

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA STATE COLLEGE, FLORIDA  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

May 31, 2011

**ITB 18-2010/2011**

**INVITATION FOR BIDS FOR SIGN LANGUAGE INTERPRETIVE SERVICES**  
**FOR**  
**PENSACOLA STATE COLLEGE**

The District Board of Trustees of Pensacola State College, Florida hereby request proposals (RFP) for Sign Language Interpretive Services for Pensacola State College, as specified in this request.

The Bid opening deadline is **Tuesday, June 14, 2011 at 2:00 p.m. local time**. All Bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services at the address listed below:

Pensacola State College  
Angie C. Jones, Director  
Purchasing and Auxiliary Services  
1000 College Blvd  
Bldg 7, Room 737  
Pensacola, FL 32504

**I. GENERAL CONDITIONS**

1. **SEALED BIDS:** An original and three (3) copies must be mailed or delivered to the attention of Director of Purchasing and Auxiliary Services and be received in the Purchasing and Auxiliary Services Office, Pensacola State College, Barfield Administration Building 7 Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 or be delivered to the Bid opening site, no later than **Tuesday, June 14, 2011 at 2:00 p.m. local time** and shall be clearly marked **Sealed BID 18-2010/2011 – Sign Language Interpretive Services**.
2. **BID EVALUATION:** An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Monday, June 20, 2011 at 2:00 p.m.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola State College and online at <http://www.pensacolastate.edu/visitors/vendors/currSolicit.asp>. Posting normally occurs within 10 days of bid opening date.
3. **INSTRUCTIONS TO BIDDERS:** To insure consideration of your bid, please follow these instructions. Bids not in compliance with conditions specified herein are subject to rejection.

4. **FACSIMILE BIDS:** Due to the requirement of sealed ITB responses, facsimile bids will not be acceptable as valid responses.
5. **DETERMINING FACTORS:** Services, costs, specifications and capability to provide these services and equipment will be determining factors in the awarding the Bid.
6. **QUESTIONS REGARDING ITB:** Pensacola State College has made every effort to provide prospective bidders with the information needed to appropriately respond to this ITB. The College realizes that some clarification, interpretation, or additional information may be required.

Questions regarding any portion of this ITB shall reference the ITB number and be directed, in writing, to:

Pensacola State College  
Angie C. Jones, Director  
Purchasing and Auxiliary Services  
1000 College Blvd  
Pensacola, FL 32504

Questions may also be submitted by e-mail ([acjones@pensacolastate.edu](mailto:acjones@pensacolastate.edu)) or faxed to the attention of the Purchasing Director at (850) 484-1839.

All such written requests must be received no later than **4:00 PM, local time, Tuesday, June 7, 2011**. Responses to all requests for more information will be included in any addenda and will be made available to all Bidders by **Thursday, June 9, 2011**. Any requests for information received after the **June 9<sup>th</sup>** deadline may not receive a response. Responses will not be made orally.

No interpretation shall be considered binding unless provided in writing by the College in response to requests in full compliance with this provision. Bidders shall thoroughly examine and be familiar with the Bid Package. The failure or omission of any responder to receive or examine these documents shall in no way relieve any bidder of obligations with respect to this Bid or the subsequent contract or purchase order.

7. **DISCUSSIONS:** Informal communication shall cease on the date of issuance of this ITB and formal communications shall commence until bid is awarded. The Bidder must not discuss bid information, except for clarification requested by the College Purchasing Director, prior to the posting of the Bid results, with any employee, board member or authorized representative of the College. Violation of this restriction will result in **REJECTION** of the said bid.
8. **ADDENDA:** All addenda issued during the time of bidding shall become part of the Bid Documents, and receipt thereof must be acknowledged in writing with the proposal. The College accepts no responsibility for inaccurate Bids due to missed information contained in any addendum. Each Bidder should ensure that they have received all addenda and amendments to the ITB before submitting their bid. Please access the college web site at <http://www.pensacolastate.edu/visitors/vendors/currSolicit.asp> for any addenda.

9. **LATE BIDS:** It is the Bidder's responsibility to make certain that his/her bid is in the hands of the Purchasing Director prior to the opening time at the specified location. The College accepts no responsibility for late or misdirected mail deliveries. Late Bids will not be considered.
10. **BID OPENING:** Shall be public, on the date, location and the time specified in the ITB. It is the bidders' responsibility to assure that his/her Bid is delivered at the proper time and place of the Bid Opening. Bids which for any reason are not delivered as specified will not be considered. Offers by telegram, telephone or fax are not acceptable. A Bid may not be altered after opening of the Bids.
11. **EXECUTION OF PROPOSAL: Bids shall contain a manual signature of authorized representative in the space provided.** Bids must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made to bid price or terms must be initialed.
12. **CONFLICT OF INTEREST:** The award there under is subject to the provision of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of Pensacola State College. Further, all bidders must disclose the name of any Pensacola State College employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
13. **CLARIFICATION:** The College reserves the right to request clarification of information submitted and to request additional information of Bidder, if needed.
14. **CONSIDERATION OF BIDS:** As its best interest may require and at its sole discretion, Pensacola State College reserves the right to make award(s) by the individual service, group of services, all or none, or any combination thereof and to accept the bid that embraces such combination of proposals and alternates or options as may promote the best interest of the College; to reject any and all Bids or waive any minor irregularity, technicality or element deemed immaterial by the College, at its sole discretion, in the Bids received. The College reserves the right but is not obligated, to negotiate with the prevailing responder in order to improve a term or condition so that it is more beneficial to the College. All such waivers or negotiations, and the justifications therefore, will be reduced to writing. Bidders are cautioned to make no assumptions unless their Bid has been evaluated as being responsive to all bid requirements, submission requirements, general conditions and special conditions of this Invitation to Bid. The College shall not be responsible for any cost or expense incurred by the Bidder in preparing or submitting a bid or any cost prior to the execution of the contract agreement. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
15. **QUALIFYING BIDDERS:** The College reserves the right to require a Bidder to submit such evidence of qualifications as it may deem necessary and may consider any evidence available concerning the financial and other qualifications of the Bidder.
16. **BID AWARD:** Award is expected to be made to the Bidder who best meets the requirements of Pensacola State College considering responsibility, responsiveness and price. A purchase order detailing agreed terms will be rendered between the College and the successful proposer. Terms of the contract will include any and all items as specified in the proposal, plus mutually agreed terms and conditions.

17. **GOVERNMENTAL RESTRICTION:** In the event any court ruling, administrative rule, or governmental restrictions are interpreted or imposed so as to necessitate alteration of the material quality of the services offered in this Bidder to its completion, it shall be the specific regulation which required an alteration. The College 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 College.
18. **DEFAULT:** Failure to perform according to this ITB and/or resulting contract or purchase order shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your firm. Any violations of these stipulations may also result in the Bidder's name being removed from the College vendor mailing list.
19. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws and of all ordinances, rules, written opinions and regulations thereof shall govern development, submittal and evaluations of all Bidders received in response hereto and shall govern any and all claims and disputes which may arise between those submitting a Bidder response hereto and the College. Lack of knowledge by any Bidder shall not constitute a cognizable defense against the legal effect thereof.
20. **PUBLIC RECORDS:** Any material submitted in response to this Request for Bidders will become a public document pursuant to Section 119.07, Florida Statutes. This includes materials which the Bidder 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(3) Florida Statutes.
21. **REASONABLE ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provision of the American with Disabilities Act, for attendance at the Bid opening, will contact the Office of the Director of Purchasing at least seventy-two (72) hours in advance of the scheduled pre-bid conference or Bidder submission deadline.
22. **PROTESTING A DECISION:** In accordance with Section 287.042(2) (c), Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3) (b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the estimated contract amount. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the college prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, official bank check, or money order shall be returned to him or her. If the person protesting the award prevails, he or she shall recover from the College all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

A. Protest to the Solicitation. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.

B. Protest to a Solicitation Amendment. Any notice of intent to protest or formal written protest to any amendment issued by the College must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

C. Protest of a Decision to Award or Notice of Intent to Recommend an Award. Any person who is adversely affected by the College's decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered a notice of intent to protest and a formal written protest must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.

23. **PIGGYBACK LANGUAGE:** With the consent and agreement of the successful bidder(s) purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions or governmental entities within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (c).
24. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit 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 FS 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By signing and submitting the Bid Forms, bidder attests that they have not been placed on the "Convicted Vender List".
25. **TAXES:** Sales to Pensacola State College are exempt from state sales tax. State sales tax certificate of exemption number 85-8012557294C-2 will be issued upon request.
26. **INSURANCE:** The successful bidder shall provide appropriate insurance as indicated hereafter:
- (a) Worker's compensation insurance as required by Chapter 440, Florida Statutes, covering the successful firm's employees;
  - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$200,000.00 each occurrence; \$300,000.00 per aggregate. The District Board of Trustees, Pensacola State College, Florida shall be named as an additional insured on the contractor's policy.

(c) Automotive liability insurance for all owned, hired and non-owned autos against bodily injury and property damage, in limits of not less than \$200,000.00 each occurrence; \$300,000.00 per aggregate.

(d) Certificates evidencing that all of the above listed insurance(s) are in force, shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola State College, Florida, as additional insured. All policies should have A.M. Best Rating of A+ or better. Failure to maintain the required insurance may result in a termination of the contract at the Certificate Holder's option.

27. All prices shall be **FOB Pensacola State College**, 1000 College Boulevard, Pensacola, FL 32504-8998.

28. **All bids shall be submitted on this bid form, and shall be properly signed by an authorized representative, of the firm or entity submitting the bid, in order to be considered. Failure to complete and return response on this form may be cause for rejection of the response.**

**NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.**

We look forward to your participation in submitting a bid for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

*Angie C. Jones*

Angie C. Jones, Director  
Purchasing and Auxiliary Services

### **Scope of Work:**

The District Board of Trustees of Pensacola State College seeks to establish fee agreements with credentialed, accredited firms capable of providing interpretive sign language services to the college. These services will be available to students of the college on an as needed basis and may be required to be provided on any of the college's campuses. This request will be utilized to establish interest, qualify and rate responders and provide a basis for issuing blanket purchase orders. Services will be coordinated through the College's Office of Student Resource Center for ADA Services (SRC).

### **Minimum Qualifications:**

All proposed interpreters must meet at a minimum the following requirements.

1. Adhere to the Registry of Interpreter for the Deaf Code of Conduct.
2. Florida Registry of Interpreters for the Deaf (FRID): Quality Assurance (QA) Level One or FRID Educational Interpreter Evaluation (EIE) Level One credentialed.
3.
  - (a) OR
4. Meet National Association of the Deaf (NAD) proficiency levels 3-5.
  - (a) OR
5. National Registry of Interpreters for the Deaf (RID) certification.

### **Special Conditions:**

1. It will be the responsibility of Pensacola State College Student Resource Center for ADA Services staff to determine the level of credentials needed per student and/or assignment. The College's SRC staff will make assignments giving consideration to the student's language needs, course work difficulty level, scheduling and student preferences.
2. All assignments must be authorized in writing by THE COLLEGE SRC staff and reference an authorized, signed THE COLLEGE Purchase Order. Any assignments outside of regular class time (i.e.: extra credit work, study sessions, etc.) that may require interpreting services must be approved by SRC prior to the provision of services. **Solicitation of interpreting assignments directly from students is strictly prohibited on any THE COLLEGE campus.** All requests should be directed to the SRC office.
3. Withdrawal and cancellation policy shall be as follows: (1) cancellations require 24 hour notice, (2) assignments cancelled within the prescribed 24 hours notice will incur No Charge, (3) assignments cancelled without 24 hours notice maybe billed at the scheduled assignment rate.
4. Attend every class meeting and stay for the entire length of the class. When the student has a test in class, stay in the classroom so you will be available for questions or special instructions. Interpreters are **not** to define or answer questions on tests; simply interpret

the written question or the student's question to SRC staff members or classroom instructors. If the student takes a test in SRC offices, accompany him/her to the SRC department and stay there for the entire class time. You may be needed to interpret the written test questions.

5. In regard to a student's tardiness or absence, wait 15 minutes for a student to arrive for an hour-long class and 30 minutes for classes meeting for 1 hour and 15 minutes and 1 hour for classes 3 hours or longer before leaving your assignment.
6. Should you be late for an assignment due to **unavoidable** circumstances, call SRC so that a message may be relayed to your client and the instructor. **It is the responsibility of the interpreter/agency to arrange for substitute interpreters, even at the expense of contracting with another agency.**
7. Do not advise your client. If the student is having problems with his/her class or instructor, refer the student to SRC to speak with a counselor.
8. Refrain from engaging in conversations that may be personal or intimate in nature. If you feel a student is discussing inappropriate subjects with you, contact SRC personnel.
9. Payments will be calculated to the next half-hour.
10. A pattern of failure to honor scheduled assignments (maximum of 3 instances per year) may result in a contract termination. If a scheduled assignment is not completed, the Contractor must issue a credit to the College at the minimum contract rate.
11. The successful respondent(s) shall be flexible during drop/add week. If a student drops or withdraws after drop/add week payment will only be made for 1 additional week of service.
12. Assignments for GED/ABE classes will be issued on a monthly basis due to the flexible entry/exit policy of that department.

### **Agreement Requirements:**

The Contractor shall:

- A. Maintain a staff of credentialed and qualified interpreters.
- B. Provide credentialed and/or qualified interpreting services when requested by authorized personnel for a variety of situations including:
  1. College classes
  2. Meetings with financial aid, career and other counselors
  3. Appointments with Student Resource Center for ADA Services, Tutoring, Placement Testing and other departments
  4. New student orientation
- C. Guarantee that each interpreter assigned is credentialed and qualified to provide the highest quality of communication for the situation and for the individual(s) being served.
- D. Maintain detailed records regarding each assignment placed against the contract. Work with College representatives on procedures and periodic reviews of the system and its effectiveness.



- E. Maintain assignment-related information in the strictest of confidence as required by the RID code of conduct, and by the college.

**The College shall:**

- A. Requests for services will be made by authorized College personnel to the Contractor generally at least 3 business days in advance of the assignment date.
- B. When making requests, authorized College personnel will provide the following information:
  - 1. Date, time, location and expected duration of assignment.
  - 2. Location of the assignment.
  - 3. Name and phone number of an on-site contact person.
  - 4. Special information pertinent to the appropriate placement of an interpreter (type of meeting, communication preference of the client).
  - 5. Name of client(s) with hearing impairment when possible.
- C. All authorized requests for interpreting services will be faxed or e-mailed to the Contractor, who will confirm receipt of interpreting request by phone, fax or e-mail.
- D. The College shall remit payment within 30 days of receipt of invoices supporting documentation.

**Term of Contract:**

The period of the contract resulting from this bid will be for one (1) year with an option to renew for four (4) additional years, one renewal year at a time. Price increases must be submitted in writing and may be adjusted only at the time of renewal, if both parties are in agreement. The College's performance and obligation to pay under the agreement is contingent upon annual appropriations from the legislature. The effective date of this contract will begin upon award of contract through June 30, 2012 with renewals to follow each fiscal year upon mutual agreements.

**Cancellation of Contract:**

The College reserves the right to terminate and cancel any contract in part or in whole, for any reason or for no reason, without penalty, upon notice to the contractor. Contractor shall not be entitled to lost profits or any further compensation not earned prior to the time of the cancellation.

### **Submittal Information/Instructions:**

1. Submittals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
2. Respondents shall format their responses utilizing the following tab and topic numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy.
3. Original response is to be submitted in a three ring binder with the appropriate tab identification as requested within this solicitation. All copies must be securely bound with appropriate tab identification.
4. The outer carton of the response shall include the solicitation number and name, and due date.
5. Responses must be complete and shall not refer the College to electronic media such as their website, CD's, disks, or tapes in order to obtain the required information or submittals.
6. Information submitted that is not requested by the College may be considered to be supplemental, and not subject to evaluation.
7. For any requested information or required submittals which cannot be incorporated into the binder due to size or binding, provide information following the numbered tab, identifying where the information can be found in the response.
8. All required signed and completed copies of the response with the signed Affidavit Form must be delivered to:

PENSACOLA STATE COLLEGE  
Purchasing and Auxiliary Services  
Bldg. 7, Room 737  
1000 College Blvd.  
Pensacola, FL 32504

## **SUBMITTALS:**

Bids shall include information that specifically addresses each of the items below. The initial evaluation will be based solely on the information provided by the Contractor. Additional information maybe requested for evaluation purposes at the College's discretion.

1. **Skills and Credentials of Interpreters:** Data about the interpreting pool available for assignment under the contract(s) to be awarded, including number of interpreters available; number of credentialed interpreters; number of credentialed interpreters with college level coursework specialization; names of primary people, and their certification level, who will be providing service; and any procedure used by the contractor to train and evaluate interpreters.
  - a. Type(s) of credentials held by the interpreters
  - b. The extent of training and continuing education of interpreters provided by the Contractor.
  - c. Training and Continuing Education: to include steps taken to ensure interpreters skills are kept up to date, incentives and reimbursement for training, etc.
  - d. The extent of evaluation of interpreters provided by the Contractor
  - e. Experience in interpreting college-level courses (please name the specific courses)
2. **Record Keeping:** Information demonstrating the bidder's record keeping, to include billing, daily assignment sheets, and other records.
3. **Request Processing:** Information demonstrating the bidder's request processing to include method of processing requests, policy and response time for returning calls, means of communication, response time for resolution of request, etc.
4. **Quality Control:** Information demonstrating the bidder's quality control program to include handling of disciplinary problems, insubordination, tardiness, absenteeism, compliance with the Code of Conduct, and how violations are handled and describe the contractor's quality control system and how the contractor will work with college representatives on procedures and periodic reviews of the interpreting program and its overall effectiveness.
5. **Confidentiality of Records:** Information demonstrating the bidder's confidentiality of records including where and how records are maintained and who has access.
6. **Experience and References:** Information demonstrating the offeror's experience and references for all past and current sign language interpreting services agreements (corporate or institutional) held by the proposer for the past five (5) years.
7. **Rate/Pricing Schedule:** As provided in this request.

**REFERENCES:**

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Firm or Entity /Contact Person

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Address /City, State & Zip Code

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Date of Last Service Provided /Telephone Number

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Firm or Entity /Contact Person

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Address /City, State & Zip Code

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Date of Last Service Provided /Telephone Number

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Firm or Entity /Contact Person

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Address /City, State & Zip Code

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Date of Last Service Provided /Telephone Number

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Firm or Entity /Contact Person

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Address /City, State & Zip Code

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Date of Last Service Provided /Telephone Number

## Rate/Pricing Schedule

A. Hourly rates:

Unit prices shall include all costs associated with the provision of all services, including administrative fees, if any, and local travel-related costs. The College will **not** reimburse for additional mileage, regardless of which campus is requested. All costs must be figured into unit cost.

1. Minimum number of minutes to be billed per assignment (day rate) \_\_\_\_\_
2. \$\_\_\_\_\_ Amount for minimum duration
3. \$\_\_\_\_\_ Hourly rate for additional hours
4. \$\_\_\_\_\_ Amount for minimum duration (Team: two interpreters)
5. Minimum number of minutes to be billed per assignment (night rate) \_\_\_\_\_
6. \$\_\_\_\_\_ Amount for minimum duration
7. \$\_\_\_\_\_ Hourly rate for additional hours
8. \$\_\_\_\_\_ Amount for minimum duration (Team: two interpreters)

**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

**IDENTICAL TIE BIDS** - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

SIGNATURE OF VENDOR  
REPRESENTATIVE: \_\_\_\_\_

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE \_\_\_\_\_

BIDDING FIRM OR ENTITY NAME \_\_\_\_\_

**BID SUBMITTED BY:**

**FEDERAL TAX NUMBER:** \_\_\_\_\_

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

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

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**TYPED OR PRINTED NAME OF REPRESENTATIVE:** \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

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