

Tallahassee Community College

Request for Qualifications (RFQ) for

RFQ 2013-04

Architectural Services for the
Wakulla Environmental Institute
Building One



Applications Due – April 18, 2013 - 1:45 p.m. EDST

Applications Opening – April 18, 2013 - 2:00 p.m. EDST

www.tcc.fl.edu/purchasing

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2.0 Contact Information

Submit Pre-Qualification:

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

Contact Information:

Bobby Hinson, General Services Director, CPPB, FCPM, FCPA
Email: hinsonb@tcc.fl.edu
Phone: (850)201-6071

Jenny Shuler, Purchasing Technician
Email: shulerj@tcc.fl.edu
Phone: (850)201-6069

Location:

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

RFQ Title: Architectural Services for the Wakulla Environmental Institute Building One

RFQ No.: RFQ 2013-04

Commodity Code: 973-070

Release of RFQ: March 22, 2013

Applications Due Date: April 18, 2013 - 1:45 p.m. EDST

Applications Opening: April 18, 2013 - 2:00 p.m. EDST

3.0 TCC Purchasing Department's Website

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

The screenshot shows the TCC Purchasing Department website. The header includes the TCC logo, the college name, and navigation links for TCC Passport, Sign In, Directory, and Quick Links. A secondary navigation bar lists 'Future Students', 'Current Students', 'Faculty/Staff', 'Alumni/Donors', and 'Community/Business', with a search box. The main content area features the title 'Purchasing Department' and a descriptive paragraph about the department's role in managing acquisitions. A central image depicts a hand holding a globe between two dollar signs. A right-hand sidebar contains a 'Purchasing Department' menu with links for 'Contact Us', 'Employee Forms & Training Information', 'State Contracts Listing', 'Current Bid Information', 'Current Bid Awards', 'Vendor Information', and 'Supply Orders'. Below the menu is contact information and hours: 8:00 a.m. - 5:00 p.m. Mon - Fri.

This screenshot shows the 'Current Bid Information' page on the TCC Purchasing Department website. The header and navigation are identical to the previous page. The main content area is titled 'Current Bid Information' and provides details on how to obtain solicitation documents, including contact information for the TCC Purchasing Department. It also includes a notice regarding protest filings under Florida Statutes. The page is organized into sections for 'Open Bids' and 'Closed Bids'. Under 'Closed Bids', two specific requests for proposals are listed: 'RFP 2013-01 - Athletics Charter Bus Services' and 'RFP 2012-09 - Statewide Safety Belt Usage Survey', each with links to request for proposals and VBS advertisements, and their respective bid due and opening dates. A right-hand sidebar is identical to the previous page, providing contact information and hours. At the bottom of the sidebar, there is a PDF icon and a note that documents are available in Adobe Acrobat Portable Format (PDF) and can be downloaded for free from Adobe.

4.0 Calendar of Events

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

CALENDAR OF EVENTS		
DATE	TIME	ACTION
March 22, 2013		Release of RFQ to Public, Posted on VBS
March 27, 2013	2:00 p.m.	Mandatory Proposers Conference at TCC Wakulla Center, 2932 Crawfordville Hwy, Crawfordville, FL, followed by Site Visit.
April 5, 2013	5:00 p.m.	Last day for Written Inquiries
April 11, 2013		Anticipated Date that Answers to Written Inquiries will be posted on TCC's Website and VBS
April 18, 2013	1:45 p.m.	RFQ Applications Due
April 18, 2013	2:00 p.m.	RFQ Applications Opening
April 22, 2013		Anticipated Start of Review Committee Evaluation
April 30, 2013		Staff Recommendation to the Board of Trustees Committee
May 20, 2013		Board of Trustees Committee Selection Complete and Board Agenda Item Prepared
Monday, June 17, 2013		Anticipated Selection Approved by Board of Trustees

5.0 Scope of Services Sought

Since 1966, Tallahassee Community College has offered high-quality post-secondary education for the citizens of Leon, Gadsden and Wakulla counties, along with students from throughout the state, nation and abroad. With excellent academic support and classroom facilities and Web-based classes, TCC offers a variety of instructional methods to ensure student success.

The College has grown from one building and 698 students in 1966 to become an important provider of post-secondary education within Gadsden, Leon and Wakulla counties with more than 14,000 students.

In addition to providing service to the three-county area, the College is the institution of choice for many academically talented students in the state. The College's athletic teams, the Eagles, enjoy a high level of achievement in men's and women's basketball, baseball, and softball.

1) Overview

The Tallahassee Community College (College) invites proposals to provide professional architectural services for The Wakulla Environmental Institute, Building One as per Section 287.055, Florida Statutes.

2) Statement of Purpose

The purpose of the architectural selection process is to identify the architectural/engineering team that can best address the goals of the project. The completed project is envisioned to reflect southern vernacular ("Florida cracker style") architecture while also demonstrating the principles of energy efficiency and sustainability. The building must support the educational mission of the College, and must effectively incorporate appropriate educational technology.

3) Term of Contract

In order to meet the time constraints of the project, a programming/design concept study is already underway. It is anticipated that architectural services shall commence immediately upon execution of the Contract, with completion of this building scheduled for the summer of 2014. If project funding allows, the project may also include minor out-buildings for storage or workshops.

4) Permits, Licenses, and Insurance Documentation

The Contractor shall have and at all times material to the resultant contract, maintain current copies of all required state and federal licenses, permits, and registrations.

Prior to commencement of contract, the successful vendor shall provide the following:

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

✓ Schedule of Insurance

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

Each party shall maintain general liability insurance. Limits shall be a minimum of: (i) \$1,000,000 per occurrence for bodily injury or property damage; (ii) \$1,000,000 per occurrence for products or completed operations; and (iii) \$2,000,000 annual aggregate for products or completed operations' claims as set forth in Section 768.28, Florida Statutes. Coverage shall include those perils generally associated with a commercial general liability policy and specifically include contractual liability coverage. Coverage shall contain no exclusions for cross liability between insured. Each party shall also require that all of its subcontractors related to this Agreement maintain similar general liability insurance.

As to any insurance required by this agreement, a certified copy of each of the policies or a certificate evidencing the existence thereof, or binders, shall be delivered to the College within thirty (30) days after the award of this contract. In the event any binder is delivered, it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each copy of certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified, without giving thirty (30) days written advance notice thereof to the College's representative. A renewal policy or certificate shall be delivered to the College at least thirty (30) days prior to the expiration date of each expiring policy. If at any time the policies become unsatisfactory to the college, the contractor shall promptly obtain a new and satisfactory policy in replacement. If determined necessary by the College representative, the contractor shall deliver to the college representative, upon demand, the original of any policy required herein for review and upon completion of said review, said policy shall be returned to the contractor.

6.0 General Conditions, Instructions & Information for Proposers

1) Contact

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

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

2) Proposal Submission

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

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

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

3) Vendor Registration Requirements

Prior to the submission of your solicitation documents, all vendors must be listed as a registered vendor in TCC's database. If you previously submitted these forms and received your TCC vendor id number, you will not need to re-submit, just reference this number within your application on **Attachment D-TCC Registered Vendor ID#**.

If you are not a registered TCC vendor, you will need to complete our online TCC Vendor Application Form and W-9 at: www.tcc.fl.edu/vendors .These forms are submitted to a secure Purchasing mailbox electronically which protects your information. Once your forms have been submitted and information has been processed by Purchasing, you will receive an e-mail containing your TCC Vendor ID Number.

If you are unsure about your registration status in TCC's database, please E-mail Jenny Shuler at shulerj@tcc.fl.edu and include the company name and Federal ID # or the last four digits of the vendor social security number.

4) Number of Copies

Proposers shall submit **one (1) original hardcopy, four (4) additional copies** and **two (2) USB Thumb Drives** of the complete proposal, with all supporting documentation in a sealed envelope/container marked as noted above. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the Evaluation Team.

5) Due Date/Time

The time and date will be scrupulously observed. Proposals must be received in the TCC Purchasing Department by the deadline. **Proposals and unsolicited amendments to proposals received after the specified time and date shall not be evaluated.** The College will not be responsible for late deliveries or delayed mail. The time clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, Eastern Standard Time. The proposer may submit the proposal in person or by mail/courier service. Faxed or electronically sent proposals will not be accepted. **Proposers are cautioned that all incoming mail to the College is received by the College's Central Mail Department prior to its distribution to the individual departments. Therefore, at least a 24-hour distribution delay should be considered when mailing the proposals. The College cautions proposers to assure actual delivery of mail or hand-delivered proposals prior to the deadline set for receiving proposals.** Telephone confirmation of timely receipt of the proposal may be made by calling the Purchasing Department at (850) 201-8520

6) Proposer Email Registration

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

7) RFQ Documents

Proposal documents may be obtained by one of the following methods:

Phone: Jenny Shuler (850) 201-6069

TCC Purchasing Website: www.tcc.fl.edu/purchasing

State of Florida Vendors Bid System (VBS):

http://myflorida.com/apps/vbs/vbs_main_menu

If you download the proposal from the TCC Purchasing website or the VBS, please contact Jenny Shuler (850) 201-6069 and provide your contact information. This information will become a part of our vendor list.

8) Public Opening

Proposals shall be received by the Purchasing Department by the specified time and date. Proposals will be reviewed by College staff to determine if they comply with the mandatory responsiveness requirements/fatal criteria listed in this RFQ. This will be a yes/no review and costs recording, conducted by the College staff, to determine if all requirements have been met. Failure to meet any of these mandatory responsiveness requirements will render a response non-responsive and result in rejection of the entire response. Further evaluation will not be performed. No points will be awarded for passing the mandatory responsiveness requirements. A public opening of the proposals for this RFQ will occur as listed in Section 4 - Calendar of Events in Room 115 (Eagle Conference Room) of the Hinson Administration Building. Persons with disabilities needing assistance to participate in the public opening should call the Purchasing Department at least 48 hours in advance of the public opening. **Only the names of Proposers will be read at the opening, nothing else.**

9) No Bid/Proposal

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

10) Delays

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify

proposers of all changes in scheduled due dates by written addendum.

11) Proposal Withdrawal

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

12) Additional Information

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

13) Inquires

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

14) Addendum

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

The College will also post all addenda and materials relative to this procurement on the State of Florida's Vendor Bid System (VBS)

http://myflorida.com/apps/vbs/vbs_main_menu and the College's Purchasing website: www.tcc.fl.edu/purchasing. **Interested parties are responsible for**

monitoring these sites for new or changing information relative to this procurement.

15) Posting of Award

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

16) Responses

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

17) Termination

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

a. Termination at Will

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

b. Termination for Cause

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

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

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

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

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

c. Termination for Unauthorized Employment

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

18) Minority and Women Owned Businesses

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

19) Proposal Preparation Costs

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

20) Accuracy of Proposal Information

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

21) Disqualification

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

22) Attorney's Fee

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

23) Public Entity Crimes

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list.

By signing and submitting the RFQ proposal forms, Proposers attest that they have not been placed on the “Convicted Vendor List”.

Due to guidelines for the use of grant funds, no person or vendor will be considered that appears on the Federal “Excluded Parties List” found at the following link; <https://www.epls.gov/>. This list is provided by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. By signing and submitting the RFQ proposal forms, proposers attest that they have not been placed on the “Excluded Parties List”.

24) Public Records

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

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

25) Acceptance/Rejection

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

26) Protests

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

prescribed in 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

27) Compliance

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

28) EEO Statement

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

29) Conflict of Interest

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

30) Affirmation

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

31) Request for Proposal Terms

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

32) Licenses

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

33) Federal and State Taxes

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

34) Mandatory Responsiveness Requirements/Fatal Criteria

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

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

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

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

36) Mandatory Site Visit and Proposers' Conference (Only those who attend can submit a proposal)

- a. The College Site Visit - **The Site Visit scheduled for this RFQ is mandatory and will occur immediately after the Proposer's Conference.**
- b. Proposers' Conference - **The Proposers' Conference scheduled under this RFQ will occur March 27, 2013 at 2:00 p.m. at the TCC Wakulla Center, 2932 Crawfordville Highway, Crawfordville, Florida.**

37) Intent to Propose

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

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

Note: Although a proposal may be submitted without an NOI, proposers should be aware that any revisions/clarifications/supplemental instructions

to this RFQ will be issued in a written addendum(s) to the proposers who have returned NOIs.

38) College Required Scope Changes

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

39) Other Requested Changes

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

40) Debts and Encumbrances

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

41) Credits

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

42) Administrative Purposes

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

7.0 Instructions for Preparing Applications

Each application shall be prepared simply and economically, providing a straightforward, concise delineation of the contractor's capabilities to satisfy the requirements of this RFQ. **A maximum of forty (40) pages not counting the financial statements will be allowed for each proposal. Please do not exceed this maximum page count.** Emphasis in each application shall be on completeness and clarity of content. In order to expedite the evaluation of applications, it is essential that proposer follow the format and instructions contained in the Application Submission Requirements.

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

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

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

1) Application Format

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

Applications should be limited to a page size of eight and one-half by eleven inches (8.5" x 11") and a total page count of forty (40) pages excluding the financial statements. Fold out pages may be used, where appropriate, but should not exceed five percent (5%) of the total number of pages of the entire application. All pages shall be sequentially numbered. If necessary, it is recognized that existing financial reports, documents, or brochures, may not comply with the just-prescribed format. They will be acceptable in current form and need not be reformatted.

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

2) Application Submission

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

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

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

8.0 Response Format

1) Tab 1 - Letter of Transmittal

The Proposal shall include a Transmittal Letter with Executive Summary (narrative) synopsis of the proposer's method of delivering the required services in compliance with the minimum requirements and Scope of Service outlined in the RFQ. The synopsis shall contain sufficient detail addressing all elements of the required services and shall be prepared in such a manner that will clearly indicate the proposer's understanding of, and intent to comply with, the requirements set forth in the RFQ. The Transmittal Letter with Executive Summary shall be signed by a representative of the proposer authorized to bind the corporate entity submitting the proposal and shall be inserted under **Tab 1** of the Proposal.

2) Tab 2 - Identification

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

3) Tab 3 - Organization

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

4) Tab 4 - Key Personnel

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

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

5) Tab 5 - Background Experience

The responding firm shall provide a descriptive listing of significant projects completed since February 1, 2005 that reflects the goals of the Wakulla Environmental Institute. At a minimum the listing should contain the following information:

- ✓ Description of project scope
- ✓ Description of energy efficient and sustainable features of the project.
- ✓ Dollar value
- ✓ Name and business address of the owner
- ✓ Assessed liquidated damages, if any
- ✓ Notice to proceed, target completion and actual completion dates
- ✓ Initial contract value and final contract value
- ✓ Brief narrative description of any unusual technical aspects of the project

6) Tab 6 - Education Architectural Design Experience

The responding firm shall provide a minimum of ten (10) references where the firm was the lead architect. These projects should be similar in nature to the proposed project for TCC. Include contact information for the owner's project representative, name of project, project budget, completion date, etc.

7) Tab 7 - Licensure

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

8) Tab 8 - Financial Data

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

9) Tab 9 - Insurance

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

10) Tab 10 - Litigation

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

- ✓ All pending litigation
- ✓ All litigation since April 16, 2008

11) Tab 11 - Registration Certificates

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

12) Tab 12 - Corporate Charter

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

13) Tab 13 - Convicted Vendor List

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

14) Tab 14 - Claims Resolution

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

15) Tab 15 – Other Required Forms

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

- ✓ Attachment A – Proposer Information Form
- ✓ Attachment B – Drug-Free Work Place Form
- ✓ Attachment C – Minority & Woman Owned Business Declaration Form
- ✓ Attachment D – TCC Registered Vendor ID Number
- ✓ Attachment E – Statement of No Proposal Submitted (If applicable)
- ✓ Attachment F – Addendum Acknowledgement Form (If any issued)
- ✓ Attachment G – Vendor Signature Sheet

9.0 General

1) Disqualification

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

2) Queries

NOTE: All questions must be forwarded in writing to Section 2. Contact Information. The Last day for Written Inquiries is Monday, April 5, 2013 @ 5:00 p.m. The Anticipated Date that Answers to Written Inquiries will be posted on the VBS and TCC's Website is Thursday, April 11, 2013.

3) Review Committee

An Evaluation Committee composed of TCC staff members, selected by the College's Vice President for Administrative Services, will provide the initial evaluation of responses to this Request for Proposal. The Staff Evaluation Committee will recommend a minimum of three firms to be interviewed by a separate Selection Committee comprised of members of the District Board of Trustees. The Board

Committee will conduct interviews to determine who, in the opinion of the Committee, will provide architectural services in the best interests of the College. The Committee will then make a recommendation to the full District Board of Trustees on the firm recommended to provide architectural design services for the subject project.

10.0 Proposal Criteria

1) Evaluation Criteria / References

The total amount of points recorded shall be utilized in the evaluation of the written proposals presentations. The Evaluation Committee may choose to use consensus scoring in the initial review/evaluation of the written proposals in order to develop a smaller number of proposals to be afforded extensive individual and collective review.

2) Identical or Tie Scores

In the event two (2) or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

1. Drug Free Work Place,
2. Proposer's place of business is within Gadsden, Leon, and Wakulla Counties
3. Proposer's place of business is within the State of Florida,

3) Evaluation Criteria for Written Proposals

The following shows the maximum number of points that may be awarded for each part of the submitted Proposal:

1. Adequacy of-Management Staff (5 points)
Is the firm staffed to conduct operations in a business-like manner?
2. Adequate Technical Staff (15 points)
Does the firm have registered professional personnel in appropriate disciplines?
3. Current and Projected Workload (5 points)
Does the firm's workload appear to be reasonable for its size?
4. Experience in Similar Work (15 points)
Has the firm had adequate experience in postsecondary educational facilities design and construction?
5. Current Location (10 points maximum)
Is the principle office of the firm presently located in relative close proximity to the college? Location:

Wakulla County	10 points
Leon or Gadsden County	5 points
State of Florida	2 points
All others	1 point
6. Understanding of Scope (15 points)
Does the firm have a good understanding of the scope of work as described in Section 5.0 and the mandatory Proposer's Conference?
7. Innovative Approaches (15 points)
Does the firm's design work reflect incorporation of innovative concepts? Provide examples of sustainable design, use of alternative energy systems, and use of

the building itself as a teaching tool for sustainable concepts.

8. Financial Condition/Fee Structure (15 points)
Is the firm's financial condition satisfactory? What has been the firm's fee schedule for service, hourly design rates, and project fees for services.
9. References (5 points)
Past performance evaluation of selected clients.
10. Minority Status
Is the firm a certified minority company? Are any of your planned sub-consultants minorities?

Failure to provide information required in this response portion of the RFP packet shall result in a score of zero (0) for that portion of the evaluation.

Mandatory Requirements:

1. Transmittal Letter with Executive Summary - (Tab 1)
2. Proposer's Business/Corporate Background – (Tab 2)
3. Drug Free Work Place (Tab 3)
4. Minority & Women Owned Business - (Tab 4)
5. Request for Taxpayer ID Number/ W9 – (Tab 5)
6. Other Required Forms (Tab 6)
7. Financial Statement (Tab 7)
8. Staffing and Personnel (Tab 8)
9. Education A/E Design Experience (Tab 9)
10. Addendum Acknowledge Form(s) – (Tab 10)
12. Additional Requirements & Documentations – (Tab 11)

10.0 Attachments

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

Attachment A – Proposer Information Form

Attachment B – Drug-Free Work Place Form

Attachment C – Minority & Woman Owned Business Declaration Form

Attachment D – TCC Registered Vendor ID Number

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

Attachment F– Addendum Acknowledgement Form

Attachment G – Vendor Signature Sheet

Attachment H – TCC Campus Map (Information Only)

Attachment A – Proposer Information Sheet

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

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

Attachment B - Drug-Free Work Place Form

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

If **Yes** please complete the form.

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

_____ does:
(Name of Business)

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

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

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

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

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

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

Attachment C - Minority and Woman Owned Business Declaration

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

If **Yes** please complete the form.

Minority and Woman Owned Business Declaration Form

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

Type of Business (check applicable area):

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

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

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

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

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

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

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

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

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

Attachment D – TCC Registered Vendor ID Number

I have submitted the required TCC vendor application and W9 form online and have obtained my TCC vendor id# which is 4 _____ .

This TCC vendor id number must be obtained prior to application deadline to fulfill the requirements of this RFQ.

Attachment E – Statement of No Application Submittal

Statement of No Application Submittal

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

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

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

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

Remarks: _____

- Remove us from your “Proposer’s List

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

Address, City, State & Zip Code

E-Mail Address and Website

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

Attachment F – Addendum Acknowledgement Form

**ADDENDUM ACKNOWLEDGEMENT FORM
RFQ # 2013-04
ADDENDUM #1**

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

Sample

Bid No: RFQ # 2013-04

Bid Title: *Architectural Services for Wakulla Environmental Institute,
Building One*

Opening Date: April 18, 2013 @ 2:00 p.m.

ADDENDUM NO: One (1) Date: XXXXXXX, 00, 2013

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

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFQ.

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

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE: _____

AUTHORIZED SIGNATURE

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

Attachment G – Vendor Signature Sheet

Vendor Signature Sheet

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

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

PROPOSER'S LEGAL NAME _____

FEDERAL ID NUMBER _____

CITY, STATE AND ZIP CODE _____

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

BY SIGNATURE (Manual) _____

BY SIGNATURE (Typed) _____

TITLE: _____ DATE _____

Affirmation:

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

Request for Proposal Terms:

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

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