditions.
Seller is required to state exactly what they intend to furnish; otherwise they shall be required to furnish the items as specified.
Seller will submit, with their proposal, necessary data (factory information sheets, specifications, brochures, etc.) to evaluate and determine the quality of the item(s) they are quoting.
The Town shall be the sole judge of equality and its decision shall be final.
- 11) Unless otherwise specified, all items proposed by the Seller shall include a warranty covering services, parts and/or labor for a specified period

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of time. The Seller shall submit information on both manufacturer and dealer warranties, where applicable, with the quote submittal. All goods furnished shall be fully guaranteed by the successful Seller against factory defects and workmanship. At no expense to the Town, the successful Seller shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. Special conditions dictated in this ITQ may supersede the manufacturer's standard warranty.

- 12) All invoices should be sent to: Town of Davie, Finance Department, 6591 Orange Drive, Davie, Florida 33314. In accordance with Florida State Statutes, Chapter 218, payment will be made within 45 days after receipt of services and a proper invoice. The Town cannot make advance payments, make deposits in advance of receipt of goods, or pay C.O.D. Sellers should state any payment discount in the space provided on the proposal form.
- 13) The Town of Davie is exempt from payment to its vendors of State of Florida sales tax and, therefore, such taxes should not be figured into the quote. However, this exemption does not transmit to suppliers to the Town in their (supplier) purchases of goods or services, used in work or goods supplied to the Town. Sellers are responsible for any taxes, sales or otherwise, levied on their purchases, subcontracts, employment, etc. An exemption certificate will be signed where applicable, upon request. The Town will pay no sales tax.
- 14) In accordance with Section 2-327 of the Town's Code, the Town shall not purchase any goods or services from any person who is actively employed by the Town of Davie or from any business or entity of which the employee or the employee's spouse or child is an agent, officer, partner, director or proprietor or in which they have a material interest or discretionary authority. Any such individual or business shall be disqualified from participating in any bidding activity for purchases by the Town unless specifically authorized by action of the Town Council. Furthermore, all bidders are subject to follow SECTION 1-19 OF THE BROWARD COUNTY CODE.
- 15) Seller agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State, County and Town orders, statutes, ordinances, rules and regulations which may pertain to the Services required herein, including but not limited to:

- Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this Contract.
- Occupational Safety and Health Act (OSHA) as applicable to this contract.
- Environmental Protection Agency (EPA), as applicable to this Contract.
- A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- Contractor and all subcontractors shall comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). Contractor agrees that no portion of the bid award will be paid to any employees of the Town of Davie, its elected officials, and/or the contractor's consultants, as a commission, kickback, reward or gift, directly or indirectly by the firm or by an officer of the firm.
- Seller and any subcontractors performing work in connection with this contract shall provide equal opportunity for employment because of race, religion, color, age, sex, national origin, sexual preference, disability or marital status. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Seller agrees to post in a conspicuous place available for employees and applicants for employment, such notices as may be required by the Dade County Fair Housing and Employment Commission, or other authority having jurisdiction over the Work

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setting forth the provisions of the nondiscrimination law.

- “Conflicts of Interest” Section 1-19 of the County Code, and Ordinance 2011-19.
- Florida Building Code (FBC).

Notwithstanding any other provision herein, Seller shall not be required pursuant to the contract to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Seller, constitute a violation of any law or regulation to which Seller is subject, including, but not limited to, laws and regulations requiring that Seller conduct its operations in a safe and sound manner.

16) Local Preference:

Local Davie Vendor- a “local Davie vendor” shall mean a person or business entity which has maintained a permanent place of business with full-time employees within the Town limits for a minimum of six months prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box or a residence. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Town of Davie and have an address that the U.S. Postal Service recognizes as being a Davie address to be eligible.

Local Broward County Vendor- a “local Broward vendor” shall mean a person or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of six months prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box or a residence. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides and have an address that the U.S. Postal Service recognizes as being a Broward County address to be eligible.

Bid- A bid shall be any competitive solicitation by specification officially posted by the Town of Davie Purchasing staff on the Town’s website where the award is determined by price.

Proposal- A proposal shall be any competitive solicitation by Request for Proposal (RFP) officially posted by the Town of Davie Purchasing staff on the Town’s website where the award is determined by qualifications.

Process

a) Competitive Bid- For bid evaluation purposes, vendors that meet the definition of “local Davie

vendor” as detailed above shall be given a 5% evaluation credit. This shall mean that if a “local Davie vendor” submits a bid/quote that is within 5% of the lowest price if that lowest price is submitted by a non-Broward County vendor or within 2.5% of the lowest price if that lowest price is submitted by a Broward County vendor, the “local Davie vendor” shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the “local Davie vendor” submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the “local Davie vendor”. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a “local Davie vendor”, the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

For bid evaluation purposes, vendors that meet the definition of “local Broward County vendor” as detailed above shall be given a 2.5% evaluation credit. This shall mean that if a “local Broward County vendor” submits a bid/quote that is within 2.5% of the lowest price submitted by any non-Broward County vendor, the “local Broward County vendor” shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the “local Broward County vendor” submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the “local Broward County vendor”. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a “local Davie vendor”, the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a “local Davie vendor” and a “local Broward County vendor” participating in the same bid solicitation and both vendors qualify to submit a second bid as detailed above, the “local Davie vendor” will be given first option. If the “local Davie vendor” cannot beat the lowest bid received by at least 1%, an opportunity will be given to the “local Broward County vendor”. If the “local Broward County vendor” cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder regardless of geographic location of the business.

If multiple “local Davie vendors” submit bids/quotes which are within 5% of the lowest bid/quote if that bid/quote is from a non-Broward County bidder, or within 2.5% of the lowest bid/quote if that bid/quote is from a local Broward County bidder, then all vendors will be asked to submit a “best and final offer (BAFO)”. The award will be made to the “local Davie vendor” submitting the lowest BAFO

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providing that that BAFO is at least 1% lower than the lowest bid/quote received in the original solicitation. If no "local Davie vendor" can beat the lowest bid/quote by at least 1%, then the process will be repeated with all "local Broward County vendors" who have submitted a bid/quote which is within 2.5% of the lowest bid/quote. If no "local Davie vendor" and no "local Broward County vendor" can submit a BAFO that is at least 1% lower than the lowest bid/quote submitted in the original solicitation, the award will be made to the lowest responsive bidder regardless of geographic location of the business.

b) Competitive Proposal- For evaluation purposes, "local Davie vendor" and "local Broward County vendor" shall be a criterion for award in any Request For Proposal unless specifically exempted by the Town Administrator or the Town Council.

c) Exceptions

1. No "local vendor" preference will be included in any competitive solicitation where the Town is the lead agency for the Southeast Florida Cooperative Purchasing Group.
2. Utilization of a State or other agency contract.
3. State or Federal law prohibits the use of local preference.
4. The work is funded in whole or in part by a governmental entity where the laws, rules, regulations or policies prohibit the use of local preferences.
5. Sole source or single source purchases.
6. The "local vendor" is either non-responsive or non-responsible.
7. All bids submitted exceed the budget amount for the project.
8. Emergency purchases.
9. The Town Administrator and/or the Town Council may exempt any competitive solicitation from the local vendor preference.

17) Under the terms of the Florida Right-to-Know Law (Chapter 442, Florida Statutes), all suppliers of products deemed to be toxic in substance, as indicated in the State of Florida Substance List, are required to submit a Safety Data Sheet (SDS) for each substance as a condition of award by the Town.

18) Seller shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the Town and Town's approval.

19) The Contractor shall maintain and carry in full force during the Term the insurance required herein. Upon Town's notification, the Contractor shall furnish to the Procurement Management Division, Certificates of Insurance that indicate that insurance coverage has been obtained which meets the requirements as outlined below:

a) Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, Products & Completed Operations with minimum limit of \$1,000,000, Personal and Advertising Injury with minimum limit of \$1,000,000. **Town of Davie must be shown as an additional insured with respect to this coverage. The mailing address of Town of Davie 6591 Orange Drive Davie, Florida 33314, as the certificate holder, must appear on the certificate of insurance. When applicable, the Davie Community Redevelopment Agency must be shown as an additional insured with respect to this coverage. The mailing address to the Davie Community Redevelopment Agency is 6591 Orange Drive Davie, Florida 33314.**

b) Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than \$1,000,000 per person and \$1,000,000 per occurrence. **Town of Davie must be shown as an additional insured with respect to this coverage. The mailing address of Town of Davie 6591 Orange Drive, Davie, Florida 33314, as the certificate holder, must appear on the certificate of insurance. When applicable, the Davie Community Redevelopment Agency must be shown as an additional insured with respect to this coverage. The mailing address to the Davie Community Redevelopment Agency is 6591 Orange Drive Davie, Florida 33314.**

c) Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440. Must include Employers' Liability with a minimum limit of \$100,000 each accident, Disease each employee minimum limit of \$100,000,

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Disease policy limit of \$500,000. Should the Contractor be exempt from this Statute, the Contractor and each employee shall hold the Town harmless from any injury incurred during performance of the Contract. The exempt contractor shall also submit a written statement detailing the number of employees and that they are not required to carry Worker's Compensation insurance, and do not anticipate hiring any additional employees during the term of this contract or a copy of a Certificate of Exemption.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operation of the Contractor. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, according to the latest edition of Best's Insurance Guide published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Town's Risk Management Division.

Certificates of Insurance must indicate that for any cancellation of coverage before the expiration date, the issuing insurance carrier will mail thirty (30) day written advance notice to the certificate holder and any additional insureds. In addition, the Contractor hereby agrees not to modify the insurance coverage without thirty (30) days written advance notice to the Town.

NOTE: TOWN OF DAVIE CONTRACT NUMBER AND TITLE MUST APPEAR ON EACH CERTIFICATE OF INSURANCE.

Compliance with the foregoing requirements shall not relieve the Contractor of this liability and obligation under this section or under any other section in the Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within fifteen (15) calendar days after Town notification to Contractor to comply before the award is made. If the insurance certificate is received within the specified time frame but not in the manner prescribed in the Agreement, the Contractor shall be verbally notified of such deficiency and shall have an additional five (5)

calendar days to submit a corrected certificate to the Town. If the Contractor fails to submit the required insurance documents in the manner prescribed in the Agreement within twenty (20) calendar days after Town notification to comply, the Contractor shall be in default of the contractual terms and conditions and award of the Contract will be rescinded, unless such time frame for submission has been extended by the Town.

The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period of the Contract, including any and all option years or extension periods that may be granted by the Town. If insurance certificates are scheduled to expire during the contractual period, the Contractor shall be responsible for submitting new or renewed insurance certificates to the Town at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the Town shall suspend the Contract until such time as the new or renewed certificates are received by the Town in the manner prescribed herein; provided, however, that this suspended period does not exceed thirty (30) calendar days. Thereafter, the Town may, at its sole discretion, terminate this contract.

20) The Procurement Division may issue an addendum in response to any inquiry received prior to the ITQ deadline, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Seller should not rely on any representation, statement or explanation, whether written or verbal, other than those made in this ITQ solicitation document or in any addenda issued. Where there appears to be a conflict between this ITQ and any addenda, the last addendum issued shall prevail. It is the Seller's responsibility to ensure receipt of all addenda and any accompanying documents. Seller shall acknowledge receipt of any formal Addenda by signing the addendum and including it with their quote.

21) The using department will make a recommendation based upon the lowest responsive and responsible Seller whose quote conforms to the ITQ and is most advantageous to the Town. If lowest fails to comply, then the second will be called upon, and so on.

The Town reserves the right to accept and award item by item, and/or by group, or in the

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aggregate, unless the Seller qualifies his quote by specified limitations.

One or more Sellers may be designated as approved Primary or Secondary Vendor(s) for the delivery of material and/or services from this contract through the effective period of the award. In any situation where obtaining services from the Primary Vendor(s) is not in the best interest of the Town, or the vendor cannot deliver material and/or services within 24 hours of date required, or on an emergency basis, staff may obtain services from the Secondary Vendor(s).

Successful Seller shall be notified in writing of award. Delivery of materials and/or services shall be performed upon receipt by successful Seller of a numbered, signed purchase order.

- 22) All employees of the Seller shall be considered to be at all times the sole employees of the Seller, under the Seller's sole direction, and not employees or agents of the Town of Davie. The Seller shall supply competent and physically capable employees and the Town is authorized to require the Seller to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on Town property is not in the best interest of the Town.

Each employee at all times shall have and display in plain view proper identification. The names of the employee and the company shall be displayed on the front of the employee's shirt.

- 23) The successful Seller shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the Town and Town's approval.
- 24) Seller agrees to comply with public records laws. This includes but is not limited to:
- a) Keep and maintain public records as required by the Florida Statutes.
 - b) Upon request from the Town Clerk, provide the Town of Davie 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 the applicable Florida Statutes.
 - c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for

the duration of the contract term and following completion of the contract if the Seller does not transfer the records to the public agency.

- d) Upon completion of the contract, transfer, at no cost to the Town all public records in possession of the Seller or keep and maintain the public records as required by the Florida Statutes.

If the Seller has questions regarding the application of Chapter 119, Florida Statutes, to the Seller's duty to provide public records relating to this contract, contact the custodian of public records at 954-797-1000, [Evelyn Roig@Davie-FL.gov](mailto:Evelyn.Roig@Davie-FL.gov), 6591 Orange Drive, Davie, FL 33314.

- 25) The Seller shall indemnify and hold harmless the Town its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the Town or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the services by the Seller or its employees, agents, servants, partners, principals or subcontractors. The awarded Seller shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the Town, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Seller expressly understands and agrees that any insurance protection required by this contract or otherwise provided by the Seller shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Town or its officers, employees, agents, and instrumentalities as herein provided. The above indemnification provisions shall survive the expiration or termination of this contract.
- 26) The Seller is, and shall be, in the performance of all work services and activities herein an independent Seller, and not an employee, agent or servant of the Town. All persons engaged in

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any of the work or services performed pursuant to this ITQ shall at all times, and in all places, be subject to the Seller's sole direction, supervision and control. The Seller shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Seller's relationship and the relationship of its employees to the Town shall be that of an independent Seller and not as employees and agents of the Town.

The Seller does not have the power or authority to bind the Town in any promise, agreement or representation other than specifically provided for herein.

- 27) The Town may terminate this agreement if an individual or corporation or other entity attempts to meet its contractual obligation with the Town through fraud, misrepresentation or material misstatement.
- 28) In addition to cancellation or termination as otherwise provided herein, the Town may at any time, in its sole discretion, with or without cause, terminate the agreement by written notice to the Seller.
- 29) Florida Statute § 287.135: Contractor must certify that the company is not participating in a boycott of Israel. Contractor must also certify that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria. Contractor must submit the certification that is attached to this agreement. Submitting a false certification shall be deemed a material breach of contract. The Town shall provide notice, in writing, to the Contractor of the Town's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the Town's determination of false certification was made in error then the Town shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135. Nothing herein shall be interpreted or construed to mean that the Town waives its common law sovereign immunity or the limits on liability set forth in Section 768.28, Florida Statute.

- 30) A vendor who is to be formally removed from the vendor eligibility list and who is to be subsequently barred from doing future business with the Town will be notified in writing by the Procurement Manager through the Office of the Town Administrator. Said written notification will state the reason for debarment and the length of time of its effectiveness, which shall be thirty six months or less from the date of notification.

A vendor who receives a notice of debarment may request, in writing, an appointment with the Procurement Manager and the Town Administrator for the purpose of reviewing the decision. If the review does not satisfactorily resolve the issue, the vendor may then petition to appear at a formal, twice-monthly session of the Town Council to further defend their position. Said petition to appear must be directed to the Office of the Town Administrator or the Office of the Town Clerk for scheduling.

If a vendor's name is removed from the list of vendors eligible to receive a bid opportunity no Town department is able to continue doing business with said vendor. A vendor may be removed from the vendor eligibility list for any of the following reasons:

1. Conviction of a criminal offense relative to securing a public or private contract;
2. Conviction of a violation of a State or Federal anti-trust statute or act relating to the submission of a bid or a proposal;
3. Conviction of a violation of a State or Federal Statute which indicates a lack of business integrity or honesty, e.g., theft, forgery, embezzlement;
4. A serious violation of a contract provision, e.g., a previous failure to perform or unsatisfactory performance associated with an awarded contract or bid;
5. A violation of ethics, as defined within this manual or the Florida State Code of Ethics;
6. Conviction of or evidence of collusion by a respondent or a subsidiary in the submission of a response to the Town,

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other government agency or business in connection with a solicited RFP, or bid;

7. Any other reason that would affect a vendor's responsibility to the Town.

Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Davie.

31) Contractor shall comply with Florida Statute 112.313, which prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, or candidate would be influenced thereby." "... The term 'public officer' includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The Town of Davie policy states "No employee, contracted personnel, and elected or appointed official shall solicit or accept, anything of value, including a gift, loan, reward, promise of future employment, favor, or service, when the employee, contracted personnel, and elected or appointed official knows or should know that it is given to influence their vote, action, decision, recommendation or clout of the employee, contracted personnel, and elected or appointed official in the course of their employment or service with the Town of Davie."

Florida Statute 112.312 (12) (a) list what is a "Gift."

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

32) Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract. The

By entering into this Contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

33) Contractor certifies and agrees that all personnel used in the performance of this work have had a criminal background check. The Town reserves the right to request copies of the criminal background check.

34) Any communication from a lobbyist to a covered individual regarding any item that will foreseeably be decided by a final decision making authority, which communication seeks to influence, convince, or persuade the covered individual to support or oppose the item requires the said lobbyist to register with the Town of Davie Town Clerk.

35) In accordance with Section 12.01 of the Broward County Code of Ordinances, the Contractor understands that this Contract may be subject to investigation and/or audit by the Broward County Inspector General. The Contractor understands and agrees to his obligations under this ordinance. The Contractor further understands and agrees that in addition to all other remedies and consequences provided by law the failure of the Contractor or its subcontractors to fully cooperate with the Inspector General, when requested, may

Town of Davie
Invitation to Quote (ITQ) – Informal Solicitation



be deemed by the Town to be a material breach of the Contract justifying its termination.

- 36) Prices shall remain firm and fixed for the term of the Contract, including any option or extension periods; however, the Contractor may offer incentive discounts to the Town at any time during the Contract term, including any renewal or extension thereof.
- 37) The cost for all items as quoted herein shall remain firm for the term of the contract. Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 3% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (National) as published by the Bureau of Labor Statistics, U.S. Dept. of Labor. The yearly increase or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested cost increase shall be fully documented and submitted to the Town at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the Town shall have the right to receive from the Contractor reduction in costs that reflect such cost changes in the industry. The Town 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 Town does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the Town, the contract can be cancelled without penalty by the Town upon giving thirty (30) days written notice to the Contractor.

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Exhibit “A” – Scope of Services

A. Technical Specifications

Item No.	Description	Brand	Name	Format	Format Identifier
1	Proximity Cards	HID	ISOProx II Cards	H53963	4030
2	Windshield Tags	AWID	AH-WS-UHF LR-2000	AWID26	31
3	Portable Tag	AWID	PT-UHF	AWID26	31
4	Sun Visor	AWID	VT-UHF	AWID26	31
5	Hand Tag	AWID	HT-UHF	AWID26	31
6	Side View Tag	AWID	SV-UHF	AWID26	31
7	Rearview Mirror Tag	AWID	RV-UHF	AWID26	31
8	SEOS Card	HID	5006PGGAN	H53963	Elite Key ICE2095
9	SEOS Card	HID	5006PGGAB (Punch)	H53963	Elite Key ICE2095
10	Crescendo	HID	402300UJ95	Elite Key is programmed from factory	
11	Crescendo	HID	404200UJ95	Elite Key is programmed from factory	
12	Crescendo	HID	404300UJ95	Elite Key is programmed from factory	
13	SEOS FIDO Card	HID	561-XXXXXX	Elite Key is programmed from factory	
14	HID Signo Reader 40	1	40NKS-00-00UJ95	Elite Key is programmed from factory	
15	HID Signo Reader 20	1	40NKS-00-00UJ95	Elite Key is programmed from factory	



B. Firm and Fixed Prices

The awarded supplier's quote shall remain fixed and firm during the term of this agreement; provided however, that supplier may offer incentive discounts from this fixed price to the Town at any time during the agreement term.

C. Contract Term

This contract shall be for a period of three (3) years from execution date, with the option to renew for two (2) additional three (3) year periods.

D. Delivery

Orders will be made on an as-needed basis. Unit price shall include all associated costs including shipping and handling to the address below:

TOWN OF DAVIE – INFORMATION TECHNOLOGY
Attn: JOSE BEAUCHAMP
8800 SW 36th St.
DAVIE, FL 33328

END OF SECTION



QUOTE FORM

Item No.	Description	Quantity	Name	Unit Price (EA)	Extension Amount
1	Proximity Cards	300	ISOProx II Cards	\$	\$
2	Windshield Tags	100	AH-WS-UHF LR-2000	\$	\$
3	Portable Tags	100	PT-UHF	\$	\$
4	Sun Visor Tags	100	VT-UHF	\$	\$
5	Hand Tags	100	HT-UHF	\$	\$
6	Side View Tags	200	SV-UHF	\$	\$
7	Rearview Mirror Tags	200	RV-UHF	\$	\$
8	SEOS Card	HID	5006PGGAN	H53963 Elite Key ICE2095	\$
9	SEOS Card	HID	5006PGGAB (Punch)	H53963 Elite Key ICE2095	\$
10	Crescendo	HID	402300UJ95	Elite Key is programmed from factory	\$
11	Crescendo	HID	404200UJ95	Elite Key is programmed from factory	\$
12	Crescendo	HID	404300UJ95	Elite Key is programmed from factory	\$
13	SEOS FIDO Card	HID	561-XXXXXX	Elite Key is programmed from factory	\$
13	HID Signo Reader 40	1	40NKS-00- 00UJ95	Elite Key is programmed from factory	\$
14	HID Signo Reader 20	1	40NKS-00- 00UJ95	Elite Key is programmed from factory	\$
TOTAL QUOTE AMOUNT					\$

TOTAL QUOTE AMOUNT WRITTEN IN WORDS (column “D” above)

Notes:

1. Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
2. Alternate bids will not be considered unless authorized in the ITQ document.
3. Proposed delivery time must be shown in calendar days, which shall include weekends and holidays.

IMPORTANT: This signed quote form shall be considered an offer on the part of the bidder. Failure to sign this form is grounds for immediate disqualification. By signing this document, you are affirming that you have read and understood the terms, conditions, and information included within this solicitation. That all the information provided above is true and accurate. That the business associated with this solicitation has not been debarred, convicted of a public entity crime, and does not have a conflict of interest in any manner as described herein. That you have the proper authority to sign this document and the ability to bind this business entity to the terms and conditions herein.

Town of Davie
Invitation to Quote (ITQ) – Informal Solicitation



Authorized Signature:
Print Name:
Title:

1. **Your company agrees to honor the above price for twelve (12) months.**
 Yes No
2. **Any additional agreements or legal documents associated with completing this purchase have been attached herein* (Check one):**
 Yes, see attached Not Applicable

* THE TOWN RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER THAT FAILS TO INCLUDE ADDITIONAL LEGAL DOCUMENTATION/PURCHASE AGREEMENTS AT TIME OF BID SUBMISSION OR MAY REJECT BASED ON NOT MEETING TOWN'S LEGAL SUFFICIENCY.

3. **Vendor accepts the VISA Procurement card for payment. (Check one):** Yes No

End of Quote Form



ITQ Checklist

The following are requirements of this ITQ, as indicated below. Use of this checklist may help ensure that your submission is complete.

Place a check mark in the "Done" column as you complete and enclose each item.

Required	Done	Requirement
√		Completed and Signed Quote Form
√		Acknowledgement of Addenda (if any)
√		Local Preference Form (if applicable)
√		Client Reference Form
√		Vendor Registration Form
√		Licenses and/or Certifications (if applicable)
√		Business Tax Receipt [Occupational License(s)]
√		State of FL Sunbiz <i>OR</i> State Registration (if not required to have State of FL Sunbiz)
√		W9

This checklist is for your guidance. Please read the entire ITQ thoroughly to ensure that your submission is complete.



Exhibit "B" – Required Forms

Please see next page



AFFIDAVIT OF ELIGIBILITY FOR LOCAL VENDOR PREFERENCE
(Davie Code of Ordinances Sec. 2-329)

****Complete the boxes below as applicable:****

1. ___ My Business is located within the **Town of Davie**.

Legal Name of Firm:	
Taxpayer ID No.:	
Physical Address: <i>SHALL NOT BE A P.O. BOX OR RESIDENCE</i>	
Phone Number:	
Email Address:	
Has the business name changed since it was opened in Davie? Yes No	
If yes, provide the previous business name:	
Date your business was established in Town of Davie:	
Business License Number:	Date Issued:
The business employs (insert a number) full time employees.	

2. ___ My Business is located within **Broward County**.

Legal Name of Firm:	
Taxpayer ID No.:	
Physical Address: <i>SHALL NOT BE A P.O. BOX OR RESIDENCE</i>	
Phone Number:	
Email Address:	
Has the business name changed since it was opened in Broward County? Yes No	
If yes, provide the previous business name:	
Date your business was established in Broward County:	
Business License Number:	Date Issued:
The business employs (insert a number) full time employees.	

___ I have attached copies of applicable Business Tax Receipt(s) (REQUIRED).

The undersigned states that the forgoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the Town in an attempt to qualify for local preference shall be prohibited from bidding on Town of Davie products and services for a period of one (1) year.

Authorized Signatory: _____ Print Name: _____



CLIENT REFERENCE FORM

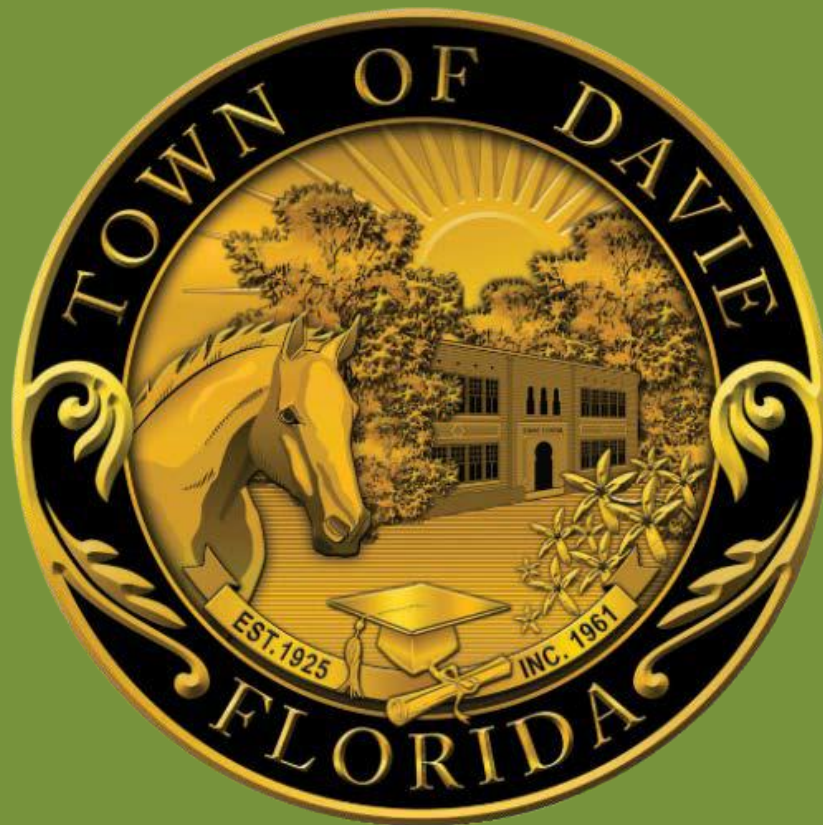
Provide a minimum of three (3) client references from recent similar transactions.

1) Name of Client Entity: _____
Address: _____
City/State/Zip: _____
Contact: _____
Title: _____
Email Address: _____
Telephone: _____
Scope of Work: _____
Description of Services Provided: _____

2) Name of Client Entity: _____
Address: _____
City/State/Zip: _____
Contact: _____
Title: _____
Email Address: _____
Telephone: _____
Scope of Work: _____
Description of Services Provided: _____

3) Name of Client Entity: _____
Address: _____
City/State/Zip: _____
Contact: _____
Title: _____
Email Address: _____
Telephone: _____
Scope of Work: _____
Description of Services Provided: _____

TOWN OF DAVIE



VENDOR REGISTRATION FORM

VENDOR INFORMATION

Is this a form being filled out as a new application or an update to an existing application?

New Application

Updating Application

Vendor Name:

(Business Name Registered With The State OR Full Name If An Individual)

Mailing Address:

Remit to Address

(If Different from Mailing Address):

Contact Name:

Telephone:

Federal Tax ID Number:

Fax Number:

Company Email Address:

Business Website (If Applicable):

Emergency Contact Information

Please enter information the Town can use to contact you for disaster or emergency services below

Name

Contact Information

Have you been awarded any government contracts recently or in the past? If yes, please list the contract #'s, the agency, the service provided , and if it is still active.

Products & Services

In the space provided below please indicate any product or services that your firm provides

Ownership Disclosure

1. If the contract or business transaction is with a company, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership %</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

<u>Full Legal Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

3. The officers of the Corporation are as follows:

Name

Address

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Registered Agent: _____

**TOWN OF DAVIE
CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135**

_____ does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

Affirm:

TOWN OF DAVIE CERTIFICATION REGARDING DEBARMENT

Certification Regarding Debarment, Suspension And Other Responsibility Matters TO BE COMPLETED BY PROSPECTIVE VENDOR

A. The prospective Vendor certifies that it and its principals (subcontractors and suppliers):

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency;
2. Have not within a three (3) year period preceding this bid proposal been convicted of or had a civil judgment entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, City or Town or other local agency) transaction or contract; 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
4. Have not within a three (3) year period preceding this bid proposal had one or more public contracts (Federal, State, City or Town or other agency) terminated for cause or default.

B. Where the prospective Vendor is unable to certify to any of the statements in this certification, an authorized signatory to this proposal shall complete, sign and attach a detailed explanation.

Affirm:

Vendor or Contractor Conflict of Interest Disclosure Statement

What Defines A Conflict Of Interest According To The Town:

A. An officer, director, employee, agent, or other consultant of the Town or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with a grant of the Agreement with the Town or its Departments.

B. There are undisclosed persons or entities interested with the Contractor in the Agreement. The Agreement is entered into by the Contractor with a connection with another entity or person making a proposal for the same purpose, and possibly with collusion, fraud or conflict of interest. Elected or appointed officer(s) or official(s), director(s), employee(s), agent(s) or other consultant(s) of the Town, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or member of the immediate family or household of any of the aforesaid:

- 1.) Is interested on behalf of or through the Contractor directly or indirectly in any manner whatsoever in the execution or the performance of the Agreement, or in the services, supplies or work, to which the Agreement relates or in any portion of the revenues; or
- 2.) Is an employee, agent, advisor, or consultant to the Contractor or to the best of the Contractor's knowledge, any subcontractor or supplier to the Contractor.

DISCLOSURE OF CONFLICT OF INTEREST

VENDOR SHALL DISCLOSE BELOW, TO THE BEST OF HIS OR HER KNOWLEDGE, ANY TOWN OF DAVIE OFFICER OR EMPLOYEE, OR ANY RELATIVE OF ANY SUCH OFFICER OR EMPLOYEE AS DEFINED ABOVE AND IN SECTION 112.3135, FLORIDA STATUTES, WHO IS AN OFFICER, PARTNER, DIRECTOR OR PROPRIETOR OF, OR HAS A MATERIAL INTEREST IN THE VENDOR'S BUSINESS OR ITS PARENT COMPANY, ANY SUBSIDIARY, OR AFFILIATED COMPANY, WHETHER SUCH TOWN OFFICIAL OR EMPLOYEE IS IN A POSITION TO INFLUENCE THIS PROCUREMENT OR NOT.

Please indicate below if there is a Conflict Of Interest.

(Please select one option)

YES

NO

If you indicated yes above please list the names and relationships of those who you believe would lead to a conflict of interest in the space provided below

Name:

Relationship:

_____	_____
_____	_____
_____	_____

By signing this document you are affirming that you have read and understood the terms, conditions, and information above. That all the information provided above is true and accurate. That the business associated with this application has not been debarred and does not have a conflict of interest in any manner as described above. That you have the proper authority to sign this document.

Name & Title, Typed or Printed

Authorized Signature

Date

Additional Information

Certain forms are required in order for this vendor registration form to be processed. These forms are listed below.

- W-9 Form
- Business Tax Receipt [Occupational License(s)]

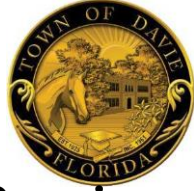
These forms must be received together with this registration form.

Note:

You may either email this registration form along with attachments to:

purchasing@davie-fl.gov

TOWN OF DAVIE



Vendor Requirement Guide

The purpose of this document is to assist you with certain requirements when doing business with the Town. The below listed key points have been developed to assist you in providing necessary information that will result in a smoother procurement and contracting process. This will expedite the ordering process and help to ensure your payments are made in a timely fashion.

When Providing A Quote Related To A Contract, Please Do The Following

- a. You must reference the contract number that is being utilized to develop the quote.
- b. You must remove any extraneous terms and conditions that are not related to the referenced contract on your quote.
- c. Remove any request for an authorized signature on the quote. A purchase order can be provided.
- d. If you are quoting prices based on a cost-plus contract, please show your $\text{Cost} + \% \text{ of Markup} = \text{Total Cost}$. This will help us verify that your pricing complies with the contract. We ask that you provide evidence of your cost (supplier invoice/receipt) using this model.
- e. If you are quoting prices based on a discount off list, please show $\text{List Price} + \% \text{ Discount} = \text{Total Cost}$. This will help us verify that your pricing complies with the contract and will provide evidence of the list price as well.
- f. If your quoted prices are based on a unit price contract, please ensure the pricing matches the contract.
- g. If permits are applicable, please be sure to include those costs on your quote.
- h. Please verify if freight is allowed, or not, before submitting your quote.
- i. Is installation applicable to the contract, or not? If not, please be sure to notate.
- j. When awarded a contract by the Town or the Town chooses to piggyback a contract, please inform all sales and accounting teams that the Town will be utilizing said contract.
- k. Please ensure all pricing is loaded into your information system.

All Invoices To The Town MUST Include The Following Information Or It WILL Be Rejected.

- a. Must include a PO# when a purchase order has been provided.
- b. Must include a non-repetitive invoice number.
- c. Must show contract pricing, if applicable to a contract.
- d. No freight charges shall be included unless the contract provides for freight terms.
- e. All invoices shall be sent to the ordering department or division. This will help to expedite your payment process. Some departments have set up e-mail addresses to which invoices should be submitted. It is advisable to request such email address when speaking to the department you are doing business with.
- f. The Town's policy is to pay within 30 days; however, Florida Law is net 45 days from the receipt of a **proper** invoice.
- g. The Town is a Tax-Exempt entity therefore all sales tax shall be excluded.
- h. The Town will pay either by Purchasing Card (credit card) or Purchase Order/Invoice. The Town will not pay any convenience fees for Purchasing Card transactions. If it is your policy to charge transaction fees, you must request a PO before an order is placed.

Packages And Deliveries

All packages must include the "ship to" address and contact information of the person who placed the order on the outside of the package. Without this information, the Town may be unable to verify delivery.

Vendor Self Service

If you are already registered as a vendor with the Town click below to visit the Vendor Self Service Portal to check information on 1099 History, Payments, Purchase Orders and Invoices that the Town has on file.





Exhibit “C” – DemandStar Registration and E-bidding Instructions

Please see next page

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:
<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use and Privacy Policy](#)

Next



2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State	County
Select State ▼	Select County ▼

- City of Metropolis – Board of Commisioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web interface for a procurement system. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a large orange arrow pointing right with the word 'Bids' inside it. To the right of this arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below these elements is a list of bid entries. A red arrow points to the first entry, 'TSEBIDVINO24JAN01'. Each entry includes a bid ID, broadcast and due dates, and the number of planholders. The first entry has 3 planholders, the second has 0, and the third has 0. Each entry also has an 'Active' status indicator in an orange box and a 'Watch' button.

Bid ID	Broadcast	Due	Planholders	Status
TSEBIDVINO24JAN01	1/24/2020	3/1/2020	3	Active
AA-BB-CC-DD-EE	2/4/2020	2/29/2020	0	Active
TESTBID			0	Active

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name: agency2.0
Bid Writer: agency2.0 d
Bid ID: EBID-123456-0-2020/AD
Bid Type: EBID - E-BID
Broadcast Date: 02/06/2020 2:40 AM Eastern
Fiscal Year: 2020
Due: 02/29/2020 11:00 PM Eastern
Bid Status Text: BID STATUS

Scope of Work

Scope to Work:

Documents

Filename	Type	Date Modified	Status
ferc	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond: None
Plan (blueprint): None
E-Bidding: Submit
Distributed By: DemandStar
Distribution Method: Download and Mail
Distribution Options: Bid has no blueprints associated with it
Project Estimated Budget: \$120,000.00
Distribution Notes: None

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Date Found

Commodity Code

[001-946-00] FINANCIAL SERVICES

[Submit E-Bid Proposal](#)

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”



DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-0-2020/AD
Bid Due Date: 02/29/2020 (PST)
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The main content area is titled 'E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020(AD); Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress indicator with three steps: 'Contact Information' (completed), 'Documents Upload' (current step), and 'Review Bid' (pending).
- Required Documents:** A section with a heading 'Required Documents' and a sub-heading 'Agency Accepted File Formats'. Below this, a table lists required documents and their submission options. One document, 'Service Doc agency2.0', is listed with a 'None' submission option and a 'Choose a file' button.
- Supplemental Documents:** A section with a heading 'Supplemental Documents' and a sub-heading 'You can upload additional documents here.'. It includes a text input field for 'Document Title' and an 'Add Document' button.

At the bottom of the interface, there are 'Previous' and 'Next' navigation buttons.

Step 4 continued

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot shows the 'E-Bid Response' interface. On the left, the 'Bid Details' section includes: Agency Name: agency2.0, Bid Number: EBID-123456-0-2020/KD, Bid Due Date: 02/25/2020 (PST), Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining, and Bid Name: TESTBID. Below this is the 'E-Bid Progress' section with three steps: Contact Information, Documents Upload (current), and Review Bid.

The main area is titled 'E-Bid Response' and contains a 'Required Documents' section. It lists 'Agency Accepted File Formats' such as Adobe Acrobat (*.PDF), AutoCAD Drawing (Web Format) (*.DWG), JPEG Image (*.JPG), Microsoft Excel (*.XLSX), Microsoft Word (*.DOC), Plain Text (*.TXT), Rich Text Format (*.RTF), WordPerfect (*.WPO), AutoCAD Drawing (*.DWG), GIF Image (*.GIF), Microsoft Excel (*.XLS), Microsoft PowerPoint (*.PPT), Microsoft Word (*.DOCX), Plot File (*.PLOT), TIFF Image (*.TIF), and ZIP Compressed Archive (*.ZIP).

Below the list is a table of required documents:

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

The 'Supplemental Documents' section allows for additional uploads. It features a 'Document Title' input field and an 'Add Document' button. Below this is another table:

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	Online/Electronic	Choose a file

At the bottom, there are 'Previous' and 'Upload' buttons.

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and contains the following sections:

- Bid Details:**
 - Agency Name: agency2.0
 - Bid Number: EBID-123456-0-2020AD
 - Bid Due Date: 02/25/2020 (PST)
 - Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining
 - Bid Name: TESTBID
- E-Bid Progress:**
 - Contact Information
 - Documents Upload
 - Review Bid
- Contact Info:**
 - Company Name: Calgon Carbon Corporation
 - Address 1: P.O. Box 717
 - Address 2:
 - City: Pittsburgh
 - State: Pennsylvania
 - Country: United States of America
 - Postal Code: 15200-0717
 - Phone Number: 4127876810
 - Tax:
 - Bid Amount: 3127,000.00
 - Alternate Bid Amount:
 - Notes: For the full 6 month contract
- Agency Required Documents:**
 - Service Doc agency2.0 (Electronic/Online)
- Supplemental Documents:**
 - References (Electronic/Online)

Below these sections, a grey box contains the following text:

After clicking "Submit Response" the following process will begin:

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (202) 940-0005.

At the bottom of the page, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button.