



January 17, 2012

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: General Contractor Pre-Qualification

Item Description

The State Requirements for Educational Facilities (SREF) require that the Board shall announce its intent to pre-qualify contractors at a public meeting.

Overview and Background

The District Board of Trustees approved a process that requires general contractors to meet specific criteria before being invited to bid on TCC renovation, remodeling or construction projects. These criteria are outlined in Section 4.1(7) of the SREF and F.S. 1013.46.

The District Board of Trustees intends to pre-qualify general contractors on an annual basis to competitively bid both planned and proposed projects estimated to cost between \$1,000,000 and \$5,000,000 and included in the annual Capital Improvement Plan (CIP).

After this announcement, the College will place an advertisement soliciting general contractors interested in bidding on College projects. After the evaluation process is complete, a separate Board action will be requested to approved the recommended list of contractors. Parallel to the general contractor pre-qualification process, the College is also advertising for construction management services for projects with a construction value of less than \$1,000,000.

Past Actions by the Board

The District Board of Trustees approved the list of general contractors for the previous year at the August 16, 2010 meeting.

Funding/Financial Implications

The construction projects will be funded from the annual PECO renovation/remodeling funds, TCC funds, or approved grant funds.

Staff Resource

Teresa Smith

Recommended Action

Approve the initiation of the process to pre-qualify general contractors for the period of April 1, 2012 through March 31, 2013.

Tallahassee Community College

Request for Qualifications (RFQ)
For
APPLICATIONS FOR CONTRACTORS
PRE-QUALIFICATION

RFQ 2012-04



Applications Due Date – February 22, 2012 - 1:45 p.m. EST

Applications Opening – February 22, 2012 - 2:00 p.m. EST

<http://www.tcc.fl.edu/purchasing>

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2.0 Contact Information

Submit Pre-Qualification:

Tallahassee Community College
Purchasing Department
Hinson Administration Building, Room 113
444 Appleyard Drive
Tallahassee, FL 32304-2895

Contact Information:

Bobby Hinson, Purchasing Manager, CPPB, FCPM, FCPA
Email: (hinsonb@tcc.fl.edu)
Phone: 850.201.6071

Jenny Shuler, Purchasing Technician
Email: (shulerj@tcc.fl.edu)
Phone: 850.201.6069

Location:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, FL 32304-2895
(850) 201-8520 – Phone
(850) 201-8506 – Fax

RFQ Title: Applications for Contractor Pre-Qualification

RFQ No.: RFQ 2012-04

Commodity Code: 973-160 Building and Contractor Services

Release of RFQ: January 23, 2012 – 8:00 a.m. EST

Applications Due Date: February 22, 2012 - 1:45 p.m. EST

Applications Opening: February 22, 2012 - 2:00 p.m. EST

3.0 TCC Purchasing Department's Website

<http://www.tcc.fl.edu/purchasing>



TALLAHASSEE COMMUNITY COLLEGE

- FUTURE STUDENTS
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 - Copy Center
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 - Financial Aid & Scholarship Office
 - Mail And Courier Service
 - Plant Operations
 - Police Department
 - Purchasing Department**
 - Contact Us
 - Employee Forms & Training Information
 - State Contracts Listing
 - Current Bid Information
 - Current Bid Awards
 - Vendor Information

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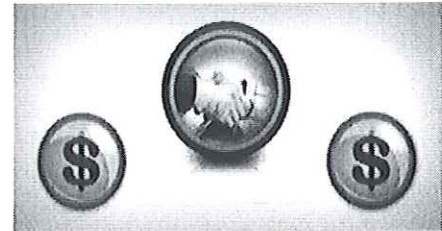
PURCHASING DEPARTMENT

Welcome to the Tallahassee Community College Purchasing Department

The Purchasing Department at Tallahassee Community College (TCC) is charged with managing the acquisition of commodities and services necessary to meet the College's requirements. All of the staff members in the Purchasing Department are devoted to fostering a mutually beneficial and cooperative relationship between TCC staff and our suppliers.

The Purchasing Department's main purpose is to assure that the College's expenditures relating to the acquisition of commodities and services are in compliance with TCC's policies, state requirements and sound business practices. While accomplishing our purpose the department is focused on obtaining quality commodities and services, and in making sure they are delivered in a timely manner.

Department staff is committed to maintaining an effective partnership among TCC staff, our suppliers and our department.



- ADMINISTRATION
- OUR CAMPUS & SERVICE CENTERS
- DISTRICT BOARD OF TRUSTEES
- STRATEGIC PLAN



TALLAHASSEE COMMUNITY COLLEGE

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 - Financial Aid & Scholarship Office
 - Mail And Courier Service
 - Plant Operations
 - Police Department
 - Purchasing Department**
 - Contact Us
 - Employee Forms & Training Information
 - State Contracts Listing
 - Current Bid Information**
 - Current Bid Awards
 - Vendor Information

TCC Home :: About TCC :: Administrative Services :: Purchasing Department :: Current Bid Information

CURRENT BID INFORMATION

The following Bids are advertised on this site and the State of Florida's Vendor Bid System (VBS) http://vbs.dms.state.fl.us/vbs/main_menu

To obtain the solicitation documents in order to respond to any of these solicitations, you must contact the TCC Purchasing Department at (850) 201-8520 or download the files listed below.

Failure to file a protest within the time prescribed in 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

OPEN BIDS

None at this time.

CLOSED BIDS

ITB 2011-13 -- Pat Thomas Boulevard Outdoor Lighting Improvements (CLOSED-See Bd Awards)

- ITB-Invitation to Bid (pdf 1.14 MB)
- VBS Advertisement (pdf 409.53 kB)
- List of Pre-Qualified Contractors (pdf 25.83 kB)
- Addendum 1 Acknowledgement Form (pdf 303.40 kB)
- Addendum 2 Acknowledgement Form (pdf 250.73 kB)
- Bid Due - Monday, July 25, 2011 @ 1:45 p.m. EDT
- Bid Opening - Monday, July 25, 2011 @ 2:00 p.m. EDT

- ADMINISTRATION
- OUR CAMPUS & SERVICE CENTERS
- DISTRICT BOARD OF TRUSTEES
- STRATEGIC PLAN
- ACADEMIC AFFAIRS
- ATHLETICS
- DATA DIGEST
- FACULTY & STAFF RESOURCES
- GRANTS OFFICE
- HELP DESK AND WEB SUPPORT

4.0 Calendar of Events

Listed below are the important actions and dates/times by which the actions shall be taken or completed. If the College finds it necessary to change any of these dates/times, it will be accomplished by an addendum. All listed times are local Eastern Standard Time.

CALENDAR OF EVENTS		
DATE	TIME	ACTION
Monday, January 23, 2012		Release of RFQ to Public, Posted on VBS
Tuesday, February 14, 2012	5:00 p.m.	Last day for Written Inquiries
Thursday, February 16, 2012		Anticipated Date that Answers to Written Inquiries will be posted on TCC's Website
Wednesday, February 22, 2012	1:45 p.m.	RFQ Applications Due
Wednesday, February 22, 2012	2:00 p.m.	RFQ Applications Opening
Thursday, March 1, 2012		Anticipated Review Committee Evaluation
Tuesday, March 20, 2012		Anticipated Notification of Pre-qualification

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5.0 Introduction

The Board of Trustees, Tallahassee Community College, Florida (The Board) adopted the policy that requires general contractors meet specific criteria before being invited to bid on educational facilities construction projects. These criteria are contained in Section 4.1(8) State Requirements for Educational Facilities, Rule 6A-2.00010, Florida Administrative Code and are embodied in this application without modification as required.

1) Project Description

The Board elected the option, as provided in the above cited Rule, to pre-qualify general contractors on an annual basis to competitively bid projects between \$1 million and \$5 million dollars. Therefore, this Pre-qualification application (RFQ) will cover the period April 1, 2012 through March 31, 2013.

2) Planned Projects

Planned projects are those projects for which construction drawings are essentially complete and a tentative bid for construction has been set. Within these guidelines projects are planned for construction on the main campus during the period covered by this annual Pre-qualification.

3) Projected Projects

Projected projects are those projects which are not yet in the design and development stage but which are proposed for construction after April 1, 2012. These projects are not considered in this application. However, projected projects are delineated in the Board's approved five-year Capital Improvement Plan (CIP). The CIP is updated annually and submitted to the State Board of Community Colleges, as required by law.

4) Permits, Licenses, and Insurance Documentation

The Board of Trustees, Tallahassee Community College, Florida shall be named as additional insured on all policies.

Each party shall maintain employer's liability insurance (in the United States typically Coverage B of a workers' compensation policy) with limits of a minimum of: (i) \$1,000,000 for each accident for bodily injury by accident; (ii) \$1,000,000 for bodily injury by disease; and (iii) \$1,000,000 for each employee for bodily injury by disease. Each party shall also require that all of its subcontractors related to this agreement maintain similar employer's liability coverage.

Each party shall maintain general liability insurance. Limits shall be a minimum of: (i) \$100,000 per occurrence for bodily injury or property damage; (ii) \$100,000 per occurrence for products or completed operations; and (iii) \$200,000 annual aggregate for products or completed operations' claims as set forth in Section 768.28, Florida Statutes. Coverage shall include those perils generally associated with a commercial general liability policy and specifically include contractual liability coverage. Coverage shall contain no exclusions for cross liability between insureds [clarification]. Each party shall also require that all of its subcontractors related to this Agreement maintain similar general liability insurance.

As to any insurance required by this agreement, a certified copy of each of the policies or a certificate evidencing the existence thereof, or binders, shall be delivered to the College within thirty (30) days after the award of this contract. In the event any binder is delivered, it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each copy of certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified, without giving thirty (30) days

written advance notice thereof to the College's representative. A renewal policy or certificate shall be delivered to the College at least thirty (30) days prior to the expiration date of each expiring policy. If at any time the policies become unsatisfactory to the college, the proposer shall promptly obtain a new and satisfactory policy in replacement. If determined necessary by the College representative, the proposer shall deliver to the college representative, upon demand, the original of any policy required herein for review and upon completion of said review, said policy shall be returned to the contractor.

6.0 General Conditions, Instructions & Information for Proposers

1) Contact

Any questions concerning this RFQ shall be directed to Jenny Shuler or Bobby Hinson at the Purchasing Department as indicated in Section 2 - Proposal and Contact Information page. To ensure prospective proposers are presented the same information, all proposers are hereby instructed to contact only the staff members designated as resources for this RFQ in Section 2 – Proposal and Contact Information. Any other staff contact could create confusion or misinformation and may be cause for disqualification.

Responses to inquiries, if they change or clarify the RFQ in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFQ. The College will not be bound by oral responses to inquiries or written responses other than by addenda.

2) Proposal Submission

The College will receive proposals at the address listed in Section 2 - Proposal and Contact Information page. The outside of the sealed envelope/container **must** be identified as follows:

- ✓ Proposer's name
- ✓ Return address
- ✓ RFP number and title
- ✓ Due date and time

All documentation produced as part of this solicitation shall become the exclusive property of the College and may not be removed by the Proposer or returned to its agents. The College shall have the right to use any or all ideas or adaptations of the ideas presented in any proposal. Selection or rejection of a proposal shall not affect this right.

3) Number of Copies

Proposers shall submit **one (1) original hardcopy, two (2) additional copies** and **one (1) Compact Disc (CD) in PDF format** of the complete proposal, with all supporting documentation in a sealed envelope/container marked as noted above. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the Evaluation Team.

4) Due Date/Time

The time and date will be scrupulously observed. Proposals must be received in the TCC Purchasing Department by the deadline. **Proposals and unsolicited amendments to proposals received after the specified time and date shall not be evaluated.** The College will not be responsible for late deliveries or delayed mail. The time clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, Eastern

Standard Time. The proposer may submit the proposal in person or by mail/courier service. Faxed or electronically sent proposals will not be accepted. **Proposers are cautioned that all incoming mail to the College is received by the College's Central Mail Department prior to its distribution to the individual departments. Therefore, at least a 24-hour distribution delay should be considered when mailing the proposals. The College cautions proposers to assure actual delivery of mail or hand-delivered proposals prior to the deadline set for receiving proposals.** Telephone confirmation of timely receipt of the proposal may be made by calling the Purchasing Department at (850) 201-8520

5) Proposer Email Registration

Proposers who desire to obtain electronic documents regarding the College's RFP's must officially register their email address with the Purchasing Department in order to be placed on an email mailing list for any forthcoming addenda or official communications. **An email sent to the names listed in Section 2 - Proposal and Contact Information referencing this proposal will serve as officially registering.** The College shall not be responsible for providing addendum to proposers who receive RFQ documents from other sources. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have submitted a Proposal without an addendum acknowledgement form (**see Attachment G, Addendum Acknowledgement Form**) for the most current addendum.

6) RFQ Documents

To obtain the RFQ documents in order to respond to this RFQ, contact Jenny Shuler shulerj@tcc.fl.edu; by phone at (850) 201-6069; online at <http://www.tcc.fl.edu/purchasing>. If you download the proposal from the Purchasing website, please contact the Purchasing Department at (850) 201-8520 and provide your contact information. This information will become a part of our vendor list.

7) Public Opening

Proposals shall be received by the Purchasing Department by the specified time and date. Proposals will be reviewed by College staff to determine if they comply with the mandatory responsiveness requirements/fatal criteria listed in this RFQ. This will be a yes/no review and costs recording, conducted by the College staff, to determine if all requirements have been met. Failure to meet any of these mandatory responsiveness requirements will render a response non-responsive and result in rejection of the entire response. Further evaluation will not be performed. No points will be awarded for passing the mandatory responsiveness requirements. A public opening of the proposals for this RFQ will occur as listed in Section 4 - Calendar of Events in Room 115 (Eagle Conference Room) of the Hinson Administration Building. Persons with disabilities needing assistance to participate in the public opening should call the Purchasing Department at least 48 hours in advance of the public opening.

8) No Bid/Proposal

If not submitting a Proposal, vendors should submit a **Statement of No Proposal Submittal (Attachment F)** and give the reason(s) in the space provided. Failure to submit either a Proposal or a Statement of No Proposal Submittal may be cause for removal of the Proposer from the mailing list.

9) Delays

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify proposers of all changes in scheduled due dates by written addendum.

10) Proposal Withdrawal

Proposers may withdraw their proposals by notifying the Purchasing Department in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license). Once opened, proposals become the property of The College and will not be returned to the proposers.

11) Additional Information

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date unless specifically requested by the College.

12) Inquires

All proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Department in writing by the Calendar of Events, Last Day for Written Inquiries; failure to do so, on the part of the proposer, will constitute an acceptance by the proposer of any subsequent decision. Any inquiries or questions concerning the intent, meaning and interpretations of this RFQ shall be requested in writing, to be received by the contact person in the Purchasing Department, by the date listed in the Calendar of Events, Last day for Written Inquiries and Notice of Intent. An addendum with answers on all received questions will be mailed or emailed to the Proposer by or on the date listed in the Calendar of Events, Anticipated Date that Answers to Written Inquiries will be posted the College's Website.

13) Addendum

Should any revisions/clarifications/supplemental instructions be needed, the College will issue a written addendum (**see Attachment G – Addendum Acknowledgement Form**) to all proposers who received a RFQ package from the Purchasing Department. It is the proposers' responsibility to check with the Purchasing Department prior to submitting a proposal to make sure they have not missed any issued addendums.

The College will also post all addenda and materials relative to this procurement on The College's Purchasing website: <http://www.tcc.fl.edu/purchasing>. **Interested parties are responsible for monitoring this site for new or changing information relative to this procurement.**

Note: Vendors cannot download RFQ documents from the Vendor Bid System. They may be downloaded from TCC's Purchasing website.

14) Posting of Award

The College anticipates an award to the Proposer who submits the proposal judged by the College to be the most advantageous to the College. Final approval of the proposal shall be by TCC's District Board of Trustees at a regularly scheduled public meeting. The Proposer understands that this RFQ does not constitute an agreement or a contract with the Proposer.

15) Responses

The College prefers to receive a minimum of three (3) responses to solicitations for commodities and services. Therefore, if three responses are not received by the deadline, the deadline may be extended, or the solicitation for responses may be re-initiated.

16) Termination

If the awarded contract is terminated or cancelled, the College may elect to negotiate and award the proposal to the next ranked proposer or to issue a new RFQ, whichever is determined to be in the best interest of the College. If the provider is not performing within the terms and conditions set forth by Tallahassee Community College, the Vice President of Administrative Services and Chief Financial Officer will notify the provider that the contract will be terminated as instructed below. The obligations of the College under this award are subject to the terms and conditions established by the Legislature of the State of Florida.

a. Termination at Will

The Contract resulting from this RFQ may be terminated by the College or the Contractor upon no less than sixty (60) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

b. Termination for Cause

The integrity, reliability and qualifications of a bidder or proposer, with regard to the capability in all respects to perform fully the contract requirements, shall be determined by the College prior to the award of the contract and shall be monitored by the College throughout the contract term.

Default – If a vendor is in default on any contract awarded, the College shall follow the procedures contained herein:

(a) The College shall notify, in writing, any vendor who fails to adhere to contract terms and conditions. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure (such reasonable time should not generally be less than 10 days after receipt of such notice).

(b) Unless the vendor corrects its failure to perform within the time provided, or unless the College determines on its own investigation that the vendor's failure is legally excusable, the College shall find the vendor in default and shall issue a second notice stating (i) the reasons the vendor is considered in default, (ii) that the College will repurchase or has repurchased the commodities or services.

The foregoing provisions do not limit, waive or exclude the College's remedies against the defaulting contractor at law or in equity.

c. **Termination for Unauthorized Employment**

Violation of the provisions of Section 274A of the Immigration and Nationality Act, shall be grounds for unilateral cancellation of the Contract resulting from this RFQ.

17) Minority and Women Owned Businesses

Minority and Women Owned Businesses are encouraged to participate in all solicitations for responses conducted by the College. Category definitions may be reviewed in Chapter 288.703 of the Florida Statutes. Penalties for falsification and/or discrimination may be reviewed in Chapter 287.094. **See Attachment C, Minority and Women Owned Business Declaration Form.**

18) Proposal Preparation Costs

Neither the College nor its representatives shall be liable for any expenses incurred in connection with the preparation of a proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFQ. Proposing firms shall pay all costs associated with the preparation of the proposals including the cost of any visits to the campus.

19) Accuracy of Proposal Information

Any proposer, which submits in its proposal to the College any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

20) Disqualification

The College reserves the right to disqualify responses, before or after opening, upon evidence that the proposer is not qualified by experience, is not in a position to do work specified in the time allotted, or upon evidence of collusion with intent to defraud, or other unethical or illegal practice. The College also reserves the right to disqualify responses from firms or individuals who have in the past failed to meet the specifications, requirements, or expectations of past or present agreements, contracts, or awards for products and/or services.

21) Attorney's Fee

In the event the proposer breaches the contract between the proposer and the College or the specifications of this RFQ, and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the proposer shall pay all costs for such legal action or collection, including reasonable attorney's fees, court costs, discovery costs and any other costs related to this action.

22) Public Entity Crimes

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person

or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposers attest that they have not been placed on the "Convicted Vendor List".

Due to guidelines for the use of grant funds, no person or vendor will be considered that appears on the Federal "Excluded Parties List" found at the following link;

<https://www.epls.gov/>. This list is provided by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. By signing and submitting the RFP proposal forms, proposers attest that they have not been placed on the "Excluded Parties List".

23) Public Records

All proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119.071 (1)(b) and Chapter 119.071 (1)(c), Florida Statutes. Bidders are cautioned that Florida law generously defines what constitutes a public record; see, for example, section 119.07 of the Florida Statutes.

NOTE: If Proposer believes any of their material(s) are exempt from disclosure and public records, they must identify specifically any information contained in their proposal, clearly segregate and mark that information, specify the Florida Statute which they consider to be exempt from disclosure, citing specifically the applicable exemption law and briefly describe in writing the grounds for claiming exemption from the public records law. A general notation that information is "Confidential" will not be sufficient. Any material submitted in response to this solicitation will become a public document pursuant to Section 119.07, Florida Statutes **if not** identified as noted above. This includes material that the responding Proposer 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, Florida Statutes. In no event shall the College or any of its employees or agents be liable for disclosing, or otherwise failing to protect the confidentiality of, information submitted in response to this solicitation.

24) Acceptance/Rejection

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who in the College's opinion, is not in a position to perform properly under the award.

25) Protests

Any notice of protest or formal written protest to the award or intended award which is filed before the proposal tabulation posting, is null and void. To be considered, a notice of protest or formal written protest must be filed within the time limits set forth in Section 120.57(3)(b), Florida Statutes. Failure to file a protest within the time prescribed in 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

26) Compliance

All proposers are required to comply with all Federal, State and Local laws, codes, rules, regulations, ordinances, and policies of the District Board of Trustees of Tallahassee Community college which may be applicable to the action or operation of this RFQ. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, OSHA regulations, all Civil Rights legislation, and all employment and minimum wage laws.

27) EEO Statement

Tallahassee Community College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to: Renae Tolson, Equity Officer, (850) 201-8510, tolsonr@tcc.fl.edu

28) Conflict of Interest

All proposers must disclose with the proposal the name of any officer, director, agent who is also an employee of TCC, or member of TCC's District Board of Trustees. All proposers must disclose the name of any TCC employee or member of TCC's District Board of Trustees employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm.

29) Affirmation

By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFQ and the resulting contract. See (**Attachment J – Vendor Signature Sheet**).

30) Request for Proposal Terms

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFQ. Each responding firm shall submit only one proposal. All proposals received shall remain firm for a period of one (1) year after the date specified for the receipt of the proposals. See (**Attachment J – Vendor Signature Sheet**).

31) Licenses

It shall be the sole responsibility of the contractor to obtain and maintain, at no additional cost to the College, any and all licenses as required by all federal, state, county, municipal and local governments.

32) Federal and State Taxes

Tallahassee Community College is exempt from Federal Tax and State Sales and Use Tax. Upon request, the College will provide an exemption certificate to the vendor.

33) Mandatory Responsiveness Requirements/Fatal Criteria

The College shall reject any and all proposals that do not meet mandatory responsiveness requirements as defined below:

Mandatory Responsiveness Requirements are those terms, conditions or requirements that shall be met by the Proposer to be responsive to this RFQ. Failure to meet these responsiveness requirements will cause rejection of a proposal. Any proposal rejected for failure to meet mandatory responsiveness requirements will not be further evaluated.

34) Right to Reject Proposal Submissions and Waiver of Minor Irregularities

The College reserves the right to reject any and all Statement of Qualifications and/or Technical Response/Service Delivery Narrative or to waive minor irregularities when to do so would be in the best interest of the College. Minor irregularities are defined as a variation from the RFQ terms and conditions which does not affect the price proposed, or give the Proposer an advantage or benefit not enjoyed by other proposers, or does not adversely impact the interests of the College. At its option, the College may correct minor irregularities but is under no obligation to do so whatsoever.

35) Site Visit and Proposers' Conference

- a. The College Site Visit - **There will not be a Site Visit scheduled for this RFQ.**
- b. Proposers' Conference - **There will not be a Proposers' Conference scheduled under this RFQ.**

36) Intent to Propose

In order to plan for a timely and efficient review process, Notice of Intent (NOI) to propose is requested by the date specified in Section 4 - Calendar of Events. The College understands that the submission of a NOI is non-mandatory, or a commitment to submit a proposal, nor is information contained therein considered binding on the submitter. Proposers are requested to submit a letter, email or fax to the Contact persons listed in Section 2 - Proposal and Contact Information. Please provide the following information:

- ✓ **Your company's name, contact person(s), physical mailing address, phone & fax numbers, and E-mail address with a note stating you plan to submit a proposal.**

Note: Although a proposal may be submitted without an NOI, proposers should be aware that any revisions/clarifications/supplemental instructions to this RFP will be issued in a written addendum(s) to the proposers who have returned NOIs.

37) College Required Scope Changes

During the term of the Contract, the College may unilaterally require, by written notice, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The College may make an equitable adjustment, (i.e. increase or decrease in rate, reimbursement for costs, etc.) if the change affects the cost or service delivery. The Contractor will be required to expeditiously execute an amendment to effect such changes, which execution shall not be unreasonably withheld. The College shall endeavor to provide written notice to the Contractor thirty (30) days in advance of any College-required changes to the technical specifications and/or scope of service that affect the Contractor's ability to provide the services as specified herein.

38) Other Requested Changes

In addition to changes in State or Federal laws, rules and regulations, College policies may change. Such changes may impact the College's service delivery in terms of materially increasing or decreasing the Contractor's cost of providing services. There is no way to anticipate what those changes will be nor is there any way to anticipate the costs associated with such changes. Either party shall have ninety (90) days from the date such change is implemented to request an increase or decrease in compensation or the applicant party will be considered to have waived this right. Full, written justification with documentation sufficient for audit will be required to authorize an increase in compensation. It is specifically agreed that any changes to payment will be effective the date the changed scope of services is approved, in writing, and implemented.

39) Debts and Encumbrances

The College shall not be liable or be required to pay and debts, claims, and encumbrances of the proposer or proposer's company incurred during the term of this agreement.

40) Credits

The proposer further covenants and agrees it will not in any manner use the credit of the College in connection with its said business or affairs. The proposer further covenants and agrees it will purchase goods and sign contracts only in its own name and at its own cost and expense.

41) Administrative Purposes

For administrative purposes throughout this document, the College is referring to a vendor, offeror or proposer as "Contractor" and any contract to be issued as a result of this RFQ as "the Contract" or "this Contract". This does not mean or imply that any person or firm submitting a proposal to the RFQ as a vendor, offeror or proposer will ultimately be awarded a contract or otherwise become a Contractor as that term is commonly understood. By utilizing the term "Contractor" and "this Contract" or "the Contract" throughout this RFQ, the College will be able to more quickly and efficiently transfer terms and conditions from this RFQ document into a Contract document.

7.0 Instructions for Preparing Applications

Each application shall be prepared simply and economically, providing a straightforward, concise delineation of the contractor's capabilities to satisfy the requirements of this RFQ. Emphasis in each application shall be on completeness and clarity of content. In order to expedite the evaluation of applications, it is essential that proposer follow the format and instructions contained in the Application Submission Requirements.

Applications are due at the time and date specified in the Calendar of Events, Application Due/Proposal Opening shall be submitted to Tallahassee Community College, Purchasing Department, 444 Appleyard Drive, Tallahassee, FL 32304. Applications received late will not be considered and no modification by the proposer of submitted proposals will be allowed. No College staff will be held responsible for the inadvertent opening of an application not properly sealed, addressed or identified.

Before award, the College reserves the right to seek clarifications or request any information deemed necessary for proper review of submissions from any proposer deemed eligible for contract award. Failure to provide requested information may result in rejection of the proposal.

The College shall not be obligated to pay for information obtained from or through any proposer prior to entering into a contract with the successful proposer. Once opened, applications become the property of TCC and will not be returned to the contractor.

7.1 Application Format

This section prescribes the format in which the applications are to be submitted. There is no intent to limit the content of the applications. Additional information deemed appropriate by the Proposer may be included, but must be placed within the relevant section. Additional tabs beyond those designated in this section will not be evaluated. The following paragraphs contain instructions that describe the required format for the applications.

Applications should be limited to a page size of eight and one-half by eleven inches (8.5" x 11"). Fold out pages may be used, where appropriate, but should not exceed five percent (5%) of the total number of pages of the entire application. All pages shall be sequentially numbered. If necessary, it is recognized that existing financial reports, documents, or brochures, may not comply with the just-prescribed format. They will be acceptable in current form and need not be reformatted.

All applications must contain the sections outlined below. Those sections are called "**Tabs.**" A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter"), such that the evaluation Committee can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the College to evaluate the proposal.

7.2 Application Submission

TCC will receive applications at the address listed in Section 2. Proposal and Contact Information page. The outside of the sealed envelope/container must be identified as follows:

- ✓ Proposer's name
- ✓ Return address
- ✓ RFQ number and title
- ✓ Due date and time

All documentation produced as part of this RFQ shall become the exclusive property of the College and may not be removed by the proposer or its agents. All replies shall become the property of the College and shall not be returned to the proposer.

8.0 Response Format

8.1 Tab 1 - Letter of Transmittal

The responding firm's response will include a letter of transmittal signed by an official of the entity authorized to legally bind the entity in this Pre-qualification request. The letter of transmittal will also include the authorized official's voice and facsimile telephone numbers. Additionally, the letter of transmittal will include the name and telephone numbers of the individual who can respond to requests for additional information.

8.2 Tab 2 - Identification

Describe your entity in detail. Is your entity a company, partnership, or a sole proprietorship? If you are a company or a corporation, provide the name, address and name of principal who will represent the entity in this Pre-qualification application process. Since this Pre-qualification is not on a project-by-project basis, joint ventures are disallowed.

8.3 Tab 3 - Organization

The responding firm shall furnish an organizational chart which depicts the structure of the overall firm. Additionally, the responding firm shall also provide a chart which represents its organization for accomplishing the college's educational facilities construction projects.

8.4 Tab 4 - Key Personnel

The responding firm shall provide a brief resume of key company personnel planned for assignment to college projects. The resume shall include the following:

- ✓ Name and position within the organization
- ✓ Education
- ✓ Length of service with the firm
- ✓ Years of construction experience
- ✓ Significant professional achievements

8.5 Tab 5 - Background Experience

The responding firm shall provide a descriptive listing of significant projects completed since February 1, 2005. The listing shall furnish the following information:

- ✓ Description of project scope
- ✓ Dollar value
- ✓ Name and business address of the owner
- ✓ Assessed liquidated damages, if any
- ✓ Notice to proceed, target completion and actual completion dates

- ✓ Initial contract value and final contract value
- ✓ Brief narrative description of any unusual technical aspects of the project

8.6 Tab 6 - Detailed Experience

The responding firm shall provide evidence which presents a factual description of the three most recent projects which the responding firm believes most parallels the projects cited. Information provided shall contain owner's representative's name and phone number. The firm must consider dollar value, physical size and complexity in its determination of parallel projects. The specific evidence required consists of an explanation of the following:

- ✓ Construction techniques
- ✓ Trade standards
- ✓ Quality workmanship
- ✓ Project scheduling
- ✓ Project management
- ✓ Application of Building Codes for Public Educational Facilities Construction
- ✓ Application of the State Standards for Educational Facilities (SREF)

8.7 Tab 7 - Licensure

List the jurisdictions and trade categories in which the entity is legally licensed to conduct business and provide the required license or registration numbers, for constructing educational facilities.

8.8 Tab 8 - Financial Data

The entity will submit an audited financial statement for the most recent 12-month period. As a minimum, the audited financial statement shall consist of the firm's balance sheet and statement of operations and the firm's bonding capacity. This financial requirement may be satisfied by the firm's surety submitting a certification regarding the firm's bonding capacity, which must equal or exceed \$5 million dollars. In this regard, the firm's surety must be a licensed surety qualified to conduct business in the State of Florida and rated "(A-)" or better in the most recent A.M. Best Guide and qualified to do business within the State.

8.9 Tab 9 - Insurance

The responding firm shall provide certificates of insurance confirming that the firm has the legally required workers' compensation, public liability, and property damage coverage and vehicle insurance.

8.10 Tab 10 - Litigation

The responding firm shall submit specific data regarding the subject of litigation. The data is required in two areas. A detailed explanation of the litigation is required, if applicable. Note that litigation initiated by a proposer to protect the contractor's legal rights shall not be used as a basis for rejection of the contractor's Pre-qualification application.

- ✓ All pending litigation
- ✓ All litigation since February 1, 2005

8.11 Tab 11 - Registration Certificates

Responding firms shall submit a reproduction of its registration certificate. The certificates must be in the name of the firm applying for Pre-qualification. A firm must be licensed in the State of Florida at the time it applies for Pre-qualification.

8.12 Tab 12 - Corporate Charter

If the responding firm is a corporation, then it shall provide a copy of its charter of incorporation as issued by the Secretary of State, State of Florida. If not, a letter stating it is not a Corporate Charter.

8.13 Tab 13 - Convicted Vendor List

Responding firms shall submit a letter stating it is or is not on Florida's Convicted Vendor List. Under the provisions of Section 286.133(3)(a), Florida Statutes, the Board shall not accept any application from or transact any business with any person or affiliate who appears on the State of Florida's convicted vendor list.

8.14 Tab 14 - Claims Resolution

Provide evidence of a satisfactory solution of claims filed by or against your entity involving projects of the same or similar size to those cited. This evidence shall be limited to those instances occurring within the most recent five years. For the purposes of this Pre-qualification application, the term satisfactory resolution is defined in Section 4.2(7)(a)4, Rule 6A-2.0111, Florida Administrative Code as: A claim against an entity is deemed satisfactorily resolved if the final judgment is rendered in favor of the entity or final judgment rendered against the entity is satisfied within 90 days of the date the judgment becomes final.

8.15 Tab 15 – Other Required Forms

The Proposer shall complete and return under Tab 15 – Other Required Forms:

- ✓ Attachment A – Proposer Information Form
- ✓ Attachment B – Drug-Free Work Place Form
- ✓ Attachment C – Minority & Woman Owned Business Declaration Form
- ✓ Attachment D – W-9, Request for Taxpayer Identification Number and Certification
- ✓ Attachment E – TCC's Proposer Application Form
- ✓ Attachment G – Addendum Acknowledgement Form (If Addendum was issued)
- ✓ Attachment J – Vendor Signature Sheet

9.0 General

9.1 College Privileges

The Board reserves the right to accept or reject any application for Pre-qualification within the parameters described by Chapter 4, State Requirement for Educational Facilities, Rule 6A-2.0111, Florida Administrative Code and accept those applications considered being in the best interest of Tallahassee Community College.

9.2 Appeal

In accordance with the provisions of Section 4.1(8)(h), Rule 6A-2.0111, Florida Administrative Code, a responding firm whose application has been rejected shall be given the benefit of reconsideration and appeal as follows:

- ✓ The aggrieved vendor may, within ten days after receiving notification of such action, request reconsideration in writing. The vendor may submit additional information at the time of appeal.
- ✓ The Board shall act upon the contractor's request within 30 calendar days after the filing and shall notify the vendor of its action to adhere to, modify, or reverse its original action. The Board may require additional information to justify the reconsideration.

9.3 Queries

Requests for information are divided into two categories. The **first category** relates to questions and concerns dealing with the colleges planned educational facilities construction program through March 1, 2013.

The **second category** relates to concerns dealing exclusively with the requirements contained in this Pre-qualification application.

NOTE: All questions must be forwarded in writing to Section 2. Contact Information. The Last day for Written Inquiries is Tuesday, February 14, 2012 @ 5:00 p.m. The Anticipated Date that Answers to Written Inquiries will be posted on TCC's Website is Thursday, February 16, 2012.

9.4 Review Committee

In accordance with the provisions of Section 4.1(8)(b)2d, Rule 6A-2.0111, Florida Administrative Code a Pre-qualification review committee recommended by the president and appointed by the Board shall review and evaluate each entity's application for Pre-qualification. The committee will make recommendations to the president for the Boards approval regarding the type projects, dollar volume and any limits within the scope of Pre-qualification.

10.0 Attachments

Some of the following attachments contain information for your viewing while some **shall** be completed and returned with your proposal to fulfill the requirements of this RFQ. If additional space is needed in order to accurately complete these forms, duplicates of the forms may be made.

Attachment A – Proposer Information Form

Attachment B – Drug-Free Work Place Form

Attachment C – Minority & Woman Owned Business Declaration Form

Attachment D – W-9, Request for Taxpayer Identification Number and Certification

Attachment E – TCC's Proposer Application Form

Attachment F – Statement of No Proposal Submitted (If applicable)

Attachment G – Addendum Acknowledgement Form

Attachment H – TCC Campus Map (Information Only)

Attachment I – Proposed Projects

Attachment J – Vendor Signature Sheet

Attachment A – Proposer Information Sheet

Name:
Title:
Company Name:
Mailing Address:
City :
State:
Zip:
Telephone Number:
Company Toll Free Telephone Number:
Cell Phone:
Fax Number:
E-Mail Address:
Type of Business: _____ Corporation _____ Partnership _____ Sole Partnership _____ Joint Venture
Incorporated in the State of _____
Date: _____ Number of Years _____
SSN (If Sole Proprietorship or Partnership: _____ Only required if FEIN is not provided.

*This form **must** be completed and returned with your proposal to fulfill the requirements of this RFQ.*

Attachment B - Drug-Free Work Place Form

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned proposer in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

Publish 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.

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.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

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 novo contender 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.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

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.

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

Attachment C - Minority and Woman Owned Business Declaration

Minority/Woman Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority and Woman Owned Business Declaration Form

Proposer hereby declares that it is a Minority/Woman Owned Business Enterprises, as defined by section 288.703, Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American
- () Hispanic American
- () Native Americans
- () Asian American
- () American Woman

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statues 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) "Small business" means an independently owned and operated business concern that employe 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) "Minority Business Enterprises" means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin,

which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) "Minority person" means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. 287.0943(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

Attachment D – W9, Request for Taxpayer Identification Number and Certification

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number : : : : : : : : :	OR
Employer identification number : : : : : : : : : : : : : : :	

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below).

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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

Attachment E – TCC Vendor Application Form

Vendor Application Form

Tallahassee Community College



Vendor Application

Company Name _____

FEIN/SSN: _____

If SSN, please provide copy of Business License. If provided, the SSN will be recorded and used for IRS (form 1099 reporting) purposes only.

Contact Information:

- Initial Application
- Application Revision

Name _____

Title _____

() _____ - _____

Phone Number

() _____ - _____

Fax Number

Email _____

Organized as: (check one)

- Individual Partnership
- Corporation Non-Profit
- Sole Proprietorship

*1099 required? Yes No

Type of Business:

- Professional Services
- Manufacturer
- Regular Dealer (type 1)
- Construction
- Regular Dealer (type 2)
- Printing Firm

State of Florida Commodity Code, if known: _____

_____ - _____

Mailing Address:

Attention _____

Suite/PO Box _____

Street _____

City _____ State/ZIP _____

Note: If your company has more than one mailing address, please indicate on a separate sheet.

Remittance Address:

(If different from mailing address)

Attention _____

Suite/PO Box _____

Street _____

City _____ State/ZIP _____

Note: If your company desires to receive payments via electronic forms transfer (EFT), please indicate here and provide your banking info below.

ABA - _____ Account - _____

Vendor Status:

Is company certified as a "Minority Business Enterprise" ?

Yes No ---If 'Yes', attach copy of current MBE/WBE certification.

If 'Yes', which check applicable category.

- Black American
- Native American
- Hispanic American
- Asian American
- American Woman
- Other _____

Company Officers, Owners or Partners

Name _____ Title _____

Name _____ Title _____

Vendor Requirements:

All vendors providing goods and/or services to TCC must complete this Vendor Application prior to issuance of a college purchase order.

Unless directed otherwise by purchasing department personnel, all items must be shipped to the following address:

**Tallahassee Community College
Receiving Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895**

Goods or services shall not be provided to college without an approved college purchase order.

If you desire to be added to the College's vendor bid list, please describe your primary business activity or description of commodities sold:

Certification:

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 company is in compliance with Florida Statutes, Ch # 112.313 (Conflicts of Interest) and that I have disclosed the name of any officer, director or partner who owns, directly or indirectly, an interest of five percent or more in the above company or any of its branches.

Authorized Signature _____ Date _____

Printed Name & Title _____

Please complete, sign and return application. The application may also be faxed to (850)201-8506, or emailed to davisc@tcc.fl.edu

This form must be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.

Attachment F – Statement of No Application Submittal

Statement of No Application Submittal

If your company does not intend to submit an application, please complete and return this form prior to the date shown for receipt of applications to:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895

We, the undersigned, have declined to submit an application on the above referenced Request for Qualification for the following reason(s):

- RFQ was unclear (please explain below)
- Insufficient time to respond
- Too much information is needed
- Unable to meet bond or insurance requirements
- Other (please explain below)

Remarks: _____

Remove us from your "Proposer's List"

_____ Company Name	_____ Telephone
_____ Signature	_____ Fax
_____ Title	_____ Typed or Printed Name

Address, City, State & Zip Code

E-Mail Address and Website

If applicable, this form must be completed, signed and returned.

ADDENDUM ACKNOWLEDGEMENT FORM
RFQ # 2012-04
ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE
444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.201.8520
www.tcc.fl.edu

Sample

Bid No: RFQ # 2012-04

Bid Title: Application for Contractors Pre-Qualifications

Opening Date: February 22, 2012 @ 2:00 p.m.

ADDENDUM NO: One (1) Date: XXXXXXX, 00, 2012

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFQ:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFQ.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

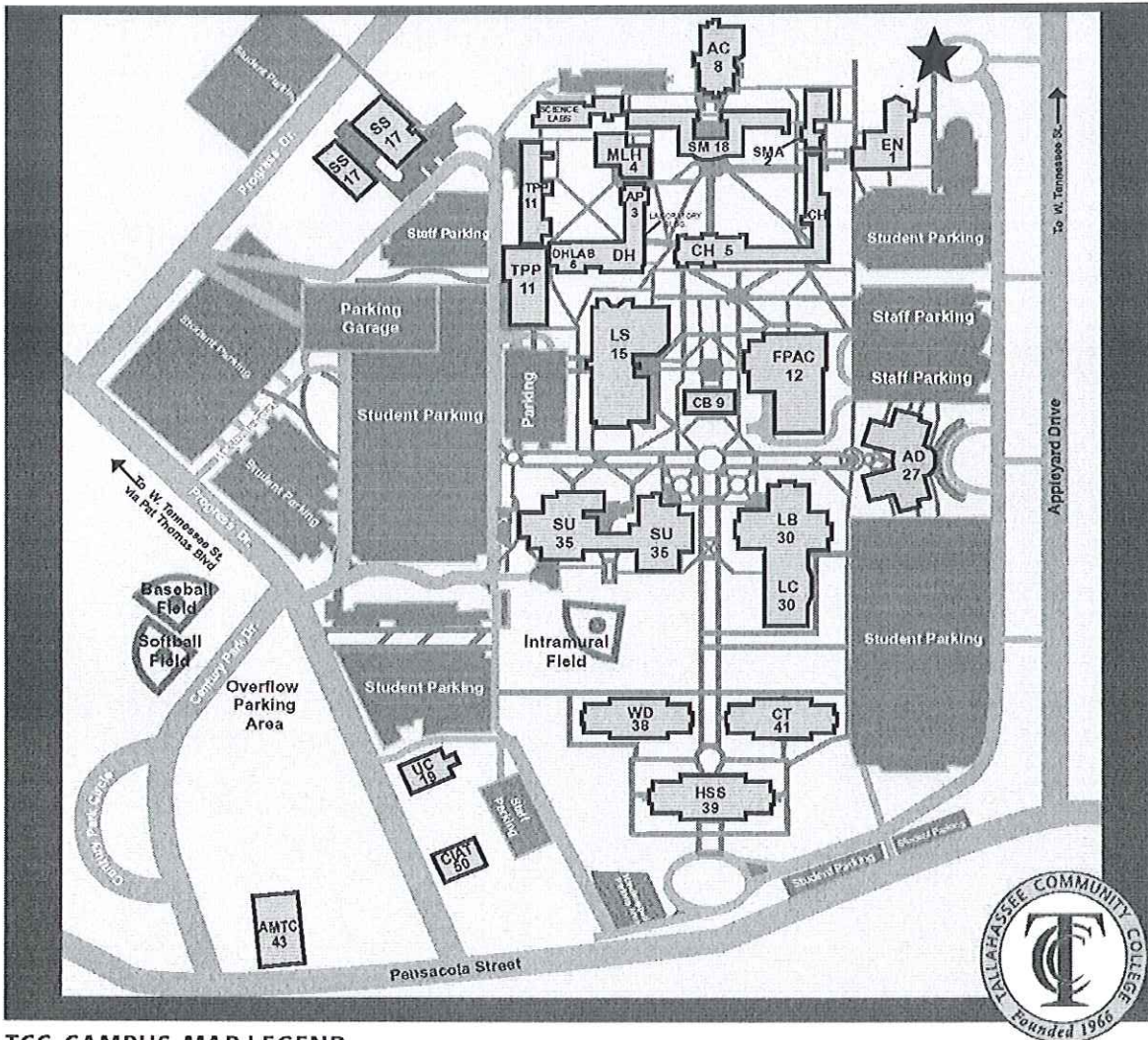
RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE: _____

AUTHORIZED SIGNATURE

Attachment H – Campus Map



TCC CAMPUS MAP LEGEND

- | | | |
|---|--|---|
| AC 8 Academic Computing Center | CT 41 Computer Technology Building | SU 35 Student Union Building |
| AD 27 Hinson Administration Building
Academic Affairs
Administrative Services
Business Office
Communications and Public Information
General Services and Procurement
Human Resources
Information Center
Information Technology
Office of the President
TCC Foundation | DH 6 Dental Hygiene Building
Dental Hygiene Lab | Bookstore
Campus Life
Career Center
Cashier
College Reach-Out Program (CROP)
Disability Support Services
Enrollment Services and Student Success
Financial Aid
Food Court
International Student Services
Student Activities
Student Affairs
Veterans Center |
| AMTC 43 Advanced Manufacturing Training Center | EN 1 English Building | TPP 11 Technology and Professional Programs Building |
| AP 3 Academic Support Building | FPAC 12 Fine and Performing Arts Center
Center for Teaching Excellence
Ralph Hurst Gallery
TCC Fine Art Gallery
Testing Center / DSS Testing Center
Turner Auditorium | UC 19 University Center
Barry University
Embry-Riddle Aeronautical University
Flagler College
Saint Leo University |
| CB 9 Center Building
Campus Police
Print Shop | HSS 39 T.K. Wetherell History and Social Sciences Building | WD 38 Center for Workforce Development |
| CH 5 Communications and Humanities Building | LB 30 TCC Library | |
| CIAT 50 Construction/Industrial Applied Technology Building
Thomas University | LC 30 William D. Law, Jr. Learning Commons | |
| | LS 15 Lifetime Sports Complex
Athletics
Fitness Center | |
| | MLH 4 Judge Walter T. Moore Lecture Hall | |
| | SM 18 Science and Mathematics Building | |
| | SMA 2 Science and Mathematics Annex | |
| | SS 17 Support Services Building | |
| | | ★ Star Metro Bus Stop |

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center

Attachment I - Proposed Projects

PROJECT TITLE

Ren Clsrn & Lab Fac Bldgs 1,2,6,8,9,11,12,15,18,27,30
Renovate Bldgs 54,56,57,58
Ren Health & Life Safety-College-wide
Ren Data & Communication system
Ren HVAC & Piping-College-wide
Ren Electrical & Dom Water Utility Infrastructure
Ren Worn Carpet/Interior Paint Campus wide
Ren Theater (Turner Auditorium) Phase III
Ren Chilled Water Loop
Ren Parking Lots (Campus wide)
Ren Roofs-College-wide
Ren Stormwater Site Improv per Master Plan
Ren Adj land (rds, drainage, SW ponds, etc)
Ren Landscaping, irrigation system and lines
Ren Exterior Lighting
Ren Interior and Exterior Signage College-wide
Rem/ren Bldg#8, including kitchen area
Rem/ren Health Ed Clsrms/labs Bldg#11
Rem/ren Dental Hygiene Clsrms/Labs Bldg#6
Rem/ren Bldg#12 w/addition
Central Utility Plant/Underground utility infrastructure
Aquatic Training Facility
Grounds/Central Receiving Facility
High speed police training track

Attachment J – Vendor Signature Sheet

Vendor Signature Sheet

I, the undersigned, having the authority to bind my company for this proposal, hereby certify that I understand and accept the conditions as set forth in this request for proposal.

Further, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

PROPOSER'S LEGAL NAME _____

FEDERAL ID NUMBER _____

CITY, STATE AND ZIP CODE _____

TELEPHONE #(____) _____ FAX #(____) _____

BY SIGNATURE (Manual) _____

BY SIGNATURE (Typed) _____

TITLE: _____ DATE _____

Section XXXI: Affirmation

By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.

Section XXXII: Request for Proposal Terms

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFP. Each responding firm shall submit only one proposal. All proposals received shall remain firm for a period of one (1) year after the date specified for the receipt of the proposals.

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFP.*