

Intent to Respond Notice:

Ref:# 2011-49 - COLLEGE WIDE GROUNDS CARE

For companies learning of this solicitation from the Internet, please FAX this form today to the Florida State College at Jacksonville Purchasing Department (904) 632-3087, due to the possibility of an addendum being issued changing information. This will place your company on the mailing list for any addendums issued.

Note: Failure to respond to an addendum issued may result in your bid/proposal response being considered Non-Responsive.

Company name: _____

Address: _____

Contact Person: _____

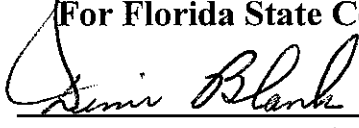
Phone #: _____

Fax #: _____

E-mail: _____

Contact for additional information if needed.

Tony Carter
Purchasing Construction Contract Coordinator
904-632-3086
ancarter@fscj.edu

Bid/RFP: 2011-49	ISSUE DATE:	03/23/2011
RFP TITLE:	COLLEGE WIDE GROUNDS CARE	
RFP OPENING DATE & TIME:	04/21/2011 @ 2:00 PM EDT	
PURCHASING AGENT:	Tony Carter	
FLORIDA STATE COLLEGE AT JACKSONVILLE 501 WEST STATE STREET Room 305 JACKSONVILLE, FL 32202 FAX Submissions Not Allowed	<h2 style="text-align: center;">REQUEST FOR PROPOSAL</h2> <p style="text-align: center;">For Florida State College At Jacksonville</p>  <p style="text-align: center;">Dennis Blank Purchasing Manager</p>	

VENDOR INFORMATION & NO RFP BLOCKS *Jacksonville FL - Local Time

Each supplier desiring to be maintained in the College's computerized RFP list for future solicitations is requested to return this single form (only) when submitting a "No RFP".

RFP (see attached)
 No RFP
 Reason for Submitting "No RFP":

COMPANY SUBMITTING RFP:	
MAILING ADDRESS:	
FEDERAL ID #	
CITY:	
STATE:	ZIP: TEL:
FAX:	EMAIL:

Minority Business Enterprise Type: #

Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership).
 Minority Solicitation & Participation: It is Florida State College at Jacksonville "Minority (MBE) Outreach Monitoring Policy" to encourage maximum solicitation (Request for Proposal) and participation by minority firms in its purchase contracts. To this end, minority and non-minority firms responding to this RFP as general contractors are encouraged to conduct similar outreach efforts in its subcontract processes as your efforts will be monitored by the College's District Board of Trustees. While the College does not establish specific goals for minority "set-asides", it does have a 25% minority solicitation (Request for Proposal) monitored goal with awards being to highest rated proposer(s) meeting specifications. Since implementation of the College Minority Outreach Program in December 1, 1991 minority/small business solicitations have been provided to 25% WBE/MBE firms, and awards to minorities have increased considerably on College purchase contracts.

"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"
IMPORTANT!! SIGNATURE BLOCK

I certify that this RFP is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined prices that are fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the company submitting it.

Officer's Authorized Signature	Officer's Typed Name & Title

TO BE RESPONSIVE, SIGNATURE OF OFFICER AUTHORIZED TO BIND THE COMPANY SUBMITTING THIS RFP IS REQUIRED

POST DATE:	05/09/2011	REMOVE DATE:	05/12/2011
------------	------------	--------------	------------

GENERAL CONDITIONS

Proposers are to review Florida State College at Jacksonville's General Conditions (which are incorporated by reference) by visiting:

<http://www.fscj.edu/district/purchasing/forms-standard-contracts.php>

INSTRUCTIONS FOR W-9 FORM:

Proposers can obtain Florida State College at Jacksonville W-9 Form Instructions by visiting:

<http://www.fscj.edu/district/purchasing/forms-standard-contracts.php>

The W-9 form is on the following page to be completed and returned with your submittal:

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	
	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"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requestor'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. 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.

Social security number								
OR								

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

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

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

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

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.

U.S. person. 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

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.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

PROPOSAL' S CHECKLIST

THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING A PROPOSAL AND MAY BE USED TO ENSURE THAT SECTIONS OF THE RFP/PROPOSAL ARE PROPERLY COMPLETED AND RETURNED. A COPY OF THIS SHEET WILL BE RETAINED IN FLORIDA COLLEGE FILES AS A RECORD OF YOUR RESPONSE TO THIS RFP.

ON THE REQUEST FOR PROPOSAL (RFP) SHEET (Page #2 of this RFP):

1. Company name, mailing address, telephone, FAX number and Federal ID# blocks are all correctly entered on the Request for Proposal Sheet?

2. Minority Business Enterprise Type # correctly entered? _____
3. If not submitting a RFP, have you noted "No RFP" on page # 1? Have you stated your reason(s) for not submitting a proposal? _____
4. Is your total proposal (page #2) submission less than the defined total maximum page count? _____
5. Is your RFP proposal signed by an authorized officer of the company submitting this RFP/proposal? _____
6. Have you completed the Request for Taxpayer Certification (W-9) form noting your tax employer identification number (or SSN) in the appropriate block? _____

PROPOSALS RETURNED UNSIGNED ARE CONSIDERED NON-RESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR RFP/PROPOSAL (PAGE 2) IS SIGNED BY AN AUTHORIZED OFFICER FOR YOUR COMPANY.

All proposers are alerted to pay special attention to all sections contained in this Request for Proposal which state they shall be completed and submitted as part of the response to the solicitation in order for your proposal to be considered responsive. Listed below is an overview of those Sections.

<u>Section</u>	<u>Page</u>	<u>Section</u>	<u>Page</u>	<u>Section</u>	<u>Page</u>	<u>Attachment</u>	<u>Page</u>
<u>1.03</u>	<u>8</u>	<u>4.292-4.296</u>	<u>14</u>	<u>5.51</u>	<u>36</u>	<u>A-1</u>	<u>40</u>
<u>3.10</u>	<u>11</u>	<u>4.30</u>	<u>15</u>	<u>6.10</u>	<u>38</u>	<u>A-2</u>	<u>41</u>
<u>4.12</u>	<u>12</u>	<u>4.60</u>	<u>23</u>	<u>7.00</u>	<u>39</u>	<u>B</u>	<u>42</u>
<u>4.27</u>	<u>14</u>	<u>4.61-4.66</u>	<u>24-29</u>			<u>C</u>	<u>43</u>
<u>4.28</u>	<u>14</u>	<u>5.21</u>	<u>33</u>			<u>D</u>	<u>44</u>
<u>4.29</u>	<u>14</u>						

Please review and submit your formal RFPs, proposals by the date and time shown on page #1 cover of this RFP document to:

SEALED RFP# 2011-49
Dennis Blank
Purchasing Manager
Florida State College at Jacksonville
501 West State Street
Room 305
Jacksonville, FL 32202

Please **boldly** indicate **the RFP number** on the outside of your sealed proposal envelope to assist the Foundation in identifying your RFP.

The College reserves the right to reject any portion or all proposals, to resolicit RFPs or not, and to waive informalities as deemed in the best interest of the College.

Having carefully examined the terms, general conditions, general specifications of this solicitation and special conditions and by signing and submitting your formal proposal thereto including the following commitment and agreement:

ANTI-COLLUSION STATEMENT: The Proposer by signing and submitting a proposal has "not" divulged to, discussed or compared his/her proposal with any other Proposer(s) and has not colluded with any other Proposer(s) or parties to a proposal whatsoever.

(NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this proposal and the Proposer being debarred for not less than three (3) years of doing business with the College.

TABLE OF CONTENTS

SECTION

1.00	Overview	page 8
2.00	Existing Conditions.....	page 10
3.00	Problem Statement/RFP Objectives	page 11
4.00	Proposal Guidelines/Scope of Service.....	page 12
5.00	Proposal Interrogatories/ Evaluation Criteria	page 30
6.00	Evaluation Criteria Matrix /Basis of Award	page 37
7.00	Schedule	page 39
8.00	Special Conditions	page 45
Attachments:		
A-1	Sample Reference Letter for Proposer to send to their client's	page 40
A-2	Reference Performance Evaluation Survey	page 41
B	Site Visitation Certification	page 42
C	Equipment List	page 43
D	List of Subcontractors	page 44

1.00 Overview

1.01 Florida State College at Jacksonville (College) at this time has a requirement your company may be qualified to submit to the College a formal proposal in response to this RFP **2011-49**.

1.02 This RFP solicits the submittal of priced proposals from qualified firms that can provide grounds care as defined herein.

1.03 **To be considered responsive**, proposers **shall** deliver before 2:00 p.m. EST. on 04/21/2011 one (1) original signed hard copy and 5 copies on CD with all proposal documentation including your company's RFP 2011-49 proposal in a pdf format.

Note: Original binder must be marked ORIGINAL and must have original signature. The CDs may be placed inside the binder. Place label each CD with the College's name, RFP number, and your company's name.

It is the proposer's responsibility to guarantee the CDs are 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy proposal will prevail.

Proposal **shall not exceed 50 total pages** in length to include not only all required College forms and attachments but any document* that you include in your submittal to:

Dennis Blank
Purchasing Manager
501 West State Street
Room 305
Jacksonville, FL 32202

Note: Fifty (50) page total maximum submission limit includes all of the College's forms and any or all attachments. *The table of contents, the drug-free signature form, FSCJ addendum signature sheet and tab sheets are Not counted in your maximum 50 pages. If your proposal in total exceeds this 50 page limit, **only the first 50 pages** (including any referred to pages) of your proposal will be evaluated.

1.04 To be responsive your proposal **shall** be signed by an authorized employee/officer with the authority to bind a contract.

1.05 Any proposal submitted **shall** have prices firm for at least 90 days from public opening to allow adequate time for college evaluation, board of trustee approval as well as, contract negotiation and execution.

1.06 Please direct any inquiries to the following College staff.
Contact Person:

RFP submittal
 Tony Carter
 Purchasing Construction Contract Coordinator
 Phone: 904-632-3086
 Email: ancarter@fscj.edu

Contact staff to arrange visit Campuses and Centers:
 (Vendor must call each Campus/Center to schedule a visit to that location)

Campus	Contact Name	Phone Number
South Campus	Phillip Mitchell	904-646-2400
South Campus -Call between 8am and 5pm to setup appointment for Monday afternoons 1:30 or Friday mornings 10:00		
Kent Campus	Chris Owens	904-381-3450
North Campus	Sean Griffith	904-766-6693
North Campus-Call to setup appointment for Tuesdays – Thursdays 9am – 12pm.		
Deerwood Center	Zoran Bozic	904-997-2749
Cecil Centers –North and South	Scott Johnson	904-779-4177
Nassau Center	Randy Harden	904-548-4452

1.07 As deemed in the College’s best interest, the College reserves the right to:

1. Reject any or all proposals submitted.
2. To resolicit proposals or not.
3. To award any portion(s) of this RFP.
4. To waive informalities.
5. To issue to all responsive proposers request for information (RFI’s).
6. To issue requests to negotiate with finalist and solicit best and final offers.

2.00 Existing Conditions

2.10 Florida State College at Jacksonville (College) located in Northeast Florida have five (5) campuses and six (6) centers and provide instruction to over 60,000 students each year.

2.20 The College's campuses and centers are:

- A. Downtown Campus: 101 West State Street, Jacksonville, FL 32202
 - Advanced Technology Center (ATC) 401 W. State St. Jacksonville, FL 32202
 - Administrative Offices (AO), 501 W. State St., Jacksonville, FL 32202

- B. Kent Campus: 3939 Roosevelt Blvd., Jacksonville, FL 32205
 - Cecil Center North: 5640 New World Ave., Jacksonville, FL 32221
 - Cecil Center South: 13450 Lake Fretwell St., Jacksonville FL 32221

- C. North Campus: 4501 Capper Road, Jacksonville, FL 32218
 - Nassau Center: 76346 William Burgess Blvd., Yulee, FL 32097

- D. South Campus: 11901 Beach Blvd., Jacksonville, FL 32246
 - Deerwood Center: 9911 Old Baymeadows Road, Jacksonville, FL 32256

- E. Open Campus/Urban Resource Center (URC): 601 W. State St., Jacksonville, FL 32202

2.30 The College currently out sources grounds care on a number of campuses. The Downtown Campus, Advanced Technology Center, Administrative Offices and Urban Resource Center currently manages its own grounds care and are not part of this RFP. The current term for the existing outsourced grounds care contracts on the campuses and centers expires June 30, 2011. There are currently 2 contracts for grounds care.

2.40 Approximately 11 years ago, the College solicited proposals to provide grounds care services and awarded a contract to Trim All Lawn Services and J & D Maintenance and Services, Inc. This contract is in its 8th and final year ending June 30, 2011.

3.00 Problem Statement:

To identify a qualified contractor for each lot who can provide the College the best combination of preferred grounds care management services and overall best total value.

3.10 It is the College's objective to solicit the submittal of proposals from qualified firms to provide full grounds care for each of the Campuses / Centers defined herein.

This RFP #2011-49 is sectioned into six (6) lots. Each lot will be evaluated as a "stand alone" lot. It is the Colleges intent to analyze each lot individually so that they will be recommended for award to the overall highest ranked proposer for that lot.

NOTE: Firms need not submit proposals for all lots to be considered responsive.

The lots are defined as follows:

- Lot 1 – South Campus
- Lot 2 – Kent Campus
- Lot 3 – North Campus
- Lot 4 – Deerwood Center
- Lot 5 – Cecil Center North and Cecil Center South
- Lot 6 – Nassau Center

It is the College's intention that the resultant contract(s), if approved by the District Board of Trustees at their June 07, 2011 meeting, would be for an initial contract period of 7/1/2011 through 6/30/2013 with up to three (3) additional two (2) year terms of extension. Renewal of each term would be subject to satisfactory performance, continued need, mutually agreeable terms and conditions continued receipt of adequate appropriations by the State of Florida Legislature and District Board of Trustee approval of extension.

Any resultant contract shall be governed by the laws of the State of Florida and would include a 90 day termination provision without cause or cost for both parties.

4.00 Proposal Guidelines/Scope of Services/Proposal

4.10 PROPOSERS ARE HIGHLY ENCOURAGED TO FOLLOW THE RFP NUMERICAL SEQUENTIAL FORMAT OF THIS RFP# 2011-49

4.11 The College has scheduled a Non- Mandatory attendance RFP pre-proposal conference on April 6, 2011 at 10:00 am, at the Advanced Technology Center, 401 West State Street, Jacksonville, FL 32202, Room T121 to provide proposers an opportunity to meet with College staff to answer questions. (See Section 7.00) Proposers are requested to defer calling College staff listed until after this meeting.

4.12 RFP Inquires:

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective proposers other than through the purchasing office during the proposal preparation and evaluation period. However, all proposers will be provided a copy of all written questions (submitted prior to 2:00pm 4/11/2011) of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquiries to the attention of:

Buyer : Tony Carter
Title: Purchasing Construction Contract Coordinator
Florida State College at Jacksonville
501 West State Street
Room 305
Jacksonville, FL 32202
FAX: (904) 632-3087

or via email: ancarter@fscj.edu

All written questions are due no later than 2:00 p.m. April 11, 2011.

ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.

If necessary, an addendum will be mailed or delivered to all who are known by the Purchasing Department to have received a complete set of proposal documents.

4.13 The proposer /awarded contractor shall be prepared to begin full scale operations on July 1, 2011.

4.20 GENERAL CONDITION

- 4.21 EXPLANATIONS TO PROPOSERS: Any explanation desired by a contractor regarding the meaning or interpretation of the request for proposal, Form of Agreement, etc. must be requested in writing from the College's Purchasing Manager with sufficient time prior to the define established deadline as defined in Section #7 to allow for a reply to reach all proposers before the response submission due date of their proposals. Any interpretation made will be in the form of a written addendum which will be furnished (mailed) to all known prospective proposers. Its receipt by the proposer must be acknowledged by one of the means set forth in the addendum. ORAL EXPLANATIONS OR INSTRUCTIONS given either at a pre proposal conference or before the submittal of proposals or prior to award of the resultant contract will **NOT** be binding on the College.
- 4.22 CONDITIONS AFFECTING THE WORK: Proposers are encouraged to attend the non- mandatory attendance pre-proposal conference meeting and visit each of the Campus/Center proposer is bidding on in this RFP and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Proposers should also carefully examine the RFP documents so that they are accurately informed regarding any and all conditions and requirements contained therein that may in any manner affect the work to be performed. The College will not assume any responsibility for proposers' cost to submit proposals or their errors and omissions caused by failure of the part of the proposer to visit the sites or to inspect and familiarize themselves with the contract documents.
- 4.23 ADDENDA: Any addenda issued prior to the opening of the RFP for the purpose of changing the specifications of this request for proposal or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the RFP and related documents. Since all addenda are available to proposers at the office of the FSCJ Purchasing Manager, it is each proposer's responsibility to check with the issuing office and immediately secure all addenda before submitting your proposal. The FSCJ Purchasing Manager mails by U.S. mail addenda to all known prospective contractors, but no guarantee can be made that addenda will be received.
- 4.24 PREPARATION OF PROPOSALS:
- (a) Proposals **shall** be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the proposal. Telegraphic proposals will not be considered. Proposals must be typed or written in ink.
 - (b) Modifications of proposals already submitted will be considered if received at the office designated in the RFP prior to the time set for public opening of proposals.
- 4.25 FAMILIARITY WITH LAWS: The proposer is assumed to be familiar with all Federal, State of Florida and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility. Any resultant contract shall include requirements that the performance of work and resultant contract shall be governed by the laws of the State of Florida.

- 4.26 This RFP solicits a level of exceptional grounds care service that is comparable to any high-quality grounds care service operations in the United States. Further, a service that is sensitive and responsive to the needs of the campus and compatible with the educational and cultural objectives of the College.
- 4.27 Contractor **shall** disclose with their proposal the names of any College employees or District Board of Trustees members that are also owners or employees of your company including any person hired for contract work.
- 4.28 All proposing firms **shall** be licensed to do business in the State of Florida/Duval County and have been in this type of business for a minimum of 36 months. To be considered responsive shall attach a copy of your current business licenses.
- 4.29 Awarded Contractor(s) shall have the written pre-approval of College's Safety Department for use of ANY chemical. All chemicals to be used on this job including manufacturer's labeled directions and MSDS sheets **SHALL** be received by Ms. Bonnie Bradshaw, Occupational Health and Environmental Safety, 904-632-3397, 501 West State Street, Jacksonville, FL 32202 **PRIOR** to use at the College.
- 4.291 Environmentally safe chemical controls shall be used as needed to protect all plant materials from damage. It is required that chemical applications be made by a licensed operator using EPA and College approved material under the direction of a Certified Pest Control Operator.
- 4.292 Only state certified pest control operators under the employ of a State licensed pest control company will perform add alternates 3 – 5. To be considered responsive proposer shall attach a copy of your licenses with your proposal. Define in your proposal the names of your company's exact personnel who will perform the service and attach copies of their qualifications.
- 4.293 List the specific work to be performed by each sub-contractor, if sub-contractors are to be used for any portion of lots #1 - #6. To be considered responsive proposer shall attach a copy of all subcontractor licenses and certifications (See attachment D).
- 4.294 The awarded contractor(s) shall be solely responsible for furnishing all labor, materials, supplies, parts, equipment of an appropriate kind/size/capacity/diversity to uniformly, evenly, and properly mow, trim edge, rake, mulch, bag, spread, or otherwise maintain all grassed areas. At all times, the contractor's equipment, tools, and implements used in the operations shall be maintained in "top" condition and adjustment. To be considered responsive proposer shall attach a complete listing of all equipment for each lot that will be used if awarded this contract. (See attachment C)
- 4.295 To be responsive proposers shall visit each campus prior to submitting their proposal and attach a Site Visitation Certificate (See attachment B) for each lot (Campus/Center) being bid on, signed by the defined College point of contact at each Campus/Center.
- 4.296 Awarded contractor of each lot shall have each campus representative sign a detailed receipt after "each service" visit that defines the exact chemicals used, quantity and service performed that day.**
- 4.297 Provide and maintain during all terms of this contract insurance to the limits defined in Special Condition # 8.01 attached.

4.298 In addition to the requirements of this specification and other contract documents, the following documents and requirements of the awarded contractor to comply with are incorporated herein by reference thereto:

- a. State of Florida's Industrial Safety Code
- b. Federal Occupational Safety and Health Administration's Safety Standards pertaining to equipment, personnel, and operational safety requirements for the type work and services contracted.
- c. American National Standards Institute's Safety Standards and Requirements for equipment being used and the type work and services being performed.

4.30 To be Responsive proposer shall attest to:

- Being in Business of providing commercial grounds care as defined in this RFP for a minimum of 3 years.
Yes _____ No _____
- Only a Licensed Pest Control Company will provide fertilizer, pest and weed control.
Yes _____ No _____
- Only a Certified Operator employed by licensed company will provide fertilizer, pest and weed control.
Yes _____ No _____

Specifications for Lots #1 - #6

While the College has defined specific chemicals to be applied and frequency of application this will in NO WAY relieve the awarded contractor of each lot from the responsibility of reviewing analyzing, and monitoring actual site conditions and environmental changes. The awarded contractor will be held responsible to provide written recommended actions, to the college, based upon changes of site conditions, of modifications to the specific chemicals specified to be applied and frequency for application so as to ensure at all times the most efficient and effective health and growth of all lawns plants and shrubs control of all insects (inclusive of worms) and applications of fungicide and weed control.

Provide grounds mowing maintenance of all lawn and turf areas throughout the entire campus boundaries including site easements; unless otherwise defined by Campus Staff. In addition to mowing, the work includes edging all pavement, driveways, walks, plant beds, and islands. Hedging plants to be undercut below established heights and borders to promote new growth and trimming to be done to keep plants within boundaries. Line trimming grass around trees, signs, fire hydrants, transformers, light poles, buildings and shelters, and all other vertical or horizontal objects on the campus; and, clean all pavements, walks, and other surfaces of a similar nature of litter (cuttings and clippings), sand, and other debris resulting from operations. (Use of air blowers will be limited to areas away from classrooms, or to be used when classes are not in session and within City Ordinances to minimize noise disruption.) All debris to be picked up from mowing area before mowing. As defined below:

A. Mowing:

All grassed/turf areas of the campuses to the curb line and/or edge of pavement. Such mowing shall be accomplished with an appropriately sized mower set at a cutting height (the College prefers no less than 2½" height) that is appropriate to the species of grass being mown. Mower blades shall be sharpened and/or replaced regularly to provide for definitive cutting (not fraying) of grass leaves. Mower shrouds, belt and shaft covers, housing, safety skirt and all other components shall be maintained intact and in safe operating condition. Mowing shall be accomplished in a manner that will reduce the clippings to a finely shredded residue, in a manner of overlapping passes and changing patterns or direction of passes for uniform height and appearance, and in a manner that will eliminate concentration of uncollected clippings. Clippings that are "wind-rowed and/or "piled" shall be collected and disposed of off-site. Scalping, gapping, and/or gouging turf shall be disallowed and shall be repaired at the expense of the Contractor.

36 cuttings annually (except where otherwise noted per Lot)

January	1 cutting
February	1 cutting
March	3 cuttings
April	Weekly cutting (4 cuttings)
May	Weekly cutting (4 cuttings)
June	Weekly cutting (4 cuttings)
July	Weekly cutting (4 cuttings)
August	Weekly cutting (4 cuttings)
September	Weekly cutting (4 cuttings)
October	3 cuttings
November	2 cuttings
December	2 cuttings

B. Edging:

All pavement, driveways, walks, islands, fire hydrants, transformers, signs, curbs, light poles, and all other horizontal and vertical objects shall be blade edged or line trimmed. Edging to be done with every mowing.

C. Line Trimming:

Line trim grass, vines, or other vegetation around trees, signs, fire hydrants, light poles, transformers, building edges, planter edges, shelter edges and/or any other vertical or horizontal objects on the campuses.

Edging and Line Trimming shall be done with each mowing. Trimmings to be raked and picked up by contractor and disposed of, off site, by contractor.

D. Leaf and Debris Blowing Off:

The contractor shall be responsible for all blowing off of all leaves and removal of debris (off campus) from all sidewalks weekly. All parking lots are to be done monthly or otherwise directed per Lot. Contractor shall ensure processes are implemented to prevent damage to vehicles on site. Contractor accepts liability for any and all damage to vehicles caused by employees or subcontractor of awarded contractor.

E. Hedge Maintenance:

All hedge plants will be undercut below established heights and borders to promote new growth and filling hollow areas. After hedge plants re-establish themselves with new growth, trimming will be done to keep plants within the boundaries identified.

F. Flower/Ornamental Bed Maintenance:

(Additive Alternate 1)

Trim and hand weed all flower/ornamental beds weekly April thru September and Bi-monthly October thru March. Pre-Emergent and Post-Emergent herbicides use to be defined per Campus Staff. Flower bed plants and ground cover will be selectively trimmed to promote and develop healthy growth, and fullness, to present a good appearance. Place and maintain flowering annuals with seasonal plants in spring and fall in designated areas. Awarded contract to provide flowering annuals in Spring and Fall. Re mulch all flowerbeds and other mulched designated areas once a year with 1" covering of Cyprus mulch; except where otherwise directed per Lot. The cost of mulch will be per cubic yard.

G. Irrigation:

(Additive Alternate 2)

The irrigation system to be visually checked weekly with complete systems check to be done on a monthly basis. The awarded Contractor(s) will repair, at contractor's cost, any damage done to the irrigation system by lawn equipment. The Contractor shall be responsible for the application of sufficient water to all defined landscaped areas and the prevention of over-watering. Awarded contractor is to check controller for proper settings, adjust heads, optimize operation of irrigation system. (Repairs, other than damage by lawn equipment, to the College's irrigation system are billable to the College with submittal of quote for labor and parts and receipt of a College Purchase Order).

H. Insecticides:

(Additive Alternate 3)

The contractor shall be responsible for selection of chemicals that are used and shall be held accountable for any misuse. All chemicals shall be applied according to the manufacturer's labeled directions. The contractor shall provide a MSDS sheet for **"ALL"** chemicals proposed to the Occupational Health and Environmental Safety Coordinator for approval and review of any danger associated with the use of any proposed chemicals.

EPA and College approved dormant oil spray shall be applied to shrubbery during the winter season to kill scale and prevent the hatching of insect eggs.

Ants shall be exterminated by the awarded contractor. Inactive mounds shall be knocked-down and blended in with the grounds.

Insecticides to be priced by square foot.

I. Fungicides and Herbicides:

(Additive Alternate 4)

Weeds shall be controlled by pre-emergent weed control applied twice a year. Weeds shall also be controlled by spot spraying as necessary. Herbicides shall be used to eradicate the growth of weeds and grasses in pavement cracks and joints.

Fungicides and Herbicides to be priced by square foot.

J. Fertilizer:
(Additive Alternate 5)

The contactor shall complete a soil test(s) analysis to determine the best fertilizer grade, rate and time of application. Water all fertilizer into the soil immediately after application to avoid damage to foliage. Fertilizers shall be complete with a minimum of 50 percent nitrogen derived from organic sources.

In addition to the foregoing and subsequent specifications, the following requirements shall be incumbent upon the awarded contractor, her/his employees/representatives/agents/suppliers and/or sub-contractors.

The awarded bidder shall be responsible to furnish all materials, tools, transportation, containment devices, equipment, vehicles, labor permits, insurance certificates, spillage control, safety devices, and clean-up and all other actions/activities related and necessary to perform the work and services completely, safely and satisfactorily.

Fertilizer to be priced by square foot.

K. Tree Pruning:
(Additive Alternate 6)

Remove low limbs to a height of 7' on ornamental trees. Oak, maple and Palm trees are not included in pruning.

L. Retention Ponds and Drainage Ditches:
(Additive Alternate 7)

To be mowed to within 18" to 24" of the water edge with each mowing and line trimmed to the water's edge monthly.

M. Oak Trees:
(Additive Alternate 8)

Remove limbs to a height of 7' under the canopy of the tree, remove dead and diseased limbs.

4.50 Lots #1 - #6 Base bid defined as follows:

Provide grounds mowing maintenance of all lawn and turf areas throughout the entire campus boundaries including site easements; unless otherwise defined by Campus Staff. In addition to mowing, the work includes edging all pavement, driveways, walks, plant beds, and islands. Hedging plants to be undercut below established heights and borders to promote new growth and trimming to be done to keep plants within boundaries. Line trimming grass around trees, signs, fire hydrants, transformers, light poles, buildings and shelters, and all other vertical or horizontal objects on the campus; and, blow off all pavements, walks, and other surfaces of a similar nature of litter (cuttings and clippings), sand, and other debris resulting from operations. (Use of air blowers will be limited to areas away from classrooms, or to be used when classes are not in session and within City Ordinances to minimize noise disruption.) All debris to be picked up from mowing area before mowing.

Lots #1 - #6 Has eight (8) Additive Alternates some of which are common to all 6 lots.

NOTE:

Each lot MAY have one or more additive alternate that is unique for that lot only.

Add Alternate 1 – Flower/Ornamental Bed Maintenance

Add Alternate 2 – Irrigation

Add Alternate 3 – Insecticides

Add Alternate 4 – Fungicides and Herbicides

Add Alternate 5 – Fertilizer

Add Alternate 6 – Tree Pruning

Add Alternate 7 – Retention Ponds and Ditches

Add Alternate 8 – Oak Trees

4.51

Lot 1 – South Campus

South Campus, 11901 Beach Blvd., Jacksonville, FL 32216.

All work includes: The old Police Training Center at 11980 Alden Road. And the Fire Training Academy 2700 Fire Fighters Memorial Drive and Fire Training Academy Burn Ship (all behind the South Campus).

The grounds/grass mowing of our South Campus (as defined herein) is the base bid. This lot #1 includes additive alternates 1-7. The College reserves the right to either award or not any add alternates based on funding available as deemed in the Colleges best interest.

South campus has several drainage ditches and retention ponds to be maintained as defined herein.

4.52

Lot 2 – Kent Campus

Kent Campus, 3939 Roosevelt Blvd., Jacksonville, FL 32205.

All work to be within the boundaries of Kent campus.

The grounds/grass mowing of our Kent Campus (as defined herein) is the base bid. This lot #2 includes additive alternates 1-7. The College reserves the right to either award or not, any add alternates based on funding available as deemed in the Colleges best interest.

Leaf and debris removal to be weekly, from all sidewalks year round. Parking lots to be maintained monthly in winter months.

Monthly application of fertilizer, weed control, and lawn pest control. To be done when students are not on campus to allow dry time.

4.53

Lot 3 – North Campus

4501 North Capper Road, Jacksonville, FL 32218.

Work includes: Criminal Justice Training facilities. Base bid to include road median and right of way for North Campus Blvd from Capper Road to Dunn Avenue, and road median and right of way for North Campus Blvd to West end including the Criminal Justice Center. Medians to be maintained twice a month.

The grounds/grass mowing of our North Campus 38 times per year, the 36 yearly as defined herein with 1 additional cutting in March and 1 additional cutting October, is the base bid. Edging and Trimming will be done 38 times per year, with every mowing. This lot #3 includes additive alternates 1-8 and 3 alternates that are unique to Lot 3 – North Campus. The College reserves the right to either award or not, any add alternates, based on funding available as deemed in the Colleges best interest.

Leaf and debris removal to be weekly, from all sidewalks year round. Parking lots to be maintained twice a month.

North Campus requires the annual flowering plants to be replaced 4 times a year, twice in the spring and twice in the fall.

Trees to be pruned and cut back underbrush along property line on the north side of North Campus twice a year.

Trim Oak trees along road ways, in parking lot of P Building and along the drainage ditch at P Building once a year or as needed.

Twice a year removal of tree debris and trash from drainage ditches on at the P Building and other behind Ball Fields. North Campus also requires these ditches to be cut/mowed quarterly.

Provide and replenish pine straw on walking trails and treat trail areas with herbicide in April and August.

4.54

Lot 4 – Deerwood Center

9911 Old Baymeadows Road, Jacksonville, FL 31156

The grounds/grass mowing of our Deerwood Center (as defined herein) is the base bid. This lot #4 includes additive alternates 1-7. The College reserves the right to either award or not, any add alternates, based on funding available as deemed in the Colleges best interest.

The Deerwood Center requires turf fertilization, weed and pest control 7 times per year and ornamentals fertilization and pest control 2 times per year.

4.55

Lot 5 – Cecil Center North and Cecil Center South

5640 New World Ave, Jacksonville, FL 32215

13450 Lake Fretwell Road, Jacksonville, FL 32215

All work includes: CDL Training Facility at Cecil Center North and Building J, 6219 Authority Ave and Building H (Paint Hanger), 13325 Skymaster Road at Cecil Center South.

The grounds/grass mowing of our Cecil Center North and Cecil Center South (as defined herein) is the base bid. This lot #5 includes additive alternates 1-7. The College reserves the right to either award or not, any add alternates, based on funding available as deemed in the Colleges best interest.

Contractor will need to schedule work to be done at Cecil Center South and will need to check-in to be given access to secure Paint Hanger area. Contractor shall assure that no debris is left on tarmacs/runway, including all grass clipping, trash, rocks or tree debris.

Tree trimming will be done as needed.

NOTE: Construction work is still in progress at Cecil Center North and Cecil Center South that when complete will add retentions ponds and ditches. Construction drawings are available for review during proposer visit to Cecil Centers.

4.56

Lot 6 – Betty P. Cook Nassau Center

76346 William Burgess Road, Yulee, FL 32097

The Nassau Center currently maintains its own mowing, edging, trimming and debris removal. This lot #6 includes additive alternates 1, 3, 4, 5 and 6. The College reserves the right to either award or not, any add alternates, based on funding available as deemed in the Colleges best interest.

Nassau Center requires all mulched are be maintained with a 2” covering of Cyprus mulch. Turf fertilization, 4 times per year, weed and pest control 4 times per year or as needed and ornamentals fertilization and pest control 2 times per year.

Nassau Center requires that Oaks trees be trimmed yearly.

4.60 Define below which lot(s) your proposal is for

Lot #		YES	NO
1	South Campus		
2	Kent Campus		
3	North Campus		
4	Deerwood Center		
5	Cecil Center North & Cecil Center South		
6	Nassau Center		

4.61 Lot 1 – South Campus

			Unit Cost	Total Cost
1a	Base Bid Mowing (36 cuttings annually)	36 ea	\$	\$
1b	Base Bid Edging (36 times annually)	36 ea	\$	\$
1c	Base Bid Line Trimming (36 times annually)	36 ea	\$	\$
1d	Base Bid Leaf and debris removal	36 ea	\$	\$
1e	Base Bid Hedge Maintenance	12 ea	\$	\$
	Total Base Bid			\$
1f	Add Alternate 1: Flower Bed Maintenance Trim & Weed all flower/ornamental beds	36 ea	\$	\$
1g	Add Alternate 1: Flower Bed Maintenance Place and replace flowering annuals	2 ea	\$	\$
1h	Add Alternate 1: Flower/Ornamental Bed Maintenance Cyprus Mulch all flower/ornamental beds as need to establish and maintain 1" thick cover	1	Per Cubic Yard \$	\$
	Total Add Alternate 1			\$
1i	Add Alternate 2: Irrigation Maintain irrigation system as defined	12 (once per month)	Monthly \$	\$
1j	Add Alternate 3: Insecticides As needed	As needed	Per square ft. \$	
1k	Add Alternate 3: Insecticides Dormant oil spray	2 ea	Per square ft \$	\$
1l	Add Alternate 3: Insecticides Ants	As needed	Per square ft \$	
1m	Add Alternate 4: Fungicides/Herbicides Pre-emergent weed control	2 ea	Per square ft \$	\$
1n	Add Alternate 4: Fungicides/Herbicides As needed	As needed	Per square ft \$	
1o	Add Alternate 5: Fertilizer As needed	As needed	Per square ft \$	
1p	Add Alternate 6: Pruning Trees As defined		\$	\$
1q	Add Alternate 7: Drainage ditches and retention ponds As defined	36 ea	\$	\$

4.62 Lot 2 - Kent Campus

			Unit Cost	Total Cost
2a	Base Bid Mowing (36 cuttings annually)	36 ea	\$	\$
2b	Base Bid Edging (36 times annually)	36 ea	\$	\$
2c	Base Bid Line Trimming (36 times annually)	36 ea	\$	\$
2d	Base Bid Leaf and debris removal	52 ea	\$	\$
2e	Base Bid Hedge Maintenance	12 ea	\$	\$
	Total Base Bid			\$
2f	Add Alternate 1: Flower Bed Maintenance Trim & Weed all flower/ornamental beds	36 ea	\$	\$
2g	Add Alternate 1: Flower Bed Maintenance Place and replace flowering annuals	2 ea	\$	\$
2h	Add Alternate 1: Flower/Ornamental Bed Maintenance Cyprus Mulch all flower/ornamental beds as need to establish and maintain 1" thick cover	1	Per Cubic Yard \$	\$
	Total Add Alternate 1			\$
2i	Add Alternate 2: Irrigation Maintain irrigation system as defined	12 (once per month)	Monthly \$	\$
2j	Add Alternate 3: Insecticides As needed	12 (once per month)	Per square ft \$	
2k	Add Alternate 3: Insecticides Dormant oil spray	2 ea	Per square ft \$	
2l	Add Alternate 3: Insecticides Ants	As needed	Per square ft \$	
2m	Add Alternate 4: Fungicides/Herbicides Pre-emergent weed control	2 ea	Per square ft \$	
2n	Add Alternate 4: Fungicides/Herbicides As needed	12 (once per month)	Per square ft \$	
2o	Add Alternate 5: Fertilizer As needed	12 (once per month)	Per square ft \$	
2p	Add Alternate 6: Pruning Trees As defined	As needed	\$	\$
2q	Add Alternate 7: Drainage ditches and retention ponds As defined	36 ea	\$	\$

4.63 Lot 3 – North Campus

3a	Base Bid Mowing (38 cuttings annually)	38 ea	\$	\$
3b	Base Bid Edging (38 times annually)	38 ea	\$	\$
3c	Base Bid Line Trimming (38 times annually)	38 ea	\$	\$
3d	Base Bid Leaf and debris removal (weekly from sidewalks, twice a month from parking lots)	52 ea	\$	\$
3e	Base Bid Hedge Maintenance	12 ea	\$	\$
	Total Base Bid			\$
3f	Add Alternate 1: Flower Bed Maintenance Trim & Weed all flower/ornamental beds	36 ea	\$	\$
3g	Add Alternate 1: Flower Bed Maintenance Place and replace flowering annuals	4 ea	\$	\$
3h	Add Alternate 1: Flower/Ornamental Bed Maintenance Cyprus Mulch all flower/ornamental beds as need to establish and maintain 2" thick cover	1	Per Cubic Yard \$	\$
	Total Additive Alternate 1			\$
3i	Add Alternate 2: Irrigation Maintain irrigation system as defined	12 (once per month)	Monthly \$	\$
3j	Add Alternate 3: Insecticides As needed	As needed	Per square ft \$	
3k	Add Alternate 3: Insecticides Dormant oil spray	2 ea	Per square ft \$	
3l	Add Alternate 3: Insecticides Ants	As needed	Per square ft \$	
3m	Add Alternate 4: Fungicides/Herbicides Pre-emergent weed control	2 ea	Per square ft \$	
3n	Add Alternate 4: Fungicides/Herbicides As needed	As needed	Per square ft \$	
3o	Add Alternate 5: Fertilizer As needed	As needed	Per square ft \$	
3p	Add Alternate 6: Pruning Trees As defined	As needed	\$	\$
	Add Alternate 7: Drainage Ditch Mowed/cut quarterly	4 ea	\$	\$
3q	Add Alternate 8: Oak Trees As defined, once per each/as needed		\$	\$
3r	Add Alternate: Replenish pine straw on walking trail / treat with herbicide	2 ea	\$	\$
3s	Add Alternate: Remove tree debris and trash from drainage ditch at the P Building and behind Ball Fields	2 ea	\$	\$
3t	Add Alternate: Trees pruned and cut back underbrush twice per year	2 ea	\$	\$

4.64 Lot #4 – Deerwood Center

			Unit Cost	Total Cost
4a	Base Bid Mowing (36 cuttings annually)	36 ea	\$	\$
4b	Base Bid Edging (36 times annually)	36 ea	\$	\$
4c	Base Bid Line Trimming (36 times annually)	36 ea	\$	\$
4d	Base Bid Leaf and debris removal	36 ea	\$	\$
4e	Base Bid Hedge Maintenance	12 ea	\$	\$
	Total Base Bid			\$
4f	Add Alternate 1: Flower Bed Maintenance Trim & Weed all flower/ornamental beds	36 ea	\$	\$
4g	Add Alternate 1: Flower Bed Maintenance Place and replace flowering annuals	2 ea	\$	\$
4h	Add Alternate 1: Flower/Ornamental Bed Maintenance Cyprus Mulch all flower/ornamental beds as need to establish and maintain 1" thick cover	1	Per Cubic Yard \$	\$
	Total Add Alternate 1			\$
4i	Add Alternate 2: Irrigation Maintain irrigation system as defined	12 (once per month)	Monthly \$	
4j	Add Alternate 3: Insecticides 7 times per year	7 applications	Per square ft \$	
4k	Add Alternate 3: Insecticides Dormant oil spray	2 ea	Per square ft \$	
4l	Add Alternate 3: Insecticides Ants	As needed	Per square ft \$	
4m	Add Alternate 4: Fungicides/Herbicides Pre-emergent weed control	2 ea	Per square ft \$	
4n	Add Alternate 4: Fungicides/Herbicides 7 applications per year	7 applications	Per square ft \$	
4o	Add Alternate 5: Fertilizer 7 times per year	7 applications	Per square ft \$	
4p	Add Alternate 6: Pruning Trees As defined	As needed	\$	\$
4q	Add Alternate 7: Drainage ditches and retention ponds As defined	36 ea	\$	\$
4r	Ornamentals fertilization and pest control 2 times per year	2 applications	\$	\$

4.65 Lot #5 – Cecil Center North and Cecil Center South

			Unit Cost	Total Cost
5a	Base Bid Mowing (36 cuttings annually)	36 ea	\$	\$
5b	Base Bid Edging (36 times annually)	36 ea	\$	\$
5c	Base Bid Line Trimming (36 times annually)	36 ea	\$	\$
5d	Base Bid Leaf and debris removal	36 ea	\$	\$
5e	Base Bid Hedge Maintenance	12 ea	\$	\$
	Total Base Bid			\$
5f	Add Alternate 1: Flower Bed Maintenance Trim & Weed all flower/ornamental beds	36 ea	\$	\$
5g	Add Alternate 1: Flower Bed Maintenance Place and replace flowering annuals	2 ea	\$	\$
5h	Add Alternate 1: Flower/Ornamental Bed Maintenance Cyprus Mulch all flower/ornamental beds as need to establish and maintain 1" thick cover	1	Per Cubic Yard \$	\$
	Total Add Alternate 1			\$
5i	Add Alternate 2: Irrigation Maintain irrigation system as defined	12 (once per month)	Monthly \$	
5j	Add Alternate 3: Insecticides As needed	As needed	Per square ft \$	
5k	Add Alternate 3: Insecticides Dormant oil spray	2 ea	Per square ft \$	
5l	Add Alternate 3: Insecticides Ants	As needed	Per square ft \$	
5m	Add Alternate 4: Fungicides/Herbicides Pre-emergent weed control	2 ea	Per square ft \$	
5n	Add Alternate 4: Fungicides/Herbicides As needed	As needed	Per square ft \$	
5o	Add Alternate 5: Fertilizer As needed	As needed	Per square ft \$	
5p	Add Alternate 6: Pruning Trees As defined	As needed	\$	\$
5q	Add Alternate 7: Drainage ditches and retention ponds As defined	36 ea	\$	\$

4.66 Lot #6 – Nassau Center

			Unit Cost	Total Cost
6a	Add Alternate 1: Flower Bed Maintenance Trim & Weed all flower/ornamental beds-once per month	12 ea	\$	\$
6	Add Alternate 1: Flower Bed Maintenance Place and replace flowering annuals	4 ea		
6b	Add Alternate 1: Flower/Ornamental Bed Maintenance Cyprus Mulch all flower/ornamental beds as need to establish and maintain 2" thick cover	1	Per Cubic Yard \$	\$
	Total Add Alternate 1			\$
6c	Add Alternate 3: Insecticides 4 times per year or as needed	4 ea	Per square ft \$	
6d	Add Alternate 3: Insecticides Dormant oil spray	2 ea	Per square ft \$	
6e	Add Alternate 3: Insecticides Ants	As needed	Per square ft \$	
6f	Add Alternate 4: Fungicides/Herbicides Pre-emergent weed control	2 ea	Per square ft \$	
6g	Add Alternate 4: Fungicides/Herbicides 4 times per year or as needed	4 ea	Per square ft \$	
6h	Add Alternate 5: Fertilizer 4 times per year	4 ea	per square ft \$	
6i	Add Alternate 6: Pruning Trees As defined, 2 times per year or as needed		\$	\$
6j	Add Alternate 7: Drainage ditches and retention ponds As defined, as needed.	36 ea	\$	\$
6k	Add Alternate 8: Oak Tree Trimming As defined-once a year		\$	\$
6l	Ornamentals fertilization and pest control 2 times per year	2 applications	\$	\$

5.00 Proposal/Interrogatories/Evaluation Criteria

To be responsive proposers shall complete this “entire” Section #5.00. **The College evaluation committee will evaluate responsive written proposals submitted.** Please assure your proposal follows the RFP 2011-49 numerical order format.

5.10 **Company Qualifications/ Staff Experience and Qualifications:**

The committee evaluation will include reference to your company’s past experience and unique qualifications providing grounds care services to higher education. The committee will assign up to 30 points to proposers based on the degree of their unique qualifications and “related” past experience. (0 – 30 points)

5.11 Name of proposer: _____

5.111 Primary contact person: Name _____
 Phone No.(____) _____
 Fax No. (____) _____
 Email address: _____

5.112 Location of Northeast Florida proposer offices:

5.113 Year proposers business started? _____

5.114 Year proposer began providing grounds care services as required in this RFP? _____

5.12 To be responsive, proposers shall list below 3-5 related references of your providing similar services as defined in this RFP.

Client	Contact Name	Phone # /Email Address	# Years of Contractual Relation- ship	# Acres Main- tained	Does contact include Pesticide/ fertilization?

5.13 At what locations do you currently manage similar services?

5.14 How many grounds care employees does your company have in Northeast Florida?

5.141 How many are licensed to provide fertilization services as defined herein? _____
List the personnel who will perform the service and their licenses/qualifications.

Name	Licenses/Qualifications
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5.142 How many are licensed to provide weed control and pest control services as defined herein?
List the personnel who will perform this service and their licenses/ qualifications.

Name	Licenses/Qualifications
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5.143 You have submitted with this RFP a copy of your licenses to perform fertilization, weed and pest control? Yes _____ No _____

5.15 Define below a brief overview of company's safety training methods:

5.151 Does your company currently have an employee safety/accident free incentive program (IE: awards, bonus)? Yes _____ No _____
If Yes please describe: _____

5.152 Provide names of employees and manufacture training certificate for equipment completed by individuals that will be assigned to the College:

Name	Manufacture Training Certificates
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5.16 Please list below the name of the company or subcontractors that will provide on campus service.

5.161 Define below the name of the company who will :

- a. Provide base bid grounds care (lots 1-6)
- b. Flower bed maintenance services defined herein (lots 1-6) _____
- c. Irrigation services defined herein (lots 1-6) _____
- d. Fertilization services defined herein (lots 1-6) _____
- e. Insecticides pest control services defined herein (lots 1-6) _____
- f. Fungicides & Herbicides defined herein (lots1-6) _____
- g. Tree Pruning defined herein (lots1-6) _____
- h. Oak Tree trimming defined herein (lots 3 & 6) _____

5.17 Describe below a brief overview of your company's unique qualifications.

5.18 Has your company been awarded a publicly solicited contract for the defined grounds care Services by a Federal, State agency, City, School Board, or public College or University?

Yes _____ No _____
If yes; please define details of that contract: _____

5.19 Pursuant to Florida Statute 112.313(7) and FSCJ Board Rule # 6Hx 7-2.9 (4)
“Personnel Responsibilities Outside Scope of Employment” - “No employee (including part time employees, or adjunct employees) shall sell any product or service to the FSCJ Board except as may be specified in the employee’s position responsibilities at the College.”

As such does your company have any employee that owns > 5% of your company and is also a FSCJ full time/ part time / adjunct employee of the College? Yes _____ No _____
(If Yes, Define below the name of the employee and in detail their relationship with your company and the College):

5.20 Company Financial Strength:

The committee evaluation will include evidence provided of your company’s financial strength. The Committee will assign up to 10 points based on the degree of proposers’ financial strength (0 – 10points)

5.21 To be responsive attach a letter from your surety that commits to writing a 100% performance and payment bond for your company if you are awarded this contract.
Attached? Yes _____ No _____ (if no, please describe below).

5.22 Your company agrees to provide FSCJ, if awarded this contract #2011-49, a certificate of insurance to the limits defined in Special Condition #8.01. Agreed? Yes _____ No _____

5.30 Scope of Services Proposed:

The committee evaluation will include both the proposer’s overall scope of services proposed and the extent of experience implementing and managing a multi-campus grounds care system for. The committee will assign up to 20 points based of scope of services proposed meeting or exceeding the RFP specifications. (0 – 20 points)

5.31 Proposer has attached copy of business license? Yes _____ No _____

5.32 Attachments completed and returned with proposal:

Attachment B? Yes _____ No _____

Attachment C ? Yes _____ No _____

Attachment D? Yes _____ No _____

5.33 Awarded Contractor(s) agrees to provide a list that defines the exact chemicals used, quantity and services performed, and have College employee sign, after each visit? Yes _____ No _____

5.34 Does your proposal fully comply with all RFP 2011-49 requirements?

Yes _____ No _____ (If no, please describe):

5.35 Does your company agree to all RFP # 2011-49 requirements and also agree to sign resultant contract # 2011-49 without exception? Yes _____ No _____ (If no, define below deviations)

5.36 If awarded this contract RFP #2011-49 on June 7, 2011, can your company assume full operation of all awarded lots on 07/01/2011? Yes _____ No _____

5.37 Any resultant contract or contract amendment or contract renewal shall require a manual signature by both parties as opposed to use of e-signatures. Proposer shall define below any exceptions to this contract requirement. _____

5.38 Has your company timely delivered “both” a hard copy original proposal signed by an officer of your company **AND** also delivered the defined number of copies by CD as specified in Section #1.03? Yes _____ No _____ If no, describe:

- 5.39 The proposer, by submitting a proposal agrees the awarded contractor shall agree the resultant contract shall include:
- A. Provide all grounds care management services defined herein.
 - B. Be an "independent contractor" providing all supervision of staff including paying all wages and salaries for personnel specified, including payment of all insurance as specified in special condition 8.01.
 - C. Agree to a 90-day right of either party to request in writing termination of contract without cause.
 - D. Agree to a 14-day notice of default whereby either party shall be provided 14 days written notice to resolve any breach of contract terms and if said breach is not cured after 14 days said contract can be terminated within 7 days thereof.
 - E. Agree to obtain from the College authorization to schedule/start any work and will obtain a funded purchase order before starting any work.
 - F. Agree to sign a hold harmless statement that the awarded contractor would defend and hold the District Board of Trustees harmless from any third party as the result of contractor's, employees', subcontractors' or agents' negligence.
 - G. Agree to obtain the written approval of the College's marketing department before any advertisements or merchandise is printed that contains the College's logo.
 - H. Agree to be responsible for the maintenance of any contractor provided equipment.
 - I. Agree that FSCJ shall retain the right to request awarded contractor to replace onsite staff based on unsatisfactory customer service or unsafe practices on campus.
 - J. A requirement that performance of work/contract requirements shall be governed by the laws of the State of Florida.
 - K. Provide and maintain during all terms of this contract a 100% performance and payment bond (see special condition 10.05) guaranteeing faithful performance.

Agreed? Yes No

5.40 Total Cost/Value: The committee will evaluate the price quotations proposed, on a per Lot basis, and assign 40 points to that per Lot proposal with the lowest cost and calculate the scores of the other per Lot proposals on a percentage basis. (I.e. a firm that is 20% more expensive will be assigned 20% less points) (0-40 Points)

5.50 Finalist References:

The evaluation committee will review written responsive proposals submitted including evaluating your references you defined in Section 5.017 and completed Attachment A-2 surveys timely received directly from your clients, and from other of your client references to quantify both the quality of your services provided and similar services. The committee will assign up to 10 points for exceptional references. (0 – 10 points)

5.51 Required Response Information: In order to evaluate the abilities of the proposer to perform the grounds care services requested, information about the proposer must be provided to determine your ability to meet all of the criteria, which are to be considered in the award(s) of this RFP. This section identifies specific reference information that must be included in the proposal.

1. References: All proposers providing a response to this RFP **SHALL** provide a minimum of three related references. Proposers must utilize the attached Performance Evaluation Survey form which is attached as Attachment A-2.

It is the proposer's responsibility to send this form with a transmittal cover letter (Attachment "A") to your reference clients providing the reference who in turn will complete the survey form and timely forward the completed reference form to the Purchasing Department at the **College**. All reference forms shall be submitted by your client directly to the College's Purchasing Department no later than 2:00 pm (EDT) on 4/21/2011. Forms submitted after 2:00 (EDT) on 4/21/2011 will not be evaluated and your company will not receive consideration as part of the score by the evaluation committee.

- a) These references should preferably be directly related in which the proposer provided the same services as being proposed to the College.
- b) The references delivered must include as requested the name and address of your client and a contact person's telephone number/email address; a summary of the product offerings or services provided; and the approximate annual aggregate dollar volume of sales provided by your company to the specific client.

5.60 Finalist (Optional) Interview:

The evaluation committee may schedule interviews and demonstrations of their proposed solutions with any finalist (as deemed in the College's best interest). The committee will assign up to 30 points based on the finalist demonstration in the interview of their understanding of the College requirements and commitment to meeting or exceeding the College's minimum or preferred specifications. The College reserves the right to issue all finalists a best and final offer invitation, as deemed in the College's best interest. (0 – 30 points)

6.00 Evaluation Criteria/Basis of Award:

The College will organize an evaluation committee who will review responsive proposals submitted. The committee will meet in a public evaluation meeting(s) (see schedule in Section #7.00) and assign evaluation points for each criterion as defined herein. The committee will then total up each proposer's points to determine which proposer would be considered a finalist. The committee would then conduct reference checks of finalists and optionally schedule an interview and/or demonstration and/or site visits with all finalists or not, as deemed in the College's best interest.

Recommendation ranking of proposers for this contract will be to that proposer for each lot scoring the overall highest evaluation points.

It is the College's intent to recommend to its District Board of Trustees that College administration be authorized to negotiate with the top ranked proposer of each lot a satisfactory contract, and include additive alternates that are within each campus/lot available budget as deemed in the College's best interest. If a satisfactory contract can not be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer of that lot until a satisfactory contract #2011-49 can be negotiated and enter into.

6.10

RFP 2011-49
College Wide Grounds Care
Evaluation Criteria Matrix
Per Lot

Maximum Evaluation Points	Criterion	Proposer	Proposer	Proposer	Proposer	Proposer
30	Company Qualifications/Staff Experience and Qualifications.					
10	Company financial strength.					
20	Scope of services proposed					
40	Total cost/value					
100	Sub Total					
10	Finalist references					
30	Finalist (optional) interview					
140	Grand total					

Schedule

03/23/2011	RFP issue date
04/6/2011 10:00am (EDT)	Non-Mandatory Pre-Proposal Meeting, Advanced Technology Center, 401 West State Street, Jacksonville, FL 32202, Room T121
04/11/2011 2:00pm (EDT)	Deadline to submit questions/request for clarifications (by email to ancarter@fscj.edu)
04/21/2011 2:00pm (EDT)	Public proposal opening at College, Administrative Offices, 501 West State Street, Jacksonville, FL 32202 (3 rd floor purchasing) Room 305
04/21/2011 2:00pm (EDT)	Deadline for the College's receipt (directly from proposer's clients) of completed "Reference Performance Evaluation Surveys" Attachment A-2.
04/21/2011 Thru 04/28/2011	Evaluation committee review responsive proposals submitted.
04/28/2011 1:00pm -5:00 (EDT)	Public evaluation meeting, Advanced Technology Center, 401 West State Street Jacksonville, FL 32202, Room T201
05/04/2011 8:30am - 2:00pm (EDT)	(Optional) interview/demonstration of finalist, Advanced Technology Center, 401 West State Street Jacksonville, FL 32202, Room T121
05/04/2011 2:30pm – 4:30 (EDT)	Public evaluation meeting, Advanced Technology Center, 401 West State Street Jacksonville, FL 32202, Room T121
05/09/2011	Posting of recommendation of award.
5/12/2011	End of posting period.
06/07/2011	Recommendation submitted to the College's District Board of Trustees for approval.
07/01/2011	Date contract #2011-49 will commence.



Florida State College at Jacksonville
RFP 2011-49
Sample Transmittal Letter

Date: _____

To: _____ (your client) Email: _____

Phone: _____ Fax No: _____

Subject: Performance Evaluation of _____ (your company)

Number of pages including cover: 2

To Whom It May Concern:

Florida State College at Jacksonville has implemented a process that collects past performance information on various vendors that provide grounds care services to the College. The information will be used to assist the College Evaluation Committee in the evaluation of the vendors which provided services to your agency or company.

The company listed in the subject line above has chosen to participate in this program. They have listed you as a past client that they provided services for. Both the Company and Florida State College at Jacksonville would greatly appreciate you taking five to 10 minutes out of your busy day to complete the accompanying questionnaire.

Please review all items in the following Attachment A-2 and answer the questions to the best of your knowledge. If you cannot answer a particular question, please write "N/A". Please have the client return this questionnaire directly to Tony Carter, Purchasing Construction Contract Coordinator 04/21/2011 or earlier by fax: 904-632-3087 or email ancarter@fscj.edu.

Thank you for your time and effort.

Dennis Blank
Purchasing Manager

Florida State College at Jacksonville
RFP 2011-49

REFERENCE PERFORMANCE EVALUATION SURVEY
(Shaded area to be completed by RFP proposer)

Client Company Name: _____

Point of Contact: _____

Phone number and Email Address: _____

Fax No. () - _____

Proposer Company Name (who listed your company as a reference): _____

Client representative providing the reference (name and title): _____

Phone numbers and email address of individual providing the reference: _____

Date(s) of Service: _____ Annual Aggregate Dollar Amount of Service: \$ _____

Please evaluate the performance of the Proposer noted above using the following scales:

- 4 = Exceptional (always exceeds your expectations)
- 3 = Good (meets defined minimum requirement and occasionally exceeds your expectations)
- 2 = Average (meets minimum requirements)
- 1 = Does Not Meet Minimum Standards
- 0 = Do Not Hire (our company would not hire them again)

No	Reference Criteria	Scale Range	Your Score
1	Quality of Service of grounds care mowing services.	1 - 4	
2	Quality of Service of Fertilization of turf	1 - 4	
3	Quality of Service of Fertilization of ornamentals	1 - 4	
4	Quality of Service of pest control	1 - 4	
5	Quality of Service of weed control	1 - 4	
6	On site worker's safe use of equipment	1 - 4	
7	Ability to timely resolve issues.	1 - 4	
8	Accuracy of pricing and invoices	1 - 4	
9	Overall satisfaction on grounds care maintenance	1 - 4	
10	Overall customer satisfaction and hiring this proposer company again based on performance (comfort level in hiring proposer company again)	1 - 4	

Overall Comments: _____

Please email to ancarter@fscj.edu or fax this completed questionnaire to Tony Carter's attention at 904-632-3087 by 2pm on 04/21/2011.

Site Visitation Certification
RFP 2011-49

**THIS FORM MUST BE SUBMITTED
FOR EACH LOT
WITH YOUR BID**

LOT # _____

On this _____ day of _____, 2011

(Name) _____ representing

(Company) _____ visited

(Campus) _____ of Florida State College at Jacksonville in connection and full compliance with the requirements for such visit as outlined in the Specifications for RFP 2011-49; College wide Ground Care.

Signed by College employee as defined in Section #1.06

LOT (S) _____

LIST OF DESIGNATED SUBCONTRACTORS FORM

TO BE RESPONSIVE THIS FORM (WITH DEFINED TRADE SUBCONTRACTOR'S NAME AND AMOUNT COMPLETED) SHALL BE SIGNED AND PLACED IN AN ENVELOPE, SEALED AND SUBMITTED WITH CONTRACTOR'S BID PROPOSAL. (F.S. 255.0515) The College will require the low bidder meeting specification to submit in writing (on this form) within 24 hours after bid opening all additionally required information defined below (i.e. address, minority type and subcontractor license numbers) if not provided at bid opening.

Date: _____

This list of designated subcontractors is submitted with, and is an integral part of the bid submitted by:

(Name and Address of Contractor)

NOTE: The College reserves the right to consider a bidder/proposer non responsive if they have not submitted with their bid/proposal a comprehensive, completed, signed minority outreach statement, as deemed in the Colleges best interest.

The following names are the subcontractors for designated trades who will perform the phases of the work indicated:

SUBCONTRACTORS (Minority & Non-Minority) to be used					
Required at Bid Opening (To Be Responsive)			Required within 24 hours of Bid Opening (To be Responsive)		
Trade	Name of Company (If self-performed, so indicate)	Subcontract Value	Address	Minority Type	FL Trade License/ Occupational Number

"General Contractors and Minority/Woman Business Enterprises that file false misrepresentation of their MBE/WBE status shall be found guilty of a felony of the second degree and be debarred from bidding no less than 36 months pursuant to 287.094 Florida Statute."

* Minority Type #M-1 Black American Man, M-2 Hispanic American, M-3 Asian American, M-4 Native American (Eskimo and Aleutian), M-5 Native Hawaiian, M-6 Small Business, M-7 Disabled, M-8 Women, M-9 Black American Woman and NM Not Minority.

The undersigned declares that he/she has fully investigated each subcontractor listed and has received and has in his/her files evidence that each entity is currently licensed in the State of Florida and maintains a fully equipped, licensed organization capable, technically and financially, capable of performing the pertinent work, and that he has made similar installations in a satisfactory manner, and that no employees of the sub are currently employed by the College.

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this _____ day of _____ A.D., 20_____.

_____ (SEAL)

By: _____

Special Conditions

**** COOPERATIVE PURCHASE AGREEMENT ** <07/09>**

PURCHASES BY OTHER STATE OF FLORIDA COLLEGES, UNIVERSITIES AND STATE AGENCIES:

With the consent and agreement of the successful bidder(s)/proposer(s), purchases may be made under this bid/proposal by other community/state colleges, state universities, district school boards, and other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from date of award.

Bidder(s)/Proposer(s) shall note exceptions to the above paragraph, if any:

**** TERMS AND DELIVERY ****

PAYMENT TERMS: NET 30 DAYS OR PROMPT PAYMENT DISCOUNT OF _____%, _____ DAYS OFFERED BY BIDDER/PROPOSER.

NOTE: ANY PROMPT PAYMENT DISCOUNT OFFERED BY THE BIDDERS/PROPOSERS WILL BE TAKEN BY THE COLLEGE IF PAYMENT IS MADE WITHIN THE TIME PERIOD OFFERED, HOWEVER, ONLY TERMS ALLOWING 30 DAYS PAYMENT WILL BE CONSIDERED IN EVALUATING BIDS/PROPOSALS.

DELIVERY: UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, DELIVERY TO BE NO LATER THAN 30 DAYS AFTER RECEIPT OF ORDER (BIDDER/PROPOSER COMPLETE IF OTHER THAN 30 DAYS).

FLORIDA SALES TAX EXEMPTION NO: 85-8012556864C-6 <09/13>

**** INVITATION TO NEGOTIATE ** <07/09>**

COLLEGE RESERVES THE RIGHT TO UTILIZE THE FOLLOWING AS IT DEEMS IN ITS BEST INTEREST:

- a. TO ISSUE A REQUEST FOR INFORMATION TO ALL RESPONSIVE BIDDERS/PROPOSERS TO OBTAIN CLARIFICATION ON BIDS/PROPOSALS SUBMITTED
- b. TO ISSUE BEST AND FINAL INVITATION TO ALL RESPONSIVE BIDDERS/PROPOSERS
- c. TO NEGOTIATE PRICES, RATES, TERMS AND CONDITIONS TO ACHIEVE A SATISFACTORY CONTRACT WITH ONE OR MORE RESPONSIVE BIDDERS/PROPOSERS
- d. TO REJECT ANY OR ALL BIDS/PROPOSALS RECEIVED, TO RESOLICIT OR NOT AND TO WAVE INFORMALITIES AS DEEMED IN THE BEST INTEREST OF THE COLLEGE.

**** DRUG-FREE WORK PLACE ** <07/09>**

THE UNDERSIGNED VENDOR IN ACCORDANCE WITH FLORIDA STATUTE 287.087 HEREBY CERTIFIES THAT

_____ DOES:
(NAME OF BUSINESS)

1. PUBLISH A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED IN THE WORKPLACE AND SPECIFYING THE ACTION THAT WILL TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION.
2. INFORM EMPLOYEES ABOUT THE DANGERS OF DRUG ABUSE IN THE WORKPLACE, THE BUSINESS'S POLICY OF MAINTAINING A DRUG FREE WORKPLACE, ANY AVAILABLE DRUG COUNSELING, REHABILITATION, AND EMPLOYEES ASSISTANCE PROGRAMS, AND THE PENALTIES THAT MAY BE IMPOSED UPON EMPLOYEES FOR DRUG ABUSE VIOLATIONS.
3. GIVE EACH EMPLOYEE ENGAGED IN PROVIDING THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER THIS SOLICITATION A COPY OF THE STATEMENT SPECIFIED IN SUBSECTION(1).
4. IN THE STATEMENT SPECIFIED IN SUBSECTION(1), NOTIFY THE EMPLOYEES THAT, AS A CONDITION OF WORKING ON THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER BID/PROPOSAL, THE EMPLOYEE WILL ABIDE BY THE TERMS OF THE STATEMENT AND WILL NOTIFY THE EMPLOYER OF ANY CONVICTION OF, OR PLEA OF GUILTY, OR NOLO CONTENDERE TO, ANY VIOLATION OF CHAPTER 1893 OR OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OR ANY STATE, FOR A VIOLATION OCCURRING IN THE WORKPLACE NO LATER THAN FIVE (5) DAYS AFTER SUCH CONVICTION.
5. IMPOSE A SANCTION ON, OR REQUIRE THE SATISFACTORY PARTICIPATION IN A DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM IF SUCH IS AVAILABLE IN THE EMPLOYEE'S COMMUNITY, BY ANY EMPLOYEE WHO IS SO CONVICTED.
6. MAKE A GOOD FAITH EFFORT TO CONTINUE TO MAINTAIN A DRUG-FREE WORKPLACE THROUGH IMPLEMENTATION OF THIS SECTION.

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

_____ Date: _____
BIDDER/PROPOSER'S SIGNATURE

**** PUBLIC ENTITY CRIMES ** (PURCHASES GREATER THAN \$25,000 IN VALUE) <07/09>**

AS A BIDDER/PROPOSER OUR COMPANY ATTESTS WE HAVE NOT BEEN CONVICTED OF A PUBLIC ENTITY CRIME OF THE STATE OF FLORIDA OR ANY FEDERAL AGENCY AND ARE NOT LISTED IN THE EXCLUDED PARTIES LIST SYSTEM (EPLS) MAINTAINED BY THE GENERAL SERVICES ADMINISTRATION (GSA).

PURSUANT TO OMB CIRCULAR A-110, SUBPART B, SECTION 13 A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON EITHER THE FEDERAL EXCLUDED PARTIES LIST SYSTEM OR THE STATE OF FLORIDA CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT BIDS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT BE AWARDED OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER A CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FOR CATEGORY TWO (i.e. \$25,000) WHILE ON THE CONVICTED VENDOR LIST. THE EXCLUDED PARTIES LIST SYSTEM CAN BE FOUND AT <http://epls.gov/epls/servlet/EPLSGETInputSearch>

Pursuant to Florida Statute 112.313(7) and College Board Rule # 6Hx 7-2.9 (4) "Personnel Responsibilities Outside Scope of Employment" - "No employee (including part time employees, or adjunct employees) shall sell any product or service to the College Board except as may be specified in the employee's position responsibilities at the College."

As such does your company have any employee that owns > 5% of your company and is also a College full time/ part time / adjunct employee? Yes ___ No ___.

(If Yes, Define below the name of the employee and in detail their relationship with your company and the College):

**** DISCRIMINATION ****

ANY ENTITY OR AFFILIATE WHO HAS BEEN PLACED ON THE DISCRIMINATORY VENDOR LIST MAY NOT SUBMIT A BID ON A CONTRACT TO PROVIDE GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID ON A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT BIDS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT AWARD OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY. THIS IS IN ACCORDANCE WITH HB 2127, SECTION 6(3)(A), ALL INVITATIONS TO BID, AS DEFINED BY 287.012(11)FS, REQUEST FOR PROPOSALS, AS DEFINED BY 287.012(15)FS, AND ANY WRITTEN CONTRACT DOCUMENT OF THE STATE SHALL CONTAIN A STATEMENT INFORMING ENTITIES OF THE DISCRIMINATION PROVISIONS.

1.06 ** EQUIPMENT/MATERIALS/LABOR **

IT WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER TO SUPPLY ALL MATERIALS, TOOLS, NECESSARY LABOR, ETC. FOR THE WORK TO BE PERFORMED AS SPECIFIED.

2.03 ** AWARD **

AWARD WILL BE ON AN 'ALL-OR-NONE' 'PER LOT' BASIS. THE COLLEGE WILL EITHER ACCEPT OR REJECT YOUR OFFER ON A PER LOT BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED FOR ACCOUNTING PURPOSES EVEN THOUGH BID ON AN ALL-OR-NONE PER LOT BASIS.

NOTE: THE COLLEGE RESERVES THE RIGHT TO AWARD AN INDIVIDUAL LOT OR A COMBINATION OF LOTS; REJECT ANY OR ALL LOTS, WHAT EVER SEEMS IN THE BEST INTEREST OF THE COLLEGE.

3.01 ** DEBRIS **

VENDOR SHALL BE RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL DEBRIS RESULTING FROM HIS DELIVERY.

3.02 ** CLEANING UP **

THE CONTRACTOR SHALL AT ALL TIMES KEEP THE GROUNDS AREA, INCLUDING STORAGE AREAS USED BY HIM/HER, FREE FROM ACCUMULATIONS OF WASTE MATERIAL OR RUBBISH AND PRIOR TO COMPLETION OF THE WORK, REMOVE ANY RUBBISH FROM THE PREMISES AND ALL TOOLS, EQUIPMENT, AND MATERIALS NOT THE PROPERTY OF THE COLLEGE. UPON COMPLETION OF THE SERVICES, THE CONTRACTOR SHALL LEAVE THE WORK AND PREMISES IN A CLEAN, NEAT AND AS ORIGINAL CONDITION SATISFACTORY TO THE COLLEGE.

7.04 ** SITE INSPECTION **

IT IS THE BIDDER'S RESPONSIBILITY TO BECOME FULLY INFORMED AS TO THE NATURE AND EXTENT OF THE WORK REQUIRED AND ITS RELATION TO ANY OTHER WORK IN THE AREA, INCLUDING POSSIBLE INTERFERENCE FROM ACADEMIC OR OTHER COLLEGE ACTIVITIES. ARRANGEMENTS FOR BIDDERS INSPECTION OF COLLEGE FACILITIES AND/OR ACTIVITY SCHEDULES MAY BE SECURED FROM THE STAFF ON CONTACT LIST IN SECTION 1.06. BY SUBMITTING A BID, THE BIDDER ACKNOWLEDGES THAT HE HAS INVESTIGATED AND SATISFIED HIMSELF AS TO THE CONDITIONS AFFECTING THE WORK, INCLUDING, BUT NOT LIMITED TO, THOSE BEARING UPON TRANSPORTATION, DISPOSAL, HANDLING, AND STORAGE OF MATERIALS, AVAILABILITY OF LABOR, WATER, ELECTRIC POWER, AT THE SITE, THE CHARACTER OF EQUIPMENT AND FACILITIES NEEDED PRELIMINARY TO AND DURING PROSECUTION OF WORK. THE BIDDER FURTHER ACKNOWLEDGES THAT HE HAS SATISFIED HIMSELF AS TO OBSTACLES TO BE ENCOUNTERED INsofar AS THIS INFORMATION IS REASONABLY ASCERTAINABLE FROM AN INSPECTION OF THE SITE, INCLUDING ALL EXPLORATORY WORK DONE BY THE COLLEGE AS WELL AS FROM INFORMATION PRESENTED BY THE DRAWINGS AND SPECIFICATIONS MADE A PART OF THIS CONTRACT. ANY FAILURE BY THE BIDDER TO ACQUAINT HIMSELF WITH THE AVAILABLE INFORMATION WILL NOT RELIEVE HIM FROM RESPONSIBILITY FOR ESTIMATING PROPERLY THE DIFFICULTY OR COST OF SUCCESSFULLY PERFORMING THE WORK. THE COLLEGE ASSUMES NO RESPONSIBILITY FOR ANY CONCLUSIONS OR INTERPRETATIONS MADE BY THE BIDDER ON THE BASIS OF THE INFORMATION MADE AVAILABLE BY THE COLLEGE.

8.01 ** INSURANCE FOR CONTRACTING OTHER THAN PROFESSIONAL SERVICES

The “awarded” contractor shall furnish a current Certificate of Insurance to the College Purchasing Manager prior to contract award / commencement of the work, as well as a copy of your GL policy Ryder/endorsement that ensures the College will be provided 30 days written notice if your policy lapses for any reason. This certificate must include the College Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-.

The college’s required insurance coverage’s and minimum limits of liability are as shown below:

Commercial General Liability* Coverage – Occurrence Form Required	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$100,000 E. L. Each Accident \$100,000 E. L. Disease Each Employee \$100,000 E. L. Disease Policy Limit

*Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contactors, contractual liability covering any resultant contract, agreement or Purchase Order, or lease, broad form property damage, and property damage resulting from explosion, collapse or under ground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C medical payment is not required. The College requires General Liability Insurance policies include a waiver of subrogation in favor of the College.

“The winning contractor’s above described policies shall be endorsed such that should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the College. A copy of the winning contractor’s actual notice of cancellation endorsement as issued on the policy(ies) signed by an authorized representative of the insurer(s) shall also be provided.”

THE DISTRICT BOARD OF TRUSTEES, FLORIDA STATE COLLEGE AT JACKSONVILLE, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR THE COMMERCIAL GENERAL LIABILITY COVERAGE.

Here is a sample of a Certificate of Insurance.

<http://www.fscj.edu/district/purchasing/insurance.php>

How to Read a Certificate of Insurance.

<http://www.fscj.edu/district/purchasing/insurance.php>

AWARD CONTRACTOR’S INSURER: Please make sure that the Insurance Certificate or ACORD form returned to the College as evidence of insurance contains the College as Certificate Holder and the bid number is listed on the certificate as shown in the sample. Without a copy of your client’s GL policy Ryder and these two pieces of information the certificate submitted will be considered incomplete.

10.01 ** BID SECURITY DEPOSIT **

EACH BID SHALL BE ACCOMPANIED BY A CERTIFIED OR CASHIER'S CHECK OR BID BOND IN A SUM NOT LESS THAN FIVE PERCENT (5%) OF YOUR TOTAL BASE BID, INCLUDING ALTERNATES (IF APPLICABLE). CHECKS SHOULD BE MADE PAYABLE TO FLORIDA STATE COLLEGE AT JACKSONVILLE. CASH SECURITY DEPOSITS WILL BE REFUNDED TO ALL UNSUCCESSFUL BIDDERS AT TIME OF CONTRACT AWARD, AND TO THE SUCCESSFUL BIDDER UPON RECEIPT BY THE COLLEGE OF AN ACCEPTABLE PERFORMANCE AND PAYMENT BOND. IF THE SUCCESSFUL BIDDER FAILS TO PROVIDE AN ACCEPTABLE 100% PERFORMANCE AND PAYMENT BOND WITHIN THIRTY (30) DAYS AFTER RECEIPT OF NOTICE OF AWARD, THE COLLEGE SHALL BE ENTITLED TO RETAIN EITHER PART OR ALL OF THE DEPOSIT, WHICHEVER IS NECESSARY TO RECTIFY THE BIDDER'S UNACCEPTABLE PERFORMANCE.

10.02 ** PERFORMANCE BOND & LABOR MATERIAL PAYMENT BOND **

A GOOD AND SUFFICIENT PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND, IN THE SUM OF NOT LESS THAN 100 PERCENT (100%) OF THE CONTRACT AMOUNT, WITH A SURETY COMPANY SATISFACTORY TO THE COLLEGE AND LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA, WILL BE REQUIRED OF THE CONTRACTOR GUARANTEEING THAT THE CONTRACT, INCLUDING THE VARIOUS GUARANTEE PERIODS THEREUNDER, WILL BE FAITHFULLY PERFORMED; AND THAT THE CONTRACTOR WILL PROMPTLY MAKE PAYMENT TO ALL PERSONS SUPPLYING HIM LABOR, MATERIALS, SUPPLIES AND SERVICES USED DIRECTLY OR INDIRECTLY BY THE CONTRACTOR IN THE PROSECUTION OF THE WORK PROVIDED FOR IN THE CONTRACT. THE BONDS, ALONG WITH THE APPROPRIATE POWER OF ATTORNEY, SHALL BE DELIVERED TO THE PURCHASING MANAGER, NO LATER THAN TEN (10) DAYS AFTER RECEIPT OF NOTICE OF AWARD.

11.01 ** PRE-BID (R.F.P.) CONFERENCE **

A PRE-BID (R.F.P.) CONFERENCE WILL BE HELD AT COLLEGE'S ADVANCED TECHNOLOGY CENTER, 401 WEST STATE STREET, JACKSONVILLE, FL 32202 ROOM T121 ON APRIL 6, 2011 AT 10:00 AM. THE PURPOSE OF THIS CONFERENCE IS TO HEAR ANY AND ALL QUESTIONS ARISING FROM THE INVITATION TO BID/REQUEST FOR QUOTATION/REQUEST FOR PROPOSAL ISSUED PRIOR TO BID OPENING DATE. A FORMAL ADDENDUM WILL BE ISSUED PRIOR TO BID OPENING TO DOCUMENT ANY CHANGES IN SCHEDULE OR SPECIFICATIONS.

11.02 ** PROTECTION OF PROPERTY **

THE CONTRACTOR SHALL AT ALL TIMES GUARD FROM DAMAGE OR LOSS OF PROPERTY OF THE COLLEGE OR OF OTHER VENDORS OR CONTRACTORS AND SHALL REPLACE OR REPAIR ANY LOSS OR DAMAGE UNLESS SUCH BE CAUSED BY THE COLLEGE, OTHER VENDORS OR CONTRACTORS. THE COLLEGE MAY WITHHOLD PAYMENT OR MAKE SUCH DEDUCTIONS AS IT MIGHT DEEM NECESSARY TO INSURE REIMBURSEMENT FOR LOSS OR DAMAGE TO PROPERTY THROUGH NEGLIGENCE OF THE CONTRACTORS OR HIS AGENTS.

14.02 ** OPTION TO EXTEND THE TERM OF CONTRACT **

THIS CONTRACT IS RENEWABLE, AT THE OPTION OF THE COLLEGE, BY THE PURCHASING MANAGER GIVING WRITTEN NOTICE OF RENEWAL TO THE CONTRACTOR WITHIN THE PERIOD SPECIFIED IN THE BID; PROVIDED, THAT THE COLLEGE SHALL HAVE GIVEN PRELIMINARY NOTICE OF INTENTION TO RENEW AT LEAST SEVEN (7) DAYS BEFORE THIS CONTRACT IS TO EXPIRE. (SUCH A PRELIMINARY NOTICE WILL NOT BE DEEMED TO COMMIT THE COLLEGE TO RENEWALS.) IF THE COLLEGE EXERCISES THIS OPTION PROVISION, NOTE THAT THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED 96 MONTHS.

15.02 ** SUBCONTRACTING **

WHERE A VENDOR DOES NOT HAVE THE CAPABILITY OR THE TIME TO COMPLETE THE WORK REQUIRED UNDER THIS PROPOSAL/BID 'IN-HOUSE', SUBCONTRACTING WILL BE PERMITTED ONLY WITH THE PRIOR KNOWLEDGE AND APPROVAL OF THE FLORIDA STATE COLLEGE AT JACKSONVILLE. THEREFORE, THE NAME OF ANY SUBCONTRACTOR CONTEMPLATED FOR USE WILL BE INCLUDED AS PART OF THE PROPOSAL/BID. THIS PROCESS IS NEEDED SO THAT THE COLLEGE CAN BE ASSURED AND IN AGREEMENT THAT THE SUBCONTRACTOR(S) CAN COMPLETE THE WORK TO THE DESIRED QUALITY AND IN A TIMELY MANNER. THE SUBCONTRACTOR(S) MUST BE IDENTIFIED IN THE ATTACHMENT D.

15.05 ** PROOF OF FUNCTIONAL CAPABILITIES **

IT SHOULD BE UNDERSTOOD BY THE VENDOR THAT AWARD OF THIS CONTRACT MAY BE SUBJECT TO SATISFACTORY PROOF OF FUNCTIONAL CAPABILITIES OF THE EQUIPMENT/SERVICES/ITEMS AS SPECIFIED UNDER THIS SOLICITATION. IF REQUIRED, THE VENDOR WILL HAVE TO DEMONSTRATE THESE CAPABILITIES WITHIN SEVEN (7) DAYS AFTER CONDITIONAL AWARD.

16.01 ** MODIFICATIONS PRIOR TO DATE SET FOR OPENING RFP **

THE RIGHT IS RESERVED, AS THE INTEREST OF THE COLLEGE MAY REQUIRE, TO REVISE OR AMEND THE SPECIFICATIONS PRIOR TO THE DATE SET FOR OPENING OF THIS RFP, SUCH REVISIONS AND AMENDMENTS, IF ANY, WILL BE ANNOUNCED BY AN ADDENDUM TO THE RFP. IF THE REVISIONS AND AMENDMENTS ARE OF A NATURE WHICH REQUIRE CHANGES IN QUANTITIES, ETC., THE DATE SET FOR THE OPENING OF THE RFP MAY BE POSTPONED BY SUCH NUMBER OF DAYS AS IN THE OPINION OF THE PURCHASING MANAGER WILL ENABLE BIDDERS TO REVISE THEIR QUOTE. IN SUCH CASES, THE ADDENDUM WILL INCLUDE AN ANNOUNCEMENT OF THE NEW QUOTE OPENING DATE.

18.01 ** DEFAULT **

IN THE EVENT THAT THE SUCCESSFUL BIDDER REFUSES TO ACCEPT THE PURCHASE ORDER, THEN HE/SHE SHALL PAY TO THE COLLEGE AS LIQUIDATED DAMAGES AN AMOUNT EQUAL TO TWENTY-FIVE PERCENT (25%) OF THE UNIT PRICE BID TIMES THE QUANTITY, OR \$50.00 ADMINISTRATIVE COST OF ISSUING A PURCHASE ORDER WHICHEVER IS THE LARGER AMOUNT. WHEN SUCH BIDDER FAILS TO PAY THE DAMAGES WITHIN FIFTEEN (15) DAYS AFTER IT IS INVOKED, HE/SHE SHALL LOSE ELIGIBILITY TO RECEIVE SOLICITATIONS OR SUBMIT BIDS TO THE COLLEGE FOR A PERIOD OF ONE (1) YEAR AFTER THE BID AWARD DATE.

21.02 ** ANNUAL FIRM PRICE/INDEFINITE QUANTITY CONTRACT **

THE INTENT OF THIS BID IS TO ESTABLISH AN ANNUAL SUPPLY/SERVICE REQUIREMENTS CONTRACT FOR FLORIDA STATE COLLEGE AT JACKSONVILLE.

THE CONTRACT WILL EXTEND FOR THE INITIAL PERIOD COMMENCING JULY 1, 2011 (OR DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH JUNE 30, 2013. THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, SUBJECT TO CONTINUED NEED, SATISFACTORY PERFORMANCE, MUTUALLY AGREED TO RATES/PRICES, SAME TERMS AND CONDITIONS, WHERE THE COLLEGE MAINTAINS THE RIGHT TO TERMINATE THE RESULTANT INDEFINITE QUANTITY CONTRACT ON SERVING 30 DAYS WRITTEN NOTICE. THE TERM OF THIS EXTENDED CONTRACT IS UP TO A MAXIMUM PERIOD OF 72 MONTHS.

AN UNFUNDED ANNUAL REQUIREMENT CONTRACT WILL BE AWARDED TO THE SUCCESSFUL VENDOR(S). NO DELIVERIES ARE TO BE MADE OR SERVICES PROVIDED THEREUNDER UNTIL FUNDED PURCHASE ORDERS ARE ISSUED BY THE PURCHASING MANAGER. ALL SUCH ORDERS WILL CITE THE BASIC CONTRACT NUMBER AND WILL INCLUDE PRICE, TERMS AND DELIVERY PROVISIONS AS SET FORTH THEREIN. INVOICING WILL BE MADE IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE FUNDED PURCHASE ORDERS.

THE QUANTITIES SET FORTH HEREIN ARE ESTIMATES ONLY AND ARE BASED UPON PAST EXPERIENCE. THE COLLEGE CANNOT GUARANTEE, THEREFORE, THAT THE ENTIRE QUANTITY OF ANY OR ALL ITEMS WILL BE ORDERED DURING THE PERIOD OF THE CONTRACT. CONVERSELY, DURING THE PERIOD OF

THE CONTRACT, THE COLLEGE RESERVES THE RIGHT, AS NECESSARY, TO ORDER QUANTITIES IN EXCESS OF THE ESTIMATED QUANTITIES AT CONTRACT PRICES.

23.90 ** INTERPRETATIONS/PROTESTS **

ANY QUESTIONS CONCERNING CONDITIONS OR SPECIFICATIONS SHALL BE DIRECTED IN WRITING TO THE PURCHASING DEPARTMENT. INQUIRES MUST REFERENCE THE DATE OF BID OPENING AND BID NUMBER. NO INTERPRETATIONS TO SUCH QUESTIONS OR INQUIRIES SHALL BE CONSIDERED BINDING UNLESS PROVIDED IN WRITING BY THE COLLEGE.

23.91 **PROTEST OF SOLICITATION SPECIFICATIONS **

TO PROTEST THE SPECIFICATIONS OR THE TERMS AND CONDITIONS CONTAINED IN THIS INVITATION TO BID (ITB), REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUALIFICATION (RFQ) A WRITTEN NOTICE THAT INCLUDES THE SOLICITATION # AND TITLE, TOGETHER WITH A BRIEF DESCRIPTION OF THE BASIS FOR THE PROTEST MUST BE FILED WITH THE PURCHASING MANAGER AT 501 W. STATE STREET, JACKSONVILLE, FL 32202, WITHIN 72 HOURS AFTER RECEIPT OF THE PROJECT PLANS/SOLICITATION SPECIFICATIONS. FOR PURPOSES OF THIS SECTION, SATURDAYS, SUNDAYS AND STATE HOLIDAYS SHALL BE EXCLUDED IN THE COMPUTATIONS OF THE 72 HOUR TIME PERIOD. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. THE FORMAL WRITTEN PROTEST MUST STATE WITH PARTICULARITY ALL FACTS AND LAW UPON WHICH THE PROTEST IS BASED. **FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

23.92 ** PROTEST OF AWARDS AND INTENDED AWARD **

BID TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT 05/09/2011 ____ FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE: <http://www.fscj.edu/bids> UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND STATE HOLIDAYS). ANY PERSON WHO IS ADVERSELY AFFECTED BY THE COLLEGE'S DECISION OR INTENDED DECISION SHALL FILE A WRITTEN NOTICE OF PROTEST THAT INCLUDES THE SOLICITATION # AND TITLE, TOGETHER WITH A BRIEF DESCRIPTION OF THE BASIS FOR THE PROTEST WITH THE PURCHASING MANAGER AT 501 W. STATE STREET, JACKSONVILLE, FL 32202, WITHIN 72 HOURS AFTER THE POSTING OF THE ITB/RFP/RFQ BID TABULATION. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY ALL FACTS AND LAW UPON WHICH THE PROTEST IS BASED. INSPECTION OR EXAMINATION OF OPENED BIDS OR PROPOSALS ARE AVAILABLE FOR INSPECTION FROM 7AM-5PM MONDAY-FRIDAY BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER INVITATION TO BID(ITB), REQUEST FOR QUALIFICATIONS(RFQ) OR REQUEST FOR PROPOSAL(RFP) PUBLIC OPENING, WHICHEVER IS EARLIER. **FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

Florida State College at Jacksonville is a member of the Florida College System.

Florida State College at Jacksonville is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ("SACS) to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville.