

RESOLUTION NO. 2017 - 36

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 17-14 AND TO EXECUTE AGREEMENTS FOR FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIR.**

**RECITALS**

**WHEREAS**, the County desires to enter into contract with Cintas Corporation to provide Fire Sprinkler Systems Maintenance, Inspection and Repair services for St. Johns County in accordance with RFP No. 17-14; and

**WHEREAS**, the scope of the services will be to provide Fire Sprinkler Systems Maintenance, Inspection and Repair services for Building Operations; and

**WHEREAS**, through the County's formal RFP process, Cintas Corporation, was selected as the highest ranked firm to enter into a contract with the County to perform the work referenced above; and

**WHEREAS**, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

**WHEREAS**, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP 17-14 to Cintas Corporation and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 17-14.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

**7** **PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this day of February, 2017.

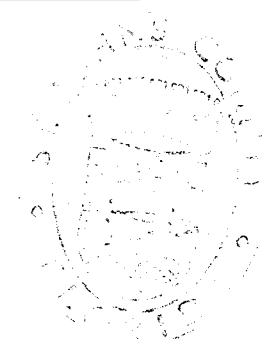
**BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**

By: \_\_\_\_\_  
James K. Johns, Chair

**ATTEST:** Hunter S. Conrad, Clerk

By: Sam Halterman  
Deputy Clerk

**RENDITION DATE** 2/9/17





**ST. JOHNS COUNTY  
PURCHASING DEPARTMENT**

500 San Sebastian View  
St. Augustine, Florida 32084

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**I N T E R O F F I C E   M E M O R A N D U M**

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**TO:** Katie Diaz, Building Operations Superintendent  
**FROM:** Leigh Daniels, CPPB, Senior Buyer  
**SUBJECT:** RFP 17-14, Fire Sprinkler Systems Maintenance, Inspection and Repair  
**DATE:** January 5, 2017

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval Katie Diaz  
Date 1/5/16  
Budget Amount \$30,000  
Account Funding Title Contractual Services  
Funding Charge Code 0032-53120; 0105-53120  
Award to Cintas  
Award Amount \$24,895<sup>00</sup>



**PART VII:- ATTACHMENTS/FORMS**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**COVER PAGE**

**SUBMIT ONE (1) ORIGINAL AND ONE (1) DISC OR USB TO:**

PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: Leigh Daniels, CPPB, Senior Buyer

**COMPANY NAME:** Cintas Corporation #2

**DATE:** 12-14-2016



2.

RFP No. 17-14  
Cover Letter

Company Name  
Cintas Corporation Number 2  
A Corporation  
7251 Salisbury Rd Suite #1  
Jacksonville FL, 32256

Contact Information:

Ron Kaneer  
7251 Salisbury Rd  
Jacksonville FL 32256  
Office 904 562 7015  
Fax 904 302 8020  
Email [Kaneerr@cintas.com](mailto:Kaneerr@cintas.com)

Cintas Fire Protection Qualifications  
Mike Ragsdale License Holder  
Nicet 2 For Test and Inspect  
Nicet 2 For Layout and Design

7251 Salisbury Rd. Suite 1  
Jacksonville, Fl. 32256  
(904) 562-7003



Fire Sprinkler Service Highlights  
Currently Serving  
Duval County Schools  
Flagler County Schools  
Jacksonville Electric  
U F Shands MOB Gainesville

Cintas Corporation #2 has not filed an administrative or judicial action with a State Agency or court.

Ron Kaneer

7251 Salisbury Rd. Suite 1  
Jacksonville, Fl. 32256  
(904) 562-7003

### 3.

RFP NO: 17-14

#### Inspection Price List

Facility	Address	Quarterly	Semi-Annual	Annual	Total Annual Cost	3-Year Inspection	5-Year Inspection
Administration	500 San Sebastian View	900	-	500	1400	250	1000
Courthouse	4010 Lewis Speedway	1800	-	1070	2870	0	2160
Courthouse East	4010 Lewis Speedway	255	-	125	380	0	500
Service Center	4030 Lewis Speedway	255	-	125	380	0	500
Permit Center	4040 Lewis Speedway	675	-	375	1050	0	1000
Health & Human Services	200 San Sebastian View	1020	-	600	1620	0	1000
Julington Creek Annex	725 Flora Branch Blvd	255	-	250	505	320	500
Southeast Annex	6658 US 1 S	255	-	125	380	0	500
Main Library	1960 Ponce de Leon Blvd	255	-	125	380	0	500
Bartram Trail Library	60 Davis Pond Blvd	255	-	250	505	360	0
Southeast Library	6670 US 1 S	255	-	125	380	0	500
Anastasia Library	124 Seagrove Main St	255	-	125	380	0	500
Ponte Vedra Library	101 Library Blvd.	255	-	250	505	0	0
Solomon Calhoun	1300 Duval Street	255	-	125	380	0	500
Ponte Vedra Concert Hall	1050 A1A N	255	-	125	380	0	500
Amphitheatre	1340 A1A S	255	-	125	380	0	500
The Players Senior Ctr	175 Landrum Ln	450	-	250	700	0	500
Davis Park	210 Davis Park Rd	255	-	125	380	0	500
Plantation Park	3140 Racetrack Rd	255	-	125	380	0	500
Rivertown Park	200 Swamp Oak Tr	255	-	125	380	0	500
Fire Rescue Admin	3657 Gaines Rd	255	-	125	380	0	500
Station 6	5865 A1A S	255	-	125	380	0	500
Station 8	7985 Morrison Rd	255	-	125	380	0	500
Station 9	2998 South Ponte Vedra Blvd	255	-	125	380	0	500
Station 12	4505 Avenue A	255	-	125	380	0	500
Station 15	220 Pine Island Rd	255	-	125	380	0	500
Station 16	235 Murabella Pkwy	255	-	125	380	0	500
Station 17	10001 Cartwheel Bay Ave.	255	-	125	380	0	500
Station 18	1055 Crosswater Pkwy	255	-	125	380	0	500
Jail	3955 Lewis Speedway	3300	-	2800	5100	500	13,000
Maintenance Building	3955 Lewis Speedway	255	-	125	380	0	500
Work Release Building	3955 Lewis Speedway	255	-	125	380	0	500
Transportation Building	3955 Lewis Speedway	255	-	125	380	0	500
Old Work Release/Annex	3955 Lewis Speedway	255	-	125	380	0	500
Supervisor of Elections	4455 Ave A	255	-	125	380	0	500
Utilities Admin	1205 SR 16	255	-	125	380	0	500
EOC	100 EOC Dr.	255	-	125	380	0	500
Overall Total Annual Cost					24,895.00		

Total annual cost includes quarterly, semi-annual, annual inspections only.

**Labor Rates – For Repairs and Installation:**

Straight Time (8am -5pm Mon- Fri):

Per Hour:

\$ 95.<sup>00</sup>

Overtime (after 5pm Mon- Fri, Weekends/Holidays):

Per Hour:

\$ 142.<sup>50</sup>

**Parts markup:**

20. %

**No more that 20% will be accepted on mark of parts.**



4.

.PROPOSED PROJECT APPROACH TO SERVICES

- i) Start-up plan;
  - 1. Staffing – All field personnel will have valid St Johns County BCC Vendor badges if required. We currently have (2) service managers, (3) inspectors, (6) repair technicians.
  - 2. Scheduling – We will list each location in our computer based system, add the equipment and calendar inspection month and maintain automatically the inspections schedule 30 days before they are due. The system also has the data for the quantity & type of systems that are due for inspections. Our CSR, Cindy Greene, schedules the inspections via Microsoft Calendar and provides information to St. Johns County BCC Building Operations Superintendent.
  - 3. Servicing – All field personnel are given St Johns County BSS SOP created by our management team which gives clear instructions when servicing properties. Items include sign maintenance log, contact security, documenting display of alarm panel, signing alarm log book, reset alarm panel, contact security once work is complete, sign out of maintenance log, and photographing deficiencies that are noted.
  
- ii) Inspections of equipment listed in RFP No 17-14 “locations” in accordance with NFPA 25 “Standard for Inspection & Maintenance Standards”;
  - a. Cintas shall perform all services per NFPA (National Fire Protection Association), FBC (Florida Building Code), as they are applicable to the services we are providing. Cintas shall also follow all other local, state, and federal codes that apply.
  - b. All inspectors will be required to have their service vehicles stocked with standard items. .
  - c. Cintas will propose an agreement with ST Johns County BCC for other minor deficiencies that an inspector is not equipped to perform. Which will include labor, material, and re-inspection. Cintas will submit a detailed proposal for any,all services .
  
- iii) Quality Control, Quality Assurance , & St Johns County BCC;
  - a. Quality Control – Service Manager will review at a minimum of 10% of all inspection reports for accuracy and compliance per applicable standards.
  - b. Quality Assurance – Cintas will warranty against all material defects and/or poor workmanship for 1 year from which the service was invoiced.
  - c. Understanding that not all circumstances of inconvenience can be foreseen, Cintas will advise the St. Johns County BCC of any known circumstances that may interfere with location daily operations. Cintas employees are trained to be

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respectful of the environment in which they work. Training includes to be professional, thorough, courteous, and to properly communicate with representatives.

- d. Minimize equipment and system down time. Cintas will optimize planning in order to minimize down time of fire sprinkler systems and/or water supplies. Cintas will notify location of any work in which the fire sprinkler system will be out of service for periods greater than (8) hours. Cintas will also make every effort to only disable alarm points that will affect the systems which are being repaired. This will allow all other alarm devices to be operable in case of emergency such as smoke detectors and pull stations.
  - e. Extend equipment life. Cintas will advise Superintendent of recommended maintenance that will extend the life of system components. Example; recommend to clean and paint pipe that is showing the beginning signs of exterior corrosion. Keep fire pump packing reservoirs clean and unobstructed.
  - f. Optimize utility expenditures. Cintas will offer cost effective alternatives that are in the best interest of ST Johns County BCC for maintenance and repair items so long as the alternatives are compliant with all applicable codes and regulations.
- iv) Response to work order request;
- a. Cintas shall comply with response times as described in Scope of Work Response Times. Cintas is committed to provide services as needed (24) hours a day, (7) days a week including holidays. Our primary phone line is automatically directed to an afterhours answering service that has contact numbers for all technicians and managers (904) 562-7000. Cintas will only respond to services requested by authorized by St Johns County BCC ( please provide list of authorized personnel).
  - b. St Johns County BCC will be given a direct line phone list as well as cell phone numbers for Cintas managers.
- v) Critical Needs & Requirements;
- a. Cintas has a long history working with municipalities and has a comprehensive understanding of the critical needs and requirements. Our inspectors and technicians are familiar with some of the complications and special requirements of these types of properties.
  - b. Cintas understands the services we provide are of the upmost importance to life safety of the county constituents and staff. Cintas is committed to working with St Johns County and its fire protection requirements.
  - c. Cintas has weekly meetings with our inspectors and technicians for the purposes of safety, technical training, site specific requirements, and communicating the challenges we face with our customers.

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- vi) Communication Plan;
  - a. Wesley Knight will be the account representative for the contract. Wesley will be the primary point of contact. Customer may choose to directly contact other Cintas employees.
  - b. Wesley will meet weekly with ST Johns County BCC representatives to address all questions and concerns and will then update the appropriate Cintas staff.
  - c. (The Cintas General Manager), will make all final decisions on behalf of Cintas.
  
- vii) RFP Compliance;
  - a. Cintas has no exceptions as described in RFP

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5.

RFP No. 17-14

Professional Qualifications

**EXPERIENCE & REFERENCES**

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(904) 562-7003



RFP No. 17.14  
Professional Qualifications

Cintas has provided the Fire Sprinkler license holder information as well as Nicet Level and resume.

We have also listed the leadership team along with their credentials and experience.

Finally attached is the technician list.

The Cintas Fire Protection Team is able and looking forward to serving the St Johns County BCC with their fire protection and life safety needs.

Details listed on following pages.

Jeff Atwater  
CHIEF FINANCIAL OFFICER

Julius Halas  
DIVISION DIRECTOR



Casia Sinco  
BUREAU CHIEF

Keith McCarthy  
SAFETY PROGRAM MANAGER

**FLORIDA DEPARTMENT OF FINANCIAL SERVICES**  
**DIVISION OF STATE FIRE MARSHAL**  
200 East Gaines Street - Tallahassee, Florida 32399-0342  
Tel. 850-413-3644 Fax. 850-410-2467

**CERTIFICATE OF COMPETENCY**  
**OFFICIAL COPY**

THIS CERTIFIES THAT: Michael R Ragsdale  
7251 Salisbury Road Suite 1  
Jacksonville FL 32256

BUSINESS ORGANIZATION: Cintas Fire Protection

Contractor II is limited to the execution of contracts requiring the ability to layout, fabricate, install, inspect, alter, repair, and service water sprinkler systems, water spray systems, foam-water sprinkler systems, foam-water spray systems, standpipes, combination standpipes and sprinkler risers, all piping that is an integral part of the system beginning at the point of service, sprinkler tank heaters, air lines, thermal systems used in connection with sprinklers, and tanks and pumps connected thereto, excluding pre-engineered systems.

Issue Date: 07/01/2016  
Type: 07  
Class: 12  
County: Duval  
License/Permit #: FPC14-000049  
Expiration Date: 06/30/2018



*Jeff Atwater*

Chief Financial Officer



**2016-2017 BUSINESS TAX RECEIPT**  
**MICHAEL CORRIGAN, DUVAL COUNTY TAX COLLECTOR**  
 231 E. FORSYTH STREET, SUITE 130, JACKSONVILLE, FL 32202-3370  
 Phone: (904) 630-1916, option 3; Fax: (904) 630-1432  
 Website: www.coj.net/tc; Email: taxcollector@coj.net

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business.  
 This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period  
 October 1, 2016 through September 30, 2017.

CINTAS CORPORATION #2  
 TAX DEPARTMENT  
 7251 SALISBURY RD  
 STE 1  
 JACKSONVILLE, FL 32256

**ACCOUNT NUMBER:** 11007  
**LOCATION ADDRESS:** 7251 SALISBURY RD STE 1  
 JACKSONVILLE, FL 32256

<b>DESCRIPTION:</b>	CONTRACTOR- ALL TYPES	<b>STATE LICENSE NO.:</b>	
<b>COUNTY RECEIPT DESC:</b>	CONTRACTOR- ALL TYPES	<b>COUNTY TAX:</b>	22.50
<b>MUNICIPAL RECEIPT DESC:</b>	MC 772.309	<b>MUNICIPAL TAX:</b>	116.25
		<b>TOTAL TAX PAID:</b>	138.75

**VALID UNTIL September 30, 2017**

**\*\*\*ATTENTION\*\*\***

**THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.**  
 CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

*Michael Corrigan J.*

TAX COLLECTOR

**THIS BECOMES A RECEIPT AFTER VALIDATION.**

PAID-4093255.0004-0004 Y02 08/02/2016 138.75

Michael R. Ragsdale

**Summary of Qualifications:**

- State of Florida Contractor II license holder
- Nicet Level II – Test & Inspect of water based fire protection systems
- Nicet Level II – Layout & Design of water based fire protection systems
- Treco backflow certified
- AFSA member
- 5 Year Apprenticeship sponsored by Local 483 – Hayward, California

**Work Experience:** Overall 22 years of experience – Supervised and performed the layout, installation, corrective maintenance, inspections, servicing, testing, and commissioning fire sprinkler systems. Systems include wet systems, dry systems, preaction systems, deluge systems, foam systems, standpipe systems, fire hose connections, fire pumps, jockey pumps, backflow preventers, & earthquake bracing. Projects include high rise buildings, industrial complexes, power plants, airports, military sites, fuel facilities, satellite facilities, and warehouse.

- Cintas Fire Protection June 2013 – current
  - Service Manager - Manage the operation's Service/Repair/ & Installation for Fire Sprinkler Department. Includes but not limited to;
    - Implement appropriate Corporate and FAS policies & procedures
    - Training (technical & safety)
    - Project Management - (new installations, retrofits, inspection, testing, & service)
    - Preparing proposals
    - Site evaluations
    - Hiring, onboarding, and developing new partners
    - Contract Negotiations
    - Customer service – available 24/7 excluding scheduled time off
  
- Coastal Fire Protection & Backflow November 2010 - June 2013
  - Owner/President- Includes but not limited to;
    - Day to day operations
    - Project Management – (new installations, retrofits, inspection, testing, & service)
    - Preparing proposals
    - Site evaluations
    - Hiring, onboarding, and developing new employees
    - Contract Negotiations
    - Customer service

- **Sunshine State Fire Protection**

**November 2008 – November 2010**

- **Vice President of Operations - Includes but not limited to;**
  - **Day to day operations**
  - **Project Management – (new installations, retrofits, inspection, testing, & service)**
  - **Preparing proposals**
  - **Site evaluations**
  - **Hiring, onboarding, and developing new employees**
  - **Contract Negotiations**
  - **Customer service**

- **Sprinkler Fitters Local 483**

**September 1995 – July 2004**

- **Foreman - Includes but not limited to;**
  - **Installations**
  - **Retrofits**
  - **Tenant improvement**
  - **Service**

- **Apprentice**

**September 1990 – September 1995**

- **Fabricated, cut, threaded and grooved pipe. Installation of sprinkler systems in walls, ceilings and floors while consistently meeting all safety requirements and standards.**

## JARED MALLARD

8467 Graybar Drive Jacksonville, FL 32221 Tel: 904-483-7568 [mallardsfowlife@yahoo.com](mailto:mallardsfowlife@yahoo.com)

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### SUMMARY

Experienced project manager; extremely knowledgeable about fire protection codes and construction, providing expertise in all aspects of fire protection contract construction. Licensed inspector of water-based fire protection systems and backflow preventers. Completion of modification permit drawings and pipe fabrication take-offs and cut sheets. Highly experienced in the installation of new systems and repairs/maintenance of existing systems. Wide knowledge of industry standards and codes, including inspections and installation. Available for on-call working hours 24 hours a day, 7 days a week.

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### CORE COMPETENCIES

- Water-based Fire Protection Systems Inspector's License (State of Florida)
  - Excellence in all aspects of Fire Protection Permitting
  - AutoCAD Certified
  - TREEO Backflow Preventer Tester Certification
  - Safety Manager (OSHA)
  - NICET Level I Certification
  - NICET Level II Certification
  - Chief Estimator
  - Proficient with MS Office (Excel, Word and PowerPoint)
  - State of Florida Public School Certified Badge Holder
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### EXPERIENCE

**Inside Sales Representative, Cintas Fire Protection, Inc. – Jacksonville, FL, Nov. 2015 - Current**  
Handling of all inside sales for the fire protection division on Cintas F61 in Jacksonville, FL. Ordering of all materials for all executed contracts received in the office for sprinkler. Reviewing all inspection reports for deficiencies versus recommendations and quoting accordingly. Researching all national codes and part numbers for materials, ordering purchase orders from national headquarters and ordering materials from vendors. Coordination with field technicians of job description, materials, contact information and time estimated on site. Perform all permit drawings that do not include hydraulic calculations for the permitting process including fire sprinkler, alarm, marine and pre-engineered systems.

**Project Manager, Maximum Fire Protection, Inc. – Jacksonville, FL – June 2013 to Nov. 2015**  
Report directly to Owner and second in command at Maximum Fire Protection, Inc. Responsible for estimating new steel pipe and plastic construction installation jobs. Extremely well versed in piping fabrication cut sheets and material listing. Set personal sales record in the first quarter of 2015 with over a half million dollars in sales. Scheduled, maintained and completed all company inspections. Highly skilled in reading and interpreting blueprints and job take-offs. Responsible for creating job-estimation cost program utilizing Microsoft Excel.

Customer relationships and focused sales program lead to tripling the sales revenue of Maximum Fire Protection in my first year with the company, resulting from building career-lasting relationships with personal clients. Company Purchasing Manager responsible for acquisition of tens of thousands of dollars' worth of materials and tools. Personally responsible for scheduling employees and post-completion inspections, ensuring jobs fulfilled per specifications. Delegated employee tasks based on core competencies and experience. Excellent management and interpersonal communication skills, resulting in excellent job satisfaction record with client superintendents and managers. Well versed in job walk through meetings with General Contractors.

**Project Manager, Triple S Fire Protection, Inc. - Jacksonville, FL – June 2008 to June 2013**

Report directly to Owner and second in command at Triple S Fire Protection, Inc. Responsible for job cost-estimation and providing job take-offs for bid acquisition. Highly skilled in pipe fabrication cut sheets and materials listing. Completed system modification permit drawings; examples available upon request. Scheduled, maintained and completed all company inspections. Specialization in fire pump and backflow preventer repairs. Expertise in blueprint reading and fire prevention system installation.

Responsible party for all fire prevention system modifications that required safety and cleanliness diligence. Inspections, testing and maintenance (ITM) on water-based fire protection systems including wet, dry, pre-action, backflow preventers and fire pumps. Experience in dealing with clients and state regulatory personnel. Completed job walk-throughs with customers and acquired many new jobs, contracts and inspections. Experience with developing competitive bids for contracts. Educated general contractor personnel on construction process, quality standards. Excellent record of "On-Time" delivery of project schedules and plans for installation and repair jobs. Submitted project closeout documents in accordance with contract and regulatory specifications. Assigned projects, work schedules and tasks to employees based on their competencies and specialties. Managed resolution of all issues with customers during project construction.

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## **EDUCATION**

**Associate of Science, Drafting & Design - 2011**

**Florida State College at Jacksonville - Jacksonville, FL**

Maintained a 3.1 GPA

Maintained full-time employment during education

**Associate of Arts, Psychology - 2008**

**Santa Fe College - Gainesville, FL**

Maintained a 3.2 GPA

Maintained full-time employment during education

**High School Diploma - 2005**

**Trinity Christian Academy - Jacksonville, FL**

Maintained a 3.7 GPA

Received a Florida, Bright Futures Scholarship

Wesley S. Knight

**Summary of Qualifications:**

- Experience in inspecting fire sprinklers
- Sound knowledge of the various fire sprinkler systems
- Ability to interact with fire marshals and insurance company representatives
- Ability to read and comprehend blueprints and diagrams
- Proficient in communication in both the written and oral forms
- Certified Backflow Inspector/Fasa Basa
- Excellent organizational skills with attention to detail
- Nicet Level 1 & 2 in Testing of Water Based Sprinkler System
- Apprenticeship 4 Years, St. Johns River State College

**Work Experience:**

- Wayne Automatic Fire Sprinkler June 2003 – 2015
  - Helper 2003 – 2006
    - Fabricated, cut, threaded and grooved pipe and professional installed in walls, ceilings and floors while consistently meeting all safety requirements and standards.
  - Foreman 2007 – 2011
    - Managed jobs from start to finish.
    - Experience with both home and commercial installations.
    - Troubleshoot and diagnose service calls
  - Fire Sprinkler and Alarm Inspector. 2011-2013
    - Inspected and checked the working of the fire sprinkler systems, fire pumps and suppression systems.
    - Maintained and repaired fire sprinklers and the associated equipments and devices, performed corrective and preventative maintenance on them.
    - Administered the installation and inspection of the sprinkler systems by working from height and crawling in ducts and other places.
    - Performed all preventative maintenance on the fire systems in accordance to the life safety codes.
    - Coordinated and scheduled with the customers for inspecting equipment.
  - Deficiency Sales Representative 2013 - 2015
    - Responsible for sprinkler, alarm and impairment deficiencies found during inspections.
    - Review and maintain all inspection reports.
    - Communicate with customers, board members and fire marshals in regards to regulations.
    - Exceeded 2014 projection goals in sales.
    - Proficient use of computers including Pro Contractor MX, Q360 and Microsoft Office Package.
- Clintas Fire Protection September 2015 - Present
  - Service Manager
    - Manage the operation's Service/Inspections Department while implementing appropriate Corporate and FAS policies & procedures; manage fleet, hire, train and develop Service Department personnel; renew customer contracts, negotiate price increases, maintain service and goodwill to customers. Available for on-call working hours 24 hours a day, 7 days a week. Available 60% total hours during the year.

**Education:**

- Currently Enrolled St. Johns River State College pursuing AS degree in Industrial Management Technology.



## RFP No. 17.14 TECHNICIANS & INSPECTORS

- Matt Herb – Inspector
- Mike Young – Inspector
- Robert Stirn – Inspector
- Randy Mizell – Technician
- Bernard Shaw – Technician
- Jeff Hodges – Technician
- Kyle Bauer – Technician
- Matt Zedler – Technician
- Pernell Rainey - Technician

7251 Salisbury Rd. Suite 1  
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(904) 562-7003

**Sean Fatherree**

**Summary of Qualifications:**

- Experience in inspecting, and installing fire alarm, suppression systems
- Sound knowledge of the various fire sprinkler systems, fire alarm, fire suppression systems
- Ability to interact with fire marshals and insurance company representatives
- Ability to read and comprehend blueprints and diagrams
- Proficient in communication in both the written and oral forms

**Work Experience:**

- Wayne Automatic Fire Sprinkler June 2001 – 2003
  - Alarm Technician
    - Managed jobs from start to finish.
    - Experience with commercial installations.
    - Troubleshoot and diagnose service calls
  - Alarm Inspector.
    - Inspected and checked the working of the fire alarm systems, and suppression systems.
    - Maintained and repaired fire alarm and the associated equipments and devices, performed corrective and preventative maintenance on them.
    - Administered the installation and inspection of the fire alarm systems
    - Performed all preventative maintenance on the fire systems in accordance to the life safety codes.
    - Coordinated and scheduled with the customers for inspecting equipment.
  
- Milton J Woods Oct-2003 – Dec 2006
  - Alarm Technician/Suppression System
    - Managed Jobs from start to finish.
    - Experience with commercial installations.
    - Troubleshoot and diagnose service calls
  - Alarm Inspector/Suppression Systems
    - Inspected and checked the working of the fire alarm systems, and suppression systems.
    - Maintained and repaired fire alarm and the associated equipment's and devices, performed corrective and preventative maintenance on them.
    - Administered the installation and inspection of the fire alarm systems and Suppression Systems
    - Performed all preventative maintenance on the fire systems in accordance to the life safety codes.
    - Coordinated and scheduled with the customers for inspecting equipment.

- **Cintas Fire Protection**

September 2006 – 2012

- Alarm Technician/Suppression System**

- Managed jobs from start to finish.
    - Experience with commercial installations.
    - Troubleshoot and diagnose service calls

- **Alarm Inspector/Suppression Systems**

- Inspected and checked the working of the fire alarm systems, and suppression systems.
    - Maintained and repaired fire alarm and the associated equipment's and devices, performed corrective and preventative maintenance on them.
    - Administered the installation and inspection of the fire alarm systems
    - Performed all preventative maintenance on the fire systems in accordance to the life safety code

- **Deficiency Sales and Repair Supervisor**

2012- 2014

- Responsible for sprinkler, alarm and Impairment deficiencies found during inspections.
    - Review and maintain all inspection reports.
    - Communicate with customers, board members and fire marshals in regards to regulations.
    - Exceeded 2014 projection goals in sales.
    - Proficient use of computers including Pro Contractor MX, Q360 and Microsoft Office Package.

- **Service Manager**

2014- Present

- Manage the operation's Service/Inspections Department while implementing appropriate Corporate and FAS policies & procedures; manage fleet, hire, train and develop Service Department personnel; renew customer contracts, negotiate price increases, maintain service and goodwill to customers



6.

RFP No. 17-14

Quality of Submittal

7251 Salisbury Rd. Suite 1  
Jacksonville, Fl. 32256  
(904) 562-7003



### About Cintas Fire Protection

Cintas Fire Protection is a division of Cintas Corporation that is dedicated to providing absolute honesty and integrity in all aspects of what we do. We will continue to actively promote the fire protection industry, have active fire protection association memberships, and advocate for policies that enhance the protection of life and property.

Cintas Fire Protection is proud to be active members of the following associations:

- |   |       |
|---|-------|
| • National Fire Protection Association                | NFPA  |
| • International Code Council                          | ICC   |
| • National Association of Fire Equipment Distributors | NAFED |
| • National Fire Sprinkler Association                 | NFSA  |

Along with the above listed, we will continue active involvement in all state and local association memberships. Developing and maintaining state and local relationships along with active association membership & world class customer service will ensure a code compliance/life safety triangle of: Property Owner→ Fire Protection Contractor→ AHJ.

Cintas Fire Protection provides a wide range of fire protection sales, service, training and inspection testing & maintenance for: Fire Extinguishers; Emergency/Exit Lighting; Pre-Engineered Kitchen & Industrial Extinguishing Systems; Fire Sprinkler Systems; Special Hazard Fire Suppression Systems & Fire Alarm Systems. When repairs or upgrades to any life safety system or device are necessary, we will be guided by the Fire Code, Manufactures Instructions and our Customers' needs for the protection of life and property.

Our National Presence gives our locations a diverse product supply and in many locations we are Authorized Distributors of the following manufactures:

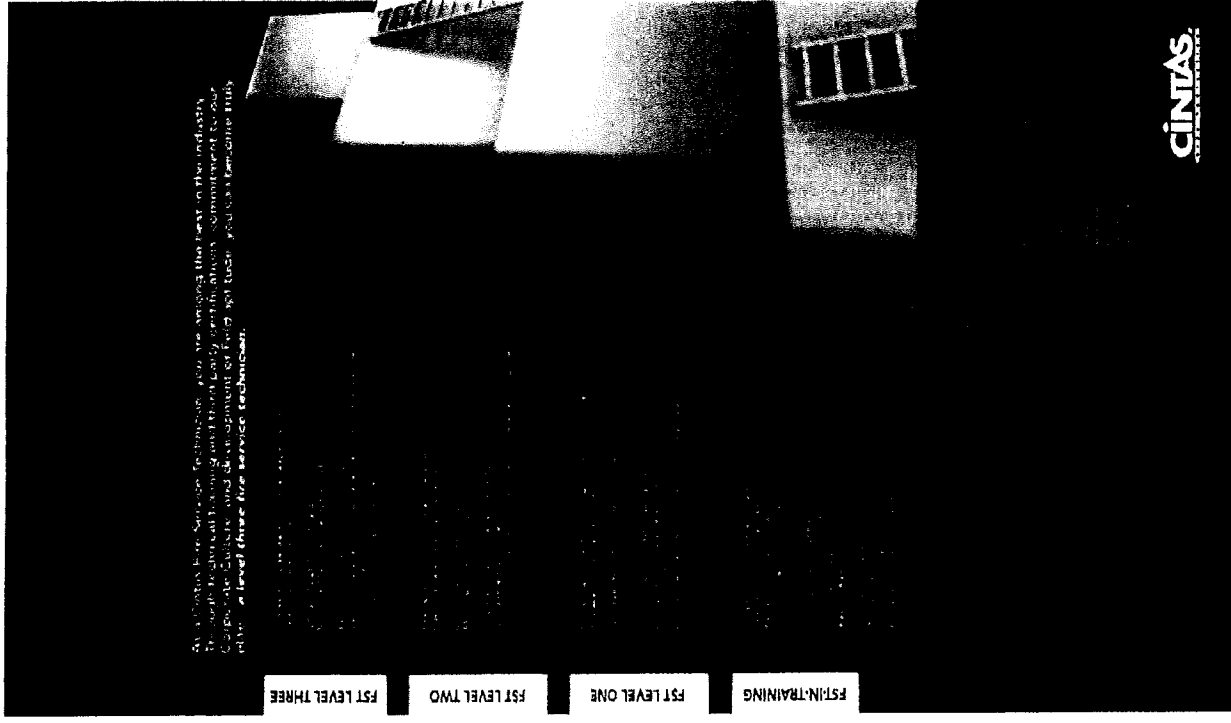
- |                  |          |                |
|------------------|----------|----------------|
| • Notifier       | • Amerex | • Gamewell-FCI |
| • AES-Intellinet | • Fike   | • Ansul        |

We will ensure our employees (known to Cintas as Partners) will receive the highest level of training and certification programs available in the industry. Our NICET and ICC/NAFED certification programs and continued Professional Development will ensure our Partners are highly talented, diverse, and motivated and are compatible with our culture and professionals at what they do. When applicable we will participate in Factory Sponsored Training for all the products we use. Cintas has and will continue to provide all training compensated for Partners including a one-time bonus for achievement. As of August 1, 2011 Cintas Fire Protection had 345 NICET Certifications held by our Partners.

It is our mission to be innovation leaders who use knowledge, technology and information to improve the quality of service and documentation that are a great value to our Customers and Authorities Having Jurisdiction.

# ADVANCEMENT PROFILES

- Must attracting  
New Talent and  
develop current  
Partners
- FST Partner  
Profiles (To be  
updated for eases  
of user)



# CINTAS FIRE ADVANCEMENT TRAINING PROGRAM

	<b>Sprinkler</b> Learning Objectives	<b>Alarm</b> Learning Objectives	<b>Kitchen</b> Learning Objectives	<b>Training Methods</b> To achieve Learning Objectives	<b>Core</b> Learning Objectives
FST-In-Training "License Prep" ~0 - 6 months	<ul style="list-style-type: none"> <li>NFPA 25</li> <li>T &amp; I Procedures</li> <li>Component I.D.</li> <li>Perfect Service Visit</li> <li>Wet Systems</li> <li>High Risk Safety</li> </ul>	<ul style="list-style-type: none"> <li>NFPA 72</li> <li>T &amp; I Procedures</li> <li>Component I.D.</li> <li>Perfect Service Visit</li> <li>High Risk Safety</li> </ul>	<ul style="list-style-type: none"> <li>NFPA 17, 17a, 96</li> <li>T &amp; I Procedures</li> <li>Component I.D.</li> <li>Perfect Service Visit</li> <li>High Risk Safety</li> </ul>	<ul style="list-style-type: none"> <li>FASTart                             <ul style="list-style-type: none"> <li>Management Facilitator Guide</li> <li>Partner Guide</li> </ul> </li> <li>Training Ctr/Classroom                             <ul style="list-style-type: none"> <li>Demonstrations</li> <li>Role Plays</li> <li>Hands-On Practice</li> <li>SSR/FST Colleges</li> </ul> </li> <li>On the Job Training                             <ul style="list-style-type: none"> <li>Structured OJT - Assessments, Checkpoints</li> <li>Certified Route Trainers</li> </ul> </li> <li>External Vendors &amp; Training                             <ul style="list-style-type: none"> <li>NICET Prep</li> <li>Manufacturer Certifications</li> <li>Oklahoma State University</li> <li>FPC, Ltd.</li> <li>Bruce Carter</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>MFPA 10, 101</li> <li>Extinguisher Test, Inspection &amp; Deficiency Identification</li> <li>Exit &amp; Emergency Light Test, Inspection, def. ID, &amp; minor repairs</li> <li>Fire Hose Test, Inspection &amp; Deficiency ID</li> <li>Specialty Fire Extinguishers</li> <li>Upselling/Cold Calls</li> <li>Perfect Service Visit</li> <li>High Risk Safety</li> <li>Required License and ICC</li> <li>Certified Portable Fire Extinguisher Technician</li> </ul>
Level 1 "Work on Own" ~7 - 18 months	<ul style="list-style-type: none"> <li>NICET I</li> <li>FST College</li> <li>OSU - T &amp; I</li> <li>Dry Systems</li> <li>Troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>NICET I</li> <li>FST College</li> <li>Mfg. Cert</li> <li>Sensitivity Testing</li> <li>Troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>Mfg. Cert</li> <li>FST College</li> <li>FPC Class</li> <li>Minor Repairs</li> </ul>		
Level 2 "Advanced Skills" ~19 - 30 months	<ul style="list-style-type: none"> <li>NICET II or &gt;</li> <li>PreAction / Deluge</li> <li>5-year Obstruction</li> <li>Fire Pump</li> <li>OSU FP School</li> </ul>	<ul style="list-style-type: none"> <li>NICET II or &gt;</li> <li>Minor Repairs</li> <li>Panel Program for service</li> <li>Addl Mfg. Certs</li> </ul>	<ul style="list-style-type: none"> <li>ICC Certification</li> <li>Repair</li> <li>Install</li> </ul>		
Level 3 "Leader/Captain"	Once Level 3 is achieved, pursue additional professional development opportunities in leadership, coaching, business (i.e. financial statements)				
Career Opportunities	Lead Tech, Field Supervisor, Internal Sales Rep, Repair Tech, Service Mgr.				Sales Rep, Service Mgr., Lead SSR, FST

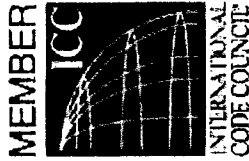
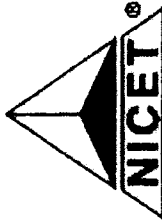
# COLLEGES & EXTERNAL CLASSES

- SSR College
- FST College
- OSU Sprinkler
- OSU Fire Pump
- FPC Kitchen
- Distributor Training



# CERTIFICATIONS

Drive certifications as a Cintas uniqueness with customers as well as Partners

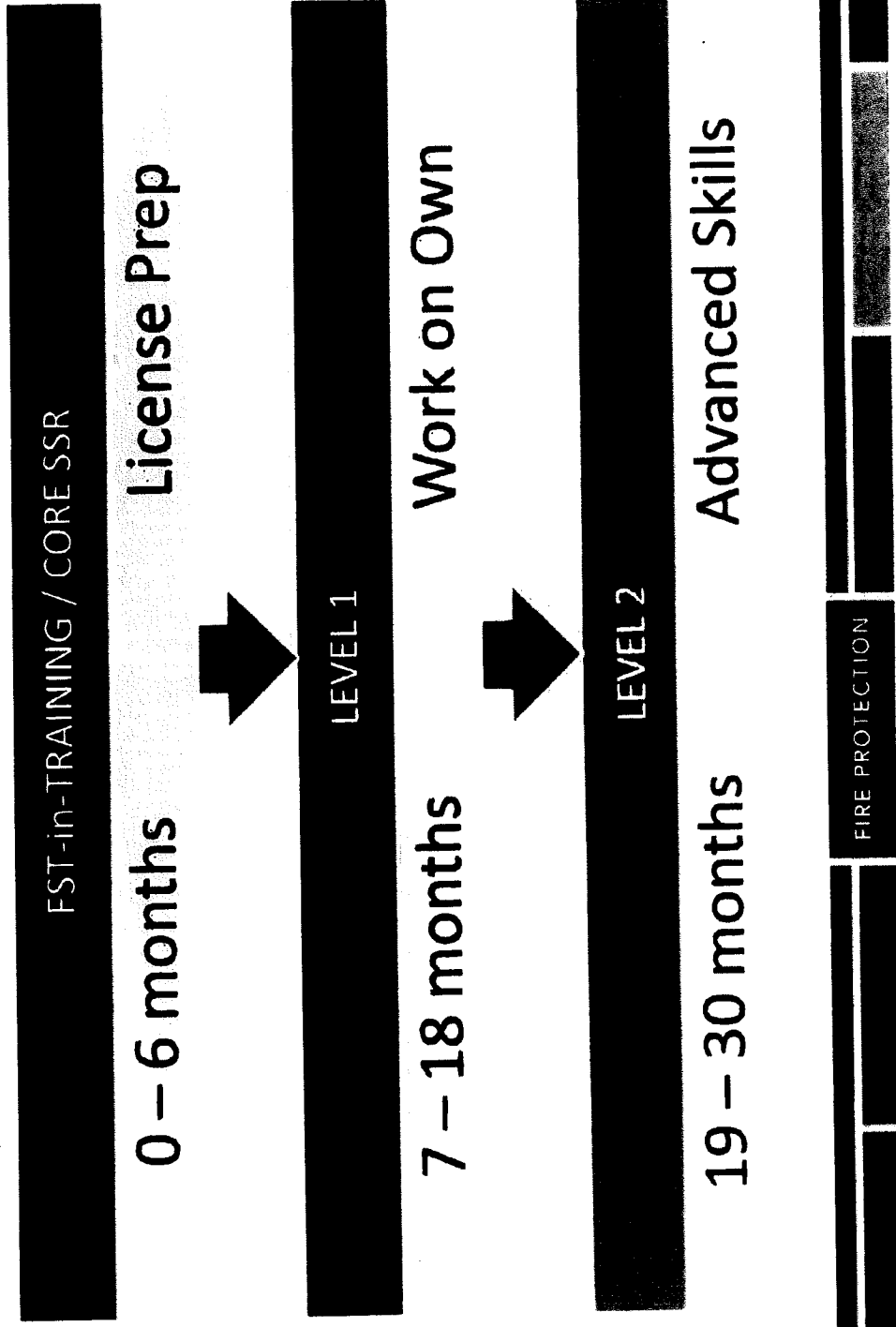


**National Fire Protection Association**  
The authority on fire, electrical, and building safety





# High Level Overview New Hire Training



*Investment, Savings  
Your Future*

## Cintas Partners' Plan at a Glance

	401(k) and Matching	Profit Sharing and ESOP
<b>What you contribute</b>	<ul style="list-style-type: none"> <li>• A portion of your salary, from 1% to 75% (up to the IRS limit);</li> <li>• Rollovers or transfers from previous plans; and</li> <li>• Catch-up contributions (for partners age 50 and over).</li> </ul>	Nothing.
<b>What Cintas contributes</b> (All Company contributions are discretionary, based on factors such as Company performance.)	Cintas may match your contributions, generally a percentage of every dollar you contribute, up to 10% of your salary.	<ul style="list-style-type: none"> <li>• Annual Profit Sharing contribution; and</li> <li>• Annual Employee Stock Ownership (ESOP) contribution.</li> </ul>
<b>Eligibility</b>	After three months of service.	After 1,000 hours of service.
<b>How you qualify for Company contributions</b> (You must meet these conditions each year in which a contribution is made.)	<p>You must:</p> <ul style="list-style-type: none"> <li>• Be employed on the last business day of the fiscal year (May 31);</li> <li>• Have at least 1,000 hours of service during the preceding plan year (January 1 - December 31);</li> <li>• Work in an eligible class (union positions are not eligible); and</li> <li>• Contribute a portion of your salary to the 401(k).</li> </ul>	<p>You must:</p> <ul style="list-style-type: none"> <li>• Be employed on the last business day of the fiscal year (May 31)</li> <li>• Have at least 1,000 hours of service during the preceding plan year (January 1 - December 31)</li> <li>• Work in an eligible class (union positions are not eligible).</li> </ul>
<b>How Company contributions are determined</b>	Percent of your contribution.	Point system based on years of service and compensation.
<b>Vesting</b> (Your ownership in the value of your account.)	<ul style="list-style-type: none"> <li>• You are always 100% vested in your personal 401(k) contributions.</li> <li>• Matching contributions are subject to a partial vesting schedule:               <ul style="list-style-type: none"> <li>--Less than two years of service.....0%</li> <li>--Two years.....20%</li> <li>--Three years.....40%</li> <li>--Four years.....80%</li> <li>--Five years.....100%</li> </ul> </li> </ul>	You are 100% vested after three years of service. There is no partial vesting.
<b>When Company contributions are made</b>	After the end of the fiscal year.	After the end of the fiscal year.
<b>How to enroll in the Plan</b>	<p>You can enroll online or by phone:</p> <ul style="list-style-type: none"> <li>• Online via the <i>Your Benefits Resources</i> Web site at <a href="http://www.hrworkways.com/cintas">www.hrworkways.com/cintas</a> (choose the <i>Your Benefits</i> tab).</li> <li>• By phone using the automated telephone system or Cintas Service Center at 1-888-256-6559.</li> </ul> <p>You will be automatically enrolled at 3% in the Plan default fund unless you opt out before your eligibility date. If you miss the opt out deadline, you may change your contributions to zero and, within 90 days of the first posting to your account, request withdrawal of the automatic contributions.</p>	You are automatically enrolled in the Profit Sharing and ESOP portion of the Plan once you meet the eligibility requirements described above.
<b>Loans</b>	<p>You may borrow up to the lesser of:</p> <ul style="list-style-type: none"> <li>• 50% of the balance on your vested 401(k), rollover, or any vested transfer contribution, minus outstanding loan balance (less the \$125 administrative fee); or</li> <li>• \$50,000, minus outstanding loan balance.</li> </ul> <p>Maximum of two loans at a time.</p>	None allowed.

(continued on back)

*Remembering  
Your Spirit*

## Cintas Partners' Plan at a Glance

	401(k) and Matching	Profit Sharing and ESOP
<b>Withdrawals</b>	<p>You cannot withdraw 401(k) contributions while an active partner, except:</p> <ul style="list-style-type: none"> <li>• In the case of certain hardships or after age 59 1/2 Rollover and after-tax can be withdrawn anytime. Withdrawal of your matching contributions is permitted under the same rules that govern your Profit Sharing and ESOP contributions.</li> </ul>	<p>You cannot withdraw PS/ESOP contributions while an active partner, except for contributions that have been in the plan for two or more years once you have attained age 65 with 10 years of vesting service.</p>
<b>Distributions</b>	<ul style="list-style-type: none"> <li>• Distribution of your 401(k) contributions is permitted in the event of termination of employment, death, disability, or retirement on or after age 65.</li> <li>• All 401(k) distributions are subject to a 30-day waiting period.</li> <li>• Distribution of your matching contributions is permitted under the same rules that govern your Profit Sharing and ESOP contributions.</li> </ul>	<ul style="list-style-type: none"> <li>• Distribution of your PS/ESOP contributions is permitted in the event of termination of employment, death, disability, or retirement on or after age 65.</li> <li>• You may request an immediate distribution upon termination of employment if:               <ul style="list-style-type: none"> <li>--Your vested Company balance is \$5,000 or under (including matching contributions); or</li> <li>--Your vested Company balance is over \$5,000 (including matching contributions) and you have either completed 15 years of service or are at least 55 years old.</li> </ul> </li> <li>• Otherwise, you must satisfy a one-year waiting period before distribution is made.</li> </ul>
<b>Plan Investments</b>	<p>Choose from the Plan's premixed retirement fund portfolios or core funds:</p> <ul style="list-style-type: none"> <li>• A retirement fund portfolio is a predetermined mix of funds that is targeted to the approximate year that you will need your savings.</li> <li>• Core funds represent different types of investments with varying degrees of potential risk and return. You control how your money is invested among these funds and can change your investment choices at any time.</li> </ul>	<ul style="list-style-type: none"> <li>• Profit Sharing contributions are invested in the same funds you chose for your 401(k) and matching contributions.</li> <li>• ESOP contributions are invested solely in the Cintas Stock Fund.</li> <li>• You may move any of your ESOP contributions to other Plan investments after three years of service.</li> <li>• You may elect to have dividends from your ESOP contributions reinvested in your ESOP account or paid in cash as taxable income.</li> </ul>

### FIVE REASONS TO ENROLL IN THE CINTAS PARTNERS' PLAN

- 1. Before-tax savings offer an important tax advantage.** Since your 401(k) contributions are deducted from your pay before any federal and state income taxes are calculated, you will pay less in income taxes. In fact, your 401(k) contributions, Company contributions, and any investment return are not taxed until they are paid to you.
- 2. Automatic payroll deductions make savings easy.** You do not have to think about setting aside money from each paycheck. Your 401(k) contributions are automatically deducted, deposited into your account, and invested according to your instructions.
- 3. Company matching contributions can help your investment grow.** If you do not save through the 401(k) portion of the Plan, you are passing up the opportunity to receive Cintas matching contributions—free contributions that can help you reach your savings goals faster.
- 4. The Plan's investment choices are managed by professionals.** Most of the investment options in the Plan are mutual funds managed by a highly experienced portfolio manager and a team of investment professionals.
- 5. Your money can go with you.** The money you save in the 401(k) portion of the Plan is always yours. If you leave the Company, you can move your savings to another employer's 401(k) or an Individual Retirement Account (IRA) with no tax penalty. Depending on how long you have worked for Cintas, you may also be able to keep some or all of the Company contributions made on your behalf to the Plan.

Your Benefits Resources is a trademark of Aon Hewitt Management Company, LLC.

Updated 1/8/14



7.

RFP No. 17-14

## Administrative Information

7251 Salisbury Rd. Suite 1  
Jacksonville, Fl. 32256  
(904) 562-7003

Jeff Atwater  
CHIEF FINANCIAL OFFICER

Julius Halas  
DIVISION DIRECTOR



Casia Sinco  
BUREAU CHIEF

Keith McCarthy  
SAFETY PROGRAM MANAGER

**FLORIDA DEPARTMENT OF FINANCIAL SERVICES**  
**DIVISION OF STATE FIRE MARSHAL**  
200 East Gaines Street - Tallahassee, Florida 32399-0342  
Tel. 850-413-3644 Fax. 850-410-2467

**CERTIFICATE OF COMPETENCY**  
**OFFICIAL COPY**

THIS CERTIFIES THAT: Michael R Ragsdale  
7251 Salisbury Road Suite 1  
Jacksonville FL 32256

BUSINESS ORGANIZATION: Cintas Fire Protection

Contractor II is limited to the execution of contracts requiring the ability to layout, fabricate, install, inspect, alter, repair, and service water sprinkler systems, water spray systems, foam-water sprinkler systems, foam-water spray systems, standpipes, combination standpipes and sprinkler risers, all piping that is an integral part of the system beginning at the point of service, sprinkler tank heaters, air lines, thermal systems used in connection with sprinklers, and tanks and pumps connected thereto, excluding pre-engineered systems.

Issue Date: 07/01/2016  
Type: 07  
Class: 12  
County: Duval  
License/Permit #: FPC14-000049  
Expiration Date: 06/30/2018



*Jeff Atwater*  
Chief Financial Officer



**2016-2017 BUSINESS TAX RECEIPT**  
**MICHAEL CORRIGAN, DUVAL COUNTY TAX COLLECTOR**  
 231 E. FORSYTH STREET, SUITE 130, JACKSONVILLE, FL 32202-3370  
 Phone: (904) 630-1916, option 3; Fax: (904) 630-1432  
 Website: www.coj.net/tc; Email: taxcollector@coj.net

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business.  
 This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period  
 October 1, 2016 through September 30, 2017.

CINTAS CORPORATION #2  
 TAX DEPARTMENT  
 7251 SALISBURY RD  
 STE 1  
 JACKSONVILLE, FL 32256

**ACCOUNT NUMBER:** 11007  
**LOCATION ADDRESS:** 7251 SALISBURY RD STE 1  
 JACKSONVILLE, FL 32256

<b>DESCRIPTION:</b>	CONTRACTOR- ALL TYPES	<b>STATE LICENSE NO.:</b>	
<b>COUNTY RECEIPT DESC:</b>	CONTRACTOR- ALL TYPES	<b>COUNTY TAX:</b>	22.50
<b>MUNICIPAL RECEIPT DESC:</b>	MC 772.309	<b>MUNICIPAL TAX:</b>	116.25
		<b>TOTAL TAX PAID:</b>	138.75

**VALID UNTIL September 30, 2017**

**\*\*\*ATTENTION\*\*\***

**THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.**  
 CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

*Michael Corrigan J.*

TAX COLLECTOR

**THIS BECOMES A RECEIPT AFTER VALIDATION.**

PAID-4093255.0004-0004 Y02 08/02/2016 138.75



**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**Company Name:** Cintas Fire Protection

**Attachment "A"**

**SUB CONSULTANT LIST**

In the space below, list all sub consultants proposed to provide primary divisions/disciplines of work for this project. (Use additional pages if needed)

Company Name	Division/Discipline	Primary Contact Name	Contact Number and Email Address
N/A			

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

Company Name: Cintas Fire Protection

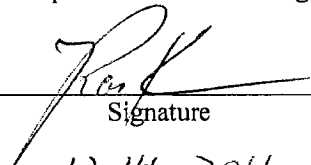
**St. Johns County Board of County Commissioners  
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Cintas Fire Protection does:  
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, 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 Florida Statute 893, as amended, 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 or plea.
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, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

  
\_\_\_\_\_  
Signature  
12-14-2016  
\_\_\_\_\_  
Date

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**St. Johns County Board of County Commissioners  
Conflict of Interest Disclosure Form**

Project (RFP) Number/Description: 17-14, Fire Sprinkler Systems Maintenance, Inspection and Repairs

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

---

Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: \_\_\_\_\_

Ronald L. Kaneer

Authorized Representative(s) : \_\_\_\_\_

[Signature]

Signature

CHAD JOHNSON - SALES MANAGER

Print Name/Title

Signature

Print Name/Title

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**AFFIDAVIT**

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA COUNTY OF DUVAL. Before me, the undersigned authority, personally appeared CHAD JOHNSON who, being duly sworn, deposes and says he is GENERAL MANAGER (Title) of CINTAS F61 JACKSONVILLE (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 17-14, Fire Sprinkler System Maintenance, Inspection and Repairs.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Kon Kaner  
(Proposer)

By CHAD JOHNSON  
[Signature]  
(Signature)

STATE OF Florida  
COUNTY OF Duval

GM F61 JACKSONVILLE  
(Title)

Subscribed and sworn to before me this 14<sup>th</sup> day of December, 2016, by Chad Johnson who personally appeared before me at the time of notarization, and who is personally known to me or who has produced personally known as identification.

[Signature]  
Notary Public



My commission expires: \_\_\_\_\_

**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**

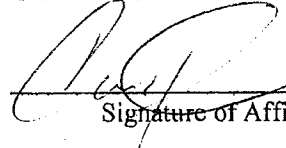
REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Cintas Corporation #2 being of lawful age and being duly sworn I, Chad Johnson, as General Manager FL Jacksonville (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

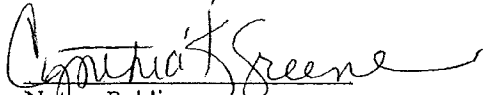
1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 14 day of December, 2016.

  
Signature of Affiant

STATE OF Florida  
COUNTY OF Duval

Subscribed and sworn to before me this 14<sup>th</sup> day of December, 2016, by Chad Johnson who personally appeared before me at the time of notarization, and who is personally known to me or who has produced personally known as identification.

  
Notary Public

My commission expires:  
\_\_\_\_\_





## St. Johns County Board of County Commissioners

Purchasing Division

December 6, 2016

### ADDENDUM #1

**To: Prospective Bidders**

**From: St. Johns County Purchasing Department**

**Subject: RFP No. 17-14, Fire Sprinkler System Maintenance, Inspection and Repair**

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Leigh A. Daniels, CPPB; 500 San Sebastian View; St. Augustine, FL 32084.**

#### Questions:

1. Could you tell me the estimated project value for the project?

**Answer: The department annual budget is \$30,000.00**

2. Are you looking for the vendor to perform all NFPA required tests and inspections on a quarterly and less frequently basis (ie: quarterly, semi-annually, annually, 3 yr., & 5 yr.) or do you expect all daily, weekly, and monthly requirements to be done as well?

**Answer: The County is only looking for quarterly, semi-annual, annual, 3 yr. and 5yr. inspections.**

3. Per NFPA 25 Table 13.1.1.2 under testing, Dry Pipe Valves, Full Flow Trip Test is required every 3 years. Would you like pricing for that as well?

**Answer: Yes, the County will need pricing for the 3 yr. testing. Please use updated Inspection Price List attached to this addendum.**

4. Are the inspections to be done during regular business hours?

**Answer: Yes**

5. How many Fire Hydrants require inspections and what are their locations?

**Answer: The Fire Hydrant inspections have been removed from the RFP specifications.**

6. How many backflows require inspection and what are their locations?

**Answer: The Backflow inspections have been removed from the RFP specifications.**

7. Will work be performed during normal business hours, if not which locations will require weekends and after hours?

**Answer: Work will only be required during normal business hours. Monday-Friday 8:00 am to 5:00 pm.**

8. What locations will require lifts for inspections or quinquennials?

**Answer: There are no locations that require a lift.**

9. Which location has the NOTED\* WET PIPE NITROGEN INERTIN?

**Answer: As stated on the location sheet, the Ponte Verda Library.**

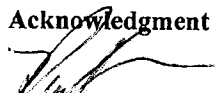
**Deletions:**

Delete all reference to backflow and hydrants under Scope of Work, Services, A. Inspections under Item # 5. No work will be done to backflows or hydrants.

**THE RFP DUE DATE REMAINS December 15, 2016 AT 4:00 P.M.**

**Acknowledgment**

**Sincerely,**

  
Signature and Date

Leigh A. Daniels, CPPB  
Senior Buyer

Ron Kaneer Sales  
Printed Name/Title

Cintas Fire Protection  
Company Name (Print)

**END OF ADDENDUM NO. 1**



**ST. JOHNS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 17-14  
REQUEST FOR PROPOSALS**

**Fire Sprinkler Systems Maintenance, Inspection and Repair**

**St. Johns County Purchasing Department**

**500 San Sebastian View**

**St. Augustine FL 32084**

**Final: 11/08/16**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIR**

**TABLE OF CONTENTS**

- I. Advertisement**
  
- II. Introduction**
  - A. Purpose
  - B. RFP Contact Information for Questions
  - C. Addenda
  - D. Due Date & Location
  - E. RFP Response Packaging Instructions
  - F. Evaluation of Responses
  - G. Evaluation Criteria
  - H. Contract Award
  - I. Contract Performance
  
- III. General Requirements**
  - A. Project Description
  - B. Scope of Work
  - C. Sub-Consultants
  
- IV. Contract Requirements**
  - A. Insurance Requirements
  - B. Licenses/Permits/Fees
  - C. Contract Agreement & Term
  - D. Governing Laws & Regulations
  - E. Termination
  - F. Indemnification
  - G. Trade Secrets
  - H. Public Records
  - I. Use of County Logo
  
- V. Request for Proposals Submittal Requirements**
  - A. Respondent Responsibilities
  - B. RFP Package Submittal Format
  - C. RFP Package Components
  
- VI. Evaluator's Score Sheet Example**
  
- VII. Attachments / Forms**
  
- VIII. Optional Checklist**
  
- IX. Sealed RFP Mailing Label**

**ST. JOHNS COUNTY, FL – RFP NO: 17-14 FIRE SPRINKLER SYSTEMS MAINTENANCE,  
INSPECTION AND REPAIR**

**PART I: ADVERTISEMENT**

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 17-14, Fire Sprinkler Systems Maintenance, Inspection and Repair**. Interested and qualified respondents may submit RFP Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. All RFP Packages are due by or before 4:00PM (EST) on **Thursday, December 15, 2016**. Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

The contractor shall be responsible for providing any and all necessary labor, equipment, materials and supervision required to perform comprehensive service, repair, maintenance, and inspection of fire sprinkler systems at various locations throughout St. Johns County.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website [www.demandstar.com](http://www.demandstar.com), or by calling 800-711-1712 and requesting Document **#17-14**. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

A **Non-Mandatory Pre-Proposal Meeting** shall be held at the St. Johns County Administration Building- Aviles Conference Room, 500 San Sebastian View, St. Augustine FL 32084 on **Tuesday, November 29, 2016 at 10:00AM**. All firms interested in submitting a proposal package are invited to attend this meeting.

Any and all questions or requests for information relating to this Request for Qualification shall be **submitted in writing** by or before close of business (4:00PM) on **Monday, November 28, 2016**.

**Contact Information:** Leigh Daniels, CPPB, Senior Buyer  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
Email: [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)  
Phone: (904) 209-0154  
Fax: (904) 209-0155

**Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.**

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP 17-14, Fire Sprinkler Systems Maintenance, Inspection and Repair**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) original paper submittal and one (1) electronic disc OR one (1) USB flash drive containing one (1) PDF of the original documents of the RFP Package which shall include all required documents and any supplemental information.

**Deliver or Ship RFP Packages to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084

*Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.*

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition,

procedure or specification with respect to any bid, invitation, solicitation of proposals or request for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

## **PART II: INTRODUCTION**

### **A. Purpose:**

St. Johns County Purchasing Department on behalf of Building Operations is accepting sealed Request for Proposals packages from qualified and experienced firms to provide any and all necessary labor, equipment, materials and supervision required to perform comprehensive service, repair, maintenance, and inspection of fire sprinkler systems at various locations throughout St. Johns County.

### **B. RFP Contact Information for Questions:**

Any and all questions or requests for information relating to this Request for Proposal shall be submitted in writing by or before close of business (4:00PM) on Monday, December 5, 2016.

**Contact Information:** Leigh Daniels, CPPB, Senior Buyer  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
Email: [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)  
Phone: (904) 209-0154  
Fax: (904) 209-0155

**Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.**

### **C. Addenda:**

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on [www.demandstar.com](http://www.demandstar.com). Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

### **D. Due Date & Location:**

Packages submitted in response to this Request for Proposal must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on **Thursday, December 15, 2016**. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

**RFP Packages shall be delivered to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084

### **E. RFP Response Packaging Instructions:**

1. To be considered, submit one (1) original paper submittal and one (1) electronic disc or one (1) USB flash drive containing one (1) PDF of the original documents of the RFP Package which shall include all required documentation and any supplemental information.
2. RFP Packages must be in a **SEALED** envelope/container and clearly marked on the exterior of the package: **"RFP No: 17-14, Fire Sprinkler Systems Maintenance, Inspection and Repair"**.
3. Each package submitted must also have the respondent's company name and mailing address marked plainly on

the exterior of the envelope/container.

4. For convenience, affix label, found at the end of this RFP document, to sealed envelope/container.

**F. Evaluation of Responses:**

All properly submitted RFP Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFP Packages submitted, a copy of the RFP Document with all issued Addenda, and an Evaluator's Score Sheet. The Team shall then evaluate each RFP Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual. Scores for each Respondent shall be recorded on the Evaluator's Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the firms' scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to / negotiate with the firm whose proposal best serves the interest of the County.

**G. Evaluation Criteria:**

It is the intention of St. Johns County to evaluate, and rank the respondents that submit RFP Packages from highest to lowest utilizing the evaluation criteria listed below.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Cost	0
B. Cost (Score)	20
C. Project Approach	40
D. Professional Qualifications	30
E. Quality of Submittal	10
<b>Total Points Possible:</b>	<b>100</b>

**H. Contract Award:**

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

**I. Contract Performance:**

At any point in time during the term of the Contract with the awarded Contractor, County Staff may review records of performance to ensure that the Contractor is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Contractor no longer possesses the financial support, equipment and organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

## **PART III: GENERAL REQUIREMENTS**

### **A. Project Description:**

#### **OVERVIEW**

The St. Johns County is currently seeking proposals for a qualified and experienced professional firm to provide any and all necessary labor, equipment, materials and supervision required to perform comprehensive service, repair, maintenance, and inspection of fire sprinkler systems at various locations throughout St. Johns County.

### **B. Scope of Work:**

#### **Services**

##### **A. Inspections**

- 1) All inspections shall be performed in accordance with standard procedures and practices as approved by the State of Florida, NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems, and/or any other applicable laws, ordinances or codes, in conjunction with the described procedures outlined in section H. If a conflict or difference should arise between any of the applicable Federal, State, and local laws, statutes, ordinances, and/or codes, or with the outlined testing procedures contained within this document, the more stringent shall prevail.
- 2) The Contractor shall furnish all labor and equipment necessary to inspect and certify all St. Johns County fire sprinkler systems. At all times, the contractor's crew shall have present an individual with a NICET II or higher level certification in water-based suppression system inspection and testing, who has responsibility for the overall testing.
- 3) The Contractor shall furnish all necessary documentation and inspection reports, and discuss the results of each inspection with maintenance personnel before leaving the premises with special emphasis on any noted deficiencies and recommended corrective actions. A copy of the report shall be emailed in PDF format and two (2) copies of certification, inspection reports, and certificates shall be furnished to the Building Operations Superintendent.
- 4) All tests and inspections shall be coordinated with the Building Operations Superintendent's office so as not to disturb the daily business of the offices at the various facilities.
- 5) Contractor shall thoroughly test, inspect, examine, adjust, and calibrate as necessary all water-based fire suppression systems, including fire pumps, private site hydrants, backflow preventers, standpipes, and related appurtenances in accordance with the NFPA 25 inspections schedule. Any deficiencies shall be photographed and noted in the report.
- 6) Annual inspections shall be completed within 48 hours of commencement and documentation furnished and/or posted a maximum of two (2) weeks from completion date of inspection. Failure to comply with this provision shall result in a penalty of \$50.00 per day being assessed for each day over two (2) weeks after date of completing the inspection. The contractor shall be held harmless for delays due to strikes, fires, transportation difficulties of other causes beyond the Contractor's control.
- 7) Every effort will be made by the Building Operations Department to cooperate fully with the contractor during the course of the inspection, but it is the Contractor's responsibility to perform the inspections in a professional and timely fashion and in full accordance with the specifications.
- 8) The Contractor shall make special note of any design or operational deficiencies that are discovered in the course of inspection activities, although it is not within the scope of NFPA 25. The Contractor will not be held liable in this effort for any deficiencies that are not recognized and the purpose is solely to assist county personnel in identifying and correcting life safety system deficiencies. Any design or operational deficiencies shall be photographed and noted in the report.

##### **B. System Testing**

- 1) Contractor shall test water-based suppression systems quarterly, semi-annually, and annually by testing all fire sprinkler systems, and/or peripherals including standpipes, fire pumps, risers, flow switches, alarm devices, main drains, gauges, sprinklers, valves, drains, fire pumps, and all other devices attached to and/or related to the fire sprinkler system in accordance with the attached NFPA 25: Standard for Inspection, Testing and Maintenance of Water Based Fire Protection Systems, 2014 Edition. Contractor shall also perform quinquennial obstruction

inspections and replacement of all system gauges in accordance with the same.

- 2) After completion of all above requirements, Contractor shall correct all disarming features and restore alarm panel to normal operating condition ready for emergency action, then report to the Building Operations Superintendent that the testing has been completed. Annual inspections shall be coordinated to coincide with annual fire alarm testing.
- 3) The Contractor shall advise the Building Operations Superintendent when the next scheduled test is to be conducted, have the Building Operations Superintendent sign all reports and submit a digital copy as required by section D.
- 4) Contractor shall furnish documentation in the form of inspection reports addressing the testing and inspection set forth in NFPA 25, Annex B that is applicable to the work being performed, listing St. Johns County as owner, and indicating the location or description of the system inspected/serviced. All equipment failures or devices nearing failure, repairs made, or action to be taken shall also be listed.
- 5) Contractor shall coordinate testing activities with site maintenance personnel so that annual test activities are scheduled to coincide with fire alarm testing at the site. The Contractor shall take special care to make sure that "interface components" between the fire alarm and water-based fire suppression systems are completely tested, such as dry riser low-pressure and flow indication switches, preaction system interlock, tamper switch, etc.

#### **C. Service & Inspection Reports**

Reports shall be completed for every regular inspection and/or emergency call provided by the contractor. Reports will indicate the date the service was provided, location of the service, defects discovered, and an itemized listing of the materials and/or devices provided (labor and material). Reports shall be signed by the Building Operations Superintendent or their designee. A digital copy, in PDF format, including photos of any deficiencies found during the inspection, shall be submitted upon completion. Inspection tags shall be placed by the technician in accordance with NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems, whenever the system or associated devices are serviced and /or repaired.

#### **D. Repairs & Defects**

- 1) If repair or replacement of any device(s) or part(s) of the fire sprinkler system(s) is required, the contractor shall verbally notify the Building Operations Superintendent immediately, and shall provide written notice of such within 24 hours after the discovery of the deficiency(s). Said notice shall contain the nature of the deficiencies and shall include a description of any remedial work that may be required.
- 2) All equipment, materials, and workmanship are to be warranted against defects for one (1) year from the date of completion. Any substitutions of equipment or material must be approved by the Building Operations Superintendent before installation.
- 3) If repairs and/or replacement of parts is/are required due to freeze damage, lightning damage, vandalism, normal wear & tear, etc., Contractor shall provide a written proposal outlining scope of work and cost. Repairs and/or replacements shall be made in full compliance with all terms and conditions specified herein, and billed according to section I.

#### **E. Parts & Components**

- 1) The Contractor shall repair or replace worn parts or complete components using only equipment that is UL listed, FM Approved, or that is listed by a laboratory provided in OSHA's list of nationally recognized testing laboratories, and manufacturer's approved equipment and replacement parts or components
- 2) The Contractor shall have available locally or be able to source within 24 hours in an emergency, all equipment and components as needed to restore system to proper working order.
- 3) Where joint venture and/or subcontractor arrangements are proposed, the contractor shall also submit the applicable information items for each joint venture and/or subcontractor.

#### **F. Warranty**

Contractor shall furnish a **one year warranty** for the labor and materials associated with any repairs.

#### **G. Emergency Service Calls**

- 1) Rapid response to emergency repair calls is of the utmost importance. In order to ensure minimal downtime caused by equipment malfunction, the Contractor, when notified or requested shall respond on site within three (3) hours from the time the call is received by the contractor when emergency service is required. Emergency service shall be available 24 hours per day, 7 days per week.

- 2) The Contractor shall provide all labor, materials, supplies, tools, and equipment necessary for emergency and preventative maintenance services for fire sprinkler systems.
- 3) All work shall be in accordance with the currently adopted edition of the Florida Fire Prevention Code and NFPA standards and shall comply with manufacturer's recommendations. If, while this agreement is in effect, any fire codes are amended in such a manner as to require modification of the services rendered or mandate changes in equipment, the Contractor shall notify St. Johns County in writing. Any additional charges, service and/or equipment required to maintain compliance shall be negotiated at that time, and a written proposal furnished to the Building Operations Superintendent.

**H. Safety & Security**

- 1) All necessary areas will be made accessible, either under escort or by other means, but the contractor shall be aware that the all St. Johns County facilities shall be treated as secure facilities, and shall govern themselves and their employees accordingly. Established security policies and procedures shall be followed at all times while on any St. Johns County Premises. Contractor employees shall, at all times while working for St. Johns County, conspicuously display photo identification that shall include, at a minimum, employee name, company name, address and telephone number.
- 2) All areas in which the Contractor conducts work shall be left in a clean and orderly condition. All work shall be conducted in a safe, courteous and professional manner.

## I. Locations

Facility	Address	# of Systems	Wet	Dry	Pre-Action	Antifreeze Loop	FDC	Fire Pump
Administration	500 San Sebastian View	4	2	1	1	0	4	0
Courthouse	4010 Lewis Speedway	8	8	0	0	1	2	1
Courthouse East	4010 Lewis Speedway	1	1	0	0	0	1	0
Service Center	4030 Lewis Speedway	1	1	0	0	0	1	0
Permit Center	4040 Lewis Speedway	3	3	0	0	0	1	0
Health & Human Services	200 San Sebastian View	4	2	0	2	0	1	0
Julington Creek Annex	725 Flora Branch Blvd	1	0	1	0	0	1	0
Southeast Annex	6658 US 1 S	1	1	0	0	0	1	0
Main Library	1960 Ponce de Leon Blvd	1	1	0	0	0	1	0
Bartram Trail Library	60 Davis Pond Blvd	1	0	1	0	0	1	0
Southeast Library	6670 US 1 S	1	1	0	0	0	2	0
Anastasia Library	124 Seagrove Main St	1	1	0	0	0	1	0
Ponte Vedra Library*	101 Library Blvd.	1	1	0	0	1	1	0
Solomon Calhoun	1300 Duval Street	1	1	0	0	0	1	0
Ponte Vedra Concert Hall	1050 A1A N	1	1	0	0	0	1	0
Amphitheatre	1340 A1A S	1	1	0	0	0	1	0
The Players Senior Ctr	175 Landrum Ln	2	1	1	0	0	1	0
Davis Park	210 Davis Park Rd	1	1	0	0	0	1	0
Plantation Park	3140 Racetrack Rd	1	1	0	0	0	1	0
Rivertown Park	200 Swamp Oak Tr	1	1	0	0	0	1	0
Fire Rescue Admin	3657 Gaines Rd	1	1	0	0	0	0	0
Station 6	5865 A1A S	1	1	0	0	0	1	0
Station 8	7985 Morrison Rd	1	1	0	0	0	1	0
Station 9	2998 South Ponte Vedra Blvd	1	1	0	0	0	1	0
Station 12	4505 Avenue A	1	1	0	0	0	1	0
Station 15	220 Pine Island Rd	1	1	0	0	0	1	0
Station 16	235 Murabella Pkwy	1	1	0	0	0	1	0
Station 17	10001 Cartwheel Bay Ave.	1	1	0	0	0	1	0
Station 18	1055 Crosswater Pkwy	1	1	0	0	0	1	0
Jail	3955 Lewis Speedway	31	1	4	26	0	1	1
Maintenance Building	3955 Lewis Speedway	1	1	0	0	0	1	0
Work Release Building	3955 Lewis Speedway	1	1	0	0	0	1	0
Transportation Building	3955 Lewis Speedway	1	1	0	0	0	1	0
Old Work Release/Annex	3955 Lewis Speedway	1	1	0	0	0	1	0
Supervisor of Elections	4455 Ave A	1	1	0	0	0	1	0
Utilities Admin	1205 SR 16	1	1	0	0	0	1	0
EOC	100 EOC Dr.	1	1	0	0	0	1	0
<b>TOTALS</b>		<b>81</b>	<b>44</b>	<b>8</b>	<b>29</b>	<b>2</b>	<b>39</b>	<b>2</b>

\*includes a Wet Pipe Nitrogen Inerting (WPNI) system

**NFPA 25: Standard for Inspection, Testing and Maintenance of Water Based Fire Protection Systems, 2014 Edition.**

**Table 5.1.1.2 Summary of Sprinkler System Inspection, Testing, and Maintenance**

Item	Frequency	Reference
<b>Inspection</b>		
Gauges (dry, preaction, and deluge systems)	Weekly/monthly	5.2.4.2, 5.2.4.3, 5.2.4.4
Control valves		Table 13.1
Waterflow alarm devices	Quarterly	5.2.5
Valve supervisory alarm devices	Quarterly	5.2.5
Supervisory signal devices (except valve supervisory switches)	Quarterly	5.2.5
Gauges (wet pipe systems)	Monthly	5.2.4.1
Hydraulic nameplate	Quarterly	5.2.6
Buildings Annually (prior to freezing weather)		4.1.1.1
Hanger/seismic bracing	Annually	5.2.3
Pipe and fittings	Annually	5.2.2
Sprinklers	Annually	5.2.1
Spare sprinklers	Annually	5.2.1.4
Information sign	Annually	5.2.6.1
Fire department connections		Table 13.1
Valves (all types)		Table 13.1
Obstruction, internal inspection of piping	5 years	14.2
<b>Test</b>		
Waterflow alarm devices		
Mechanical devices	Quarterly	5.3.3.1
Vane and pressure switch type devices	Semiannually	5.3.3.2
Valves supervisory alarm devices		Table 13.1
Supervisory signal devices (except valve supervisory switches)		Table 13.1
Main drain		Table 13.1
Antifreeze solution	Annually	5.3.4
Gauges	5 years	5.3.2
Sprinklers — extra-high temperature	5 years	5.3.1.1.1.4
Sprinklers — fast-response	At 20 years and every 10 years thereafter	5.3.1.1.1.3
Sprinklers	At 50 years and every 10 years thereafter	5.3.1.1.1
Sprinklers	At 75 years and every 5 years thereafter	5.3.1.1.1.5
Sprinklers — dry	At 10 years and every 10 years thereafter	5.3.1.1.1.6
<b>Maintenance</b>		
Valves (all types)		Table 13.1
Low-point drains (dry pipe system)		13.4.4.3.2
Sprinklers and automatic spray nozzles protecting commercial cooking equipment and ventilation systems	Annually	5.4.1.9
<b>Investigation</b>		
Obstruction		14.3

**Table 13.1.1.2 Summary of Valves, Valve Components, and Trim Inspection, Testing, and Maintenance**

Item	Frequency	Reference
<b>Inspection</b>		
<i>Control Valves</i>		
Sealed	Weekly	13.3.2.1
Locked	Monthly	13.3.2.1.1
Tamper switches	Monthly	13.3.2.1.1
<i>Alarm Valves</i>		
Exterior	Monthly	13.4.1.1
Interior	5 years	13.4.1.2
Strainers, filters, orifices	5 years	13.4.1.2
<i>Check Valves</i>		
Interior	5 years	13.4.2.1
<i>Preaction/Deluge Valves</i>		
Enclosure (during cold weather)	Daily/weekly	13.4.3.1
Exterior	Monthly	13.4.3.1.6
Interior	Annually/5 years	13.4.3.1.7

Strainers, filters, orifices	5 years	13.4.3.1.8
<i>Dry Pipe Valves/ Quick-Opening Devices</i>		
Gauges	Weekly/monthly	13.4.4.1.2.4, 13.4.4.1.2.5
Enclosure (during cold weather)	Daily/weekly	13.4.4.1.1
Exterior	Monthly	13.4.4.1.4
Interior	Annually	13.4.4.1.5
Strainers, filters, orifices	5 years	13.4.4.1.6
<i>Pressure Reducing and Relief Valves</i>		
Sprinkler systems	Quarterly	13.5.1.1
Hose connections	Annually	13.5.2.1
Hose racks	Annually	13.5.3.1
Fire Pumps		
Casing relief valves	Weekly	13.5.7.1, 13.5.7.1.1
Pressure relief valves	Weekly	13.5.7.2, 13.5.7.2.1
<i>Backflow Prevention Assemblies</i>		
Reduced pressure	Weekly/monthly	13.6.1
Reduced pressure detectors	Weekly/monthly	13.6.1
<i>Fire Department Connections</i>	Quarterly	13.7.1
<b>Testing</b>		
<i>Main Drains</i>	Annually/quarterly	13.2.5, 13.2.5.1,
13.3.3.4		
<i>Waterflow Alarms</i>	Quarterly/semiannually	13.2.6
<i>Control Valves</i>		
Position	Annually	13.3.3.1
Operation	Annually	13.3.3.1
Supervisory	Semiannually	13.3.3.5
<i>Preaction/Deluge Valves</i>		
Priming water	Quarterly	13.4.3.2.1
Low air pressure alarms	Quarterly/annually	13.4.3.2.13,
13.4.3.2.14		
Full flow	Annually	13.4.3.2.2

**Table 13.1.1.2 Continued**

<b>Item</b>	<b>Frequency</b>	<b>Reference</b>
<i>Dry Pipe Valves/ Quick-Opening Devices</i>		
Priming water	Quarterly	13.4.4.2.1
Low air pressure alarm	Quarterly	13.4.4.2.6
Quick-opening devices	Quarterly	13.4.4.2.4
Trip test	Annually	13.4.4.2.2
Full flow trip test	3 years	13.4.4.2.2.2
<i>Pressure Reducing and Relief Valves</i>		
Sprinkler systems	5 years	13.5.1.2
Circulation relief	Annually	13.5.7.1.2
Pressure relief valves	Annually	13.5.7.2.2
Hose connections	5 years	13.5.2.2
Hose racks	5 years	13.5.3.2
<i>Backflow Prevention Assemblies</i>	Annually	13.6.2
<b>Maintenance</b>		
<i>Control Valves</i>	Annually	13.3.4
<i>Preaction/Deluge Valves</i>	Annually	13.4.3.3.2
<i>Dry Pipe Valves/ Quick-Opening Devices</i>	Annually	13.4.4.3

**Table 6.1.1.2 Summary of Standpipe and Hose Systems Inspection, Testing, and Maintenance**

<b>Item</b>	<b>Frequency</b>	<b>Reference</b>
<b>Inspection</b>		
Control valves		Table 13.1
Pressure regulating devices		Table 13.1
Piping	Annually	6.2.1
Hose connections		Table 13.1
Cabinet	Annually	NFPA 1962
Gauges	Weekly	6.2.2
Hose	Annually	NFPA 1962
Hose storage device	Annually	NFPA 1962
Hose nozzle	Annually and after each use	NFPA 1962
Hydraulic design information sign	Annually	6.2.3
<b>Test</b>		
Waterflow alarm devices		Table 13.1
Valve supervisory alarm devices		Table 13.1
Supervisory signal devices (except valve supervisory switches)		Table 13.1
Hose storage device	Annually	NFPA 1962
Hose	5 years/3 years	NFPA 1962
Pressure control valve		Table 13.1
Pressure reducing valve		Table 13.1
Hydrostatic test	5 years	6.3.2
Flow test	5 years	6.3.1
Main drain test		Table 13.1
<b>Maintenance</b>		
Hose connections	Annually	Table 6.1.2
Valves (all types)	Annually/as needed	Table 13.1

**Table 8.1.1.2 Summary of Fire Pump Inspection, Testing, and Maintenance**

<b>Item</b>	<b>Frequency</b>	<b>Reference</b>
<b>Inspection</b>		
Pump house, heating ventilating louvers	Weekly	8.2.2(1)
Fire pump system	Weekly	8.2.2
<b>Test</b>		
Pump operation		8.3.1
No-flow condition		
Diesel engine driven fire pump	Weekly	
Electric motor driven fire pump	Monthly	
Flow condition	Annually	8.3.3
Fire pump alarm signals	Annually	8.3.3.5
<b>Maintenance</b>		
Hydraulic	Annually	8.5
Mechanical transmission	Annually	8.5
Electrical system	Varies	8.5
Controller, various components	Varies	8.5
Motor	Annually	8.5
Diesel engine system, various components	Varies	8.5

**C. Sub-Consultants:**

If the Consultant elects to sub-contract with any firm, for any portion of the work, the Consultant shall be responsible for all work performed by any sub-contract and the Consultant shall not be relieved of any obligations under this Contract.

Each Respondent shall submit a list of proposed sub-contracts to be used if awarded the contract. Each Respondent must complete Attachment "A" – List of Sub-Consultants, and attach a copy of any and all licenses and certificates for each sub-contract listed and submit with each copy of the RFP Package. If no sub-contracts are proposed, so state there on.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-contracts to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Respondent then may, at his option, withdraw his RFP Package, or submit an acceptable substitute at no increase in price. If the Respondent fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Consultant, Contractor, Subcontractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-contracts and other persons and organizations proposed by the Respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

**PART IV: CONTRACT REQUIREMENTS**

**A. Insurance Requirements:**

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability

to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

**B. Licenses, Permits & Fees:**

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

**C. Contract Agreement & Term:**

The intent of this RFP is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated the County will issue a professional services contract for the duration of the project.

If awarded, the initial contract term shall be for a period of five (5) calendar years, providing satisfactory performance has been maintained by the Contractor, and availability of funding. The contract may be renewed in with one (1) five (5) year renewal. This contract renewal shall be contingent upon the availability of funds, satisfactory performance by the Contractor, and approval by the appropriate St. Johns County representatives. The County is under no obligation to exercise any of the available renewals. All renewals available under this contract are optional to the County.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP.

**D. Governing Laws & Regulations:**

It shall be the responsibility of the Contractor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

**E. Termination:**

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Contractor shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Contractor.

**F. Indemnification:**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**In claims against any person or entity indemnified under this Paragraph by an employee of the Contractor, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor a Subcontractor under workers' compensation acts, disability benefits acts or other employee benefit acts.**

**G. Trade Secrets:**

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

**H. Public Records:**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Qualifications and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

**I. Use of County Logo:**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

**PART V: REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS**

**A. Respondent Responsibilities:**

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposals. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposals shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposals, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

**B. RFP Package Submittal Format:**

All RFP Packages must follow the same format, and shall be evaluated partially based on the Respondent's ability to follow the instructions herein. To receive points from evaluation, the RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

**The Quality of Submittal scoring for proposals will be based on the format, the organization, and the attention to detail.**

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	RFP Qualification Cover Page
2	Cover Letter
3	Cost
4	Project Approach
5	Professional Qualifications
6	Quality of Submittal
7	Administrative Information

**C. RFP Package Components:**

All of the components outlined below must be included with the copy of the RFP Package and submitted as follows: one (1) original on 8 1/2" X 11" pages, numbered, with headings typewritten with no smaller than 10 size font and sections and sub-sections identified appropriately. All documentation shall be exact order and format as shown below. No exceptions to this format will be accepted. The goal of the required format is to simplify the proposal preparation and evaluation process, and to ensure that all proposals receive the same orderly review.

**Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package. Should a package be submitted with the County's seal/logo included, the County reserves the right to find the submitting firm non-responsive to the requirements stated herein, which may result in the respondent being removed from consideration for award of a contract under this RFP.**

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified as follows:

**Section 1: RFP Qualification Cover Page (Complete and Submit)**

**Section 2: Cover Letter**

Provide a one or two page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. No electronic signature will be accepted.

The cover letter should include the following:

- The Respondent Company type (sole proprietorship, partnership, corporation, joint venture, etc.), Company name and business address – must include location address of office that will administer this Contract
- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent's organization who will respond to questions regarding the submitted RFP Package
- Highlights of the Respondent's qualifications and ability to perform the project services

- Indicate whether bidder/proposer has ever filed an administrative or judicial action with any State agency or Stat court, and if so, what were the grounds/reasons, and what was the ultimate outcome?

### **Section 3: Cost**

The proposal shall include the Inspection Price List. Price List will include quarterly, semi-annual, annual, and 5 year inspections. The Total Annual price submitted on price list includes quarterly, semi-annual, annual inspections. A separate cost for labor rates and markup of parts must be included in proposal. No more than 20% will be accepted on markup on parts.

The County shall not be responsible for the reimbursement of any costs not specifically set forth in the firm's proposal. In addition, the County shall reserve the right to accept any part of the proposer's fee schedule and to negotiate any charges contained therein, unless otherwise qualified by the proposer.

### **Section 4: Project Approach**

Provide a detailed narrative which demonstrates the correlation between your firm's work plan & approach and the specific requirements of this contract.

The firm's start-up plan and the specific measures your firm will take to effectively transition into this service role.

The firm's approach to inspection of the equipment listed in Section I: Locations list.

The firm's communication plan and support services with the County's personnel.

### **Section 5: Professional Qualifications**

Provide a detailed narrative which demonstrates the correlation between your firm's experience and qualifications and the specific requirements of this contract.

Provide proof of all licenses required by the County, State and other Regulatory Agencies require to provide the services outlined in the RFP.

List at least three (3) references for your firm showing performance of similar work preferably for similar size Florida governmental entities.

### **Section 6: : Quality of Submittal**

In the section the quality of submittal will be based on the format, the organization and the attention to detail of the respondents proposal.

### **Section 7: Administrative Information**

Please include the following:

- Proper and valid licensing to conduct business in the State of Florida
- Proof of Liability Insurance and its limits
- Sub Consultant List - Attachment "A"
- Drug Free Work Place Form (Complete and Submit)
- Conflict of Interest Declaration (Complete and Submit)
- RFP Affidavit (Complete and submit)
- RFP Affidavit of Solvency (Complete and Submit)
- Acknowledged Addenda

Purchasing Department  
 St. Johns County Board of County Commissioners  
**Definitions of Evaluation Criteria for  
 Ranking of Consultants**

**A. Cost (Dollars)**

Enter the consultants' proposed dollar amount.

**B. Cost (Score)**

Price is included as one of the evaluation criteria; the lowest priced proposal should receive the maximum weighted score for the price criteria. The other proposals should receive a percentage of the weighted score based on the percentage differential between the lowest proposal and the other proposals in accordance with the following example:

Vendor	Proposed Price	Percentage	By	Weight	Equals	Weighted Score***
A	\$20,000	100	X	20	=	20
B	\$25,000	80*	X	20	=	16
C	\$28,000	71**	X	20	=	14

\* Vendor B's percentage is  $\$20,000 \div \$25,000 = 80\%$

\*\* Vendor C's percentage is  $\$20,000 \div \$28,000 = 71\%$

\*\*\* Weighted Score shall be rounded to nearest whole number

The price evaluation and calculation may be revised to conform to the needs for each individual RFP selection. *This will be graded on a 0 – 20 scale.*

**C. Project Approach (0 to 40 points)**

Respondent shall exhibit the work plan & approach of maintenance, inspections and repairs required. *This will be graded on a 0 – 40 scale.*

**D. Professional Qualifications (0 to 30 points)**

Respondent shall exhibit the capabilities, experience and adequate professional staff to provide the full scope of maintenance, inspection and repair services. *This will be graded on a 0 – 30 scale.*

**E. Quality of Submittal (0 to 10 points)**

The RFP should be organized and complete in detail as requested. *This will be graded on a 0 – 10 scale.*



**PART VII:- ATTACHMENTS/FORMS**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**COVER PAGE**

**SUBMIT ONE (1) ORIGINAL AND ONE (1) DISC OR USB TO:**

**PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: Leigh Daniels, CPPB, Senior Buyer**

**COMPANY NAME: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

RFP NO: 17-14

Inspection Price List

Facility	Address	Quarterly	Semi-Annual	Annual	Total Annual Cost	5-Year Inspection
Administration	500 San Sebastian View					
Courthouse	4010 Lewis Speedway					
Courthouse East	4010 Lewis Speedway					
Service Center	4030 Lewis Speedway					
Permit Center	4040 Lewis Speedway					
Health & Human Services	200 San Sebastian View					
Julington Creek Annex	725 Flora Branch Blvd					
Southeast Annex	6658 US 1 S					
Main Library	1960 Ponce de Leon Blvd					
Bartram Trail Library	60 Davis Pond Blvd					
Southeast Library	6670 US 1 S					
Anastasia Library	124 Seagrove Main St					
Ponte Vedra Library	101 Library Blvd.					
Solomon Calhoun	1300 Duval Street					
Ponte Vedra Concert Hall	1050 A1A N					
Amphitheatre	1340 A1A S					
The Players Senior Ctr	175 Landrum Ln					
Davis Park	210 Davis Park Rd					
Plantation Park	3140 Racetrack Rd					
Rivertown Park	200 Swamp Oak Tr					
Fire Rescue Admin	3657 Gaines Rd					
Station 6	5865 A1A S					
Station 8	7985 Morrison Rd					
Station 9	2998 South Ponte Vedra Blvd					
Station 12	4505 Avenue A					
Station 15	220 Pine Island Rd					
Station 16	235 Murabella Pkwy					
Station 17	10001 Cartwheel Bay Ave.					
Station 18	1055 Crosswater Pkwy					
Jail	3955 Lewis Speedway					
Maintenance Building	3955 Lewis Speedway					
Work Release Building	3955 Lewis Speedway					
Transportation Building	3955 Lewis Speedway					
Old Work Release/Annex	3955 Lewis Speedway					
Supervisor of Elections	4455 Ave A					
Utilities Admin	1205 SR 16					
EOC	100 EOC Dr.					
	Overall Total Annual Cost					

Total annual cost includes quarterly, semi-annual, annual inspections only.

**Labor Rates – For Repairs and Installation:**

Straight Time (8am -5pm Mon- Fri):

Per Hour: \$ \_\_\_\_\_

Overtime (after 5pm Mon- Fri, Weekends/Holidays):

Per Hour: \$ \_\_\_\_\_

**Parts markup:**

\_\_\_\_\_ %

**No more that 20% will be accepted on mark of parts.**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**Company Name:** \_\_\_\_\_

**Attachment "A"**

**SUB CONSULTANT LIST**

In the space below, list all sub consultants proposed to provide primary divisions/disciplines of work for this project. (Use additional pages if needed)

<b>Company Name</b>	<b>Division/Discipline</b>	<b>Primary Contact Name</b>	<b>Contact Number and Email Address</b>

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**Company Name:** \_\_\_\_\_

**St. Johns County Board of County Commissioners  
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, 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 Florida Statute 893, as amended, 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 or plea.
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, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**AFFIDAVIT**

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_. Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says he is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 17-14, Fire Sprinkler System Maintenance, Inspection and Repairs.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

\_\_\_\_\_  
(Proposer)

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex. CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**PART VIII: OPTIONAL CHECKLIST**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**


<b>SECTION</b>	<b>ATTACHMENT NAME</b>	<b>CHECK BOX</b>	<b>ST. JOHNS COUNTY USE</b>
<b>Section 1</b>	RFP Qualification Cover Page		
<b>Section 2</b>	Cover Letter		
<b>Section 3</b>	Cost		
<b>Section 4</b>	Project Approach		
<b>Section 5</b>	Professional Qualifications		
<b>Section 6</b>	Quality of Submittal		
<b>Section 7</b>	Administrative Information (include the following):		
	Proper and Valid Licensing for conducting business in State of FL		
	Proof of Liability Insurance and Limits		
	Sub Consultant List – Attachment “A”		
	Drug Free Work Place Form		
	Conflict of Interest Declaration		
	RFP Affidavit		
	RFP Affidavit of Solvency		
	Acknowledged Addenda		

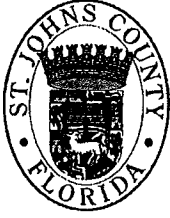
**PART IX: SEALED BID MAILING LABEL**

**REQUEST FOR PROPOSALS (RFP) NO: 17-14  
FIRE SPRINKLER SYSTEMS MAINTENANCE, INSPECTION AND REPAIRS**

**Cut along the outer border and affix this label  
to your sealed bid envelope to identify it as a  
"Sealed Bid"**

<b>SEALED BID • DO NOT OPEN</b>	
SEALED BID NO.:	<b>RFP 17-14</b>
BID TITLE:	<b>Fire Sprinkler Systems Maintenance, Inspection and Repair</b>
DUE DATE/TIME:	<b>By 4:00PM – December 15, 2016</b>
SUBMITTED BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Department ATTN: Leigh Daniels, CPPB 500 San Sebastian View St St. Augustine FL 32084





## St. Johns County Board of County Commissioners

Purchasing Division

December 6, 2016

### ADDENDUM #1

**To: Prospective Bidders**

**From: St. Johns County Purchasing Department**

**Subject: RFP No. 17-14, Fire Sprinkler System Maintenance, Inspection and Repair**

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Leigh A. Daniels, CPPB; 500 San Sebastian View; St. Augustine, FL 32084.**

### Questions:

1. Could you tell me the estimated project value for the project?

**Answer: The department annual budget is \$30,000.00**

2. Are you looking for the vendor to perform all NFPA required tests and inspections on a quarterly and less frequently basis (ie: quarterly, semi-annually, annually, 3 yr., & 5 yr.) or do you expect all daily, weekly, and monthly requirements to be done as well?

**Answer: The County is only looking for quarterly, semi-annual, annual, 3 yr. and 5yr. inspections.**

3. Per NFPA 25 Table 13.1.1.2 under testing, Dry Pipe Valves, Full Flow Trip Test is required every 3 years. Would you like pricing for that as well?

**Answer: Yes, the County will need pricing for the 3 yr. testing. Please use updated Inspection Price List attached to this addendum.**

4. Are the inspections to be done during regular business hours?

**Answer: Yes**

5. How many Fire Hydrants require inspections and what are their locations?

**Answer: The Fire Hydrant inspections have been removed from the RFP specifications.**

6. How many backflows require inspection and what are their locations?

**Answer: The Backflow inspections have been removed from the RFP specifications.**

7. Will work be performed during normal business hours, if not which locations will require weekends and after hours?

**Answer: Work will only be required during normal business hours. Monday-Friday 8:00 am to 5:00 pm.**

8. What locations will require lifts for inspections or quinquennials?

**Answer: There are no locations that require a lift.**

9. Which location has the NOTED\* WET PIPE NITROGEN INERTIN?

**Answer: As stated on the location sheet, the Ponte Verda Library.**

**Deletions:**

Delete all reference to backflow and hydrants under Scope of Work, Services, A. Inspections under Item # 5. No work will be done to backflows or hydrants.

**THE RFP DUE DATE REMAINS December 15, 2016 AT 4:00 P.M.**

**Acknowledgment**

**Sincerely,**

\_\_\_\_\_  
Signature and Date

Leigh A. Daniels, CPPB  
Senior Buyer

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Company Name (Print)

**END OF ADDENDUM NO. 1**

RFP NO: 17-14

Inspection Price List

Facility	Address	Quarterly	Semi-Annual	Annual	Total Annual Cost	3-Year Inspection	5-Year Inspection
Administration	500 San Sebastian View						
Courthouse	4010 Lewis Speedway						
Courthouse East	4010 Lewis Speedway						
Service Center	4030 Lewis Speedway						
Permit Center	4040 Lewis Speedway						
Health & Human Services	200 San Sebastian View						
Julington Creek Annex	725 Flora Branch Blvd						
Southeast Annex	6658 US 1 S						
Main Library	1960 Ponce de Leon Blvd						
Bartram Trail Library	60 Davis Pond Blvd						
Southeast Library	6670 US 1 S						
Anastasia Library	124 Seagrove Main St						
Ponte Vedra Library	101 Library Blvd.						
Solomon Calhoun	1300 Duval Street						
Ponte Vedra Concert Hall	1050 A1A N						
Amphitheatre	1340 A1A S						
The Players Senior Ctr	175 Landrum Ln						
Davis Park	210 Davis Park Rd						
Plantation Park	3140 Racetrack Rd						
Rivertown Park	200 Swamp Oak Tr						
Fire Rescue Admin	3657 Gaines Rd						
Station 6	5865 A1A S						
Station 8	7985 Morrison Rd						
Station 9	2998 South Ponte Vedra Blvd						
Station 12	4505 Avenue A						
Station 15	220 Pine Island Rd						
Station 16	235 Murabella Pkwy						
Station 17	10001 Cartwheel Bay Ave.						
Station 18	1055 Crosswater Pkwy						
Jail	3955 Lewis Speedway						
Maintenance Building	3955 Lewis Speedway						
Work Release Building	3955 Lewis Speedway						
Transportation Building	3955 Lewis Speedway						
Old Work Release/Annex	3955 Lewis Speedway						
Supervisor of Elections	4455 Ave A						
Utilities Admin	1205 SR 16						
EOC	100 EOC Dr.						
	Overall Total Annual Cost						

Total annual cost includes quarterly, semi-annual, annual inspections only.



**MASTER CONTINUING CONTRACT AGREEMENT**

**BID NO:** \_\_\_\_\_;  
**Master Contract #:** \_\_\_\_\_

This Contract Agreement is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between **St. Johns County, FL**, a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, hereinafter referred to as "**St. Johns County**" or "**County**", and \_\_\_\_\_, authorized to do business in the State of Florida, hereinafter referred to as the "**Contractor**", with mailing address \_\_\_\_\_, Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ and email: \_\_\_\_\_.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

**ARTICLE 1 – DURATION and RENEWAL**

This Contract Agreement shall become effective on \_\_\_\_\_, shall be in effect for an initial contract term of \_\_\_\_\_ ( ) calendar year, and may be renewed for up to a maximum of \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) year periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Contract Agreement may be renewed as stated in this Article, it is expressly noted that St. Johns County is under no obligation to renew or extend this Contract Agreement. It is further expressly understood that the option of renewal is exercisable only by St. Johns County, and only upon the County's determination that the Contractor has satisfactorily performed the Services noted in the Contract Documents.

**ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS**

The term "Contract Documents" shall consist of all Bid Documents and any addenda/exhibits thereto; all Specifications; this Contract Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all duly executed Change Orders. Any representations, whether verbal or written, that are not included in the Contract Documents do not form part of this Contract Agreement.

**ARTICLE 3 - SERVICES**

The CONTRACTOR's responsibility under this Contract Agreement is to provide all labor, materials, and equipment necessary to perform \_\_\_\_\_ for the SJC \_\_\_\_\_ Department in accordance with Bid No: \_\_\_\_\_ and as otherwise provided in the Contract Documents.

Services provided by the Contractor shall be under the general direction of the St. Johns County \_\_\_\_\_ Department, or an authorized designee, who shall act as St. Johns County's representative, along with the SJC Purchasing Department representative during the performance of this Contract Agreement.

**ARTICLE 4 – SCHEDULE**

The Contractor shall perform the required services as specified in the Contract Documents. The Contractor shall be required to comply with the schedule set forth in the specifications, and as coordinated with the authorized designee(s) in each respective SJC Department, throughout the duration of the contract. No changes to said schedule shall be made without prior written authorization from one of St. Johns County's representatives.

**ARTICLE 5 – COMPENSATION/BILLING/INVOICES**

- A. St. Johns County shall compensate the Contractor based upon \_\_\_\_\_, as submitted in the proposal, accepted by the County, and provided herein on Exhibit A-1. The maximum amount available as compensation to the Contractor under this Contract Agreement shall not exceed the annual amount budgeted by the St. Johns County \_\_\_\_\_ Department, unless additional funds become available, or are properly transferred, for services satisfactorily performed in accordance with the Contract Documents.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, the Contractor's compensation shall be based upon the Contractor's adhering to the Scope of Services, detailed in the Contract Documents. As such, the Contractor's compensation is dependent upon satisfactory completion of services stated in the Specifications, and included by reference in this Contract Agreement.
- C. The Contractor shall bill the County at the end of each month, for Services satisfactorily performed. The County

reserves the right to pro-rate or refuse payment of any submitted invoice where services were not satisfactorily performed.

- D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Services, and as specified in the Bid. The County may return a bill/invoice from the Contractor, and request additional documentation/information when necessary to validate payment. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. Unless otherwise notified, bills/invoices should be delivered to:
- F. **FINAL INVOICE:** In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "final invoice" on the final bill/invoice submitted to the County for payment. Such indication establishes that all Services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Contract Agreement.

#### **ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE**

The signing of this Contract by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and cost used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract.

The said rates and costs shall be reduced to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rate, or due to inaccurate representations of fees paid to outside subcontractors. The County may exercise its rights under this Article 4 within eighteen (18) months following final payment.

#### **ARTICLE 7 – TERMINATION**

- A. This Contract may be terminated by the County without cause upon at least \_\_\_\_\_ ( ) calendar days advance written notice to the Contractor of such termination without cause.
- B. This Contract may be terminated by the County with cause upon at least \_\_\_\_\_ ( ) calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

#### **ARTICLE 8 – NOTICE OF DEFAULT/RIGHT TO CURE**

- A. Should the Contractor fail to perform (default) under the terms of this Contract, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than \_\_\_\_\_ ( ) consecutive calendar days in which to cure the default. Failure by the Contractor to cure the default, or take acceptable corrective action within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Contract.
- B. It is expressly noted that, should the County issue more than one notice of default to the Contractor during the term of this Contract, such action shall constitute cause for termination of this Contract.
- C. Consistent with other provisions in this Contract, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
  - 1. Stop work on the date to the extent specified.
  - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
  - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
  - 4. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 9 – PERSONNEL**

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or

have any contractual relationship with the County.

All of the Services required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Services shall be performed by skilled and competent personnel to the highest professional standards in the field.

#### **ARTICLE 10 – SUBCONTRACTING**

St. Johns County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

#### **ARTICLE 11 – FEDERAL AND STATE TAX**

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Contractor. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Contract Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Contract Agreement.

#### **ARTICLE 12 – AVAILABILITY OF FUNDS**

St. Johns County's obligations under this Contract Agreement are subject to the availability of lawfully appropriated funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Contract Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

#### **ARTICLE 13 - INSURANCE**

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by St. Johns County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum

limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

#### **ARTICLE 14 - INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the County, its officers, and employees, from all liabilities, damages, losses, and costs arising under this Contract Agreement, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, act, or omission of the Contractor or any other person employed or utilized by the Contractor, whether intentional or unintentional.

#### **ARTICLE 15 - SUCCESSORS AND ASSIGNS**

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

#### **ARTICLE 16 - REMEDIES**

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

#### **ARTICLE 17 - CONFLICT OF INTEREST**

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify St. Johns County, in writing, by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within 30 days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Contract Agreement.

#### **ARTICLE 18 - EXCUSABLE DELAYS**

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, St. Johns County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Contract Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

#### **ARTICLE 19 - ARREARS**

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract Agreement.

#### **ARTICLE 20 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Contract Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by St. Johns County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Contract Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract Agreement and the consummation of the transactions contemplated hereby.

#### **ARTICLE 21 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The Contractor is, and shall be, in the performance of all work services and activities under this Contract Agreement, an independent contractor, and not an employee, agent, or servant of St. Johns County. All persons engaged in any of the work or services performed pursuant to this Contract Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to St. Johns County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

#### **ARTICLE 22 - CONTINGENT FEES**

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract Agreement.

**ARTICLE 23 - ACCESS AND AUDITS**

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Contract Agreement. St. Johns County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

**ARTICLE 24 - NONDISCRIMINATION**

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

**ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The County and the Contractor agree that this Contract Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Contract Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Contract Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

**ARTICLE 26 - ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Contract Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 27 - AUTHORITY TO PRACTICE**

The CONTRACTOR hereby represents and warrants that it has and shall continue to maintain all license and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

**ARTICLE 28 - SEVERABILITY**

If any term or provision of this Contract Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Contract Agreement shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 29 - AMENDMENTS AND MODIFICATIONS**

No amendments or modifications of this Contract Agreement shall be valid unless in writing and signed by each of the parties.

St. Johns County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon Contractor's receipt of notification from the County of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Contract Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order; if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

**ARTICLE 30 - FLORIDA LAW & VENUE**

This Contract Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract shall be held in St. Johns County, Florida.

**ARTICLE 31 - ARBITRATION**

The Owner shall not be obligated to arbitrate or permit any arbitration binding on the Owner under any of the Contract

Documents or in connection with the project in any manner whatsoever.

**ARTICLE 32 - NOTICES**

All notices required in this Contract Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department  
**Attn: Jaime Locklear, CPPB, Contract Administration Manager**  
500 San Sebastian View  
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

**ARTICLE 33 - HEADINGS**

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Contract Agreement, or affect its meaning, construction or effect.

**ARTICLE 34 – PUBLIC RECORDS**

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor's performance under this Agreement constitutes an act on behalf of the County, Contractor shall provide access to all public records made or received by Contractor in conjunction with this Agreement. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
  - (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services described herein;
  - (2) Provide the public with access to public records related to this Agreement on the same terms and conditions that the County would provide the records, and at a cost that does not exceed the costs provided in Chapter 119, Florida States, or as otherwise provided by applicable law;
  - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public disclosure are not disclosed except as authorized by applicable law; and
  - (4) Meet all requirements for retaining public records, and transfer at Contractor's sole cost and expense, all public records in the possession of Contractor upon termination of this Agreement. Contractor shall destroy any duplicate records that are exempt or confidential and exempt from public disclosure requirements in accordance with applicable State and Federal provisions. Any public records stored electronically must be provided to the County in a format that is compatible with information technology systems maintained by the County.
- C. Failure by Contractor to grant such public access shall be grounds for immediate, unilateral termination of this Agreement by the County. Contractor shall promptly provide the County notice of any request to inspect or copy public records related to this Agreement in Contractor's possession and shall promptly provide the County a copy of Contractor's response to each such request.

**ARTICLE 35 – NO THIRD PARTY BENEFICIARIES**

Both the County and the Contractor explicitly agree, and this Contract explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

**ARTICLE 36 – USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

**ARTICLE 37 – SURVIVAL**

It is explicitly noted that the following provisions of this Contract Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Contract Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

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IN WITNESS WHEREOF, authorized representatives of the County, and Contractor have executed three (3) original copies this Contract Agreement on the date and year below noted.

**ST. JOHNS COUNTY, FL:**

**CONTRACTOR:**

\_\_\_\_\_  
Dawn Cardenas, Purchasing Manager

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

**LEGALLY SUFFICIENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Assistant County Attorney

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Date

**ATTEST:  
CLERK OF COURT**

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

EXHIBIT "A"

BID NO: \_\_\_\_\_ ; \_\_\_\_\_

BASIS OF COMPENSATION

Basis of compensation shall be made in accordance with \_\_\_\_\_ as submitted on the proposal and approved by the County. The Price shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns County prior to any work being implemented and shall be added to the applicable Contract Amendment.

Pricing adjustments will be considered on an annual basis at the time of contract renewal and must be mutually accepted by both the Contractor and the Owner. Price adjustment requests shall be based upon the Consumer Price Index (CPI) in affect at the time of renewal. All accepted and approved price adjustments shall become effective on the first day of the applicable renewal period.

EXHIBIT "A-1"

BID NO: \_\_\_\_\_ ;

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PRICING

EXHIBIT "B"

BID NO: \_\_\_\_\_ ;

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CONTRACT SCHEDULE

The Contract Period for this scope of work shall be as follows:

*Initial Contract* – Shall become effective on \_\_\_\_\_, and shall remain in effect for a period of \_\_\_\_\_ ( ) year, or until funds may become exhausted.

*Contract Renewal/s* – The contract may be renewed for \_\_\_\_\_ ( ), \_\_\_\_\_ ( ) year terms upon satisfactory performance by the Contractor, mutual agreement by all parties, the availability of funds and the continued need of the County for services.