

INVATATION TO BID

College Wide Courier Services

ITB No. SPC# 02-19-20

St. Petersburg College

SPC

DUE:

August 28, 2019 at Time 2:00 pm (EST)

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BACKGROUND

HISTORY: St. Petersburg College (“SPC” or the “College”), located in Pinellas County, Florida, and established in 1927, is one of the oldest colleges in the 28-institution Florida College System (“FCS”). SPC is the first college in the FCS to become a four-year college issuing baccalaureate degrees beginning in 2001. SPC is governed by a five-member Board of Trustees appointed to four-year terms by the Governor of Florida. The Board of Trustees appoints the College President who has administrative responsibilities for college operations.

ACADEMICS: Enrollment in 2017-2018 included 49,006 students, of which 40,667 were credit seeking and 8,345 non-credit seeking (Source: spcollege.edu). St. Petersburg College offers more than 100 academic programs, and career training to university transfer options to bachelor's degrees at ten locations throughout Pinellas County and online.

REQUEST FOR SUBMISSION: St. Petersburg College is soliciting bids from individuals or companies for our Courier Services between the St. Petersburg Main Post Office and all College sites, plus periodic deliveries to other destinations within Pinellas and Hillsborough Counties as delineated herein.

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GENERAL CONDITIONS

RESPONDENTS: Respondents who wish to be considered for the services requested in this Invitation to Bid (“ITB”) must follow the instructions herein and provide all of the requested information. SPC reserves the right to disqualify any Respondent whose proposal does not comply with this ITB.

SEALED PROPOSAL: Respondents must submit their proposal in a sealed envelope with the outside of the envelope containing (1) the Respondent’s name and address, (2) the proposal number, and (3) the date the proposal is scheduled to be opened by the College which is provided in this ITB. Envelopes not containing this information will not be opened nor considered by the College, and will be returned to the Respondent.

The following items must be contained within the sealed envelope: One original proposal with wet-ink signatures; one electronic version of the original proposal stored on a flash drive and the following completed forms: *Respondent Registration form, Proposal Certification, Respondent’s Qualification Statement, Drug Free Workplace, W9.*

By submitting a proposal, the Respondent acknowledges and accepts the terms and conditions provided in this this ITB.

- 1) **EXECUTION OF PROPOSAL:** Each proposal must be signed by an authorized representative of the Respondent Company. The proposal must be completed in ink or typewritten. If a correction needs to be made to the proposal, the Respondent must draw a single line through the language or figure that needs to be corrected and insert the new language or figure above the stricken text. Corrections must be initialed by the person signing the proposal. It is the Respondent’s responsibility to ensure any handwritten language or figure is legible to the College. Otherwise, the College is not required to consider such language or figure.
- 2) **PROPOSAL PREPARATION COSTS:** Any expense involved in preparing or submitting a proposal, and any work performed in connection with the proposal, shall be borne solely by the Respondent. No payment will be made by the College for any proposal received or for any other effort required, or made by, the Respondent submitting the proposal prior to contract management.
- 3) **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the Unit Price quoted will govern. All prices F.O.B. destination, freight prepaid (unless otherwise stated in Special Conditions). Discounts for prompt payment: Award, if made, will be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of bid(s). If a bidder offers a discount it is understood that a minimum of 30 days will be required for payment, and the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

- a) **TAXES:** The College does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use tangible personal property in the performance of contracts for the improvement of the College owned real property as defined in chapter 192 of the Florida Statutes.
 - b) **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In the event of extension error(s), the unit price will prevail and the bidder's extension and total offer will be corrected accordingly. In the event of addition error(s), the unit price and extension thereof will prevail and the bidder's total offer will be corrected accordingly.
 - c) **EXCEPTION:** If the unit price is so under/overstated that it is an obvious error, the extended line item price may be divided by the estimated quantity, or decimal corrected, to establish the intended unit price (a price that should be consistent with the other unit price bids). Verification of the error must be made in writing by the bidder. Price realism shall prevail over the "unit price governs" rule.
 - d) **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of this bid) and that all containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
 - e) **BIDDER'S CONDITIONS:** The Board, College President or designee specifically reserves the right to reject any conditional bid.
- 4) **EQUIVALENTS:** If bidder offers makes of equipment or brands of supplies other than those specified in the following bid form, they must indicate so on their bid. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.
- 5) **BRAND NAMES:** Catalog numbers, manufacturers', and brand names, when listed are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Bidders shall formally substantiate and verify that product(s) offered conform with or exceed quality as listed in the specifications. Bidder shall indicate on the bid form the manufacturer's name and number if bidding other than the specified brands, and shall indicate ANY deviation from the specifications as listed. Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specifications and **MUST BE INCLUDED WITH THE BID. NO BIDS WILL BE CONSIDERED WITHOUT THIS DATA.**
- 6) **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in bid and/ or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder
- 7) **SAMPLES:** Samples of items when required, must be furnished free of expense and if not destroyed, will upon request, be returned at the bidder's expense. Bidders will be responsible for the removal of all samples furnished within 30 days. Each individual sample must be labeled with the bidder's name, bid number, and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department. In addition the College reserves the right at any reasonable time to inspect the bidder's facilities in order to determine that bidder has a bona fide place of business and is a responsible bidder.

- 8) **PROOF OF FUNCTIONAL CAPABILITIES:** It should be understood by the vendor that award of this contract may be subject to satisfactory proof of functional capabilities of the equipment, services, and items as specified under this solicitation. If required, the vendor will have to demonstrate these capabilities within seven (7) days after conditional award.
- 9) **SUBSTITUTIONS:** The College WILL NOT accept substituted shipments of any kind. Bidder(s) is expected to furnish the brand quoted in their bid once awarded by the College. Any substitute shipments will be returned at the bidder's expense. The bidder shall bear sole responsibility for any and all costs of claims arising from any changes, adjustments, or deviations not properly executed as herein.
- 10) **PROPOSAL SUBMISSION AND OPENING:** Opening shall be public, on the date and the time specified in the bid form.
- a) It is the Respondent's responsibility to ensure the proposal is timely submitted and received by the College. The College will not be responsible for late deliveries or delayed mail. Proposals received by the College after the deadline will be returned unopened to the Respondent without being considered by College.
- b) Facsimile or electronic proposals will not be accepted. Proposals must be provided in hard copy format, in a sealed and properly labeled envelope, as referenced in GENERAL CONDITIONS above.
- c) Once opened, proposals become the property of the College and will not be returned.
- 11) **CONTACT WITH COLLEGE PERSONNEL:** Questions concerning this ITB shall be directed to Karen Reynolds, Purchasing Manager at Reynolds.karen@spcollege.edu and **to no other person or department at the College.**

CONE OF SILENCE: FROM THE TIME THE PUBLIC ADVERTISEMENT OF THIS ITB TAKES PLACE UNTIL THE TIME THIS ITB IS AWARDED AND APPROVED BY THE COLLEGE'S BOARD OF TRUSTEES, (IF NECESSARY), A VENDOR SHALL NOT CONTACT ANY OTHER COLLEGE PERSONNEL OR MEMBERS OF THE COLLEGE'S BOARD OF TRUSTEES, OR ADMINISTRATIVE STAFF EITHER DIRECTLY OR INDIRECTLY, TO DISCUSS THE SELECTION PROCESS OR TO MAKE AN ATTEMPT TO FURTHER THEIR INTEREST IN BEING SELECTED. FAILURE TO ABIDE BY THE CONE OF SILENCE POLICY IS GROUNDS FOR DISQUALIFICATION FROM THIS PROCESS AND RESPONDENT WILL NOT RECEIVE FURTHER CONSIDERATION.

- 12) **REGISTRATION:** Prior to submitting a proposal, each Respondent must register with the College's Purchasing Office in order to be placed on the distribution list for addenda or official communications concerning this ITB. Please register using the Respondent Registration Form, see page 18 of this ITB package.
- 13) **CHANGES OR MODIFICATIONS:** The College reserves the right to make changes to this ITB. Changes may include but are not limited to postponing the due date of proposals or revising ITB specifications. All changes will be announced and disseminated by the College's Purchasing Department via addendum posted to the College's Purchasing website and sent to registered Respondents via email with sufficient time for Respondents to amend their proposals following the College's change. Respondents must acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with the Respondent's proposal.
- 14) **CONFLICT OF INTEREST:** By submitting a proposal, each Respondent acknowledges and agrees to comply with Section 112.313(3), Florida Statutes, which provides:

DOING BUSINESS WITH ONE'S AGENCY.—No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. The foregoing shall not apply to district offices maintained by legislators when such offices are located in the legislator's place of business or when such offices are on property wholly or partially owned by the legislator. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

October 1, 1975.

Qualification for elective office.

Appointment to public office.

Beginning public employment

- 15) **COLLUSION/DISCLOSURE:** By submitting a proposal, each Respondent acknowledges and agrees to the following statement:

I, _____, certify that my proposal is made without previous understanding, agreement, or connection with any person, company or corporation making a proposal for the same work in this Request for Proposal, and that my company's proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Respondent also acknowledges and agrees to the following statement:

No member of my company's ownership, management or staff has a vested financial interest in any aspect or department of the College.

Any Respondent who cannot agree with these statements should not submit a proposal.

- 16) **PROPOSAL WITHDRAWAL:** Respondents may withdraw their proposals by notifying the College in writing any time before the proposal opening. Upon receiving a Respondent's timely notification of withdrawal, the College will return the unopened proposal to an authorized representative of the Respondent's company, who will be required to disclose his or her identity (via company business card and driver's license). The authorized representative will be required to sign for receipt of the proposal.
- a) Any proposal submitted to the College constitutes an irrevocable offer by the Respondent to provide the College with the services requested in this ITB and any response thereto, for a period of 120 days from receipt of the proposal.

- 17) **SUBCONTRACTING**: The name and company of any subcontractor contemplated for use must be included as part of Respondent's proposal.
- 18) **ACCURACY OF PROPOSAL INFORMATION**: Respondents must ensure the accuracy of their proposal information. The College reserves the right to disqualify any proposal that includes inaccurate, misleading, exaggerated, or incorrect information.
- 19) **FUTURE ADVERTISING**: In submitting a proposal, a Respondent agrees not to use the results of the College's selection process in any future commercial advertisement without obtaining the College's prior written consent.
- 20) **PUBLIC ENTITY CRIMES**: By submitting a proposal, a Respondent and their company acknowledges and agrees to comply with the Public Entity Crimes Statement referenced below:
- a) *A person or affiliate who has been placed on the convicted Respondent list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-Respondent or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Respondent list.*
- 21) **PUBLIC RECORDS**: Any material submitted in response to this ITB is subject to disclosure under Florida's Public Records law, Chapter 119, Florida Statutes.
- 22) **RESERVATION OF RIGHTS**: In addition to all other rights of the College under Florida law or the Board of Trustees Rules and College Procedures, the College specifically reserves the following:
- a) The College reserves the right to rank companies pursuant to the relative Florida Statutes and the Florida Administrative Code and to negotiate with the highest-ranking company.
- b) The College reserves the right to reject this ITB.
- c) The College reserves the right to reject any and all proposals submitted in response to this ITB.
- d) The College reserves the right to remedy or waive technical or immaterial errors in this ITB or the submitted proposals.
- e) The College reserves the right to request any necessary clarifications or statement data without changing the terms of any proposal.
- 23) **DISPUTES & PROTESTS**: Any actual or prospective Respondent who is allegedly aggrieved in connection with the issuance of this ITB or pending award of contract, may protest to St. Petersburg College, Attn: **Mr. Thomas Russell Director of Procurement**, P.O. Box 13489, St. Petersburg, Florida 33733. The protest must be filed in

accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

- 24) **IDENTICAL OR TIE BIDS**: In the event two or more Respondents receive the exact same score from the evaluation team, the following criteria, in order of importance, shall be used to break the tie: (1) Drug Free Work Place Certification, (2) Florida Respondents, or (3) whether Bidder's place of business is within Pinellas County.
- 25) **EQUAL OPPORTUNITY**: All work on this project will be carried out in compliance with the College's commitment to the concept of equal opportunity; that is, there will be no discrimination on the basis of race, color, religion, sex, age, national origin, marital status, ethnicity, sexual orientation, gender identity, genetic information or against any qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, neither the College nor the Respondent shall not tolerate such conduct.
- 26) **INDEMNIFICATION**: To the fullest extent permitted by law, the Respondent shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, or any of them, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs including but not limited to costs for paralegal, investigative, and legal support services, and the actual costs incurred for expert witness testimony, arising out of or resulting from the performance of services required under the contract resulting from this ITB, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent or other person or company utilized by the Respondent in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, Florida Statutes.
- 27) **LEGAL REQUIREMENTS**: Applicable provisions of all federal, state, local laws and ordinances, College rules and procedures shall govern development, submittal and evaluation of all proposals received in response to this ITB and shall govern any and all claims and disputes which may arise between Respondent and the College by and through each entity's officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by the Respondent shall not constitute a valid defense against the legal effect thereof.
- 28) **PUBLIC RECORDS**: Upon award or thirty (30) days after opening, whichever is earlier, bids become "public records" and shall be subject to public disclosure consistent with chapter 119.07(3) (m), Florida Statutes. Bidders must invoke the exemptions to disclosure provided by law in the response to the bid, and must identify the data or other materials to be protected, and must state reasons why such exclusion from public disclosure is necessary. Any financial statements that are submitted are exempt from becoming public record [FS 119.07 (3) (t)]
- 29) **PROPOSAL SPECIFICATIONS**: The Proposal Specifications requested under this ITB follow these General Conditions. To the extent there is a conflict between the General Conditions and the Proposal Specifications, the Proposal Specifications will govern and control.

SUMMARIZED SCHEDULE OF EVENTS

Time	Day/Date	Description
	Friday 08/09/2019	ITB 02-19-20 Issued
3:00 PM	Thursday 08/15/19	Final day to submit questions pertaining to this ITB. Please email all questions to reynolds.karen@spcollege.edu
3:00 PM	Monday 08/19/19	Q&A addendum sent to vendors via email and posted to www.spcollege.edu/purchasing/
2:00 PM	Wednesday 08/28/19	ITB Deadline. Deliver sealed Proposals to the purchasing office located at: EpiCenter Services Bldg. 14025 58th St. North Clearwater, FL 33760
2:00PM	Friday 08/30/19	Recommendation to Award posted to www.spcollege.edu/purchasing/

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BID SPECIFICATIONS

1. Pick-up college mail at St. Petersburg Downtown Main Post Office (3135 1st Ave. N., St. Petersburg) by 6:15 am each college workday.
2. Travel from Post Office to the college's Allstate Center (3200-34th Street South, St. Petersburg) and pick-up inter-college mail. (3 miles)
3. Travel to Epi Service Center, (14025 58th Street North, Clearwater 33760) to deposit college mail and inter-college mail for sorting. (15 miles).
4. College personnel will sort all mail, which takes approximately 60 minutes. (Mondays and after holidays sorting time will be somewhat longer).
5. Deliver flats and other mail to the Tampa Post Office (5201 W. Spruce Street, Tampa) at the end of the day.

Two couriers will be required at this point. (Couriers "A" and "B"). Each courier will pick-up and deliver all pre-sorted site mail. (The supervisor of the mailroom will on a monthly basis, or as often as necessary, communicate with the couriers any changes in the courier schedule or delivery instructions).

SPECIALS & CONDITIONS

- Board Packets Delivered To Five Board Members Residing In Pinellas / Hillsborough County (Monthly)
- Pick Up From Mailroom Specials For Paper Or Other Printed Materials To Sites And Pick Up From Sites to Mailroom
- Mailroom to Tampa Airport Post Office Daily 4:00 P.M.
- Mailroom to St. Petersburg Post Office Periodically
- The Courier Service Must Be Able to Provide Alternate Drivers For Specials When The North Or South Route Couriers Can Not Complete A Special Because Of Time Constraints
- The Courier Service Must Be Able To Provide Substitute Drivers When Necessary Due To Absences
- Various Other Specials That May Be Required At A Specific Date And Time
- Emergency Specials Where The Courier Arrives Within 30 Minute Time Frame
- Replacements Within 30 Minute Time Frame When A Courier Breaks Down
- Couriers Are Bonded And Insured
- **Same Drivers For Each Route Daily**
- PO Numbers or Tracking Numbers Must Be Recorded And Signed For On The Receiving Log Sheet
- Couriers Must Adhere To The Time Schedules
- Bi-Weekly Pay Checks Are To Be Delivered To The Site Receivers At Each Campus And The Delivery Log Must Be Signed
- Route Schedules Are Subject To Change By The College At Any Time
- Three Year Contract With The Option To Renew Two Additional Consecutive Years
- The College Has The Option To Terminate The Contract At Any Time Without Cause And Will Notify In Writing The Courier Service With In Thirty (30) Days.

DAILY MAIL ROUTES

COURIER A-NORTH COUNTY ROUTE

- 8:15 A.M. Arrive At 14025 58th St. N. Epi Services Building Mail And Receiving To Pick Up Mail And Packages To Be Delivered To The Designated Campuses
- 8:30 A.M. Leave The Epi Mailroom
- 8:50 A.M. Arrive At The Seminole Campus (SE) 9200 113th St. North Seminole To Drop Off And Pick Up Mail (8) Miles
- 9:00 A.M. Arrive At Vet Tech Campus (VT) 12376 Ulmerton Road Largo To Drop Off And Pick Up Mail (3.5 Miles)
- 9:30 A.M. Arrive At The Clearwater Campus (CL) 2465 Drew St. Clearwater Receiving Office In The Ma (Maintenance Building) To Drop Off Mail And Pick Up Their Outgoing Mail (12 Miles)
- 10:10 Arrive At The Tarpon Springs Campus (TS) 600 Klosterman Road Receiving Office In The Ma Building To Drop Off Mail And Pick Up Their Out Going Mail (12 Miles)
- 10:50 A.M. Arrive Back At The Epi Services Mail Room To Drop Off Mail(17 Miles)
- 11:30 A.M. Leave The Epi Mailroom To Deliver Sorted Mail
- 11:50 Am. Arrive At The Seminole Campus (8)
- 12:10 P.M. Arrive At Vet Tech To Drop Off And Pick Up Mail (3.5 Miles)
- 12:40 P.M. Arrive At Clearwater Campus To Drop Off And Pick Up Mail (12 Miles)
- 1:10 P.M. Arrive At Tarpon Springs Campus To Drop Off Mail (12 Miles)
- 1:50 P.M. Arrive At The Epi Services Mailroom To Drop Off Mail (17 Miles)

**NOTE: BI-WEEKLY PAYROLL IS PICKED UP IN THE MAIL ROOM AT THE EPI SERVICES BUILDING,
AN OFF CYCLE PAYROLL IS PICKED UP ONCE A MONTH**

COURIER B-SOUTH COUNTY ROUTE

- 6:15 A.M. Pick Up Mail For The Two PO Box Numbers At The St. Petersburg Main Post Office At 3135 1st Ave No At The Business Mail Entry Unit (BMEU)
- 6:30 A.M. Arrive At The Allstate Center 3200 34th St South Receiving Office To Pick Up Mail And Packages (3 Miles)
- 7:00 A.M. Arrive At The Epi Services Mailroom To Deliver Mail For Sorting (15.5 Miles)
- 8:15 A.M. Arrive At 14025 58th St. N. Epi Services Building Mail And Receiving To Pick Up Mail And Packages To Be Delivered To The Designated Campuses
- 8:30 A.M. Leave The Epi Services Mailroom
- 8:45 A.M. Arrive At The Health Education Center (HEC) 7200 66th St. N. To Drop Off Mail And Pick Up Their Out Going Mail At The Receiving Office (6 Miles)
- 9:00 A.M. Arrive At The St. Petersburg/Gibbs Campus Maintenance Building At 70th St. And 5th

Avenue North To Drop Off And Pick Up Mail (9 Miles)

- 9:20 A.M. Arrive At The Allstate Center Receiving Office To Drop Off And Pick Up Mail (6 Miles)
- 9:45 A.M, Arrive At The Midtown Center 1048 22nd Street South To Drop Off And Pick Up Mail (2.5 Miles)
- 10:00 A.M. Arrive At The Downtown Center 244 2nd Street North To Drop Off And Pick Up Mail (3 Miles)
- 10:15 A.M. Arrive At The Palladium 253 5th Avenue North Drop Off And Pick Up Mail (.5 Miles)
- 10:35 A.M. Arrive At The Fire Training Center – 5005 126th Ave N. Clearwater (12.2 Miles)
- 10:45 A.M. Arrive back at the Epi Services mailroom to drop off all mail and packages that have been picked up (2 miles)
- 11:30 A.M. Leave The Epi Services Mailroom With The Sorted Mail
- 11:45 P.M. Arrive At The Health Center Drop Off And Pick Up Mail (6 Miles)
- 12:00 P.M. Arrive At The Bay Pines Campus At 4723 Bay Pines Terrace In St. Petersburg. (6.5)
- 12:15 P.M. Arrive At St. Petersburg/Gibbs drop Off And Pick Up Mail (6 Miles)
- 12:50 P.M. Arrive At The Allstate Center To Drop Off And Pick Up Mail (6 Miles)
- 1:10 P.M. Arrive At The Downtown Center To Drop Off And Pick Up Mail (5 Miles)
- 1:40 P.M. Arrive At The Epi Services Mail Room To Drop Off Mail (14 Miles)

MONTHLY

Included in the cost will be delivery of cartons of copy paper by a courier other than the daily courier. The services listed below are required on a monthly basis:

1. The courier will deliver 10 to 30 boxes of paper, weighing approximately 55 pounds per box. (A covered pickup truck, cargo van or delivery truck will work best in this situation).
2. Boxes will be picked up at Epi Services and transported to any of our sites/locations and boxes of paper will be delivered directly to the individual departments. These deliveries may have multiple destinations to different locations and departments. District Impressions will provide mailroom/courier 24-hour notice.
3. A hand truck will be needed to transport boxes to the department/departments.
 - **NOTE: The courier may be required to use the stairs to reach some of the locations**
4. The Courier will keep a log of the deliveries with signatures from the recipients. The log must be returned to District Office when deliveries are completed.
5. The Courier will also deliver “Specials”. Some Specials will be done outside the daily schedule. Specials are Marketing Mail sent from the Epi Center Mailroom to the St. Petersburg Post Office.
6. The Specials can range in count from 2 Sacks to 60 or more 2’ Trays. The smaller jobs can be delivered by the South Courier during the daily run. The larger jobs need a separate courier other than the daily courier.

THE FOLLOWING GENERAL CONDITIONS WILL APPLY TO THE COURIER SERVICES:

1. Mail should be transported in a covered pick-up truck or van. Sedans or coupes are not suitable for the purposes of this contract.
2. When necessary, couriers will also transport payroll checks from Epi Services Mailroom to all sites.
3. The college maintains a paper storeroom in connection with the Central Print Shop (known as District Impressions) which is the primary printing facility for the college. Couriers will transport 1 to 10 boxes of paper and/or finished printing daily between sites. ***(Note: The Courier Services to be provided on a monthly basis is in addition to daily Courier Services).***
4. Custodial and maintenance supplies will be delivered between sites, together with deliveries of emergency repair items to and from sites.
5. There will be special delivery runs of materials for the monthly meetings of the Board of Trustees. There are five (5) members of this board and they all reside (and/or have offices) within Pinellas and Hillsborough and Counties.
6. The college reserves the right to add, alter, or adjust the courier schedule with the understanding that the cost to the college will be adjusted based on miles per courier.
7. Estimated college "Work Days" – 243 per year.

COLLEGE HOLIDAYS, GENERALLY (SUBJECT TO CHANGE YEARLY):

Labor Day	September	1 day
Thanksgiving	November	2 days
Christmas	December	6 days
New Year	January	1 day
M. L. King Day	January	1 day
Spring Break	March	5 days
Good Friday	March or April	1 day
Memorial Day	May	1 day
Independence Day	July	1 day

THE FOLLOWING SPECIFIC CONDITIONS WILL APPLY TO THE COURIER SERVICES:

1. The couriers will maintain a daily Route Log that will contain such information as specified by the supervisor of the college mailroom. The Route log will be turned in weekly to the mailroom supervisor.
2. The only items to be transported will be the property of St. Petersburg College or mail to be deposited at or received from the St. Petersburg Downtown Main Post Office.
3. All items will be marked by St. Petersburg College Personnel (with the exception of mail that is received from, or deposited at, the St. Petersburg Downtown Main Post Office) to indicate the site destination and the couriers will transport or deliver the same in like condition.
4. The couriers are responsible for the safekeeping of all items received and such responsibility shall terminate when said items have been delivered into the possession or control of the designated college site. However, both the couriers and the college understand and agree that some pick-ups and some deliveries may be made on any route at times when employees of the college may not be physically available, in which event the items shall be left in the locations designated by the college. In such instance, the couriers should make a notation in the Route Log.
5. The college agrees that the liability of the Courier Services contractor for the loss of any items contained in any shipment delivered into the possession of the courier(s) shall not exceed Twenty Thousand Dollars (\$20,000.00).
6. The successful bidder (also referred to as "contractor") shall provide a Third-Party Fidelity Bond to the college in the amount of Fifty Thousand Dollars (\$50,000.00). A Third-Party Fidelity Bond protects the college against any unlawful acts of the contractor's employees and/or subcontractors.
7. The contractor shall guarantee that all schedules will be met and that there will be no missed deliveries due to employee absenteeism or lateness. (Arrangements shall be made to make certain that all of the contractor's employees or subcontractors are able to pick-up the college's certified and/or registered mail).
8. All couriers shall be dressed in neat, clean apparel, as they will represent the college and the Board of Trustees.
9. In the event the contractor does not provide the level of professionalism or job satisfaction that the college deems necessary, the agreement can be terminated after thirty (30) days prior written notice.
10. The agreement may be terminated immediately upon the default of St. Petersburg College in making any payment after demand thereof.
11. Either party may terminate the agreement for any cause after thirty (30) days prior written notice to the other party. It is the responsibility of the contractor to provide current address information to the college as to where any notice required by the agreement is to be sent.
12. An initial agreement arising as a result of this bid shall be for three years beginning on or around Sept. 11, 2019 and ending June 30, 2022. The agreement may be renewed for the college fiscal years July 1, 2020-June 30, 2021, July 1, 2021 through June 30, 2022 with mutual agreement and approval each renewal year by the College.
13. The contractor's bid shall be firm for the first year of the agreement. In years two and three of the agreement, and any subsequent renewal year, pricing will be considered annually with an increase allowed as long as the increase does not exceed the annual rate of inflation as determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U. S. City Averages, all items (1982-84=100), published by the U. S. Bureau of Labor Statistics or any successor or substitute index appropriately adjusted.

- 14.** In the event there is a significant gasoline price increase during the term of the agreement or any extension thereof, the rates may be increased as provided on the Bid Tender submitted by the successful bidder. It is the responsibility of the bidder to state on the Bid Tender how significant price increases in gasoline will be handled and documented. Any allowable increase will require approval by the College prior to the effective date.
- 15.** A new contractor will accompany college personnel and/or personnel of the current contractor for a one-week period to become familiar with college sites, personnel, and the operation of the service to be provided pursuant to the specifications of this bid in the event the incumbent contractor is not awarded the bid.
- 16.** A purchase order will be issued in lieu of a contract. However, if your company requires a contract please provide a sample contract with any specific contractual language that will be needed in the agreement. Upon review by the General Counsel Office, any such proposed language that is deemed to be in conflict with these specifications, terms and conditions, must be modified or further negotiated.
- 17.** If you have any questions regarding the terms, conditions or specifications of this bid please contact Karen Reynolds, Purchasing Manager at (727) 341-3370, reynolds.karen@spcollege.edu .
- 18.** In addition to the previous discussion of the required Third party Fidelity Bond, the contractor shall provide at least two-weeks prior to the contract start date Certificate(s) of Insurance evidencing required coverage during the period the contractor is providing Courier Services per the Insurance Schedule below. The Certificate(s) shall be provided to Risk Management.

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BID TENDER
INVITATION TO BID # SPC 02-19-20
COURIER SERVICES

The undersigned, having carefully read the general terms, conditions and specifications of Bid No. SPC 02-19-20 for Courier Services, hereby submits bid pricing for the described services as follows:

1. Daily Rate for all specified Courier Services in the base bid:

\$ _____

(This rate, multiplied by the estimated 243 days the college will need Courier Services during a one-year period will equal the total estimated value of the base bid. The actual value could be more or less, depending on whether the college requests base Courier Services for more than or fewer than 243 days).

2. The above daily rate is based upon a base rate of fuel calculated at \$_____per gallon. A fuel surcharge of \$_____ will be assessed when fuel exceeds the stated per gallon base rate. (Documentation is required).

3. State the method you will use to document the need of the fuel surcharge:

4. The rate of \$_____per hour for additional Courier Services not identified in the base bid specifications, such as additional mail runs, additional pick-up/delivery of items, etc. (The Purchasing Manager and the contractor will negotiate rates for material changes to the agreement for base services).

DATE: _____

FIRM NAME: _____

BY: _____
AUTHORIZING SIGNATURE

PRINTED NAME OF AUTHORIZING SIGNATURE

TITLE: _____

RESPONDENT REGISTRATION FORM

Anyone interested in doing business with St. Petersburg College is required to complete the Respondent Registration Form. The completed form does not guarantee an opportunity to submit a proposal, but does help the College in evaluating your business for future opportunities.

Business Name:	
Mailing Address (Street/P.O. box):	
City: _____	State: _____ County: _____
	Zip Code: _____
Contact Person:	Title: _____
Telephone #:	Fax #: _____
Email Address:	
Is your company certified by the State of Florida's Office of Supplier Diversity as a Minority/Woman owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, identify certification: _____	
Please forward a current catalog or provide a website address if catalog is available online. Website Address: _____	
Type of business/service offered: _____	
<p>Please return the completed Respondent Registration Form to:</p> <p>St. Petersburg College Attn: Mr. Thomas Russell Director of Procurement P.O. Box 13489 St. Petersburg, FL 33733-3489</p> <p>OR -</p> <p>Email to: SPCPurchasing@spcollege.edu</p>	

STATEMENT OF NO PROPOSAL

ITB 02-19-20 Courier Service

If your company does not intend to respond to this RFP, please complete and return this form prior to the date shown for receipt of Proposals to: St. Petersburg College, Attn: Karen Reynolds, Purchasing Manager, P.O. Box 13489, St. Petersburg, Florida 33733-3489. Reynolds.karen@spcollege.edu

The undersigned declines to submit a proposal on the above referenced Invitation to Proposal for the following reason(s):

- Specifications are too "restrictive." (Please explain below) Unable to meet specifications
- Specifications were unclear. (Please explain below)
- Insufficient time to respond
- We do not offer this type of product or equivalent
- Our production schedule would not permit us to perform
- Other (please explain below)

_____ Company Name	_____ Title		
_____ Signature	_____ Telephone		
_____ Printed Name	_____ email		
_____ Address	_____ City	_____ State	_____ Zip

PROPOSAL CERTIFICATION

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same services, materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Invitation to Bid.

This company complies with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____

Addendum _____ Dated _____

Addendum _____ Dated _____

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Respondent _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Date _____

RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to:

St. Petersburg College
Karen Reynolds
Purchasing Manage

Submitted by:

Name: _____

Address: _____

Principal Office: _____

Note: Attach separate sheets as required.

Corporation Venture Partnership

Individual Joint Venture Other

1. How many years has your organization provided the requested services? _____

2. How many years under the present business name? _____

If applicable:

Former business name: _____ # Years: _____

3. Corporations, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Regional Manager: _____

District Manager: _____

4. Partnerships, answer the following:

Date of organization: _____

Type of partnership: _____

Names and addresses of partners (if applicable):

1). _____

2). _____

3). _____

5. If other than a corporation or partnership, describe organization and name principals: _____

1). _____

2). _____

3). _____

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: _____

1). _____

2). _____

3). _____

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? () YES () NO

If yes, state circumstances: _____

8 List firms that you have, or have had, contracts for Courier Services within the last five (5) years

	Contact	Telephone #	Address
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

9. Worker's Compensation insurance policy number: _____

Name of company: _____

Policy amount: _____

Name of company: _____

Policy amount _____

(\$500,000 combined single limit minimum)

The Board of Trustees, St. Petersburg College, will be named additional insured for General Liability coverage if our company is awarded the bid? () YES () NO

A "No" answer will disqualify your bid.

11. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

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DRUG FREE WORKPLACE

The undersigned Respondent in accordance with Florida Statute 287.087 hereby certifies that does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section

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

Respondent's Signature

Date

MINORITY AND WOMAN OWNED BUSINESS DECLARATION

Bidder hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:

Type of Business: Check applicable block(s)

- “Black American” includes persons having origins in any of the Black racial groups of Africa.
- “Women’s Business Enterprise” includes entities that are at least 51% owned and/or controlled by women.
- “Hispanic American” includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- “Native American” includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- “Asian-Pacific Americans” includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- “Service Disabled Veteran”

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.

Bidder:	
Certified by (name of Public Entity, if applicable)	
City:	County:
State:	Zip Code
Certificate Number:	
Attach copy	
Signature:	Date:

Minority and Woman Owned Businesses (M/WBE) shall complete this page, and return with their submittal

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.