Legal Notice

Pre-Qualification submittals will be received in the Purchasing Office, Florida Keys Community College, 5901 College Road, Key West, Florida 33040 by 2:00 p.m. local time on October 12, 2010 for

CONTRACTORS’ PRE-QUALIFICATION
FOR
FLORIDA KEYS COMMUNITY COLLEGE
KEY WEST, FLORIDA

According to the application package available from:

Diane Baxter
Schmidt Consulting Group, Inc.
40 South Palafox Place, Suite 300
Pensacola, FL 32502
(850) 438-0050

Any proposals received after the above closing time will not be considered. Direct all proposals to:

Ms. Tamrah Hill
Purchasing Coordinator
Florida Keys Community College
5901 College Road, Room A-128
Key West, FL 33040

September 19, 26, and October 3, 2010
FLORIDA KEYS COMMUNITY COLLEGE

Request for Qualifications (RFQ)
For
APPLICATIONS FOR CONTRACTORS' PRE-QUALIFICATION
RFQ 2010-01

Applications Due Date – October 12, 2010 - 2:00 p.m. EST
Applications Opening – October 13, 2010 - 10:00 a.m. EST

http://www.fkcc.edu/purchasing
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2.0 Contact Information

Submit Pre-Qualification:

Florida Keys Community College
Purchasing Department
5901 College Road, Room A-128
Key West, FL 33040

Contact Information:

Diane R. Baxter, Facilities Consultant
Email: (diane@schmidtconsultinggroup.com)
Phone: 850.438.0050

Tamrah Hill, Purchasing Coordinator
Email: (tamrah.hill@FKCC.edu)
Phone: 305.809.3222

Location:

Florida Keys Community College
Purchasing Department
5901 College Road
Key West, FL 33040
(305) 809-3222 – Phone

RFQ Title: Applications For Contractor Pre-Qualification

RFQ No.: RFQ 2010-01

Commodity Code: 973-160 Building and Contractor Services

Applications Due Date: October 12, 2010 - 2:00 p.m. EST

Applications Opening: October 13, 2010 - 10:00 a.m. EST
3.0 FKCC Purchasing Department's Website

http://www.fkcc.edu/faculty-admin/purchasing-overview.da
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.

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<thead>
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<th>DATE</th>
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<tr>
<td>September 20, 2010</td>
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<td>Release RFQ to Public</td>
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<tr>
<td>September 28, 2010</td>
<td>3:00 p.m. EST</td>
<td>Last day for Written Inquiries</td>
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<tr>
<td>October 4, 2010</td>
<td>3:00 p.m. EST</td>
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<td>October 12, 2010</td>
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<td>RFQ Applications Due</td>
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<tr>
<td>October 13, 2010</td>
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<td>RFQ Applications Opening</td>
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<td>October 22, 2010</td>
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<td>Anticipated Review Committee Evaluation</td>
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<td>October 25, 2010</td>
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<td>Anticipated Notification of Pre-qualification</td>
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5.0 Introduction

The Board of Trustees, Florida Keys 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 418(8) State Requirements for Educational Facilities, Rule 6A-2.0111, Florida Administrative Code and are embodied in this application without modification as required.

6.0 Overview

6.1 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 $10 million dollars. Therefore, this Pre-qualification application (RFQ) will cover the period October 1, 2010 through September 30, 2011.

6.2 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.

6.3 Projected Projects
Projected projects are those projects which are not yet in the design and development stage but which are proposed for construction after October 1, 2010. 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.

6.4 Applications Due and Public Opening
All applications shall be received by the FKCC Purchasing Department by the specified time and date as listed in Section 4, Calendar of Events (Applications Due).

A public opening of the applications for this RFQ will occur as listed in Section 4, Calendar of Events (Applications Opening) in Room 115 (Eagle Conference Room) of the Hinson Administration Building. Applications will be opened by the FKCC Purchasing Department and recorded. Further evaluations will not be performed during this time. 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.

6.5 Statement of No Application Submittal
If not submitting an Application, respond by returning only Attachment F - Statement of No Application Submittal, and give the reason(s) in the space provided. Failure to submit either an Application or a Statement of No Application Submittal may be cause for removal of the Proposer from the mailing list.

6.6 Delays
FKCC, at its sole discretion, may delay the scheduled due dates indicated on the Calendar of Events if it is to the advantage of FKCC to do so. FKCC will notify proposers of all changes in scheduled due dates by written addendum.

6.7 Application Withdrawal
Proposers may withdraw their application by notifying the FKCC Purchasing Department in writing at any time prior to the time set for the application deadline (Due Date). Proposers may withdraw their application in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver’s license) and provide a signed receipt for the application. Once opened, the application become the property of FKCC and will not be returned to the proposer.

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

6.9 Inquires
All proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the FKCC Purchasing Department in writing by the Calendar of Events, Last Day for Written Inquiries. 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 FKCC Purchasing Department, by the date listed in the Calendar of Events, Last day for Written Inquiries. 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 on VBS and FKCC’s Website.

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

The College will also post all addenda and materials relative to this pre-qualification on FKCC’s Purchasing website: http://www.FKCC.fl.edu/purchasing.

6.11 Accuracy of Application Information
Any proposer, which submits in its application to FKCC any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

6.12 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 $25,000.00) 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 proposal forms, Proposers attests that they have not been placed on the “Convicted Vendor List”.

6.13 Public Records
All applications 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. Vendors are
cautioned that Florida law generously defines what constitutes a public record; see, for example, section 119.07 of the Florida Statutes.

NOTE: If a Proposer believes any of their material(s) are exempt from disclosure and public records, they must identify specifically any information contained in their application, 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.

6.14 Compliance with Laws
All Proposers are required to comply with all Federal, State and Local laws, codes, rules and regulations controlling the action or operation of this RFQ. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20 Education Code – Educational Facilities), OSHA regulations, all Civil Rights legislation, and all employment and minimum wage laws.

6.15 EEO Statement
FKCC is committed to assuring equal opportunity in the award of contracts and therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin or gender.

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

6.17 Authority to Practice
The proposer hereby represents and warrants that it has and will continue to maintain all licenses and approvals required for conducting its business, and that it will at all times conduct its business activities in a reputable manner. The proposer will and hereby does warrant and guarantee that he/she will perform the work required by this contract in a workmanlike manner. The quality of work performed under this contract will equal or exceed the norm for the trade.

6.18 Compliance with Laws
In performance of the services, the proposer will comply with all applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards.

6.19 Federal and State Taxes
Florida Keys Community College is exempt from Federal Tax and State Sales and Use Tax. Upon request, FKCC will provide an exemption certificate to the proposer. The proposer shall
not be exempt from paying sales tax to its suppliers for inventory, materials, supplies, equipment, and services to fulfill contractual obligations with FKCC, nor shall the proposer be authorized to use FKCC’s Tax Exemption Number in securing such inventory, materials, supplies, equipment, and services. The proposer shall be responsible for all associated taxes. The proposer shall be responsible for payment of its own and its share of its employee’s payroll, payroll taxes and benefits.

6.20 Site Visits
Site visits will not be scheduled under this RFQ.

6.21 Permits, Licenses, and Insurance Documentation
The Board of Trustees, Florida Keys 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.

6.22 Contact
Any questions concerning this RFQ shall be directed to Diane Baxter and Tamrah Hill at the FKCC Purchasing Department as indicated in Section 2, Proposal and Contact Information page. All prospective proposers are hereby instructed not to contact any member of the FKCC’s District Board of Trustees or Florida Keys Community College (FKCC) staff member(s), other than those noted above regarding this RFQ.
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 Florida Keys Community College, Purchasing Department, 5901 College Road, Room A-128, Key West, FL 33040. 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 FKCC 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
FKCC 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.

7.3 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 application, with all supporting documentation in a sealed envelope/container marked as noted above.

7.4 Due Date/Time
The time and date will be scrupulously observed. Proposals must be received in the FKCC Purchasing Department by the deadline. Applications received after the specified time and date shall not be evaluated. FKCC will not be responsible for late deliveries or delayed mail. The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any applications. Receipt of the application in the Purchasing Department after the time and date specified will result in the rejection of the Proposer’s application. Normal business hours are 8:00 a.m. to 4:00 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 applications will not be accepted. Proposers are cautioned that all incoming mail to the FKCC campus is sent to the College’s Central Receiving Department prior to its distribution to the individual departments, therefore, at least a 24-hour distribution delay should be considered when mailing the application to the FKCC Purchasing Department. FKCC cautions proposers to assure actual delivery of mail or hand-delivered proposals prior to the deadline set for receiving applications. Telephone confirmation of timely receipt of the application may be made by calling FKCC’s Purchasing Department at (305) 809-3222.

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 October 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 $10 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 January, 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 – FKCC’s Proposer Application Form
✓ Attachment G – Addendum Acknowledgement Form (If Addendum was issued)
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 Florida Keys Community College.

9.2 Protest
Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

9.3 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.

9.4 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 January 1, 2012.
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, September 28, 2010 @ 3:00 p.m. EST.
The Anticipated Date that Answers to Written Inquiries will be posted on FKCC’s Website is Monday, October 3, 2010 @ 3:00 p.m. EST.

9.5 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 – FKCC’s Proposer Application Form
Attachment F – Statement of No Proposal Submitted (If applicable)
Attachment G – Addendum Acknowledgement Form
Attachment H – FKCC Campus Map (Information Only)
Attachment I – Proposed Projects
Attachment A – Proposer Information Sheet

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<td>Incorporated in the State of:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Number of Years:</td>
<td></td>
</tr>
<tr>
<td>SSN (If Sole Proprietorship or Partnership):</td>
<td>Only required if FEIN is not provided.</td>
</tr>
</tbody>
</table>

*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 no contest 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.
Minority and Woman Owned Business Declaration

Bidder hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:

Type of Business: Check applicable block(s)

☐ “African-American” includes persons having origins in any of the black racial groups of Africa.

☐ “Woman-Owned Business Enterprise”

☐ “Hispanic American” includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.

☐ “Native American” includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.

☐ “Asian-Pacific Americans” includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.

☐ “Asian-Indian Americans” includes persons whose origins are from India, the Indian Sub-Continent and Pakistan.

Note: MBE and WBE are defined by Federal Register 49 CFR. Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day to day management and control of the business. § 287.094 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 is guilty of a felony of the second degree.

Vendor:

Address:

Phone: Fax: EMail Address:

Certified by (name of Public Entity, if applicable)

Certificate Number: Attach copy

Signature: Date:

Florida Keys Community College
5901 College Road
Key West, FL 33040
Phone (305) 809-3521, Fax (305) 292-5163
Attachment D - W9, Request for Taxpayer Identification Number and Certification

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

**Vendor File Information:** Please type or print your responses to the applicable items below. Your responses will assist us in evaluating your firm for future bid opportunities.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Invoices must be submitted using this name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Street / P.O. Box</th>
<th>City</th>
<th>State</th>
<th>Zip + 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders will be sent to this address (Local Office)</td>
<td>Contact Person</td>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone No.</td>
<td>FAX Number</td>
<td>Toll Free Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMail Address and Website Home Page</th>
<th>EMail Address</th>
<th>Website Home Page</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Remittance Address</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where to send payments</td>
<td>City</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate Headquarters</th>
<th>Street / P.O. Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>If different from above address</td>
<td>City</td>
</tr>
</tbody>
</table>

| Type of Business | Sole Proprietor | Partnership | Corporation |

| Federal Identification Number |

<table>
<thead>
<tr>
<th>Vendor declares it is a M/WBE</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if yes, complete M/WBE Declaration Form)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Business Activity</th>
<th></th>
</tr>
</thead>
</table>
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:

Florida Keys Community College
Purchasing Department
5901 College Road, Room A-128
Key West, FL 33040

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 # 2010-01  
ADDENDUM #1

FLORIDA KEYS COMMUNITY COLLEGE  
5901 College Road  
Key West, FL 33040  
305.809.3222  
www.FKCC.fl.edu

Sample

Bid No: RFQ # 2010-01

Bid Title: Application For Contractors' Pre-Qualifications

Opening Date: October 13, 2010 @ 10:00 a.m.

ADDENDUM NO: One (1) Date: XXXXXXX, 00, 2010

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

RESPONDENT: ___________________________ BY: ___________________________

ADDRESS: ___________________________ PHONE: ___________________________

CITY, STATE: ___________________________ DATE: ___________________________

AUTHORIZED SIGNATURE

This form must be turned in with the submittal if any addenda are issued. A separate form will be required for each addendum issued.
## Attachment I - Proposed Projects:

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construct Marine Propulsion Building</td>
</tr>
<tr>
<td>Renovate Campus Café</td>
</tr>
<tr>
<td>Renovate Classroom Buildings</td>
</tr>
<tr>
<td>Ren Health &amp; Life Safety-College-wide</td>
</tr>
<tr>
<td>Ren Data &amp; Communication system</td>
</tr>
<tr>
<td>Ren HVAC &amp; Piping-College-wide</td>
</tr>
<tr>
<td>Ren Electrical &amp; Dom Water Utility Infrastructure</td>
</tr>
<tr>
<td>Ren Worn Carpet/Interior Paint Campus wide</td>
</tr>
<tr>
<td>Ren Chilled Water Loop</td>
</tr>
<tr>
<td>Ren Parking Lots (Campus wide)</td>
</tr>
<tr>
<td>Ren Roofs-College-wide</td>
</tr>
<tr>
<td>Ren Stormwater Site Improv per Master Plan</td>
</tr>
<tr>
<td>Ren Landscaping, irrigation system and lines</td>
</tr>
<tr>
<td>Ren Exterior Lighting</td>
</tr>
<tr>
<td>Ren Interior and Exterior Signage College-wide</td>
</tr>
<tr>
<td>Central Utility Plant/Underground utility infrastructure</td>
</tr>
<tr>
<td>Grounds/Central Receiving Facility</td>
</tr>
<tr>
<td>Remodel Existing Marine Propulsion Building</td>
</tr>
</tbody>
</table>