ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

INVITATION TO BID

SPECIFICATION FOR:	Firm Fixed Bid Prices for **Annual Plumbing Services** for the benefit of the **Facilities Management Department** on an as needed basis.
BID NUMBER:	**20-30**
BID OPENING DATE:	**2:00 pm, Wednesday, April 17, 2019**
PLACE OF BID OPENING and MAILING ADDRESS:	**Alachua County Division of Purchasing, 3rd Floor** County Administration Building 12 SE 1st Street Gainesville Florida 32601-6983

PART A - INSTRUCTIONS TO BIDDERS

1.0 GENERAL PROVISIONS

1.1 **Purpose -** Alachua County is calling for and requesting the submission of bids for **Annual Plumbing Services.**

The herein included Instructions to Bidders (**PART A)**, Terms and Conditions (**PART B)**, Technical Specifications (**PART C)**, Bidder's Check List (**PART D**); together with all attached documents herein identified, constitute the entire Invitation to Bid package. Specifications and supplementary documents are essential parts of the contract and requirements occurring in one are as binding as though occurring in all.

1.2 **Submission of Bids** - Costs for the preparation and submittal of bids in response to this Invitation to Bid are entirely the obligation of the bidder and shall not be chargeable in any manner to Alachua County.

1.3 All printed and photocopied documents related to the submission of this ITB and fulfillment of any resulting contract should be double-sided and printed on recycled paper with a **minimum of 30% post-consumer content**.

1.4 **ONE (1) ORIGINAL SUBMISSION** of the bid in a sealed envelope, clearly marked **20-30: Annual Plumbing Services**" shall be delivered to the Alachua County Division of Purchasing, 3rd Floor County Administration Building 12 SE 1st Street, Gainesville, Florida, 32601-6983, **for receipt no later than 2:00 pm, Wednesday, April 17, 2019. The time/date stamp/clock in the Administrative Services Department/Budget & Fiscal Services shall serve as the official authority to determine timeliness of the responses. Responses, which for any reason are not timely received, will not be considered.**

LATE BIDS WILL NOT BE CONSIDERED

1.5 **Proprietary Information** - Responses to this Request for Proposals upon receipt by the County become public records subject to the provisions of Chapter 119 F.S., Florida's Public Records Law. If you believe that any portion or all of your response is confidential or proprietary, or otherwise exempt from disclosure as a Public Record, you should clearly assert such exemption and state the specific legal authority for the asserted exemption. All material that designated as exempt from Chapter 119 **must be submitted in a separate envelope**, clearly identified as **"PUBLIC RECORDS EXEMPT"** with your name and the proposal number marked on the outside. Furthermore, you must complete **EXHIBIT F, PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION.**

Please be aware that the designation of an item as exempt from disclosure as a Public Record may be challenged in court by any person. By your designation of material in your proposal as "Public Records Exempt", you agree to defend and hold harmless the County from any claims, judgments, damages, costs, and attorney's fees and costs of the challenger and for costs and attorney's fees incurred by the County by reason of any legal action challenging your designation.

1.6 Blank spaces must be filled in as noted, in ink or typed, with the amounts extended and totaled. Any corrections necessarily made on the bid form should be made by crossing out the item in error and inserting the corrected item immediately above. Such corrections shall be initialed and dated by the person signing the bid. No bid containing correction by erasure will be accepted.

1.7 **Non-Warranty of Specifications** - Due care and diligence has been used in preparing these specifications. The County shall not be responsible for any error or omission in these specifications, nor for the failure on the part of the bidders to determine the full extent of the request. It is the sole responsibility of the bidders to ensure that they have all information necessary for the submittal of bids.

1.8 **Inquiries/Questions** - No interpretation of the meaning of the Specifications and/or Scope of Services or contract documents will be made to any interested bidder orally. Every request for such interpretation shall be made in writing, addressed to the **Alachua County Division of Purchasing, 3rd Floor, County Administration Building, 12 SE 1st Street, Gainesville, FL 32601-6983,** with reference to the appropriate bid number of the face of the envelope. All request for interpretation or corrections shall be received by the **Markisha Boykin** at (email address) **mboykin@alachuacounty.us** no later than ten (10) days prior to the deadline set for receipt of bids. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum; duly issued, and a copy of such addendum will be posted to **Demandstar.com**. **Oral answers will not be authoritative**. All addenda so issued shall become part of the bid documents.

1.9 **Acceptance/Rejection** - Alachua County reserves the right to reject any bid which may be considered irregular, show serious omission, unauthorized alteration of form, unauthorized alternate bids, incomplete or unbalanced bids or irregularities of any kind. Further, the County reserves the right to accept or reject any and all bids in whole or in part and to waive any technicalities or informalities in any bid.

Bid forms may be considered irregular and subject to rejection if they show serious omission, unauthorized alteration of form, unauthorized alternate bids, incomplete or unbalanced bids or irregularities of any kind.

1.10 **Withdrawal of Bids** - Any bidder may withdraw his bid by telegraphic or written request at any time prior to the scheduled closing time for receipt of bids.

All prices bid shall remain firm for a period of 90 days after the bid opening.

1.11 **Small Business Enterprise (SBE) Program Participation - MANDATORY**

1.11.1 SBE Vendor is a vendor that is certified by the Alachua County Equal Opportunity Division prior to the bid opening.
1.11.2 The SBE Program Participation Form, **EXHIBIT C**, must be completed for your bid or proposal to be considered responsive.
1.11.3 Alachua County has adopted a 15% participation goal, and policies which encourage participation of SBE in the provision of materials, supplies **(i.e. office, auto, janitor, lawn, etc.)** equipment, services and construction.
1.11.4 The County will award a 5% bid price preference, not to exceed $50,000.00 on any single bid, to any SBE that submits a bid to the County.
1.11.5 The County will award a 3% bid price preference, not to exceed $50,000.00 on any single bid, to any contractor that agrees to use SBEs for at least 15% of the dollar value of the bid.
1.11.6 The monetary value of the bid price preference given to a certified SBE in any particular procurement shall not exceed $50,000.00.
1.11.7 If the adjusted bid price of the SBE vendor is equal to or lower than the original lowest responsive bid, the SBE will be awarded the contract.
1.11.8 SBE preference does not apply to contracts that are reserved in accordance with Section 22.34, Alachua County Code 06-28, in which the County reserved contracts for bidding only by SBEs. SBE bid preferences will not be combined.
1.11.9 Proposed SBE Subcontractors Requirements:
1.11.9.1 Contractors submitting bids under this solicitation are to identify, on the SBE Program Participation Form, the intended SBE subcontractors and the estimated percentage of total dollar amount(s) as well as the total dollar amount(s) of the contract to be awarded to SBE firms, **EXHIBIT C, Option 3.**

1.12 **Good Faith Effort Requirements**

1.12.1 If your bid or proposal does not comply with **Option 1, 2 or 3 of EXHIBIT C**, you must complete **Option 4 of EXHIBIT C,** to be considered responsive.
1.12.1.1 The Equal Opportunity Division maintains a directory of certified Small Business Enterprises (SBEs). The Alachua County Small Business Enterprise Directory is available at http://smallbusdir.alachuacounty.us/ .

1.12.1.2 The Equal Opportunity Division shall determine what constitutes a "good faith effort" for purposes of contractor compliance with contractual requirements relating to the use of services or commodities of a certified SBE, under Section 22.36, Alachua County Code 06-28. The following factors shall be considered in making such determination:

1.12.1.3 Whether the Contractor contacted SBEs listed in the Alachua County Small Business Enterprise Directory concerning contracting opportunities and provided them with adequate information about the plans, specifications and requirements of the contract.

1.12.1.4 Whether the Contractor negotiated in good faith with interested SBEs, not rejecting them as unqualified without sound reasons based on a thorough review of their capabilities.

1.12.1.5 Whether the Contractor selected portions of the work to be performed by SBEs in order to increase the likelihood of meeting the 15% participation goal, including breaking the contract down into economically-feasible units.

1.12.1.6 The Contractor will be expected to furnish documents substantiating compliance with good faith effort requirements, **Option 4 of EXHIBIT C**.

1.13 **Alachua County Government Minimum Wage (GMW)**

1.13.1 Services solicited through for Bid are considered covered services under Chapter 22, Article III, of the Alachua County Code of Ordinances ("Wage Ordinance") which establishes a government minimum wage for certain contractors and subcontractors providing selected services to Alachua County government. Bidders/Proposers should consider the cost of compliance, if any, when submitting bids.

1.13.1.1 A contractor or subcontractor of the County providing a covered service to the County shall pay to all of its covered employees an Alachua County Government Minimum Wage of either the health benefit wage and provide health benefits or pay a non-health benefit wage.

1.13.1.2 Alachua County Government Minimum Wage (GMW) for this contract will be:

1.13.1.2.1 **$13.50** per hour with qualifying health benefits amounting to at least **$2.10** per hour

1.13.1.2.2 **$15.60** per hour without health benefits

1.13.2 The GMW rates are indexed (health benefit wage shall be recalculated on October 1st of each year) in accordance with Chapter 22, Article III, of the Alachua County Code of Ordinances ("Wage Ordinance") and are effective as of April 22, 2016. Employees of **service contractors and subcontractors performing** the covered services pursuant to the following County service contracts must be paid not less than the GMW as specified above.

1.13.3 The contractor shall certify, **Exhibit D**, to the County that it will pay each of its covered employees the GMW, and ensure that it will require that of its subcontractors. Upon execution, the certification shall become an obligation under the contract.

1.13.4 The bidders shall be required to execute the certification attached as **Exhibit D**, prior to the County executing the contract. Once executed, such certification will become a part of the contract; however, failure to provide and sign **Exhibit D** will prevent execution of the contract, may result in forfeiture of any applicable bid or proposal bond, and could result in other adverse action.

1.13.5 During the performance of this contract, the Contractor agrees as follows:

1.13.5.1 The Contractor shall comply with the Chapter 22, Article III, of the Alachua County Code of Ordinances ("Wage Ordinance") requirements. Failure to do so shall be deemed a breach of contract and shall authorize the County to withhold payment of funds until the GMW requirements have been met.

1.13.5.2 The Contractor will include the necessary provisions in subcontracts to ensure compliance. However, the County shall not be deemed a necessary, or indispensable, party in any litigation between the contractor and subcontractor.

1.14 **Public Entity Crimes** - A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

1.15 **Drug Free Workplace** Section 22.09 Competitive Sealed Bidding of the Alachua County Purchasing Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace **EXHIBIT E**, secondly to certified Small Business Enterprises (SBEs) bidders.

1.16 **Proposed Subcontractors NON-SBE** - Bidder shall notify the County of the proposed use of subcontractors in the provision of services required herein by completing and returning the Proposed Subcontractors (Non-Small Business Enterprise) Form, **EXHIBIT H**. No subcontractor shall be employed by the Contractor for the provision of these services without the written approval of the County.

2.0 QUALIFICATION OF BIDDERS

2.1 **Consideration** - Bids will be considered only from firms normally engaged in providing and performing services specified herein. Bidder must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County, and shall have all necessary licenses and permits required by law to do business with the County.

2.2 **Bidder's Questionnaire** - The County reserves the right before recommending any award to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions. **Bidders are requested to complete and return along with their bid the Bidder's Questionnaire EXHIBIT G.**

2.3 **Performance** - The County will determine whether the evidence of ability to perform is satisfactory and reserves the right to reject bids where evidence submitted, or investigation and evaluation indicates inability of the bidder to perform.

3.0 EXAMINATION OF PROPERTY

3.1 **Bidder's Responsibility** - Before submitting his bid, it shall be the bidder's responsibility to visit the premises of the proposed work and familiarize himself with the nature and extent of the work and any local conditions that may in any way affect the work to be done and the equipment, materials and labor required.

3.2 The bidder is also required to carefully examine the specifications and contract documents, to inform themselves regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. Failure to do so will not relieve the bidder of complete performance under the contract.

4.0 QUALITY

4.1 All materials shall be new and in no case will used, reconditioned or obsolete parts be acceptable. All equipment specifications are to be considered minimum requirements.

5.0 LAWS, PERMITS AND REGULATIONS

5.1 **Permit, Application, and License Fees** - The contracted firm shall obtain and pay for all necessary permits, permit application fees, licenses or any fees required.

5.2 **Compliance** - The contractor shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated in the proposal. The contracted firm is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the work. Ignorance on the part of the contracted firm will in no way relieve it of responsibility.

The contractor must agree to abide by and conduct its programs and provide its services in compliance with the provisions of the Civil Rights Act of 1866, Civil Rights Act of 1871, Equal Pay Act of 1963, Civil Rights Act of 1964, Age Discrimination and Employment Acts of 1967, Rehabilitation Act of 1973, 1990 Americans with Disabilities Act, 1991 Federal Civil Rights Act, 1992 Florida Civil Rights Act, and all other applicable ordinances, statutes, laws and amendments thereto.

6.0 CONSIDERATION OF BIDS AND AWARD OF CONTRACT

6.1 **Consideration of Bid and Award** - The award of the contract, if it is awarded, will be to the lowest responsive and responsible bidder whose qualifications indicate the award will be in the best interest of the County, and whose bid complies with all prescribed requirements. No award will be made until the County has concluded such investigations as he deems necessary to establish the responsibility, qualifications and financial ability of the bidders to do the work in accordance with the contract documents to the satisfaction of the County within the time prescribed.

6.2 The County reserves the right to award the contract to more than one bidder, as determined to be in the best interest of the County.

6.3 If the contract is awarded, the County will accept the bid and award the contract to the successful bidder(s) within ninety (90) days after the opening of the bids by written notice to the successful bidder(s).

6.4 The County reserves the right to reject any or all bids and to waive informalities, or to accept any bid or combination of bids which, in the County's judgment, will best serve its interest.

7.0 ACCEPTANCE OF BID

7.1 **Acceptance of Offer** - The signed bid shall be considered an offer on the part of the bidder; such offer shall be deemed acceptable upon completion of all steps in the purchasing process and issuance of a Purchase Order or execution of a Contract by the County.

8.0 PERFORMANCE

8.1 **Performance Time** - All material and parts shall be bid F.O.B. destination, at the job site. The performance time may be a factor in the evaluation of the bid. It is to be emphasized that the meeting of specified performance schedules is a significant part of ability to perform and that failure to meet such schedule may result in termination of the contract and will surely be considered in the evaluation of future bids.

9.0 COLLUSION

9.1 The bidder, by affixing his signature to the bid form, declares that the bid is made without any previous understanding, agreement, or connections with any persons, firms or corporations making a bid on the same items and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

9.2 The bidder, by affixing his signature to the bid form, declares that no County Commissioner, other County officer, or County employee, directly or indirectly owns more than five (5) percent of the total assets or capital stock of the bidding entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract.

10.0 ADDENDA

10.1 Addenda issued by the County prior to the bid opening shall be binding as if written into the original solicitation document. Bidders shall acknowledge receipt of the same as indicated on the bid form.

PART B - TERMS AND CONDITIONS

1.0 DEFINITION OF TERMS

1.1 Where the following terms or their pronouns occur herein, the intent and meaning shall be as follows:

COUNTY/OWNER: Alachua County Board of County Commissioners, Alachua County, Florida or its authorized representative.

BID PRICE: The amount bid submitted on the prescribed forms by the bidder setting forth the prices for the work to be performed.

BIDDER: Any person, firm or corporation submitting a proposal/bid for the goods and/or services contemplated herein, or a duly authorized representative.

CONTRACT: The written agreement resulting from this solicitation, incorporating the bid submitted by the bidder and which is approved by the Board, or its designee, along with all documents identified in this Invitation to Bid document and any addenda, thereto, shall be the contract between the County and the bidder.

CONTRACT DOCUMENTS: The Agreement, Specifications, Drawings, Addenda whether issued prior to opening of bids or execution of the Contract and Modifications.

CONTRACTOR: Any person, firm, corporation, or governmental entity with whom the County has executed a contract for the performance of the work, or his duly authorized representative.

DIRECTOR: The duly authorized representative of the Board of County Commissioners during the contract period as identified herein.

RESPONSIBLE AGENT: The duly authorized representative of the Alachua County Board of County Commissioners during the contract period.

SPECIFICATIONS: The directions, provisions, and requirements contained herein, together with all written agreements made setting out or relating to the method and manner of performing the requested services, the quality of material and personnel to be furnished under this contract. All applicable laws of the State of Florida, the Federal Government and the Rules and Regulations of the County of Alachua are hereby adopted and made part hereof as specifications.

WORK: To provide all management, supervision, labor, materials, supplies and equipment. To plan, schedule, coordinate and assure effective performance of all services described herein.

2.0 CONTRACTOR'S INSURANCE

2.1 The contractor shall provide and maintain during the life of the contract, coverages and amounts stated in, **EXHIBIT I**.

2.2 Failure to maintain such insurance may be deemed as a cause of termination of this agreement.

3.0 BONDING REQUIREMENTS

3.1 A bid security in the form of a Bid Bond or certified check made payable to "Alachua County Board of County Commissioners" in an amount equal to five percent (5%) of the base bid will be required as a guarantee that the bidder will enter into a written contract with the County if his bid is accepted. A performance bond in an amount equal to one hundred percent (100%) of the contract sum will be required of the successful bidder. No bidder may withdraw his bid for a period of ninety (90) days after the actual date of the opening thereof.

4.0 MODIFICATIONS

4.1 This agreement constitutes the entire agreement and understanding between the parties hereto, and it shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the parties hereto.

4.2 The County will not be bound under this agreement for similar or like services being provided by County agencies or for services entered into by the County under a separate agreement.

5.0 **SEVERABILITY**

5.1 If any provisions of this agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

6.0 **INDEPENDENT CONTRACTOR**

6.1 In the performance of this agreement, the Contractor will be acting in the capacity of an independent Contractor and not as an agent, employee, partner, joint venturer, or associate of the County. The Contractor shall be solely responsible for the means, method, technique, sequences, and procedures utilized by the Contractor in the full performance of the agreement.

7.0 **TERM OF THE CONTRACT**

7.1 The agreement shall be effective for the period beginning on the date of the fully executed contract or issuance of a purchase order. Generally the term will begin on **October 1, 2019** and continue through **September 30, 2020** unless earlier terminated as provided herein. The county has the option of renewing this agreement for **two (2)** additional **two (2)** year-periods and the same terms and conditions outlined here in.

7.2 Negotiation of terms and conditions should be completed ninety (90) days prior to each contract period.

7.3 It is the intent of the County to issue a purchase order or enter into a contract in substantially, the FORM attached, **EXHIBIT I.**

7.4 A contract as a result of the solicitation shall be deemed effective only to the extent of appropriations available to the County Agency at any time during the contract period.

8.0 **RESPONSIBLE AGENT**

8.1 The Contractor shall designate and submit a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the County and the contractor, **EXHIBIT B**.

8.2 The Department Director will be the responsible agent for the County. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the contractor.

8.3 A letter when addressed and sent by certified list mail to either part, at its business herein, will constitute notice required in this bid or contract.

9.0 **ASSIGNMENT OF PERSONNEL**

9.1 All personnel assigned to the project will be subject to the approval of the County and no changes shall be allowed unless prior written approval is obtained.

10.0 **GOVERNING LAW**

10.1 This agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

11.0 **AWARD OF CONTRACT(S)**

11.1 The County reserves the right to award contracts to more than one (1) firm as determined to be in the best interest of the County.

12.0 **ASSIGNMENT OF INTEREST**

12.1 The parties recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the County. Therefore, the vendor hereby assigns to the County any and all claims for such overcharges as to goods, material or services purchased in connection with the Agreement. However, for all other assignments, neither party will assign, convey, pledge, sublet, transfer or otherwise dispose any interest in this Agreement and shall not transfer any interest in same without prior written consent of the other party.

13.0 **INDEMNIFICATION**

13.1 The Contractor agrees to protect, defend, indemnify, and hold the County and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to personal injury, death, damage to property (including destruction) defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent. Contractor agrees that its indemnification of the County shall extend to any and all work performed by the Contractor, its subcontractors, employee's agents, servants or assigns.

13.2 This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Contractor's insurance coverage. This indemnification provision shall survive the termination of the Contract between the County and the Contractor.

13.3 Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions of §768.28, Florida Statutes.

14.0 **AMENDMENTS**

14.1 This agreement may be amended by mutual written agreement of the parties and may be changed only by such written amendment.

15.0 **DEFAULT AND TERMINATION**

15.1 The failure of either party to comply with any provision of this agreement shall place that party in default. Prior to terminating this agreement, the non-defaulting party shall notify the defaulting party in writing. Notification shall make specific reference to the provision which gave rise to the default.

15.1.1 The defaulting party shall be given seven (7) days in which to cure the default. Department Director is authorized to provide written notice of termination on behalf of the County, and if the default situation is not corrected within the allotted time, the Department is authorized to provide final termination notice on behalf of the County to the Contractor.

15.2 The County may terminate this agreement without cause by first providing at least thirty (30) days written notice to the Contractor prior to the termination date. The Department Director is authorized to provide written notice of termination on behalf of the County.

15.3 If the contractor is adjudged bankrupt, either voluntary or involuntary, the County may terminate the contract effective on the day and at the time the bankruptcy petition is filed and may proceed to provide service as previously outlined.

15.4 In the event funds to finance this contract become unavailable, the County may terminate the contract with no less than twenty-four hours' notice in writing to the Contractor. The County shall be the final authority as to the availability of funds.

16.0 **SUCCESSORS AND ASSIGNS**

16.1 The County and Contractor each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this agreement, and any assignment or transfer by the Contractor of its interest in this agreement without the written consent of the County shall be void. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County or Contractor, nor shall it be construed as giving any right or benefit hereunder to anyone other than the County or the Contractor.

17.0 **NON WAIVER**

17.1 The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or noncompliance.

18.0 **BOOKS AND RECORDS**

18.1 The county shall have the right to audit, review, examine and transcribe any pertinent records or documents relating to any contract resulting from this solicitation held by the Contractor. The Contractor will retain all documents applicable to the contracts for a period of not less than three years after final payment is made.

19.0 **ACCIDENT PREVENTION**

19.1 Precaution shall be exercised at all times for the protection of employees, other persons and property.

19.2 Contractor's employees shall report to their superintendent any hazardous conditions or items in need of repair noted during the performance of work. Said superintendent shall thereupon notify the responsible agent or his designee of such conditions.

20.0 **WORKPLACE VIOLENCE**

20.1 Employees of bidders (or responders for RFP's) are prohibited from committing any act of workplace violence. Violation may be grounds for termination. Workplace violence means the commission of any of the following acts by a bidder's employee.

20.1.1 Battery: intentional offensive touching or application of force or violence to another.
20.1.2 Stalking: willfully, maliciously and repeatedly following or harassing another person.

21.0 **VENDOR COMPLAINTS OR GRIEVANCES; RIGHT TO PROTEST**

21.1 Any actual or prospective bidder or proposer who believes that they have been aggrieved in connection with the pending award or other element of the process leading to the award of a contract may protest to the purchasing manager.

21.2 Any vendor complaints, grievance or protest shall first be submitted in writing to the purchasing manager within seven (7) calendar days following posting of the award recommendation on the County’s web site. The purchasing manager will investigate the validity of the complaint and present the findings in writing to the vendor. If the vendor is dissatisfied with the purchasing manager’s remedies, an appeal may be made to the county manager. The county manager will render a written response to the vendor. All decisions by the county manager shall be considered final, and no further appeal will be allowed.

PART C- TECHNICAL SPECIFICATIONS

1.0 SCOPE

The provisions contained in this section are intended to be cooperative with, to supplement, or to modify Instructions to Bidders and Terms and Conditions. In case of any conflict with such sections, the intent of any kind and all Technical Specifications shall govern.

1.1 Purpose

1.1.1 The Purpose of this bid is to establish a firm pricing schedule for contracting with a vendor for PLUMBING labor services for both scheduled projects and emergency repairs. Vendor awarded the bid will be required to provide one or more crews as required by the Facilities Management and the Alachua County Library District (ACLD) Facilities Department to perform any remodeling, renovations or maintenance work on County and Library owned and operated buildings.

1.2 General Conditions

1.2.1 The awarded Contractor will be under the direct supervision of the Facilities Management Department and ACLD Facilities Department personnel for work assignments. The Contractor shall be responsible for quality of work and assuring that work meets all existing codes.

1.2.2 The Contractor must be licensed, bonded and insured and must provide all necessary labor, tools, materials, equipment, consumables, transportation and skills required to complete the various projects.

1.2.3 All travel time shall be included in the bid/job prices/quote.

1.2.4 All material shall be first grade products of a reputable manufacturer and shall be installed in compliance with the standards of good workmanship and shall be required written approval by the County's Facilities Management Division representative prior to installation. Material shall remain the property of Alachua County and the ACLD.

1.2.5 The crews shall report to Alachua County Facilities Manager and ACLD Facilities Manager or his assigned staff member at the beginning and ending of each work day to record the time spent on the specific project.

1.2.6 The following personnel of the Facilities Management Division shall be the only authorized personnel to notify the successful Contractor in case of an emergency repair to a County or ACLD Building:

Alachua County Facilities Management	Alachua County Library District
Facilities Director	Facilities Manager
	Sr. Building Mechanic

1.2.7 All work will be performed during normal working hours (Monday – Friday from 9:00 am – 5:00 pm).

1.2.7.1 The Contractor will have to be flexible for County and ACLD Buildings which operate 24 hours per day.

1.2.7.2 Any exceptions to normal working hours will be arranged with the Contractor through the Alachua County Facilities Manager or the ACLD Facilities Manager prior to the commencement of any work.

1.2.8 Prior to the commencement of any scheduled project, the Contractor will be required to provide Alachua County and the ACLD with a proposed cost estimate **(per their Bid Form)** of the project for review and approval. If there is a change in the project scope which causes a change in price, the contractor must resubmit a revised cost estimate **(per their Bid Form)** and receive approval prior to performing work.

1.2.9 The Contractor shall ensure all flammable materials, such as adhesives, glues, and other flammable liquids are properly stored away from combustible materials, and that flammable liquids be stored in accordance with the National Fire Protection Association (NFPA) Standard, NFPA 30.

1.2.10 Contractor shall provide a current Material Safety Data Sheet (MSDS) to the Facilities Management Division for any/and every chemical/hazardous material utilized in the scope of this project.

1.2.11 Contractor shall ensure no open flames, or exposed heating element equipment is utilized in the close proximity of any flammable materials or chemicals.

1.2.11.1 The Contractor must ensure that any work which may affect the fire alarm system is placed on standby or the Contractor will be responsible for all damages and alarm charges.

1.2.12 The Contractor shall respond to emergency situations, twenty-fore (24) hour per day, within one (1) hour of receiving a call from the County or ACLD. Over-time will not be charged until after 5:00 pm.

1.3 Payment

1.3.1 Payment shall be made to the Contractor upon completion and acceptance of a project or on a monthly basis depending on the scope of the project.

1.3.2 **All invoices submitted shall include an itemized list of hours/rates (per their Bid Form).**

1.3.3 A copy of the itemized materials/parts receipt or detailed spreadsheet must be included with all invoices in order to verify mark-up. Mark-up shall be based on actual costs of materials/parts.

1.3.4 No advance payment of any kind shall be made by the County.

1.3.5 All requests for payment shall be mailed to the Alachua County Facilities Manager or ACLD Facilities Manager:

Facilities Management Department
915 SE 5th Street
Gainesville FL 2601

Alachua County Library District
Facilities Management
401 E University Avenues
Gainesville FL 32601

1.4 Background Checks

1.4.1 Contractor(s) will be required to successfully pass a background check prior to entering County Facilities. The County will conduct all background checks at the cost to the contractor.

PART D – BIDDERS CHECK LIST

Bidders may use the boxes to the left to check off items when completed.
The checklist is intended as a reminder for certain important items and is not necessarily a complete list of what must be included in your BID submission.

- ☐ Bid Form (Remember to fill this form out completely) **THIS FORM MUST BE SIGNED.**

- ☐ Acknowledge all Addendum(s) issued with this solicitation. A place to check off acknowledgement is on the bid form.

- ☐ Submit the appropriate number of copies that are double-sided and printed on recycled paper with a **minimum of 30% post-consumer content**.

- ☐ Fill out **all of the exhibits** as required, especially **Exhibit C, Small Business Enterprise (SBE) Program Participation Form** and **Alachua County Government Minimum Wage (GMW) Form. Failure to complete Exhibit C** will deem your bid submission as **"NON-RESPONSIVE"**.

- ☐ Include any insurance requirements.

- ☐ Include any bonds that may be applicable.

- ☐ Remember to submit your Bid prior to the submittal deadline**.** It is the vendor's responsibility when using courier services, such as Fed Ex, UPS, etc., to make sure that the bid arrives on time. Please be aware that it may be difficult at times to find parking around the County Administration Building. **LATE BIDS WILL NOT BE CONSIDERED.**

- ☐ Make sure that your bid package has been clearly marked and sealed. The bid number and name along with the vendor's company name should be clearly marked on the outside of the envelope.

  If you have questions concerning these items or other, sections of the bid solicitation please contact the Division of Purchasing for clarification prior to submitting your bid.

EXHIBIT A

BID FORM

BID NUMBER: **20-30 Annual Plumbing Services**

BID OPENING DATE: **2:00 pm, Wednesday, April 17, 2019**

PLACE OF BID OPENING: **Alachua County Division of Purchasing, 3rd Floor**
County Administration Building
12 SE 1st Street
Gainesville, Florida, 32601-6983

TO: The County Commissioners, County of Alachua:

The undersigned, as Contractor, hereby declares that he has carefully read and examined the specifications and with full knowledge of all conditions, under which the equipment and services herein contemplated must be furnished, hereby proposes and agrees to furnish the equipment and services according to the requirements as set out in the specifications for said equipment and service:

$ Cost per Hour During Normal Working Hours	
Lead Journeyman	/ Hour
Journeyman	/ Hour
Helper/Laborer	/ Hour
$ Cost per Hour For After Hours Work And Holidays	
Lead Journeyman	/ Hour
Journeyman	/ Hour
Helper/Laborer	/ Hour
A copy of the itemized materials/parts receipt or detailed spreadsheet must be included with all invoices in order to verify mark-up. Mark-up shall be based on actual costs of materials/parts.	Mark-up for materials/parts _____ %

Acknowledge Receipt of Addendum(s) *(if applicable circle):* #1 Yes No #2 Yes No #3 Yes No #4 Yes No

Bidder: _____ Company: _____

Address: _____

_____

Authorized Signature: _____ Title: _____

Clearly Print Name: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

EXHIBIT B

RESPONSIBLE AGENT FORM

The Contractor shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the Entities and the contractor by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the contractor

RESPONSIBLE AGENT: _____

ADDRESS: _____

_____

PHONE NO.: _____

FAX NO.: _____

Email Address: _____

ALTERNATE RESPONSIBLE AGENT: _____

ADDRESS _____

PHONE NO. _____

FAX NO. _____

Email Address: _____

SIGNED:_____ DATE:_____

ATTENTION:

VENDOR MUST COMPLETE AND SIGN EXHIBIT C TO BE CONSIDERED RESPONSIVE

Small Business Enterprise (SBE) Program Participation Form

BID NUMBER: 20-30: Annual Plumbing Services

OPTION 1

I certify that our Company is an **Alachua County Certified Small Business Enterprise (SBE)** registered prior to the Bid opening.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 2*.)

OPTION 2

I certify that our Company **will perform ALL work** and that no subcontractors will be utilized for this bid.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 3*.)

BID NUMBER: 20-30: Annual Plumbing Services

OPTION 3

SBE Participation. I certify that our Company has contacted the **Alachua County's Certified SBEs** listed below. I state that the following information regarding SBE Subcontractors is true and correct to the best of my knowledge and belief.

Alachua County has adopted a 15% SBE participation goal and policies which encourage participation of Small Business Enterprises (SBE) in the provision of labor, time, supplies, services or construction items of any kind materials.

SBEs are located in the Alachua County Small Business Enterprise Directory, available at:
http://smallbusdir.alachuacounty.us/ .

Subcontractor (any business entity holding a subcontract with the prime vendor) services are defined as, "a contract with another business entity that obtains labor, time, supplies, services or construction items of any kind."

Vendors submitting bids under this solicitation are to identify the intended SBE subcontractors. These SBEs have agreed to perform the work for **the total dollar value and percentage of the bid** set forth below.

If SBE subcontractors are not utilized and listed below or if option 1 or 2 was not chosen, you must proceed to *Option 4* and document your Good Faith Effort.

SBE Name of Contractor	SBE Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ (Est $ Value) _____ % (Est % of Total Bid)	Scope of Work to be Performed $ _____ (Est $ Value) _____ % (Est % of Total Bid)
SBE Name of Contractor	SBE Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ (Est $ Value) _____ % (Est % of Total Bid)	Scope of Work to be Performed $ _____ (Est $ Value) _____ % (Est % of Total Bid)
SBE Name of Contractor	SBE Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ (Est $ Value) _____ % (Est % of Total Bid)	Scope of Work to be Performed $ _____ (Est $ Value) _____ % (Est % of Total Bid)

BID NUMBER: 20-30: Annual Plumbing Services

OPTION 4

SBE Good Faith Effort. To be considered responsive all Vendors **must have** SBE Participation or demonstrate a good faith effort to utilize SBE subcontractors**. If option 1, 2 or 3 was not chosen the Vendor must complete the section below substantiating compliance with good faith effort requirements.**

In accordance with Section 22.36, of the Alachua County Purchasing Code, I have solicited and received responses from the following Alachua County certified SBE companies. (The SBE vendor's response MUST be recorded in the section below.)

1	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		
2	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		
3	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		
4	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		
5	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		
6	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		
7	Name of SBE Company:	Date SBE Contacted
SBE Contact Name:	Phone:	/ /
Must be completed by. SBE Response when contacted:		

BID NUMBER: 20-30: Annual Plumbing Services

I as the undersigned Vendor certify that I have completed one of the option(s) below ***(Circle One):***

OPTION 1 OPTION 2 OPTION 3 OPTION 4

If you are unable to certify that, you have completed to the best of your knowledge and belief **OPTION 1, OPTION 2, OPTION 3 or OPTION 4, CALL (48 hours prior to bid opening) the Division of Purchasing at 352.374.5202, for direction.**

Vendor Name: _____ Date _____

Signature _____ Title _____

Printed Name: _____ Title _____

EXHIBIT D

ALACHUA COUNTY GOVERNMENT MINIMUM WAGE (GMW) FORM

Bid 20-30: Annual Plumbing Services

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Bid/RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance ("Wage Ordinance").

Please mark the appropriate box below that applies to how you pay your employees:

1.	☐ Employees involved with Alachua County projects are paid a minimum of **$13.50 hourly** and are provided health benefits?
2.	☐ Employees involved with Alachua County projects are paid a minimum of $**15.60 hourly but are not provided** health benefits?

Bidder: _____ Company: _____

Authorized Signature: _____ Title: _____

Clearly Print Name: _____ Phone: _____

Email Address: _____

EXHIBIT E

DRUG FREE WORKPLACE

Section 22.09 Competitive Sealed Bidding of the Alachua County Purchasing Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace, secondly, to certified Small Business Enterprise (SBE) bidders.

The undersigned vendor in accordance with §287.087, Florida Statute and Section 22.09 of the Alachua County Purchasing Code hereby certifies that

_____
Name of Business

Does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

_____
Bidder's Signature

_____
Date

EXHIBIT F

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida 'public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

_____ _____

Bidder's Signature Date

- - - OR - - -

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification. i.e. trade secret):

_____

_____

_____

_____

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

_____ _____

Bidder's Signature Date

EXHIBIT G

BIDDER'S QUESTIONNAIRE

Bidder's Name: _____

Bidder's Address: _____ Phone: _____

Number of years in this type of service? _____ Number of years licensed in Alachua County: _____

Number of employees "ON THE JOB" each week: _____ Number of employees "ON CALL" each week: _____

Will you subcontract any part of this work: Yes _____ No _____ If so, give details: _____

List all major equipment which will be available upon commencement of the agreement to perform the required service:

Do you currently hold any municipality contracts: Yes _____ No ____ If so, please indicate below:

List three references of firms receiving similar service to that requested in this bid (comparable facility size):

1) Firm: _____ Phone: _____

Contact Person: _____

2) Firm _____ Phone: _____

Contact Person: _____

3) Firm: _____ Phone: _____

Contact Person: _____

Are your employees screened by: (indicate)

1) Polygraph _____

2) General Interview _____

3) Background Investigation _____

4) Police Record Check _____

5) Additional _____

Have any leases, contracts or agreements for services held by your firm ever been canceled or terminated before the end of the term by either party: Yes_____ No_____. If the answer is yes, state the location and circumstances on an "attachment" to this questionnaire.

What constitutes your normal business days and working hours: _____

Describe in the spaces provided, your firm's operational plan for providing the services under this agreement:

The undersigned swears to the truth and accuracy of all statements and answers contained herein:

DATE: _____ AUTHORIZED SIGNATURE: _____

EXHIBIT H

Proposed Subcontractors (Non-Small Business Enterprise) Form

BID NUMBER: 20-30: Annual Plumbing Services

This form is for all **Non-Small Business Enterprise subcotractors** being utlized on this project that **are not included** on **Exbihit C**.

Name of Contractor	Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)	Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)
Name of Contractor	Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)	Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)
Name of Contractor	Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)	Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)
Name of Contractor	Name of Contractor
Address	Address
Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)	Scope of Work to be Performed $ _____ _____ % (Total $ Value) (% of Total Bid/RFP)

If addtional space is required for your subcontractor listing, make copies of this Exhibit G and submit with you bid package.

EXHIBIT I

TYPE "A" INSURANCE REQUIREMENTS
"ARTISAN CONTRACTORS / SERVICE CONTACTS"

The Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor/vendor, his agents, representatives, employees or subcontractors.

COMMERCIAL GENERAL LIABILITY

Coverage must be afforded under a per occurrence form policy for limits not less than $1,000,000 General Aggregate, $1,000,0000 Products / Completed Operations Aggregate, $1,000,000 Personal and Advertising Injury Liability, $1,000,000 each Occurrence, $50,000 Fire Damage Liability and $5,000 Medical Expense.

AUTOMOBILE LIABILITY

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than $1,000,000 combined single limit each accident.

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer's Liability limits for not less than $100,000 each accident; $500,000 disease policy limit and $100,000 disease each employee must be included.

BUILDER'S RISK / INSTALLATION FLOATERS (when applicable)

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building; including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance clause. Flood Insurance as available under the National Flood Insurance Program.

EMPLOYEE FIDELITY COVERAGE (only applicable to vendors whose employees handle funds)

Employee Dishonesty coverage must be afforded for not less than $500,000 Blanket all employees ISO Form

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

I Commercial General Liability and Automobile Liability Coverages

a. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor/Vendor; to include Products and/or Completed Operations of the Contractor/Vendor; Automobiles owned, leased, hired or borrowed by the Contractor.

b. The Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor/Vendor's insurance and shall be non-contributory.

II All Coverages

The Contractor/Vendor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contact is renewed) or prior.

SUBCONTRACTORS

The Contractor/Vendor shall be responsible for all subcontractors working on their behalf as a condition of this agreement. All subcontractors of the Contractor/Vendor shall be subject to the same coverage requirements stated herein.

CERTIFICATE HOLDER: **Alachua County Board of County Commissioners**

MAIL, EMAIL or FAX CERTIFICATES

The Certificate of Insurance must contain the following:

Bid:	**20-30: Annual Plumbing Services**
Department Contact:	**Dan Bass, Facilities Management**
Contact Email:	**dbass@alachuacounty.us**
Department Phone:	**352.374.5229**