



FLORIDA FISH AND WILDLIFE

CONSERVATION COMMISSION

REQUEST FOR INFORMATION (RFI)

FWC RFI 15/16-069

BRYANT BUILDING FIRE SPRINKLER SYSTEM EXPANSION

GROUND FLOOR AND ATTIC SPACE

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REQUEST FOR INFORMATION (RFI)

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I. STATEMENT OF NEED/PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

This is a Request for Information (RFI) as defined in Section 287.012(22), Florida Statutes, for informational and planning purposes. This RFI is issued by the State of Florida, Florida Fish and Wildlife Conservation Commission (“Commission” or “FWC”), to solicit information regarding the services described herein.

A RFI is not a method of procurement. Responses to a RFI are not offers and shall not be accepted by the Commission to form a binding Contract. This RFI and responses to it shall not result in the execution of a Contract with the Commission. By submitting a response to this RFI, a vendor is not prohibited from responding to any related subsequent solicitation. This RFI may be used for purposes of determining whether or not to competitively procure a commodity or contractual service, determining what solicitation process to use, or researching general, special, and/or technical specifications for a project or solicitation. The Commission reserves the right to utilize the information gathered through the RFI process to develop a scope of services, which may be incorporated into a Contract using a statutorily approved method of procurement.

FWC is seeking information from vendors to provide fire sprinkler system expansion to the Bryant Building, 620 South Meridian Street, Tallahassee, FL. Systems will include a “wet system” for the ground floor elevator lobby and a “dry system” in the attic. All systems must comply and adhere to all State and/or Federal fire safety codes.

This RFI is for informational purposes ONLY. The Commission reserves the right to use or reject any information supplied in response to this RFI.

II. BACKGROUND

The Commission has the need to install fire sprinkler systems in the attic and on the ground floor of the Farris Bryant Building, in order to be compliant with the State’s fire code. In 2015 a formal solicitation was issued to install these systems, however due to the un-anticipated cost the bid was not awarded. The Commission is requesting information in order to analyze and determine the best solution and cost for budgetary planning purposes.

III. RESPONSE FORMAT

Responses to this RFI shall include, at a minimum, the following information:

- a. The vendor’s complete name, address, telephone number, fax number, email address, FEID number, and the vendor’s contact person for this RFI.
- b. Provide background information on your company and 2-3 historical projects which are similar or related. Describe what makes your company unique from others.

- c. Provide information, brochures, technical specifications etc. Indicate any special building assumptions including HVAC, utility services (power, water, sewer, etc.), access aisles, doorway dimensions, and ceiling clearance.
- d. Provide information on permitting and all associated costs.
- e. Provide an index list of all equipment, description, manufacturer, purpose, electrical requirements, and estimated costs. Equipment shall include all electrical connections work. Assume connection to existing Bryant Building Fire Alarm system shall be performed by others, include estimated cost associated with system connection in this RFI.
- f. Provide a process flow diagram listing the steps, procedures, and task time involved, and listing any assumptions on labor or equipment provided by others.
- g. Describe warranty information which may provide the Commission with the best value
- h. Describe how materials and labor will conform to NFPA (13) 2007 and all Local/State Codes
- i. Provide an estimated budgetary cost associated with the project by line item description

IV. SCHEDULED WALK-THROUGH

The Commission will provide interested vendors an opportunity to view the areas described in the Schedule of Events in this RFI.

All vendors attending the walk-through will be required to sign in at the Security Desk of the Farris Bryant Building. The Project Manager, William Dockery will begin the walk-through promptly at the designated time and location.

Technical drawings will be provided to all vendors attending the walk-through. The attached Confidentiality Exemption Form, Attachment A must be completed and hand delivered to the Project Manager at the walk through prior to receiving any technical drawings.

V. QUESTIONS

Questions are encouraged and may be submitted via email or fax to the Project Manager, William Dockery. Written responses to questions will be posted on the State of Florida [Vendor Bid System](#) – See Schedule of Events for posting date

VI. RESPONSE TO RFI

Responses to this RFI shall be submitted via email to the Project Manager, William Dockery by the date and time identified in the Schedule of Events. The Commission reserves the right to use any information supplied in any manner.

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VII. SCHEDULE OF EVENTS

The following schedule identifies all events associated with this RFI. Please note all times are Eastern Time (ET).

Schedule	Due Date	Method
Request for Information Issued	November 23, 2015	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
Walk through at the Farris Bryant Building	Tuesday, December 8, 2015 @ 10:00 a.m.	Florida Fish & Wildlife Conservation Commission 620 South Meridian Street, Room G33 Tallahassee, Florida 32399-1600
Questions due (via email to the Project Manager)	Must be received PRIOR to: December 11, 2015@ 5:00 p.m.	William Dockery, Project Manager 620 South Meridian Street, Room G33 Tallahassee, Florida 32399-1600 Telephone: (850) 617-9605 E-mail: william.dockery@myfwc.com
Answers Posted on VBS	Tuesday, December 15, 2015	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
Deadline to submit responses (via email to the Project Manager)	Tuesday, December 22, 2015 @ 5:00 p.m.	William Dockery, Project Manager 620 South Meridian Street, Room G33 Tallahassee, Florida 32399-1600 Telephone: (850) 617-9605 E-mail: william.dockery@myfwc.com

VIII. PROPRIETARY INFORMATION

Any portion of the submitted response which is asserted to be exempt from disclosure under Chapter 119, Florida Statutes, shall be clearly marked “exempt”, “confidential”, or “trade secret” (as applicable) and shall also contain the statutory basis for such claim on every page containing such exempt information. Pages containing trade secrets shall be marked “trade secret as defined in Section 812.081, Florida Statutes”. Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Commission will provide such records in response to public records requests without notifying the respondent. Designating material simply as “proprietary” will not necessarily protect it from disclosure under Chapter 119, Florida Statutes. An entire response should not be considered “trade secret”.

PLEASE NOTE: Any submitted material that is not clearly marked as stated in Section 6, Proprietary Information, is subject to Florida Statute 119, Public Records.

IX. VENDOR COSTS

Vendors are responsible for all costs associated with preparing a response to this RFI. The State of Florida and the Commission will not be responsible for any vendor costs associated with preparing a response to this RFI.

The Commission appreciates your time and interest in responding to this Request for Information.

THIS IS NOT A COMPETITIVE SOLICITATION. PLEASE DO NOT ATTEMPT TO SUBMIT A BID, PROPOSAL OR OTHER PRESENTATION.

FWC 15/16-078
Confidentiality Exemption Form
Attachment A

I acknowledge that the information I am requesting is exempt from public disclosure pursuant to §119.071(3)(b) Fla. Stat.. I further acknowledge that all officers, employees, servants, and agents of _____ **(Business name)** shall maintain the exempt status of the requested information as required by §119.071(3)(b)4 Fla. Stat.. In the event that _____ **(Business name)** anticipates subcontracting any part or all of the work to any third party and as such a potential subcontractor requests to see the exempt material, _____ **(Business name)** shall require the subcontractor to acknowledge the exemption and provide written assurance that all officers, employees, servants, and agents of the subcontractor will maintain the exempt status of the information as well.

Contractor: _____

Address: _____

Telephone: _____

Name: (Print): _____

Title: _____

City/State/Zip: _____

Fax: _____

Name (Sign): _____