

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR PROPOSALS**

**Automated Fuel Management System**

**Solicitation Identification Number PD 15-16.104**

Letters of Interest Will Be Received Until:  
**2:00 p.m. CST, Wednesday, October 19, 2016**

A **Mandatory** Pre-Solicitation Conference will be held beginning at **9:00 a.m. CDT, Monday, October 3, 2016** at **Escambia County Road Department Large Conference, 601 Highway 297A, Cantonment, FL 32533 with Nine (9) mandatory site visits.**

Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32597-1591  
**Attention:** Paul R. Nobles, CPPO, CPPB, FCN, FCC

**Board of County Commissioners**

Grover Robinson, IV, Chairman  
Wilson B. Robertson, Vice Chairman  
Steven Barry  
Lumon J. May  
Douglas Underhill

From:  
Claudia Simmons  
Purchasing Manager

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All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

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**Assistance:**

Paul R. Nobles, CPPO, CPPB, FCN, FCCM  
Purchasing Coordinator  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place  
2<sup>nd</sup> Floor, Room 11.101  
Pensacola, FL 32502  
T: 850.595.4918  
F: 850.595.4805  
e-mail: [prnobles@myescambia.com](mailto:prnobles@myescambia.com)

**NOTICE**

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.
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**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.**

Escambia County Florida  
Request for Proposals  
Proposer's Checklist

**AUTOMATED FUEL MANAGEMENT SYSTEM**

**Solicitation Identification Number PD 15-16.104**

**How to Submit Your Proposal:**

- Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

**The Following Documents Shall Be Returned With Proposal:**

- Proposal Format (with original signature and included with the **(1) one** original and **(1) CD or flash drive**)
  - Technical Proposal (tabs 1 – 5)
  - Cost Proposal (tab 6)
  - Required Documents (Tab 7)
    - Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the “Insurance Requirements”
    - Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)
    - Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
    - Drug-Free Workplace Form
    - Information Sheet For Transactions and Conveyances Corporate Identification

**The Following Submittals Are Required Upon Notice Of Award:**

- Certificate Of Insurance

**How to Submit a No Proposal**

- If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

*This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.*

## PD 15-16.104, Automated Fuel Management System

### TABLE OF CONTENTS

- Request for Proposals - Title Page
- Proposers Checklist
- General Terms and Conditions (By Reference)
- Special Terms and Conditions
- Request for Proposals Response Format.

#### Part A Summary

#### Part I General Information

- 1-1 Purpose
- 1-2 Objective
- 1-3 Issuing Officer
- 1-4 Contract Consideration
- 1-5 Rejection
- 1-6 Inquiries
- 1-7 Addenda
- 1-8 Schedule
- 1-9 Proposal Content and Signature
- 1-10 Negotiations
- 1-11 Recommended Proposal Preparation Guidelines
- 1-12 Prime Contract Responsibilities
- 1-13 Disclosures
- 1-14 Delays
- 1-15 Work Plan Control
- 1-16 Method of Payment

#### Part II Information Required from Contractors

- 2-1 Proposal Format and Content
- 2-2 Introduction
- 2-3 Understanding the Project
- 2-4 Methodology Used for the Project
- 2-5 Management Plan for the Project
- 2-6 Experience and Qualifications
- 2-7 Cost Proposal / Solicitation and Proposal Form

#### Part III Criteria for Selection

#### Part IV Scope of Work

- Sworn Statement Pursuant to Section 287.133 (3)(a), Florida Statutes, on Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances and Corporate Identification

## PD 15-16.104, Automated Fuel Management System

### ESCAMBIA COUNTY, FLORIDA GENERAL TERMS and CONDITIONS

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850) 595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Bid Information** See Home Page URL: <http://myescambia.com/our-services/purchasing>  
Click on **ON-LINE SOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
  - 5.01 **Taxes**
  - 5.02 **Discounts**
  - 5.03 **Mistakes**
  - 5.04 **Condition and Packaging**
  - 5.05 **Safety Standards**
  - 5.06 **Invoicing and Payment**
  - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
  - 9.01 **County Procedure on Acceptance of Gifts**
  - 9.02 **Contractors Required to Disclose any Gift Giving**
  - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

## PD 15-16.104, Automated Fuel Management System

### **ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS** **The following General Terms and Conditions are incorporated by reference (continued).**

- 24. **The Successful Bidder(s) must provide**
- 25. **Addition/deletion of Items**
- 26. **Ordering Instructions**
- 27. **Public Records**
- 28. **Delivery**
- 29. **Samples**
- 30. **Additional Quantities**
- 31. **Service and Warranty**
- 32. **Default**
- 33. **Equal Employment Opportunity**
- 34. **Florida Preference**
- 35. **Contractor Personnel**
- 36. **Award**
- 37. **Uniform Commercial Code**
- 38. **Contractual Agreement**
- 39. **Payment Terms/Discounts**
- 40. **Improper Invoice; Resolution of Disputes**
- 41. **Public Entity Crimes**
- 42. **Suspended and Debarred Vendors**
- 43. **Drug-Free Workplace Form**
- 44. **Information Sheet for Transactions and Conveyances**
- 45. **Copies**
- 46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, <http://www.sunbiz.org/search.html>
- 47. **Execution of Contract**
- 48. **Purchase Order**
- 49. **No Contingent Fees**
- 50. **Solicitation Expenses**
- 51. **On-Line Auction Services**

## PD 15-16.104, Automated Fuel Management System

### SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s)

#### Instructions to Offerors

##### General Information

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD 15-16.104, Automated Fuel Management System, Name of Submitting Firm, Time and Date due.**

**Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

#### **The following policy will apply to all methods of source selection:**

##### **1. CONDUCT OF PARTICIPANTS**

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

## PD 15-16.104, Automated Fuel Management System

### Definitions

**Blackout period** means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

**Lobbying** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

### Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

## 2. **Bid Surety**

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of 5% of the total proposal.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond or check is the amount of liquidated damages agreed upon should the offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County, and/or the offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via county warrant promptly after award.

## PD 15-16.104, Automated Fuel Management System

All offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

### 3. **Performance and Payment Bonds**

The County **shall** require the successful offeror(s) to furnish **separate performance and payment bonds**, under pledge of adequate surety and covering up **100% of the dollar value of award** on the forms provided by the County. Such bonds shall be issued by sureties authorized to act as a surety by the State of Florida. Bonds of the successful offeror(s) shall be reviewed by the Office of Purchasing to assure compliance, then recorded in the Office of the Clerk of the Circuit Court Recording Office, 1st Floor, 221 Palafox Place, Pensacola, Florida, by the successful offeror at his expense before the contract is executed. The cost of recording is \$10.00 for the first page and \$8.50 for each additional page.

### 4. **Questions**

Questions may be directed Paul Nobles CPPO, CPPB, FCN, FCCM, Senior Purchasing Coordinator. Phone: (850) 595-4918; e-mail: [prnobles@myescambia.com](mailto:prnobles@myescambia.com).

Last day for questions 5:00 p.m. CDT, Wednesday, October 10, 2016

### 5. **Bid Forms**

This Solicitation contains a Solicitation and Proposal Form which shall be submitted as Tab 6 with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Offerors Checklist included in this solicitation provides instructions to the offeror on the documentation to be submitted during the procurement process.

### 6. **Pre-Solicitation Conference**

A **Mandatory** Pre-Solicitation Conference will be held beginning at 9:00 a.m. CDT, Monday, October 3, 2016 at Escambia County Road Department Large Conference, 601 Highway 297A, Cantonment, FL 32533 with Nine (9) mandatory site visits. **Bids received from any firm(s) not attending a mandatory pre-solicitation conference will be returned unopened.**

The pre-solicitation conference and site walk will be held for the following benefits:

1. Allow the COUNTY to discuss the scope of the project
2. Provide proposers an opportunity to view a site, receive documents and other information necessary to respond to this RFP.
3. Provide an opportunity for proposers to ask specific questions about the project and request RFP clarifications.



## PD 15-16.104, Automated Fuel Management System

4. Provide the COUNTY with an opportunity to receive feedback regarding the project and RFP.

\*All questions deemed to be pertinent by the COUNTY will be addressed in an Addendum following the site walk/bid conference.

Sites to be visited:

Century Facility	10 Tedder Road, Century, FL 32535
Fleet Maintenance	1651 East Nine Mile Road, Pensacola, FL 32514
Public Safety	6575 North "W" Street, Pensacola, FL 32505
Road Department / Cantonment	601 Highway 297A, Cantonment, FL 32533
Road Department / McDavid	4901 Camp Road, McDavid, FL 32535
Sheriff Garage	1700 West Leonard Street, Pensacola, FL 32501
Sheriff / Big Lagoon	12950 Gulf Beach Highway, Pensacola, FL 32507
Solid Waste	13009 Beulah Road, Cantonment, FL 32533
Transit Facility	1515 West Fairfield Drive, Pensacola, FL 32501

Exact order to be determined.

### 7. **Owner Direct Purchases (ODP)**

The County **May** elect to use Owner Direct Purchases as permitted per Section 212.08(6), F.S. and Rule 12A-1.094, F.A.C.

- a. County reserves the right to require Contractor to assign some or all of its subcontracts or other agreements with material, including equipment, suppliers directly to County. Any materials purchased by County pursuant to such an assignment of a material supply subcontract or agreement shall be referred to as "Owner Direct Purchases" (ODP) and the responsibilities of both County and Contractor relating to such ODP shall be governed by the terms and conditions of these Supplementary Conditions, which shall take precedence over other conditions and terms of the Contract Documents where inconsistencies or conflicts exist.
- b. Material suppliers shall be selected by Contractor using competitive bidding/proposals. Supply contracts shall be awarded by the Contractor to the supplier whose bid/proposal is most advantageous to the County, price and other factors considered.

The Contractor shall include the price for all construction materials in lump sum price in his bid. His bid shall also include all Florida State sales and other taxes normally applicable to such material and equipment. The County may consider purchasing any item but does not expect to issue purchase orders for less than \$5,000. County-Purchasing of selected construction materials will be administered on a deductive Change Order basis.

## **PD 15-16.104, Automated Fuel Management System**

- c. Contractor shall provide County a list of all intended suppliers, vendors, and material men for consideration as ODP. This list shall be submitted at the same time as the preliminary schedule of values and the project CPM schedule. The Contractor shall submit price quotes from the vendors, as well as a description of the materials to be supplied, estimated quantities and prices.
- d. Upon request from County, and in a timely manner, Contractor shall prepare Purchasing Requisition Request Form which shall, in form and detail acceptable to County, specifically identify the materials which County may, in its discretion, elect to purchase directly. The Purchasing Requisition Request Form shall include:
  - 1. the name, address, telephone number and contact person for the material supplier
  - 2. manufacturer or brand, model or specification number of the item
  - 3. quantity needed as estimated by Contractor
  - 4. the price quoted by the supplier for the materials identified therein
  - 5. any sales tax associated with such quote
  - 6. delivery dates as established by Contractor
  - 7. any reduction in Contractor's cost for both the Payment Bond and the Performance Bond
  - 8. shipping, handling and insurance costs
  - 9. detail concerning bonds or letters of credit provided by the supplier if included in his/her proposal
  - 10. Special terms and conditions which have been negotiated with the supplier relative to payment terms, discounts, rebates, warranty, credits or other terms and conditions which will revert to the Owner.

Contractor shall include copies of vendors' quotations and specifically reference any terms and conditions, which have been negotiated with the vendors concerning letters of credit, terms, discounts, or special payments.

At the County's option, the County will install a computer with the appropriate software and dial-up modem connection in the Contractor's office for the Contractor's use in entering requisition requests into the purchasing system. The required telephone line will be the responsibility of the Contractor.

- e. After receipt of the Purchasing Requisition Request Form, County shall prepare a Purchase Order for all items of material, which County chooses to purchase directly. The purchase order shall be sent to the vendor with a copy sent to the contractor. Pursuant to the Purchase Order, the vendor will provide the required quantities of material at the price established in the vendor's quote to the contractor, excluding any sales tax associated with such price. The Contract Administrator shall be the approving authority for the County on Purchase Orders in conjunction with ODP. The Purchase Order shall also require the delivery of the ODP on the delivery dates provided by the

## **PD 15-16.104, Automated Fuel Management System**

Contractor in the Purchasing Requisition Request Form.

- f. In conjunction with the execution of the Purchase Orders by the suppliers, Contractor shall execute and deliver to County one or more deductive Change Orders, referencing the full value of all ODP to be provided by each supplier from whom the County elected to purchase material directly, plus all sales taxes associated with such materials in Contractor's bid to County, plus any savings to Contractor in the cost of Payment and Performance Bonds associated with such ODP. To compensate the Contractor for the warranty enforcement obligation the Contractor's overhead and profit associated with ODP shall not be deducted from the contract. The Contract Administrator shall be the approving authority for the County on deductive Change Orders in conjunction with ODP.
- g. Contractor shall be fully responsible for all matters relating to the procurement of materials furnished by and incorporated into the Project in accordance with these Supplementary Conditions including, but not limited to, assuring the correct quantities, placing the order in a timely manner, and assuring coordination of purchases, providing and obtaining all warranties and guarantees required by the Contract Documents, inspection and acceptance of the goods at the time of delivery. The Contractor shall coordinate delivery schedules, sequence of delivery, loading orientation, and other arrangements normally required by the Contractor for the particular materials furnished. The Contractor shall provide all services required for the unloading, handling and storage of materials through installation. The County assumes the risk of loss of building material through their incorporation into the installation.
- h. As ODP are delivered to the jobsite, the Contractor shall visually inspect all shipments from the suppliers, and sign off on the receiving reports for material delivered. The Contractor shall assure that each delivery of ODP is accompanied by documentation adequate to identify the Purchase Order against which the purchase is made. This documentation may consist of a delivery ticket and an invoice from the supplier conforming to the Purchase Order together with such additional information as the County may require. The Contractor will then forward the receiving report to the Clerk of the Court, Accounts Payable to match up with the invoice for payment.
- a. The Contractor shall insure that ODP conform to the Specifications, and determine prior to incorporation into the Work if such materials are patently defective, and whether such materials are identical to the materials ordered and match the description on the bill of lading. If the Contractor discovers defective or non-conformities in ODP upon such visual inspection, the Contractor shall not utilize such nonconforming or defective materials in the Work and instead shall promptly notify the County of the defective or nonconforming condition so that repair or replacement of those materials can occur without any undue delay or interruption to the Project. If the Contractor

## **PD 15-16.104, Automated Fuel Management System**

fails to perform such inspection and otherwise incorporates into the work such defective or nonconforming ODP, the condition of which it either knew or should have known by performance of an inspection, Contractor shall be responsible for all damages to County resulting from Contractor's incorporation of such materials into the Project, including liquidated or delay damages.

- b. The Contractor shall maintain records of all ODP it incorporates into the Work from the stock of ODP in its possession. The Contractor shall account monthly to the County for any ODP delivered into the Contractor's possession, indicating portions of all such materials which have been incorporated into the work
- c. The Contractor shall be responsible for obtaining and managing all warranties and guarantees for all materials and products as required by the Contract Documents. All repair, maintenance or damage-repair calls shall be forwarded to the Contractor for resolution with the appropriate supplier, vendor, or subcontractor. Additionally, ODP items shall be warranted by the Contractor as part of the Contractor's warranty. The Contractor agrees and understands that it shall all warranty enforcement and other related duties of the County for its Owner Direct Purchase equipment and materials. These duties shall be governed by and carried out pursuant to Section 21 of Exhibit A, General Terms and Conditions. To that end, the Contractor expressly agrees it shall make no distinction in discharging such warranty duties under Section 21 between Owner Direct Purchase equipment and materials and equipment and materials otherwise supplied by the Contractor.
- d. Notwithstanding the transfer of ODP by the County to the Contractor's possession, the County shall retain legal and equitable title to any and all ODP.
- e. The transfer of possession of ODP from the County to the Contractor shall constitute a bailment for the mutual benefit of the County and the Contractor. The County shall be considered the bailor and the Contractor the bailee of the ODP. ODP shall be considered returned to the County for purposes of their bailment at such time as they are incorporated into the Project.
- f. The County shall purchase and maintain builders risk insurance sufficient to protect against any loss of or damage to ODP. Such insurance shall cover the full value of any ODP not yet incorporated into the Project during the period between the time the County first takes title to any of such ODP and the time when the last of such is incorporated into the Project. The Contractor shall purchase and maintain builders risk, all risk, insurance based on the completed value of project, less the County's ODP values. The Contractor must name Escambia County as additional insured on its policy.

## **PD 15-16.104, Automated Fuel Management System**

- g. The County shall in no way be liable for any interruption or delay in the Project, for any defects or other problems with the Project, or for any extra costs resulting from any delay in the delivery of, or defects in, ODP. Contractor's sole or exclusive remedy shall be an extension of the Contract Time for such reasonable time as determined by Contract Administrator.
- h. Contractor shall be required to review invoices submitted by all suppliers of ODP delivered to the project sites and either concur or object to the County's issuance of payment to the suppliers, based upon Contractor's records of materials delivered to the site and any defects detected in such materials.
- i. In order to arrange for the prompt payment to the supplier, prompt submittal of a copy of the applicable Purchase Order as receiving report, invoices, delivery tickets, written acceptance of the delivered items, and such other documentation as may be reasonably required by the County. Upon receipt of the appropriate documentation, the County shall prepare a check drawn to the supplier based upon the data provided. This check will be released and remitted directly to the supplier. The Contractor agrees to assist the County to immediately obtain partial or final release of waivers as appropriate.
- j. At the end of the project Contractor will be provided with a deductive Change Order for the costs incurred by County to provide all ODP, not covered by previous change orders. Salvage materials shall be stored or removed from the site at the County's direction, or may be turned over to the Contractor by the County for salvage or disposal at the Contractor's option.

### **8. Licenses, Certifications, Registrations**

The offeror shall at the time of proposal submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid/proposal submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

### **9. Permits**

The county and/or its contracted consultant(s) have not conducted a review of required permits and fees required to be purchased by the contractor from the county permitting agencies for this specific project. Due to the nature of the project and that it is anticipated that different proposals would be provided, it will be required of the awardee to obtain the necessary permits.

## **PD 15-16.104, Automated Fuel Management System**

### **10. Liquidated Damages**

Should the awarded vendor fail to complete the required services or make delivery of the commodities or equipment within the time(s) specified in the contract, or within such additional time(s) as may be granted by Escambia County, the County will suffer damage, the amount of which is difficult, if not impossible to ascertain therefore, the vendor shall pay to the County, as liquidated damages, the sum of \$200.00 for each calendar day based on the negotiated schedule of delay that actual completion extends beyond the time limit specified until such reasonable time as may be required for final completion of the work. Such sum is mutually agreed upon as a reasonable and proper amount of damages the County will sustain per diem by failure of the vendor to complete the services or make delivery within the specified time. The costs for liquidated damages shall not be construed as a penalty on the vendor.

### **11. Payment**

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed **original** invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

Clerk of the Circuit Court  
Attention: Accounts Payable  
221 Palafox Place  
Pensacola, FL 32502

### **12. Warranty**

Proposer expressly warrants that all goods and services to be furnished pursuant to any contract awarded arising from the Proposal will conform to the descriptions and specifications contained herein and in supplier catalogs, product brochures and other representations, depictions or models, and will be free from defects, of merchantable quality, good material and workmanship.

Proposer expressly warrants that all goods and services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance or payment by the County. Bidder warrants that all work and services furnished hereunder shall be guaranteed for a period of three (3) years from the date of acceptance by the County.

### **13. Safety Regulations**

Equipment shall meet all state and federal safety regulations for grounding of electrical equipment.

## **PD 15-16.104, Automated Fuel Management System**

### **14. Codes and Regulations**

The awarded vendor shall strictly comply with all federal, state and local building and safety codes.

### **15. Equipment/Service**

The scope of these specifications is to insure the delivery of a complete unit ready for operation. Omission of any essential detail from these specifications does not relieve the awarded vendor from furnishing a complete unit.

All equipment shall be new, of current manufacturer in production at the time of solicitation opening and carry standard warranties. The awarded vendor shall service all equipment prior to delivery.

Offers will be considered only on equipment which can, on short notice, be serviced and maintained by the successful offeror. At the time of solicitation opening, the offeror shall be an authorized dealer, distributor, and/or representative of the manufacturer for the brand/model being offered. For the purposes of this solicitation, dealer, distributor, and/or representative means a firm or person that owns, operates, or maintains a store, warehouse, or other establishment in which materials, supplies, parts, articles, or equipment of the general character described in the specifications are bought, kept in stock and sold commercially or to the public in the usual course of business. The offeror shall maintain a normal supply of repair parts and be equipped with personnel and facilities to provide such service as necessary to keep the equipment in operation with a minimum delay. Failure to meet these requirements, in the County's sole opinion, may be cause for rejection.

Offeror shall indicate the nearest available location for replacement parts, how long parts will be available on the market and the number of days to receive parts after receipt of order. The space for this information is included on the bid/proposal form.

### **16. Assembly and/or Placement**

All items shall be completely assembled when delivered to Escambia County.

All items shall be completely assembled by the awarded vendor prior to acceptance by Escambia County. Space will be provided by the County for on-site assembly by the awarded vendor. It will be the responsibility of the awarded vendor to supply the necessary labor and materials for the placement of all equipment as specified herein. Equipment is to be set-up, serviced, tested and demonstrated at no charge to Escambia County.

## **PD 15-16.104, Automated Fuel Management System**

### **17. Debris**

Awarded vendor shall be responsible for the prompt removal of all debris, which is a result of this contractual service.

### **18. Protection of Property/Security**

The awarded vendor shall provide all barricades and take all necessary precautions to protect buildings and personnel.

All work shall be completed in every respect and accomplished in a professional manner and awarded vendor shall provide for removal of all debris from county property.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly fence and secure the construction site(s) at all times, including evenings and weekends.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

### **19. Term of Offer**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting bid bond or check. In the event that an award is not made by the county within ninety (90) days from the solicitation opening date, the offeror may withdraw his offer or provide a written extension of his offer.

### **20. Award**

Award shall be made on an "all-or-none total" basis.

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.



## **PD 15-16.104, Automated Fuel Management System**

### **21. Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

### **22. Termination (Services)**

The Contract Administrator shall notify the Office of Purchasing of unsatisfactory performance and/or deficiencies in service that remain unresolved or recurring. The Office of Purchasing shall notify the contractor, in writing, of such unresolved or recurring deficiencies within five (5) working days of notification by the Contract Administrator.

Upon the third such written notification of unsatisfactory performance and/or deficiencies to the contractor by the Office of Purchasing within a four (4) month period; or the sixth such notification within any contract term, shall result in issuance of written notice of immediate contract termination to the contractor by the Office of Purchasing. Such termination may also result in suspension or debarment of the contractor.

### **23. Termination (Public Records Request)**

The Contractor acknowledges that this Agreement and any related financial records, audits, reports, plans correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. Contractor shall maintain all such public records and, upon request, provide a copy of the requested records or allow the records to be inspected within a reasonable time. Contractor shall also ensure that any public records that are exempt or exempt and confidential from disclosure are not disclosed except as authorized by law. Upon the expiration or termination of the Agreement, Contractor agrees to maintain all public records for a minimum period of five (5) fiscal years in accordance with the applicable records retention schedules established by the Florida Department of State. In the event the Contractor fails to abide by the provisions of Chapter 119, Florida Statutes, the County may, without prejudice to any other right or remedy and after giving the Contractor and surety, if any, seven days written notice, during which period the Contractor still fails to allow access to such documents, terminate the contract. In such case, the Contractor shall not be entitled to receive any further payment. Reasonable terminal expenses incurred by the County may be deducted from any payments left owing the Contractor (excluding monies owed the Contractor for subcontractor work).

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Escambia County  
Office of the County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502  
(850) 595-4947**

**24. Emergency Services**

The contractor resulting from this solicitation is for services that are required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and the vendor awarded this contract should be able to be contacted at any time, day or night. The Bid Form provides for the emergency information to be supplied. Please be sure to include **all** this information when returning your bid.

**25. As Specified**

All items delivered shall meet the specifications herein. Items delivered not as specified will be returned at no expense by Escambia County. The County may return, for full credit, any unused items received which fail to meet the County's performance standards.

**Insurance Requirements**

**26. Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

**County Insurance Required**

The Contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of AM

## **PD 15-16.104, Automated Fuel Management System**

Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the Contractor, its employees, or by Sub-Contractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The Contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its Sub-Contractor(s) obtain and maintain until the completion of that Sub-Contractor(s) work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the Contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the Contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The Contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

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

Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

### **Workers Compensation Coverage**

The Contractor shall purchase and maintain workers *compensation* insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of

## **PD 15-16.104, Automated Fuel Management System**

Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

### **General, Automobile and Excess or Umbrella Liability Coverage**

The Contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

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

### **General Liability Coverage - Occurrence Form Required**

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

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

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

### **Business Auto Liability Coverage**

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

### **Excess or Umbrella Liability Coverage**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

### **Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by

## **PD 15-16.104, Automated Fuel Management System**

documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverages(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the Contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:  
Escambia County  
Attention: Paul R. Nobles, CPPO, CPPB  
Senior Purchasing Coordinator  
Office of Purchasing, 2<sup>nd</sup> FL, Room 11.101  
P.O. Box 1591  
Pensacola, FL 32597-1591  
Fax (850) 595-4805
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

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

If requested by the County, the Contractor shall furnish complete copies of the Contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the Contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

## **Endorsements/Additional Insurance**

### **Builders Risk Coverage**

Builders risk insurance is to be purchased to cover subject property for all risks of loss, subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks as indicated in the installation floater and motor truck cargo insurance described hereafter, if such coverages are not separately provided.

The builders risk insurance is to be endorsed to cover the interests of all parties, including the county and all contractors and subcontractors. The insurance is to be endorsed to grant permission to occupy.

### **Installation Floater Coverage**

Installation floater insurance is to be purchased when builder's risk insurance is inappropriate, or when builder's risk insurance will not respond, to cover damage or destruction to renovations, repairs or equipment being installed or otherwise being handled or stored by the contractor, including off-site storage, transit and installation. The amount of coverage should be adequate to provide full replacement value of the property, repairs, additions or equipment being installed, otherwise being handled or stored on or off premises. All risks coverage is preferred.

### **Termination/Adverse Change Endorsement**

All of Contractor's policies, except for professional liability and workers compensation insurance, are to be endorsed, and the Contractor's certificate(s) of insurance shall state, that the county shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

## **27. Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or

**PD 15-16.104, Automated Fuel Management System**

exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

## PD 15-16.104, Automated Fuel Management System

### PART A SUMMARY

The Escambia County BOCC, Road Department, Fleet Division/Fuel Distribution office is seeking firm pricing for the purchase, delivery, and installation of a "turnkey", Automated Fuel Management System for County owned fueling facilities/vehicles. The County's desired fuel management system will control, authorize and record the dispensing of petroleum products as a stand-alone system, capable of unattended, secure operation, 7 days a week, 24 hours a day, to 9 (9) fueling sites (11 Sentry units), all of which include multiple pumps and in ground tanks. Outfitting fuel tanker trucks and auxiliary fuel tanks with this system is desired. The removal of an existing Fuel Management System may be required. Electronic surveillance of fuel operations conforming to existing County surveillance system will be entertained as an added option.

### PART I GENERAL INFORMATION

#### 1-1 PURPOSE

The Board of County Commissioners of Escambia County is seeking the Professional Services of a qualified contractor to **provide and install a "turnkey" Automated Fuel Management System.**

#### 1-2 OBJECTIVE

The Primary objective of The RFP is the selection of the most qualified and experienced Contractor to provide Automated Fuel Management System that is most advantageous to the County.

#### 1-3 ISSUING OFFICER

The project Director shall be Jack R. Brown, County Administrator. The liaison officer shall be Terry Gray, Division Manager, Public Works / Roads. The contracting agency shall be the Escambia County Board of Commissioners, c/o the Office of Purchasing, P.O. Box 1591, Pensacola, Florida, 32597-1591.

#### 1-4 CONTRACT CONSIDERATION

It is expected that the contract shall be a **Lump Sum Contract** after negotiation.

#### 1-5 REJECTION

The right is reserved by the Board of County Commissioners to accept or reject any or all proposals or to waive any informality, existing in any proposal, or to accept the proposal which best serves the interest and



## PD 15-16.104, Automated Fuel Management System

intent of this project and is from the most responsive and responsible proposer.

### 1-6 **INQUIRIES**

Questions regarding this Request for Proposal **shall** be directed to Paul R. Nobles, CPPO, CPPB, FCCM, FCN, Senior Purchasing Coordinator, Office of Purchasing, Telephone (850) 595-4918, email [prnobles@myescambia.com](mailto:prnobles@myescambia.com).

### 1-7 **ADDENDA**

Any changes made in the Request for Proposal shall be brought to the attention of all of those who have provided the proper notices of interest in performing the services.

### 1-8 **SCHEDULE**

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

Mailing date of proposals	Monday, September 19, 2016
Mandatory Pre-Solicitation Conference	9:00 a.m. CDT, Monday, October 3, 2016
Final date for questions	5:00 p.m. CDT, Monday, October 10, 2016
Date for responses to questions	Wednesday, October 12, 2016
Receipt of proposals	2:00 p.m. CDT, Wednesday, October 19, 2016
Proposal Review Committee Meeting	10:00 a.m., CDT, Tuesday, November 1, 2016
Discussions / Selection Committee Meeting	9:00 a.m. CST, Thursday, November 10, 2016
1st Negotiation Committee Meeting	1:00 p.m. CST, Tuesday, November 15, 2016
2nd Negotiation Committee Meeting, if required	19:00 a.m. CST, Thursday, November 17, 2016
Board of County Commissioners approval	Thursday, January 5, 2017

### 1-9 **PROPOSAL CONTENT AND SIGNATURE**

**One (1) original hard copy and one (1) electronic copy** of the proposal shall be required, having been signed by a company official with the power to bind the company in its proposal, and shall be completely responsive to the RFP for consideration.

**1-10 NEGOTIATIONS**

The contents of the proposal of the successful firm shall become a basis for contractual negotiations.

**1-11 RECOMMENDED PROPOSAL PREPARATION GUIDELINES**

All contractors shall provide a straight forward and concise description of their ability to meet the RFP requirements. There shall be avoidance of fancy bindings and promotional material within. The proposal shall clearly show the technical approach to include work tasks, estimated time phasing and the proposed approach rational. The County discourages overly lengthy or costly proposals.

**1-12 PRIME CONTRACT RESPONSIBILITIES**

The selected contractor shall be required to assume responsibility for all services offered in his proposal. The selected contractor shall be the sole point of contact with regard to contractual matters including payments of any and all changes resulting from the contract.

**1-13 DISCLOSURE**

All information submitted in response to this RFP shall become a matter of public record, subject to Florida Statutes regarding public disclosure.

**1-14 DELAYS**

The Project Director reserves the right to delay scheduled due dates if it is to the advantage of the project.

**1-15 WORK PLAN CONTROL**

Control of the work plan to be developed under the RFP shall remain totally with the Escambia County Board of Commissioners.

**1-16 METHOD OF PAYMENT**

Payment schedule and basis of payment shall be negotiated.

## **PART II INFORMATION REQUIRED FROM CONTRACTORS**

### **ALL PROPOSALS SHALL INCLUDE THE FOLLOWING: TECHNICAL AND COST PROPOSAL**

#### **PROPOSAL FORMAT AND CONTENT**

The County discourages overly lengthy and costly proposals, however, in order for the County to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide all of the information requested.

##### **2-1 INTRODUCTION – Tab 1**

Proposals shall include the complete name and address of their firm and the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

Proposals shall confirm that the firm will comply with all of the provisions in this RFP; and, if applicable, provide notice that the firm qualifies as a County proposer. Proposals shall be signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

##### **2-2 UNDERSTANDING OF THE PROJECT – Tab 2**

Proposers shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

##### **2-3 METHODOLOGY USED FOR THE PROJECT – Tab 3**

Proposers shall provide a comprehensive narrative statement that sets out the methodology they intend to employ and that illustrates how their methodology will serve to accomplish the work and meet the County's project schedule.

##### **2-4 EXPERIENCE AND QUALIFICATIONS – Tab 4**

Provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

## PD 15-16.104, Automated Fuel Management System

Provide a narrative description of the organization of the project team.

Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed;

- [a] title,
- [b] resume,
- [c] location(s) where work will be performed

Provide reference names and phone numbers for similar projects your firm has completed.

### 2-5 **RESPONSE TO QUESTIONS** – Tab 5

### 2-6 **COST PROPOSALS** – Tab 6

Proposer's cost proposals shall include an itemized list of all direct and indirect costs associated with the performance of this contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

### 2-7 **REQUIRED DOCUMENTS** – Tab 7

- Sworn Statement Pursuant to Section 287.133 (3)(a), Florida Statutes, on Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances and Corporate Identification

## PART III **CRITERIA FOR SELECTION**

Selection Criteria	Value
<b>System Design</b> —enhanced utility, ease of use, functionality, flexibility <b>Software Design and Development</b> -- software capabilities with the requirements of this RFP	20
<b>Customer Service And Support</b> -- resources required to operate and maintain the system, ---convenience, responsiveness and technical expertise of vendor	15
<b>Capital Expense/Operational Expense</b> -- proposed cost appropriate to the nature of the products and services to be provided	10
<b>Integrity Of Technology Infrastructure Of Vendor</b> —demonstrate the sustainability of product offered	15

## PD 15-16.104, Automated Fuel Management System

<b>Understanding and Methodology of project</b> —demonstrate grasp of pertinent issues/potential problems—expected deliverables—timeline objectives	15
<b>Relevant Experience</b> —individual and organizational experience with comparable projects and required products	15
<b>References</b> —professional references of similar projects	10
<b>Total</b>	100

### PART IV SCOPE OF WORK

Coordinate with the county for the purchase and delivery of Fuel Management System equipment and any additional Computer Hardware or Software required for its installation and continued operation.

Install, implement, and test new Fuel Management System including, but not limited to, the Central Controller, Fuel Island Controllers, wireless modules, receivers and/or transmitters and any computers performing Fuel Management System operations.

Coordinate with the County for the removal and disposal of existing fuel management system components in accordance with accepted proposed solution. Existing fuel management and dispensing system wiring shall be replaced, if necessary, for the optimum performance of installed equipment.

Replace all existing fuel island POTS communications with fiber optic cabling. Fiber optic cabling will be run from each fuel island to the closest practical location that the Escambia County network is available. Existing communications conduits should be used, if possible, before running new conduit. If distance or access to the Escambia county network is not available, point-to-point wireless or secure broadband wireless should be used. The County intends to work with the chosen vendor to determine the best communication method and placement for each fuel island. All new communications cabling will be tested and certified.

Provide connection between new fiber optic cabling and new Fuel Management system at each of the Fueling Islands and auxiliary tanks. All cable runs shall be installed and protected in the same manner as electrical wiring.

Provide for exports of transactional, vehicle and summary data. The County intends to work with selected vendor to format and test exports.

Provide database connection (ODBC or similar) for Asset Management system (Lucity) to be used to pull Vehicle fueling transaction data. If available, County desires the additional ability to use Lucity as additional tool to add and remove vehicles from the Fuel Management System.

## **PD 15-16.104, Automated Fuel Management System**

Provide required fuel system reports.

Provide training and familiarization on installed equipment and software.

Acquire and maintain applicable Permits / Project Management

Provide as-built technical drawings, test results, and technical documentation

Install and Configure Proximity card readers in each fuel Island controller to read Employee ID proximity cards. Sample cards will be provided by the County.

### **APPLICABLE DOCUMENTS**

1. National Electrical Code, NFPA #70-2011
2. Uniform Fire Code
3. Underwriters Laboratories UL1238 and 913
4. CSA C22.2 No 142 & 157
5. FCC Part 15, Class A
6. National Weights and Measures Certification
7. Florida Building Codes

### **A. FUEL MANAGEMENT SYSTEM SHOULD INCLUDE:**

1. An intrinsically safe, non-powered RF/ID Tag that can be installed on a new or existing fuel nozzle.
2. An intrinsically safe automotive information module mounted in the vehicle/equipment, which is capable of:
  - a) Record and track the vehicle's mileage, hours, and additional information via the vehicle's OBD II port or using protocol J1587, J-1708 or J-1939 Can bus standards for large vehicles
  - b) Or receive a pulse count from the vehicle's speedometer/odometer input if pre-1996;
  - c) Store vehicle peculiar information including but not limited to vehicle ID, type of product authorized, quantity limit, and site signature;
  - d) Receive RF/ID Tag ID;
  - e) Transmit the data to a fuel island controller.
3. RF receiver and transmitter capability in the fuel island controller
4. The capability to position an RF receiver/transmitter unit to capture vehicle information as the equipment passes a specific location, and not linked to fueling.
5. The cost for each item listed as a separate item in the Bid Form.
6. The fuel island controller's function shall, at a minimum:
  - a) Evaluate the data, and upon verification that the data meets all acceptance criteria
  - b) Receive, store and transmit data (i.e., mileage and employee ID) entered by the driver via keypad;

## **PD 15-16.104, Automated Fuel Management System**

- c) Allow the fuel dispenser to be activated
- d) Record all fueling transactions
- e) Transfer of fueling transactions to Central Controller
- f) Receive and enforce software security lock in and lock out data from Central Controller

### **B. SYSTEM COMPONENTS**

The fuel management system shall consist of the following or some equivalent:

1. A vehicle mounted automotive information module which should be weather resistant, and is a potted transmitter/receiver micro processor board with flash memory that provides a means whereby an RF/ID Tag mounted on the fuel nozzle can be read/interrogated and vehicle peculiar data can be stored and retrieved (this data includes but is not limited to vehicle ID, fuel type and quantity limits, pulse to mileage ratio, initial mileage, etc.);
  - a. Vehicles manufactured after 1996 should have an on-board computer using OBD II protocol (J-1587, and then J-1708 or J-1939 CAN bus protocol for large vehicles).
  - b. The automotive information module must connect to the OBD port on the vehicle via an OBD connector, or a 6 or 9 pin connector (if the vehicle is model year 1996 or later). The module should collect the odometer reading and hour reading and other information via the OBD port connection.
  - c. The on-board module must collect mileage data from pre-1996 vehicles from an analog or digital pulse, or a transducer may be used to generate a pulse count to collect vehicle mileage.
  - d. The compilation of this data from the automotive information module can be transmitted via RF to a fuel island controller.
2. A fuel nozzle mounted RF/ID Tag provides a means whereby an automotive information module can:
  - a. recognize, by an ID number, which hose has been inserted into the vehicle's fuel filler neck for the purpose of initiating a fueling sequence, and
  - b. can continue to read/interrogate this ID number to insure the continued presence of the fuel nozzle in the vehicle's fuel filler neck.
3. A fuel island controller, located on the fuel island, is used to turn fuel dispensers on and off, monitor fuel dispensed, receive and send RF data from automotive information modules, recognize other authorized access devices,

## **PD 15-16.104, Automated Fuel Management System**

and interface with dispensers and tank level monitoring systems. The unit must maintain vehicle and user information and should transmit to the flash memory of the vehicle equipment updated information. The fuel island controller should have flash memory in order to be updated via telephone or IP network. It should store approximately 2,000 to 4,000 fueling transaction with data to identify the vehicle, user, type of fuel, amount of fuel, pricing, date/time stamp and additional information.

### **C. SYSTEM CONFIGURATION.**

The fuel island equipment should be configured to authorize and control the dispensing of fuel based on the information supplied to the fuel island controller by the automotive information module or read/write keys or smart cards. This data (the RF/ID Tag ID, site signature, vehicle ID, fuel type and quantity limits, and odometer reading) and fuel island controller stored data (site signature, RF/ID Tag ID to hose number and fuel type correlation, and vehicle ID lock out data) are processed by the fuel island controller prior to authorizing a fueling operation. Some vehicles may use keys or cards while others use automotive information modules for access. Upon completion of a fueling operation, a fueling transaction (time, date, hose number, quantity, transaction type, vehicle ID, and odometer) is recorded by the fuel island controller for later transfer to the software.

### **D. SYSTEM CAPABILITY**

1. Each fuel island controller must have the ability to simultaneously control up to eight (8) hoses and up to eight (8) satellite fuel island controllers, which in turn can simultaneously control up to eight (8) hoses. Each master and each satellite fuel island controller reader should store between 2,000 to 4,000 transactions. Fuel island units should also have the capability to control bulk or canned oil, antifreeze, CNG, propane, other alternative fuels, or liquid products.
3. The fuel island controllers must have a time out to deactivate a hose should the pulse count and/or fueling stop. This missing pulse detector should be variable with the supervisor being able to set it as required.
4. Each hose should have the capability to be individually set for any number of pulses for each unit of measurement, at least up to 1000. Thus the system can use various rate pulsers to measure different products to various levels of accuracy.
4. An ability to interface with electronic dispensers is desired.



**E. OPERATOR INPUT AT FUELING STATION**

When using the automotive information module, no operator input is required at the fueling station. The operator (the individual who will be doing the fueling) will remove the fuel nozzle from the dispenser, move the fuel dispenser's reset handle to the fueling position, insert the fuel nozzle into the filler neck associated with the vehicle's fuel tank, and dispense fuel. Upon completion of fueling operations the operator will remove the fuel nozzle from the filler neck and reinsert the fuel nozzle into the dispenser, after turning off the dispenser's reset handle. The control, authorization and accounting operations are all autonomous and carried on unbeknownst to the individuals using the fuel facilities. When using the read/write keys or smart cards, the operator will have minimal input at the controller, consisting of, but not limited to, entry of the employee identification number and/or mileage data for vehicles without modules.

**F. DATA MANAGEMENT AND REPORTING**

1. Each fuel island controller data should be automatically downloaded to a Central Controller server either by unattended polling by the Central Controller (PULL) or by the fuel island controller sending transactions to the Central Controller (PUSH). Push functionality is preferred. Additionally, Island to Central controller communication Status, ad hoc testing, system configuration, communications settings changes and manual data PULL operation should be available for use by an administrative user in the delivered Fuel Management System software.

Proposed fuel management system needs the ability to purge transactional Fueling records as required by Florida Law. Reference: General Records Schedule GS1-SL for State and Local Government Agencies – Records Retention Schedule. This schedule provides requirements for minimum time for records retention. The purge function should be restricted to only certain privileged users and may be automated. A minimum retention period must be able to be set or defined, in months, to allow agency to configure a retention period longer than 12 months.

**GS1-SL: EQUIPMENT/VEHICLE USAGE RECORDS Item #224**

This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

**RETENTION:** 1 calendar year

## **PD 15-16.104, Automated Fuel Management System**

Software, which provides access to control and manage the Fuel Management System should be installed on a PC or server, permitting, at a minimum:

- a) Manipulation of transaction data for printing reports on vehicles, users, products, etc.
- b) Downloading of transactions and uploading of authorized vehicle and user lists
- c) Transfer and storage of data.
- d) Reporting
- e) Audit tracking
- f) Data Export
- g) Configuration of vehicles, fuel costs, government accounting, taxes, surcharges, and fees.

The ability to maintain and provide all applicable data, summarized and ready, for completing the Monthly Florida Department of Revenue Mass Transit System Provider Fuel Tax Return (DR-309633) and the Local Government User of Diesel Fuel Tax Return (DR-309634)

The ability to produce invoices for selected customers or agencies in pdf format, ready for printing. An sample invoice is provided in appendix XX. This sample is intended to reflect the type of information included in the invoice. The format of the invoice can be changed, if desired. One invoice per 8.5x11 standard sheet of paper. The format or layout of the invoice should be configurable. By default, all invoices will print at one time. Invoices are typically created once a month. The Option to produce or reproduce invoices individually shall be provided. Historic reproduction of invoices shall be available until purged. All data required for the report shall be maintained by the Fuel System database Purging of this report data will be part of the transactional fueling records purge functionality.

Reporting requirements:

- a) Invoices should list each transaction for all vehicles for a user selected period. Coincides with monthly export to financial system.
- b) Monthly Fuel Transactions. Coincides with monthly export to financial system.
- c) Fuel Detail Transactions

## PD 15-16.104, Automated Fuel Management System

Visibility requirements:

- a) County Fueling customers should be able to view and filter up to date fueling transactions and summary information using a web browser.

Requested Summaries:

- a) Detail fueling transactions Grouped by Department or Agency, Cost Center, and Vehicle with group totals.
  - b) Tabular audit report of the Accounting export file with total count, credit and debit.
  - c) System wide Fuel inventory.
2. Software should provide the following information at the Central Controller as a transaction record:
- Vehicle odometer and/or chronometer
  - Vehicle ID Number
  - User ID if collected
  - Transaction Number
  - Number of units (gallons, quarts, cubic feet, therms, etc.) dispensed to tenths or hundredths.
  - Fuel site
  - Date & time
  - Hose number
  - Product number
  - Transaction Number
  - Engine idle time
  - PTO time
  - Engine error messages
  - Vehicle Key ID
  - User key ID
  - Override indicator
  - Negative fuel indicator

From this information, brought back to the central controller, much additional information may be determined. Using the last and current odometer, the vehicle efficiency or MPG should be determined. Tank inventory must be maintained. The above listed data, along with data maintained in the vehicle file, permits the collection of fleet data to be used as a management tool. This transaction record will form the basis for data transfer to County's Asset Management Application, Lucity.

## **PD 15-16.104, Automated Fuel Management System**

3. The software should be capable of totaling monthly fuel costs by organization number, vehicle ID, agency number or customer. The software must allow the operator to compile summary reports for all transactions by site, organization, date, vehicle, etc
4. Software should keep a declining balance inventory of fuel remaining in tanks. The software should also provide a flag when fuel has reached a certain level and should be purchased for a specific tank.
5. Exception reports for vehicles needing maintenance, or with out of range odometers or exceeding certain fuel limitations should be printed or downloaded.
6. Software must be capable of reporting diagnostic error to operator and Fuel Management Software. Error messages must report the nature of the error and report this information to Fuel Management Software.
7. Minimum Vehicle Attribute required fields
  - a) Assigned Department or Agency
  - b) Assigned Accounting – FUND
  - c) Assigned Accounting – Cost Center
  - d) Assigned Accounting – Account
  - e) Vehicle ID
8. Minimum Department or Agency Attribute required fields
  - a) Department or Agency Full Name
  - b) Department Billing Address – broken out
  - c) Point of contact
  - d) Point of Contact Telephone number
  - e) Notes
8. Minimum Product Supplier required fields
  - a) Supplier Name
  - b) Supplier DBA
  - c) Federal ID#
  - d) Active/inactive flag
  - e) County contract number
  - f) County Purchase Order Number

### **G. STORAGE.**

In the event of a power failure, the system should have the capability to store all data collected up to the time of the power failure for a minimum period of three

## PD 15-16.104, Automated Fuel Management System

months. The fuel island controller at each fueling site should have the ability to operate if the Central Controller is down, limited only by the fuel island controller's internal storage capacity. There should be a method to access transaction information should there be data transmission problems.

### H. ADDITIONAL REQUIREMENTS TO BE AVAILABLE:

#### 1. Required System Features for RFID passive fuel module

- a) Autonomous security, control & accounting operations requiring user input for mileage and employee identification for all vehicles;
  - b) Wireless communications between fuel nozzle and vehicle (wire down the hose or battery operated nozzle readers are not acceptable).
  - c) Wireless communications between the fuel island controller unit and the automotive information module on the vehicle should provide for data transfer in both directions and permit the updating of flash memory in the vehicle module.
  - d) The equipment must be **manufactured in the United States.**
  - e) System must have a mobile version that operates from a fueling truck in the same manner as the fixed site and using the same vehicle RF modules.
  - f) System will collect information directly from the vehicle computer (electronic control module), such as odometer, engine hours, error messages, idle hours, PTO engage time when available or can calculate odometer and hours when not.
  - g) Easily installed. The vehicle information module must be easily installed by non-technical personnel, normally within 30 minutes. Installation should consist of plugging the vehicle information module into the OBD or Can Bus port and routing wire to the filler neck ring area. Each vehicle information module shall be capable of being installed on any type of vehicle and shall have the capability of being moved from one type of vehicle to another without re-programming.
  - h) Updates to the vehicle module must be accomplished through the fuel island controller unit. The vehicle does not have to be brought into a shop or maintenance facility or have a computer connected to it to provide updates.
  - i) System would allow for seamless data stream between on-board vehicle controller unit, fuel island controller unit, and remote fleet management software;
- 1) System interface shall only require the driver to enter their employee identification number via the keypad on the fuel island controller unit.  
\*However, the keypad shall also be capable of accepting mileage data entered for vehicles without modules.

## **PD 15-16.104, Automated Fuel Management System**

- 2) The bid shall include a list of the Bidder's standardized reports generated by the software; including example printouts of the most commonly used reports.
- 3) The bid shall include a list of any customizable reports that are available to the user with details of how to create the reports and any software application needed.

### **2. On Site Transaction Printer Or Data Logger**

There should be an option of providing an onsite transaction printer. With this option, an on line (driven by the fuel island controller) printer, located at the self service fueling station, will print (record) each transaction as it occurs, thus allowing the remote site operators to maintain a hard copy record of transactions, as well as the capability to print the site configuration and total fuel dispensed by hose number and product code. The printer provided should be capable of rudimentary reporting. As an alternative method of data storage, the island controller should have the capability to use a data logger with flash memory (such as a SanDisk card) and provide the same data in electronic form.

### **3. True Manual Override**

The fuel island controller must permit manual override of the fuel island controller should any problem occur. The override must be a complete, total bypass of the fuel island controller.

### **4. Semi Manual Mode**

The fuel island controller must have the capability to record fuel dispensed in emergency situations when there is a need for vehicles without keys or cards or automotive information modules to be refueled and yet fuel accountability is still desired. It is expected that individual fuel island controllers may be put into a semi manual mode with by the supervisor. When in this mode, fuel can be dispensed by any pump as if the fuel island controller were not functioning, but the fuel island controller will record all transactions as semi manual transactions.

### **5. Self Diagnostic Capability**

The fuel island controller should permit internal diagnostic testing of boards, LCD, and keypad and possibly other items.

### **6. Toll Free Support.**

Toll free telephone support with a customer help desk must be available to assist in trouble-shooting the system's hardware and software. Additionally, a means of dialing into the fuel island controllers to perform diagnostics is desirable.

## **PD 15-16.104, Automated Fuel Management System**

### **7. Extended Maintenance Agreements**

The company providing the equipment should have extended agreements for maintenance of equipment and software for at least 10 years.

### **8. Customer Schools.**

Respondents to this RFP should identify whether or not they have schools or classes available for their customers.

## **I. DESIGN.**

The equipment should be designed for operation by non-technical personnel. Suitable clearance and access should be provided to all maintainable points and the fuel island controller should be constructed in a modular manner.

### **1. Environment.**

The vehicle & operator interface with the fuel management system is outdoors and exposed to the elements. Thus, the fuel island controller must have an operating range of - 20° to +140° Fahrenheit.

### **2. Services.**

The fuel island controller equipment should be designed to operate from 120 VAC, 60 Hz single-phase power. Automotive information modules need to be designed to operate from 12 VDC.

### **3. Safety.**

Fuel management system equipment must be provided with all necessary safety devices and guards to protect the operator. All primary operator control buttons, switches, etc. must be grouped and mounted in a location affording the operator convenient access to the controls. Essential safety operating instructions must identify safety and health hazards associated with the equipment and the procedures and practices necessary for safe operations. Placards must be provided to warn operator or maintenance personnel of hazardous areas that could cause injury. Installation manuals and maintenance manuals include all necessary safety and hazardous conditions warnings.

## **J. TRAINING.**

Qualified instructors must provide onsite training of personnel in the functions of operation, maintenance, and repair as they apply to each specific item of equipment. Supervisors and operators at each refueling site must also be provided training in the operation of the fuel island controllers. Training on Software will be conducted at a specified computer site location and can be followed by a webinar with the vendor's training department. Training on the

## **PD 15-16.104, Automated Fuel Management System**

installation of vehicle computer modules (automotive information modules) must also be conducted at identified locations.

- a. Training on the functions of operation, maintenance and repair shall include 4, 8-hour sessions scheduled and located at the discretion of the County.
- b. Software training shall include minimum one 8-hour session

### **K. MAINTENANCE AND SPARE PARTS.**

#### **1. Spare parts.**

The responding organization must agree to sell spare parts for the operating life of the equipment, estimated to be at least 10 years.

Provide a list of recommended spare parts.

#### **2. Maintenance Agreement.**

The responding organization must agree to provide system maintenance on a yearly renewable contract for the life of the system.

### **L. TANK MONITORING SYSTEM**

Five(5)of the County's fuel sites(specified on site list) will require the installation/integration of tank monitoring systems, such as the Veeder-Root TLS 350 models. Bidder should provide:

1. Cost of tank monitoring system and all connectivity hardware.
2. Cost to install tank monitoring system utilizing existing cabling/conduit infrastructure onsite; installing new cabling/conduit connections where applicable.
3. Provide full operational integration with proposed Fuel Management system software.
4. Provide manuals and instruction in use of tank monitoring system.
5. Provide data/costs for optional monitoring of tank levels of auxiliary non-regulated tanks, e.g., those at fire stations other remote locations.

### **M. ESCAMBIA COUNTY REQUIREMENTS FOR COMPUTER SYSTEMS AND NETWORKING**

#### **1. Computing Environment**

Escambia County provides Network services to most county buildings. Network speeds range from 1GB to 10MB in major buildings to Asynchronous DSL in remote sites. Specific sites are listed below. Included in these services are DNS Name Resolution, IP Address management, DHCP, NTP, remote access using SSL/VPN, and SSL termination. All buildings, with Network



## **PD 15-16.104, Automated Fuel Management System**

services, have CAT5, CAT5 enhanced, or Cat6 UTP wiring and professional quality switches. Secured, wireless (802.11b/g/n) access to the county network exists in many buildings

The central hub of network services resides in the Escambia County datacenter. This datacenter also contains primary file, database and application servers used throughout the county. Most of these servers are maintained in a virtual environment.

Workstation hardware is standardized on Dell Optiplex and Latitude 64bit equipment. All workstations have a Minimum of 2GB RAM and 17 inch monitors. The minimum monitor resolution is 1024x768. Wide screen monitors are in use. Laptop screens could be smaller. Current Microsoft Windows is the standard workstation operating system.

The standard software profile includes Anti-Virus, Microsoft Office and Libre Office, Adobe Acrobat, and Internet Explorer. The County has line of business applications which are not part of the standard workstation application profile. These applications may reside or be used on workstations that will be using the proposed solution.

While the fueling system does not have public facing data requirements, the system should be engineered with good system security to ensure Confidentiality of the system operations, Integrity of both transactional and at resting system data, and Availability of the data to the system and its users.

Software should be capable of transferring transaction data in a standard formats (flat ASCII file, comma delimited, XML, etc.).

Data from non-fueling sites must be integrated into the fueling site data to provide odometer/hour or error code information on vehicles that have not fueled at a controlled site.

Software must have the capability to be used on a network with multiple simultaneous seats.

### **2. Technology requirements**

- TCP/IP must be used for communications across the Escambia County Network
- One Common Hardware/software developer – consistent technology.
- Central database server must be MS SQL server 2012 or newer
- Provided Software must run on Windows Operating Systems. Servers: MS server 2012R2, or newer. Workstations: Windows 7 and Windows 10.
- All Browser Based clients must operate on currently supported Microsoft Internet Explorer

## PD 15-16.104, Automated Fuel Management System

- Windows Authentication (Active Directory domain)
  - Multi-user
  - Graphic User Interface
  - Internet Protocol camera manufacturer: Axis
  - Enterprise surveillance software manufacturer: ExactVision
3. **Technology preferences** – other solutions are acceptable with a description of why the solution better meets the functional requirements.
- Client/Server or Web Based architecture
  - Commercial Off The Shelf software
  - Microsoft .NET framework
  - HTML5
  - Concurrent or Site licensing
  - No Java, Flash, or Silverlight
  - Internet Explorer 11 – Compatibility view acceptable
  - Application server notifications (database connection lost/ app server start)
  - Certified for use in a Virtual Machine Environment. VMware is preferred.
  - Delivery as a Virtual Machine Appliance
  - Web-based reporting
  - 6 strand (minimum) Fiber optic cabling
  - Point to Point Wireless 802.11(c/g)
  - BroadBand wireless
  - Cisco Network equipment
  - Database access using SQL Server Management Studio
4. **Interfaces**
- County Maintenance Management System – Lucity ( Vehicle asset import)
  - County Maintenance Management System – Lucity (Fueling transaction export)
  - Clerk of Court's eFin – SunGuard's Pentamantion ( Financial export)
5. **Data Conversion and Imports**
- Data conversion and Importing of Vehicle data.
6. **Documentation deliverables**
- Complete data dictionary
  - System configuration
  - Application configuration
  - Entity Relationship diagram
  - User guide
  - Application Administration guide
  - System Administration guide
  - Continuity of Operations Action Plan

## PD 15-16.104, Automated Fuel Management System

- Back-up and recovery
- Graphical Network System overview – Fuel Island / tanker to central server

### 7. Maintenance and upkeep

3% maximum annual support cost escalation.

### N. SITE LIST, INCLUDING NUMBER OF HOSES AND PRODUCTS AT EACH SITE:

#### Escambia County Fuel Site List

Item	Sentry Number	Name	Fuel Type	Address	Tank Size
Bulk Tank	1	Transit Facility	Gasoline	1515 West Fairfield Drive, Pensacola, FL 32501	20,000
Bulk Tank	3	Road Dept., Cantonment	Diesel	601 Highway 297A, Cantonment, FL 32533	24,000
Bulk Tank	3	Road Dept., Cantonment	Gasoline	601 Highway 297A, Cantonment, FL 32533	20,000
Bulk Tank	4	Sheriff Garage	Gasoline	1700 West Leonard Street, Pensacola, FL 32501	20,000
Bulk Tank	7	Road Dept., McDavid	Diesel	4901 Camp Road, McDavid, FL 32535	12,000
Bulk Tank	8	Century Facility	Gasoline	10 Tedder Road, Century, FL 32535	5,400
Bulk Tank	10	Solid Waste, Perdido Landfill	Diesel	13009 Beulah Road, Cantonment, FL 32533	14,000
Bulk Tank	10	Solid Waste, Perdido Landfill	Gasoline	13009 Beulah Road, Cantonment, FL 32533	6,000
Bulk Tank	11	Transit Facility	Diesel	1515 West Fairfield Drive, Pensacola, FL 32501	24,000
Bulk Tank	12	Fleet Maintenance	Diesel	1651 East Nine Mile Road, Pensacola, FL 32514	20,000
Bulk Tank	12	Fleet Maintenance	Gasoline	1651 East Nine Mile Road, Pensacola, FL 32514	20,000
Bulk Tank	13	Sheriff, Big Lagoon	Diesel	12950 Gulf Beach Highway, Pensacola, FL 32507	4,000
Bulk Tank	13	Sheriff, Big Lagoon	Gasoline	12950 Gulf Beach Highway, Pensacola, FL 32507	6,000
Bulk Tank	14	Public Safety	Diesel	6575 North "W" Street, Pensacola, FL 32505	20,000

#### Escambia County Fuel Site w/Dispenser Type

Item	Sentry Number	Name	Fuel Type	Dispenser Type	Auto Tank Gauge
Bulk Tank	1	Transit Facility	Gasoline	2 ea Gilbarco Single	VR TLS-350
Bulk Tank	3	Road Dept., Cantonment	Diesel	2 ea Gilbarco Single	VR TLS-350
Bulk Tank	3	Road Dept., Cantonment	Gasoline	2 ea Gilbarco Single	VR TLS-350
Bulk Tank*	4	Sheriff Garage	Gasoline	2 ea Gilbarco Dual, 1ea Gilbarco Single	None
Bulk Tank*	7	Road Dept., McDavid	Diesel	2 ea Gilbarco Dual	None
Bulk Tank*	8	Century Facility	Gasoline	2 ea Gilbarco Single	None
Bulk Tank*	10	Solid Waste, Perdido Landfill	Diesel	2 ea Tokheim Dual	None
Bulk Tank*	10	Solid Waste, Perdido Landfill	Gasoline	1 ea Tokheim Dual	None
Bulk Tank	11	Transit Facility	Diesel	2 ea Gilbarco Single	VR TLS-350
Bulk Tank	12	Fleet Maintenance	Diesel	4 ea Gilbarco Dual	VR TLS-350
Bulk Tank	12	Fleet Maintenance	Gasoline		VR TLS-350
Bulk Tank*	13	Sheriff, Big Lagoon	Diesel	2 ea Gilbarco Single	None
Bulk Tank*	13	Sheriff, Big Lagoon	Gasoline		None
Bulk Tank	14	Public Safety	Diesel	1ea Tokheim Single	VR TLS-350

## PD 15-16.104, Automated Fuel Management System

### O. ACCOUNTING EXPORT FILE

Description of Accounting export file. The County expects to work with Vendor to make necessary adjustments to these export files.

There will be at least two Accounting export files generated each month. One for vehicles and equipment assigned to the Board of County Commissioners (BCC). The second file for vehicles assigned or belonging to outside agencies. Each file will have its own unique Journal entry number as provided monthly by the Clerk and Comptroller's Office.

For BCC, Each Fueling transaction has four accounting lines for the Fuel Charge and four accounting lines for the Surcharge.

1. Pipe delimited
2. Uppercase ASCII text
3. One GL entry record per row – CR/LF ends row.
4. 14 non-fixed length fields per row
  - a. Journal entry number
  - b. Journal entry description
  - c. Accounting number – Cost Center or Fund Number
  - d. Accounting number – Account
  - e. One space character
  - f. Empty
  - g. Debit
  - h. Credit
  - i. Date the row was created (MMDDYYYY)
  - j. Name of the file format (INTFRC)
  - k. Journal Entry Type (MMDDFUEL)
  - l. FY – Fixed length 2 (YY)
  - m. Fiscal Year month – Fixed length 2 – range 1 through 13

Example of one transaction

```
JE0705|FUEL CHARGE|210402|55204| | |89.51|00.00|Y|05122016|INTFRC|0512FUEL|16|7 |
JE0705|FUEL CHARGE|175|104001| | |00.00|89.51|Y|05122016|INTFRC|0512FUEL|16|7 |
JE0705|FUEL CHARGE|501|104001| | |89.51|00.00|Y|05122016|INTFRC|0512FUEL|16|7 |
JE0705|FUEL CHARGE|501|349902| | |00.00|89.51|Y|05122016|INTFRC|0512FUEL|16|7 |

JE0705|SURCHARGE|210402|55204| | |5.54|00.00|Y|05122016|INTFRC|0512FUEL|16|7 |
JE0705|SURCHARGE|175|104001| | |00.00|5.54|Y|05122016|INTFRC|0512FUEL|16|7 |
JE0705|SURCHARGE|501|104001| | |5.54|00.00|Y|05122016|INTFRC|0512FUEL|16|7 |
JE0705|SURCHARGE|501|349902| | |00.00|5.54|Y|05122016|INTFRC|0512FUEL|16|7 |
```

For outside agencies, with the exception of the Supervisor of Elections (SOE), only two rows per agency are needed to reflect the total amount, including surcharge, for the month. The SOE will reflect the total monthly amount as for outside agencies but follow the same four row format as the BCC.

**PD 15-16.104, Automated Fuel Management System**

JE0706|FUEL CHARGE|501|133520| | |10.03|00.00|Y|05122016|INTFRC|0512FUEL|16|7 |  
JE0706|FUEL CHARGE|501|349902| | |00.00|10.03|Y|05122016|INTFRC|0512FUEL|16|7 |

**P. SAMPLE INVOICE**

**Escambia County Road Department**

601 Highway 297A  
Cantonment, FL 32533-5605



Roads & Bridges  
850-937-2130  
(Fax)937-2110

Fleet Maintenance  
850-937-2123  
(Fax)937-2129

Road Prison  
850-937-2100  
(Fax)937-2108

**INVOICE  
May 2016**

**Bill to:**

Escambia County Mass Transit  
Record of Fuel Disbursement

Billing Date:  
Invoice Number:  
Fund/Account:  
Revenue Code:

June 08, 2016  
4401-0516

<u>Product</u>	<u>Gallons</u>	<u>Total Cost</u>	<u>Cost per Gallon</u>
DIESEL 12	29,243.0	\$ 39,165.62	1.34
Total Amount Due \$ 39,165.62			
Please Keep This Copy For Your Records			
Escambia County Board of County Commissioners 221 Palafox Place, Suite 140 Pensacola, FL 32502-5843			
Please Direct Any Inquiries About This Invoice to: Tommy Cowan @ 937-2134			

**PART IV     SCOPE OF WORK – Optional**

Acquire, Install, configure and test addition to extend County camera surveillance system to the fuel islands and axillary tank locations. Acquisition will include Internet Protocol Cameras, additional network equipment, additional enterprise system licensing, and one ExactVision rack mounted enterprise camera system server with sufficient storage capacity, approximately 20 TB, to handle at least 30 days of recording. New ExactVision server to be integrated into current infrastructure. Cameras will use the fiber optic cabling installed for the fuel islands to communicate with county network.

**PART V     QUESTIONS FOR BIDDER/VENDOR RESPONSE (TAB 6)**

1. Describe how to add and remove Stationary and auxiliary fuel tanks in the proposed system. How does performing one of these operations affect the fuel accounting?
2. When dispensing or transferring from fuel trucks into auxiliary tanks used for dispensing fuel, please explain how the proposed solution records and differentiates vehicle fueling transactions (issues) as opposed to transfer transactions?
3. The County owns over 500 small engines, such as chainsaws, weed trimmers, and lawnmowers. Please describe your recommendation for accounting for the fuel, utilized by this type of equipment, in your proposed solution.
4. Please discuss your solution's available costing models. Do the models apply to each tank independently or the enterprise as a whole?
5. Please specify any computer system hardware or software or other products required to properly operate proposed solution which is in addition to the vendor's application.
6. Describe how the proposed solution is licensed. Please incorporate what is not included in the licensing and provide the anticipated costs for the next three years license and/or maintenance renewals.
7. Please provide the network specifications required for the proposed solution to function optimally. Please include DHCP and DNS readiness and TCP/IP Port requirements.
8. Please discuss how reports are created and generated by the proposed system. Please include a description of the reporting tool and any other options or software that may be needed or desired for the proposed solution. Additionally, include a description of any reports that are

## **PD 15-16.104, Automated Fuel Management System**

delivered with the proposed system and a description any report writing features would allow for the easy construction of reports without technical or basic programming knowledge.

9. Please specify any custom reports required by the proposed solution. Please define 'Custom Report' and provide, in the cost schedule, a line item for additional custom reports and modifying an existing report.
10. Please describe any Graphical Performance Indicators, such as dashboards, that the proposed solution would provide as quick views of system overall status. If provided, please discuss the configurability of the Performance Indicators.
11. Please describe any system notification features that do not require an end user to access the proposed solution.
12. Please describe the Import/Export Capabilities and available file formats of the proposed solution.
13. Please provide an estimated system load and storage growth for the proposed system's application and database servers.
14. Please describe a typical software upgrade for the proposed system. Include an anticipated release schedule or Normal periodicity for required actions to keep the proposed solution up to date.
15. Please provide recommended actions or configurations for the proposed system, such as, Back-up and recovery steps or loss of a host server, which would be suitable for a Continuity of Operations Action Plan.
16. Please describe any system testing performed. Please include the results and any industry or government Certifications or compliance – both Petroleum industry and Information security certifications desired.
17. Please describe the audit ability of the proposed system. Please include dipping and reconciliation operations.
18. Please describe three typical system technical support scenarios. Please include estimated and target response times to expect. Also, provide operating hours for normal and emergency support for both warranty and post-warranty periods. What are the limitations of technical support – what is not covered?
19. Describe the scalability of the product and what would be necessary to expand the system.

## **PD 15-16.104, Automated Fuel Management System**

20. What equipment, software, training, settings, etc,... would the County reasonably need to provide for the optimum environment
21. Describe a typical Go-Live process. Will a technical support liaison be on-site for Go-live?
22. Discuss the application implementation methodology including vendor requirements for on-site and off-site resources, standard practices, anticipated timeline, and incident reporting requirements, escalation procedures, billing, and description of a standard work week. Detail any additional costs related to reporting, scripting, or travel. Also, provide statements regarding implementation team composition and expected County participation. Will the vendor's implementations manager be involved in the final contract negotiation?
23. Please provide technical support statistics for the years 2014 and 2015 to include, at a minimum, average call volume, average hold times, average closure time, number of support issues not closed within 7 days, 30 days, 90 days, six months or longer. For open issues over six months, please provide how long issue has been unresolved and a general statement of the issue.
24. How many customers and locations are currently supported? How many are government? How many are within 150 miles of Escambia County? How many are within the State of Florida?
25. Please describe how human input errors are resolved, such as duplicate manual entries, and how they are logged for auditing purposes.
26. Please describe how the system handles different tax structures for the different fuels—also surcharges—any inherent process for Dept of Revenue reporting at end-of-month, end-of-year?.
27. How are pump testing transactions processed?
28. If a transaction error occurs—such as wrong vehicle or using the wrong person key, describe how your proposed solution is designed to help prevent errors. In the event these errors do occur, describe the process to rectify errors and record the corrections that are made.
29. Explain how the system handles fuel transfers between tanks—such as Underground Storage Tank to tanker truck to above ground tank.
30. Provide screenshots of the fueling customer's experience when using your software to review their fueling transactions and summaries.



**PD 15-16.104, Automated Fuel Management System**

31. If proposing optional camera surveillance add-on, Please describe the vetting process used for selection.
32. Provide the criteria to be used to determine when the work at each fuel Island is complete and when the whole system is complete and ready for testing by the County.

## PD 15-16.104, Automated Fuel Management System

### **SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL\*\***

#### **SOLICITATION AND OFFER FORM**

##### **SUBMIT OFFERS TO:**

**Paul Nobles, CPPO, CPPB, FCN, FCCM**

**Senior Purchasing Coordinator**

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32597-1591

Phone No: (850)595-4980 Fax No: (850) 595-4805

**ESCAMBIA COUNTY FLORIDA**

Request for Proposal

Automated Fuel Management System

SOLICITATION NUMBER: PD 15-16.104

#### **SOLICITATION**

MAILING DATE: Monday, September 19, 2016

PRE-BID/PROPOSAL CONFERENCE: A **Mandatory** Pre-Solicitation Conference will be held beginning at **9:00 a.m. CDT, Monday, October 3, 2016** at **Escambia County Road Department Large Conference, 601 Highway 297A, Cantonment, FL 32533 with Nine (9) mandatory site visits.**

OFFERS WILL BE RECEIVED UNTIL: 2:00 p.m. CST, Wednesday, October 19, 2016 and may not be withdrawn within **90** days after such date and time.

#### **POSTING OF SOLICITATION TABULATIONS**

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

#### **OFFER (SHALL BE COMPLETED BY OFFEROR)**

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: \_\_\_\_\_

REASON FOR NO OFFER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

BID BOND ATTACHED \$ \_\_\_\_\_

EMAIL: \_\_\_\_\_

FAX NO.: (\_\_\_\_) \_\_\_\_\_

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER  
(TYPED OR PRINTED)

\*\*  
SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

**\*\* Failure to execute this Form binding the bidder/proposer's offer shall result in this bid/proposal being rejected as non-responsive.**

Lump Sum Proposal / Scope of Work / Base \$ \_\_\_\_\_

Scope of Work / Optional \$ \_\_\_\_\_

Annual Maintenance Agreement per year  
(3% maximum annual support cost escalation) \$ \_\_\_\_\_

Mfg. Price List \_\_\_\_\_ % off

Mfg. Price List \_\_\_\_\_ % off  
(attach additional sheets as necessary)

**(TO BE FILLED IN)**

**CONTRACTOR REQUIREMENTS**

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**(PLEASE TYPE INFORMATION BELOW)**

**SEAL IF BID IS BY CORPORATION**

State of Florida Department of State  
Certificate of Authority Document Number \_\_\_\_\_

Occupational License No. \_\_\_\_\_

Florida DBPR Contractor's License,  
Certification and/or Registration No. \_\_\_\_\_

Type of Contractor's License, Certification  
and/or Registration \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Person to contact concerning this bid:  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Person to contact for emergency service:  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)
- by \_\_\_\_\_  
(print individual's name and title)
- for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

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

applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- d. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

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

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_

\_\_\_\_\_  
Notary Public - State of \_\_\_\_\_

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

\_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

### Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ does:

\_\_\_\_\_  
Name of Business

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, 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 Paragraph 1.
4. In the statement specified in Paragraph 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 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug 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 Paragraphs 1 through 5.

**Check one:**

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

\_\_\_\_\_ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

\_\_\_\_\_  
**Offeror's Signature**

\_\_\_\_\_  
**Date**

**Information Sheet  
for Transactions and Conveyances  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

**(Please Circle One)**

**Is this a Florida Corporation:**

Yes      or      No

**If not a Florida Corporation,**

In what state was it created:

\_\_\_\_\_

Name as spelled in that State:

\_\_\_\_\_

**What kind of corporation is it:**

"For Profit"      or      "Not for Profit"

**Is it in good standing:**

Yes      or      No

**Authorized to transact business  
in Florida:**

Yes      or      No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

**Does it use a registered fictitious name:**

Yes      or      No

**Names of Officers:**

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_ Director: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation (As used in Florida):**

\_\_\_\_\_

(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**

Post Office Box:

\_\_\_\_\_

City, State Zip:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

**Federal Identification Number:** \_\_\_\_\_

(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for Company:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Facsimile Number:** \_\_\_\_\_

**Name of individual who will sign the instrument on behalf of the company:**

\_\_\_\_\_  
(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

**Title of the individual named above who will sign on behalf of the company:**

\_\_\_\_\_

END

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(850) 488-9000

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_