



THE DISTRICT BOARD OF TRUSTEES OF GULF COAST STATE COLLEGE

INVITATION FOR BIDS (IFB) FOR Amelia G Tapper Center Theater Curtains

**OFFICE OF THE PROCUREMENT DIRECTOR
5230 West U.S Highway 98
Room 126
PANAMA CITY, FLORIDA 32401**

SUBMITTED BY:

TABLE OF CONTENTS

Instruction to Bidders -----	4 - 7
Project Scope and Goals -----	8 – 9
Risk Management Requirements -----	10 – 13
Addendum Acknowledgement Form-----	14
Anti-Collusion Clause Form-----	15
Conflict of Interest Form-----	16
Drug Free Workplace Form-----	17
E-Verify Form-----	18
Public Entity Crime Form (PUR7068) -----	19 – 20
Bid Bond Form-----	21
Bid Form-----	22
Schedule -----	23

**THE DISTRICT BOARD OF TRUSTEES OF
GULF COAST STATE COLLEGE
INVITATION FOR BIDS**

SEALED INVITATION FOR BIDDERS (IFB) from qualified firms to provide Theater Curtains for the GCSC Amelia G Tapper Center. IFB shall be received by the **DISTRICT BOARD OF TRUSTEES OF GULF COAST STATE COLLEGE** at the Procurement Department, 5230 West U.S Highway 98, Panama City, Florida 32401 up until **2:00 PM (CST) on Monday, February 17, 2014**. Sealed submittals shall be opened at **2:00pm (CST) on Monday, February 17, 2014**.

Invitation for Bidders shall be submitted in a sealed envelope, plainly marked with respondent's name, address, date and time of opening, and IFB number **IFB#2-2013/2014** for Amelia G Tapper Theater Curtains.

Please submit one (1) original and one (1) readable CD of your bid package.

Description of Work: Gulf Coast State College seeks a firm to supply curtains as defined in the IFB scope of work for the Amelia G Tapper Center, remove existing curtains and install new curtains

IFB NO: #2- 2013/2014

IFB documents may be obtained at the Gulf Coast State College Procurement Department, 5230 West U.S Highway 98, Panama City, FL 32401. Electronic versions of the bid package are available via internet at: gulfcoast.edu/procurement/. Inquiries regarding this IFB should be directed to Fred Brown, Procurement Director, via email to: fbrown3@gulfcoast.edu or FAX to (850) 767 8043.

The District Board of Trustees of Gulf Coast State College reserves the right to accept or reject any and all bids in whole or in part, to withdraw the IFB, to waive informalities in the solicitation documents, to obtain new bids, or to postpone the opening pursuant to the Gulf Coast State College Procurement Policy. Each bid shall be valid and binding for a period of ninety (90) days after the opening.

Gulf Coast State College is an Equal Opportunity Employer.

Submitted by Brenda Washington
Senior Purchasing Assistant/Buyer
bwashington@gulfcoast

INSTRUCTIONS TO BIDDERS

*Some of the instructions below may not apply to all projects.
The scope of work/specifications shall control any conflicting provisions*

1. Introduction/Scope of Work

The bidding documents are on file at the Gulf Coast State College Procurement Department, and available on its website: www.gulfcoast.edu/procurement/

It is the intent of this Invitation for Bidders (IFB) to solicit bids from companies interested in providing theater curtains for GCSC Amelia G Tapper Center.

2. Questions Regarding IFB:

Bidders shall direct any questions regarding this IFB in writing to the GCSC Procurement Director, Fred Brown, at fbrown3@gulfcoast.edu. All questions shall be submitted before **4:00 pm on Monday, February 03, 2014.**

GCSC will respond in writing to any questions regarding the IFB submitted in writing prior to the deadline identified above. Such responses will be issued as an addendum to this IFB.

No telephone, verbal or oral questions will be accepted and no oral statement made by any officers; employee or agent of GCSC shall be binding. Only statements in writing in this IFB or in any addendum to this IFB shall be binding on GCSC.

3. Bidders Form

All bidders shall include completed copies of the forms provided in this IFB, properly executed and with all items filled out. Do not change the wording of the Bidders Form and do not add words to the wording of the Bidders Form. No conditions, limitations or provisions will be attached or added to the Bidders Form by the Bidder. Alterations by erasure or interlineations must be explained or noted in the bid over the signature of the bid.

4. Bidders Qualification

All bidders and all proposed vendors shall have the following certifications and qualifications.

- 1. Local business license, if applicable**
- 2. All individual Florida professional licenses required by law for those individuals who are proposed to provide services on the work being procured pursuant to this IFB.**

Each Bidder being considered for this work is required to submit a bid. The Bid shall include sufficient information to enable GCSC to evaluate the bid of the bidder to provide the desired services.

All submittals are to be on 8 ½" x 11" papers or if larger documents are required they are to be folded to 8 ½" x 11" sizes. Bids should be stapled together or bound with comb binding. Bids submitted in 3 ring binders **will not** be accepted. Submit one (1) original (plainly marked "ORIGINAL") and one (1) readable CD of the bid to:

**Gulf Coast State College Procurement Department
5230 West U.S Highway 98, Room 126
Panama City, Florida 32401**

The submittals shall include the following items in the order listed:

- a. Business and professional licenses for the company, as required by law.
- b. Information regarding whether the Bidder is a certified minority and/or woman business enterprise.
- c. The Bidder location and contact information.
- d. Addendum Acknowledgement Form
- e. Anti-Collusion Clause Form
- f. Conflict of Interest Form
- g. Drug Free Workplace Form
- h. E-verify Form
- i. PUR 7068 Public Entity Crime Form
- j. Bid Bond Form
- k. Bid Form

5. Delivery

Each bid package shall be addressed to the District Board of Trustees of Gulf Coast State College, Attn: Procurement, and shall be delivered to the Gulf Coast State College, at 5230 West U.S Highway 98, Room 126, Panama City, Florida 32401, on or before the day and/or hour set for the opening of bids. Each bid shall be enclosed in a sealed envelope bearing the title of the work, the name of the bid and the date for opening. It is the sole responsibility of the bidder to ensure that their bid submittal is received on time. Late submissions will be rejected.

6. Withdrawal of Bids

Any bidder may withdraw its bid by written request, to the GCSC Procurement Director at any time prior to the deadline for bid.

7. Basis of Award

GCSC will award contract to the lowest responsible bidder, who has bid the lowest qualified Contract Sum.

8. Right to Reject

The "College" reserves the right, and the "College's" Director of Procurement, has sole discretion, to cancel a solicitation at any time prior to approval of the award by District Board of Trustees of Gulf Coast State College Florida when such approval is

required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the "College" code or Florida law.

- a. reject any or all bids received;
- b. withdraw this IFB
- c. select and award any portion of any or all bid items;
- d. waive minor informalities and irregularities in the bidder's submittal.

A bidder may be rejected if it is non-responsive or does not conform to the requirements and instructions in this IFB. A bidder may be non-responsive by reasons including, but not limited to, failure to utilize or complete prescribed forms, conditional bid, incomplete bid, indefinite or ambiguous bid, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of bid include evidence of collusion among bidders, obvious lack of experience or expertise to perform the required work, submission of more than one bid for the same work from an individual, firm or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Bids will be rejected if not delivered on or before the date and time specified as the due date for submission.

9. Termination For Lack Of Funding

In event that any appropriations needed to make payment under any agreement resulting from this bid are determined by the Vice President of Administration & Financial to no longer exist or to be insufficient with respect to the charges payable there under, the agreement shall terminate without further obligation of the College at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Director of Procurement shall certify to the Service Provider the occurrence thereof.

10. Execution of Agreement

GCSC will negotiate a fixed fee professional services contract with the successful Firm and issue a Purchase Order.

The terms and conditions of this contract are fixed price and fixed time. The Firm's fee is to be a fixed price for completing the scope of work detailed in the IFB.

The successful bidder shall, within 10 days after receipt of the Notice of Award and the Purchase Order or documents, sign and deliver to the GCSC Procurement Director all required contract documents. The awarded bidder shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by the GCSC Risk Management Office before the successful bidder may proceed with the work.

11. Representations

Information obtained from an officer, agent, or employee of the GCSC or any other person shall not affect the risks or obligations assumed by the Bidder or relieve the Bidder from fulfilling any of the conditions of the contract.

12. Point of Contact

The GCSC Procurement Director will be the only point of contact for this IFB. **Under no circumstances may a bidder contact any member of the District Board of Trustees, GCSC Administrators, or GCSC employees concerning this solicitation until after award.** Any such contact may result in bid disqualification.

13. Bid Protest

All protests shall be filed in accordance with Section 120.57(3), Florida Statutes, and the GCSC procurement policies. 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.

14. Prohibition on Contingency Fees

Any Firm awarded a contract pursuant to this IFB must warrant that it has not employed or retained any company or person, other than a bona fide employee working solely for that firm, to solicit or secure the contract and that the firm has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the firm, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of the contract.

15. Public Records

Upon award recommendation or thirty (30) calendar days after opening, whichever occurs first, all Bids or other information submitted in response to this IFB shall be public record subject to public disclosure pursuant to the Public Records Act, Chapter 119, Florida Statutes. If a Bidder believes any information submitted to GCSC is exempt from disclosure under the Public Records Act, it must specifically identify the exempt information and provide the statutory basis for the exemption. The Bidder also must provide one additional copy of the Bid or submittal on which any information the Bidder claims is exempt has been redacted. The Bidder will be responsible for all costs of GCSC, including attorney's fees, associated with defending any asserted exemption from disclosure under the Public Records Act.

15. Purchase Order

GCSC will issue a purchase order for all work. The purchase order will include duration of work by firm to complete work and a lump sum amount. All fees/rates shall remain firm until the completion and acceptance by GCSC.

PROJECT SCOPE

Scope of Work:

GCSC is seeking to solicit a firm to bid the theater curtains for the GCSC Amelia G Tapper Center and installation of new curtains. Contract and/or Purchase Order shall be for as per the attached bid form.

Replacement Curtains Package:

Main Traveler: (2) Panels 20',0" High by 40',0" Wide custom manufactured from Charisma 24oz 100% polyester IFR velour. Panels sewn with 100% fullness through box pleats. Top of panels to be finished with grommets and bitsnaps for attaching to track. Bottom of panels to be finished with a 5 inch hem with an internal muslin chain weight pocket. Color to be determined.

Midstage Traveler: (2) Panels 25',0" High by 35',0" Wide custom manufactured from Encore 22oz 100% polyester IFR velour. Panels sewn with 75% fullness through box pleats. Top of panels to be finished with grommets and bitsnaps for attaching to track. Bottom of panels to be finished with a 5 inch hem with an internal muslin chain weight pocket. Color Black.

Legs: (12) Panels 22',0" High by 8',6" Wide custom manufactured from Encore 22oz 100% polyester IFR velour. Panels sewn flat with no fullness. Top of panels to be finished with grommets and ties for attaching to pipe. Bottom of panels to be finished with a 5 inch hem with an internal muslin chain weight pocket. Color Black.

Black Out: (1) Panel 25',0" High by 63',0" Wide custom manufactured from Encore 22oz 100% polyester IFR velour. Panels sewn flat with no fullness. Top of panels to be finished with grommets and ties for attaching to pipe. Bottom of panels to be finished with a 5 inch hem with an internal muslin chain weight pocket. Color Black.

Borders: (4) Panels 8',0" High by 63',0" Wide custom manufactured from Encore 22oz 100% polyester IFR velour. Panels sewn flat with no fullness. Top of panels to be finished with grommets and ties for attaching to pipe. Bottom of panels to be finished with a 5 inch hem with an internal muslin chain weight pocket. Color Black.

Black Scrim: (1) Seamless panel 25',0" High by 63',0" Wide custom manufactured from black 100% cotton FR sharkstooth scrim. Panels sewn flat with no fullness. Top of panels to be finished with grommets and ties for attaching to pipe. Bottom of panels to be finished with a 5 inch hem with an internal pipe pocket.

White Scrim: (1) Seamless panel 25',0" High by 63',0" Wide custom manufactured from white 100% cotton FR sharkstooth scrim. Panels sewn flat with no fullness. Top of panels to be finished with grommets

White Cyc: (1) Seamless panel 25',0" High by 63',0" Wide custom manufactured from bleached white 100% cotton FR heavy weight muslin. Panels sewn flat with no fullness. Top of panels to be finished with grommets and ties for attaching to pipe. Bottom of panels to be finished with a 5 inch hem with an internal pipe pocket.

Main Traveler Track Replacement Package

Track: H and H Model 416 track including all new carriers, track hanger clamps end pulleys and operating line. System to re-use existing pipe clamps on batten to hang track and existing sand bag tension pulley. The existing track, hardware and carriers will be turned over to the GCSC for use as spare parts.

Installation Labor: This is labor cost to visit site to ensure GCSC of all measurements, remove existing curtains and install new curtains.

GULF COAST STATE COLLEGE RISK MANAGEMENT REQUIREMENTS FOR PROFESSIONAL SERVICES

GCSC DEFINED

The term GCSC (wherever it may appear) is defined to mean the Gulf Coast State College itself, its Board of Trustees, officers, employees, volunteers, representatives and agents.

OTHER PARTY DEFINED

The term Other Party (wherever it may appear) is defined to mean the other person or entity which is a party to this agreement, contract or lease, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, contractors and subcontractors.

HOLD HARMLESS

The Other Party shall indemnify and hold harmless the GCSC, their officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Other Party and persons employed or utilized by the Other Party in the performance of the agreement or contract.

The Other Party shall hold harmless and indemnify the GCSC against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the GCSC's sole negligence.

PAYMENT ON BEHALF OF GCSC

The Other Party agrees to pay on behalf of the GCSC, and to pay the cost of the GCSC's legal defense, as may be selected by the GCSC, for all claims described in the Hold Harmless paragraph.

Such payment on behalf of the GCSC shall be in addition to any and all other legal remedies available to the GCSC and shall not be considered to be the GCSC's exclusive remedy.

DRUG FREE WORK PLACE REQUIREMENTS

All contracts or purchase orders with individuals, or organizations that wish to do business with District Board of Trustees of GCSC shall require contractors, subcontractors, vendors or consultants to have a substance abuse policy that adheres to section 440.102 Florida Statutes. In the event an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee shall be denied access to the GCSC's premises and job sites. In addition, if the violation is considered flagrant by the GCSC, and the GCSC is not satisfied with the actions of the contractor, subcontractor, vendor or consultant's employees, the GCSC can exercise its right to bar all of the contractor's, subcontractor's, vendor's, or consultant's employees

from its premises, or decline to do business with the contractor, subcontractor, vendor or consultant in the future

All expenses and penalties incurred by a contractor, subcontractor, vendor or consultant as a result of a violation of the GCSC's Substance Abuse Policy requirement shall be borne by the contractor, subcontractor, vendor, or consultant.

INSURANCE - BASIC COVERAGES REQUIRED

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the GCSC, on policies and with insurers acceptable to the GCSC.

These insurance requirements shall not limit the liability of the Other Party. The GCSC does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the District Board of Trustees of Gulf Coast State College as an additional insured to the extent of the GCSC's interests arising from this agreement, contract or lease. (General Liability and Business Auto)

Except for workers compensation, the Other Party waives its right of recovery against the GCSC, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the GCSC and may be disapproved by the GCSC. They shall be reduced or eliminated at the option of the GCSC. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the GCSC shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of GCSC, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

Workers Compensation Coverage

The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The Other Party shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage

The Other Party shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies of the Insurance Services Office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers Compensation Coverage section) and the total amount of coverage required.

Commercial General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The Other Party is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the GCSC's acceptance of renovation or construction projects.

Business Auto Liability Coverage

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

Excess or Umbrella Liability Coverage

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it should be at least "following form" and shall not be more restrictive than the underlying insurance policy coverages.

ADDITIONAL INSURANCE

EVIDENCE/CERTIFICATES OF INSURANCE

Certificate Holder will be addressed as the Gulf Coast State College, 5230 West U.S Highway, Florida 32401. All certificates, cancellation, nonrenewal or adverse change notices should be mailed to this address. As outlined above, the Gulf Coast State College is to be named as Additional Insured on General Liability and Business Auto.

Each Certificate will address the service being rendered to the GCSC by the Other Party.

Required insurance shall be documented in Certificates of Insurance which provide that the GCSC shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the GCSC at least 15 days prior to coverage renewals.

If requested by the GCSC, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the GCSC, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the GCSC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____

DATED _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

It is the responsibility of the firm to ensure that they have received addendums if issued. Call (850) 872-3843 or email fbrown3@gulfcoast.edu prior to submitting your bid to ensure that you have received addendums.

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any District Board of Trustees of Gulf Coast State College(s), employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a GCSC employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO _____

NAME(S)

POSITION(S)

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

DRUG FREE WORKPLACE
Section 287.087 Florida Statutes

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the GCSC for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. To have a drug-free workplace program, a business shall:

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 under Bid 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 Bid, the employees 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 of any controlled substance law of the United States or any state, for a 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 firm complies fully with the above requirements.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

E-VERIFY

Vendor/Consultant acknowledges and agrees to the following: Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and

2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with GCSC.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES,
PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to _____

by _____

for _____

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)I, Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter in to a binding contract and which bids or applied to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, share holders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me on this _____ day of _____, 20____.

Personally known _____ OR Produced identification _____

Notary Public- State of _____

My commission expires: _____
[printed, typed or stamped commissioned name of notary public]

FORM OF BID BOND

BY THIS BOND, We, _____ as Principal and _____, a corporation, as Surety, are bound to the District Board of Trustees of Gulf Coast State College, Bay County, Florida, as GCSC, in the sum of \$_____ for the payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally. THE CONDITION of this bond is such that

1. The Principal has submitted to the GCSC a certain Bid dated _____, 2012.
2. If said Bid shall be rejected, or, if said Bid shall be accepted and the Principal shall execute and deliver a Contract, and furnish bonds for the faithful performances of work and for the payment of all persons performing labor and furnishing materials in connection therewith, and shall fulfill all other aspects created by the acceptance of said Bid, then this obligation shall be void. Otherwise, this bond shall remain in full force and effect with it being expressly understood and agreed that the liability of the Surety and for any and all claims hereunder shall, in no event, exceed the amount of this obligation.

This Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and this bond shall, in no way, be impaired or affected by any extension of time within which the GCSC may accept such Bid; and Surety hereby waives notice of any such extension.

Signed, sealed and delivered in three (3) counterparts on _____, 2012

CORPORATE PRINCIPAL

By: _____

Attest:

Its: _____

Seal:

Acknowledged and subscribed on _____, 2012, before the undersigned authority by _____, as the _____ of the Corporation named as Principal and with due authorization of the Corporation.

Notary Public

SURETY

By: _____

Attest:

Seal:

Countersigned:

By: _____

Attorney-in-Fact, State of Florida

BID FORM

This BID of _____, hereinafter called "BIDDER," organized and existing under the laws of the State of _____ doing business as _____ (Insert a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the District Board of Trustees of Gulf Coast State College, hereinafter called "OWNER."

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform all work, as detailed in this bid.

By submission of this BID, each Bidder certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any other competitor.

BASE BID

Bidder agrees to perform all the work described in the Contract Documents for the following Lump sum Prices:

BID ITEM	DESCRIPTION	UNIT	TOTAL PRICE
1.	Curtains material as per scope of work	LS	\$
	TOTAL:		\$
2.	Installation Labor	LS	\$
	TOTAL WITH INSTALLATION:		\$
TOTAL CONTRACT:		\$	

Signature:

Date

Print Name

Title

IFB #2-2013/2014 SCHEDULE:

01/14/14 - 02/17/14	Advertise IFB
02/03/14	Last Day of questions in by 4:00pm
02/04/14	Owner response to bidder's questions (emailed to bidders and Post on College Procurement website)
02/17/14	Bids are due 2:00pm and shall be opened by GCSC at 2:00pm
02/18/14	Notice of Award and post on website