

ADDENDUM NO. 1 – EXHIBIT A

REVISED
ARTICLE V– BID FORM

Respondent's Name: _____

(Page 1 of 3)

CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED

RESPONDENT SHALL SUBMIT ONE (1) ORIGINAL COPY (CLEARLY MARKED "ORIGINAL"), ONE (1) USB FLASH DRIVE OR COMPACT DISK ("CD") AND THREE (3) COPIES (EACH CLEARLY MARKED "COPY"). ENVELOPE ONE SHOULD BE LABELED "ORIGINAL AND FLASH DRIVE" AND ENVELOPE TWO SHOULD BE LABELED "COPIES".

The following checklist is provided for convenience. The Respondent is responsible for carefully reviewing the submittal requirements in the ITB and submits all information requested. In order for JAA to consider the qualifications of Respondents for this Project, each Respondent must provide written documentation that it meets the following Mandatory Minimum Qualifications:

- A. Submit documentation that Respondent has a minimum of five (5) years' experience in janitorial cleaning services, including floor cleaning for a facility similar in size and scope to Herlong Airport, which experience must be immediately prior to the date of the Bid Opening. **(MANDATORY, PASS OR FAIL)**
- B. Submit a resume of its proposed Manager to be assigned to Herlong Airport which shall demonstrate a minimum of five (5) years' experience in managing janitorial cleaning services, for facilities similar in size and scope to Herlong Airport, which experience must be immediately prior to the date of the Bid Opening. **(MANDATORY, PASS OR FAIL)**
- C. Submit documentation that Respondent is authorized to do business in the State of Florida and possesses any required federal, state and local licensing, if any, in order to perform the scope of services contemplated herein. **(MANDATORY, PASS OR FAIL)**
- D. **References**
Submit three (3) references for which Respondent has provided janitorial cleaning services within the past five (5) years. References should be submitted on the Reference Questionnaire, **Exhibit A**.
- E. Conflict of Interest Certificate, **Exhibit B**
- F. SBE Certification Confirmation – In response to this solicitation, proposers must include written documentation that they are certified: (i) with the City of Jacksonville's Small and Emerging Businesses (JSEB) program; or (ii) as Disadvantaged Business Enterprises (DBE) under the Florida Unified Certification Program and are located within the counties of Duval, St. Johns, Clay, Nassau and Baker.
- G. Addendum Acknowledgement, if applicable

Acknowledgment of the following Addenda is hereby made:

Addenda No. _____ Date: _____ Respondent's Initial: _____

- H. Drug-Free Workplace Program Certification:
 - a. _____ Yes, we have a Drug-Free Workplace Program
 - b. _____ No, we do not have a Drug-Free Workplace Program

ADDENDUM NO. 1 – EXHIBIT A

**REVISED
ARTICLE V– BID FORM**

Respondent's Name: _____ *(Page 2 of 3)*

I. Acknowledgement of Warranty Acceptance is hereby made: Respondent's Initial: _____

J. Acknowledgement Respondent will accept a Purchase Order and invoice JAA:

Respondent's Initial: _____

K. Acknowledgement of ACH Payment acceptance is hereby made:

Respondent's Initial: _____

L. Acknowledgement of Indemnification and Insurance requirements is hereby made:

Respondent's Initial: _____

M. Acknowledgement and Acceptance of the JAA Contract is hereby made:

Respondent's Initial: _____

In the event JAA's Contract is not acceptable, Respondent must submit a written request to have any and all contract provisions or requirements herein addressed pursuant to section 1.06 above.

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ARTICLE V- BID FORM

Respondent's Name: _____ (Page 3 of 3)

N. Bid

Initial Year One: \$ _____ Total

Initial Year Two: \$ _____ Total

Initial Year Three: \$ _____ Total

Renewal Option Year No. 1: \$ _____ Total

Renewal Option Year No. 2: \$ _____ Total

O. Bidder Certification and Signature:

By submitting this bid, the Bidder certifies that the Bidder has read, reviewed and accepted all of the documents pertaining to this solicitation, that the person signing below is an authorized representative of the Company, that the Bidder is legally authorized to do business in the State of Florida, and that the Bidder maintains in active status all appropriate licenses required for the work.

P. Bid Form Signature:

FAILURE TO SIGN YOUR BID WILL CONSTITUTE A MATERIAL IRREGULARITY AND WILL RESULT IN REJECTION OF THE BID.

Respondent Name: _____

Authorized Agent's Signature: _____ Date: _____

Printed Name: _____ Email: _____

Title: _____

Respondent is a: Corporation Partnership Individual

Federal Identification Number: _____

Remittance Address: _____

Telephone Number: _____ Fax Number: _____

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