



## INVITATION TO NEGOTIATE

### MICROBIOME AND VIRAL METAGENOMICS LAB FOR TEDDY STUDY

ITN# 12-17-MH

### UNIVERSITY OF SOUTH FLORIDA

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The University of South Florida is requesting proposals from qualified firms interested in the University of South Florida Invitation to Negotiation for **Microbiome and Viral Metagenomics Lab for TEDDY Study** as further specified herein.

If you are interested in submitting a proposal, please note that the proposal needs to be submitted no later than **3:00 p.m., December 22, 2011**. Any questions concerning this Invitation to Negotiate should be directed to Michael Hernandez, Associate Director, Purchasing & Property Services: [mahernandez@admin.usf.edu](mailto:mahernandez@admin.usf.edu) .

University of South Florida  
Purchasing and Property Services  
4202 E. Fowler Avenue AOC 200  
Tampa, Florida 33620-9000  
[usfweb.usf.edu/purchasing/purch2.htm](http://usfweb.usf.edu/purchasing/purch2.htm)

**SUBMIT PROPOSAL TO:**  
**UNIVERSITY OF SOUTH FLORIDA**  
**PURCHASING AND PROPERTY SERVICES**  
**4202 E FOWLER AVENUE AOC-200**  
**TAMPA, FL 33620-9000**  
**Telephone Number: Area Code 813 974-2481**  
**Web Address: [usfweb2.usf.edu/purchasing/purch2.htm](http://usfweb2.usf.edu/purchasing/purch2.htm)**

# INVITATION TO NEGOTIATE

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**ITN WILL BE OPENED 3:00 P.M December 22, 2011**  
and may not be withdrawn within 120 days after such date and time.

**ITN NO: 12-17-MH**

**ISSUING DATE:**  
**November 09, 2011**

**ITN TITLE: TEDDY Microbiome and Viral Metagenomics Lab for TEDDY Study**

**FEID NUMBER OR S.S. NUMBER**

Delivery will be \_\_\_\_\_  
Days ARO

**Cash Discount Terms**

**VENDOR NAME**

**REASON FOR NOT SUBMITTING PROPOSAL**  
CERTIFIED OR CASHIER'S CHECK IS ATTACHED, WHEN REQUIRED, IN THE AMOUNT OF \$

**VENDOR MAILING ADDRESS**

**CITY-STATE-ZIP**

**POSTING OF PROPOSAL TABULATIONS**  
Proposal tabulations with recommended awards will be posted for review by interested parties at the location where proposals were opened and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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

**AREA CODE**

**TELEPHONE NUMBER**  
**TOLL-FREE NUMBER**

*I certify that this ITN proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this ITN proposal and certify that I am authorized to sign this ITN proposal for the vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting a proposal to the University of South Florida Board of Trustees, a public body corporate, herein after known as the University, the vendor offers and agrees that if the ITN proposal is accepted, the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it \* now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.*

\_\_\_\_\_  
**AUTHORIZED SIGNATURE (MANUAL)**  
\_\_\_\_\_  
**AUTHORIZED SIGNATURE (TYPED) TITLE**  
E-MAIL ADDRESS: \_\_\_\_\_

**GENERAL CONDITIONS:**

**SEALED PROPOSALS:** All proposal sheets and this acknowledgement form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date and time of the proposal opening and the proposal number. Proposal prices not submitted as instructed shall be rejected. All proposals are subject to the conditions specified herein. ITN responses, which do not comply with specified conditions, may be rejected.

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| <p>1. EXECUTION OF ITN: ITN proposal must contain an original manual signature of authorized representative in the space provided above. ITN proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by vendor to his ITN price must be initialed. The company name and E.I.N. number or social security number shall appear on each pricing page of the ITN as required. Complete ordering instructions must be submitted with the ITN proposal.</p> <p>2. NO ITN PROPOSAL: If not submitting an ITN proposal, respond by returning only this vendor acknowledgement form, marking it "NO ITN" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the ITN mailing list. Note: To qualify as a respondent, vendor must submit a "NO ITN", and it must be received no later than the stated ITN opening date and hour.</p> <p>3. ITN OPENING: Shall be public, on the date and at the time specified on the ITN form. It is the vendor's responsibility to assure that his ITN proposal is delivered at the proper time and place of the ITN opening. ITN proposals, which for any reason are not so delivered, will not be considered. Offers by facsimile or telephone are not acceptable. An ITN proposal may not be altered after opening of the proposals. NOTE: Proposal tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Proposal files may be examined during normal working hours by appointment. Proposal tabulations will not be provided by telephone.</p> <p>4. PRICES, TERMS AND PAYMENT: Firm prices shall be proposed and include all packing, handling, shipping charges and delivery to the destination shown herein.</p> <p>(a) TAXES: The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.</p> <p>(b) DISCOUNTS: Cash discounts for prompt payment shall not be considered in determining the lowest net cost for ITN proposal evaluation purposes.</p> <p>(c) MISTAKES: Vendors are expected to examine the specifications, delivery schedule, proposal prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In case of mistake in extensions the unit price will govern.</p> <p>(d) CONDITIONS AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this ITN proposal shall be new, current standard production model available at time of the ITN. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.</p> | <p>(e) INVOICING AND PAYMENT: The vendor shall be paid upon submission of properly certified invoices to the purchaser at the prices stipulated on the contract at the time the order is placed, after delivery and acceptance of goods, less deductions if any, as provided. Invoices shall contain the contract number, purchase order number and the vendor's EIN number. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. <b>VENDOR'S RIGHT TO PAYMENT:</b> Vendors providing goods and services to the University shall submit invoices to the University in order to receive payment. The University shall issue the Vendor's payment within 40 days (35 days for healthcare providers) after receipt of acceptable invoices, receipt, inspection and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. If payment is not made within said 40 days, a separate interest penalty (established pursuant to Section 55.03 (1), Florida Statutes) on the unpaid balance will be paid upon Vendor's written request to the University, providing said request is received by the University no later than 40 days from the date shown on the University's check. The interest provision applies after a 35-day period to health care providers as defined by rule. Interest of less than one (1) dollar will not be enforced.</p> <p>(f) The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481. Written inquiries and requests for interest penalty payments can be addressed to: USF Accounts Payables, 4202 Fowler Ave ADM 147., Tampa, FL 33620.</p> <p>(g)</p> <p>5. DELIVERY: Unless actual date is specified (or if specified delivery cannot be met), show number of days required making delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be Monday through Friday, 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m., excluding University of South Florida holidays, unless otherwise specified.</p> <p>6. ADDITIONAL TERMS AND CONDITIONS: No additional terms and conditions included with the ITN response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this ITN. If submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this ITN solicitation are the only conditions applicable to the ITN and the vendor's authorized signature affixed to the vendor acknowledgement form attests to this.</p> |
|---|---|

7. **MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:** Any manufacturers' name, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). **MEASUREMENTS:** Customary measurements appearing in these specifications are not intended to preclude proposals for commodities with metric measurements. If proposals are based on equivalent products, indicate on the ITN form the manufacturer's name and number. Vendor shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. The University reserves the right to determine acceptance of item(s) as an approved equivalent. Proposals, which do not comply with these requirements, are subject to rejection. Proposals lacking any written indication of intent to propose an alternate brand will be received and considered in complete compliance with the specifications as listed on the ITN form. The Purchaser is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the University unless evidenced by a Change Notice issued and signed by the University.
8. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than forty-eight (48) hours prior to the ITN opening. Inquiries must reference the date of ITN opening and ITN number. No interpretation shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision. Any person who is adversely affected by the Agency's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with USF Regulation 4.02050(3). Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.
9. **NOTICE OF ITN PROTEST BONDING REQUIREMENT:** Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the University pursuant to Section 120 F.S., shall post with the University at the time of filing the formal written protest, a bond payable to the University in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for approval of exceptional purchases, the bond shall be in the amount equal to 10 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or \$10,000, whichever is less. In lieu of a bond, the University may, in either case, accept a cashier's check or money order in the amount of the bond. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.**
10. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their proposal the name of any officer, director, or agent who is also an employee of the University. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.
11. **AWARDS:** As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical district basis and/or on a statewide basis with one or more suppliers; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. When it is determined there is competition to the lowest responsible vendor, evaluation of other proposals is not required. Vendors are cautioned to make no assumptions unless their proposal has been evaluated as being responsive. All awards made as a result of this ITN shall conform to applicable Florida Statutes, and University Regulations, policies and Procedures.
12. **SAMPLES:** Samples of items, when called for, must be furnished free of expense on or before ITN opening time and date, and if not destroyed may, upon request, be returned at the vendor's expense. Each individual sample must be labeled with vendor's name, manufacturer's brand name and number, ITN number, and item reference. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within 90 days after ITN opening date. If instructions are not received within this time, the University shall dispose of the commodities.
13. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Others acceptable to the University may test items for compliance with specifications by the Florida Department of Agriculture and Consumer Services. Should the items fail testing, the University may require the vendor to reimburse the University for costs incurred by the University in connection with the examination or testing of the commodity including costs relating to transporting the commodity samples to the testing site, actual test costs, personnel costs and other applicable costs. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in ITN and/or purchase order may result in vendor being found in default in which event any and all procurement costs may be charged against defaulting vendor. Any violation of these stipulations may also result in:
  - a) Suppliers name being removed from the University list.
  - b) All University departments being advised not to do business with the supplier without written approval from Purchasing and Property Services until such time as supplier reimburses the University for all procurement and cover costs.
14. **INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering agency. The contract supplier shall be responsible for filling, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the ordering agency will:
  - a) Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
  - b) Report damage (Visible and Concealed) to the carrier and contract supplier, confirming such reports, in writing, within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
  - c) Retain the item and its shipping container, including inner packing material, until the carrier and the contract supplier perform inspection.
  - d) Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.
15. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this ITN prior to their delivery, it shall be the responsibility of the supplier to notify Purchasing and Property Services at once, indicating in his letter the specific regulation which required an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.
16. **ADDITIONAL QUANTITIES:** For a period not exceeding 180 days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to the amount shown on the ITN but not to exceed the threshold for category two at the prices proposed in this invitation. If additional quantities are not acceptable, the ITN proposal sheets must be noted "PROPOSAL IS FOR SPECIFIED QUANTITY ONLY."
17. **SERVICE AND WARRANTY:** Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.
18. **LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a ITN response hereto and the University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal effect thereof.
19. **PATENTS COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property:** The vendor, without exception, shall indemnify and save harmless the purchaser and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, trademarked or unpatented invention, process, or article manufactured or supplied by the vendor. The vendor has no liability when such claim is solely and exclusively due to the combination, operation or use of any article supplied hereunder with equipment or data not supplied by vendor or is based solely and exclusively upon the University's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement and will afford the vendor full opportunity to defend the action and control the defense.
20. Further, if such a claim is made or is pending the vendor may, at its options and expenses procure for the purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the University agrees to return the article on request to the vendor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the vendor uses any design, device or materials covered by copyright, patent or trademark, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
21. **ASSIGNMENT:** Any Purchase Order issued pursuant to this ITN and the monies, which may become due hereunder, are not assignable except with the prior written approval of the ordering agency.
22. **LIABILITY:** The vendor shall save and hold harmless the University, its officers, agents and employees against any and all claims by third parties resulting from the vendor's breach of this contract, the vendor's negligence, and/or vendor's other wrongful acts.
23. **FACILITIES:** The University reserves the right to inspect the vendor's facilities at any reasonable time with prior notice.
24. **PUBLIC PRINTING:** A vendor must have at the time of ITN opening a manufacturing plant in operation, which is capable of producing the items proposed, and so certify upon request of the agency. Every agency of the State, including agencies within the legislative and judicial branches of government, shall give preference to vendors located within the State when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to that obtainable from a vendor located outside the State.
  - (a) **CONTRACTS NOT TO BE SUBLET:** In accordance with Printing Laws and Regulations printing contracts cannot be sublet. Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent vendor offering to provide printing manufactured by other firms or persons.
  - (b) **PRINTING ADJUSTMENTS, OVERRUNS-UNDERRUNS:** No adjustment shall be accepted by an agency on any purchase of printing unless conditions or specifications of proposal expressly so provide.
  - (c) **COMMUNICATIONS:** It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail.
  - (d) **RETURN OF MATERIALS:** All copy, photos, artwork, and other materials supplied by the purchaser must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is affected.
  - (e) **QUALITY-PERFORMANCE ANALYSIS:** The vendor on any purchase of printing in excess of the threshold for category two shall complete and forward to Purchasing and Property Services the analysis form that accompanied his purchase order together with an invoice copy.
25. **PUBLIC RECORDS:** Any material submitted in response to this ITN will become a public document pursuant to Section 119.07, F.S. This includes material, which the responding vendor might consider to be confidential, or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.
26. **DEFAULT:** Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all procurement costs may be charged against your firm. Any violations of these stipulations may also result in:
  - a) Vendor's name being removed from Purchasing and Property Services vendor mailing list.
  - b) All University agencies being advised not to do business with the vendors without written approval of Purchasing and Property Services.
27. **CANCELLATION:** The University shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with the contract.

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

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## **SECTION I: INTRODUCTION**

### **Purpose of ITN**

The University of South Florida Board of Trustees, a public body corporate of the State of Florida, hereinafter the "University", intends to negotiate an agreement to establish a laboratory to analyze the dietary biomarkers that include 25,hydroxyvitamin D, erythrocyte fatty acids, plasma carotenoids and  $\alpha$ - and  $\gamma$ -tocopherol and plasma ascorbic acid of the prediabetic islet autoantibody positive and type 1 diabetes subjects and matched autoantibody negative subjects for the TEDDY study. We Invite Proposals from qualified Providers of Qualified Laboratory Services to submit a proposal to perform the services as described in the specifications below. Through this process the University desires to negotiate the best value agreement for the University.

### **Description of University**

Founded in 1956, the University of South Florida has become one of the largest universities in the Southeast, with a student body of 47,000 within the USF System that includes USF Tampa, USF St. Petersburg, USF Sarasota-Manatee and USF Polytechnic, an annual budget of \$1.5 billion, and an annual economic impact of \$3.7 billion. USF is one of only three Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research activities, a distinction attained by only 2.2 percent of all universities. The University's renowned faculty generate over \$390 million in contract and grant-sponsored research each year.

Located in the Tampa Bay region - one of the fastest-growing metropolitan areas of the nation - the University of South Florida has received vital support from business leaders and organizations, and contributes to the economic growth of the region through research and service projects.

The University's priorities are focused on student success, community engagement, research and innovation, global literacy and impact, and integrated interdisciplinary inquiry. A national reputation as a dynamic research university is attracting more and more of the nation's best and the brightest scholars to the Tampa Bay area. USF research is taking place across an astonishing array of disciplines, from marine sciences to teacher education, micro engineering to cancer treatments.

The University has world-recognized researchers in all of its colleges conducting research in areas such as oceanography, coastal geology, medicine, satellite communications and mapping, curriculum and testing innovation, aging, health outcomes and community welfare, business systems, fine arts, and many others.

The University is a member of the Big East Athletic Conference.

Additional information available at <http://www.usf.edu/About-USF/index.asp>

## **SECTION II: SPECIAL CONDITIONS**

**Attention Vendor:** Any vendors who received this Invitation to Negotiate from the Department of Purchasing and Property Services or vendors who have downloaded this Invitation to Negotiate from the USF Purchasing Web site <http://usfweb2.usf/purchasing/purch2.htm>, are solely responsible to check the USF Purchasing Web site forty-eight (48) hours before the closing time of this Invitation to Negotiate to verify that they have downloaded any and all addenda that may have been issued for this bid/proposal or negotiation.

### 1. OPENING NOTE TO VENDORS

Vendor's response to this **Invitation to Negotiate** shall be delivered to the

**Purchasing and Property Services, University of South Florida, 4202 East Fowler Avenue AOC 200, Tampa, Florida 33620-9000, no later than 3:00 P.M. on December 22, 2011** according to the official clock located in the University's Purchasing Department. No other time-keeping source will be considered for this purpose. The University shall not extend or waive this time requirement for any reason whatsoever. Responses to the Invitation to Negotiate that arrive after **3:00 P.M. on December 22, 2011** will be rejected in the University's sole discretion. These proposals will be returned unopened to the Vendor. Proposals and/or amendments **will not** be accepted at any time via facsimile or electronic mail. **At 3:00 P.M. on December 22, 2011, all timely ITN Proposals received will be opened and recorded.**

If the Vendor elects to mail/ship its ITN Proposal package, the Vendor must allow sufficient time to ensure the University's proper receipt of the proposal package by the time specified above. **Regardless of the form of delivery, it is solely the responsibility of the Vendor to ensure that the ITN Proposal package arrives at the University's Purchasing Department no later than 3:00 P.M. on December 22, 2011.**

ITN Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposals submission time and date shown above.

ITN Proposals must be delivered in sealed envelopes/packages clearly marked: **ITN Proposal No.12-17-MH.**

**All proposals submitted must include on our standard Invitation to Negotiate Form signed.**

2. EVENT SCHEDULE (dates are subject to change)

ITN Issued	November 09, 2011
Bidder's Questions Due	November 22, 2011
Response to Questions Posted	November 29, 2011
Letter of Intent	December 1, 2011
Proposals Due/Bid Opening	December 22, 2011
Proposal Evaluations	December 23, 2011 to February 15, 2012
Bid Awarded	March 1, 2012

3. INQUIRIES

The University will not give verbal answers to inquiries regarding negotiation considerations or verbal instructions prior to or after the selection process of this Invitation to Negotiate. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any cost incurred by the Vendor in connection with the preparation, production, or submission of their ITN Proposal including any increased costs resulting from the Vendor accepting verbal direction. All University changes to the ITN terms or specifications, if necessary, shall be made by the university by written addendum to the Invitation to Negotiate and distributed electronically by e-mail and post on the Purchasing Web site only.

Note: Vendors are responsible to insure that the University has their point of contact as well as their name, title, company name, address, telephone, and e-mail address in order to receive any addenda via e-mail.

4. QUESTIONS ABOUT ITN - POINTS OF CONTACT

ALL QUESTIONS MUST BE SUBMITTED IN WRITING VIA EMAIL BY 5:00 P.M. November 22, 2011.

Any questions concerning this Invitation to Negotiate should be directed to Michael Hernandez, Purchasing Administrator, Purchasing & Property Services, AOC-200, via e-mail at [mahernandez@admin.usf.edu](mailto:mahernandez@admin.usf.edu). Phone: (813) 974-8123.

5. RESPONSE TO VENDOR QUESTIONS

Responses to all vendor questions received prior to 5:00pm on November 22, 2011 will be addressed via an Addendum by 5:00pm on November 29, 2011 send email questions to Michael Hernandez [mahernandez@admin.usf.edu](mailto:mahernandez@admin.usf.edu).

6. ADDENDA

Purchasing & Property Services may issue written addenda prior to the proposal opening date, supplementing, modifying or interpreting any portion of this Invitation to Negotiate. No verbal or written information from any source other than the Purchasing & Property Services addenda is authorized as representing the University.

Vendor's failure to return any and all addenda may result in disqualification of that Vendor's Invitation to Negotiate.

PLEASE NOTE: It is solely the Vendor's responsibility to check the USF Purchasing Web site at [usfweb.usf.edu/purchasing/purch2.htm](http://usfweb.usf.edu/purchasing/purch2.htm), forty-eight (48) hours before the closing time of this proposal to verify that the proposer has received any addenda that may have been issued.

7. MEETINGS

Notice of public meetings regarding the Invitation to Negotiate will be posted on the bulletin board located outside the Purchasing & Property Services Department located at 4202 E Fowler Avenue AOC-200, Tampa, Fl 33620 and posted electronically on the USF Purchasing Bid website five business days prior to the meeting, ([USFWEB2.USF.EDU/PURCHASING/PURCH2.HTM](http://USFWEB2.USF.EDU/PURCHASING/PURCH2.HTM)). For the purpose of this ITN, meeting notices will be Noticed (posted) by e-mail to the ITN vendor list.

8. PARKING

Annual, semester, monthly, weekly, or daily parking permits must be obtained from Parking and Transportation Services (813-974-3990 for further information) for any company vehicles and/or individual vehicles that will be parked on campus. This applies to all vehicles used for an extended period of time (over 3 days or on a recurring basis). Parking rules and regulations must be observed by all drivers. Website for parking services is: [HTTP://USFWEB2.USF.EDU/PARKING\\_SERVICES/](http://USFWEB2.USF.EDU/PARKING_SERVICES/)

9. AWARD

Vendor's proposals will be evaluated based on the requirements set forth in this Invitation to Negotiate. The University reserves the right to reject any or all proposals.

Vendors may be required to answer questions and may be required to make a presentation to the evaluation committee regarding their qualifications, experience, service, and capability to furnish the required service(s).



The award(s) shall be made by the University to the most responsive and responsible vendor whose final proposal is determined to be the most advantageous to the University taking into consideration price and other criteria as set forth in the Invitation to Negotiate.

The University's intent is to award on an "All-or-None Total Offer" basis.

10. PROPOSAL TABULATION

Vendors desiring a copy of the proposal tabulation for the Invitation to Negotiate may request same by enclosing a self-addressed stamped envelope with their proposal. Proposal tabulation will be available after award and will be posted on the Purchasing website. The proposal tabulation is an accounting of initial proposal information received relative to requested information and may not include price information. Proposal results will not be given out over the telephone.

11. THE INVITATION TO NEGOTIATE PROCESS

The ITN process is a flexible procurement process that is used when highly specialized and or variable services or products are required. Negotiations offer an opportunity for selected Vendor(s) to discuss their responses with an evaluation committee. The goal of this comprehensive process is for identification of the optimal outcome or the solution that best meets the needs of the University. Only representatives of the participating Vendors who are authorized to negotiate and make agreements shall be involved in negotiations.

12. EVALUATION CRITERIA

Evaluation will be based on criteria identified in the Section III - Specifications. **Any information a Vendor deems essential to the evaluation of the services offered, for which no provision is made in the ITN, should be clearly stated in the proposal.** While the University reserves the right to request additional information or clarification from Vendors at any time in the process, Vendors should not assume that they will be allowed to amplify or modify their initial written proposal. The initial response must be a clear and easy to understand explanation of the products, services, benefits and prices offered and should include information as to how all specifications will be met.

13. NEGOTIATION WITH VENDORS

To identify vendors for negotiations, submitted proposals will be evaluated, presentations may be requested, and references may be verified and reviewed. The University will compare the proposals according to the evaluation criteria described in SECTION III for the purpose of identifying vendors for negotiation. The evaluation criteria does not necessarily determine the best value for the university or the award to be made.

Vendors may be invited to continue in the negotiation process. Negotiations offer an opportunity for the selected Vendors to discuss their offers and proposals in further detail with the University. Selected vendors may be given the opportunity to refresh their initial offers. Refreshed proposals allow vendors to match or exceed the offers made by competitors, both as to services and cost. This allows the University to secure services which best meet its needs, at a highly competitive and favorable cost. At the conclusion of this negotiation process, the University may ask selected vendors to submit a written best and final offer, to memorialize all agreements reached during negotiations and to extend additional benefits to the University, if desired. Invitation to submit a best and final offer is not automatic. After this negotiation a final Vendor(s) may be selected.

14. INVITATION TO NEGOTIATE FORM

All proposals shall be submitted using the University of South Florida Invitation to Negotiate form as a cover to be considered for an award of the proposal. The form shall be completed in ink or typewritten, signed by an authorized signatory of the Vendor and returned with the proposal in a sealed envelope. Vendor is responsible for marking the outside of the sealed envelope with the proposal number and the opening date.

The Invitation to Negotiate form and all related pages are a legal document and cannot be altered by the Vendor in any way. Any alteration made by a Vendor may disqualify the proposal and the response may be considered invalid. Any necessary changes to an Invitation to Negotiate document will be implemented by written addenda to the proposal issued by Purchasing & Property Services.

15. RIGHT TO NEGOTIATE

Upon evaluation of the responses, the University has the right to enter into negotiations with one or multiple Vendors that appear to have submitted proposal(s) that best meet the needs and requirements of the University. Negotiations could include but are not limited to price and the terms and conditions of this ITN.

If for any reason a Vendor(s) and the University cannot arrive at a mutual agreement that would result in the issuance of a contract, the University reserves the right to terminate negotiations, to reject the proposal(s), and to continue negotiations with other responsive Vendors that may lead to the issuance and award of a contract.

16. VENDOR'S RESPONSIBILITY

It is understood and the Vendor hereby agrees that it shall be solely responsible for all services that it proposes, notwithstanding the detail presented in the Invitation to Negotiate.

17. VENDOR'S EXPENSE

All proposals submitted in response to the ITN must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Invitation to Negotiate. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.

18. NUMBER OF PROPOSALS SUBMITTED

Vendor shall submit one (1) original proposal-clearly mark as "original" and ten (10) copies.

19. PROPOSAL REJECTION

The University shall have the right to reject any or all ITN proposals and in particular to reject an ITN proposal not accompanied by data required by the Invitation to Negotiate or an ITN proposal in any way incomplete or irregular including the omission of pricing information. Conditional ITN proposals may be considered non-responsive.

20. OPEN COMPETITION

The University encourages free and open competition among vendors. Whenever possible, specifications, invitations to negotiate, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the University's needs and the accomplishment of a sound economical operation. The

Vendor's signature on their ITN proposal guarantees that the prices quoted have been established without collusion with other Vendors and without effort to preclude the University from obtaining the lowest possible competitive price.

21. ORAL PRESENTATION

After ITN proposals have been opened, Vendors submitting ITN proposals may be requested, at the sole option of the University, to make oral presentations or provide written clarifications. Such presentations or clarifications will provide an opportunity for the Vendor to clarify the proposal. Oral presentations may be recorded. Recorded oral presentations and written clarifications will be affixed to the Vendor's ITN proposal and become part of the same as if originally submitted.

22. MISTAKES

Vendors must check their proposals for any errors. Failure to do so will be at the Vendor's risk.

In the event a mistake results in the written request of a Vendor withdrawing any part of the proposal, the Vendor must withdraw the entire proposal package and the University will not consider that proposal for award of ANY of the subject ITN. This applies to all requests for withdrawal. The only exception to this policy would be a case where the mistake was the result of misinformation unknowingly supplied by the University. In this event, a waiver of policy must be approved by Purchasing whose decision shall be final.

23. RIGHT TO TERMINATE

In the event any of the provisions of the contract are violated by the successful proposer, the University may serve written notice upon Vendor of its intention to terminate the contract. Such notice will state the reason(s) for the intention to terminate the contract. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) days after the notice is served upon the Vendor, the contract shall cease and terminate. The liability of the Vendor and/or his surety for any and all such violation(s) shall not be affected by any such termination.

24. CANCELLATION

For the protection of both parties all contractual obligations shall prevail for at least 90 days after the effective date of the contract. After that period, for the protection of both parties, this contract may be cancelled, in whole or in part, by either party by giving thirty (30) days written notice to the other party.

25. FORCE MAJEURE

No default, delay or failure to perform on the part of the either party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to, strikes, lockouts or inactions of governmental authorities; epidemics; acts of terrorism; war; embargoes; fire; earthquake; acts of God; or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

26. PAYMENT

The University will make partial payment in the amount of the value of items or service received and accepted by the University in response to a request by the Vendor along with the submission of a properly executed invoice, and supporting

documents (if required). The University shall issue the Vendor's payment within 40 days (35 days for healthcare providers) after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. The University's preferred payment method is P-card. No additional charges will be accepted for use of P-card payment. Any penalty or delay in payment shall be in accordance with section 55.03, Florida Statutes. The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481.

27. FEID NUMBER

Vendors MUST supply their Federal Employee Identification Number or Social Security number.

28. W-9 (W-8BEN for Foreign Vendors) FORM

Vendors are required to complete and return the W-9 Form attached herein with their proposal response (the W-8BEN form can be downloaded from the IRS site, <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>.)

**NOTE: The W-9 or W8BEN statement must be completed and signed before a contract can be approved.**

29. STANDARDS OF CONDUCT

It is a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It is also a breach of ethical standards for any potential vendor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

30. AMERICAN WITH DISABILITIES (ADA)

The Vendor awarded this proposal/proposal shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.

**NOTE:** If special accommodations are required in order to attend any event or meeting in conjunction with this Invitation to Negotiate, please notify Purchasing and Property Services at (813)974-2481 at least 5 working days prior to the scheduled event.

31. PUBLIC RECORDS

Sealed proposal responses received by the University pursuant to Invitation to Negotiate are exempt from the provisions of the Florida Statute Chapter 119 until such time as the University provides notice of a decision or intended decision pursuant to Florida Statute Chapter 120 or within ten (10) days after the proposal opening, whichever is earlier.

The University reserves the right of unilateral cancellation for refusal by the Vendor(s) to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119 and made or received by the Vendor(s) in conjunction with this resulting contract.

32. EQUAL OPPORTUNITY STATEMENT

The University believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to non-discrimination based on race, creed, color, sex, age,

national origin, religion or disability. To be considered for inclusion as a vendor under this agreement, the bidder commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value. See attached.
- B. If the bidder expects to receive \$25,000 in Revenues during the first 12 months of this agreement, a complete "Certificate of Non-Segregated Facilities" shall be attached to the bid response. Sample certificate attached.
- C. If the bidder expects to receive \$60,000 in Revenues during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
- D. If the bidder expects to receive \$60,000 in Revenues during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the bidder, subject to review upon request by the user agencies of this agreement.

33. PUBLIC ENTITY CRIMES

Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 the University Regulation 4.02030(1), for a period of 36 months from the date of being placed on the convicted vendor list.

34. LOBBYING

The expenditure of funds from Grants and Aids Appropriations, for the purpose of lobbying the Legislature or a State Agency, is prohibited. This condition is applicable to Florida State appropriated grants and aids

35. AFFIRMATIVE ACTION

As a condition of this contract, the Vendor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

36. TAXES

The State of Florida, and the University, is a tax immune sovereign and exempt from the payment of sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

37. LICENSES

In the event either party is required to obtain from any governmental authority any permit, license, or authorization as a prerequisite to performing its obligations hereunder, the cost thereof shall be borne by the party required to obtain such permit, license, or authorization.

38. CERTIFICATION

In accordance with Section 112.3185, Florida Statutes, the Vendor hereby certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of this Agreement by the University.

39. INDEMNIFICATION

Vendor agrees to indemnify and hold free and harmless, and defend the State of Florida, the State Board of Education, the State Board of Governors, the University of South Florida, and the University of South Florida Board of Trustees, a public body corporate, and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature whatsoever of Vendor and/or Vendor's officers, employees, agents and contractors, in connection with this Agreement.

40. INSURANCE

a. The Vendor shall not commence any work in connection with this contract until obtaining, at a minimum, all of the types of insurance enumerated below and having such insurance approved by the University. The Vendor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained. All insurance policies shall be with insurers qualified to do business in Florida. The Vendor shall furnish the University proof of insurance coverage by certificates of insurance no later than ten (10) days after Contract award. All required insurance policies shall name the University of South Florida Board of Trustees, State Board of Governors and the State of Florida as additional named insureds.

b. The Vendor must secure and maintain, during the life of this agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project and, in case any work is sublet, the Vendor shall require the insurance for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Vendor's insurance. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in work under his contract at the site of the project is not protected under Worker's Compensation statute, the Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the University, for protection of the employees not otherwise protected.

c. The Vendor must secure and maintain during the life of the Agreement, COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE which shall protect the Vendor and its officers, employees, servants, agents, and University from claims for damages and personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by the Vendor or by anyone directly or indirectly employed by the vendor and the amounts of such insurance shall be for, at a minimum, the amounts as follows:

1. Commercial General Liability	
Each occurrence	\$ 250,000
Each aggregate	\$ 500,000
2. Business Auto Liability Insurance	
Combined Single limit	\$ 500,000

3. Umbrella or Excess Liability \$1,000,000

d. The University is exempt from paying, and is in no way liable for, any sums of money which may represent a deductible in any vendor's insurance policy. The payment of such deductible is solely the responsibility of the Vendor obtaining the insurance.

41. RELATIONSHIP OF PARTIES

It is understood and agreed that nothing herein contained is intended, or should be construed, as creating or establishing the relationship of partners or joint ventures, or any similar relationships between the parties hereto, or as constituting Vendor as the agent or representative of the University for any purpose in any manner whatsoever. Vendor is not authorized to bind University to any contracts or other obligations. Vendor shall not expressly or impliedly represent to any party that Vendor and University are partners or that Vendor is the agent or representative of University or of the Board of Trustees for any purpose or in any manner whatsoever.

42. TECHNOLOGY PROVIDED

The University's expectation is that vendors shall provide the most current available technology in the execution of the terms and conditions and in providing all services related to the contract.

43. PURCHASES BY OTHER UNIVERSITY ENTITIES

With the consent and agreement of the successful Vendor(s), purchases may be made under this ITN by University of South Florida Direct Support Organization and affiliated entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation.

44. MINORITY BUSINESS ENTERPRISE (MBE)

The University of South Florida actively encourages the continued development and economic growth of small, minority, service disabled veterans and women-owned businesses. Central to this initiative is the participation of a diverse group of vendors doing business with the University. To this end, it is vital that small, minority, service disabled veterans and women-owned business enterprises participate in the State's procurement process as both **prime contractors and subcontractors**. Small, minority, service disabled veterans and women-owned business enterprises are strongly encouraged to submit replies to solicitations, or to contact larger suppliers about subcontracting opportunities.

The vendor shall submit documentation describing the efforts being made to encourage the participation of small, minority, service disabled veterans and women-owned business enterprises within their organization. Vendors shall also provide a list of MBE suppliers and subcontractors with the bid proposal.

Vendors who contract with the University are required to provide information related to the use of certified/non certified small, minority, service disabled veterans and women-owned business. [Prime Contractor Quarterly Reports](#) should identify any participation by diverse contractors: subcontractors, vendors, resellers, distributors, or such other participation as the parties may agree.

Prime Contractor Quarterly Report documentation shall include the reporting of spending with state of Florida certified/non certified small, minority, service disabled veterans and women-owned business enterprises. Such reports must be submitted quarterly to the USF Supplier Diversity Manager [nmathis1@usf.edu](mailto:nmathis1@usf.edu) by e-mail to be utilized for the University's Annual subcontractor reporting to the State of Florida, Department of Management Services, Office of Supplier

Diversity. Subcontractor Reports should be provided by the Prime Contractor on a quarterly basis by the 7<sup>th</sup> of the month in January, April, July & October by email.

The Quarterly Reporting Requirements for Prime Contractors Form to submit the use of subcontractor's quarterly spend data is located here:  
<http://usfweb2.usf.edu/purchasing/forms.html>.

The form also includes the minority business enterprise codes that are applicable to this reporting requirement. Minority Business Enterprises reported:

**CERTIFIED MBEs**

CMBE, MV-H, AFRICAN-AMERICAN  
CMBE, MV-I, HISPANIC AMERICAN  
CMBE, MV-J, ASIAN-HAWAIIAN  
CMBE, MV-K, NATIVE AMERICAN  
CMBE, MV-M, AMERICAN WOMAN  
CMBE, MV-W1, SERVICE DISABLED VETERAN (CERTIFIED)

**NON-CERTIFIED MBEs**

NON-CMBE, MV-N, AFRICAN-AMERICAN  
NON-CMBE, MV-O, HISPANIC AMERICAN  
NON-CMBE, MV-P, ASIAN-HAWAIIAN  
NON-CMBE, MV-Q, NATIVE AMERICAN  
NON-CMBE, MV-R, AMERICAN WOMAN

Is your firm a "Minority Business Enterprise" defined as a business concern engaged in commercial transactions which is domiciled in Florida, is at least fifty-one (51%) percent owned by minority person and whose management and daily operations are controlled by such persons?

YES  NO

If yes, is it certified by the State of Florida [Office of Supplier Diversity \(OSD\)](#)?

YES  NO

45. CONDITIONS AND PROVISIONS

USF reserves the right to reject any and all proposals and to waive minor variances from the requirements set forth in this ITN. USF at its sole discretion will select the proposal it deems is in the best interests of USF.

46. FEDERAL DEBARMENT

By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or have a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission



of offenses; or has not within a three-year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)

47. CONFLICT OF INTEREST

The award hereunder is subject to the provisions of Chapter 112, of the Florida Statutes. All vendors must disclose with their ITN the name of any officer, director, or agent who is also an employee of the University. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

By submitting a response to this ITN without such information, the Vendor certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of the Contract.

48. NOTICE OF ITN PROTEST BONDING REQUIREMENT

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the University pursuant to Section 120 F.S., shall post with the University at the time of filing the formal written protest, a bond payable to the University in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for approval of exceptional purchases, the bond shall be in the amount equal to 10 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or \$10,000, whichever is less. In lieu of a bond, the University may, in either case, accept a cashier's check or money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.

49. PATENTS COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property

To the extent that intellectual property of Vendor will be sold or licensed as a part of the products or services offered, the Vendor, without exception, shall indemnify and save harmless the purchaser and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, trademarked or unpatented invention, process, or article manufactured or supplied by the vendor.

50. COMPLIANCE WITH LAWS

Vendor shall comply with applicable Federal, State, and local laws and regulations and University Regulations and Policies with respect to its participation in the ITN process. If Vendor receives an award as a result of the ITN, Vendor shall continue to comply with the foregoing laws, regulations, and policies. If Vendor fails to comply with the requirements of the proceeding sentences, the University, in its sole discretion, may disqualify Vendor, or, if Vendor has been awarded a contract pursuant to the ITN, the University, in its sole discretion, may determine that Vendor is in default.

51. TERM OF AGREEMENT AND RENEWALS

The term of this Agreement will begin on March 1, 2012 and end on August 31, 2014. The University will have the option to renew the Agreement for two (2) additional one (1) year periods if it is judged to be in the best interests of the University to do so.  
(Vendors, refer to Section III, item 3,g for budget periods)

52. AVAILABILITY OF FUNDS

The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature

**SECTION III: BID SPECIFICATIONS**

**The Environmental Determinants of Diabetes in the Young (TEDDY) Study**

**I. PURPOSE**

The purpose of the request is to characterize the gut microbiome, including bacteria, viruses and other micro-organisms, and the plasma virome of the prediabetic and diabetic subjects and matched autoantibody negative non-diabetic control subjects for the TEDDY study. Investigators should use high-throughput technology platforms to create a data set of sufficient quality and depth to allow analysis of how changes of gut microbiome and plasma virome relate to autoimmune status as well as progression to type 1 diabetes (T1D). You are invited to submit a proposal for general microbiome studies or for studies targeting either bacterial or viral identification in serial stool samples collected from high-risk children. Your application can also include a proposal to analyze the plasma virome, in addition to stool samples. The purpose of this call is to subcontract to a laboratory or laboratories that will analyze either the bacteria or viruses or both in stool samples and/or the plasma virome in a broad sense using metagenomic/whole-genome sequencing technologies and is not aiming at identification of certain microbes using "narrow" pathogen-specific methods.

The due date for submittal of proposals is close of business December 22, 2011. Offerors are hereby advised that any proposal received after this date will not be considered further and will be returned unopened to the vendor. The award is anticipated on or about March 1, 2012.

Each offeror, by submitting a proposal, agrees that the proposal shall remain firm for a period of 120 calendar days after the proposal is due.

This Invitation to Negotiate (ITN) does not commit the University of South Florida to award a contract or to pay any costs incurred in the submission of the proposal, nor to procure or contract for any supplies or services. Any award must be approved by the National Institute for Diabetes, Digestive and Kidney Diseases (NIDDK), and is contingent on the availability of funds.

Each offeror is requested to submit a letter of intent to respond to this ITN by December 1, 2011. Letters should be sent to Michael Hernandez, Purchasing Administrator, Purchasing & Property Services, 4202 E. Fowler Ave., AOC200, Tampa, FL 33620 (Phone: 813-974-8123; Fax: 813-974-5362; Email: [mahernandez@admin.usf.edu](mailto:mahernandez@admin.usf.edu)).

**Each offeror must submit one original and ten copies of the proposal to Purchasing & Property Services as indicated in Section II, Item 1.**

## II. BACKGROUND AND PLANNING

Viral infections during pregnancy and childhood as well as changes in gut microbiota have been associated with increased risk of type 1 diabetes (T1D) in both human and animal studies. The Environmental Determinants of Diabetes in the Young (TEDDY) study investigates genetic and genetic-environmental interactions, including gestational infection or other gestational events, childhood infections or other environmental factors after birth, in relation to the development of prediabetic islet autoimmunity and T1D. A consortium of six centers has been assembled to participate in the development and implementation of studies to identify environmental factors that trigger the development of islet autoimmunity and T1D in genetically susceptible individuals.

T1D is one of the most common and serious chronic diseases in children and appears to be increasing globally, particularly in the very young. The etiology of the disease remains unclear. There is a substantial genetic susceptibility to T1D. High risk HLA class II alleles appears to contribute 40-45% of genetic risk and other genes have also been identified as providing more modest contribution to risk. However, additional unidentified factors are important in the etiology of this disease.

Epidemiologic patterns suggest that viruses, nutrition, toxic agents or socioeconomic psychosocial factors may contribute to the etiology alone or in combination. Elucidation is confounded by the long interval between exposure and onset of clinical disease as well as the interaction of multiple genes, insults, or both, which appear to interact in a complex manner. Numerous studies have investigated environmental influences but have yielded conflicting results. This may be in part due to the failure to account for genetic susceptibility, begin observation at early ages or *in utero*, and/or monitor subjects long term and frequently. It is also important to recognize that islet autoimmunity marked by autoantibodies to islet autoantigens such as insulin, GAD65, IA-2, and ZnT8 may precede the clinical onset of diabetes by months or years.

The TEDDY study has recruited 7,749 neonates from the general population with a pre-determined T1D risk of 3% and 919 neonates with first degree relatives who have T1D and who have a pre-determined T1D risk of 10%, by age 15 years. Thus, we propose to study a total of 8,668 participants across six clinical centers worldwide (Finland, Germany, Sweden and three in the US). The first primary outcome measure is appearance of one or more islet cell autoantibodies: GADA, IAA, or IA-2A confirmed at two consecutive visits and it is expected that approximately 800 subjects will develop autoantibodies during the entire course of the study. The second Primary Outcome is development of clinical T1D. It is expected that 400 subjects will develop T1D during childhood and adolescence. The TEDDY study has completed enrollment in 2010 and as of now 357 subjects have developed persistent islet autoantibodies, including 202 positive for two or more islet autoantibodies. As of August 31, 2011, 96 of these subjects have developed clinical diabetes.

In previous reports, T1D has been associated with viral infections, including enterovirus, rotavirus and some herpes virus infections. However, there is lack of consistency in previous reports and it is plausible that non-diabetogenic strains of a virus may induce immunity to antigenetically similar diabetogenic strains and protect from T1D. No specific bacterial agent has been linked with onset of T1D or with diabetes-associated autoimmunity. However, bacterial superantigens have been suggested as possible non-specific immune stimuli that could play a role in development of prediabetic autoimmunity. A number of bacteria have been proposed as sources of superantigens that might be relevant to onset of T1D, including *Mycobacterium tuberculosis*, *Mycoplasma* species, *Pseudomonas aeruginosa*, *Streptococcus pyogenes*, and *Yersinia enterocolitica*. Changes in bacterial communities have also been associated with risk of T1D in both human and animal.

To test these hypotheses, large groups of young TEDDY children at risk for T1D have been prospectively followed with appropriate samples at frequent intervals.

This ITN is to establish a laboratory that will utilize state-of-the-art techniques for sensitive and specific detection of virus populations (virome) as well as a laboratory that will utilize state-of-the-art techniques for sensitive and specific detection of microbiota as they relate to autoimmune status as well as progression to diabetes. The TEDDY follow up schedule and blood sampling frequency and volumes are available on the following web site. <http://teddy.epi.usf.edu/research/> Details of the TEDDY protocol are available in the following papers-[The Environmental Determinants of Diabetes in the Young \(TEDDY\) Study](#). TEDDY Study Group, Ann N Y Acad Sci. 2008 Dec;1150:1-13 and [TEDDY--The Environmental Determinants of Diabetes in the Young: an observational clinical trial](#). Hagopian WA, Lernmark A, Rewers MJ, Simell OG, She JX, Ziegler AG, Krischer JP, Akolkar B. Ann N Y Acad Sci. 2006 Oct;1079:320-6.

There are six Clinical Centers in the TEDDY study. The samples available for investigators in this ITN are either frozen stool samples collected monthly from all TEDDY children and/or frozen plasma samples (0.4 microliter/sample) collected every three months until four years of age and bi-annually thereafter unless the child seroconverted to one or several islet autoantibodies. All samples are stored frozen at -70 C in NIH repository. The clinical centers are clinical research units staffed by a Trial Coordinator and other necessary personnel under the supervision of the Principal Investigator. The Principal Investigator will work with the Data Coordinating Center, the Steering Committee and NIDDK staff in developing and executing aspects of this ITN.

## II. STATEMENT OF WORK AND REQUIREMENTS

### A. Background

Metagenomic and multiplex molecular methods for wide screening of viruses and bacteria deal with a global analysis and in the post genomic era, have emerged as a field of great significance for both translational and basic biological research. Unlike approaches in which infectious agents are selected and analyzed one (or few) at a time, analysis of the microbiome focuses on broad identification and analysis of multiple bacteria, viruses and other microbes simultaneously. The study of the microbiome and the analysis of infectious agents information can provide important insights into disease states and facilitate in depth understanding of underlying pathways.

Certain viruses, particularly enteroviruses, have been shown to be involved in susceptibility to type 1 diabetes. Other potentially interesting viruses include rotavirus, cytomegalovirus, mumps virus, parvovirus and retroviruses. Practically nothing is known about possible role of other microbes, such as bacterial infections and intestinal microbiota. Due to the large amount of potentially interesting microbes TEDDY has collected stool samples for a long-term storage in a way, which allows the screening of a wide range of microbes including both viruses and bacteria. At the same time, novel equally efficient approaches are used to identify the plasma virome also allowing the identification of hitherto unknown virus. The decision to keep the sample intervals relatively short (monthly) is based on this experience. TEDDY would like to conduct a nested case-control study. The laboratories that use metagenomic / 2<sup>nd</sup> generation sequencing technologies for wide screening of viruses and bacteria are encouraged to apply.

Microbiome research has been supported by several trans-NIH funding opportunities under the NIH Roadmap Initiative (<http://nihroadmap.nih.gov/>). These efforts have resulted in significant progress in technology and resource development and have established a collaborative platform for the advancement of the study of the human microbiome and virome. Despite these advances, the

potential of microbiome is only beginning to be fully realized. For example, it remains to be established whether the changes in microbiome that distinguish normal from diabetes are reflected (and measurable) in easily obtainable bodily fluids such as blood, plasma, saliva, and stool. If changes in microbiome are adapted and implemented in the clinic, such information may, for example, offer a basis for novel diagnostic and therapeutic strategies, and/or enable improvements in the existing strategies.

Various factors, such as patient heterogeneity, environmental agents, diet, toxic exposures, and drugs, may influence the state of the microbiome on a transient or permanent basis. Thus investigations must take into account all these influences. There is also a need for improved analytical methods to process and interpret the vast amounts of data generated by high throughput platforms in the context of pathological conditions (e.g., diabetes). Further efforts in these directions are necessary to promote the application of these technologies in the study of pathophysiological conditions as well as for the purpose of the diagnosis, prognosis, and treatment monitoring.

The ultimate goal of this ITN is to generate a comprehensive understanding of how microbiome (bacteria, viruses and other microbes) are affected in prediabetes autoimmunity and T1D and employ such knowledge to translational research. The TEDDY study is interested in characterizing the prediabetes and T1D microbiome and plasma virome to determine how it differs from the normal microbiome. Application of this knowledge holds promise for prediabetes or T1D prediction and diagnosis and may improve therapeutic strategies.

Qualified laboratories must submit a proposal encompassing all of the analyses listed. The time period for this contract is approximately March 1, 2012 to June 30, 2014. This contract is subject to cancellation if the criteria below are not met

**B. The Microbiome and the Viral Metagenomics Laboratories will:**

1. Develop a protocol for receipt, short-term storage and preservation of samples sent from the NIDDK repository.
2. Receive specimens (with bar-coded ID labels) from the NIDDK repository. The laboratory must have a system for handling specimens with bar-coded ID labels.
3. Review/inspect samples upon receipt; report receipt and integrity of samples (e.g., missing, thawed, broken) and report any problems in handling and shipping directly to the NIDDK repository, and to the Data Coordinating Center using TEDDY data systems. The laboratory must work with repository to resolve any shipping issues and discrepancies.
4. Provide the necessary freezer space for short-term storage of TEDDY samples.
5. Perform analysis using metagenomic / 2<sup>nd</sup> generation sequencing technologies for wide sequencing of viruses and bacteria
6. Summarize and interpret results of the analyses for publications.
7. The ultimate number of samples will depend on the experiment proposed. Since this will be a cost reimbursement subcontract, laboratories should budget on a cost/sample basis.
8. It is expected that all the results information be transmitted using TEDDY data systems to the TEDDY Data Coordinating Center. All information must be transmitted electronically to the DCC following set guidelines that will be outlined by the DCC. Laboratories must have e-mail communication capabilities and Internet access.

9. It is expected that the Microbiome and the Viral Metagenomics Laboratories eventually selected will provide the necessary expertise in quality control analyses through the use of internal standards and other quality control measures as well as providing the necessary bioinformatics expertise to provide high quality and reliable sequence information.

10. NOTES

- a) The Data Coordinating Center or TEDDY Laboratory Implementation Committee and Quality Assurance Committee will conduct a site visit of the Laboratory at its discretion.
- b) Costs associated with transport of samples to the Laboratory will be paid by the Data Coordinating Center.
- c) Costs associated with transmitting the data to the Data Coordinating Center are assumed by the Laboratory.

**C. Deliverables/Reporting Requirements**

The following will be deliverable to the TEDDY Data Coordinating Center, University of South Florida:

- 1. All data on study specimens must be transmitted electronically to the Data Coordinating Center on a bi-weekly basis, beginning June 1, 2012.
- 2. The selected laboratories should have SOPs in place describing the content of the work according to GLP-type format.
- 3. Laboratory SOPs, data books and/or computer files containing study data must be made available to the Data Coordinating Center or Laboratory Implementation Committee upon request.
- 4. Internal quality control data (for the period of specimen analysis) must be made available to the Data Coordinating Center or Laboratory Monitoring Committee on a quarterly basis. The Laboratory should participate in a proficiency testing program three times per year; the results of this proficiency program should be reported to the Data Coordinating Center or Laboratory Monitoring Committee on a quarterly basis.

**III. SPECIFIC ITEMS TO BE INCLUDED IN PROPOSAL**

Each offeror should include the following items in the proposal:

- A. A brief description of the sample measurement procedures, internal quality control programs, specimen handling procedures and the minimum volume of sample needed. Include references where appropriate.
- B. A description of your current data management procedures and systems for sample handling and data reporting. Please include documentation of your data systems for logging in samples, tracking samples and transmitting data results; provide your experience with bar-coded samples in multi-center studies. Describe how you process the samples paying particular attention to not causing cross-contamination between the samples.
- C. A description of storage space, its location, and security set-up that ensures sample integrity and protects against loss.
- D. Pertinent information on your facility and/or institution. Include background information, structure and size of your organization, dollar volume of present contracts, past experience in similar studies, etc.
- E. Evidence that your facility can accomplish the work outlined in the requirements within the time frame, given the volume of work already committed.
- F. A list of key personnel and a biosketch (using PHS 398 format) for each individual.

- G. A detailed budget for the proposed work as outlined in the requirements. Include all costs associated with the measurements (e.g., direct costs, indirect costs). For the indirect cost rate, please include a copy of your most current agreement. Include method of calculating labor costs and analysis costs.

Please provide a total budget and a budget for each fiscal year of the contract as follows:

March 1, 2012 to August 31, 2012  
September 1, 2012 to August 31, 2013  
September 1, 2013 to June 30, 2014

- H. Completion of the enclosed Proposal Summary Data Sheet signed by appropriate individuals, and include with each copy of the Proposal (Attachment 1).  
I. The name, title, and telephone number of the individual(s) who are authorized to conduct negotiations.

**All questions regarding ITN 12-17-MH TEDDY Microbiome and Viral Metagenomics Laboratories should be directed to: Michael Hernandez, Purchasing Administrator, Purchasing & Property Services, 4202 E. Fowler Ave., AOC200, Tampa, FL 33620 (Phone: 813-974-8123; Fax: 813-974-5362; Email: [mahernandez@admin.usf.edu](mailto:mahernandez@admin.usf.edu)).**

#### **IV. EVALUATION FACTORS**

##### **A. COMPARATIVE IMPORTANCE OF PROPOSALS**

You are advised that paramount consideration shall be given to the technical proposals, but not to the exclusion of cost considerations. In the event that the technical evaluation reveals that two or more offerors are approximately equal in technical ability, then the estimated cost of performance may become paramount. In any event, the contract office for the University of South Florida reserves the right to make an award to the best advantage of the TEDDY study, cost and other factors considered.

##### **B. GENERAL**

The technical proposal will receive paramount consideration in the selection of the Contractor for this acquisition, and should, therefore, be as complete and specific as possible. The evaluation will be based on the demonstrated capabilities of the prospective Contractor(s) in relation to the needs of the project as set forth in this ITN. The merits of each proposal will be evaluated carefully, based on the thoroughness and feasibility of the technical approaches taken.

Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria listed below. Failure to provide the information required to evaluate the proposal may result in the rejection of that proposal without further consideration. In addition to the used technologies the offerors should indicated the volume of stool sample which is needed for the planned analyses and how the samples will be processed for nucleic acid extraction.

Proposals submitted in response to this solicitation will be reviewed by a peer group of scientists. Factors to be considered in evaluating this proposal are listed below in order of relative importance, with weights assigned for evaluation purposes.

#### **VI. TECHNICAL EVALUATION CRITERIA**

- A. Ability to perform, in the quantity required, accurate and precise measurements and maintain consistent accuracy and precision for infectious agents measurement listed in the Statement of Work as evidenced by:
- 1) Appropriateness of the offeror's proposed analytic methods, specific experience with the methods and plans to implement them, and evidence of current precision and accuracy for analysis. (25 points)
  - 2) Appropriateness of the quality control procedures to be used. (20 points)
- B. Facilities and organizational structure and support for the required volume and variety of analyses and tasks, including the adequacy of back-up facilities to assure the avoidance of any unnecessary delays, and the capacity for prompt electronic transmission of results. (25 points)
- C. Relevant experience in multi-center studies and plans for interaction with the repository in handling of samples and for quality control. (15 points)
- D. Ability to contribute to and support the scientific objectives of the study and experience and commitment to data analysis for publication. (15 points)



ATTACHMENT 1:

*11. PROPOSAL SUMMARY DATA SHEET*

1. Legal Name, Address and Telephone number of Offeror:
  
2. Brief summary of proposed analytical procedures:
  
3. Budget description - cost estimates for laboratory analyses and for short-term storage of samples:

Signature of individual authorized to conduct negotiations

Date

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

Name, Title, Address and Telephone Number of individual authorized to conduct negotiations

**Required Forms:**

Invitation to Negotiate cover Page (Signed)

Minority Vendor and P-Card Certification

Certificate of non-Segregated Facilities

Bidder's Affirmation

W-9 Form

Small, minority or Woman Owned Business Form

Purchase Order Payment Preference

All issued Addendums to this ITN (Signed)

Proposal Summary Data Sheet (Attachment 1)

**Minority Vendor & Visa P-Card Certification**

Certification of Minority Vendor

Is your firm a "Minority Business Enterprise", defined as a business concern engaged in commercial transactions, which is domiciled in Florida, and which is at least fifty-one (51%) percent owned by minority persons and whose management and daily operations are controlled by such persons?

YES \_\_\_ NO \_\_\_

If yes, is it certified by the State of Florida Office of Supplier Diversity (OSD)?

YES \_\_\_ NO \_\_\_

All bid proposals must be submitted on our standard Invitation to Negotiate Form. Bid proposals submitted on vendor quotation forms will not be accepted without a completed Invitation to Negotiate Form.

Visa Purchasing Card (P-Card) acceptance Certification  
I will accept payment by Visa Purchasing Card. (See Article IV, 28)

Print Name and Title

\_\_\_\_\_  
Authorized

## CERTIFICATE OF NON-SEGREGATED FACILITIES

We, \_\_\_\_\_  
certify to the University of South Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 2067 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 2067), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE:           Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(NAME OF COMPANY)

Signature: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

## SUBPART D - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause."
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin."
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment."
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor."
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law."
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States."

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The Contractor agrees to comply with the affirmative action clause and regulations published by the U.S. Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, Executive Order 11701 and Section 503 of the Vocational Rehabilitation Act of 1973, which are incorporated in this certificate by reference.

Bidder's Affirmation and Declaration

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgments, personally appeared

---

Affiant's Name

who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Bidder in the matter at hand, as follows:

1. That the Bidder, if an individual, is of lawful age; or
2. That if:
  - a. The Bidder is a partnership or a corporation, it has been formed legally;
  - b. The Bidder is a Florida Corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; and,
  - c. The bidder is a corporation incorporated under the law of a state other than Florida; it is duly authorized to do business in the State of Florida.
3. That if the Bidder is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Bidder has not submitted a rigged bid, nor engaged in collusive bidding or collusive bidding arrangements or fraudulent bidding, or entered into a conspiracy relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Bidder is aware that "Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract under such circumstances invalid." [See McQuillian, Municipal Corporations, §26.69].
5. That the Bidder is not in arrears to any agency in the State of Florida upon debt or contract and is not a defaulter, as surety or otherwise upon any obligation to any agency of the State of Florida.
6. That no officer or employee of the University of South Florida, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract of obligation entered into between the University of South Florida and this Bidder or awarded to this Bidder; nor shall any University officer or employee have any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of this contract or obligation to this Bidder.
7. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of the work to be performed and/or the services to be rendered.

Further Bidder Sayeth Not.

**Bidder: Complete the Acknowledgment on the following page.**

Bidder's Affirmation and Declaration - Continued

We the undersigned, as Bidders, hereby declare that we have carefully read this Invitation to Bid or Request for Proposal and its accompanying provisions, terms and conditions concerning the equipment, materials, supplies and/or services as called for, the technical specifications along with any applicable drawings, attended all applicable pre-bid or pre-proposal conference along with visual inspections, and with the full knowledge and understanding of the requirements and conditions, do hereby agree to furnish and to deliver as indicated, F.O.B. University of South Florida location, with all transportation charges prepaid, and for the prices quoted thereon as follows.

**\*\*\*See Bid Proposal Herein\*\*\***

Firm Name: _____	
Type of Organization:	<input type="checkbox"/> Individual <input type="checkbox"/> Small Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture
Business is licensed, permitted or certified to do business in the State of Florida.	<input type="checkbox"/> Yes <input type="checkbox"/> No
E-Mail Address: _____	
Division of Management Services SPURS License No.: _____	
State of Florida Corporation ID No. (from Secretary of State): _____	
State of Florida Fictitious Name Reg. No. (from Secretary of State): _____	
State of Florida Contractor's License No. (from DPR): _____	
Name Contractor's License is under: _____	
FEID No. _____	County of _____
Representative's Name: _____	
Authorized Representative's Title: _____	
Address: _____	
City: _____	State: _____    Zip Code: _____
Telephone No. _____	Fax No. _____
The foregoing instrument was acknowledged before me this the _____ day of _____, 2010, by _____ who is personally known to me or who has produced identification and who did (did not) take an oath.	
_____ Signature of Notary Public	_____ Authorized Signature of Affiant
Notary Public State of _____	
My Commission Expires: _____	
_____ Printed, typed or stamped Commissioned Name of Notary Public	_____ Printed, typed or stamped Name of Affiant



**University of South Florida  
Purchasing & Property Services  
Request for Taxpayer Identification and Certification  
(Substitute for IRS Form W-9)**

**Instructions:**

1. Use this form only if you are a U.S. person (including U.S. resident aliens). If you are a foreign person, use the appropriate Form W-8.
2. Complete Part 1 by completing the one row of boxes that corresponds to your tax status.
3. Complete Part 2 by providing your Payment Remittance Address
4. Complete Part 3 if you are exempt from Form 1099 reporting.
5. Complete Part 4 by signing & dating form.

**Part 1 – Tax Status:** (complete ONLY ONE ROW of boxes)

<b>Individuals:</b> <i>(Fill out this row)</i>	Individual's Name: (first name, middle initial, last name) _____		Individual's Social Security Number ____-____-____	
<b>Sole Proprietor:</b> <i>(Fill out this row)</i> <small>A sole proprietorship may have a "doing business as" trade name, but the legal name is the name of the business owner.</small>	Business Owner's Name: (REQUIRED) _____ (First Name) (Middle Initial)		Business Owner's Social Security Number ____-____-____ <b>OR</b> Employer ID Number ____-____-____	
	Business or Trade Name (OPTIONAL) _____ _____			
<b>Partnership:</b> <i>(Fill out this row)</i>	Name of Partnership: _____		Partnership's Employer ID Number ____-____-____	
			Partnership's Name on IRS records (see IRS mailing label) _____	
<b>Corporation, exempt charity or other entity:</b> <i>(Fill out this row)</i>	Name of Corporation or Entity: _____ _____		Employer ID Number ____-____-____	
			Are you incorporated? YES <input type="checkbox"/> NO <input type="checkbox"/> <small>A corporation may use an abbreviated name or its initials, but its legal name is the name on the articles of incorporation. D.B.A. or T.A. companies? Attach all of the business names.</small>	

**Part 2 – A. Ordering Address:** (Address where Purchase Orders should be mailed)

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

**B. Payment Remittance Address:** (Address where Payments should be mailed)

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

**C. Business Contact Information:**

Business Phone # \_\_\_\_\_ Contact Person \_\_\_\_\_  
Business Fax # \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
Business Website Address \_\_\_\_\_ Contact Fax # \_\_\_\_\_

**Part 3 – Exemption:** If exempt from Form 1099 reporting, check here:  AND circle your qualifying exemption reason below:

1. Corporation Except there is no exemption for medical and healthcare payments or payments for legal services.	2. Tax Exempt Tax Exempt Charity under 501(a) (includes 501(c)(3)), or IRA	3. The United States or any of its agencies or instrumentalities	4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions.	5. A foreign government or any of its political subdivisions.
--	---	--	--	---

**Part 4 – Certification:** Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because:
  - (a) I am exempt from backup withholding, or (b)
  - I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
  3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions** – You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Name of Person completing this form: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Title of Person completing this form: \_\_\_\_\_ Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_



Small, Minority or Women-Owned Business? \_\_\_\_\_ YES \_\_\_\_\_ NO

If answered yes above, please circle classification that applies:

<u>Federal Classifications</u> <i>(If your Business is registered with the Small Business Administration (SBA) or the Central Contractor Registration (CCR) Website at: <a href="https://www.bpn.gov/ccrinq/scripts/search.asp">https://www.bpn.gov/ccrinq/scripts/search.asp</a>, please circle the classification(s) in this column that applies to your business.</i>	<b>State of Florida Certified Minority Business Enterprise</b> <i>(If you circle a classification in this column, please provide a copy of your Florida Statewide &amp; Inter-Local Certification with your application)</i>	<b>Non-Certified Minority Business Enterprise</b> <i>(Business must be at least 51% owned, managed &amp; controlled by minority persons to select a classification in this column.)</i>	<b>Non Profit Organization</b>
<b>SBA 8(a) Certification</b> <i>(please provide a copy of certificate with application)</i>	<b>African American</b> <i>(please provide a copy of certificate with application)</i>	<b>African American</b>	<b>Minority Board</b> <i>(51% or more Minority Board of Directors)</i>
<b>Small Disadvantaged Business Certification</b> <i>(please provide a copy of certificate with application)</i>	<b>Hispanic American</b> <i>(please provide a copy of certificate with application)</i>	<b>Hispanic American</b>	<b>Minority Employees</b> <i>(51% or more Minority Officers)</i>
<b>HUBZone Certification</b> <i>(please provide a copy of certificate with application)</i>	<b>Asian American</b> <i>(please provide a copy of certificate with application)</i>	<b>Asian American</b>	<b>Minority Community</b> <i>(51% or more Minority Community Served)</i>
<b>Veteran</b>	<b>Native American</b> <i>(please provide a copy of certificate with application)</i>	<b>Native American</b>	<b>Other- Non Profit</b>
<b>Service Disabled Veteran</b>	<b>American Woman</b> <i>(please provide a copy of certificate with application)</i>	<b>American Woman</b>	
<b>Vietnam Veteran</b>			
<b>Women Owned</b>			
<b>Minority Owned Business</b>			

- If you select a classification that is certified by a Federal or State agency, please provide a copy of your certification for each agency along with this application.
- To determine your Federal Size Standard, please access the U.S. Small Business Administration’s website: <http://www.sba.gov/starting/indexwhatis.html> or go to the SBA’s <http://www.sba.gov/size> to look up your North American Industry Classification Systems (NAICS) Code and the qualifying number of employee’s or annual dollar amount. To register your business on the Central Contractor Registration (CCR) Website visit <https://www.bpn.gov/ccr/scripts/index.html>
- If you are using Federal Size Standards, please specify the codes used:  
NAICS Code: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ or Annual Amount: \_\_\_\_\_
- If you are not a State of Florida Certified Minority Business Enterprise and would like to download the application for certification of Minority Business Enterprise for the State of Florida and view the State of Florida’s Eligibility criteria, please go the Office of Supplier Diversity’s website at: <http://osd.dms.state.fl.us>.

**Part 3 – Purchase Order and Payment Preferences**

<p>By which delivery method do you prefer to receive purchase orders?</p> <p><input type="checkbox"/> Fax      <input type="checkbox"/> Postal mail</p>	<p><b>Payment Discount Terms:</b></p> <p><input type="checkbox"/> 2% Net 10</p> <p><b>Other:</b></p> <p>_____</p>	<p><b>By which delivery method do you prefer to receive payment?</b></p> <p><input type="checkbox"/> Check</p> <p><input type="checkbox"/> Credit Card (USF Procurement Card)</p> <p><input type="checkbox"/> Electronic Funds Transfer (EFT)</p> <p>(To receive payments by Electronic Funds Transfer, please complete the attached Electronic Payment Authorization Form to start electronic payment process)</p>
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**Part 4 – Signature**

I certify to the best of my knowledge and belief, that the business or payee identified in this vendor application, and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency.

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with the State of Florida my firm is in compliance with Chapter 112, Florida Statutes relating to conflict of interest (to review the Statute in full, visit <http://www.flsenate.gov/statutes>).

\_\_\_\_\_  
Name of Person Signing Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DIRECTIONS TO  
USF PURCHASING & PROPERTY SERVICES (INCLUDING P-CARD)  
4202 E. Fowler Avenue, **AOC 200**  
Tampa, FL 33620-9000  
(813) 974-2481**

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- 1** Enter at the University's main entrance off of Fowler Avenue.
- 2** Pull into the USF Campus Information Center (building on your right that looks like a drive-through bank) and purchase a USF Daily Parking Permit for \$5.00 (permit prices subject to change without notice; contact Parking Services at (813) 974-4607 for updated pricing information). **NOTE: Parking permits are required in all non-metered spaces. Parking lots are monitored 24/7 and vehicles that are parking illegally will receive a citation.**
- 3** Upon leaving the Campus Information Center, turn right onto Leroy Collins Boulevard and get into the left-hand turn lane.
- 4** Turn left at the traffic light on to USF Alumni Drive. Get in the right-hand lane.
- 5** Proceed down USF Alumni Drive through the traffic light at Beard Drive. At the next traffic light, make a right turn onto USF Magnolia Avenue. Continue to the third traffic light (corner of USF Magnolia Drive and USF Holly Drive).
- 6** At the light, make a right turn on to USF Holly Drive until the road makes a left turn and becomes USF Palm Drive.
- 7** Stay in the right-hand lane and turn right again on USF Holly Drive. On your right, you will see the Crescent Hill Parking Garage. Daily/Visitor parking is available in the garage on levels 1-4. If no spaces are open in the garage, go back to Palm Drive, turn left at the traffic light (just after you pass the USF Credit Union on your right.) Daily/Visitor parking is available in Lots 20, 44 or 43 (outlined in red on the map provided). **DO NOT PARK IN LOTS 13 OR 13T ADJACENT TO THE ANDROS CENTER.**
- 8** Once parked, walk (along the dotted line on the map provided) to the Andros Classroom Building located on the east side of the Andros Center and to the south of the Andros Pool. (Follow the dotted line on the map provided.)
- 9** Use the stairs at the west entrance to the Andros Classroom Building. USF Purchasing & Property Services is located on the second floor.
- \*** **NOTE: A campus map with vehicle and pedestrian routes highlighted is included with these instructions. Do not forget to stop at the Campus Information Center to obtain a Daily parking permit prior to visiting Purchasing & Property Services.**

