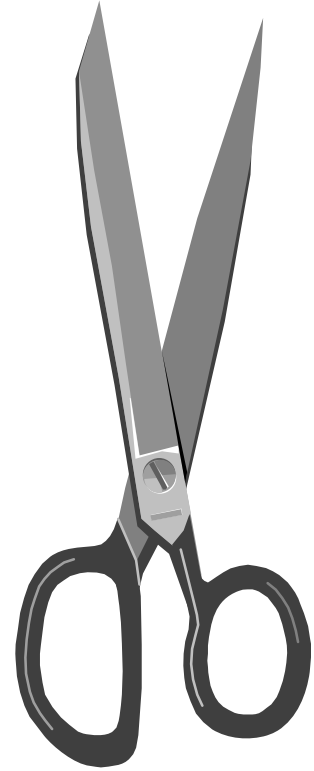


**Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.**

<b>DELIVER TO: PURCHASING DEPARTMENT</b> <b>School Board of Polk County</b> <b>1915 South Floral Avenue, PO Box 391</b> <b>Bartow, FL 33831-0391</b>
<b>SEALED BID DO NOT OPEN</b>
SEALED BID NO.: 002-MHH-0708
BID TITLE: Inspection/Testing/Certification of Fire Alarm Systems
DUE DATE/TIME: July 18, 2007@ 2:30PM
SUBMITTED BY: _____ Name of company



***Please Note:***

**From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.**

**Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/purchasing> . Click on “Vendor Application” from the menu at the top of the screen and follow the instructions.**



5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
19. **ATTACHMENTS:** All attached sheets are a part of this bid and any special conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
20. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
21. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
22. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
23. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
24. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
25. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the general and special conditions in this bid solicitation are the only conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
26. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid 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 Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

27. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list 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." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
28. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
29. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.
- The bidder further certifies that its 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.
30. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to \_\_\_ School Boards and/or \_\_\_ public agencies within the State of Florida.
31. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."

SCOTT CLANTON  
DIRECTOR, PURCHASING AND WAREHOUSING

**NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.**

**Special Terms and Conditions**

A. **SCOPE:** The School Board of Polk County, Florida is requesting bids from responsive and responsible vendors for the provision of required annual inspection, testing and certification of all locally monitored non-coded fire alarm systems listed and described in these specifications. For the purpose of this specification, the term "Bidder", "Contractor", "Successful Bidder" and "Vendor" shall be considered synonymous.

The work shall include all supervision, labor, materials, supplies, tools, ladders, and test equipment necessary to guarantee 100% of all devices and the systems covered under this contract meet NFPA 72 requirements. All costs (including travel expenses) shall be included in the Vendor's bid price.

B. **MANDATORY PRE-BID CONFERENCE:** A **MANDATORY** Pre-Bid Conference will be held in the **Purchasing Conference Room** at the District Office, 1915 S. Floral Avenue, Bartow, Florida, on **Friday, July 6, 2007 at 10:00 A.M.** A duly authorized representative of the prospective bidder shall attend this conference (sub-contractors do not meet this requirement). Bids will not be considered from bidders that arrive after the official start of the conference or who do not attend the entire conference.

**Important Note:** In order to be considered for award of this Contract, bidders must be represented at the Pre-Bid Conference referenced above.

C. **F.O.B. DESTINATION:** Prices bid for all items shall be F.O.B. Destination and include all shipping charges to all Polk County school locations.

D. **FINGERPRINTING AND BACKGROUND SCREENING REQUIREMENTS:**

1. Recent changes to Florida Statutes require that all persons or entities entering into contracts with the School Boards/School Districts/Charter Schools who may have personnel who will be on school grounds when students may be present, comply with the level 2 screening requirements of the Statute. The required level 2 screening includes fingerprinting that must be conducted by the District, an F.D.L.E. background screening and any other appropriate background check. Any individual who fails to meet the screening requirements shall not be allowed on school grounds. Failure to comply with the screening requirements will be considered a material default of this contract/agreement. Please visit <http://www.polk-fl.net/transportation/fingerprinting.htm> for more complete information on this topic. Particular attention should be given to The Superintendent's Notification Letter to Vendors and Letter from the Director of Safe Schools.

E. **AWARD OF CONTRACT:**

1. The School Board of Polk County reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.

2. The School Board reserves the right to award this bid in whole or in part to one or more bidders, or to take any other actions that may be in the best interest of the School Board. It is anticipated there will be a recommendation for award of contract based on the lowest bid received from a responsive and responsible bidder. This will be the Primary Contractor award. It is anticipated there will be an additional award based on the second lowest bid received from a responsive and responsible bidder. This will be the Secondary Contractor award. The Board reserves the right to make additional Secondary Contractor awards if it's in the Boards best interest to do so. In the event there is a scheduling conflict, or if the Primary Contractor is unable to complete a given project satisfactorily or in a timely manner, the Contract Administrator may assign work to the Secondary Contractor. If in the opinion of the Contract Administrator that there is more work to be accomplished in the desired time frame than the primary contractor may complete, work may be assigned to the secondary contractor.
3. In determining the Award of Contract the Polk County School Board shall consider all submitted information including, but not limited to past performance and client references. Furthermore, the Polk County School Board may utilize information from other references to determine performance history. Negative references and bidders past performance may be cause for disqualification of bidder. The Polk County School Board shall be the sole judge of negative references and bidders past performance and its decision shall be final.
4. Bid award will be made on a composite of the annual service for all inspections.

F. **CANCELLATION:** In the event any of the provisions of this bid are violated by the awarded vendor, the Superintendent or designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the Board for immediate cancellation of this contract. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. The Board reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay to the vendor that amount of the contract actually performed to the date of termination.

G. **QUALIFICATION OF BIDDERS:** In order to be considered for award of this bid, the bidder shall meet or exceed the following qualifications and provide documentation of same as requested below. Please return required submittal listed in items 1, 2, 3 and 4 with your bid.

After bid opening the Polk County School Board reserves the right to request the required submittal listed below (References, license, inspection forms and subcontractors) should bidder not return these submittals with their bid packet. Any requested additional information and product data must be received by the Polk County School Board Purchasing Department within three (3) business days of the request. The request will be in writing and will be sent via email or fax.

1. The bidder shall have satisfactorily completed a minimum of three (3) recent projects Inspecting/Testing/Certification of Fire Alarm Systems as per the specifications listed in this Invitation To Bid, with a brief description of work satisfactorily completed involving large complex Life Safety and Fire Detection systems. Bidder submittal shall list references for at least three (3) projects (please list school system projects, if applicable) and include for each: the project name and scope, owner name, account tenure (dates), contact person's name - address - telephone number.
2. Photocopies of currently held fire alarm system license(s) and certificates certifying contractor's ability to perform this type of work.
3. Examples of NFPA compliant annual testing and inspection forms to be used.
4. The bidder should submit the name and address of any subcontracting firm that the bidder intends to use to subcontract any portion of this work.

H. **SUBCONTRACTORS:** If a bidder intends to subcontract any portion of this work for any reason, the name and address of the subcontracting firm must be submitted along with their bid for approval. No subcontracting shall take place prior to awarded bidder furnishing this information and receiving written approval from the District.

The subcontractor will be equally responsible for meeting all requirements as specified in Section D., Section G. and Section V. The School Board of Polk County reserves the right to reject a subcontractor who previously failed in the proper performance of an award or failed to deliver on-time contracts of a similar nature, or who is not in the position to adequately perform under award of this contract. The School Board of Polk County reserves the right to inspect all facilities of any subcontractor in order to make the determination as to the foregoing. The Polk County School Board shall be the sole judge of a subcontractors past performance and its decision shall be final. In the event the School Board of Polk County elects to reject a subcontractor for cause, the bidder may submit another subcontractor, which will also be subject to approval by the School Board of Polk County.

I. **EMPLOYEES, SUBCONTRACTORS, AND AGENTS:** Nothing contained in these specifications shall be construed as creating any contractual relationship between any subcontractor and the District. The successful firm shall not only be held liable to the School Board of Polk County for the acts and omissions of its employees, but also for the employees of any of its subcontractors. The School Board of Polk County may reject and bar from any facility (for cause) any of the Contractor's employees, subcontractors, or agents.

J. **COMMUNICATION:** The successful bidder shall provide a name, address and telephone number of the person to be contacted during normal business hours for the coordination of service. An answering service will not satisfy this requirement. In addition the district reserves the right to schedule quarterly meetings at a location to be determined, to discuss the performance of the contract.

K. **INVOICING:** Invoices against this contract are authorized only at the prices stated in the bidder's proposal. Include school name(s) and purchase order number with payment request. Enclose a list of defects observed including any items failing to meet test standards and photocopies of original **completed** NFPA compliant test & inspection forms (carbon copies shall not be accepted) to: Service Manager, B-3 Service Center, 965 Highway 60 East, Bartow, FL., 33830.

L. **PERFORMANCE:** The contractor must comply with all time requirements as set forth by this contract. Failure to complete the requirements of this contract within such time shall be considered a violation of the provisions of this bid which may result in the invocation of action described in Section F. above.

M. **SITE INSPECTION:** It is the bidder's responsibility to fully understand the terms, conditions, work requirements and relation to any other work in the area including possible interference from academic or other school activities prior to his/her bid submission. It shall be the responsibility of each bidder to familiarize themselves with the locations of schools and work locations. All prospective bidders are invited and encouraged to perform on-site visits of the facilities. Contact the associated site administrator to arrange site visits as required.

N. **SCHOOL BOARD REPRESENTATIVES:** Duly appointed representatives may be utilized to inspect equipment used and to observe personnel employed under this contract. The representatives will not be authorized to revoke, enlarge, or relax the conditions of these specifications.

O. **AUTHORIZATION TO PERFORM UNDER CONTRACT:** All purchases must be properly authorized in advance. Vendors must first obtain a printed purchase order before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the District's Purchasing Department. Additional work must be authorized in advance by the Purchasing Department who will issue either a change order to the original purchase order or a supplemental purchase order. The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

P. **WARRANTY OF ABILITY TO PERFORM:** By signing the "Bidder Acknowledgment" on page one (1) of this document, the Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the District in writing if its ability to perform is compromised in any manner during the term of the Contract.

Q. **ADDITION OF NEW FACILITY:** New sites may be added during the term of this contract. The Owner and the Contractor, by comparison with similar size and type installations, will agree upon the appropriate price for services at new sites.

1. As existing sites increase (additional buildings or more portable classrooms are added to sites throughout the district) or decrease (portable classrooms removed from service) The School Board of Polk County reserves the right to negotiate with the awarded bidder(s) to increase or decrease the UNIT PRICE per site.

R. **USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

S. **FAMILIARITY WITH LAWS:** The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect their work. Failure on the part of the vendor to be aware of any law, ordinance, rule or regulation will in no way relieve him from any responsibility or liability arising from the contract award. The awarded vendor assures and certifies that they will comply with all laws, ordinances, rules, regulations, and all other legal requirements.

T. **ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website @ [http://www.polk-fl.net/purchasing/current\\_bids.htm](http://www.polk-fl.net/purchasing/current_bids.htm) for addendum related to this bid and to obtain all addendum.

U. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

V. **INSURANCE:** The contractor(s) shall take every precaution to prevent injury to persons, particularly children, or damage to public or private property while performing services under this agreement. He shall assume full responsibility for such occurrences if resulting from his operations. Before commencing work, the contractor shall furnish the School Board a certificate of insurance showing his coverage with the following minimum requirements:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory
Commercial General Liability .....	Combined Single Limit \$1,000,000 per occurrence
Automobile Liability .....	\$1,000,000 Combined single limit (All owned autos, or any auto if vehicles other than owned are used).

Please state company name and authorized signature \_\_\_\_\_

- a) The School Board of Polk County shall be named as an additional insured and certificate holder on the certificate for commercial general liability insurance and as a certificate holder for automobile liability insurance. All insurance must be issued by a company or companies approved by the School Board.
- b) The **VENDOR** shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the **VENDOR**. **A Certificate of Insurance shall contain the provision that the SBPC LOCATION be given no less than thirty (30) days written notice of cancellation.** If the insurance is scheduled to expire during the contractual period, the **VENDOR** shall be responsible for submitting any new or renewed Certificate of Insurance at a minimum of fifteen calendar days in advance of such expiration.

**W. REQUESTS FOR BID INFORMATION & RELATED DATA:** Requests for information relating to bids in process will be addressed without delay when such information has a **material** effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, **lists of vendors solicited, pre-bid conference attendees, individuals picking up plans and specifications, historical bid data or tabulations** within (48) hours from receipt of a request. Vendors are welcome to visit our offices to obtain the information in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form so that they might have ample opportunity to compile the information for you before you arrive.

If you have Internet access, visit our Web site @ [www.polk-fl.net/purchasing](http://www.polk-fl.net/purchasing) to obtain:

- ❖ A copy of a bid packet for a contract or project currently out for bid
- ❖ A listing of all term and recurring contracts awarded by the School Board of Polk County, FL currently in force.
- ❖ A copy of any addenda issued to current bids in process

NOTE: It is the bidders responsibility to check our Web site frequently for updated information.

- ❖ A copy of a Vendor Application Form
- ❖ A copy of our Commodity List which will, when properly completed and returned to Purchasing, enable us to notify you of future bids
- ❖ A listing of departmental personnel, with job titles, phone numbers and email addresses

**X. CLEAN UP:** All work shall be done in a neat and workmanlike manner. The contractor shall dispose of all packing, crating, unusable scraps, and any miscellaneous materials. The contractor(s) shall remove all rubbish, materials and equipment, and leave the premises clean and orderly. The contractor shall legally dispose of unsalvageable materials at the contractor(s) expense.

The contractor shall, as a part of this job, properly store and secure any salvageable materials, at the location designated by the Contract Administrator.

Y. **EMPLOYEES:** The contractor shall at all times enforce strict discipline, good order, proper dress and appearance among employees and shall employ skilled personnel for the assigned work. Service persons provided by the contractor for the work herein shall be the best available for the scope of work performed. Either a company name badge or company uniform that maintains a professional appearance and easy identification will identify all personnel employed by the awarded contractor. Any additional costs incurred resulting from these requirements will be the responsibility of the awarded vendor. A minimum of two (2) service persons shall be present during all testing periods.

Any person employed by the contractor that is temporarily or permanently incompetent or unfit to perform the work, as determined by School Board administrators, shall be removed from the job. Such person shall not again be employed in the execution of this contract. Contractor Personnel shall comply with the following:

1. Smoking on School Board property is prohibited.
2. Communication with students is discouraged.
3. Safety of students and faculty shall be a primary concern and all operations shall be consistent with these requirements.
4. Personal appearance, conduct and language shall be professional and appropriate for school environment.
5. No equipment, tools or supplies are to be left unsupervised. All materials must be safely secured at the end of each workday and where possible, stored off site.
6. No person shall be allowed to bring alcoholic beverages, controlled substances, firearms, or dogs to the site.

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**Z. SPECIFICATIONS:**

1. **General:** The apparent silence of the Specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.
2. **Facilities:** This contract is to currently involve 139 facilities with fire alarm systems. New sites may be added during the term of this contract. The Owner and the Contractor, by comparison with similar size and type installations, will agree upon the appropriate price for services at new sites.
3. **Relocatable classrooms (Portables):** Presently the Polk County School Board has 910 portables in inventory. Please base per unit pricing on the average amount of portables per facility type as listed in Attachment A.
  - (a) In the event portables are added to or removed from the Polk County School Board inventory of portable classrooms, The School Board of Polk County reserves the right to negotiate with the awarded bidder(s) to increase or decrease the UNIT PRICE per site as noted in Section Q. 1. of the Special Terms and Conditions.
4. **Site Record Binder:** Located directly adjacent to the fire alarm control panel at each facility is a ring binder notebook (Site Record Binder) containing the following:
  - (a) Color-keyed 24"x 36" campus (F.I.S.H) maps detailing device type, identification number and location.
  - (b) Previous annual test forms.
  - (c) Device counts by type.
  - (d) Service Logs.

**Note:** System field devices are numbered with permanent black marker indicating zone and unique I.D. number to facilitate device testing and record keeping.
5. **System Information Sheets:** Included below (**Attachment A**) are System Information Sheets providing the approximate number of fire alarm devices and control panel type(s) located at each site. These were derived from device mapping, previous annual inspection reports and latest major construction documents. It shall be the contractor's responsibility to test and inspect all devices, including any devices found that are not accounted for in these System Information Sheets.

6. **Fire Alarm Inspection Schedule:** Included in this bid see (**Attachment B**) is the Fire Alarm Inspection Schedule. The successful bidder shall strictly follow the listed inspection dates. Inspection and testing of the fire alarm systems may be conducted during regular school hours with the exception of special examinations such as Florida Comprehensive Assessment Testing (FCAT). The 2007-2008 School Year State Testing Calendar is detailed in **Attachment C**. It shall be the responsibility of the awarded vendor to confirm the scheduling of Examinations taking place while School is in session. The Polk County School Board Accountability Department maintains a testing calendar on their website at this address- [www.polk-fl.net/accountability/gts.htm](http://www.polk-fl.net/accountability/gts.htm).
7. **Notification Devices:** Notification devices (horns) shall be tested with the arranged consent of each site administrator. Each facility shall be given 24 hours notice prior to the contractor's arrival. On arrival, the contractor will notify the site administrator prior to starting and upon completion of each day's work.
8. **Additional Requirements:** Although these systems are continuously maintained, the contractor will be required to accept all buildings and equipment "as is". In the event a system is found to require service prior to performing the work described under this contract, vendor shall fax a service request to the B-3 Service Manager @ (863) 534-0872 to arrange for prompt repairs.
  - (a) Cleaning of any smoke or duct detection devices shall be performed per manufacturers' recommended procedures. Forced air shall not be used to clear detection chambers of dust or debris.
  - (b) Perform sensitivity test on 50% of all smoke detectors per year.
  - (c) Upon completion of testing at each site, the annual certification label shall be hole punched to reflect: test, inspect, local, month and year. The label shall be securely attached via appropriate tie device to the tie mount located on the door of each fire alarm control panel. Self adhesive labels shall be affixed to a stiff backing, punched and attached as noted above.
  - (d) The awarded bidder shall hole punch and insert the typed or neatly printed, completed NFPA compliant test & inspection forms into section (2) of the Site Record Binder.
9. **Exceptions:**
  - (a) Sprinkler systems and Ansul (hood) systems are inspected under separate contract.
  - (b) A small number of sites have multiple fire alarm systems (see Attachment A.).

- (c) Devices above the reach of a twelve (12) ft. step ladder will be inspected by School Board of Polk County Maintenance technicians upon notification from the awarded bidder. No lifts will be required. The awarded bidder shall fax a service request for the devices to be inspected to the B-3 Service Manager @ (863) 534-0872 within 48 hours of the awarded bidders discovery of the device. Failure to notify the B-3 Service Manager within this time frame may be cause for CANCELLATION as detailed in Section F.
- (d) Off-site monitoring occurs at two (2) sites: Lawton Chiles Middle Academy and Stambaugh Middle school.
- (e) One Halon system at the District office located at 1915 S. Floral Ave. Bartow FL 33830 is included in the bid and is listed in Attachment A & B.

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**BID FORM**

Enter bid prices below for work described in Specifications above.

<b>QUANTITY</b>	<b>FACILITY TYPE</b>	<b>UNIT PRICE</b>
85	Elementary & Adult Schools, Per Attachment A	\$ _____ ea.
24	Middle Schools Per Attachment A	\$ _____ ea.
16	High Schools & Technical Centers Per Attachment A	\$ _____ ea.
14	Ancillary locations Per Attachment A	\$ _____ ea.

Composite total for Elementary Schools & Adult Schools  
 (unit price x 85) = \$ \_\_\_\_\_

Composite total for Middle Schools  
 (unit price x 24) = \$ \_\_\_\_\_

Composite total for High Schools & Technical  
 Centers (unit price x 16) = \$ \_\_\_\_\_

Composite total for Ancillary locations  
 (unit price x 14) = \$ \_\_\_\_\_

**GRAND TOTAL**

FOR ANNUAL SERVICE TO ALL SITES = \$ \_\_\_\_\_

**NOTE:** Sign the "Bidder's Acknowledgment" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature \_\_\_\_\_

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**ATTACHMENTS**

- A. **System Information Sheets**
- B. **Fire Alarm System Inspection Schedule**
- C. **2007-2008 School Year State Testing Calendar**

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**Attachment A**

<b>Elementary Schools</b>									
Facility Name	Portables	#	Monitoring	FA type	Heats	Ducts	Smokes	Pull s	Notification
Alta Vista Elementary	19	1	Local	Notifier AFP200	30	Ion10	P19	35	52
Alturas Elementary	10	1	Local	Firelite 1000	23	Ion6	Ion6	17	22
Anna Woodbury Elementary	2	1	Local	Firelite 1000	36	Ion8	P4	22	51
Auburndale Central Elementary	7	1	Local	Simplex 2001	11	Ion4	P5	18	28
Babson Park Elementary	7	1	Local	Notifier AFP200	68	Ion20	P8	32	70
Bartow Academy (Magnet)	4	2	Local	Firelite 1000	31	Ion10	P14	40	54
Ben Hill Griffin Elementary	0	1	Local	Firelite 1000	28	Ion8	P20	29	57
Berkley Elementary	2	1	Local	Notifier AFP200	84	Ion8	P18	31	105
Bethune Academy (Magnet)	0	1	Local	Simplex 4002	46	Ion4	P4	21	32
Bill Duncan Opportunity Center	3	1	Local	Firelite 1000	0	P2	P34	10	32
Blake Elementary	4	1	Local	Firelite 1000	95	Ion8	P16	33	130
Boswell Elementary	2	1	Local	Simplex 2001	32	Ion5	P9	24	70
Brigham Academy (Magnet)	0	1	Local	Simplex 4002	43	Ion4	P19	54	77
Brigham Academy Bldg. 16-17	0	1	Local	Firelite MP24	7	0	Ion1	5	11
Caldwell Elementary	15	1	Local	Firelite 1000	46	Ion26	Ion32	27	88
Carlton Palmore Elementary	7	1	Local	Notifier AFP200	62	Ion10	P9	18	97
Chain Of Lakes Elementary	7	1	Local	Notifier AFP200	20	Ion12	P8	24	108
Churchwell Elementary	10	1	Local	Notifier AFP200	5	Ion4	Ion13	25	74
Cleveland Court Elementary	10	1	Local	Firelite 1000	35	Ion3	Ion25	41	47
Combee Elementary	11	1	Local	Notifier AFP200	31	Ion3	Ion13	67	74
Crystal Lake Elementary	9	1	Local	Firelite 1000	46	Ion6	Ion22	39	53
Davenport Elementary	13	1	Local	Simplex 2001	62	Ion15	Ion10	35	39
Dixieland Elementary	5	1	Local	Firelite 1000	30	Ion18	P12	20	31
Donald E. Woods Center	5	1	Local	Firelite 1000	36	0	Ion12	18	27
Doris Sanders Learning Center	2	1	Local	Simplex 2001	17	Ion8	P8	8	23
Dundee Elementary	4	1	Local	Notifier AFP200	33	Ion21	P21	19	122
Dwight C. Smith Center	0	2	Local	Firelite 424	26	Ion2	P16	21	87
Eagle Lake Elementary	17	1	Local	Firelite 1000	37	Ion12	Ion9	26	52
East Area Adult (Auburndale)	7	1	Local	Firelite 1000	9	0	Ion8	13	17
Eastside Elementary	39	1	Local	Firelite 1000	50	Ion8	Ion34	43	78
Elbert Elementary	6	1	Local	Firelite 1000	17	Ion2	P12	44	58
Floral Avenue Elementary	13	1	Local	Firelite 1000	45	Ion11	Ion10	24	58
Frostproof Elementary	2	1	Local	Firelite 1000	10	Ion6	P13	53	53
Fruitland Park Learning Center	8	1	Local	Firelite 1000	9	0	Ion1	12	11
Garden Grove Elementary	2	1	Local	Firelite 1000	53	Ion14	P4	23	90
Garner Elementary	6	1	Local	Firelite 1000	30	Ion10	Ion12	59	73
Gause Riverside Elementary	7	1	Local	Firelite 1000	26	Ion2	Ion6	18	23
Gibbons Street Elementary	8	1	Local	Notifier AFP200	46	Ion6	Ion4	26	56
Griffin Elementary	10	1	Local	Firelite 1000	34	Ion6	Ion8	29	57
Highland City Elementary	11	1	Local	Firelite 1000	44	Ion20	P5	32	58

# = Number of Fire Alarm Panels on Site

ION = Ion Detector

P = Photo Detector

Please state company name and authorized signature \_\_\_\_\_

**Attachment A continued**

<b>Elementary Schools (con't)</b>									
Facility Name	Portables	#	Monitoring	FA type	Heats	Ducts	Smokes	Pulls	Notification
Highlands Grove Elementary	0	1	Local	Notifier AFP200	22	Ion4	8	28	234
Hillcrest Elementary	4	1	Local	Firelite 1000	35	Ion14	P3	29	47
Inwood Elementary	8	1	Local	Firelite 1000	17	Ion3	Ion9	24	37
James E Stephens Elementary	8	1	Local	Notifier AFP200	49	Ion12	Ion4	38	65
Janie Howard Wilson Elementary	7	1	Local	Firelite 1000	36	Ion9	Ion4	30	75
Jesse Keen Elementary	3	1	Local	Firelite 1000	57	Ion11	P1	42	64
Jewett Elementary	10	1	Local	Notifier AFP200	58	Ion20	Ion 20	39	108
Kathleen Elementary	4	1	Local	Notifier AFP200	30	Ion16	Ion13	48	54
Kingsford Elementary	9	1	Local	Firelite 1000	39	Ion6	19	38	51
Lake Alfred Elementary	1	1	Local	Firelite 1000	50	Ion7	5	37	73
Lake Marion Creek School Sp	0	1	Local	Notifier AFP200	13	Ion11	15	56	265
Laurel Elementary	0	1	Local	Notifier AFP200	60	Ion2	P2	61	148
Lake Shipp Elementary	4	1	Local	Firelite 1000	40	Ion10	13	22	55
Lena Vista Elementary	15	1	Local	Simplex 4002	64	Ion20	8	26	81
Lewis Elementary	7	1	Local	Firelite 1000	50	Ion8	25	36	65
Lime Street Elementary	2	1	Local	Notifier AFP200	35	Ion4	8	30	57
Lincoln Avenue Academy (Magnet)	1	1	Local	Notifier AFP200	36	Ion1	13	22	42
Loughman Oaks Elementary	17	1	Local	Firelite 1000	121	Ion33	Ion32	44	87
Medulla Elementary	7	1	Local	Notifier AFP200	67	Ion12	P12	61	70
North Lakeland Elementary	17	1	Local	Firelite 1000	24	Ion4	Ion15	30	63
Oscar J. Pope Elementary	1	1	Local	Firelite 1000	51	Ion14	P1	57	62
Padgett Elementary	0	1	Local	Simplex 2001	54	Ion10	P3	26	36
Palmetto Elementary	0	1	local	Notifier AFP200	48	Ion4	6	76	177
Pinewood Elementary	0	1	Local	Notifier AFP200	97	Ion11	P19	41	107
Polk Avenue Elementary	0	1	Local	Firelite 1000	28	Ion2	P22	29	59
Polk City Elementary	14	1	Local	Firelite 1000	27	Ion18	P15	33	83
Polk Life & Learning Center	4	1	Local	Firelite 1000	24	Ion4	I5	19	30
Purcell Elementary	8	1	Local	Notifier AFP200	91	Ion22	P2	31	100
Ridgeview Elementary	0	1	Local	Notifier AFP200	97	Ion7	P2	31	130
Roberts Elementary	14	1	Local	Notifier AFP200	101	Ion14	P10	34	140
Rochelle School of the Arts (Magnet)	0	1	Local	Notifier AFP200	93	P19	P19	72	133
Sand Hill Elementary	24	1	Local	Notifier AFP200	97	Ion11	Ion7	41	129
Scott Lake Elementary	14	1	Local	Notifier AFP200	101	P16	Ion18	28	134
Sikes Elementary	9	1	Local	Firelite 1000	54	Ion14	P14	36	66
Sleepy Hill Elementary	0	1	Local	Notifier AFP200	22	Ion4	8	28	234
Snively Elementary	19	1	Local	Firelite 1000	23	Ion4	P8	30	46
Socrum Loop Elementary	1	1	Local	Firelite 1000	19	Ion6	P34	28	57
Southwest Elementary	5	1	Local	Firelite 1000	33	Ion8	Ion9	34	79
Spook Hill Elementary	2	1	Local	Notifier AFP200	57	Ion24	P5	34	99
Valleyview Elementary	12	1	Local	Firelite 1000	20	Ion8	P26	31	88
Wagner Elementary	8	1	Local	Notifier AFP200	100	Ion14	P10	33	133

# = Number of Fire Alarm Panels on Site excluding Portables

ION = Ion Detector

P = Photo Detector

Please state company name and authorized signature \_\_\_\_\_

**Attachment A continued**

<b>Elementary Schools (con't)</b>									
Facility Name	Portables	#	Monitoring	FA type	Heats	Ducts	Smokes	Pulls	Notification
Wahneta Elementary	13	1	Local	Firelite 1000	53	Ion4	P8	49	38
Wendell H. Watson Elementary	9	1	Local	Firelite 1000	17	P8	Ion33	45	66
West Area Adult & Community	5	1	Local	Firelite 1000	27	0	Ion11	12	22
Winston Elementary	6	1	Local	Firelite 1000	25	Ion3	P20	35	53
	Total 586								
<b>Middle Schools</b>									
Facility Name	Portables	#	Monitoring	FA type	Heats	Ducts	Smokes	Pulls	Notification
Bartow Middle	14	1	Local	Firelite 1000	39	Ion6	Ion29	44	89
Boone Middle	15	1	Local	Firelite 1000	37	Ion9	Ion20	62	79
Crystal Lake Middle	9	1	Local	Firelite 1000	53	Ion9	Ion13	36	65
Discovery Academy	0	1	Local	Firelite 1000	121	Ion17	P3	50	161
Denison Middle	0	1	Local	Notifier AFP200	56	Ion7	P27	35	70
Dundee Ridge Middle	16	1	Local	Notifier AFP200	128	Ion20	Ion20	54	157
Gause Academy	6	1	Local	Firelite 1000	30	Ion3	P13	11	44
Jenkins Academy	0	1	Local	Simplex 4002	33	Ion8	Ion6	33	61
Jewett Middle Academy (Magnet)	2	1	Local	Firelite 1000	30	Ion8	P13	53	73
Karen Siegel Academy & ESE	7	2	Local	Notifier AFP200	46	Ion10	P9	26	105
Kathleen Middle	4	1	Local	Firelite 1000	70	Ion14	P18	54	77
Lake Alfred - Addair Middle	0	1	Local	Notifier AFP200	120	Ion16	P19	38	51
Lake Gibson Middle	5	1	Local	Firelite 1000	36	Ion7	P2	36	74
Lakeland Highlands Middle	12	1	Local	Notifier AFP200	55	Ion6	P14	28	82
Lawton Chiles Middle Academy	4	1	Remote	Firelite 1000	69	Ion16	P15	28	121
McKeel Academy	3	1	Local	Notifier AFP200	74	Ion27	P39	45	117
McLaughlin Middle & ESE	3	2	Local	Firelite 1000	51	Ion14	P36	52	105
Mulberry Middle	7	1	Local	Firelite 1000	56	Ion16	P16	51	102
Roosevelt Academy	0	1	Local	Firelite 1000	39	Ion1	P21	50	60
Sleepy Hill Middle & ESE	15	2	Local	Notifier AFP200	122	Ion36	P1	46	131
Southwest Middle	10	1	Local	Firelite 1000	40	Ion8	P9	53	75
Stambaugh Middle	1	1	Remote	Simplex 2001	84	Ion31	Ion23	38	62
Union Academy (Magnet)	5	1	Local	Firelite 1000	39	Ion6	P2	43	49
Westwood Middle	16	1	Local	Notifier AFP200	64	Ion14	P7	39	122
	Total 154								

# = Number of Fire Alarm Panels on Site excluding Portables

ION = Ion Detector

P = Photo Detector

Please state company name and authorized signature \_\_\_\_\_

**Attachment A continued**

<b>Senior High Schools</b>									
Facility Name	Portables	#	Monitoring	FA type	Heats	Ducts	Smokes	Pulls	Notification
Auburndale Senior w/Auditorium	6	3	Local	Simplex 2001	146	Ion34	P42	114	175
Bartow Senior	8	2	Local	Firelite 1000	131	Ion29	P40	73	132
Ft Meade Middle-Senior w/Auditorium	7	2	Local	Firelite 1000	81	Ion6	Ion5	46	133
Frostproof Middle-Senior	11	1	Local	Firelite 1000	47	Ion28	Ion34	63	176
George Jenkins Senior w/Concession	22	2	Local	Firelite 1000	156	P43	Ion17	92	208
Haines City Senior	24	1	Local	Notifier AFP200	178	Ion47	Ion40	90	201
Kathleen Senior w/Auditorium	10	1	Local	Firelite 1000	102	Ion24	Ion16	87	129
Lake Gibson Senior w/Auditorium	21	1	Local	Firelite 1000	155	Ion43	36	60	167
Lake Region Senior w/Concession	15	2	Local	Firelite 1000	165	Ion53	5	32	198
Lake Wales Senior	8	1	Local	Firelite 1000	76	Ion13	45	54	117
Lakeland Senior w/Auditorium	12	4	Local	Firelite 1000	133	Ion30	P20	133	166
Mulberry Senior w/Auditorium	5	1	Local	Simplex 2001	117	P25	P17	71	134
Ridge Community High	0	1	Local	Notifier AFP200	31	Ion25	17	58	380
Ridge Vocational Technical Center	2	1	Local	Notifier AFP200	53	Ion7	37	47	128
Traviss Technical Center	8	1	Local	Firelite 1000	103	Ion14	Ion1	83	79
Winter Haven Senior	4	1	Local	Firelite 1000	102	Ion53	P21	71	123
	Total 163								
<b>Ancillary Buildings</b>									
Facility Name	Portables	#	Monitoring	FA type	Heats	Ducts	Smokes	Pulls	Notification
Bus Garage-Bartow	0	1	Local	Notifier AFP200	9	Ion10	Ion1	18	47
Bus Garage-Lake Wales	0	1	Local	Firelite 1000	23	Ion8	0	7	17
Bus Garage-Skyview	0	1	Local	Firelite MP24	12	0	Ion1	5	6
County Office	4	1	Local	Firelite 1000	28	Ion22	Ion47	24	40
County Office Film Library	0	1	Local	Firelite MP24	6	0	Ion1	2	12
County Office Halon	0	1	Local	Kiddie	2	0	Ion34	2	8
County Office Print Shop	0	1	Local	Firelite MP24	18	0	0	5	18
County Office Student Services 2	0	1	Local	Firelite 1000	0	Ion4	Ion8	4	24
County Office Student Services	0	1	Local	Firelite 1000	0	Ion10	Ion16	6	28
Jim Miles Center	0	1	Local	Notifier AFP200		Ion4	P2	12	54
Mark Wilcox Center	3	1	Local	Firelite MP24	12	Ion2	P3	5	10
North Central Support Services	0	1	Local	Firelite MP24	16	Ion5	Ion2	3	10
Shop-L4	0	1	Local	Firelite MP24	7	0	0	3	1
Warehouse Paint	0	1	Local	Firelite MP24	1	0	0	1	1
	Total 7								
<b>Portables</b>									
Facility Name		##	Monitoring	FA type	Heats	Ducts	Smokes	Pulls	Notification
Portables	Typical	1	Local	Firelite MP24	2	0	0	1	2

# = Number of Fire Alarm Panels on Site excluding Portables  
 ## = Fire Alarm Panels per portable

ION = Ion Detector

P = Photo Detector

Please state company name and authorized signature \_\_\_\_\_

**Attachment B**

**August 2007**

Facility Name
Babson Park Elementary
Berkley Elementary
Boone Middle
Denison Middle
Haines City Senior
Hillcrest Elementary
Jewett Elementary
Kathleen Middle
Kathleen Senior w/Auditorium
Oscar J. Pope Elementary
Pinewood Elementary
Ridgeview Elementary

**September 2007**

Facility Name
Anna Woodbury Elementary
Bethune Academy (Magnet)
Brigham Academy (Magnet)
Carlton Palmore Elementary
Chain of Lakes Elementary
Frostproof Middle-Senior
Garden Grove Elementary
Highland City Elementary
Jesse Keen Elementary
Lake Shipp Elementary
Lake Wales Senior
Lakeland Senior w/Auditorium
Ridge Community High
Sand Hill Elementary

**October 2007**

Facility Name
Bartow Senior ***
Cleveland Court Elementary
Frostproof Elementary
Gause Academy
Polk Avenue Elementary
Purcell Elementary
Scott Lake Elementary
Southwest Elementary
Southwest Middle
Spook Hill Elementary
Valleyview Elementary
Winter Haven Senior ***

**November 2007**

Facility Name
Bill Duncan Opportunity Center
Blake Elementary
Caldwell Elementary
Dixieland Elementary
George Jenkins Senior w/Concession
McLaughlin Middle
Mulberry Senior w/Auditorium
Rochelle School of the Arts (Magnet)
Roosevelt Academy
Stambaugh Middle

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**Attachment B continued**

**December 2007**

Facility Name
Discovery Academy
Lake Marion Creek School
Lake Region Senior w/Concession
McKeel Academy
Westwood Middle

**January 2008**

Facility Name
Bartow Academy (Magnet)
Bus Garage-Bartow
Davenport Elementary
Dundee Elementary
Dundee Ridge Middle
Eastside Elementary
Jenkins Academy
Lawton Chiles Middle Academy
Mark Wilcox Center
Ridge Vocational Technical Center
Sleepy Hill Middle
Warehouse Paint

**February 2008**

Facility Name
Brigham Academy Bldg. 16-17 ***
County Office
Doris Sanders Learning Center
Dwight C. Smith Center
Fruitland Park Learning Center
Garner Elementary ***
Griffin Elementary ***
Inwood Elementary ***
Jim Miles Center
Karen Siegel Academy
L-4 Shop

**March 2008**

Facility Name
Bus Garage-Lake Wales
Highlands Grove Elementary
Kingsford Elementary
Lake Alfred- Addair Middle
Lake Alfred Elementary
Lake Marion Creek Elementary
Laurel Elementary
Lena Vista Elementary
Lime Street Elementary
Lincoln Avenue Academy (Magnet)
North Lakeland Elementary
West Area Adult & Community

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Please state company name and authorized signature\_\_\_\_\_

**Attachment B continued**

**April 2008**

Facility Name
Alta Vista Elementary
Alturas Elementary
Bartow Middle
Ben Hill Griffin Elementary
Boswell Elementary
Churchwell Elementary
County Office Halon
Donald E. Woods Center
Eagle Lake Elementary
Floral Avenue Elementary
Lake Gibson Middle
Mulberry Middle
Sikes Elementary

**May 2008**

Facility Name
Gause Riverside Elementary
Gibbons Street Elementary
Janie Howard Wilson Elementary
Kathleen Elementary
Lake Gibson Senior
Lakeland Highlands Middle
Loughman Oaks Elementary
Medulla Elementary
Padgett Elementary
Polk Life & Learning Center
Sleepy Hill Elementary
Socrum Loop Elementary
Union Academy (Magnet)

**June 2008**

Facility Name
County Office Film Library
County Office Print Shop
County Office Student Services
County Office Student Services 2
Crystal Lake Middle
Ft Meade Middle-Senior w/Auditorium
Jewett Middle Academy (Magnet)
North Central Support Services
Palmetto Elementary
Roberts Elementary
Snively Elementary
Traviss Technical Center
Wagner Elementary

**July 2008**

Facility Name
Auburndale Senior w/Auditorium
Auburndale Central Elementary
Bus Garage-Skyview
Combee Elementary
Crystal Lake Elementary
East Area Adult (Auburndale)
Elbert Elementary
James E Stephens Elementary
Lewis Elementary
Polk City Elementary
Wahneta Elementary
Wendell H. Watson Elementary
Winston Elementary

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Please state company name and authorized signature\_\_\_\_\_

**Attachment C**

**FLORIDA STATEWIDE ASSESSMENT PROGRAM**

**HIGH SCHOOL COMPETENCY TEST**  
(Eligible Students Only)

To Be Announced please refer to the Polk County School Board Assessment, Accountability and Evaluation department website at [www.polk-fl.net/accountability/gts.htm](http://www.polk-fl.net/accountability/gts.htm).

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**FLORIDA COMPREHENSIVE ASSESSMENT TEST**

<b>OCTOBER 1-5, 2007</b>	Grades 11 and 12 (New Students/Retakes)	Reading & Mathematics Sunshine State Standards Tests
<b>FEBRUARY 12 - 15, 2008</b>	Grades 4, 8, and 10	Writing
<b>MARCH 12 - 25, 2008</b>	Grades 3 - 10	Reading and Mathematics Sunshine State Standards and Norm- Referenced Tests
	Grades 5, 8, and 10	Science Sunshine State Standards Tests
<b>JUNE 23-27, 2008</b>	Grades 11 and 12 (New Students/Retakes)	Reading & Mathematics Sunshine State Standards Tests

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**OTHER ASSESSMENTS**

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These dates do NOT include the special schedule that will be negotiated for at least one track at Valleyview El. School or any shifts that may be made for the single track year-round schools. Nor do these dates include the other district and state mandated assessments or tests such as PSAT (always in October), SAT, ACT, and AP (usually two weeks near graduation).

A full calendar will be published closer to the start of the school year and can be viewed at the Polk County School Board Accountability website at this address-  
[www.polk-fl.net/accountability/gts.htm](http://www.polk-fl.net/accountability/gts.htm).