



City of Seminole
9199 113th Street North
Seminole, FL 33772

INVITATION TO BID

BID TITLE: **City of Seminole – Janitorial Services**

Sealed bids must be received at City of Seminole, City Hall, Office of the City Clerk, 9199 113th Street North, Seminole, FL 33772 **by 11:00am on November 26, 2018.** Bids shall be publicly opened and read aloud at City of Seminole, City Hall Council Chambers immediately after closing.

THERE WILL BE A MANDATORY PRE-BID MEETING HELD ON TUESDAY, NOVEMBER 13, 2018, AT 2PM AT SEMINOLE CITY HALL, CONFERENCE ROOM A, LOCATED AT 9199 113TH STREET. A SIGN-IN SHEET WILL BE PROVIDED AND BIDS WILL NOT BE CONSIDERED FOR ANY COMPANY THAT DOES NOT ATTEND.

Questions shall be submitted in writing via email to Director of Public Works, Rodney Due, at email rdue@myseminole.com.

Submission of bid responses by mail, hand delivery or express mail must be in a sealed envelope/box with the Bidder's name and return address indicated.

The outside of the envelope/box used for the sealed bids shall be marked as follows:

**“SEALED BID” “DO NOT OPEN”
“City of Seminole - Janitorial Services”
Vendors Name and Address**

Address the bid submission envelope/box to the following:

**City of Seminole
Office of the City Clerk
9199 113th Street North
Seminole, FL 33772**

Bids shall be accepted no later than the time and date specified on the ITB. All bids received after that time shall be rejected. Offers by electronic mail, telephone or transmitted by facsimile (FAX) machine are not acceptable. No bid may be withdrawn or modified after the time fixed for the opening of the bid. The City of Seminole reserves the right to reject any and all bids if it is deemed to be in the best interest of the City.

CONTRACT DOCUMENTS AND SPECIFICATIONS MAY BE DOWNLOADED FROM THE CITY WEBSITE AT www.myseminole.com after 12:00p.m. November 2, 2018

SECTION A

GENERAL CONDITIONS OF BID

I. INTENT

- A. It is the intent of the City of Seminole to contract janitorial services for City Hall, Public Works Operations and Public Works Administration/EOC locations.
- B. **It is not the purpose of these specifications to eliminate any qualified Vendor.**

II. RESERVATIONS

The City of Seminole reserves the right to reject any and all proposals or part thereof, to waive all technicalities, or to negotiate separately in a manner necessary to serve the best interests of the City. It also reserves the right to be sole judge of the suitability of all proposals/bids for use by the City. The City of Seminole reserves the right to reject or otherwise disregard any ambiguous proposal/bid which is uncertain as to the terms, delivery, quality, quantity, or compliance with these specifications.

III. DEFINITIONS

- A. The “City of Seminole” shall also be understood to be completely interchangeable with the terms “City,” “Department,” or “Purchaser.”
- B. The “Vendor” shall be understood to be completely interchangeable with the terms “Contractor” or “Bidder.”

IV. PREPARATION OF BID

To be considered, all proposals must be made in accordance with this “Invitation to Bid.” Any contract, which the purchaser shall enter into, shall include the attached specifications and the vendors’ proposal specifications. Bids shall be prepared in accordance with the following:

- A. This package, along with vendor’s specifications and any herein forms, questionnaires, and listed exceptions, shall be submitted as a part of the vendor’s entire proposal.

- B. **Each vendor is required to provide in their proposal a “complete and accurate description” of their own detailed specifications.**
- C. The City’s enclosed Vendor Proposal Form is to be used in submitting your bid.
- D. All information required by the bid form shall be furnished. The vendor shall print or type his/her name, and manually sign the schedule and each continuation sheet.
- E. Vendors will not include State of Florida sales tax in bid prices, as the City of Seminole is exempt from payment of such taxes. An exemption certificate will be signed, where applicable, upon request.
- F. Each bidder shall visit the sites of the proposed work and fully acquaint themselves with conditions relating to construction and labor so that he/she may fully understand the facilities, difficulties and restrictions attending the execution of work under the contract. Bidder shall thoroughly examine and be familiar with the plans and specifications. Failure or omission of any bidder to receive or examine any form, instrument, addendum or other documents, or to visit the site and acquaint themselves with conditions here existing, shall in no way relieve any bidder from any obligation with respect to his/her bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.
- G. Vendors are advised that all contracts are subject to all legal requirements provided for in the Purchasing Policy and/or State and Federal Statutes.
- H. **A mandatory pre-bid meeting and a visit to the facilities will be held on Tuesday, November 13, 2018 beginning at 2:00pm. The meeting will be held at Seminole City Hall, 9199 113th Street North, Seminole, Florida, 33772. Please contact Rodney Due, Director of Public Works at 727-397-6383, Ext. 4 to notify of your attendance on or before Monday, November 12, 2018.**

- I. No oral interpretations will be made to any bidder as to the meaning of the specifications, or any other contract documents. Every request for such an interpretation must be in writing, and shall be received by the Director of Public Works not less than seven (7) calendar days prior to the date set for opening of bids. Every interpretation made to a bidder will be made by an addendum to the contract documents, which, when issued, will be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract documents. No substitution of any kind or riders of any nature to the bids will be considered except by the above described method. For purposes of this contract the term "Interpretations" shall include the approval of product substitution.

V. SUBMISSION OF BID

- A. All proposals shall be complete and should convey all information requested by the City. If errors are found in the vendor's proposal, the City will be sole judge as to whether that variance is significant enough to reject the proposal/bid.
- B. The City of Seminole will not be responsible for ANY expenses incurred by any firm in preparing and submitting a response or traveling to conduct interviews or demonstrations.
- C. All proposals shall provide straightforward, concise delineation of the firm's capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. The City of Seminole or its agents shall be the sole judge of quality and completeness in its best interest. The decision of the City of Seminole shall be final.
- D. Bid and changes thereto shall be enclosed in sealed envelopes addressed to the City of Seminole, City Clerk, 9199 113th Street North, Seminole, Florida, 33772. The name and address of the vendor, the date and hour of the bid opening, and the material or service bid shall be placed on the outside of the envelope.
- E. Bid must be submitted on the form furnished. Telephonic and electronic bids will not be considered.

VI. REJECTION OF BIDS

- A. The City may reject a bid if:
 - 1. The vendor misstates or conceals any material fact in bid;
 - 2. The bid does not strictly conform to the law or requirements of the bid; or
 - 3. The bid is conditional except that the vendor may qualify his/her bid for acceptance by the City on an “all or none” basis or a “low item” basis. An “all or none” basis bid must include all items which the bid was invited.
- B. The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so; and may reject any part of a bid unless the bid has been qualified as provided in section VI. A, 3. The City may also waive any minor informalities or irregularities in any bid.

VII. WITHDRAWAL OF BID

- A. Bid may not be withdrawn after the time for the bid opening for sixty (60) days from opening.
- B. Bid may be withdrawn prior to the time set for the opening. Such request must be in writing.

VIII. LATE BID OR MODIFICATIONS

- A. Bid or modifications received after the time set for bid opening will not be considered.
- B. Modifications, in writing, received prior to the time set for bid opening will be accepted.
- C. All contact with City of Seminole personnel concerning the bid or bid requirements after the meeting shall be grounds for the disqualification of the vendor’s response. Vendors will be allowed to make arrangements for inspections necessary to complete their bid.

IX. AWARD OF CONTRACT

- A. The contract will be awarded to the best **responsible** bidder whose bid conforms with the Invitation to Bid and is most advantageous to the City of Seminole. Proposals received shall be evaluated by the Public Works Department to include, but not limited to, the following criteria:
 - 1. Completeness of the proposal, i.e., the degree to which it responds to all requirements of the specifications.
 - 2. Vendor's qualifications and capabilities to provide the goods or service
 - 3. Reasonable of cost
- B. Bids will be ranked based on price and adherence to specifications.
- C. The City reserves the right to accept and award item by item and/or by group or in the aggregate, unless the bidder qualifies his/her bid for specified limitations (Paragraph 9.A.iii.). If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local vendor. In other cases, the City shall award the contract to one (1) vendor by drawing lots in public when considering tied bids.
- D. The City of Seminole reserves the right to reject any and all proposals or part thereof, to waive all technicalities, to negotiate separately, to waive any informality in proposals received when such waiver is in the best interest of the purchaser; also to except any item in the proposal, unless otherwise specified by the purchaser or vendor. It also reserves the right to be the sole judge of the suitability of all proposals for use by the City.
- E. The competency and responsibility of vendors will be considered in making the award. The City of Seminole reserves the right to reject or otherwise disregard any ambiguous proposals which are uncertain as to terms, delivery, quantity, quality or compliance with these specifications. The City of Seminole also reserves the right to reject any or all proposals when such rejection is in the best interest of the purchaser, and to reject the Invitation to Bid of a vendor who, in the judgment of the City of Seminole is not in a position to perform the services.
- F. A statement of financial condition and/or Dun and Bradstreet rating may be required by the purchaser prior to any award of contract.
- G. The vendor shall disclose any current or pending litigation regarding failure to deliver or comply with specified components on complete apparatus.
- H. A written award of acceptance (purchase order), mailed or otherwise furnished to the successful bidder, shall result in a binding contract without further action by either party.

X. CITY OF SEMINOLE INSURANCE REQUIREMENTS

Contractor shall furnish the City with the Certificates of Insurance proving coverage. Failure to furnish the required certificates will result in the termination of this Agreement. Before starting and until acceptance of the work by the City, the contractor shall procure and maintain insurance of the types and the limits specified. All policies, with the exception of Workers Compensation, must include the City of Seminole, its officers, agents, employees and volunteers as "Additional Insured" under the liability policies. The following are the minimum requirements for insurance coverage:

- A. Commercial General Liability (CGL), in occurrence form, written by a firm that is authorized to conduct business in the State of Florida and recognized by the State of Florida Insurance Regulations. Insurance company must have at least an "A-" rating from A.M. Best or a similar rating service.
 - 1. \$1,000,000 per occurrence
 - 2. \$2,000,000 per aggregate (\$1,000,000 at minimum)

- B. Workers Compensation and Employers Liability
 - 1. Per State of Florida Statutory requirements
 - 2. \$100,000 each accident; \$100,000 per employee for disease and \$500,000 for all diseases.

- C. All Policies, with the exception of Workers Compensation, must include the City of Seminole, its officers, agents, employees and volunteers as "Additional Insured" under the liability policies.

Contractor shall hold the City harmless from any actions brought against Contractor due to negligence, omission or wrongdoing of Contractor or any of its employees, agents, representatives and subcontractors. All coverages/certificates are to be in effect for the term of this Agreement, and must be provided to the City's Public Works Department prior to the date the service begins and at each renewal thereafter during the term of this Agreement. Certificates of Insurance shall be executed on a standard ACORD form.

XI. AGREEMENT PERIOD

This agreement will be effective beginning December 12, 2018, and continue for five (5) consecutive one year periods.

XII. EXTENSION OF AGREEMENT

The City reserves the right to extend this agreement for two (2) one-year periods from date of expiration provided such extension is mutually agreeable to both the City and vendor.

XIII. PRICES, TERMS AND PAYMENTS

a. All prices must be specified on the Vendor Proposal Form.

b. Billing will be monthly and all invoices will include property name, address and cost. Payment will be rendered within the first two weeks of each month for satisfactory services provided in the previous month. Direct all invoices to City of Seminole, Attn: Finance Division, 9199 113th Street North, Seminole, FL 33772. Installments are due and payable on the first day of each month following the previous month's service. Upon termination, final payment shall be due the last day of the last month of service.

c. **Adjustments to Rates**

Changes in Service Price. All compensation payable to the Contractor for services hereunder shall be adjusted upward or downward annually according to the Consumer Price Index (CPI), with the approval of City administration, which shall not be unreasonably withheld.

i. The change in the CPI shall be calculated as the percentage change from August of the preceding year to August of the current year. The CPI adjustment shall become effective on December 12, 2019, and every subsequent Contract Year thereafter for the term of this Contract.

XIV. FISCAL NON-FUNDING

In the event sufficient budgeted funds are not available for the new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last date of the current fiscal period without penalty to the City.

XV. CANCELLATION AGREEMENT

a. The City of Seminole reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor, in writing, if the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.

- b. Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City.
- c. In addition to all other legal remedies available to the City of Seminole, the City reserves the right to cancel and obtain from another source any item which have not been delivered within the period of time slated in the proposal; or if no such time is slated, within a reasonable period of time from date of order as determined by the City.

XVI. ATTORNEY'S FEES

Should it become necessary to bring legal action against the contractor, the contractor agrees to pay all costs of such action including, but not limited to, reasonable attorney's fees and court costs.

XVII. DAMAGES

Damage to any department property that was caused by the contractor will be repaired at the contractor's expense

XVIII. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

- A. Vendors shall comply with all Local, State and Federal directives, orders, laws, as applicable to this bid, and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprises (MBE) and OSHA as applicable to this contract.
- B. A sworn statement, in accordance with Florida Statutes, Section 287.133(3) (a) on Public Entity Crimes, must be completed by the successful bidder and received prior to a purchase order being issued.
- C. Vendors shall comply with Florida Statutes, Section 119.0701 on the Public Records Law specifically to:
 - a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
 - b. Provide the public with access to the public record on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost otherwise provided by law.
 - c. Ensure that public records that are exempt of confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law.
 - d. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in the possession on the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and

exempt from public records that are confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public Agency in a format that is compatible with the information technology systems of the public agency.

XIX. COLLUSION

The bidder, by affixing his/her signature to this proposal, agrees to the following: "Vendor certifies that his/her bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair without outside control, collusion, fraud or otherwise illegal action."

XX. VARIANCE IN CONDITION

Any and all special conditions and specifications attached hereto, which vary from these General Conditions, shall have precedence.

XXI. CONTRACTOR LICENSE REQUIREMENT

- a. Prior to contract award, any vendor may be required to show that the company has the necessary facilities, equipment, ability, and financial resources to perform the work specified in a satisfactory manner. In addition, the company must have experience in work of the same or similar nature and can provide references, which will satisfy the City.
- b. Vendors must furnish a reference list of at least five (5) customers for whom they performed similar services.
- c. Vendors shall attach a copy of their current license and Certificate of Insurance for general liability, motor vehicle liability, workers compensation, and employer's liability, if applicable. All insurance policies shall be maintained for the duration of the contract.

XXII. CITY INDEMNIFICATION REGARDING PATENTS AND COPYRIGHTS

The Vendor agrees to indemnify, save harmless and defend the City of Seminole, its officials, agents, servants and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and reasonable attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, whether in whole or in part, out of or in connection with the actions or omissions of the Vendor, the Vendor's agents, subcontractors, delegates, transferees or assigns or anyone else for which acts the Vendor may be liable.

XXIII. PUBLIC INFORMATION

- a. Upon public opening of all bids or proposals presented to the City of Seminole as a result of this solicitation, any and all information therein is considered public and may be reviewed by any persons interested in doing so.
- b. Vendors shall comply with Florida Statutes, Section 119.0701 on the Public Records Law specifically to:
 - i. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
 - ii. Provide the public with access to the public record on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost otherwise provided by law.

Ensure that public records that are exempt of confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in the possession on the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records that are confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public Agency in a format that is compatible with the information technology systems of the public agency.

XXIV. "OR EQUAL" DETERMINATION

Where bidding other than specified, the determination of equivalency will be at the sole discretion of the City of Seminole and its specialized personnel.

XXV. CRIMINAL BACKGROUND CHECK

Any person working inside City of Seminole facilities is subject to a criminal background check. The contracted organization must submit the form found in *Section G* of this document before providing services. A separate form must be completed for each individual who provides services on behalf of the contracted organization.

SECTION B

SCOPE OF WORK

TECHNICAL SPECIFICATIONS:

MSDS Sheets are to be furnished for all materials.

IMPORTANT CLEANING RESTRICTIONS FOR TILE FLOORING:

Do not use:

- a. Cleaners containing acid or bleach for routine maintenance
- b. Wax cleaners, oil-based detergents or sealants to maintain tile (sealants may be used on grout joints)
- c. Harsh cleaning aids like steel wool pads or any scouring pads containing metal
- d. Cleaning agent that contains color (unglazed tile only)

1. SPECIFICATIONS FOR CLEANING- CITY HALL AND COUNCIL CHAMBERS

DAILY (MONDAY THROUGH FRIDAY):

- Sweep and damp mop all composition floors; ceramic tile, epoxy, and vinyl
- Vacuum all carpeted areas and mats
- Empty, clean and replace liners in all wastebaskets and trash containers
- Clean entrance cigarette urns
- Spot dust all office and service spaces: desks, chairs, file cabinets, and other office furniture
- Clean and sanitize all restrooms: scour and disinfect sink and surface areas, scour and disinfect all toilets and urinals, polish all chrome and stainless; ensure floor around base of toilets and urinals is clean, clean doors, walls, and partitions, clean under sinks to ensure that dust, dirt, and lime deposits don't build up on drain and supply lines
- Clean and sanitize all kitchen/break room areas: scour and disinfect all sinks, fixtures, counter tops and exterior of microwave and refrigerators
- Clean and polish drinking fountains
- Refill and restock all soap and paper towel dispensers
- Clean front entrance glass doors (main and community development)

WEEKLY:

- Perform all high dusting: door sashes, door ledges, tops of partitions, high cabinets, bookcases, vents, desk tops, chairs, other office furniture, and blinds
- Spot clean carpeted areas

MONTHLY:

- Clean all glass in doors and entry ways first day of each month

2. SPECIFICATIONS FOR CLEANING- PUBLIC WORKS ADMINISTRATION/EOC

WEEKLY:

- Sweep and damp mop all composition floors; ceramic tile, epoxy, and vinyl
- Vacuum all carpeted areas and mats
- Empty, clean and replace liners in all wastebaskets and trash containers
- Clean entrance cigarette urns
- Spot dust all office and service spaces: desks, chairs, file cabinets, and other office furniture
- Clean and sanitize all restrooms: scour and disinfect sink and surface areas, scour and disinfect all toilets and urinals, polish all chrome and stainless; ensure floor around base of toilets and urinals is clean, clean doors, walls, and partitions, clean under sinks to ensure that dust, dirt, and lime deposits don't build up on drain and supply lines
- Clean and sanitize all kitchen/break room areas: scour and disinfect all sinks, fixtures, counter tops and exterior of microwave and refrigerators
- Clean and polish drinking fountains
- Refill and restock all soap and paper towel dispensers
- Clean entrance doors

3. SPECIFICATIONS FOR CLEANING- PUBLIC WORKS OPERATIONS FACILITY

WEEKLY:

- Sweep and damp mop all composition floors; ceramic tile, epoxy, and vinyl
- Vacuum all carpeted areas and mats
- Empty, clean and replace liners in all wastebaskets and trash containers
- Clean entrance cigarette urns
- Spot dust all office and service spaces: desks, chairs, file cabinets, and other office furniture
- Clean and sanitize all restrooms: scour and disinfect sink and surface areas, scour and disinfect all toilets and urinals, polish all chrome and stainless; ensure floor around base of toilets and urinals is clean, clean doors, walls, and partitions, clean under sinks to ensure that dust, dirt, and lime deposits don't build up on drain and supply lines
- Clean and sanitize all kitchen/break room areas: scour and disinfect all sinks, fixtures, counter tops and exterior of microwave and refrigerators
- Clean and polish drinking fountains
- Refill and restock all soap and paper towel dispensers
- Clean entrance doors

Report any damage immediately to the Director of Public Works. Ensure that the building is secure when leaving.

Payment: The work specified under this section shall be paid for under the lump sum price for all buildings each month.

Price Worksheet on Following Page

Scope of Work- Price Worksheet

1. Monthly Janitorial Services per *Section B*

\$ _____

Optional Services

The optional services are not to be included in the Janitorial Service scope of work total price, and/or contract. The below prices will be considered for the specific treatment when needed.

1. Clean all carpeted areas using “Dry Chemical System” only

\$ _____ (per treatment)

2. Strip, wax, and buff all composite floors; epoxy and vinyl

\$ _____ (per treatment)

SECTION C

SIGNATURE ACKNOWLEDGEMENT

To: City of Seminole, a Political Subdivision of Pinellas City and the State of Florida

Date: _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same construction, service or material and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Invitation to Bid and certify that I have read and understand the proposal documents. I have completed and submitted all proposal submittals and I am authorized to sign this proposal for the Vendor. In submitting a proposal to the City of Seminole, the Vendor offers and agrees that if the proposal is accepted, the Vendor will convey, sell, assign or transfer to the City of Seminole all rights, title and interest in and all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Seminole. At the City of Seminole's discretion, such assignment shall be made and become effective at the time the City of Seminole tenders final payment to the Vendor.

VENDOR NAME

AUTHORIZED SIGNATURE (MANUAL)

MAILING ADDRESS

NAME AND TITLE (TYPED/PRINTED)

CITY, STATE and ZIP CODE

(AREA CODE) TELEPHONE NUMBER

TOLL-FREE NUMBER

(AREA CODE) FAX NUMBER

SECTION D

VENDOR PROPOSAL FORM

In compliance with the Invitation to Bid and subject to all of the conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish and deliver the item(s) for which prices are quoted, at the prices set opposite each item. Delivery to be made as specified.

Contract to provide the City of Seminole with janitorial services.

Please list the costs of services monthly and annually:

Facility:

City Hall	\$ _____/year	\$ _____ /mo.
Public Works Operations	\$ _____/year	\$ _____ /mo.
Public Works Administration/EOC	\$ _____/year	\$ _____ /mo.

Certification is made hereby that services offered above are in compliance with all specifications and conditions hereof:

VENDOR NAME: _____

BY: _____
(Signature)

TITLE: _____
(President or Vice-President)

TELEPHONE: _____

DATE: _____

SECTION E

VENDOR REFERENCE FORM

Please provide five (5) references of recent projects that are similar in specification as described in Section B.

Business or Agency Name: _____

Services or Project Provided:

Contact Person: _____

Telephone: _____

Email: _____

Date Services Were Provided: _____



Business or Agency Name: _____

Services or Project Provided:

Contact Person: _____

Telephone: _____

Email: _____

Date Services Were Provided: _____



Business or Agency Name: _____

Services or Project Provided:

Contact Person: _____

Telephone: _____

Email: _____

Date Services Were Provided: _____



Business or Agency Name: _____

Services or Project Provided:

Contact Person: _____

Telephone: _____

Email: _____

Date Services Were Provided: _____



Business or Agency Name: _____

Services or Project Provided:

Contact Person: _____

Telephone: _____

Email: _____

Date Services Were Provided: _____

SECTION E

**VENDOR SWORN STATEMENT ON PUBLIC ENTITY CRIMES
FLORIDA STATUTES, SECTION 287.133(3) (a)**

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

1. This sworn statement is submitted to _____
(print name of public entity)
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. 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. 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. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 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 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. I understand that a “person” as defined in Paragraph 287.133(1) (a), 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. 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, or an 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, or an 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 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 SECITON 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2015.

Personally known _____ or produced identification _____.
(Type of identification)

State of Florida
City of _____
My commission expires _____

(Notary Public)

CRIMINAL BACKGROUND CHECK

Any person working inside City of Seminole facilities is subject to a criminal background check. A separate form must be completed for each individual who provides services on behalf of the contracted organization. Services cannot be rendered until the background investigation is complete; and the organization is given approval by the City of Seminole.

SECTION G



CITY OF SEMINOLE

Achieving Service Through Dedication

REQUEST FOR BACKGROUND CHECK

To: Pinellas County Sheriff's Department, Records Department

From: Erica Ottmann
City of Seminole
9199-113th Street North
Seminole, FL 33772
(727) 391-0204 Ext. 108
(727) 320-0914 Fax

Date:

Applicant Name: _____

Other names applicant has used (including maiden and nicknames): _____

Race: ____ Black ____ White ____ Asian ____ American Indian ____ Alaskan Native
____ Unknown

Sex: ____ Male ____ Female

Date of Birth: _____

Social Security Number _____

Address _____
