

**Palm Beach State College
RFQ # 10/11 - 8
Architectural/Engineering Services
Campus 5**

****NOTICE OF REQUEST FOR QUALIFICATIONS**
Posted: March 18, 2011**

**PALM BEACH STATE COLLEGE
IS ACCEPTING SEALED SUBMISSIONS FOR THE FOLLOWING:**

**RFQ # 10/11 - 8
Architectural/Engineering Services
Campus 5**

Palm Beach State College is seeking qualifications from architectural and engineering firms with design professionals licensed in the State of Florida to practice professional architectural/engineering services to provide planning, preparation of bid and construction documents, and contract administration for the construction of a new branch campus, including site infrastructure, Phase I building and site development located at one of the following geographical locations:

- 1) NW corner of Southern Blvd. and B Road, (Loxahatchee Groves)
- 2) NE corner of Southern Blvd. and B Road, (Loxahatchee Groves)
- 3) Callery Judge Grove; Seminole Pratt Whitney Rd (Palm Beach County)
- 4) Corner of S.R. 7 and Forest Hill Blvd., just north of Wellington Medical Center (Wellington)
- 5) SW corner of US 441 (S.R. 7) and of US 441 and Stribling Way (Wellington)

Phase I will include only the first of a multi-phased project expected to be constructed in future years. Architectural services will include (1) Campus Master Planning, (2) Program Development, and (3) Building Design and Construction services.

Phase I Site Infrastructure Development on part of this approximately 70 acre campus which will consist of (1) underground utilities, (2) storm water drainage, (3) internal vehicular circulation roadways and (4) campus entries. Phase I Building Development will include construction of approximately 35,000 GSF of 3-4 story building(s) housing educational, auxiliary and ancillary facilities as well as a central energy plant and facilities support services. Complete building services (Electrical power, HVAC, Plumbing, security, fire sprinklers, alarm systems, data, telephone services, emergency power and energy management) will be required as well as considerations for sustainability and ADA accessibility. Phase I Site Development will include construction of surface parking and lighting, and landscaping. This entire campus and all buildings will be designed to a minimum LEED (Leadership in Energy and Environmental Design) Silver certification level. Early site development construction start is currently projected for the first quarter of 2012 but is contingent on budgetary allowances and constraints. It is at the sole discretion of the College to rescind this RFQ on the basis of financial restrictions without liability to the College.

Palm Beach State College is committed to incorporating Florida Green Building Coalition (FGBC) and LEED standards and guidelines where applicable in all renovation, remodeling, and new construction projects. Interested firms must have in-house staff experienced in applying FGBC or LEED construction practices and methodologies. Submitting firms must also have documented sustainable design (green) project experience and references.

Application link is at www.palmbeachstate.edu/purchasing.xml

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Sealed submissions, consisting of one (1) **original paper (marked “ORIGINAL”)** and one (1) **electronic copy on a USB Flash drive** of the entire contents, must be delivered to the College’s Purchasing Office, 4200 Congress Avenue MS 27, Lake Worth, FL. 33461 to be received **before 3:00 p.m. Eastern Time** by the Purchasing Office’s clock on **April 19, 2011** at which time all submittals will be publicly opened but not evaluated. Submissions may not be faxed.

Submittals must be clearly identified on the outside of the envelope as:

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The complete Notice of Request for Qualifications, which includes submittal requirements and evaluation criteria, will be posted on the College’s website under **Bid Openings**, at www.palmbeachstate.edu/purchasing.xml. Addenda and any other supplemental information regarding this RFQ, if any, will also be posted on the website throughout the solicitation process. Potential respondents are encouraged to monitor the website throughout the solicitation process and prior to submitting questions to the attention of Jodi Hart, Purchasing Manager via email at purchasing@palmbeachstate.edu. All questions regarding this RFQ will be due in writing by April 7, 2011. Contact with anyone other than the procurement officer(s) may result in the rejection and/or disqualification of your submission.

Palm Beach State College encourages the participation of Woman/Minority Business Enterprises (W/MBE), in all contracts, subcontracts and joint ventures associated with this project.

A. GENERAL INFORMATION

It is the College’s intent to award a contract to the best overall qualified respondent as determined solely by the College. The College reserves the right to consider all relevant and reasonable criteria, which may or may not be expressed in this request for qualifications, in selecting the successful respondent. The selected firm will be required to carry insurance against errors and omissions and liability for the duration of this project. Palm Beach State College reserves the right to accept or to reject any or all submissions and to make the award to the respondent, will be in the best interest of the College. Palm Beach State College reserves the right to reject the submission of any respondent who has previously failed in the proper performance of an award; or demonstrated an inability to deliver contracts of a similar nature in a timely manner; or who is not in a position to properly perform under this award. Palm Beach State College reserves the right to evaluate the respondent’s performance based on any references which the College may request from other entities. Palm Beach State College reserves the right to inspect all respondent’s facilities in order to make a determination as to the foregoing.

The Selection Committee may include but not be limited to one member of the District Board of Trustees, two representatives from the Palm Beach State College Administration and Business Services departments, three or four representatives from the Palm Beach State College Facilities/Facilities Planning & Construction departments, and one representative from the Palm Beach State College Academic Affairs department. The Selection Committee members employed by the College may not be contacted by prospective applicants for interviews and information gathering after the posting of the 1st legal advertisement for this RFQ. The District Board of Trustee’s member shall not be contacted under any circumstances. All correspondence or contact after the posting of the 1st legal advertisement for this RFQ shall be directed by email only to the Purchasing Manager. The contact email address is purchasing@palmbeachstate.edu. The Selection Committee will evaluate responsive proposals in a two step process consisting of an initial screening to determine a “short list” of qualified applicants and then Oral Presentation Interviews to establish an order of selection for recommendations to the District Board of Trustees. The required submittals will be reviewed by the Selection Committee and the Initial Screening Criteria will be used to determine the “short listed” applicants with the highest scores using the selection scoring criteria established for the project. The Selection Committee may select from three to six applicants to be “short listed” for

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Oral Presentation Interviews. The Selection Committee will conduct Oral Presentation Interviews from the firms with the highest scores and establish rankings for each firm in accordance with the scoring criteria established for the project. These final rankings will be recommended to the District Board of Trustees for selection. The District Board of Trustees for the College will consider and approve the selection based upon the recommendation of the Selection Committee.

B. RFQ REQUIREMENTS

In order to be considered responsive, submissions should conform to all requirements set forth in this Request for Qualifications (RFQ). Submissions should specifically address each criteria outlined herein relative to the desired results described in this RFQ and in any addenda issued. Qualifications should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Submissions are to be organized in the order the evaluation criteria are set forth herein with each section labeled or tabbed to identify the criteria for which the information is being presented. Each tabbed section may only contain the information requested for a particular criterion. The inclusion of irrelevant information or exclusion of requested information within each tab may cause a submission to be ruled “Non-Responsive.”

The College does not wish to have presentation materials individualized, please refrain from inquiring about specific committee members’ identities.

C. SUBMISSION AND INITIAL SCREENING CRITERIA

Please address each of the evaluation criteria in the following format:

1) Supplier Diversity 5%

Present information:

- a) Representing diversity complexion of your firm.

2) Proposed Project Staff, Functions, and Credentials 30%

Present information:

- a) Naming all staff with respective titles to be assigned to this project and describing their abilities and experience as it pertains to this project. Additionally, please provide supporting documentation of all LEED project experience for proposed project staff.
- b) Portraying the function of each proposed project team member within your organization and their proposed role for this project.
- c) Demonstrating your firm’s plan to ensure the continuity of staff throughout the project.

3) Project Compatibility 15%

Present information:

- a) Your firm and any consultants to be used understand the requirements and needs of the project.
- b) Your firm and any consultants to be used have analyzed and investigated the scope of the project.
- c) Explaining how your firm plans to perform this project, documenting the services to be provided, and showing the interrelationship of all parties including any contractors to be used.

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- d) Describing your firm’s philosophy and methodology regarding the protection of the owner’s interests and making them foremost.
- e) Describing your firm’s management, scheduling, and cost control systems.
- f) Your firm’s knowledge of the area, local codes, and ordinances as an indication of your firm’s ability to deliver quality workmanship in an effective and timely manner, and conveying your firm’s knowledge and ability requirements as described in the RFQ.

This information may include references to past projects, but should also include information relevant to this particular project.

4) Related Project Experience 40%

Present information:

- a) Demonstrating experience with projects of similar size and scope.

5) LEED Certified Projects 5%

Present information:

- a) That represents your three most recently completed LEED certified projects.

6) Contract work with the College 5%

Present information:

- a) List the dollar amount of work or contracts awarded by the College to your firm for the last five years.

\$0.00	=	5 points
\$1 - \$1,000,000	=	4 points
\$1,000,001 - 5,000,000	=	3 points
\$5,000,001 - \$10,000,000	=	2 points
\$10,000,001 - 25,000,000	=	1 point

D. INSTRUCTIONS FOR COMPLETING THE RFQ APPLICATION

(INITIAL SCREENING CRITERIA)

The RFQ application information will be used by the Selection Committee to compare and evaluate each of the applicants. The application form will include required and requested information in all of the categories outlined below. All requested information should be inserted as requested within the PDF application form.

Do not alter the form.

Initial screening criteria will be used to evaluate specific categories of interest. Individual Selection Committee members will administer a point system for scoring. Each "numbered" category of the initial screening criteria is listed below in the order that it appears in the RFQ application form.

1) APPLICANT'S CONTACT INFORMATION

- a) Fill out the contact information for your company including the name and contact information for the person who will be representing the applicant in this RFQ Application.

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2) SUPPLIER DIVERSITY

Palm Beach State College encourages and supports diversity for State and County Certified Minority, Women, and Service-Disabled Veteran Business Enterprises.

- a) Select any of the categories listed in the application form that the applicant company holds an “active” certification. Applicants who have certifications will be required to submit copies in a separate envelope with their “original” submission.
- b) Provide a breakdown of applicant’s total company’s personnel profile. (Totaling 100%)
- c) Provide a breakdown of their professional staff’s profile on the assigned project staff. (Totaling 100%)
- d) List the average of the Certified Minority, Women, and Service – Disabled Veteran Business Enterprises project participation percentages on the applicant’s last ten projects.

3) APPLICANT'S BUSINESS STRUCTURE

- a) Provide the current name of your company and, if applicable, any former names under which the company has operated. If not applicable, select N/A.
- b) Select the Legal Business Structure of your company (Sole Proprietorship, General Partnership, Limited Partnership, Limited Liability Company (LLC), Corporation, Joint Venture, or other.
- c) If Applicants are responding as a Joint Venture Agreement, provide the names of each company in the Joint Venture Agreement.
- d) If Applicant is responding as "other", briefly explain.
- e) List the name of the individual qualifying the business to practice in the State of Florida.
- f) List the Qualifier's Florida License Number, years of experience and years with the Applicant Firm.
- g) List the year that the business was established.
- h) List the year that the business began operating in Florida.
- i) List the total number of offices and staff.
- j) List the total number of offices and staff in Florida.
- k) List the total number offices and staff in Palm Beach County Offices.
- l) Address of Main Office.
- m) Address of Office where majority (51%) of assigned project staff will service this Contract.
- n) Does your Business have an active Palm Beach County Business Tax Receipt*? (Yes / No)
(*Formerly known as an Occupational License)

4) APPLICANT'S AND ASSIGNED CONSULTANT'S STAFFING AND ORGANIZATIONAL CHART

Provide the company's staffing organizational chart. Insert the chart in the image field provided in the application form. Image files in a TIF, JPG, PNG, GIF file format can be copied and pasted.

Each applicant company may list three projects completed within the past five years which have been “LEED Certified” by the USGBC (United States Green Building Council) and the project construction cost of each. Only "LEED-Certified" projects using the applicant firm’s own accredited LEED professionals may be listed. Having LEED project experience represents a firm’s commitment to sustainability initiatives and the ability to provide these services is desired.

5) PROJECT COMPATIBILITY

Provide a brief letter of introduction and justification statements describing why your firm may be most suited for services to be provided on this request.

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6) RELATED PROJECT EXPERIENCE

Describe your related experience in the design and construction of projects of similar size and scope.

Major consideration will be given to the successful completion of previous projects comparable in design, construction, scope and complexity. List the projects which best illustrate the experience of the company and current staff being assigned to this Project. List no more than ten projects. List no projects completed more than ten years ago. Provide only requested information on application form. Do not add supplemental pages. Insert up to three photographs or drawings for each project in the image fields provided in the form. Limit each project to one page. Fill out the requested information completely. If a question is not applicable, type in N/A. The spaces on the application form with “drop down menus” do allow custom typing if your answer is not listed.

Complete the following information for each project:

Project Description

- a) Project name and location (City, State & Country).
- b) Project description (Brief description of the Project Scope).
- c) Occupancy classification (Business, Educational, Industrial, etc., if other, type in answer).
- d) Project type (New Construction, Remodeling, Renovation, or if other type in answer).
- e) Size of project (Construction Gross Square Feet) (If applicable).

Project Schedule

- f) Project status (Pre-Construction, Construction, Completed, if other type in answer).
- g) Date or anticipated date of project completion.
- h) Was the project delivered on schedule? (Yes/No/N/A). List the total number of construction contract days.
- i) Were there time extensions to the contract? (Yes/No/N/A). List the total number of days for time extensions.
- j) Were there any liquidated damages on this project? (Yes/No/N/A). List the total dollar amount of liquidated damages.

Project Cost / Budget

- k) Cost of the project (Construction Cost / GMP Contract)
- l) Cost of the project per gross square foot (if applicable)
- m) Was the project delivered within the budget? (Yes/No/N/A). List the total dollar amount (over or under) the Construction Budget (GMP Contract).
- n) List the total number and amount of change orders on this project. (Increasing the GMP).
- o) List the owner's contingency amount at the start of this project. What percentage of the total construction cost was the owner's contingency amount?
- p) Total construction funds returned to the owner (Including Sales Tax Savings) at the end of the project.

Applicant's Project Responsibilities

- q) What was the applicant company's role in the project? (Project Architect, Sub Consultant, etc., if other type in answer.)
- r) Was this project completed directly by the applicant firm? (Yes/No)
- s) List the number of key professionals involved in the project who are also listed on the Assigned Project Staff for this RFQ.

Supplier Diversity

- t) What percentage of your consultants on this project were State/County Minority Women, and Service-Disabled Veteran Business Enterprises?

Quality

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- u) Please provide the name of the Construction Manager / General Contractor on the Project.
- v) List the total number of RFI's (Request For Information) that were generated by the Construction Manager / General Contractor for this project.

Other Project Information

- w) Provide the name of the owner who contracted with the applicant to provide services on this project. List the total number of other projects that this owner has contracted with the applicant for services.
- x) Has this project received any special awards? (Yes/No).
- y) If this is a LEED project, what level of certification did the project achieve? (Certified, Silver, Gold, Platinum).
- z) Was there any litigation including arbitration, mediation or other legal claims involving the applicant, their principles, or any consultants on the project? (Yes/No). If Yes did the litigation involve an owner, consultant, vendor, subcontractor or if other type in answer.

7) LEED CERTIFIED PROJECTS

If you have LEED experience, please provide information on your most recent 3 projects.

8) CONTRACT WORK WITH THE COLLEGE

This category is to evaluate the amount of work or contracts awarded by the College to firms during the past five years.

9) REFERENCES

For each of the projects listed in the Related Project Experience Section, the applicant shall provide contact information for one of the following individuals who can be contacted by Selection Committee for information on the project: owner's representative, user's representative, or facilities manager.

E. PRE-INTERVIEW SUBMISSION REQUIREMENTS FOR "SHORT LISTED" FIRMS – (Required Information)

All "short listed" firms prior to the final "Oral Presentation Interviews" will be required to submit the following documents for consideration:

- 1) **Financial Statement and Capability** – A current independent CPA prepared financial statement for consideration.
- 2) **Disputes, Litigation, Defaults** – Documentation for consideration disclosing the results and amounts of settlement of all prior litigation, arbitration, mediation or other legal claims involving the Applicant or its officers for a period of five years prior to the submission of this proposal.
- 3) **Public Entity Crimes Sworn Statement Form** – All "short listed" firms, prior to the final interviews, are required to complete the Sworn Statement Form Pursuant to Section 287.133(3)(a), Florida Statutes on Public Entity Crimes. Download this form at the website below or contact the Palm Beach State College, Purchasing Office at (561) 868-3459: <http://www.palmbeachstate.edu/Documents/Purchasing/PublicEntityCrimesform.pdf>

Submission deadline – 3:00 p.m. on April 19, 2011: All required documents shall be submitted on or before the submission deadline at the Palm Beach State College Purchasing Office at the address noted below.

Delivery Instructions – The required "pre-interview" submission materials must be delivered to the address below and submitted in a sealed package and clearly marked as applicable for the appropriate discipline:

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- **RFQ #10/11-8 Architectural/Engineering Services Campus 5** and the firm's name and address on the outside of the sealed package.
- The sealed response package shall be addressed and "hand delivered" to:
Purchasing Office – Mail Station #27
Palm Beach State College
4200 Congress Avenue
Lake Worth, Florida 33461

F. ORAL PRESENTATION INTERVIEWS

After the firms have been evaluated based upon their Initial Screening Criteria submissions, three to six firms with the highest scores will be more closely considered through an oral presentation interview responding to questions regarding their staff, experience and approach to perform on this particular project. The final oral presentations interviews will be evaluated by the individual Selection Committee members based upon a single qualitative score, ranking each applicant on their answers to questions related to the issues outlined in this RFQ.

Interview Format: The oral presentation interview format will be an organized, short, verbal presentation addressing the evaluation criteria with participation from appropriate team members. No PowerPoint, handouts or graphic aids will be allowed. Each "short listed" applicant will be allowed up to 25 minutes for a short oral response to each of the criteria outlined below:

- 1) **Proposed Assigned Project Staff and Functions** – (30% of Qualitative Score)
The applicant shall propose their project team, identifying the actual staff to be assigned to a project, describe their ability and experience, indicate the function of each within their organization and their proposed role on this project. It is the desire of the College to require that this project is managed and overseen by an experienced, licensed qualifier who shall be present at the interview. The applicant's assigned staff shall be present at the time of the interview. Since this selection covers a variety of project types and scopes, consultants and subcontractors are not to be considered as a part of any "team", however, the selection committee may ask direct questions of the applicant regarding specific trade consultants or subcontractors for hypothetical project scenarios.
- 2) **Related Project Experience** – (30% of Qualitative Score)
As a part of their services, the applicant shall indicate knowledge and experience in construction of projects of similar scope and scale, providing direct examples for comparative review.
- 3) **Knowledge of the Palm Beach State College Design & Construction Standards, Campuses and Similar Project Contracts** – (15% of Qualitative Score)
The firm shall demonstrate its knowledge of the College, established standards for design and construction, existing sites, utility infrastructure and buildings as determinants in the design philosophy and development, as well as College construction requirements and abilities to provide compliance with all applicable codes, quality document production, discipline and specification coordination.
- 4) **Time, Budget, and Quality** – (10% of Qualitative Score)
The applicant shall offer specific "real" project examples from previous institutional clients/projects demonstrating their initiative and experience in accelerating construction completion, maintaining budgets, reducing project construction costs and sustaining a high level of quality from pre-construction through the post construction contract warranty.

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- 5) **Supplier Diversity Participation** – (5% of Qualitative Score)
The applicant shall demonstrate their approach in obtaining participation of State Certified Minority, Small or Disadvantaged Business Enterprises on this project. The selected applicant shall assure the College that it will adhere to the proposed plan for enlisting qualified and certified Minority Business Enterprises.
- 6) **Support of Palm Beach State College's Mission** – (5% of Qualitative Score)
The applicant shall demonstrate and address its knowledge and support of the Palm Beach State College's mission and the College's internship program.
- 7) **Best Choice for Palm Beach State College** – (5% of Qualitative Score)
In closing, the applicant shall briefly explain what separates their company from all other qualified candidates and why their project team should be selected for this contract.

G. RFQ MILESTONE SCHEDULE

1st Legal Advertisement	March 18, 2011
2nd Legal Advertisement	March 27, 2011
3rd Legal Advertisement	April 3, 2011
Deadline for questions	April 7, 2011
Deadline for answers	April 12, 2011

Response Deadline: **RFQ April 19, 2011, 3:00 p.m. Eastern Time**

Required RFQ Submission Materials must be delivered to:
Palm Beach State College
Purchasing Office Mail Station #27
4200 Congress Avenue
Lake Worth, Florida 33461

Initial Screening Review period: **April 20, 2011 - April 25, 2011**

Posting of Short List: April 28, 2011

“Short listed” Firms Required Submission
of Financial Statements and Legal Action Summary: May 3, 2011, 3:00 p.m. Eastern Time

Delivery Deadline – Must be Delivered to:
Palm Beach State College
Purchasing Office Mail Station #27
4200 Congress Avenue
Lake Worth, Florida 33461

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Final Oral Presentation Interviews: **May 3, 2011**

Posting of Final Selections:

Board of Trustees Meeting – Ratification of Finalists: **May 10, 2011, 6:00 p.m. Eastern Time**

Palm Beach State College
Multimedia Board Room
Building CE, Room 129
4200 Congress Avenue
Lake Worth, FL 33461

H. SUBMISSION FORMAT/INSTRUCTIONS:

In analyzing the submissions, the College will consider (along with all other relevant and reasonable criteria) the following criteria which are to be organized and tabbed correspondingly in one original binder and six (6) copies.

REQUIRED INFORMATION:

TAB A: Submission Response Form

Addenda, Questions & Answers (Q&A), and any other supplemental information issued by the College regarding this RFQ. One (1) original signed “W/MBE Status Form” in a separate sealed envelope along with your “original” submission only.

PREQUALIFICATION CRITERIA:

TAB B: Provide current copies of Professional Licenses and all applicable licenses required to conduct business in the State of Florida

EVALUATION CRITERIA:

TAB C: RFQ Application Print Out

To assist you in understanding the College’s award process and stance on Women/Minority Business Enterprises (W/MBE), I would like to remind you that the College encourages the participation of women and minority-owned business enterprises in contracts. All contractors are encouraged to make a good faith effort to provide bid opportunities to women and minority-owned subcontractors and to commit a portion of the contracted amount with capable W/MBE subcontractors. While this will not be evaluated as part of the scoring criteria, the successful contractor will be required to identify any particular W/MBE status of any subcontractors that will be used in the project. Additionally, the successful contractor will be required to report this information to the College’s Board of Trustees during the public meeting when the recommendation for award of the contract is presented to the Board for approval. If you have any questions about the College’s W/MBE process, please call the Palm Beach State College Purchasing Office at (561) 868-3459.

Please provide a contact name and telephone number for someone who will be available the day of the oral presentations between 8:00 a.m. and 5:00 p.m. to answer any questions the College may have. Please direct all questions regarding this project to Jodi Hart, Purchasing Manager, before April 7, 2011 via email at purchasing@palmbeachstate.edu. College staff is not to be contacted regarding this project. Thank you for your interest in Palm Beach State College.

Jodi S. Hart
Purchasing Manager

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W/MBE STATUS INFORMATION

Dear Respondent:

Palm Beach State College requests W/MBE status information for internal reporting purposes only; in any case, it will not be used during any phase of the procurement evaluation process.

Palm Beach State College encourages the participation of Women/Minority Business Enterprises (W/MBE), in all contracts, subcontracts and joint ventures associated with this project. No person, agency or company shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Palm Beach State College procurement on the basis of race, color, religion, national origin, age, gender, disability or marital status. The College is committed to actively soliciting bids from businesses owned by females and minorities as well as from businesses that make good faith efforts to provide bid opportunities to women/minority-owned subcontractors. Additionally, the College encourages all contractors to make a good faith effort to provide bid opportunities to women/minority-owned subcontractors and to commit a portion of the contracted amount with capable W/MBE subcontractors. However, the College does not require a percentage of W/MBE's participation for this project.

The successful respondent will be required to meet each of the following requirements with regard to women/minority-owned businesses.

- A. Report during a public meeting to the College's Board of Trustees the intended percentage of W/MBE participation for this project.
- B. Publicly report to the College's Board of Trustees the plan for ensuring that W/MBE's are provided the opportunity to compete for subcontracted work for this project.
- C. Report regularly throughout the project to staff and the College's Board of Trustees the efforts being made to provide bid opportunities to W/MBE firms.
- D. Report regularly throughout the project to staff and the College's Board of Trustees the company names, dollar amounts, and type of work subcontracted to W/MBE subcontractors.
- E. Provide other data as may be needed in order for the College to prepare reports regarding W/MBE contract activities as required by the State of Florida.

PLEASE NOTE: This information is for internal reporting purposes only and will not be used during any phase of the procurement evaluation process.

Firm Name: _____

Is the Firm a Woman/Minority Based Enterprise?

- YES → Check all that apply: African American Asian Hispanic Native American Woman
If certified, by what entity: _____
- NO

Signature of Authorized Agent

Date

Printed Name of Authorized Agent

Title

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SUBMISSION RESPONSE FORM

**This form must be used and returned
with your submission.**

No other form will be accepted.

**Type directly into or on form, no
handwritten items accepted other than
signatures.**

Name and Address of Company

By

(Authorized Signature)

(Authorized Signature typed/printed)

Telephone Number

()

Fax Number

()

Email Address

All correspondence from the Purchasing Office will be directed according to the information provided.

A Vendor Registration Form and IRS Form W-9
must be completed in order to do business with the College.

To download the forms, please visit our website at:

<http://www.palmbeachstate.edu/purchasing.xml>

Please do not include completed vendor registrations forms within your submission.