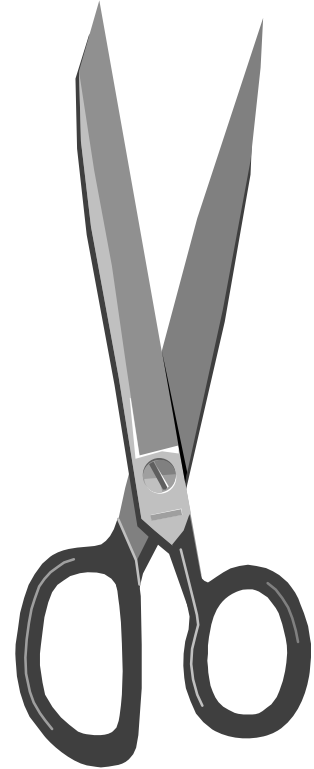


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO:	PURCHASING DEPARTMENT School Board of Polk County 1915 South Floral Avenue, PO Box 391 Bartow, FL 33831-0391
SEALED BID DO NOT OPEN	
SEALED BID NO.:	018-MHH-1009
BID TITLE:	Fire Extinguisher and Systems Service
DUE DATE/TIME:	October 2, 2008 @ 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/districtinfo/departments/businessservices/purchasing.htm> Click on “[Vendor Application](#)” from the menu on the left side of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Fire Extinguisher and Systems Service

Bid File Number 018-MHH-1009 Posted September 5, 2008

Sealed bids will be received until 2:30 PM on October 2, 2008 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: Harold Hamby telephone (863) 534-0575, FAX (863) 534-0802, E-Mail harold.hambyjr@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

<u>VENDOR NAME</u>	<u>MAILING ADDRESS</u>
<u>PRINT OR TYPE SIGNATURE AND TITLE</u>	<u>CITY, STATE, ZIP</u>
<u>WRITTEN SIGNATURE</u>	<u>DATE</u>
<u>TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)</u>	<u>FAX NUMBER</u>
<u>E-MAIL ADDRESS</u>	<u>FEID NUMBER</u>

DISCOUNT: Our company offers the following discount schedule: _____.

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: October 31, 2009. Contract(s) awarded from this bid will begin on November 1, 2008 and will run through October 31, 2009.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: See bid form.
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices on or about October 7, 2008 and will remain posted for a period of 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

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. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **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.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **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.
22. **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.
23. **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.
24. **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.
25. **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.
26. **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 Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **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.

28. **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.
29. **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.
30. **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.

31. **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.
32. **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."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

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 purpose of this bid is to obtain competitive bids for the provision of fire extinguisher and fire control system inspection and service for schools and other facilities owned by the District throughout Polk County. The initial term of this bid shall be from **November 1, 2008 through October 31, 2009.**

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 **Tuesday, September 16, 2008 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. Attendees are encouraged to bring any questions in writing. Compose questions on paper, ask your questions at the pre-bid conference and give the facilitator a written copy of your questions. Please write each question that you will ask on a separate page indicating the bid page number and section to which the question refers. If possible, answers to all questions timely received will be provided verbally at the conference; however, final and controlling answers will be provided in writing by Addendum to the bid (see Section T., below). The deadline for questions and requests for additional information shall be at the close of this 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. **DEFINITIONS:** The expressions "School Board of Polk County" and "District" shall have the same meaning when used anywhere in this document. The expressions "Awarded Bidder" and "Contractor" shall have the same meaning when used anywhere in this document.

D. **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.

E. **OTHER FEES:** Bidder/Contractor may not add any additional fees to the order including, but not limited to, special handling charges, hazardous materials fees, fuel surcharges, etc.

F. **COMPLIANCE WITH THE JESSICA LUNSFORD ACT:** Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools/School Boards/School Districts/Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this contract/agreement. Please visit <http://www.polk-fl.net/community/doingbusinesswithus/jessicalunsfordact.htm> for a list of links to requirements regarding the Jessica Lunsford Act.

G. AWARD OF CONTRACT:

1. The District reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.
2. 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.
3. 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 for **Section I** (Service And Inspection Of Fire Extinguishers) on the **Bid Form**. This will be the Primary Contractor award. It is anticipated there may be an additional award based on the second lowest and bid received from a responsive and responsible bidder for **Section I**. This will be the Secondary Contractor award. 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, work may be assigned to the Secondary Contractor. The School Board will be the sole judge of the contractor's performance according to this contract and its decision shall be final.
4. This bid will be awarded to one or more responsive and responsible bidder(s) qualified by experience to provide the work specified. **Section I** on the **Bid Form** (Service And Inspection Of Fire Extinguishers), **Section II** (Service And Inspection Of Automatic Extinguisher Systems) and **Section III** (New Extinguishers - Delivered, Not Installed) may all be awarded to different vendors if it is in the best interest of the District to do so. In the event **Sections I, II and III** of the bid are awarded to different vendors, **Section IV** on the Bid Form (Emergency Service Calls and Training) may be awarded to each of the vendors awarded **Sections I and II**, with subsequent work assigned to the specific vendor deemed appropriate by the District.

H. EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITES:

1. Before submitting a bid, each Bidder should:
 - ❖ Visit at least one school site and become familiar with facilities and local environments that may in any manner affect performance of the work
 - ❖ Consider federal, state or local laws, ordinances, rules and regulations that may in any way affect performance of the work

❖ Notify the Purchasing Administrator of all conflicts, errors and discrepancies (if any) in the Bid Documents

2. The Bidder, by and through submission of a bid, agrees that he/she shall be held responsible for having examined the facilities and equipment; become familiar with the nature and extent of the work and any local conditions that may affect the work to be done, and the technical expertise, equipment, materials, parts and labor required.

I. **CANCELLATION:** In the event the awarded bidder violates any of the provisions of this bid, the Superintendent or designee will give written notice to the bidder stating the deficiencies. If these deficiencies are not corrected within three (3) normal working days, recommendation will be made to the Board for immediate cancellation of the bid award. 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 To Bid 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 bidder that amount of the contract actually performed to the date of termination.

J. **LIQUIDATED DAMAGES:** Should the awarded bidder fail to perform under the terms and conditions of this Bid the vendor agrees to make payment to the School Board of Polk County (the District) in an amount up to 50% of the total contract (bid) price (the actual amount to be paid will be calculated by the District), unless the failure to perform was caused by acts or omissions of the District. An example (but not the only type of failure to perform) of failure to perform under this contract is a report from a Fire Marshal inspection listing multiple fire extinguishers not in compliance with the annual inspection date. In addition to the above requirement for Liquidated Damages, the District may hold the bidder responsible for any additional damages or costs incurred by the District as a result of the bidder's actions.

K. **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.

L. **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.

M. **WARRANTY OF ABILITY TO PERFORM:** By signing the "Bidder Acknowledgment" on page 1 of this document, the Bidder 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 Bidder's ability to satisfy its Contract obligations. The Bidder 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 Bidder shall immediately notify the District in writing if its ability to perform is compromised in any manner during the term of the Contract.

N. **QUALIFICATION OF BIDDERS:** This invitation to bid will be awarded to responsive and responsible bidders qualified by experience to provide the work specified. Bidders should provide the following information, to be submitted with the bid document:

After bid opening the School Board of Polk County reserves the right to request the required submittals listed below in items one (1) through three (3) should bidder not return these submittals with their bid packet. Any requested additional information must be received by the Polk County School Board Purchasing Department within three (3) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the three (3) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

1. The bidder shall have satisfactorily completed a minimum of three (3) recent contracts providing Fire Extinguisher and Systems Service similar in scope to the requirements outlined in the specifications of this Invitation To Bid. Bidder shall submit customer references for a minimum of three (3) contracts as defined in the preceding sentence. A BIDDER REFERENCE FORM is provided for these references on page 20 of this invitation to bid.
2. The Bidder performing services for the District, under the terms of this agreement shall have a Class 1 and Class 4 License, issued by the State of Florida Fire Marshall. The bidder shall submit a copy of each license with his bid. The bidder shall also furnish proof that current license, from the State Fire Marshall, have been issued to each of his employees and/or subcontractors who shall perform services for the District under the terms of this agreement.
3. The bidder should fill out and return with their bid Attachment #1 GENERAL BIDDER INFORMATION FORM on page 19 and the sample Inspection/Repair/Installation Report requested in the GENERAL BIDDER INFORMATION FORM of this Invitation to Bid document.

O. **SUBCONTRACTORS:** If a bidder intends to subcontract any portion of this work for any reason, the name and address of the subcontracting firm should 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 F. and for meeting all the applicable license requirement as specified in Section N. Paragraph 2. The District 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 (in the opinion of the Superintendent Of Schools, or designee) is not in the position to perform this award. The District reserves the right to inspect all facilities of any subcontractor in order to make the determination as to the foregoing. In the event the District elects to reject a subcontractor for cause, the bidder may submit another subcontractor, which will also be subject to approval by the District.

P. **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 bidder 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 bidder's employees, subcontractors, or agents.

Q. **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.

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 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).

- 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 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

Please state company name and authorized signature _____

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 awarded bidder shall dispose of all packing, crating, unusable scraps, and any miscellaneous materials. The awarded bidder(s) shall remove all rubbish, materials and equipment, and leave the premises clean and orderly. The awarded bidder shall legally dispose of unsalvageable materials at the bidder(s) expense.

The awarded bidder shall, as a part of this job, properly store and secure any salvageable materials, at the location designated by the Director of Maintenance (or designee).

Y. **EMPLOYEES:** The awarded bidder shall at all times enforce strict discipline, good order, proper dress and appearance among employees and shall employ skilled personnel for the assigned work. No person shall be allowed to bring alcoholic beverages, controlled substances, firearms, or dogs to the site. Smoking on school premises is not permitted.

Please state company name and authorized signature _____

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. **TYPES OF SERVICE:** The general types of servicing to be required of the Contractor shall include inspecting, testing, recharging, repairing, installing and labeling of fire extinguishers as required. Work shall be performed at locations listed in the attachment to this bid. Services to be performed by the Contractor shall be in accordance with all bid specifications.
3. **SCOPE OF SERVICE:**
 - a. The Contractor shall inspect and perform required service on all fire extinguisher systems at all Polk County Public School District sites stated in the attachment to this bid request. Additional sites may be added during the contract period. All services performed under the terms of this agreement shall comply with the regulations of the State Fire Marshall and the Department of Education, State of Florida, as they pertain to fire extinguishers. Guidelines established by OSHA and the National Fire Protection Association shall be followed during the inspection. The Contractor shall notify the Principal or contact person at least twenty four (24) hours in advance of date extinguishers, non-portable extinguishers including range hood systems, are to be serviced. Automatic extinguisher systems shall be inspected and/or serviced on a six (6) months (semi-annual) schedule. Fusible links shall be replaced once each year and must bear a current date. The Contractor shall prepare and submit to the School Board Maintenance Department a written report listing deficiencies in each automatic fire extinguisher system, which does not conform to National Fire Protection Association (NFPA) Regulation No. 96 and the manufacturer's specifications. The Director of Maintenance shall receive this report within thirty (30) days of the date of the inspection.
 - b. At the time of the inspection, the Contractor shall recharge all fire extinguishers not meeting minimum charge requirements. The Contractor shall also insure that all fire extinguishers are of the proper rating, and that they are properly installed and marked, as recommended by the National Fire Protection Association and OSHA. The Contractor shall furnish, if one is not already attached, a label for each extinguisher showing the required servicing data, including date of the annual inspection. Cost of label shall be included in inspection and/or service charge.

- c. If an extinguisher is damaged, corroded, or otherwise unusable at time of inspection, or at any other time during the period of the contract, it shall be withdrawn from service and notification be given immediately to the school Principal and the Director of Maintenance. The Contractor shall furnish the serial number and location of all extinguishers being removed from service. The Contractor shall test, recharge and return the extinguisher to the same location as soon as possible. See paragraph "d." below, for details regarding withdrawal of fire extinguishers from service.
- d. When it is necessary to remove a fire extinguisher from a service location the contractor performing the inspection service will furnish a replacement and provide pricing on the invoice per Section I, Item 9 or 10 on the BID FORM & SPECIFICATIONS, or a refurbished unit per instructions in Paragraph "c." above. Such replacement extinguisher shall be tagged to reflect current inspection status with inspection dates matching other extinguishers at the facility. It shall be the responsibility of the Contractor to legally dispose of any extinguishers that are withdrawn from service.
- e. The Contractor shall be responsible for responding to routine service calls within seven (7) days without charge except for that particular type of service(s) as specified in the contract rate schedule. The Contractor shall also be responsible for responding to emergency calls within twenty-four (24) hours. An extra charge, if applicable, shall be allowed for emergency service calls, which are authorized by the Principal or contact person.
- f. The Contractor shall immediately notify the Maintenance Director (863) 534-0615 concerning any emergency or service problem relating to fire extinguishers or range hood suppression systems at any School Board facility. Failure to follow this procedure may result in Cancellation and/or Liquidated Damages as noted in Sections I. and J.

4. RECORD OF SERVICE:

- a. The Contractor shall maintain records, which identify fire extinguishers recharged or pressure tested during the period of this agreement, as required by the State Fire regulations. A copy of all such records shall be attached to all invoices submitted to the Maintenance Department. It shall be the responsibility of the Contractor to make follow-up calls as often as necessary to perform the required service.

5. CHARGES AND PAYMENTS:

- a. CHARGES - The Contractor shall be authorized a per unit cost for performing each type of service, as noted in the BID FORM & SPECIFICATIONS. No other charges will be allowed.

- b. **PAYMENTS** - Payments to the Contractor shall be made on the basis of an approved Countywide Purchase Order. Invoices for service(s) performed at individual schools shall be submitted to The School Board of Polk County, Maintenance Department, P. O. Box 391, Bartow, Florida 33830. Invoices shall be subject to verification by the Principal or contact person, and the Maintenance Department. Ridge and Traviss Career Centers, Roosevelt Academy and McKeel Academy, as well as all other Charter Schools or "Site Base Managed" schools shall prepare their own separate Requisition/Purchase Orders.

6. INSPECTION:

- a. The Contractor shall perform a complete inspection of all fire extinguisher systems, including Portable ABC & BC Dry Chemical, K Class, and Automatic Hood Systems at each of the School Board inspection sites listed in the attachment to this agreement. (Inspection fee shall be quoted on a per unit basis, as listed in the bid form(s).)
- b. The Contractor shall furnish the School Board Director of Maintenance (or designee) a monthly inspection schedule prior to the month of the scheduled inspection. The scheduling shall be based on the current expiration dates of all fire extinguisher systems.
- c. The Contractor shall submit a monthly inspection report showing all completed inspections, stating name of inspection site, date of inspection, and name of service technician performing inspection.

BID FORM & SPECIFICATIONS

Enter Bid Pricing Below. Enter a price for all items requested or your bid may be declared non-responsive. **ANY MODIFICATIONS OR ALTERATIONS TO THE ORIGINAL BID FORM BY THE BIDDER, WHETHER INTENTIONAL OR OTHERWISE, WILL CONSTITUTE GROUNDS FOR REJECTION OF A BID!**

SECTION I. SERVICE AND INSPECTION OF FIRE EXTINGUISHERS

ITEM NO.	DESCRIPTION	UNIT COST
----------	-------------	-----------

ANNUAL MAINTENANCE: Includes annual maintenance per NFPA # 10, all tags, labels, seals, pull pins, handles, rivets, all external parts (excluding hose assemblies). In the event a fire extinguisher requires a recharge or must be opened for any reason the awarded bidder shall perform a six year maintenance/recharge and **SHALL NOT** charge the Polk County School Board for the Annual Maintenance for that fire extinguisher.

1. ABC/BC/K/Co² up to 20 pounds or 2.5 gallons - \$_____

SIX YEAR MAINTENANCE/RECHARGE: Includes all of the above for Annual Maintenance PLUS the Six Year Maintenance as per the current edition of NFPA # 10, all internal parts, including chemical, valve stem, O-rings, siphon tube and gauge if necessary. This price shall also include the recharge.

2. ABC/BC 2.5 pounds to 5 pounds - \$_____

3. ABC/BC 5.5 pounds to 10 pounds - \$_____

4. ABC/BC/K 10.5 pounds to 20 pounds - \$_____

5. Co² - (Includes all mentioned above for Annual Maintenance PLUS all internal parts.) \$_____

HYDROSTATIC TESTING: Includes all of the above for Annual Maintenance, Six Year Maintenance PLUS Hydrostatic Testing as per the current edition of NFPA # 10. This price shall also include the recharge.

6. ABC/BC/K up to 20 pounds or 2.5 gallons - \$_____

7. Co² up to 10 pounds - \$_____

8. Co² 10.5 pounds to 20 pounds - \$_____

BID FORM & SPECIFICATIONS (cont.)

Enter Bid Pricing Below. Enter a price for all items requested or your bid may be declared non-responsive. **ANY MODIFICATIONS OR ALTERATIONS TO THE ORIGINAL BID FORM BY THE BIDDER, WHETHER INTENTIONAL OR OTHERWISE, WILL CONSTITUTE GROUNDS FOR REJECTION OF A BID!**

ITEM		UNIT
NO.	DESCRIPTION	COST

SECTION I. SERVICE AND INSPECTION OF FIRE EXTINGUISHERS (continued)

NEW EXTINGUISHERS: (Delivered to point of use, ready for service with inspection dates matching other extinguishers @ facility.)

- | | | |
|-----|---|----------|
| 9. | 5 lb. ABC, (including Wall Bracket) UL Rated 3-A:40-B:C | \$ _____ |
| 10. | 10 lb. ABC (including Wall Bracket) UL Rated 4-A:60-B:C | \$ _____ |
| 11. | Wall Bracket Installation | \$ _____ |

SECTION II. SERVICE AND INSPECTION OF AUTOMATIC EXTINGUISHER SYSTEMS

ITEM		UNIT
NO.	DESCRIPTION	COST

- | | | |
|----|--|----------|
| 1. | Bi-annual Inspection - Inspect pre-engineered range hood automatic extinguisher systems every six months. Perform complete inspection service, tag, and seal. Prepare written report listing deficiencies in system, which does not meet specifications. | \$ _____ |
|----|--|----------|

- | | | |
|----|---|--------------|
| 2. | Annual replacement of each fusible link - | \$ _____ ea. |
|----|---|--------------|

Twelve year Maintenance/Inspection: To include all tests, inspections and miscellaneous parts required to keep system in compliance, including, but not limited to: hose, siphon tube, head assembly, tank, cartridge and recharge. Inspection and all procedures shall be in compliance with State Fire Marshall Regulations and manufacturer's guidelines.

- | | | |
|----|---------------------|----------|
| 3. | Single Tank Systems | \$ _____ |
| 4. | Double Tank Systems | \$ _____ |
| 5. | Three Tank Systems | \$ _____ |
| 6. | Four Tank Systems | \$ _____ |

Please state company name and authorized signature _____

BID FORM & SPECIFICATIONS (cont.)

Enter Bid Pricing Below. Enter a price for all items requested or your bid may be declared non-responsive. **ANY MODIFICATIONS OR ALTERATIONS TO THE ORIGINAL BID FORM BY THE BIDDER, WHETHER INTENTIONAL OR OTHERWISE, WILL CONSTITUTE GROUNDS FOR REJECTION OF A BID!**

ITEM NO.	DESCRIPTION	UNIT COST
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SECTION III. NEW EXTINGUISHERS - DELIVERED AND TAGGED, NOT INSTALLED

Please enter your delivered and tagged price for extinguishers listed below. This price shall include a current tag for each extinguisher and shall include the standard wall bracket for the manufacturer/brand extinguisher delivered. Polk County School Board staff will install the fire extinguishers as per the current version of NFPA 10. Deliveries shall be primarily to PCSB's Central Warehouse facility, located in Bartow, Florida, but may also include occasional delivery of orders to various Maintenance Shops in the District.

- | | | |
|----|---|----------|
| 1. | 5 lb. ABC, (including Wall Bracket) UL Rated 3-A:40-B:C | \$ _____ |
| 2. | 10 lb. ABC (including Wall Bracket) UL Rated 4-A:60-B:C | \$ _____ |

SECTION IV. EMERGENCY SERVICE CALLS AND TRAINING

ITEM NO.	DESCRIPTION	UNIT COST
-------------	-------------	--------------

- | | | |
|----|--|----------|
| 1. | Additional charges for emergency service calls provided by the Contractor. | \$ _____ |
|----|--|----------|

Charges shall be computed as follows:

Please state company name and authorized signature _____

BID FORM & SPECIFICATIONS (cont.)

Enter Bid Pricing Below. Enter a price for all items requested or your bid may be declared non-responsive. ANY MODIFICATIONS OR ALTERATIONS TO THE ORIGINAL BID FORM BY THE BIDDER, WHETHER INTENTIONAL OR OTHERWISE, WILL CONSTITUTE GROUNDS FOR REJECTION OF A BID!

ITEM NO.	DESCRIPTION	UNIT COST
-------------	-------------	--------------

TRAINING

Provide on site fire protection training and education for portable extinguishers, pre-engineered systems and facility procedures.

2. Cost per session. \$ _____

Define items charged in cost:

NOTE:

Be sure to 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 _____

GENERAL BIDDER INFORMATION FORM

Company Name: _____

Business Address: _____

Telephone Number: _____

Officers Names & Titles: _____

Years of Operation at Present Address: _____

Total Years in This Type of Business in Florida: _____

Number of Full-Time Employees: _____

Average Year(s) of Experience for All
Full-Time Service Technicians: _____

Name and telephone number of Primary Contact Person (see Section L,
COMMUNICATION): _____

Number of Company Owned Service Vehicles: _____

Types of Vehicles: _____
(e.g. year, make, model)

Number of Company Owned Mobile Repair Units: _____

List On Board Equipment in Mobile Unit: _____

Attach sample of Inspection/Repair/Installation Report form used by your company.

BIDDER REFERENCE FORM
(duplicate as needed)

Please provide all requested information for each reference.

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

INSPECTION SITES

ALTA VISTA ELEMENTARY

801 Scenic Highway
Haines City, FL 33844
Phone: 863/421-3235
Principal: Victor Duncan

ALTURAS ELEMENTARY

4th and Oak
Alturas, FL 33820
Phone: 863/519-3917
Principal: Dodie Haynes

ANNA WOODBURY ELEMENTARY

610 S. Charleston Avenue
Fort Meade, FL 33841
Phone : 863/285-9150
Principal: Thaddeus Davis

AUBURNDALE CENTRAL ELEMENTARY

320 Lemon Street
Auburndale, FL 33823
Phone: 863/965-5450
Principal: Virginia Cummings-Lang

AUBURNDALE SENIOR HIGH

#1 Bloodhound Trail
Auburndale, FL 33823
Phone: 863/965-6200
Principal: John Hill

****BABSON PARK ELEMENTARY**

815 N. Scenic Highway
Babson Park, FL 33827
Phone: 863/678-4664
Principal: Kenneth Henson

BARTOW ADULT AND COMMUNITY SCHOOL

1275 S. Broadway
Bartow, FL 33830
Phone: 863/534-7450
Contact: John Scholler

BARTOW ELEMENTARY ACADEMY MAGNET

590 S. Wilson Avenue
Bartow, FL 33830
Phone: 863/534-7410
Principal: Carol Borders

BARTOW MIDDLE

550 E. Clower Street
Bartow, FL 33830
Phone: 863/534-7415
Principal: Danny Adams

BARTOW SENIOR HIGH

1270 S. Broadway
Bartow, FL 33830
Phone: 863/534-7400
Principal: Ron Pritchard

BEN HILL GRIFFIN, JR. ELEMENTARY

501 McCloud Road
Frostproof, FL 33843
Phone: 863/635-7820
Principal: Patti McGill

****BERKLEY ACCELERATED MIDDLE**

5316 Berkley Road
Auburndale, FL 33823
Phone: 863/968-2400
Principal : Jill Bolendar

****BERKLEY ELEMENTARY**

5240 Berkley Road
Auburndale, FL 33823
Phone: 863/968-5024
Principal : Randy Borland

BEST PROGRAM - HAINES CITY

550 S. 30th Street
Haines City, FL 33844
Phone: 863/421-3358
Contact: Lead Teacher

BEST PROGRAM - LAKELAND

900 Lowery Ave
Lakeland, FL 33801
Phone: 863/499-2964
Contact: Charles Brook

BETHUNE ACADEMY

900 Avenue F
Haines City, FL 33844
Phone: 863/421-3334
Principal: Sharon Knowles

****BILL DUNCAN EXCEL CENTER**

3333 Winter Lake Road
Lakeland, FL 33803
Phone: 863/499-2860
Principal: Sherri Storey

BLAKE ELEMENTARY

510 Hartsell Avenue
Lakeland, FL 33815
Phone: 863/499-2870
Principal: Gwen Kessel

BOONE MIDDLE

225 S. 22nd Street
Haines City, FL 33844
Phone: 863/421-3302
Principal: Nancy Leonard

BOSWELL ELEMENTARY

2820 K-Ville Avenue
Auburndale, FL 33823
Phone: 863/499-2990
Principal: Pam Wingate

BRIGHAM ACADEMY

601 Avenue "C", S.E.
Winter Haven, FL 33880
Phone: 863/291-5300
Principal: Bill Londeree

CALDWELL ELEMENTARY

141 Dairy Road
Auburndale, FL 33823
Phone: 863/965-5470
Principal: Deron Williams

CARLTON PALMORE ELEMENTARY

3725 Cleveland Heights Blvd.
Lakeland, FL 33813
Phone: 863/648-3510
Principal: Lori Morrison

CHAIN OF LAKES ELEMENTARY

7001 State Road 653
Winter Haven 33884
Phone: (863) 326-5388
Principal: Lynn Boland

CHURCHWELL ELEMENTARY

8201 Park Byrd Road
Lakeland, FL 33810
Phone: 863/853-6011
Principal: Betty Fitzgerald

CLEVELAND COURT ELEMENTARY

328 E. Edgewood Drive
Lakeland, FL 33803
Phone: 863/499-2929
Principal: Dan Lunn

COMBEE ELEMENTARY

2805 Morgan Combee Road
Lakeland, FL 33801
Phone: 863/499-2960
Principal: Steven Comparato

****COMPASS MIDDLE CHARTER**

505 E. Clower St.
Bartow, FL 33830
Phone: 863-519-8701
Principal: Harry Williams

CRYSTAL LAKE ELEMENTARY

700 Galvin Drive
Lakeland, FL 33801
Phone: 863/499-2966
Principal: Joseph Griffin

**CRYSTAL LAKE MIDDLE (LAKE LAND
OUTREACH)**

2410 N. Crystal Lake Drive
Lakeland, FL 33801
Phone: 863/499-2970
Principal: Chris Canning

CUSTODIAL SERVICES

304 Fern Road
Lakeland, FL 33801
Phone: 863/413-2031
Contact: Doug Dodgson

DANIEL JENKINS ACADEMY OF TECHNOLOGY

701 Ledwith Avenue
Haines City, FL 33844
Phone: 863/421-3267
Principal: Eileen Killebrew

DAVENPORT SCHOOL OF THE ARTS

8 Palmetto Street
Davenport, FL 33837
Phone: 863/421-3247
Principal: Brian Kier

DENISON MIDDLE

400 Avenue A., S.E.
Winter Haven, FL 33880
Phone: 863/291-5353
Principal: Linda Williams

DISTRICT OFFICE DEPARTMENTS

1915 S. Floral Avenue
Bartow, FL 33830
Phone: 863/534-0615
Contact: Terry Collins (Maintenance
Director)

DIXIELAND ELEMENTARY

416 West Ariana Street
Lakeland, FL 33803
Phone: 863/499-2930
Principal: Deborah Henderson

****DONALD E. WOODS EXCEL CENTER**

213 Lake Avenue
Dundee, FL 33838
Phone: 863/421-3325
Principal: Dr. Timothy James

DORIS A. SANDERS LEARNING CENTER

1201 Enchanted Drive
Lakeland, FL 33801
Phone: 863/499-2980
Principal: Debra Peavey

DUNDEE ELEMENTARY

215 Frederick Avenue
Dundee, FL 33838
Phone: 863/421-3316
Principal: Constance Jones

DUNDEE RIDGE MIDDLE

5555 Lake Trask Road
Dundee, FL 33838
Phone: 863/419-3088
Principal: Kathryn Blackburn

DR. N.E. ROBERTS ELEMENTARY

6600 Green Road
Lakeland, FL 33810
Phone: 863/815-6633
Principal: Tonia Howe

DWIGHT SMITH CENTER

910 Lowery Avenue
Lakeland, FL 33801
Phone: 863/499-2963
Contact: Cheryl Hallman

EAGLE LAKE ELEMENTARY

400 Crystal Beach Road
Eagle Lake, FL 33839
Phone: 863/291-5357
Principal: Jodie Bailey

EAST AREA ADULT SCHOOL

300 E. Bridgers Avenue
Auburndale, FL 33823
Phone: 863/965-5475
Coordinator: Wayne Dickens

EASTSIDE ELEMENTARY

1820 E. Johnson Avenue
Haines City, FL 33844
Phone: 863/421-3254
Principal: Sharon Hartwig

ELBERT ELEMENTARY

205 15th Street, N.E.
Winter Haven, FL 33881
Phone: 863/291-5364
Principal: William Dawson

ELECTRONIC EQUIPMENT REPAIR SERVICES

5204 US HWY 98 South
Lakeland, FL 33813
Phone: 863/534-0860
Manager: Sid Lee

FARMWORKER'S PROGRAM

1521 7th Street, S.W.
Winter Haven, FL 33880
Phone: 863/291-5713
Contact: Wanda Morales

FLORAL AVENUE ELEMENTARY

1530 S. Floral Avenue
Bartow, FL 33830
Phone: 863/534-7420
Principal: Sheila Dyer

FORT MEADE MIDDLE-SENIOR HIGH

700 Edgewood Drive
Fort Meade, FL 33841
Phone: 863/285-8174
Principal: Arthur Martinez

FROSTPROOF ELEMENTARY

118 W. Third Street
Frostproof, FL 33843
Phone: 863/635-7802
Principal: Kimberly Vanhook

FROSTPROOF MIDDLE-SENIOR HIGH

1000 N. Palm Street
Frostproof, FL 33843
Phone: 863/635-7809
Principal: Steve White

LAKE ALFRED BEST

690 N. 3rd Street
Lake Alfred, FL 33850
Phone: 863/965-5566
Principal: Mary Newsome

GARDEN GROVE ELEMENTARY

4599 Cypress Gardens Road
Winter Haven, FL 33884
Phone: 863/291-5396
Principal: Deborah Compton

GARNER ELEMENTARY

2500 Havendale Blvd.
Winter Haven, FL 33881
Phone: 863/965-5455
Principal: Dart Meyers

**GAUSE ACADEMY OF LEADERSHIP
AND APPLIED TECHNOLOGY**

1395 W. Polk Street
Bartow, FL 33830
Phone: 863/534-7425
Principal: Bob Grocki

GAUSE/RIVERSIDE ACADEMY

1002 N.E. 6th Street
Fort Meade, FL 33841
Phone: 863/285-6140
Principal: Bob Grocki

GEORGE JENKINS SENIOR HIGH

6000 Lakeland Highlands Road
Lakeland, FL 33813
Phone: 863/648-3566
Principal: Buddy Thomas

GIBBONS STREET ELEMENTARY

1860 E. Gibbons Street
Bartow, FL 33830
Phone: 863/534-7430
Principal: Ava Brown

GRIFFIN ELEMENTARY

3315 Kathleen Road
Lakeland, FL 33810
Phone: 863/853-6020
Principal: Terry Broadnax

HAINES CITY SENIOR HIGH

2800 Hornet Drive
Haines City, FL 33844
Phone: 863/421-3281
Principal: Deborah Elmore

**HARRISON CENTER FOR THE VISUAL
AND PERFORMING ARTS**

750 Hollingsworth Road
Lakeland, FL 33801
Phone: 863/499-2855
Principal: Craig Collins

HIGHLAND CITY ELEMENTARY

5355 9th Street, S.E.
Highland City, FL 33846
Phone: 863/648-3540
Principal: Chris Roberts

HIGHLANDS GROVE ELEMENTARY

4510 Lakeland Highlands Road
Lakeland 33813
Phone: 863/648-3002
Principal: Cindy Franks

****HILLCREST ELEMENTARY**

1051 State Road 60, East
Lake Wales, FL 33853
Phone: 863/678-4216
Principal: Damien Moses

HORIZONS ELEMENTARY

1700 Forest Lake Drive
Davenport, 33837
Phone: 419-3430
Principal: Leshelle Seay

INWOOD ELEMENTARY

2200 Avenue G, N.W.
Winter Haven, FL 33880
Phone: 863/291-5369
Principal: Rena Wood

****JANIE HOWARD WILSON ELEMENTARY**

306 Florida Avenue
Lake Wales, FL 33853
Phone: 863/678-4211
Principal: Beverly Lynne

JESSE KEEN ELEMENTARY

815 Plateau Avenue
Lakeland, FL 33815
Phone: 863/499-2880
Principal: Faye Wilson

**JIM MILES PROFESSIONAL DEVELOPMENT
CENTER**

5204 US HWY 98 South
Lakeland, FL 33813
Phone: 863/647-4258
Contact: Bill Strouse

JEWETT MIDDLE ACADEMY

601 Avenue T, N.E.
Winter Haven, FL 33881
Phone: 863/291-5320
Principal: Linda Ray

JEWETT SCHOOL OF THE ARTS

2250 Eighth Street, N.E.
Winter Haven, FL 33881
Phone: 863/291-5373
Principal: Edith Henderson

KAREN M. SIEGEL ACADEMY

935 North Buena Vista St.
Lake Alfred, FL 33850
Phone: 593-965-5566
Principal: Donna Swindle

KATHLEEN ELEMENTARY

3515 Sheretz Road
Kathleen, FL 33810
Phone: 863/853-6030
Principal: Lana Totem

KATHLEEN MIDDLE

3627 Kathleen Pines
Kathleen, FL 33810
Phone: 863/853-6040
Principal: Brett Butler

KATHLEEN SENIOR HIGH

2600 Crutchfield Road
Lakeland, FL 33805
Phone: 863/499-2655
Principal: Cecil McClellan

KINGSFORD ELEMENTARY

1400 Dean Street
Mulberry, FL 33860
Phone: 863/701-1054
Principal: Brad Knopp

LAKE ALFRED-ADDAIR MIDDLE

455 E. Cummings Street
Lake Alfred, FL 33850
Phone: 863/295-5988
Principal: Asonja Cross

LAKE ALFRED ELEMENTARY

550 E. Cummings Street
Lake Alfred, FL 33850
Phone: 863/295-5985
Principal: Eileen Castle

****LAKE ALFRED MIDDLE/
DISCOVERY ACADEMY**

1000 Buena Vista Blvd.
Lake Alfred, FL 33850
Phone: 863/295-5955
Principal: Kevin Warren

LAKE GIBSON MIDDLE

6901 N. Socrum Loop Road
Lakeland, FL 33809
Phone: 863/853-6151
Principal: John Barber

LAKE GIBSON SENIOR HIGH

7007 N. Socrum Loop Road
Lakeland, FL 33809
Phone: 863/853-6100
Principal: Ralph Gilchrest

LAKE MARION CREEK ELEMENTARY

1851 Laurel Avenue
Poinciana, FL 34759
Phone: 863/427-1375
Principal: Albert Pido

LAKE REGION HIGH

1995 Thunder Road
Eagle Lake, FL 33839
Phone: 863/297-3099
Principal: Joel McGuire

LAKE SHIPP ELEMENTARY

250 Camellia Drive, S.W.
Winter Haven, FL 33880
Phone: 863/291-5384
Principal: Vicki Stangle

****LAKE WALES SENIOR HIGH**

#1 Highlander Way
Lake Wales, FL 33853
Phone: 863/678-4222
Principal: Clark Berry

LAKELAND HIGHLANDS MIDDLE

740 Lake Miriam Drive
Lakeland, FL 33813
Phone: 863/648-3500
Principal: Robert Hartley

LAKELAND SENIOR HIGH

726 Hollingsworth Road
Lakeland, FL 33801
Phone: 863/499-2900
Principal: Tracy Collins

LAUREL ELEMENTARY

1851 Laurel Ave.
Poinciana 34759
Phone: 863/427-1375
Principal: Julia Allen

LATHA MURPHY SPEED

FAMILY SERVICE CENTER
506 Hartsell Avenue
Lakeland, FL 33815
Phone: 863/499-2834
Contact: Coordinator

LAWTON CHILES MIDDLE ACADEMY

400 N. Florida Avenue
Lakeland, FL 33801
Phone: 863/499-2742
Principal: Sharon Neuman

LENA VISTA ELEMENTARY

925 Berkley Road
Auburndale, FL 33823
Phone: 863/965-5464
Principal: Mary Payne

LEWIS ELEMENTARY

115 S. Oak Avenue
Fort Meade, FL 33841
Phone: 863/285-7104
Principal: Thaddeus Davis

LINCOLN AVENUE ACADEMY MAGNET

1330 N. Lincoln Avenue
Lakeland, FL 33805
Phone: 863/499-2955
Principal: Evelyn Hollen

LOUGHMAN OAKS ELEMENTARY

4600 N. Highway 17-92
Davenport, FL 33837
Phone: 863/421-3309
Principal: Jodi Lamb

MAINTENANCE SERVICE CENTERS:

B-1 SERVICE CENTER

965 Highway 60, East
Bartow, FL 33830
Phone: 863/534-0613/0870
Contact: Rory Luce

B-2 & B-4 SERVICE CENTERS

965 Highway 60, East
Bartow, FL 33830
Phone: 863/534-0873
Contact: R.T. Blackburn or James
Frasier

B-3 SERVICE CENTER

965 Highway 60, East
Bartow, FL 33830
Phone: 863/534-0870
Contact: Keith Waterfield

COUNTY WIDE A/C SERVICE CENTER

3225 Winter Lake Road
Lakeland FL 33803
Phone: 863/614-9013
Contact: Noel Palmer

L-4 MAINTENANCE SERVICE CENTER

200 Robson Street
Lakeland, FL 33805
Phone: 863/413-2028
Contact: Sonny Boyette

L-6 MAINTENANCE SERVICE CENTER

360 W. Brannen Road
Lakeland, FL 33813
Phone: 863/648-3582
Contact: Doug Castile

LW-9 MAINTENANCE SERVICE CENTER

4020 Polk Bus Road
Lake Wales, FL 33853
Phone: 863/678-4272
Contact: James Cobb

UA-1 MAINTENANCE SERVICE CENTER

1795 E. Wabash Street
Bartow, FL 33830
Phone: 863/534-0850
Contact: Dwight Marsh

WH-5 MAINTENANCE SERVICE CENTER

5500 Commercial Blvd.
Winter Haven, FL 33880
Phone: 863/965-6290
Contact: Tim Smith

MARK WILCOX CENTER

611 Post Avenue, S.W.
Winter Haven, FL 33880
Phone: 863/291-5355
Contact: Audrey Kelley

****MCKEEL ACADEMY OF APPLIED
TECHNOLOGY**

1810 W. Parker Street
Lakeland, FL 33815
Phone: 863/499-2818
Principal: Andrea Whiteley, Joyce
Powell

MCLAUGHLIN MIDDLE

800 S. 4th Street
Lake Wales, FL 33853
Phone: 863/678-4233
Principal: Matt Burkett

MEDULLA ELEMENTARY

850 Schoolhouse Road
Lakeland, FL 33813
Phone: 863/648-3515
Principal: Jill Cheatham

MULBERRY MIDDLE

500 S.E. 9th Avenue
Mulberry, FL 33860
Phone: 863/701-1066
Principal: Michael Young

MULBERRY SENIOR HIGH

Northeast Fourth Circle
Mulberry, FL 33860
Phone: 863/701-1104
Principal: Patricia Barnes

ESE - NORTHEAST AREA OFFICE

2550 Havendale Blvd., N.W.
Winter Haven, FL 33881
Phone: 863/965-5462
Contact: Nancy Hallfin

ESE - NORTHWEST AREA OFFICE

304 Fern Road
Lakeland, FL 33801
Phone: 863/499-2866
Contact: Joanne Anderson

NORTHWEST ESE II PROGRAM

1200 Old Lake Alfred Road
Auburndale, FL 33823
Phone: 863/965-5408
Contact: Lead Teacher

NORTH CENTRAL SUPPORT SERVICES

288 Seventh Street, S.E.
Winter Haven, FL 33880
Phone: 863/291-5313
Contact: Lead Teacher

**NORTH LAKELAND ELEMENTARY
SCHOOL OF CHOICE**

410 Robson Street
Lakeland, FL 33805
Phone: 863/499-2850
Principal: Gregory Deal

OSCAR J. POPE ELEMENTARY

2730 Maine Avenue
Eaton Park, FL 33840
Phone: 863/499-2992
Principal: Janel Barber

PADGETT ELEMENTARY

110 Leelon Road
Lakeland, FL 33809
Phone: 863/853-6044
Principal: Tanya Matthews

PALMETTO ELEMENTARY

315 Palmetto St.
Poinciana 34759
Phone: 863/427-6012
Principal: Luis Alvarez

PEER CENTER

1010 Old Lake Alfred Road
Auburndale, FL 33823
Phone: 863/965-5479
Contact: Lead Teacher

PHILIP O'BRIEN ELEMENTARY

1225 E. Lime Street
Lakeland, FL 33801
Phone: 863/499-2950
Principal: Merri Crawford

PINEWOOD ELEMENTARY

1400 Gilbert Street
Eagle Lake, FL 33839
Phone: 863/298-7977
Principal: Brenda Johnson

****POLK AVENUE ELEMENTARY**

110 E. Polk Avenue
Lake Wales, FL 33853
Phone: 863/678-4244
Principal: Gail Quam

POLK CITY ELEMENTARY

125 S. Bougainvillea Avenue
Polk City, FL 33868
Phone: 863/965-6338
Principal: Marty Young

POLK LIFE AND LEARNING CENTER

1310 S. Floral Avenue
Bartow, FL 33830
Phone: 863/534-7440
Principal: Jean ODell

PURCELL ELEMENTARY

305 First Avenue, N.E.
Mulberry, FL 33860
Phone: 863/701-1061
Principal: Ellistine Smith

R. BRUCE WAGNER ELEMENTARY

5500 Yates Road
Lakeland, FL 33811
Phone: 863/701-1450
Principal: Julie Ward

RIDGE COMMUNITY HIGH SCHOOL

500 W. Orchid Drive
Davenport, FL 33837
Phone: 863/419-3315
Principal: Sherry Wells

****RIDGE CAREER CENTER**

7700 State Road 544
Winter Haven, FL 33881
Phone: 863/299-2512
Director: Lisa Harden

****RIDGEVIEW GLOBAL STUDIES ACADEMY**

1000 Dunson Road
Davenport, FL 33837
Phone: 863/419-3171
Principal: Ralph Frier

ROCHELLE SCHOOL OF THE ARTS

1501 Martin Luther King, Jr. Avenue
Lakeland, FL 33805
Phone: 863/499-2810
Principal: Jacquelyn Moore

****ROOSEVLET ACADEMY OF
LEADERSHIP AND APPLIED TECHNOLOGY**

115 "E" Street
Lake Wales, FL 33853
Phone: 863/678-4252
Principal: Debra Edwards

SANDHILL ELEMENTARY

1801 Tyner Road
Haines City, FL 33844
Phone: 863/419-3166
Principal: Sue Buckner

SCOTT LAKE ELEMENTARY

1140 E. State Road 540-A
Lakeland, FL 33813
Phone: 863/648-3520
Principal: Janet Wizda

SIKES ELEMENTARY

2727 Shepherd Road
Lakeland, FL 33811
Phone: 863/648-3525
Principal: Corey Swindler

SLEEPY HILL MIDDLE

2215 Sleepy Hill Road
Lakeland, FL 33810
Phone: 863/815-6577
Principal: Mark Thomas

SNIVELY ELEMENTARY SCHOOL OF CHOICE

1004 Snively Avenue
Winter Haven, FL 33880
Phone: 863/291-5325
Principal: JoAnn McKinney

SOCRUM ELEMENTARY

9400 Old Dade City Road
Lakeland, FL 33810
Phone: 863/853-6050
Principal: Jack Cline

ESE - SOUTHEAST AREA OFFICE

1785 E. Wabash Street
Bartow, FL 33830
Phone: 863/534-7454
Contact: Terri Bronson

SOUTHWEST ELEMENTARY

2650 Southwest Avenue
Lakeland, FL 33803
Phone: 863/499-2830
Principal: Ellen Andersen

SOUTHWEST MIDDLE

2815 S. Eden Parkway
Lakeland, FL 33803
Phone: 863/499-2840
Principal: John Wilson

SPOOK HILL ELEMENTARY

321 E. North Avenue
Lake Wales, FL 33853
Phone: 863/678-4262
Principal: Eric Edwards

STAMBAUGH MIDDLE SCHOOL

226 N. Main Street
Auburndale, FL 33823
Phone: 863/965-5494
Principal: Allison Kalbfleisch

STEPHENS ELEMENTARY

1350 N. Maple Avenue
Bartow, FL 33830
Phone: 863/534-7455
Principal: April Sumner

SUMMERLIN ACADEMY

1270 S. Broadway Avenue
Bartow, 33830
Phone: 519-7504
Principal: Michael Butler

TENOROC SENIOR HIGH

4905 Saddle Creek Road
Lakeland 33801
Phone: 863/ 614-9183
Principal: Ernest Joe

TRANSPORTATION SERVICES

BARTOW SERVICE FACILITY

1430 Highway 60, East
Bartow, FL 33830
Phone: 863/534-7311
Contact: Vaughn Belcher

TRANSPORTATION SERVICES

LAKE WALES SERVICE FACILITY

4020 Polk Bus Road
Lake Wales, FL 33853
Phone: 863/678-4276
Contact: Foreman

TRANSPORTATION SERVICES

LAKELAND SERVICE FACILITY

2715 Skyview Drive
Lakeland, FL 33801
Phone: 863/499-2720
Contact: Foreman

****TRAVISS CAREER CENTER**

3225 Winter Lake Road
Lakeland, FL 33803
Phone: 863/499-2700
Director: Kenneth Lloyd

UNION ACADEMY MAGNET

1795 E. Wabash Street
Bartow, FL 33830
Phone: 863/534-7435
Principal: Steve Petrie

VALLEYVIEW ELEMENTARY

2900 E. County Road 540-A
Lakeland, FL 33813
Phone: 863/648-3535
Principal: Ann Wellman

WAHNETA ELEMENTARY

4th Street, East (Wahneta)
Winter Haven, FL 33880
Phone: 863/291-5392
Principal: Lisa Myers

WAREHOUSE & DISTRIBUTION CENTER

965 Highway 60, East
Bartow, FL 33830
Phone: 863/534-0908
Contact: Paul Osborne

WENDELL WATSON ELEMENTARY

6800 Walt Williams Road
Lakeland, FL 33809
Phone: 863/853-6060
Principal: Kathy Giroux

WEST AREA ADULT SCHOOL

604 S. Central Avenue
Lakeland, FL 33815
Phone: 863/499-2835
Coordinator: Loretta Cameron

WESTWOOD MIDDLE

3520 Avenue J, N.W.
Winter Haven, FL 33881
Phone: 863/965-5484
Principal: Jose Perez

WINSTON ELEMENTARY

3415 Swindell Road
Lakeland, FL 33810
Phone: 863/499-2890
Principal: Terry Strong

WINTER HAVEN SENIOR HIGH

600 Sixth Street, S.E.
Winter Haven, FL 33880
Phone: 863/291-5330
Principal: Gina Williams

NOTE:

**** (Schools indicated shall submit a separate duly authorized purchase order for fire safety services.)**