



**4201 N. DALE MABRY HIGHWAY  
TAMPA, FLORIDA 33607**

**BID #20-10**

**HVAC MECHANICAL SERVICES,  
RAYMOND JAMES STADIUM**

**MANDATORY PRE-BID TELE-CONFERENCE:**

**MONDAY, MAY 17, 2021 AT 10AM**

**BID DUE DATE:**

**MONDAY, MAY 24, 2021  
NOT LATER THAN 10AM  
(TELE-CONFERENCE)**

**APRIL 2021**

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**INVITATION TO BID**

**BID #20-10**

**SPECIFICATION FOR:** HVAC Mechanical Services, Raymond James Stadium  
**MANDATORY PRE-BID TELE-CONFERENCE:** Monday, May 17, 2021 at 10:00am (*Tele-Conference*)  
**BID DUE DATE:** Monday, May 24, 2021 at 10:00am(*Tele-Conference*)  
**PLACE OF BID OPENING:** Tampa Sports Authority Office (Entrance B of Himes Avenue)

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**GENERAL TERMS AND PROVISIONS:**

1. **BIDS:**

Prices must be quoted on the sheet furnished by this department; no other will be accepted. All prices quoted F.O.B. Tampa, Florida.

The responsibility for getting the bid to the Authority on or before the stated time and date will be solely and strictly the responsibility of the bidder. The Authority will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence.

The bidder shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being bid. Bid time will be and must be scrupulously observed. Under no circumstances will bids delivered after the time specified be considered. Such bids shall be returned to the vendor unopened with the notation, "THIS BID WAS RECEIVED AFTER THE TIME DESIGNATED FOR THE RECEIPT AND OPENING OF BIDS".

2. **EXCEPTIONS TO BID:**

The bidder will list on a separate sheet of paper any exceptions to the conditions of this bid. This sheet will be labeled "EXCEPTIONS TO BID CONDITIONS," and will be attached to the bid proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

3. **MODIFICATION OR WITHDRAWAL OF BID:**

Bidders may request withdrawal of a posted sealed proposal prior to the scheduled bid opening time provided the request withdrawal is submitted to the Purchasing Department, in writing.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with the Information/Instruction for Bidders.

Bid security, if any is required, shall be in an amount sufficient for the bid as modified or resubmitted.

4. **RIGHT TO REJECT BIDS:**

The Tampa Sports Authority reserves the right to reject any and all bids, to waive any informalities or minor irregularities in the bids received, and to accept that bid which in its judgment, best serves the interest of the Authority. The Authority hereby fully retains full discretion to determine the responsiveness of the bid and Bidder's responsibility, character, fitness, and experience to perform the Work.

Bidders may be disqualified, and rejection of proposals may be recommended to the Authority for any of but not limited to the following causes:

- (A) Failure to use the proposal form furnished by the Authority;
- (B) Lack of signature by an authorized representative on the proposal form;
- (C) Failure to properly complete proposal;
- (D) Evidence of collusion among proposers. Any evidence of agreement or collusion among bidders and prospective bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders' void;
- (E) Advance disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder, in advance of the opening of bids, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body of an employee or representative thereof, will operate to void all proposals of that particular bid solicitation or request;
- (F) Omission of proposal guarantee;
- (G) Unauthorized alteration of bid form. Authority reserves the right to waive any minor informality or irregularity;
- (H) Failure to sign and return any addenda;
- (I) Faxed, e-mailed and/or unsealed bids will be rejected; unless otherwise agreed to accept by the Authority's Procurement Manager;
- (J) A final decision to award cannot be made by the Authority due to unseen/unknown circumstances.

5. INCONSISTENCIES ON CONDITIONS:

In the event there are inconsistencies between the General Provisions and other bid terms, or conditions contained herein, the former will take precedence.

6. ADDENDA AND INTERPRETATIONS:

- A. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The Authority is not bound by any oral representations, clarifications, or changes made in the written specifications by Authority's employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Manager.

Bidders shall promptly notify the Authority, prior to submission of their Bid Proposal, of any ambiguity, inconsistency, or error they may discover upon examination of the Bidding and Contract Documents or of the site and local conditions.

- B. No interpretation of the meaning of drawings, specifications or other contract documents will be made to any Bidder orally, nor may the Bidder rely on any such pre-bid statements in completing his/her bid.
- C. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Bid documents which, if issued, will be mailed and/or emailed to all prospective Bidders (at the respective addresses furnished for such purposes or as listed on the Mandatory Pre-Bid Conference Sign-in Sheets (if applicable) prior to the date or time fixed for the opening of bids. The Authority will not be responsible for any other explanations or interpretations of the proposal documents. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the Contract Documents.
- D. Each Bidder shall ascertain prior to submitting his/her bid that he/she has received all Addenda issued, and he/she shall acknowledge receipt and inclusion in his/her proposal of all Addenda.

7. AWARD OF CONTRACT:

The Contract/Purchase Order will be awarded to the lowest responsible and responsive Bidder, and whose bid is considered to be in the best interest of the Authority. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objectives and accountable factors which are reasonable. This determination will be in the sole discretion of the Authority and based upon the character, fitness, experience, history, and financial status of the Bidder.

- A. The Lowest Bidder is determined by the aggregate amount of the prices set forth in the form of bid or the aggregate amount of the Base Bid, plus any Alternates selected by the Authority.
- B. A Responsive Bidder shall mean a Bidder who has submitted a bid which conforms, in all material respects, to the Bidding Documents.
- C. A Responsible Bidder shall mean a Bidder who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance. In determining responsibility, the following criteria will be considered:
  - 1. The ability, capacity, and skill of the Bidder to perform the contract or provide the service required;
  - 2. Whether the Bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - 3. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;

4. The quality of performance of previous contracts or services. For example, the following information will be considered:
  - a. The administrative and consultant cost overruns incurred by Authority on previous contracts with Bidder,
  - b. The Bidder's compliance record with contract general conditions on other projects,
  - c. The submittal by the Bidder of excessive and/or unsubstantiated extra cost proposals and claims on other projects,
  - d. The Bidder's record for completion of the work within the Contract Time or within Contract Milestones and Bidder's compliance with scheduling and coordination requirements on other projects,
  - e. The Bidder's demonstrated cooperation with the Authority and/or other contractors on previous contracts,
  - f. Whether the work performed, and materials furnished on previous contracts were in accordance with the Contract Documents.
5. The previous and existing compliance by the Bidder with the laws and ordinances relating to contracts or services;
6. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service;
7. The quality, availability and adaptability of the goods or services to the particular use required;
8. The ability of the Bidder to provide future maintenance and service for the warranty period of the contract;
9. Whether the Bidder is in arrears to any Owner on debt or contract, or is a defaulter on surety to any Owner;
10. Such other information as may be security by the Authority having bearing on the decision to award the contract, to include, but not limited to:
  - a. The ability, experience, and commitment of the Bidder to properly and reasonably plan, schedule, coordinate and execute the Work;
  - b. Whether the Bidder has ever been debarred from bidding by any other public or private owner or found ineligible for bidding on any other projects;
  - c. Bidder's litigation history and reputation with owners for whom Bidder has previously worked;
  - d. Whether Bidder's contract on other projects has ever been terminated;

- e. The purpose of the above is to enable the Authority to select the bid which is in the best interest of the Authority. The ability of the low Bidder to provide the required bonds (if applicable) will not of itself demonstrate responsibility of the Bidder;
- f. The Authority reserves the right to defer award of this contract for a period of forty-five (45) days after the due date of bids. During this period of time, the Bidder shall guarantee the prices quoted in his/her bid.

8. BRAND NAMES "OR EQUAL":

Whenever in this Invitation, any particular materials, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be followed by the words "or equal". Proof satisfactory to Authority must be provided by bidder to show that the alternative product is, in fact, equal to the product required in the specifications.

9. DISCOUNTS:

Discounts for prompt payment offered may be taken into consideration during bid evaluation. Terms of payment offered will be reflected in the space provided on the Bid Proposal forms.

10. TAXES:

The Authority is tax exempt, therefore all applicable Federal, State and Local Taxes, unless otherwise instructed by the Authority shall be excluded in the Bidder's Proposal. Authority reserves the right to direct purchase materials at Contractor's negotiated prices with material providers and thereby generate a tax savings to itself. Authority may also provide Contractor with Tax Exempt Certification number so that Contractor may purchase Authority Designated items tax free.

11. COLLUSION CLAUSE:

Any evidence of agreement or collusion among bidders and prospective Bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders' void.

Advance disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder, in advance of the opening of bids, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body of an employee or representative thereof, will operate to void all proposals of that particular bid solicitation or request.

12. EEOC/WMBE/DM/DWBE/SBE/S-DV:

The Authority is an equal employment opportunity employer and encourages the firms and contractors with whom it does business to likewise follow these principles. WMBE/DM/DWBE/SBE businesses will be afforded full opportunity to submit bids in response to this Bid and will not be discriminated against on the grounds of race, color, creed, sex or natural origin in consideration for an award.

13. ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous written consent of the Authority and any sureties.

14. TIMELY DELIVERY:

Time will be of the essence for any orders placed as a result of this bid. The Authority reserves the right to cancel such orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

15. DEFAULT OF CONTRACT:

In case of default by the bidder or contractor, the Authority may procure the items or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

16. ACCEPTANCE OF MATERIAL:

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted to the satisfaction of the Authority. It must comply with the terms herein and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the Authority is found to be defective or does not conform to specifications, the Authority reserves the right to cancel the order upon written notice to the bidder and return product to bidder at the bidder's expense.

17. IDENTICAL TIE BIDS/PROPOSALS:

In the event two (2) or more Bidders have submitted the lowest and best Bids/Proposals, preference will be given in the following order:

- A. A Bidder who has signed and submitted a Drug-Free Workplace Statement/Form pursuant to Section 287.087 Florida Statutes, with the bid;
- B. A Bidder who is a Service-Disabled Veteran Business and who is currently registered and can provide proof of registration with Hillsborough County Small Business Enterprise and/or the City of Tampa Small Business Enterprise program(s);
- C. A Bidder who is a Minority or Small Business Enterprise and can provide proof of current registration with the Hillsborough County and/or the City of Tampa's Small Business Enterprise program(s);
- D. A Bidder who has its principal place of business in Hillsborough County;
- E. A Bidder who has a place of business located in Hillsborough County;
- F. Otherwise, the bid/proposal may be awarded by coin toss of the best 2 out of 3.

The Authority reserves the right to reject all proposals and issue a rebid if it is deemed to be in the



best interest of the Authority.

18. DAMAGE:

Precaution should be taken to prevent damage to all property. In the event any materials, equipment or other property of the Authority shall be damaged or destroyed by personnel furnished by Contractor, Contractor shall, at its own expense, promptly repair or replace same to the complete satisfaction of Authority. The Contractor shall repair or replace any property damaged because of failure to provide proper or adequate protection to its original state and to the satisfaction of the Owner. Any property damage should be reported to the onsite Director or Manager immediately.

19. EMPLOYEE CONFLICT:

The Tampa Sports Authority will not contract with persons, firms or corporations where an Authority officer or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

20. CONVICTED VENDOR LIST:

In accordance with s.287.133(3) (a), Florida Statutes, prospective Bidders are hereby advised as follows:

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods and services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s.287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

21. PARTIAL/DUAL BID SUBMITTALS:

If approved by the Authority prior to submittal, bidders may submit partial bids for one or more items or represent up to two (2) manufacturer(s) that are deemed as equals or as listed within the bid document. Tampa Sports Authority reserves the right to award to one (1) or multiple vendors.

22. OTHER AGENCIES:

Although the Authority and Raymond James Stadium have been identified as to the recipient of the services to be provided by the Contractor, the services, prices, terms, and conditions specified in this Contract shall be available to any other Authority property upon request. Such properties include: Tournament Sports/Soccer Complex, Babe Zaharias Golf Course, Rogers Park Golf Course and Rocky Point Golf Course.

All Bidders awarded contracts from this Proposal may, upon mutual agreement, permit any municipality or other governmental agency to participate in the contract under the same prices, terms, and conditions, if agreed to by both parties.

It is understood that at no time will any city, county, municipality, or other agency be obligated for placing an order for any other city, county, municipality, or agency; nor will any city, county municipality or agency be obligated for any bills incurred by any other city, county, municipality, or agency. Further, it is understood that each agency will issue its own purchase order to the awarded Bidder(s).

23. BID (BOND) SECURITY: (WAIVED)

- A. Each bid must be accompanied by (1) cash, (2) a Cashier's or Certified Check of the Bidder, made payable to the Authority, or (3) a bidder's bond on the Bid Bond Form provided herein (if applicable) in an amount not less than 5% of his/her bid. For purposes of this provision the amount of the bid shall be the Base Bid. The bidders' bond shall be issued by a surety company licensed to conduct business in Florida, which is on the approved U.S. Treasury List, which obtained an A- rating by the latest Best Insurance Guide and which is otherwise acceptable to the Authority.
- B. Said bid security is given as a guarantee that the Bidder will enter into a contract if awarded the work and, in the case of refusal or failure to so enter into said contract, the security shall be declared forfeited to the Authority. Such security shall be returned to all but the three lowest Bidders within three days after the opening of bids and the remaining security will be returned within 48 hours after the Authority and the successful Bidder have executed the Contract. If no Contract has been awarded or the bidder has not been notified of the acceptance of his/her bid, within forty-five (45) days of the bid opening, the Bidder may withdraw his bid and request the return of his bid security. If, at the Authority's request, the Bidder agrees to extend and maintain his/her bid beyond the specified 45 days, his/her bid security will not be returned. Bidder hereby agrees that all Bid prices are firm, fixed prices which the Authority may accept up to 45 days from Bid opening.

24. LIQUIDATED DAMAGES (If Applicable):

The Successful Bidder, upon his/her failure or refusal to execute the Contract within Seven (7) days after he has received notice of the acceptance of his/her bid, shall forfeit to the Authority the security deposited with his bid, as liquidated damages for such failure or refusal.

25. SECURITY FOR FAITHFUL PERFORMANCE: (WAIVED)

The Successful bidder shall furnish and record in the official records of the County where the project is located a Performance and Payment Bond in an amount equal to one hundred percent

(100%) of the Contract Sum as security for the faithful performance of the Contract and also a Payment Bond in an amount not less than one hundred percent (100%) of the Contract Sum, as security for the payment of all persons performing labor and/or furnishing materials under this Contract. Both the Performance and Payment Bond shall be in the forms set forth in the Contract Documents (if applicable) and shall be written by sureties which are licensed to do business in the State of Florida, which are currently on the approved U.S. Treasury List of Sureties, which maintain an A- rating with Best Insurance Guide and are otherwise acceptable to the Authority. The Performance and Payment Bond shall be in separate instruments and shall be delivered to the Authority not later than the date of execution of the Contract. No work or mobilization may proceed until both bonds are executed and delivered to the Authority.

26. CONTRACT TERMINATION:

The contract may be terminated at any time by the Authority giving written notice to the Contractor sixty (60) days prior to the desired termination date.

27. DUE DILIGENCE:

Due care and diligence have been used in preparing these specifications and related information. However, no warranties are made as to the accuracy and completeness of the required information. It is the responsibility of the Proposer to ensure that they have all the information necessary to affect their proposal. The Authority will not be responsible for the failure on the part of the Proposer to determine the full extent of the risk exposure and Scope of Work required to effectively perform under Contract. Proposers are expected to examine the conditions, Scope of Work, Special Conditions, Technical Specifications, and all instructions pertaining to services involved. Failure to do so will be at the Proposer's risk.

28. PUBLIC RECORDS LAW:

Proposer shall treat all documents concerning its contractual obligations under the Agreement as public records and abide by the Florida Laws governing public records (i.e., Sunshine Law). All Public records requests must be directed to the Custodian of Public Records at publicrecords@tampasportsauthority.com, (813) 350-6515, or 4201 North Dale Mabry Highway, Tampa, Florida 33607.

29. ATTORNEY'S FEES:

In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigation entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include any costs that are taxable under any applicable statute, rule or guideline, as well as any non-taxable costs reasonably incurred in connection with the dispute, including, but not limited to, costs of investigation, copying, electronic discovery, information technology charges, telephone and mailing costs, consultant and expert witness fees, travel expenses, court reporter fees and transcript charges, and mediator fees, regardless of whether such costs would be otherwise taxable.

30. FORCE MAJEURE:

In the event that either party hereto shall be delayed or hindered in or prevented from the performance required hereunder by reason of strikes, lockouts, labor troubles, failure of power, riots, insurrection, war, acts of God, or other reason of like nature not the fault of the party delayed in performing work or doing acts ("Permitted Delay"), such party shall be excused for the period of time equivalent to the delay caused by such Permitted Delay. Notwithstanding the foregoing, any extension of time for a Permitted Delay shall be conditioned upon the party seeking an extension of time delivering written notice of such Permitted Delay to the other party within ten (10) days of the event causing the Permitted Delay.

31. INCURRED COSTS:

Tampa Sports Authority is not responsible for expenses incurred in attending any Pre-Proposal Conferences, preparation of proposal documents and submitting a proposal; therefore, such costs shall not be included in submitted proposals.

32. EX PARTE COMMUNICATION:

In order to ensure fair evaluation of proposals/bids, ex parte communication initiated by offerors is prohibited from the time the responses are opened until the final decision has been made. No offeror may initiate communication with any City Council Member, County Commissioner or any Tampa Sports Authority director, board member, official, staff, consultant, or employee who is participating in the evaluation process. Any and all communication initiated by an offeror after the responses are opened must be in writing to:

Tampa Sports Authority, Procurement Manager, 4201 N. Dale Mabry Highway, Tampa, FL 33607 and/or via email: [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com).

The Evaluation Committee/Staff member may, however, initiate communication with any offeror in order to obtain additional information or clarification necessary for fair evaluation of their bid proposal. Ex Parte communication initiated by an offeror may disqualify that offeror from consideration for this or future Invitations to Bid.

33. PUBLIC DISCLOSURE (Pursuant to Florida's Public Records Act, Chapter 119 F.S.):

- a) Sealed bids or replies to competitive solicitations (RFB, RFP, ITB, etc. are NOT subject to public disclosure until the Authority either 1) issues notice of its intended decision or 2) thirty (30) days have passed after opening of the bids or replies; whichever is earlier;
- b) If the Authority rejects all bids and issues notice of an intent to rebid or reissue the competitive solicitation, the bids, replies, etc. submitted to the first (rejected) solicitation are NOT subject to public disclosure until the matter is rebid and TSA issues notice of its intended decision on the reissued bid or until the reissued bid or solicitation is also withdrawn by the Authority. However, this exemption from public disclosure can last no longer in any event more than 12 months from date of the initial rejection of all bids.

34. SUNSHINE MEETING LAW EXEMPTIONS (Pursuant to section 286.113, F.S.):

The following meetings are closed to the public; however, the Authority will make recordings of these meetings available to the public 30 days after opening of bids or replies, whichever occurs first;

- a) Meetings where vendors make oral presentations or answer questions as part of a competitive solicitation;
- b) Meetings of a TSA evaluation, grading or negotiating team to discuss negotiation strategy;
- c) Negotiation sessions with vendors.

35. AUTHORIZATION TO DO BUSINESS IN STATE OF FLORIDA:

The Authority requires all companies who are awarded a bid/proposal to provide proof of "active/current" registration with the Florida Department of State; Division of Corporations prior to any start of work or providing of any commodity/good to the Authority.

36. CHANGE ORDERS/ADJUSTMENTS:

The Authority may, at any time, by written order designated or indicated to be a Change Order, make any change or modification in the Work or add to the Work within the general scope of the Contract specifications in order to complete the said work.

37. NON-EXCLUSIVE CONTRACT:

This is a non-exclusive Contract. The Authority reserves the option to purchase any service(s), materials, or equipment from an alternate source.

38. CONTRACT TERMS/OPTION:

- A. This Contract shall be in effect for a three (3) year period. This Contract may be extended for two (2) additional one (1) year periods at the sole option of the Authority at the same terms and conditions as the original Contract.
- B. Prices must be valid and remain the same for the first (1<sup>st</sup>) three (3) years of the contract period. Please factor in fuel and personnel adjustments when preparing your bid. Tampa Sports Authority may allow for a cost of expenses increase after the 3<sup>rd</sup> year of the original 3-year period. If the contract period is extended for the additional two (2), one (1) year periods, Tampa Sports Authority will consider a cost of expenses increase at the beginning of the contract extension period, only. Any requests for the price adjustments for the above period must be received in writing by the Purchasing Department no less than ninety (90) days prior to the commencement of the contract extension period. The amount of any price adjustment requested, as well as the staff's experience with the Contractor's service for the year ending, will be used in the determination of any price increase. Failure of the staff and Contractor to agree to any such price increase(s) shall result in termination of the contract as of the last current contract year.
- C. In the event the Authority elects to renew the contract for an additional option year period, the Agreement fixed cost and hourly rates during the extended term shall be increased by an amount equal to the Agreements' fixed cost and hourly rates during the initial term multiplied by a fraction, the numerator of which shall be the level of the CPI for the month ending six (6) months prior to the effective date of the renewal term and the denominator of which shall be the level of the CPI for the month ending eighteen (18) months prior to the effective date of the renewal term. In the event the CPI has decreased during such period; the Agreements' fixed price and hourly rates shall be decreased by the percentage of such decrease. As used herein, "CPI" shall mean the Consumer Price Index for the South Urban Region, All Items - All Urban Wage Earners and Clerical Workers published

by the United States Department of Labor, Department of Labor Statistics. Notwithstanding the foregoing, in no event shall the increase or decrease in hourly wages exceed six (6) percent.

D. Unless otherwise amended in writing and endorsed by both parties, prior to the beginning of each respective renewal period, all covenants and agreements of the contract shall remain in full force and effect with the only change being in the contract term.

39. **LICENSES AND PERMITS:**

The Contractor and/or (if applicable) his subcontractors must have and maintain at their expense all necessary and applicable licenses and permits. The Contractor and any of his subcontractors must be licensed by the State of Florida, Hillsborough County, or the City of Tampa to perform all applicable work required under this contract. A copy of the Contractor's license(s) should be submitted to the Authority's Purchasing Department with their Bid Proposal. In the performance of these services, Contractor will fully comply with all the laws and regulations of all Federal, State, County, City and of other governmental authorities or agencies as required by reason of these services or duties to be performed hereunder. Contractor will hold the Authority harmless from any liability which may be imposed upon Authority by reason of any alleged violation of the law by contractor, or for failure to pay taxes or secure necessary licenses or permits.

40. **BEST & FINAL OFFERS:**

If it is determined by the Procurement Manager that a Best and Final Offer should be considered in conjunction with bid submittals (i.e., tie bids, etc.), a Best and Final Offer request will be issued to the top two (2) lowest, responsive, and responsible bidders. A date and time will be set by the Procurement Manager for Best and Final Offer submissions.

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

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Bidder/Proposer Signature

## INFORMATION/INSTRUCTION TO BIDDERS

### 1. MANDATORY PRE-BID TELE-CONFERENCE, QUESTIONS, SUBMISSION OF BIDS/BID OPENING:

- A. The Mandatory Pre-Bid Tele-Conference is scheduled for Monday, May 17, 2021 via Microsoft Teams at 10am. The call-in information is as follows: **1-813-379-2016 Phone Conference ID: 25202149#**. Meeting link is on our website,
- B. The final day for asking questions regarding this ITB is Wednesday, May 19, 2021 not later than 1pm. All questions must be submitted in writing and via email to [djones@taqmpasportsauthority.com](mailto:djones@taqmpasportsauthority.com).
- C. Bids will be received by the Tampa Sports Authority and will be opened/reviewed and tabulated on Monday, May 24, 2021 at 10am. The bids will be opened on Microsoft Teams and the call-in information is as follows: **1-813-379-2016 Phone Conference ID: 857397399#**. Meeting link is on our website.

Bidders, or their representatives, and other interested persons may be present at the opening of proposals. Considering COVID-19, electronic bid submittals *will be* allowed for this bid. If you opt to submit your bid electronically, please email it and supporting documents to [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com). If you prefer to drop off your bid, you may do so at Raymond James Stadium, Entrance B/C off Himes Avenue, Tampa, FL 33607. Please inform the security guard at the gate that you need to drop off a bid package to Deltecia Jones, TSA Procurement Manager. Any bids received after the said due date and time, either in person or electronically, will be rejected and returned unopened. If you have any questions regarding our bid submittal process, please contact Deltecia Jones at 813-350-6511.

- D. If paper bids are submitted, bidders shall present a sealed, non-transparent envelope, identified with the project name, bid number and contractor's name. If you prefer to mail your bid for this project, please send it to:

**Tampa Sports Authority, Attn: Deltecia Jones, Procurement Dept.  
4201 N. Dale Mabry Highway, Tampa, FL 33607**

- E. Bids shall be signed in ink by an official of the firm submitting the bid. The bid submitted by a partnership shall list the name of all partners and shall be signed in the partnership name by one of the members of the partnership.
- F. Prices must be quoted on the sheet furnished by the Authority. No other will be accepted. All prices shall be quoted F.O.B. Tampa, Florida.
- G. Bids which have been submitted may not be modified or withdrawn after submission. Negligence on the part of the bidder in the preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening.
- H. The Bidders shall assume full responsibility for timely delivery at the location designated for receipt of Bids. The responsibility for getting the bid to the Authority on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The

Authority will in no way be responsible for delays caused by any express or standard delivery company, courier service and/or the United States Postal Service or a delay caused by any other occurrence or circumstance.

- I. The Bidder shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being bid. Bid time will be and must be scrupulously observed. Under no circumstances will bids delivered after the time specified be considered. Such bids shall be returned to the vendor unopened with the notation, "THIS BID WAS RECEIVED AFTER THE TIME DESIGNATED FOR THE RECEIPT AND OPENING OF BIDS".

2. **DEFINITIONS:**

A. **THE BID:**

A Bid is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.

B. **BASE BID:**

The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which work may be added or from which work may be deleted for sums stated in Alternate Bids, if any.

C. **ALTERNATES:**

An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted. Alternates and associated prices are to be considered as independent of each other and may be selected by the Authority in any combination or not at all.

3. **PREPARATION AND SUBMITTAL OF BID FORM(S):**

- A. Bids shall be submitted utilizing the Bid Form as bound herein, or otherwise provided with the Contract Documents, and shall be complete in every respect. The total bid amount shall be entered in words and figures (if required) in the space provided. Where applicable, the unit price or lump sum items, and their extensions, shall be entered in figures in the respective columns provided for each bid item. All entries shall be typewritten or printed in ink. The signatures of all persons shall be in longhand. Any entry of amount that appears on the face of the bid to have involved an erasure, deletion, white-out and/or substitution or other such change or alteration, shall show by them the initials of the person signing the bid and the date of the change or alteration. Failure to comply with this requirement may be cause for disqualification or rejection of the bid.
- B. For Unit Price bids, in the event of any discrepancies between the unit prices and the extensions thereof or the total bid amount, the unit prices shall govern. For Lump Sum bids, in the event of a discrepancy between the bid amount in writing (if applicable) and that in figures, the written value shall govern.



- C. Bids shall not contain any conditions, restatement, or qualifications of work to be done, and alternate bids will not be considered unless called for. No oral bids or modifications will be considered.

4. **INDEMNIFICATION:**

A. Contractor shall defend at its expense, pay on behalf of, hold harmless and indemnify the Authority, its officers, employees, agents, elected and appointed officials and volunteers, RJS Stadium – A Commercial Condominium, Hillsborough County and the City of Tampa (collectively, “Indemnified Parties”) from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages, whether or not a lawsuit is filed, including, but not limited to, costs, expenses and attorneys and experts fees at trial and on appeal (collectively, “Claims”) for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any persons or entities, which damage or injuries are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:

- 1) The performance of this Agreement (including any amendments thereto) by Contractor, its employees, agents, representatives, or subcontractors; or
- 2) The failure of Contractor, its employees, agents, representatives, or subcontractors to comply and conform with applicable Laws, as hereinafter defined; or
- 3) Any negligent act or omission of the Contractor, its employees, agents, representatives, or subcontractors, whether or not such negligence is claimed to be either solely that of the Contractor, its employees, agents, representatives or subcontractors, or to be in conjunction with the claimed negligence of others, including that of any of the Indemnified Parties; or
- 4) Any reckless or intentional wrongful act or omission of the Contractor, its employees, agents, representatives, or subcontractors.

B. The provisions of this paragraph are independent of, and will not be limited by, any insurance required to be obtained by Contractor pursuant to this Agreement or otherwise obtained by Contractor and shall survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

5. **BASIS OF AWARD**

Award may be made to the lowest responsive and responsible bidder meeting bid specifications, price, and other factors.

6. **DEVIATION**

Bids from vendors which make any exceptions to the specified terms and conditions will be subject to rejection. Bidders requesting information or clarification should contact Deltecia Jones, Procurement Manager at 813-350-6511.

7. **COMPENSATION**

The Authority shall pay the Contractor upon completion and inspection of the work site(s) by an Authority representative. Payment shall be made to the Contractor approximately thirty (30) days after the invoice is received and approved by the office of the Authority. All invoices shall be mailed to Tampa Sports Authority, 4201 N. Dale Mabry Highway, Tampa, FL 33607, Attention: Accounts Payable or emailed to [JKors@tampasportsauthority.com](mailto:JKors@tampasportsauthority.com). Please notify the Authority if your payment terms are other than Net 30. All work shall be authorized by the Owner/Representative or his designee. A written Blanket (Annual) Purchase Order may be issued as authorization to proceed with the service.

8. **SUB-CONTRACTING**

The Contractor shall perform this contract. No assignment or subcontracting shall be allowed without the prior consent of the Authority. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the Authority within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first.

9. **WORK SIGN-OFF**

A written report (work ticket) evidencing completion of work at the said location is required. Contractor shall notify the Director or onsite Manager, or designee, immediately upon completion of work at said location to arrange for a site inspection and sign-off for payment. Failure to do so will result in non-approval of payment on invoices for work performed until such time the evidence of work completion is provided to the Authority.

10. **WORK TICKET**

The Contractor shall submit with its invoice, signed-off work tickets for said work evidencing inspection and acceptance by the Director or onsite Manager or his designee for said location. The invoice shall itemize services performed by the amount due for said work. When submitting an invoice for payment, you must provide to the Authority the number of personnel hours and hourly rate per person.

11. **WORK PERSONNEL & SUPERVISORS**

Contractor shall employ, or have under their control, sufficiently qualified and competent personnel to perform work promptly and in accordance with the contract schedules and requirements expressed in this Bid document.

All the Contractor's personnel must be capable of performing at an effective level in accordance with specifications and industry standards. All work shall be performed in a workmanlike and safe manner and in compliance with all federal, state, and local laws and codes.

The Contractor shall utilize, on this contract, only workers that are skilled in the tasks to which they are assigned. The Authority retains the right to require the reassignment of an employee or employees as the Authority may deem necessary. Reasons for this request may be, but are not limited to: Poor work performance, incompetence, carelessness, disruptive or otherwise objectionable behavior. Any request for reassignment is in no way a call for dismissal. It is to be considered just a request for the individual to be reassigned away from the facility where work is being performed. Contractor shall provide all supervision on site to coordinate and inspect work.

12. **EVENT INTERRUPTION**

Work shall be done in a way to minimize interruption of events that may be held at the time of work. The Manager/Director will provide an event schedule to the awarded vendor for review and scheduling purposes.

13. **OCCUPANT SAFETY**

Work shall be done in such a manner to create a safe working and walking situation for occupants and visitors of Raymond James Stadium. Work shall be done in a manner as to be of little disruption to occupants and visitors of the facility. Work shall be done in a manner that does not compromise the security of the facility or its occupants and/or visitors. Contractor shall provide safety cones, etc. to cordon off the work area(s).

14. **EQUIPMENT AND SUPPLIES SAFETY**

All equipment shall be safety checked prior to utilization on said property and must conform to all applicable State of Florida codes and OSHA regulations, prior to the start of work. The Authority reserves the right to request the removal from the work site any equipment or supply it may feel does not meet the aforementioned codes or regulations. In addition, the Authority may request the halt of any unsafe practices by the Contractor and/or its employees that are observed during the carrying out of the contracted services. This will in no way relieve the Contractor of complying with the said work.

15. **CLEANING**

All work areas shall be left in a clean and acceptable way. All debris must be removed at the end of each workday and at the end/completion of the said work.

16. **BUILDING RULES:**

If applicable, Contractor crew shall abide by the policies and rules of the venue. Contractors and crew members shall abide by all security procedures required to gain entrance to the venue and its property. All workers shall be required to check in at Dock B with 24-hour security or the Supervisor/Manager must contact the Authority to assist with check in.

17. **E-VERIFY COMPLIANCE:**

All terms defined in Fla. Stat. § 448.095 are adopted and incorporated into this section. Pursuant to Fla. Stat. §§ 288.061(6) and 448.095(2), Contractor shall enroll in and verify the work eligibility status of all of its newly hired employees using the E-Verify system, if it has not already done so as of the date of this Agreement. Contractor is further required to execute an affidavit in the form attached to this Agreement affirming that: (i) it is enrolled and is participating in the E-Verify system, and (ii) it does not knowingly employ any unauthorized aliens. In support of the affidavit, Contractor shall provide Tampa Sports Authority with documentation that it has enrolled and is participating in the E-Verify system. This Agreement shall not take effect until such affidavit is signed by Contractor and delivered to Tampa Sports Authority's authorized representative.

Should Contractor subcontract for the performance of any work under this Agreement, the Contractor shall require any subcontractor(s) to certify by affidavit that: (i) the subcontractor does not knowingly employ or contract with any unauthorized aliens, and (ii) it has enrolled and is

participating in the E-Verify system. Contractor shall maintain a copy of such certification for the duration of the term of any subcontract. Contractor shall also deliver a copy of the certification to Tampa Sports Authority within [number of days] of the effective date of the subcontract.

If Contractor, or any subcontractor of Contractor, knowingly employs or contracts with any unauthorized aliens, or retains an employee or contract with a person that the Contractor or subcontractor subsequently learns is an unauthorized alien, Contractor shall terminate the employment of or contract with the unauthorized alien within [number of days] (the "Cure Period"). Should the Contractor or any subcontractor of Contractor fail to cure within the Cure Period, Tampa Sports Authority has the right to terminate this Agreement without consequence.

The E-Verify requirements of this Agreement will not apply should the E-Verify system cease to exist.

## INSURANCE REQUIREMENTS

During the life of this Agreement, the Licensee shall provide, pay for, and maintain with companies satisfactory to the Authority, the types of insurance described herein. All insurance shall be from responsible insurance companies eligible to do business in the State of Florida and "A" rated by AM Best. **All Liability Policies shall provide that the Tampa Sports Authority, the City of Tampa, and Hillsborough County, and RJS Stadium – A Commercial Condominium are additional insureds** but solely in accordance with and subject to the indemnification provisions set forth herein as to the operations of the Licensee under this Agreement and shall also provide the Severability of Interest Provision. The insurance coverage and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be approved by The Authority and furnished by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. In addition, certified, true and exact copies of all insurance policies required shall be provided the Authority if requested on a timely basis.

Thirty (30) days prior written notice by registered or certified mail shall be given the Authority of any cancellation or reduction in the policies' coverage except in the application of the Aggregate Limits Provisions. In the event of a reduction in any Aggregate Limit, the Licensee shall take immediate steps to have it reinstated. If at any time the Authority requests a written statement from the insurance company as to any impairment(s) to the Aggregate Limit, the Licensee shall promptly authorize and have delivered such statement to the Authority. Licensee shall make up any impairment when known to it. The Licensee authorizes the Authority and its Insurance Consultant to confirm all information furnished the Authority, as to its compliance with its insurance carriers. As to the operations of the Licensee, all insurance coverage of the Licensee shall be primary to any insurance or self-insurance program carried by the Authority.

The acceptance of delivery to the Authority of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the Authority that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificate of Insurance are in compliance with the Agreement requirements.

No operations under this Agreement shall commence at the site until the required Certificate of Insurance is received and has been approved by the Authority. Evidence of such insurance approval will be provided to Licensee by the Authority in a Notice to Proceed.

If any General Liability Insurance required herein is to be issued or renewed on a "occurrence" form as opposed to the "claims made" form, the retroactive date for coverage shall be no later than the commencement date of this Agreement and shall provide that in the event of cancellation or non-renewal the discovery period for insurance claims (Tail Coverage) shall be unlimited.

All of the required insurance coverage shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days prior written notice by certified or registered mail shall also be given to:

**Tampa Sports Authority  
4201 N. Dale Mabry Hwy.  
Tampa, Florida 33607**

As to cancellation of any policy and any change that will reduce the insurance coverage required in this Agreement except for the application of the Aggregate Limits Provisions.

Should at any time the Licensee not, in the opinion of the Authority, provide or maintain the insurance coverage required in this Agreement, the Authority may terminate or suspend this Agreement.

The amounts and types of insurance shall conform to the following minimum requirements with the use of Insurance Service Office (ISO) policies, forms, and endorsements or broader where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the Authority.

1. **Workers' Compensation and Employers' Liability** shall be maintained in force during the term of this Agreement for all employees of Licensee engaged in this work under this Agreement, in accordance with the laws of the State of Florida. The Licensee shall provide proof of coverage which includes a waiver of subrogation in favor of the Authority. The amount of the Workers' Compensation and Employers' Liability Insurance shall not be less than:

<b>Florida Statutory Requirements:</b>	<b>\$500,000 Limit Each Accident</b>
	<b>\$500,000 Limit Disease Aggregate</b>
	<b>\$500,000 Limit Disease Each Employee</b>

Should the Licensee have reason to believe they are exempt or have questions related to Workers' Compensation Liability Insurance, they should visit the State of Florida's Division of Workers' Compensation website at:

<https://www.myfloridacfo.com/Division/wc/employer/Exemptions/default.htm>.

If the Licensee is eligible for an exemption, it must be applied for at address above. A copy of the Certificate must also be provided to the Authority.

2. **Commercial General Liability Insurance** shall be maintained by the Licensee. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for the Agreement, Independent Contractors, Broad Form Property Damage including Completed Operations, and Products & Completed Operations Coverage and shall not exclude coverage for the "X" (explosion), "C" (collapse) and "U" (underground) Property Damage Liability exposures. Limits of Coverage shall not be less than:

**Bodily Injury, Personal Injury, & Property Damage Liability:**

<b>\$1,000,000</b>	<b>Combined Single Limit Each Occurrence and Aggregate</b>
<b>\$1,000,000</b>	<b>Each occurrence and Aggregate for Liability under this Specific Agreement. The Aggregate limits shall be separately applicable to this specific engagement.</b>

Should the Licensee's General Liability Insurance be written or renewed on the Comprehensive General Liability Form, then the limits of coverage required shall not be less than:

**Bodily Injury, Personal Injury & Property Damage Liability:**

<b>\$1,000,000</b>	<b>Combined Single Limit Each Occurrence</b>
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3. **Automobile Liability Insurance** shall be maintained by the Licensee as to the Ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles to be used for the engagement with limits of not less than:

**Bodily Injury & Property Damage Liability:**

<b>\$1,000,000</b>	<b>Combined Single Limit Each Occurrence</b>
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## SPECIFICATIONS / SCOPE OF SERVICES

### **I. Purpose:**

- A. The purpose of this specification is to describe the requirements of the Tampa Sports Authority and Raymond James Stadium for mechanical services related to Heating, Ventilation, Air-Conditioning, Refrigeration, event support and other mechanical services.

### **II. CONTRACTOR'S MINIMUM QUALIFICATIONS:**

Companies interested in submitting a proposal shall meet the following and provide the required documentation as requested as part of this Bid:

- A. **Major Facility Experience:** Company, management level staff and technicians must be able to demonstrate that they have provided mechanical service and operations for a Major Facility or Large Public Venue such as stadiums, arenas, large government buildings or large hospitals. Major Facility or Large Public Venue would be identified as a continuous building or campus 250,000 square feet and above; and a large hospital would be identified as a continuous medical facility or campus of 350 beds or higher. Provide supporting documentation as it relates to the facilities serviced, scope of services provided, role of management staff and assigned technicians as it relates to the execution and performance of this agreement.
- B. Contractor must have a staffed 24/7/365 telephone service to receive emergency calls and return calls within thirty minutes by the responding service technician to the designated Authority representative.
- C. Contractor must directly employ HVAC/R technicians, Apprentices, and Helpers; subcontracted HVAC/R technicians, Apprentices and Helpers are not acceptable.
- D. Journeyman Technicians and Apprentices must have an EPA universal certification.
- E. Journeyman Technicians working on HVAC/R must have at least 5 years of journeyman level experience as well as a minimum of 2 years HVAC/R experience and or schooling from a technical training program in the maintenance, troubleshooting and repairs on Water Cooled equipment, Air-handlers, Fan Coil Units, Split Systems, VRF systems, Computer room equipment, Mini splits, Motors, Blowers, Exhaust Fans, Ice Machines, Refrigerators, Walk-in Coolers, Compressors (Refrigerant and Air), Pumps, Heaters (electric and water), water lines (chilled, condenser, hot, drain, PVC), Relays, Starters, Thermostats, Dampers, Actuators, Equipment Safety Switches and Devices. Journeyman technicians must have a working knowledge of 480 volts (single and 3 phase), 208/240 Volts (single and 3 phase), 120 Volts and low voltage electrical.
- F. Journeyman technicians working on CRAC units and VRF Systems must be factory trained and certified with a minimum of 5 years of experience on the listed equipment in Schedule 1 "Equipment List".
- G. Contractor shall assign a primary and secondary Journeyman technician who will be performing the scheduled maintenance and repairs on the equipment listed in Schedule

1 "Equipment List" and who will be performing requested maintenance and repair services. In addition to assigning the primary and secondary technicians a proposed back-up shall be assigned.

- H. Apprentice (3 to 5 year) must have the ability to perform maintenance and repairs on equipment 15 tons or less (Refrigeration and Chilled Water systems) and 15 H.P or less (Refrigeration, Chilled Water, Fan powered systems) as it relates to Water Cooled equipment, Air-handlers, Fan Coil Units, Split Systems, Mini splits, Exhaust Fans, Ice Machines, Blowers, Refrigerators, Walk-in Coolers, Compressors (Refrigerant and Air), Pumps, Heaters (electric and water), Must have a minimum of 3 years HVAC/R experience as well as 1 year HVAC/R experience and or schooling from a technical training program.
- I. Helper must have a minimum 2 years HVAC/R work experience and demonstrate the ability to independently perform coil cleaning, filter changes, belt changes, motor lubrication, fan bearing lubrication and general housekeeping measures as it pertains to HVAC/R equipment.
- J. Provide a Stadium Team organizational chart (including all hourly positions listed on the Bid Form) to execute this agreement. Provide a resume and job description for each member of your proposed Stadium Team including their qualifications, education, training, certifications, and the role each team member will be performing.

### **III. Pre-Existing Conditions:**

- A. The Contactor shall complete a comprehensive survey and inspection of all equipment covered under this Agreement within 14 calendar days of approval of the Agreement and provide the Director of Facilities a Pre-Existing Deficiency List. This pre-existing condition survey shall list all equipment identified as having non-operating components (deficiencies) identified at the time of the survey and identify the nature of the deficiencies for each piece of equipment along with a price to bring the equipment into adequate operating condition. The price shall be in accordance with the rates defined in the Agreement. The Authority shall have the right to either repair the non-operational components by Authority personnel; hire this Contractor to repair such deficiencies; or hire an independent Contractor to bring the non-operational equipment up to adequate operating conditions. Any equipment not listed on the Pre- Existing Deficiency List shall be deemed to be sufficiently operational at the time of the survey and will become the service responsibility of the Contractor under the terms of this Full-Service Agreement.

### **IV. Scope of Services:**

- A. Contractor shall provide 100% full coverage 24 / 7 labor when necessary and material including replacement parts, equipment, tools, supervision, transportation including travel expenses, emergency services and diagnostic services to keep the equipment listed in Schedule 1 "Equipment List" in proper and continuous operation through preventative maintenance and repair services at a Fixed Quarterly Price ("Price").
- B. Replacement parts must be Original Equipment Manufacturer (OEM), new and not



refurbished and as per manufacturer recommendation or specification. Substitute parts (non-OEM) shall not be used without prior written authorization from the Tampa Sports Authority.

- C. Perform preventative maintenance in accordance with the attached **Schedule 2 “Maintenance Schedule”** and **Schedule 3 “Tasking”** developed by the Tampa Sports Authority. Preventative maintenance responsibilities shall include component replacement as required to minimize malfunction, breakdown, deterioration of equipment; and the identification and performance of any repairs required to bring the equipment up to the manufacturer’s operating standards”.
- D. Contractor will furnish and install all filters on equipment in accordance with the attached **Schedule 2 “Maintenance Schedule”** developed by the Tampa Sports Authority.
- E. Contractor shall provide electronic service tickets upon completion of services detailing all work performed, parts replaced, services recommended, and deficiencies found with the equipment.
- F. Contractor shall provide to the Authority’s the preventative maintenance and filter change schedule 30 days in advance showing the dates that the equipment preventative maintenance and filter changes will be performed. Schedule will require approval from the Authority’s designated representative.
- G. Contractor must be on-site to make repairs within two hours from the initial call for emergency service requests. Responding technician is to respond to the designated Authority’s representative within 30 minutes of the initial call.
- H. Contractor shall be on-site to make repairs within four normal working hours for non-emergency services if deemed necessary by the Authority’s representative.
- I. A dedicated account manager shall be assigned as part of this agreement who will meet monthly with the Director of Facilities and shall be available during normal business hours.
- J. Maintenance and repairs on the VRF Systems, CRAC units and Mini Splits will be performed by the assigned primary and or secondary journeyman technicians only unless otherwise approved by the Authority.
- K. The contractor shall include furnishing all materials, equipment, vehicles, and labor necessary to perform HVAC/R maintenance and repairs on other equipment located within the facility when requested.
- L. Respond to customer service requests as follows:
  - 1. Compliance with codes and regulations.
  - 2. Compliance with safety and security programs.

3. Critical PM work orders completed as planned.
  4. Non-critical PM work orders completed as planned.
  5. Service requests addressed consistent with service response goals.
  6. Work completed consistent with scope.
- M. Contractor must have the ability as requested by the Authority to provide other mechanical HVAC/R services and event support listed on the **Bid Form**.
- N. In the event the scope and specifications hereof are materially changed by the Authority at any time, the parties will mutually agree upon an equitable adjustment to the compensation schedule.

**V. Qualifications of key personnel:**

- A. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise accepted by the Authority. Authority has the right to remove contractor's personnel with reasonable cause.

**VI. Exclusions for Full Coverage:**

- A. Service calls due to failures resulting from acts of God, electrical power fluctuations, abuse, or misuse of equipment.
- B. The repair or replacement of structural supports, hydronic and pneumatic piping, insulation, and piping not normally replaced or maintained on a scheduled basis.
- C. Service calls resulting from the effects of erosion or corrosion.
- D. UVC Lighting systems.
- E. All Building Automation Controls.

**VII. Hours of Service**

- A. The Contractor will be prepared to provide 24 hour / 7-day support to Authority which will primarily be provided by the Stadium Team as needed. Primary shift coverage is 8:00 a.m. – 5:00 p.m. local time Monday through Friday except observed Authority Holidays.

**VIII. Other Materials**

- A. Other materials may be authorized by the owner when such materials are deemed necessary to perform work outside the scope of this agreement. Materials purchased by the Authority outside the scope of this agreement shall be provided by the Contractor at the actual cost of the material plus 10%. This factor is firm and shall not be changed by the Bidder. An estimated amount, not to exceed ten thousand dollars (\$10,000.00) is projected for this cost, per incident and/or project.

**INVITATION TO BID**

By signing this bid, the bidder agrees that this bid is made without any understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose and that this bid is in all respects fair and without collusion or fraud. Unsigned bids will be considered incomplete and subject to rejection.

It is agreed by the undersigned bidder that the signing and delivery of the bid represents the bidder's acceptance of the terms and conditions of the foregoing specifications and provisions, and if awarded the bid by Authority, will represent the agreement between the parties.

The Proposer, in submitting this bid, guarantees the following pricing for forty-five (45) days unless an extension of time agreement is reached between the Proposer and the Authority:

**PROPOSER/COMPANY:**

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<b><u>BID FORM 1 OF 2 (EQUIPMENT)</u></b>						
<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	<b><u>IV</u></b>	<b><u>V</u></b>	<b><u>VI</u></b>	<b><u>VII</u></b>
ITEM	DESCRIPTION	UNIT OF MEASURE	YEAR 1	YEAR 2	YEAR 3	EXTENDED ANNUAL COST (Add cost for years 1 through 3)
1	Schedule 1 "Equipment List" 1 through 12 (Full Coverage)	PER YEAR				
2	Schedule 1 "Equipment List" 13 through 30 (Full Coverage)	PER YEAR				
3	<b>ALTERNATE</b> Schedule 1 "Equipment List" 31 through 34 (Full Coverage)	PER YEAR				
4	<b>ALTERNATE</b> Schedule 1 "Equipment List" 35 through 43 (Full Coverage)	PER YEAR				

**BID FORM 2 OF 2 (BILLABLE LABOR RATES)**

**Hours of Service:** The Contractor will be prepared to provide 24 hour / 7-day support to Authority which will primarily be provided by the Stadium Team as needed. Primary shift coverage is 8:00 a.m. – 5:00 p.m. local time Monday through Friday except observed Authority Holidays.

I	II	III	IV	V	VI	VII
ITEM	DESCRIPTION	UNIT OF MEASURE	HOURLY RATE	3 YEAR ESTIMATED QUANTITY	N/A	EXTENDED RATE (Multiply Hourly Rate(Xs) Estimated Quantity)
5	<u>General Labor Rate</u> Journeyman HVAC/R Technician (Monday-Friday 8a-5p)	Hourly		600	N/A	
6	<u>General Labor Rate</u> Journeyman HVAC/R Technician (After Hours)	Hourly		60	N/A	
7	<u>Event Day Labor Rate</u> Journeyman HVAC/R Technician (Event Coverage)	Hourly		30	N/A	
8	<u>General Labor Rate</u> 3 to 5 year Apprentice (Monday-Friday 8a-5p)	Hourly		300	N/A	
9	<u>General Labor Rate</u> 3 to 5 year Apprentice (After Hours)	Hourly		45	N/A	
10	<u>General Labor Rate</u> Helper (Monday-Friday (8a-5p)	Hourly		120	N/A	
11	<u>General Labor Rate</u> Helper (After Hours)	Hourly		24	N/A	

**GRAND CONTRACT TOTAL**

Bid Form #1 (Add Column VII Items 1 and 2)

Bid Form #2 (Add Columns VII Items 5 through 11) \$ \_\_\_\_\_

**GUARANTEE OF BID PROPOSAL**

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

Street Address: \_\_\_\_\_

City State Zip  
Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business is licensed (unless exempt by applicable law), permitted, and certified to do business in the State of Florida:  Yes  No If yes, License #: \_\_\_\_\_

State of Florida Corporation ID # (From Secretary of State): \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

**IN WITNESS WHEREOF, this Bid Proposal is hereby signed and sealed as of the date indicated.**

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*(Authorized Signature in Ink)*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*(Printed Name of Above Signer)*

\_\_\_\_\_  
*Corporate Seal (Where appropriate)*

\_\_\_\_\_  
*(Printed Title of Above Signer)*

\_\_\_\_\_  
*(Date Signed)*

*By signing above, I attest that all the information listed herein is correct, to the best of my knowledge, and agree to be bound by the terms, conditions, and my company's submitted pricing with regards to this bid agreement.*

**ACKNOWLEDGMENT OF ADDENDA (If applicable)**

I, \_\_\_\_\_, on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_ hereby  
acknowledge receipt of any and all Addenda Notices hereby issued regarding this Bid #20-10 for  
HVAC Mechanical Services, Raymond Jams Stadium.

**Addenda Numbers Received:**

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

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINTED NAME OF ABOVE:** \_\_\_\_\_

**TITLE OF ABOVE:** \_\_\_\_\_

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

**(ACKNOWLEDGMENT OF BIDDER, IF A CORPORATION)**

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

SS

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, personally appeared \_\_\_\_\_ to me known to be the individual described in and who executed the foregoing instrument as \_\_\_\_\_ of \_\_\_\_\_ a \_\_\_\_\_ corporation, and who severally and duly acknowledged the execution of such instrument as such an officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation's Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters in said foregoing instrument, certified the same to be true in all respects.

Signature of Company Representative \_\_\_\_\_

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known \_\_\_\_\_ or product identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_ (NOTARY'S SEAL)

**(ACKNOWLEDGMENT OF BIDDER, IF A PARTNERSHIP OR INDIVIDUAL)**

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

SS

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, personally appeared \_\_\_\_\_ to me known to be the individual described in and who executed the foregoing instrument as a member of the firm of \_\_\_\_\_ (if applicable) and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

Signature of Company Representative \_\_\_\_\_

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known \_\_\_\_\_ or product identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_ (NOTARY'S SEAL)

**ACKNOWLEDGMENT OF PRINCIPAL, IF CORPORATION**

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

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

(CITY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

by \_\_\_\_\_ of \_\_\_\_\_  
(Name and Title of Officer) (Name of Principal)

\_\_\_\_\_ corporation, on behalf of said corporation. He/She is  
(State of Corporation)

personally known to me or has produced \_\_\_\_\_ as identification.  
(Type of Identification)

He/She warrants that he/she is authorized by the Board of Directors of said corporation to execute the foregoing instrument.

Signature of company representative: \_\_\_\_\_

**NOTARY PUBLIC:**

Sign: \_\_\_\_\_

Print/Type: \_\_\_\_\_

**SEAL**



**LEGAL STATUS OF BIDDER**

This Proposal is submitted in the name of:

(Print) \_\_\_\_\_

The undersigned hereby designated below his business address to which all notices, directions or other communications may be served or mailed:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The undersigned hereby declares that he/she has legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- CO-PARTNERSHIP

The Assumed Name of the Co-Partnership is registered in the County of \_\_\_\_\_, Florida

- CORPORATION INCORPORATED UNDER THE LAW OF THE STATE OF \_\_\_\_\_ The Corporation is:
- LICENSED TO DO BUSINESS IN FLORIDA
- NOT NOW LICENSED TO DO BUSINESS IN FLORIDA

The name, titles, and home address of all persons who are officers or Partners in the organization are as follows:

NAME AND TITLE	HOME ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

Signed and Sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BIDDER REFERENCES**

The bidder shall submit the following minimum information as reference for three (3) similar construction projects that have been completed successfully by the bidder in the Southeastern United States within the last five (5) years. Three projects are required to qualify the firm to bid.

References will be contacted; projects will be reviewed for quality of workmanship. Information supplied will be considered in the award of this contract.

**BIDDER NAME:** \_\_\_\_\_

**1. PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER REPRESENTATIVE:** **Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**2. PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER REPRESENTATIVE:** **Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**3. PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER REPRESENTATIVE:** **Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

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

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

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 \_\_\_\_\_

Type of Identification and Number \_\_\_\_\_

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

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

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

**NOTARY SEAL:**

**SWORN STATEMENT UNDER SECTION 105.08**  
**TAMPA SPORTS AUTHORITY CODE ON DISCLOSURE OF RELATIONSHIPS**

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

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
for \_\_\_\_\_

2. This sworn statement is submitted by: \_\_\_\_\_

\_\_\_\_\_  
(Name of entity submitting 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 \_\_\_\_\_).

3. My name is \_\_\_\_\_  
(Please print name of individual signing)

and my relationship to the entity named above is \_\_\_\_\_

4. I understand that an "affiliate" as defined in Section 105.08, Tampa Sports Authority Code, means:

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a TSA Commissioner or TSA employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in section 105.08, Tampa Sports Authority Code, with any TSA Commissioner or TSA employee.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity, have the following relationships with a TSA Commissioner or TSA employee:

Name of Affiliate  
or entity

Name of TSA Commissioner  
or employee

Relationship

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, who is personally known to me or  
who has produced \_\_\_\_\_ as identification.

**NOTARY PUBLIC:**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

Notary Public, State at large

My Commission Expires: \_\_\_\_\_

**(SEAL)**

**PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS**  
**UNDER SECTION 287.087, FLORIDA STATUTES**

1. This statement is submitted with Invitation to Bid #20-10, HVAC Mechanical Services, Raymond James Stadium.
  
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
  - a. 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 specifying the actions that will be taken against employees for violations of such prohibition.
  
  - b. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
  
  - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (A).
  
  - d. In the statement specified in subsection (A), 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, 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.
  
  - e. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
  
  - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS COMPANY COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.**

**BIDDER/PROPOSER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_





## **SERVICES/CONSULTING AGREEMENT**

---

Between  
**Tampa Sports Authority**  
(hereinafter referred to as "Authority")  
Tampa Sports Authority  
4201 North Dale Mabry Highway  
Tampa Florida 33607

And  
\_\_\_\_\_  
(hereinafter referred to as "Consultant")  
(address)  
\_\_\_\_\_

This Services/Consulting Agreement ("Agreement") shall be in effect as of \_\_\_\_\_, 20\_\_ ("Effective Date") and is for the performance of services relating to \_\_\_\_\_ (insert a very brief description of the work to be done (egg. "inspection of electrical connections", etc.).

### **RECITALS**

**WHEREAS**, Authority operates and manages Raymond James Stadium and related facilities in Tampa, Florida;  
and

**WHEREAS**, Authority desires to retain Consultant to render services to the Authority as specified below;

**NOW, THEREFORE**, for good and valuable consideration, the adequacy of which both parties acknowledge, Consultant and Authority agree as follows:

**ARTICLE I. RELATIONSHIP.** The parties intend that an independent contractor relationship will be created by this Agreement. Authority is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Consultant, who is an independent contractor. Consultant is not to be considered an agent or employee of the Authority for any purpose and is not entitled to any of the benefits that Authority provides for its employees. It is understood that Consultant is free to perform similar services for other parties while under contract with the Authority so long as the requirements of this Agreement are satisfied.

### **ARTICLE II. SCOPE OF SERVICES.**

1. **Services to be performed:** (Insert detailed description of work to be done)
2. **Controlling documents:** The terms of this Agreement and any Addenda hereto govern, in addition to any documents listed below:

- a. Specifications for TSA Bid/RFP # \_\_\_\_\_ titled \_\_\_\_\_  
(insert title of bid/proposal)
  - b. Bid proposal and all accompanying documents submitted by \_\_\_\_\_  
(insert name of Consultant)
3. In the event of a conflict or inconsistency between this Agreement and the documents listed under Article II 2.a. and b., the terms and provisions of this Agreement shall prevail.
  4. Time is of the essence in the performance of this Agreement.

**ARTICLE III. FEES/TERM.**

- A. Fees: For such services, Authority agrees to pay to Consultant a fee of \$ \_\_\_\_\_ or insert pay table) for (insert minor description of work to be done/Bid title).

Consultant shall be responsible for all licenses, permits, costs and expenses he/she incurs in the performance of services under this Agreement, including all taxes and assessments resulting therefrom.

- B. Term: Unless terminated earlier under other provisions hereof, the term of this Agreement shall extend from the Effective Date until the \_\_\_\_\_, \_\_\_\_\_ 2020 or until both parties agree the work is completed and that the Agreement may be terminated. Upon the conclusion of the initial Term, Authority may, at its option, renew or extend this Agreement for \_\_\_\_\_ additional term(s) of \_\_\_\_\_ year(s) each. Otherwise, this Agreement may only be extended beyond the initial Term upon the written agreement of both parties.

**ARTICLE IV. TERMINATION.** This Agreement can be terminated immediately by Authority if at any time the Consultant does not perform the obligations of this Agreement to the satisfaction of the Authority, as determined in the sole discretion of the Authority

**ARTICLE V. INDEMNITY AND INSURANCE.**

**1. Indemnification**

- (a). Consultant shall defend at his or her expense, pay on behalf of hold harmless and indemnify the Authority, its officers, employees, agents, elected and appointed officials, volunteers, RJS Stadium – A Commercial Condominium, Hillsborough County and the City of Tampa (collectively, “Indemnified Parties”) from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages or any other claim related to Covid-19 or other infectious diseases whether or not a lawsuit is filed, including, but not limited to, costs, expenses and attorneys’ and experts’ fees at trial and on appeal (collectively, “Claims”) for damage to real or personal property or bodily or personal injuries, including death at any time resulting there from, sustained by any persons or entities, which damage or

injuries are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:

- i. The performance of this Agreement (including amendments thereto) by Consultant; or
- ii. The failure of Consultant to comply and conform with applicable laws; or
- iii. Any negligent act or omission of the Consultant, whether or not such negligence is claimed to be either solely that of the Consultant or to be in conjunction with the claimed negligence of others including that of any of the Indemnified Parties; or
- iv. Any reckless or intentional wrongful act or omission of the Consultant.

- (b). The provisions of this section are independent of, and will not be limited by, any insurance required to be obtained by Consultant pursuant to this Agreement or otherwise obtained by Consultant and shall survive the expiration or earlier termination of this agreement. Nothing herein waives the provisions and/or limitation of Section 768.25 Florida Statutes.

## 2. Insurance

- (a). Consultant shall maintain insurance policies as required by the contract documents listed in the attached INSURANCE REQUIREMENTS as EXHIBIT \_\_\_\_\_.

**ARTICLE VI. EQUAL EMPLOYMENT/GOVERNING LAW.** Authority states that it is an equal employment opportunity employer and that it does not discriminate against any person on the basis of race, color, religion, sex, national origin, or any other classification protected by state or federal law or the ordinance of the City of Tampa.

This Agreement is to be construed in accordance with the laws of the State of Florida. Venue for any cause of action or claim asserted by either party hereto brought in state courts shall be in Hillsborough County, Tampa Division. Venue for any action brought in Federal Court shall be in the Middle District of Florida, Tampa Division.

**ARTICLE VII. WAIVER.** No act of omission or commission of either party, including without limitation, any failure to exercise any right, remedy, or recourse, shall be deemed to be a waiver, release or modification of the same. Such a waiver, release or modification is to be affected only through a written modification to this agreement.

**ARTICLE VIII. ENTIRE AGREEMENT AND MODIFICATIONS.** This Agreement constitutes the complete agreement of the parties, supersedes all prior agreements pertaining to the subject matter hereof, and no representation, inducements, promises or agreements, oral or otherwise between the parties not embodied in this instrument shall have any force or effect. No amendment or modification to this Agreement shall be valid unless in writing and signed by the Authority and the Consultant.

**ARTICLE IX. LICENSES & PERMITS.** It is the responsibility of the Consultant to have a current and valid Occupational License and all other licenses and governmental permits required or necessary to perform the Services hereunder and to provide a copy of same to the Authority.

## **ARTICLE X. NOTICES, DOCUMENT OWNERSHIP, RECORDS AND RETENTION.**

1. **Notices:** All notices must be in writing and delivered in person, by certified mail, or by email to the address listed on the front page of this Agreement. Notices shall be deemed delivered upon expiration of five (5) days following the date mailed by certified mail or upon confirmation of delivery by email.

2. **Document ownership:** Any presentations, reports or work papers produced under this Agreement shall be the sole property of Authority and may not be reproduced, used, or copied without the expressed permission of Authority, which permission may be granted or withheld in its sole discretion.
3. **Records and Retention:** The original files and work materials relating to all services performed under this Agreement shall be maintained in a file onsite as designated by the Authority.

**ARTICLE XI. SEVERABILITY.** Should any section or part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any part of any section of this Agreement.

**ARTICLE XII. DISPUTES/ATTORNEYS FEES.** In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include any costs that are taxable under any applicable statute, rule or guideline, as well as any non-taxable costs reasonably incurred in connection with the dispute, including, but not limited to, costs of investigation, copying, electronic discovery, information technology charges, telephone and mailing costs, consultant and expert witness fees, travel expenses, court reporter fees and transcript charges, and mediator fees, regardless of whether such costs would be otherwise taxable.

**ARTICLE XIII. WAIVER OF JURY TRIAL.** BOTH PARTIES HERETO DO HEREBY KNOWINGLY AND INTENTIONALLY WAIVE ANY RIGHT THEY MAY HAVE TO A TRIAL BY JURY AS TO ANY DISPUTE RELATING TO THIS AGREEMENT.

**ARTICLE XIV. CONTRACT NOT ASSIGNABLE.** This Agreement may not be assigned by Consultant without the express written consent of the Authority, granted or withheld in its sole discretion. Further, this Agreement may only be performed by those principals of Consultant who have represented to the Authority that they will perform the essential functions of this Agreement, and no others except as may be approved by the Authority in writing.

**ARTICLE XV. CONSULTANT'S DUTY UNDER PUBLIC RECORDS LAW.**

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PUBLICRECORDS@TAMPASPORTSAUTHORITY.COM, (813) 350-6515, or 4201 N. DALE MABRY HWY, TAMPA, FLORIDA 33607.

If Chapter 119.0701, Florida Statutes applies to Consultant, then Consultant shall comply with applicable public records laws and shall:

1. Keep and maintain public records required by the Authority to perform the service required under this Agreement.

2. Upon request from the Authority's custodian of public records, provide the Authority with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes, or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the consultant does not transfer the records to the Authority.

4. Upon completion of the Agreement, transfer, at no cost, to the Authority all public records in possession of the Consultant or keep and maintain public records required by the Authority to perform the service. If the Consultant transfers all public records to the Authority upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Authority, upon request from the Authority's custodian of public records, in a format that is compatible with the information technology systems of the Authority.

5. A request to inspect or copy public records relating to this contract must be made directly to the Authority. If the Authority does not possess the requested records, it shall immediately notify Consultant of the request, and Consultant must provide the records to the Authority or allow the records to be inspected or copied within a reasonable time.

6. If Consultant does not comply with the Authority's request for records, the Authority shall enforce these contract provisions in accordance with the Agreement.

7. If Consultant fails to provide requested public records to the Authority within a reasonable time, Consultant may be subject to penalties under Section 119.10, Florida Statutes.

#### ARTICLE XVI. E-VERIFY COMPLIANCE

All terms defined in Fla. Stat. § 448.095 are adopted and incorporated into this agreement. Pursuant to Fla. Stat. §§ 288.061(6) and 448.095(2), Contractor shall enroll in and verify the work eligibility status of all of its newly hired employees using the E-Verify system, if it has not already done so as of the date of this Agreement. Contractor is further required to execute an affidavit in the form attached to this Agreement affirming that: (i) it is enrolled and is participating in the E-Verify system, and (ii) it does not knowingly employ any unauthorized aliens. In support of the affidavit, Contractor shall provide Tampa Sports Authority with documentation that it has enrolled and is participating in the E-Verify system. This Agreement shall not take effect until such affidavit is signed by Contractor and delivered to Tampa Sports Authority's authorized representative.

Should Contractor subcontract for the performance of any work under this Agreement, the Contractor shall require any subcontractor(s) to certify by affidavit that: (i) the subcontractor does not knowingly employ or contract with any unauthorized aliens, and (ii) it has enrolled and is participating in the E-Verify system. Contractor shall maintain a copy of such certification for the duration of the term of any subcontract. Contractor shall also deliver a copy of the certification to Tampa Sports Authority within [number of days] of the effective date of the subcontract.

If Contractor, or any subcontractor of Contractor, knowingly employs or contracts with any unauthorized aliens, or retains an employee or contract with a person that the Contractor or subcontractor subsequently learns is an unauthorized alien, Contractor shall terminate the employment of or contract with the unauthorized alien within [number of days] (the "Cure Period"). Should the Contractor or any subcontractor of Contractor fail to cure within the Cure Period, Tampa Sports Authority has the right to terminate this Agreement without consequence.

The E-Verify requirements of this Agreement will not apply should the E-Verify system cease to exist.

**TAMPA SPORTS AUTHORITY  
E-VERIFY AFFIDAVIT**

**Obligation for State-Funded Contracts:**

Florida Statutes Sections 288.061 and 448.095 require all State of Florida agencies to verify the employment eligibility of all new agency employees through the U.S. Department of Homeland Security E-Verify system. Further, agencies are directed to include as a condition of all contracts for the provision of goods and services to the state in excess of nominal value, an express requirement that contractors utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor during the contract term, and an express requirement that contractors include in such contracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

In accordance with Fla. Stat. §§ 288.061 and 448.095(2), Tampa Sports Authority ("TSA") requires all vendors doing business with TSA who are awarded state-funded contracts to verify employee eligibility using the E-Verify system. It is the responsibility of the awarded vendor to ensure compliance with E-Verify requirements. To enroll in E-Verify, vendors should visit the E-Verify website at <http://www.e-verify.gov> and follow the instructions to register. The vendor must also retain the I-9 Forms for inspection, per usual.

By affixing your signature on this contract below, you hereby affirm that you will comply with the E-Verify system requirements.

**EXHIBIT A**  
**TAMPA SPORTS AUTHORITY INSURANCE REQUIREMENTS**

During the life of this Agreement, the Licensee shall provide, pay for, and maintain with companies satisfactory to the Authority, the types of insurance described herein. All insurance shall be from responsible insurance companies eligible to do business in the State of Florida and "A" rated by AM Best. All Liability Policies shall provide that the Tampa Sports Authority, Hillsborough County, the City of Tampa, and Raymond James Stadium, a Condominium Association are additional insureds but solely in accordance with and subject to the indemnification provisions set forth herein as to the operations of the Licensee under this Agreement and shall also provide the Severability of Interest Provision. The insurance coverage and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be approved by The Authority and furnished by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. In addition, certified, true and exact copies of all insurance policies required shall be provided the Authority if requested on a timely basis.

Thirty (30) days prior written notice by registered or certified mail shall be given the Authority of any cancellation or reduction in the policies' coverage except in the application of the Aggregate Limits Provisions. In the event of a reduction in any Aggregate Limit, the Licensee shall take immediate steps to have it reinstated. If at any time the Authority requests a written statement from the insurance company as to any impairment(s) to the Aggregate Limit, the Licensee shall promptly authorize and have delivered such statement to the Authority. Licensee shall make up any impairment when known to it. The Licensee authorizes the Authority and its Insurance Consultant to confirm all information furnished the Authority, as to its compliance with its insurance carriers. As to the operations of the Licensee, all insurance coverage of the Licensee shall be primary to any insurance or self-insurance program carried by the Authority.

The acceptance of delivery to the Authority of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the Authority that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificate of Insurance are in compliance with the Agreement requirements.

No operations under this Agreement shall commence at the site until the required Certificate of Insurance is received and has been approved by the Authority. Evidence of such insurance approval will be provided to Licensee by the Authority in a Notice to Proceed.

If any General Liability Insurance required herein is to be issued or renewed on a "occurrence" form as opposed to the "claims made" form, the retroactive date for coverage shall be no later than the commencement date of this Agreement and shall provide that in the event of cancellation or non-renewal the discovery period for insurance claims (Tail Coverage) shall be unlimited.

All of the required insurance coverage shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days prior written notice by certified or registered mail shall also be given to:

**Tampa Sports Authority**  
**4201 N. Dale Mabry Hwy.**  
**Tampa, Florida 33607**

As to cancellation of any policy and any change that will reduce the insurance coverage required in this Agreement except for the application of the Aggregate Limits Provisions.

Should at any time the Licensee not, in the opinion of the Authority, provide or maintain the insurance coverage required in this Agreement, the Authority may terminate or suspend this Agreement.

The amounts and types of insurance shall conform to the following minimum requirements with the use of Insurance Service Office (ISO) policies, forms, and endorsements or broader where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the Authority.





shall be on an "All Risk" type form, including Flood & Earthquake perils, acceptable to the Authority providing for permission from the insurance company for occupancy prior to completion and acceptance of the project. The policy shall be noncancelable unless 90 days advanced notice is Coverage acceptable to the Authority shall be included as to coverages, deductibles, and amount. The policy shall be written for the estimated time for construction and shall contain an endorsement providing for extension of the policy up to one year if construction is not completed on time for any reason for the same coverage and pro-rata additional premium cost. The additional premium cost for extension of the policy which is caused by the Licensee, its subcontractors or their subcontractors shall be paid by the Licensee. The policy must be endorsed to provide that any loss payment by the insurance company will be made to the Authority only for the benefit of all concerned insureds, whose interests are involved at the time of the loss. The original Builders Risk Policy and five certified, true and exact copies shall be furnished to the Authority prior to any work being started under this engagement. The Builders Risk insurance company/companies shall endorse the policy waiving its rights of subrogation against the Authority, Licensee, Licensee's subcontractors and their subcontractors and subordinate subcontractors.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement at Tampa, Florida on the dates indicated below.

**TAMPA SPORTS AUTHORITY**

\_\_\_\_\_  
**ERIC HART**  
President/CEO

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

\_\_\_\_\_  
**MICKEY FARRELL**  
Sr. Vice President of Stadium Operations

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

*Approved as to form and legal sufficiency:*

\_\_\_\_\_  
General Counsel, Tampa Sports Authority

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

**INSERT CONTRACTOR NAME HERE**

\_\_\_\_\_  
(legally authorized officer, director or agent)

\_\_\_\_\_  
(Print)

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

**STATEMENT OF NO BID**  
**TAMPA SPORTS AUTHORITY – PROCUREMENT DEPARTMENT**  
**4201 North Dale Mabry, Tampa, FL 33607**

**Bid Number:** 20-10  
**Title:** HVAC Mechanical Services, Raymond Jams Stadium

**IMPORTANT NOTICE TO VENDORS:** If you do not intend to submit a bid/proposal and wish to continue to receive notice of Tampa Sports Authority procurements, please return this "Statement of No Bid" via fax, email or U.S. Mail on the day of or prior to the bid opening.

If you elect not to submit a bid/proposal, please indicate the reason below and either

Email this form to: [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com) OR

Fax this form to: 813-350-6611 OR

Mail this for to the address above.

- We do not offer this product/service or an equivalent;
- Our schedule would not permit us to perform;
- Insufficient time to respond to solicitation;
- Unable to meet specifications;
- Specifications not clear;
- Unable to meet bond and/or insurance requirements;
- Specifications "too tight"/restrictive (i.e., geared to a specific brand or manufacturer);
- Sub-Contractor (submitted bid to General Contractor);
- Other (please explain below):

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if the "No Bid" letter is not executed and returned; our name may be deleted from the list of qualified bidders for the Tampa Sports Authority.

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

**NAME (PRINTED):** \_\_\_\_\_

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

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

**FEDERAL TAX ID#:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**BID CHECKLIST**  
**(Not a mandatory form)**

Please use this Bid Checklist form to mark off all forms within this bid package as signed and/or acknowledged.

- General Terms and Provisions Acknowledgment “Proposer’s Signature” – Page 14
- Invitation to Bid Proposal Forms – Page 27-28
- Guarantee of Bid Proposal – Page 29
- Acknowledgment of Addenda (If applicable) – Page 30
- Acknowledgment of Bidder (If a Corporation, Partnership or Individual) – Page 31
- Acknowledgment of Principal, If Corporation – Page 32
- Legal Status of Bidder – Page 33
- Bidder Reference Form – Page 34
- Sworn Statement – Public Entity Crimes – Page 35-36
- Sworn Statement – Disclosure of Relationships – Page 37-38
- Drug-Free Workplace Acknowledgment – Page 39
- E-Verify Affidavit – Page 40
- Statement of No Bid (Complete this form only if not submitting a bid) – Page 52
- Bid Checklist (Not a mandatory form) – Page 53

*I acknowledge by my signature above that all the above forms  
(if applicable) have been included in my bid to the Authority.*

*Date:*

**ATTACHEMNTS**

**SCHEDULES 1-5**

### Schedule 1 - Equipment List

Number	Area	Manufacturer	Special Notes
1	VRF Facilities Offices # of cassette / 7 Tons (7)	Mitsubishi/ Model # PKFY-P08N8AU-E3	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
2	VRF Press Box # of cassette / 49 Tons (20)	Mitsubishi/ Model # PLY-EP30NEMU-E	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
3	VRF Press Box FCU / 20 Tons / (2)	Mitsubishi/ Model # PEFY-AP1200 CFNR-E	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
4	VRF Press Box FCU / 6 Tons / (1)	Mitsubishi/ Model # PEFY-P72NHRU-E	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
5	VRF Press Box FCU / 3 Tons / (1)	Mitsubishi/ Model # PEFY-P36NMAU-E3	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
6	VRF Press Box FCU / 2 Tons / (1)	Mitsubishi/ Model # PEFY-P24NMAU-E3	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
7	VRF Radio Room FCU / 2 Tons / (2)	Mitsubishi/ Model # PKA-A12HA7	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
8	CRAC UNIT #19W1 Main Amp Rm / 10 Tons	Data Aire / Model # GFAL-03834	Installed 2/13/19 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
9	CRAC UNIT #19W2B Main Phone Rm / 10 Tons	Data Aire / Model # GFAL-03834	Installed 2/13/19 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
10	CRAC UNIT #19W2 Control Rm / 12 Tons	Data Aire / Model #GFAL-06834	Installed 9/24/25 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
11	MINI SPLIT Traffic Control (Cassette) / 2 Tons (1)	Daikin/ Model #FTXN24KVJU	Installed 9/15/15, 5 yr Comp and parts
12	MINI SPLIT 24hr Command (Cassette) / 3 Tons (1)	Mitsubishi/ Model # PUY-A38NKA7	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
13	CRAC UNIT #89W1 Rack Rm / 8 Tons	Data Aire / Model #GFAL-06834	Installed 8/24/18 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
14	CRAC UNIT #89E1 "B" Amp Rm / 8 Tons	Data Aire / Model # GTAU-01834	Installed 8/24/18 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
15	CRAC UNIT #89E1 "C" Amp Rm / 8 Tons	Data Aire / Model #GFAL-02834	Installed 8/24/18 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
16	CRAC UNIT #89W1 "D" Amp Rm / 8 Tons	Data Aire / Model #GFAL-04834	Installed 8/24/18 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
17	CRAC UNIT #19W2A Main Phone Rm / 8 Tons	Data Aire / Model # GTAU-01834	Installed 2/13/19 with 1 year full maintenance / 1 yr Parts / 5 yr Comp & Coll Warranty
18	CRAC UNIT #19E1 Buoe Sales Office / 2 Ton	Liebert Mini Mate	Installed 2004
19	MINI SPLIT #89AC 1-1 East Lobby Amp Room	Mitsubishi/ Model # PKA-A38KA7	Installed 06/07/2018, 5 yr Parts / 7 yr Comp. Warranty
20	MINI SPLIT #89AC 2-1 B AV Room / 3 Tons	Mitsubishi/ Model # PKA-A38KA7	Installed 08/07/2018, 5 yr Parts / 7 yr Comp. Warranty
21	MINI SPLIT #89AC 2-2 C AV Room / 3 Tons	Mitsubishi/ Model # PKA-A38KA7	Installed 06/07/2018, 5 yr Parts / 7 yr Comp. Warranty
22	MINI SPLIT #89AC 3-1 A AV Room / 3 Tons	Mitsubishi/ Model # PKA-A38KA7	Installed 08/23/2017, 5 yr Parts / 7 yr Comp. Warranty
23	MINI SPLIT #89AC 3-2 D AV Room / 3 Tons	Mitsubishi/ Model # PKA-A38KA7	Installed 06/23/2017, 5 yr Parts / 7 yr Comp. Warranty
24	MINI SPLIT #89AC 3-3 Center AV Room / 3 Tons	Mitsubishi/ Model # PKA-A38KA7	Installed 06/23/2017, 5 yr Parts / 7 yr Comp. Warranty
25	MINI SPLIT #89AC 20-2 HOF North Pantry / 3 Tons	Mitsubishi/ Model # PCA-A38KA7	Installed 08/23/2017, 5 yr Parts / 7 yr Comp. Warranty
26	MINI SPLIT #89AC 20-3 HOF South Pantry / 3 Tons	Mitsubishi/ Model # PCA-A38KA7	Installed 08/23/2017, 5 yr Parts / 7 yr Comp. Warranty
27	MINI SPLIT #89AC 10-2 Owners Reck Rm / 3Ton	Mitsubishi/ Model # PKA-A38KA7	Installed 06/07/2018, 5 yr Parts / 7 yr Comp. Warranty
28	Mini SPLIT #89AC 20-1 Upper East Electrical Rm	Mitsubishi/ Model # PKA-A38KA7	Installed 06/01/2017, 5 yr Parts / 5 yr Comp. Warranty
29	Heat Pump #89AC 10-3 Owners Suite North	Mitsubishi/ Model # PKA-A38KA7	Installed 09/01/2017, 5 yr Parts / 5 yr Comp. Warranty
30	Heat Pump #89AC 10-3 Owners Suite South	Mitsubishi/ Model # PKA-A38KA7	Installed 09/01/2017, 5 yr Parts / 5 yr Comp. Warranty
<b>ALTERNATE</b>			
31	MINI SPLIT SYSTEM T8A SERVER ROOM / 2 Tons	Thermal Zone	Installed 4/28/10
32	MINI SPLIT Facilities Locker room / 1 Tons (1)	Mitsubishi/ Model # PLA-A34EA7	Installed 10/03/2018, 5 yr Parts/ 7 yr Comp
33	MINI SPLIT SYSTEM 24hr COMMAND #1 / 2 Tons	Daikin/ Model #FTXN24KVJU	Installed 7/3/12, 5 yr Comp & Coll Warranty
34	MINI SPLIT SYSTEM 24hr COMMAND #2 / 2 Tons	Daikin/ Model #FTXN24KVJU	Installed 10/3/13, 5 yr Comp & Coll Warranty
35	MINI SPLIT SYSTEM MERCHANDISE / 1 Ton	Thermal Zone/ Model #MS28A15118EA	Installed 4/6/10
36	MINI SPLIT SYSTEM Quad "D" Nursery/ 1 Ton	Linnox/ Model #NWRB01284-2L	Installed 9/19/19, 10 yr Comp and parts
37	MINI SPLIT SYSTEM Quad "B" Nursery/ 1 Ton	Linnox/ Model #NWRB01284-2L	Installed 9/19/19, 10 yr Comp and parts
38	MINI SPLIT #89E1 / 1.5 Tons	Mitsubishi/ Model # PKA-A18HA6	Installed 8/24/16, 1 yr Parts / 5 yr Comp & Coll Warranty
39	MINI SPLIT #89W1 / 2 Tons	Mitsubishi/ Model # PKA-A24KA8	Installed 8/24/16, 1 yr Parts / 5 yr Comp & Coll Warranty
40	MINI SPLIT #89E1 / 2 Tons	Mitsubishi/ Model # PKA-A24KA8	Installed 8/24/16, 1 yr Parts / 5 yr Comp & Coll Warranty
41	MINI SPLIT #89W1 / 2 Tons	Mitsubishi/ Model # PKA-A24KA8	Installed 8/24/16, 1 yr Parts / 5 yr Comp & Coll Warranty
42	MINI SPLIT #89E1 / 2 Tons	Mitsubishi/ Model # PKA-A24KA8	Installed 8/24/16, 1 yr Parts / 5 yr Comp & Coll Warranty
43	MINI SPLIT #89AC 69W1 Press 1.T. Closet	Mitsubishi/ Model # PKA-A38KA7	Installed 08/23/2017, 5 yr Parts / 7 yr Comp. Warranty

## Schedule 2 - Maintenance Schedule

TAMPA SPORTS AUTHORITY EQUIPMENT LIST													
Number	Area	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN
1	VRF Facilities Offices 8 of casettes / 7 Tons (7)												
2	VRF Press Box 4 of casettes / 40 Tons (30)												
3	VRF Press Box FCU / 20 Tons / (2)												
4	VRF Press Box FCU / 6 Tons / (1)												
5	VRF Press Box FCU / 3 Tons / (1)												
6	VRF Press Box FCU / 2 Tons / (1)												
7	VRF Radio Room FCU / 2 Tons / (2)												
8	CRAC UNIT #18W1 Main Amp Rm / 10 Tons												
9	CRAC UNIT #18W2B Main Phone Rm / 10 Tons												
10	CRAC UNIT #6AW2 Control Rm / 12 Tons												
11	MINI SPLIT Traffic Control (Cassette) / 2 Tons (1)												
12	MINI SPLIT 24hr Command (Cassette) / 3 Tons (1)												
13	CRAC UNIT #6AW1 Rack Rm / 8 Tons												
14	CRAC UNIT #6AE1 "B" Amp Rm / 8 Tons												
15	CRAC UNIT #6SE1 "C" Amp Rm / 8 Tons												
16	CRAC UNIT #6SH1 "D" Amp Rm / 8 Tons												
17	CRAC UNIT #18W2A Main Phone Rm / 8 Tons												
18	CRAC UNIT #18E1 Buys Sales Office / 2 Ton												
19	MINI SPLIT #6SAC 1-1 East Lobby Amp Room												
20	MINI SPLIT #6SAC 2-1 B AV Room / 3 Tons												
21	MINI SPLIT #6SAC 3-2 C AV Room / 3 Tons												
22	MINI SPLIT #6SAC 3-1 A AV Room / 3 Tons												
23	MINI SPLIT #6SAC 3-2 D AV Room / 3 Tons												
24	MINI SPLIT #6SAC 3-3 Center AV Room / 3 Tons												
25	MINI SPLIT #6SAC 20-2 HOF North Pantry / 3 Tons												
26	MINI SPLIT #6SAC 20-3 HOF South Pantry / 3 Tons												
27	MINI SPLIT #6SAC 10-3 Owners Rack Rm / 3Tons												
28	MINI SPLIT #6SAC 20-1 Upper East Elec Rm / 3 Tons												
29	Heat Pump: #6SAC 10-3 Owners Suite North / 6 Tons												
30	Heat Pump: #6SAC 10-3 Owners Suite South / 6 Tons												
31	MINI SPLIT SYSTEM T8A SERVER ROOM / 2 Tons												
32	MINI SPLIT Facilities Locker room / 1 Tons (1)												
33	MINI SPLIT SYSTEM 24hr COMMAND #1 / 2 Tons												
34	MINI SPLIT SYSTEM 24hr COMMAND #2 / 2 Tons												
35	MINI SPLIT SYSTEM MERCHANDISE / 1 Tons												
36	MINI SPLIT SYSTEM Quad "D" Nursery / 1 Tons												
37	MINI SPLIT SYSTEM Quad "B" Nursery / 1 Tons												
38	MINI SPLIT #6AW1 / 1.5 Tons												
39	MINI SPLIT #6AW1 / 2 Tons												
40	MINI SPLIT #6AE1 / 2 Tons												
41	MINI SPLIT #6SH1 / 2 Tons												
42	MINI SPLIT #6SE1 / 2 Tons												
43	MINI SPLIT #6SAC 6SAC Press I.T. Closet / 1.5 Tons												

Note: "A" represents Annual Maintenance. Annual Maintenance shall be performed as per manufacturer's recommendations and industry standards.

Note: "O" represents Operational Inspection. Operational Inspection shall be performed as per manufacturer's recommendations and industry standards.



## Schedule 3 Tasking Maintenance Inspection CRAC Unit

Date:	Technician:
Indoor Unit Model #:	Indoor Unit Serial #:
Outdoor Unit Model #	Outdoor Unit Serial #:
Unit # and Location:	Temp./Humidity Set at:

### Operational:

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Test for secureness of guards, doors and panels.
- Inspect flexible connections and exposed duct work for damage and leak.
- Change Filters\*.
- Inspect surrounding area and equipment for any unsafe conditions (*if present list in Comments below*).

### Compressor(s) and Vessels

- Inspect vibration eliminators for secureness and damage.
- Tighten and inspect terminal connections
- Check Oil level
- Compressor Noise or Vibration?
- Check for leaks and report results.
- Leak present (*if present list in Comments below*)
- If yes, Leak location: (*List Location in Comments below*)
- Take Compressor Readings and record below

### Controls

- Inspect control center, tighten connections; inspect components.
- Verify operation of thermostat and calibrated if needed.
- Verify operation of bypass valve. \*
- Verify operation of fan speed control. \*
- Verify operation of fan cycling controller. \*

### Electric Reheat\*

- Inspect coil for damage to element. \*
- Inspect isolators for damage or cracks. \*
- Brush coil. Remove dust and debris. \*
- Torque heating elements. \*
- Verify operation of control. \*
- Verify staging of heating elements. \*

### Humidifier\*

- Verify operation of humidity probes. \*

- Check steam orifice and clean, if necessary. \*
- Inspect humidifier pan and clean, if necessary. \*

### Electrical

- Inspect wire insulation for signs of overheating, burns, etc.
- Tighten and inspect terminal connections.
- Clean enclosure.
- Check fuses
- Check contactor operation

### Condenser / Evaporator Fan Motor(s)

- Inspect motor windings for cleanliness.
- Inspect fans for vibrations, tightness, and unusual noises.
- Inspect wiring and connections for signs of wear, overheating, burns, etc.
- Inspect belt(s) and check for proper tension. \*
- Lubricate fan shaft bearings. \*
- Inspect fan wheel for free rotation, cracks and alignment.
- Lubricate motor bearings. \*
- Inspect condenser coils. (Clean \_\_, Dirty \_\_)
- Inspect evaporator coils. (Clean \_\_, Dirty \_\_)
- Inspect drain pan for cleanliness, clean if needed.
- Inspect drain pan, drain line for leaks or restrictions.
- Inspect Condensate pump operation, clean and add pan tablet. \*
- Add pan tablets to drain pan.
- Inspect all structural elements for corrosion and damage.
- Is condenser secure

### Operational Test

- Verify Energy Saver System Changeover (CW to DX)
- Verify DX to CW changeover

***\*where applicable***

## Equipment Runtimes

Blower Hrs:	Compressor #1 Hrs:
Compressor #2 Hrs:	Condenser Hrs:
Reheat #1 (if equipped) Hrs:	Reheat #2 (if equipped) Hrs:
Space Temperature	Outdoor Air Temperature
Dehumidification Hrs:	Energy Saver (if equipped) Hrs:
Suction Pressure Comp. #1:	Suction Pressure Comp. #2:
Discharge Pressure Comp. #1:	Discharge Pressure Comp. #2:
Superheat Comp. #1	Superheat Comp. #2:
Sub-cooling Comp. #1:	Sub-cooling Comp. #2:
Comp. #1 Amp draw: L1      L2      L3	Comp. #2 Amp draw: L1      L2      L3
Reheat Amp draw: #1      #2      #3	Condenser Outdoor Unit Amp draw:

### **Annually:**

**\*Perform Operational Tasking and Clean Condenser and Evaporator coils**

**Record comments, concerns, recommendations below:**

***Comments:***

## Schedule 3 Tasking Maintenance Inspection Mini-Split Unit

Date:	Technician:
Indoor Unit Model #:	Indoor Unit Serial #:
Outdoor Unit Model #	Outdoor Unit Serial #:
Unit # and Location	Temp./Humidity Set at:

### Operational:

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Test for secureness of guards, doors and panels.
- Inspect flexible connections and exposed duct work for damage and leak.
- Clean Filters.
- Inspect surrounding area and equipment for any unsafe conditions *(if present list in Comments below)*.

### Compressor(s) and Vessels

- Inspect vibration eliminators for secureness and damage.
- Tighten and inspect terminal connections
- Compressor Noise or Vibration?
- Check for leaks and report results *(Annual Only)*.
- Leak present *(if present list in Comments below)*
- If yes, Leak location: *(List Location in Comments below)*
- Take Compressor Readings and record below

### Controls

- Verify operation of thermostat and calibrated if needed.
- Verify operation of bypass valve. \*
- Verify operation of fan speed control. \*

### Electrical

- Inspect wire insulation for signs of overheating, burns, etc.
- Tighten and inspect terminal connections.
- Clean enclosure.

- Check fuses\*.
- Check contactor operation

### Condenser / Evaporator Fan Motor(s)

- Inspect motor windings for cleanliness.
- Inspect fans for vibrations, tightness, and unusual noises.
- Inspect wiring and connections for signs of wear, overheating, burns, etc.
- Lubricate fan shaft bearings. \*
- Inspect fan wheel for free rotation, cracks and alignment
- Lubricate motor bearings. \*
- Inspect condenser coils. (Clean\_\_\_, Dirty\_\_\_)
- Inspect evaporator coils. (Clean\_\_\_, Dirty\_\_\_)
- Inspect drain pan for cleanliness, clean if needed.
- Inspect drain pan, drain line for leaks or restrictions.
- Inspect Condensate pump operation, clean and add pan tablet. \*
- Add pan tablets to drain pan.
- Inspect all structural elements for corrosion and damage.
- Is condenser secure

***\*where applicable***

**Equipment Runtimes**

Suction Pressure Comp.	Superheat Comp.
Discharge Pressure Comp.	Sub-cooling Comp.
Comp. #1 Amp draw: L1      L2      L3 *	Condenser Voltage.

**Annually:**

**\*Perform Operational Tasking and Clean Condenser and Evaporator coils**

**Record comments, concerns, recommendations below:**

***Comments:***

# Schedule 3 Tasking Maintenance Inspection VRF Unit

Date:	Technician:
Indoor Unit Model #:	Indoor Unit Serial #:
Outdoor Unit Model #	Outdoor Unit Serial #:
Unit # and Location:	Temp./Humidity Set at:

## Operational:

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Test for secureness of guards, doors and panels.
- Inspect flexible connections and exposed duct work for damage and leak.
- Change Filters\*.
- Inspect surrounding area and equipment for any unsafe conditions *(If present list in Comments below)*.

## Compressor(s) and Vessels

- Inspect vibration eliminators for secureness and damage.
- Tighten and inspect terminal connections.
- Check Oil level
- Compressor Noise or Vibration?
- Check for leaks and report results.
- Leak present *(If present list in Comments below)*
- If yes, Leak location: *(List Location in Comments below)*
- Take Compressor Readings and record below.

## Controls

- Inspect control center, tighten connections; inspect components.
- Verify operation of thermostat and calibrated if needed.
- Verify operation of bypass valve. \*
- Verify operation of fan speed control. \*
- Verify operation of fan cycling controller. \*

## Electric Reheat\*

- Inspect coil for damage to element. \*
- Inspect isolators for damage or cracks. \*
- Brush coil. Remove dust and debris. \*
- Torque heating elements. \*
- Verify operation of control. \*
- Verify staging of heating elements. \*

## Electrical

- Inspect wire insulation for signs of overheating, burns, etc.
- Tighten and inspect terminal connections.
- Clean enclosure.
- Check fuses
- Check contactor operation

## Condenser / Evaporator Fan Motor(s)

- Inspect motor windings for cleanliness.
- Inspect fans for vibrations, tightness, and unusual noises.
- Inspect wiring and connections for signs of wear, overheating, burns, etc.
- Inspect belt(s) and check for proper tension. \*
- Lubricate fan shaft bearings. \*
- Inspect fan wheel for free rotation, cracks and alignment.
- Lubricate motor bearings. \*
- Inspect condenser coils. (Clean\_\_\_, Dirty\_\_\_)
- Inspect evaporator coils. (Clean\_\_\_, Dirty\_\_\_)
- Inspect drain pan for cleanliness, clean if needed.
- Inspect drain pan, drain line for leaks or restrictions.
- Inspect Condensate pump operation, clean and add pan tablet. \*
- Add pan tablets to drain pan.
- Inspect all structural elements for corrosion and damage.
- Is condenser secure.

## Operational Test

- Check and report any error codes.
- Check damper louvers for proper swing and motion\*

***\*where applicable***

## Equipment Runtimes / Readings

Compressor #    Hrs:	Compressor #    Hrs:
Condenser Hrs:	Condenser Hrs:
Space Temperature	Outdoor Air Temperature
Suction Pressure Comp. #	Suction Pressure Comp. #
Discharge Pressure Comp. #1	Discharge Pressure Comp. #1
Superheat Comp. #	Superheat Comp. #
Sub-cooling Comp. #	Sub-cooling Comp. #
Comp. #    Amp draw: L1        L2        L3	Comp. #    Amp draw: L1        L2        L3
Condenser Outdoor Unit #    Amp draw:	Condenser Outdoor Unit #    Amp draw:

### **Annually:**

**\*Perform Operational Tasking and Clean Condenser and Evaporator coils**

**Record comments, concerns, recommendations below:**

***Comments:***