

Intent to Respond Notice:

Ref: 000-00 NEW RFP

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

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

Company name: _____

Address: _____

Contact Person: _____

Phone #: _____

Fax #: _____

E-mail: _____

Contact for additional information if needed.

FCCJ RFP: 000-00	ISSUE DATE:	00/00/0000
RFP TITLE:	NEW RFP	
RFP OPENING DATE & TIME:	00/00/0000 @ 2:00 PM	
PURCHASING AGENT:		
FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE 501 WEST STATE STREET JACKSONVILLE, FL 32202-4068 FAX Submissions Not Allowed	<h1>REQUEST FOR PROPOSAL</h1> <p>For Florida Community College At Jacksonville:</p> <hr/> Dennis C. Blank Purchasing Manager	

VENDOR INFORMATION & NO RFP BLOCKS

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

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

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

Minority Business Enterprise Type: #

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

"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"

IMPORTANT!! SIGNATURE BLOCK

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

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

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

POST DATE:	00/00/0000	REMOVE DATE:	00/00/0000
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GENERAL CONDITIONS

Bidder/Proposers can obtain Florida Community College at Jacksonville General Conditions (which are incorporated by reference) by visiting:

http://fccj.edu/campuses/mccs/purchasing/documents/gen_cond.pdf

INSTRUCTIONS FOR W-9 FORM:

Bidder/Proposers can obtain Florida Community College at Jacksonville W-9 Form Instructions by visiting:

http://fccj.edu/campuses/mccs/purchasing/documents/W-9_FORM.pdf

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

Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								

OR

Employer identification number								

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

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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

Nonresident alien who becomes a resident alien.

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

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

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

PROPOSAL'S CHECKLIST

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

ON THE REQUEST FOR PROPOSAL(RFP) SHEET:

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

PROPOSALS RETURNED UNSIGNED ARE CONSIDERED UNRESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR RFP/PROPOSAL IS SIGNED BY AN AUTHORIZED OFFICER FOR YOUR COMPANY.

All proposers are alerted to pay special attention to all sections contained in this Request for Proposal which state they shall be completed and submitted as part of the response to the solicitation within the page limit set in section 1.03 in order for your proposal to be considered responsive.

Section X Page X

Florida Community College at Jacksonville serving over 60,000 students annually in Duval and Nassau counties, is the tenth largest community college in the country. The College has a requirement your company could potentially provide.

The College is soliciting the submittal of proposals for the purchase of _____?? services??

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

SEALED RFP # 000-00
Dennis C. Blank,
Purchasing Manager
Florida Community College at Jacksonville
501 West State Street
Jacksonville, FL 32202-4068

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

All prices to be quoted are to be FOB destination, freight prepaid. FCCJ is a political subdivision of the State of Florida and as such is exempt from all Federal and State taxes. FCCJ reserves the right to reject any portion or all proposals, to resolicit RFPs or not, and to waive informalities as deemed in the best interest of the College.

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

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

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

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Attachments:

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B.	Location Map of FCCJ Campuses and Centers	page
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1.00 Overview

1.01 Florida Community College at Jacksonville (FCCJ) has a requirement for which your company may be qualified to submit a formal proposal in response to this RFP #20xx-xx6.

1.02 This RFP solicits the submittal of priced proposals from qualified firms that can partner with FCCJ to provide _____ and related services.

1.03 To be considered responsive, proposers shall deliver before 2:00 p.m. on xx/xx/xx one (1) original and _____ (xx) copies, which **shall not exceed 50 total pages** in length to include not only all required FCCJ forms and attachments but any documents * that you include in your submittal to:

Dennis Blank
 Purchasing Manager
 Room 341
 501 West State Street
 Jacksonville, FL 32202

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

1.04 Your proposal must be signed by an authorized employee/officer with the authority to bind a contract.

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

1.06 Please direct any inquiries to the following College staff. (Also see Attachment “G”)
Contact Person:

_____Buyers name
 _____Title

Phone: 904-632-xxxx
 Email: xxxxx@fccj.edu

Also list here the best subject matter expert /end user a proposer can contract.

Name: _____

Title: _____

Phone : _____

Email : _____

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

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

2.00 Existing Conditions

2.10 Florida Community College at Jacksonville (FCCJ) located in Northeast Florida has five (5) campuses and six (6) centers and provides instruction to over 60,000 students each year.

2.20 The College's campuses and centers are:

A. Downtown Campus: *101 West State Street, Jacksonville, FL 32202

- Advanced Technology Center (ATC) 401 W. State St. Jacksonville, FL 32202
- Martin Center for College Services (MCCS), 501 W. State St., Jacksonville, FL 32202

B. Kent Campus: *3939 Roosevelt Blvd., Jacksonville, FL 32205

- Cecil Aviation Center: 13450 Lake Fretwell St., Jacksonville FL 32215
- Cecil Education Center: 13367 Normandy Blvd., Jacksonville, FL 32221

C North Campus: *4501Capper Road, Jacksonville, FL 32218

- Nassau Center:** 760 William Burgess Blvd., Yulee, FL 32097

D. South Campus: *11901 Beach Blvd., Jacksonville, FL 32246

- Deerwood Center: *9911 Old Baymeadows Road, Jacksonville, FL 32256

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

* = Location has an on campus bookstore.

** = Nassau Center bookstore is opened on a pre-scheduled limited hour basis each semester to serve the students at Nassau Center.

2.30 FCCJ has recently received a number of achievements:

A. National Ranking:

1. Ranked #1 in technology by the Center of Digital Technology (2003 & 2004).
2. Ranked second "Most Wired College" in the Nation (by Yahoo Internet Life).
3. Third in conferring Associate Degrees in Liberal Arts and Studies.
4. Fourth in Associate Degrees in Nursing (R.N.).
5. Fifth in Associate Degrees (all disciplines).
6. Serves more Veterans than any College in the Nation.

B. State of Florida Ranking:

1. Largest Workforce Development Program.
2. Largest Information Technology curriculum.
3. Largest Distance Learning Program.
4. Largest provider of education and training to the U.S. Military.
5. Fastest growing College and with the most significant growth overall (by December 04 Community College Week).

2.40 Approximately (XX) years ago, FCCJ solicited proposals to provide ____ services and awarded a contract to XXX_____. This contract is in its XXth and final year ending XXXX XX, XXXX.

2.41 The College began the current contract with XXXX t with _____

- 2.42 During the past few years, the College has _____
- 2.43 CADD drawings of each of the campuses are provided in attachment "F". Proposers may contact Mr. _____, College _____, at 904-632-XXXX or email XXXXX@fccj.edu for questions related to these spaces, and to understand the College's requirements relative to _____.
- 2.44 The College's existing conditions and contract with XXXXX _____ includes the following elements:
- A. Retail prices per contract set at _____ percent gross margin over net cost .
 - B. XXXX _____ is required to pay students for _____.
 - C. XXXX is not currently integrated to FCCJ's XXXX system allowing student to _____
 - D. XXXXX does not currently maintain a real time perpetual inventory of _____.
 - E. XXXXX systems are not networked or integrated.
 - F. The College is not provided timely information during the _____ period noting _____.
 - G. The current contract provides FCCJ the following commission/rent on gross sales:
 - xx percent \$0 - \$4MM
 - xx percent \$4 MM and over
 - H. XXXX accepts the College's Visa Procurement Card (P-Card) for any College liable purchases from the bookstore.
 - I. XXXX provides the College annually an independent CPA audit on commissions paid as defined in Contract 20xx-xx.

The College purchased and installed a _____ system using a course development system _____

3.00 Problem Statement:

Identify a qualified contractor who can provide the College the best combination of preferred _____ management services and overall best total value.

3.10 It is the College's objective to solicit the submittal of proposals from qualified firms to provide _____ management and related services as defined herein.

It is the College's intention that the resultant contract, if approved by the District Board of Trustees at their xxxx xx, 20xx meeting, would be for an initial contract period of Xxxxxx xx, 20xx through Xxxxxx XX, 20xx with up to xxxx (x) additional xxxx (x) year terms of extension. Renewal of each term would be subject to satisfactory performance, continued need, mutually agreeable terms and conditions and District Board of Trustee approval of extension.

Any resultant contract would include a 90 day termination provision without cause or cost for both parties.

4.00 Proposal Guidelines/Scope of Services4.10 **PROPOSERS ARE HIGHLY ENCOURAGED TO FOLLOW THE RFP NUMERICAL SEQUENTIAL FORMAT OF THIS RFP# rfpno**

4.20 The College has scheduled a Non- Mandatory attendance RFP pre-proposal conference on Xxxxx xx, 20xx at 1:00 p.m. at the _____ Campus, _____ Street, Jacksonville, FL 322xx to provide proposers an opportunity to tour each of the College's five (5) bookstores and meet with College staff to answer questions. (See Section 7.00) Proposers are requested to defer calling College staff listed until after this meeting.

4.30 RFP Inquires:

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective proposers other than through the purchasing office during the proposal preparation and evaluation period. However, all proposers will be provided a copy of all written questions (submitted prior to Xpm Xxxxx, xx 20xx)of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquires to the attention of:

Buyer : _____ Title: _____

Florida Community College at Jacksonville

501 West State Street

Jacksonville, Fl 32202-4030

FAX: (904) 632-3087

or via email: Xxxxxl@fccj.edu

All written questions are due no later than X:00 p.m. Day _____, Xxxxxx xx, 20xx.

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

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

4.31.1 FCCJ reserves the right on _____ to not utilize the awarded _____ contractor and to directly purchase them from the _____ (i.e., _____)\

4.32 The awarded contractor shall:

- Sell _____ on campus (at face value).
- Maintain online and printed reports that FCCJ can use to determine _____

4.33 The proposer /awarded contractor shall be prepared to begin full scale operations on sxxxxx xx, 20xx.

4.34 REPORTS

The awarded contractor shall provide ____ reports monthly to the attention of _____.
. This report shall include at a minimum the following: _____

4.40 GENERAL CONDITION

4.41 EXPLANATIONS TO PROPOSERS: Any explanation desired by a contractor regarding the meaning or interpretation of the request for proposal, Form of Agreement, etc. must be requested in writing from the FCCJ Purchasing Director with sufficient time prior to the define established deadline as defined in Section #7 to allow for a reply to reach all proposers before the response submission due date of their proposals. Any interpretation made will be in the form of a written addendum which will be furnished (mailed) to all known prospective proposers. Its receipt by the proposer must be acknowledged by one of the means set forth in the addendum. ORAL EXPLANATIONS OR INSTRUCTIONS given either at a pre proposal conference or before the submittal of proposals or prior to award of the resultant contract will **NOT** be binding on the College.

4.42 CONDITIONS AFFECTING THE WORK: Proposers are encouraged to attend the non- mandatory attendance pre-proposal conference meeting and visit the _____ and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Proposers should also carefully examine the RFP documents so that they are accurately informed regarding any and all conditions and requirements contained therein that may in any manner affect the work to be performed. The College will not assume any responsibility for proposers' cost to submit proposals or their errors and omissions caused by failure of the part of the proposer to visit the sites or to inspect and familiarize themselves with the contract documents.

4.43 ADDENDA: Any addenda issued prior to the opening of the RFP for the purpose of changing the specifications of this request for proposal or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the RFP and related documents. Since all addenda are available to proposers at the office of the FCCJ Purchasing Manager, it is each proposer's responsibility to check with the issuing office and immediately secure all addenda before submitting your proposal. The FCCJ Purchasing Manager mails by U.S. mail addenda to all known prospective contractors, but no guarantee can be made that addenda will be received.

4.44 PREPARATION OF PROPOSALS:

- (a) Proposals shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the proposal. Telegraphic proposals will not be considered. Proposals must be typed or written in ink.
- (b) Modifications of proposals already submitted will be considered if received at the office designated in the RFP prior to the time set for public opening of proposals.

4.45 FAMILIARITY WITH LAWS: The proposer is assumed to be familiar with all Federal, State of

Florida and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility.

- 4.46 This RFP solicits a level of exceptional _____ service to _____ comparable to the finest _____ operations in the United States. Further, a service that is sensitive and responsive to the needs of the campus and compatible with the educational and cultural objectives of the College.
- 4.47 Contractor shall disclose with their proposal the names of any College employees or District Board of Trustees members that are also owners or employees of your company.
- 4.48 Contractor shall sell FCCJ only OEM new and unused _____.

5.00 Proposal/Interrogatories/Evaluation Criteria

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

5.01 **Company Qualifications:**

The committee evaluation will include reference to your company’s past experience and unique qualifications providing _____ services to higher education. The committee will assign up to 15 points to proposers based on the degree of their unique qualifications and “related” past experience. (0 – 15 points)

5.011 Name of proposer: _____

5.012 Primary contact person: Name _____
Phone No.(____)_____

Fax No. (____)_____

5.013 Location of most local:

Sales Office: _____
____ Maintenance Office: _____
____ Consulting Office : _____

5.014 Year proposers business started? _____

5.015 Year proposer began providing _____ services? _____

5.016 Year proposer began providing _____ services as specified herein? _____

5.0161 Is _____ Operations your primary business? Yes__ No__.

5.0162 What percentage of your business is the result of _____? _____%.

5.0163 What are your companies national annual gross sales in _____? \$_____.

5.0164 Experience Record - List below five (5) contracts you have lost for _____ Operations in the past three years. (if any).

CLIENT NAME	DATE CONTRACT WAS TERMINATED	LENGTH OF CONTRACT HELD	CONTACT NAME	PHONE #

5.017 To be responsive, proposers shall list below 3-5 related higher education references of your providing similar services as defined in this RFP: (Preference will be given to references that are for clients you have managed at least three (3) years and with greater than \$____MM per year annual sales.

Client	Contact Name	Phone #	# Years of Contractual Relationship	#_____?

5.018 Please list below the name of the company or subcontractors that will provide on campus management? _____
 ? _____
 ? _____
 On Campus Services? _____
 Mangement/staffing? _____

5.019 At what locations do you currently manage similar services?

5.0191 Describe below a brief overview of your company’s unique qualifications.

5.0192 Describe below your company’s experience in higher education providing _____ management services for clients preferably for greater than Xxxxx (X) years and preferably with 3+ bookstores with annual sales of \$XMM or more.

5.0193 How many _____ employees does your company have in Northeast Florida? _____
In Florida _____ In the USA? _____

5.0193 Pursuant to Florida Statute 112.313(7) and FCCJ Board Rule # 6Hx 7-2.9 (4) **“Personnel Responsibilities Outside Scope of Employment”** - **“No employee (including part time employees, or adjunct employees) shall sell any product or service to the FCCJ Board except as may be specified in the employee's position responsibilities at the College.”**

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

5.02 Company Financial Strength:

The committee evaluation will include evidence provided of your company’s financial strength. The Committee will assign up to five (5) points based on the degree of proposers’ financial strength (0 – 5 points)

5.021 To be responsive attach a letter from your surety that commits to writing a \$Xxx,000 performance bond for your company if you are awarded this contract.
Attached? Yes ___ No ___ (if no, please describe below).

5.022 Attach a one (1) – two (2) page financial summary statement for your last two (2) fiscal years. Attached? Yes ___ No ___

5.23 Your company agrees to provide FCCJ, if awarded this contract #20xx-xx, a certificate of insurance to the limits defined in Special Condition # Xxxxx and Attachment “A” contract #20xx-xx. Agreed? Yes ___ No ___

5.03 Proposed Project Staff Qualifications and Experience:

The committee evaluation will include your proposed staff qualifications including, but not limited to:

- a. Your proposed on-site management/organizational chart and regional and national support.**
- c. Specific qualifications, educational background, and experience of staff proposed to operate and manage the FCCJ account.**

The committee will assign up to 15 points based on the proposed , staffing plan proposed and proposed staff qualifications. (0 – 15 points).

5.031 To be responsive proposers shall attached (Labeled as 5.031) a on campus staffing plan that defines by each campus the number of full-time and part time employees, Agreed? Yes ___ No ___

5.032 It is preferred proposers define below the name of each employee that is proposed to be part of your proposal and attach (Label as response to #5.032) a short bio/resume for each person that defines their formal educational degrees earned, past related/unique work experience on higher educational campuses and number of years they have worked for your firm.

Title	Employee’s Name	Current Title	# of Years With Your Firm
Regional Director			
Director of _____			
Partner			
Sr. Consultant			
Jr. Consultant			

5.04 **Scope of Services Proposed:**

The committee evaluation will include both the proposer’s overall scope of services proposed and the extent of experience implementing and managing a multi-campus _____ with a fully networked inventory control management system for both _____ and _____, etc. and the degree of functionalities and interfaces to your _____ system. The committee will assign up to 15 points based on the breath of scope of services proposed meeting or exceeding the RFP specifications and the functionality and prior experience in implementing a fully integrated networked _____ inventory control system and commitment to install such a system at FCCJ by Xxxxxx xx 20xx. (0 – 15 points)

5.041 How in detail would your company propose the College transition into a contract with your company, if awarded? (Include a proposed detailed timeline that includes major milestones (i.e. sign contract inspect sites, inspect inventory, interview staff, etc.) (Label as #5.041)

5.042 Does your proposal fully comply with all RFP # rfpno requirements?
Yes ___ No ___ (If no, please describe):

5.043 Does your proposal “exceed” the minimum requirements of this RFP # rfpno ?
Yes ___ No ___ (If yes, please describe):

5.044 If awarded this contract # rfpno on Xxxxx xx, 20xx, can your company assume full operation of all _____ on Xxxxxx xx 20xx? Yes ___ No ___

5.045 When did your company first go live at a multi-campus client site with a fully integrated networked inventory control system for multi-campus management that was interfaced to your system ? ___/___/_____

5.046 To be responsive, proposers shall commit to installing, at all FCCJ’s campuses, a fully integrated networked _____ inventory control system interfaced to your POS system by no later than Xxxxxx xx, 20xx. Agreed? Yes ___ No ___ Describe below the system proposed and when it will be installed at FCCJ and define the client name and phone number we can call to do a reference check on this system.

5.047 Describe below the functionalities of your proposed fully integrated networked inventory control system. (e.g. _____)

5.048 Does your company agree to all RFP # rfpno requirements and also agree to signing Attachment "A" contract # rfpno without exception?
Yes ___ No ___ (If no, define below deviations)

5.049 Does your company agree that all _____equipment will be purchased, installed and monitored at the cost of the contractor? Yes ___ No ___

5.0491 The proposer, by submitting a proposal agrees the awarded contractor shall agree the resultant contract shall include:

- A. Providing on a "turn key" basis all _____management services defined herein.
 - B. Be an "independent contractor" providing all supervision of staff including paying all wages and salaries for personnel specified, including payment of all insurance as specified in special condition 8.01.
 - C. Agree to a 90-day right of either party to request in writing termination of contract without cause.
 - D. Agree to a 14-day notice of default whereby either party shall be provided 14 days written notice to resolve any breach of contract terms and if said breach is not cured after 14 days said contract can be terminated within 7 days thereof.
 - E. Agree to sign a hold harmless statement that the awarded contractor would defend and hold the District Board of Trustees harmless from any third party as the result of contractor's, employees', subcontractors' or agents' negligence.
 - F. Agree to obtain the written approval of the College's marketing department before any advertisements or merchandise is printed that contains the College's logo.
 - G. Agree to be responsible for the maintenance of any contractor provided equipment.
 - H. Agree that FCCJ shall retain the right to request awarded contractor to replace onsite management or staff based on unsatisfactory customer service or unsafe practices on campus.
 - I. Provide and maintain during all terms of this contract a \$XX,000 performance bond (see special condition 10.05) guaranteeing faithful performance.
- Agreed ? Yes ___ NO _____

5.05 Customer Service Training and Continuous Improvement Plan

The committee evaluation will include proposed customer service training, continuous improvement proposals, and proposed customer service surveys and process measurements. The committee will assign up to 15 points based on the degree of proposed customer service training, continuous improvement proposal and process measurements. (0 – 15 points)

5.051 Define below your proposed formal customer service training of both your managers, as well as full and part time employees.

5.052 Define below your proposed customer service continuous improvement plan.

5.053 Define below your proposed customer service process measurements and how the data will be collected. (e.g. customer service surveys? scheduled focus groups? utilize mystery shoppers?)

5.06 Commitment to Develop Customized Reports for FCCJ

The committee evaluation will include the proposer’s commitment to allocate IT resources to develop customized reports for FCCJ that are available online and in a printable format including but not limited to sales reports, _____ reports (that can define _____ on time, late adoption from added course sections, etc.) The committee will assign up to 10 points based on the proposer’s level of commitment to allocate resources in the first 90 days of the contract award to develop these reports and interfaces. (0 – 10 points)

5.061 Define below your proposal to provide by Xxxxxx xx, 20xx IT resources to develop and customize the following reports:

- A. Monthly sales report
- B. On-time _____ reports (by semester, by campus/by section) _____ both online and printable.

5.10 Total Cost/Value: The committee will evaluate the price quotations proposed and calculate an analytical total cost assigning XX points to that proposal with the overall analytical lowest cost and calculate the scores of the other proposals on a percentage basis. (0-xx Points)

5.101 List below your lump sum cost bid for the defined scope of work as \$_____.

5.102 ??? \$\$\$\$_____ x analytical qty = \$___/year x ___ years = ___ multi year analytical grand total \$.

5.11 Finalist References:

The evaluation committee will review written responsive proposals submitted including contacting both your references (provided in Section # x.xx) and from other of your client references to quantify both the quality both of your services provided and similar services. The committee will assign up to 25 points for exceptional references. (0 – 25 points)

5.111 To be responsive, proposers shall list below 3-5 related higher education references of your providing similar services as defined in this RFP: (Preference will be given to references that are for clients you have managed at least three (3) years and with 3+ _____ with greater than \$XMM per year annual sales.

Client	Contact Name	Phone #	# Years of Contractual Relationship	#_____?

5.12 Finalist (Optional) Interview Demonstration:

The evaluation committee may schedule interviews and demonstrations of their proposed solutions with any finalist (as deemed in the College's best interest). The committee will assign up to 25 points based on the finalist demonstration in the interview of their understanding of the College requirements and commitment to meeting or exceeding the College's minimum or preferred specifications. The College reserves the right to issue all finalists a best and final offer invitation, as deemed in the College's best interest. (0 – 25 points)

5.32 Finalist (Optional Client Site Visit(s))

The evaluation committee reserves the right to schedule visits to your client sites to observe first hand how your company currently supports that client and the level of customer service provided. The committee will assign up to 25 points for exceptional, client visit customer service satisfaction and advanced use of technology as defined in this RFP. (0 – 25 points)

6.00 Evaluation Criteria/Basis of Award:

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

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

It is the College's intent to recommend to its District Board of Trustees that College administration be authorized to negotiate with the top ranked proposer a satisfactory contract, as deemed in the College's best interest. If a satisfactory contract can not be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer until a satisfactory contract #20xx-xx can be negotiated and entered into.

6.10

RFP rfpno
Bookstore Management Services
Evaluation Criteria Matrix

Maximum Evaluation Points	Criterion	Proposer	Proposer	Proposer	Proposer
	Phase I				
15.0	Company unique qualifications.				
5.0	Company financial strength.				
15.0	Project staff qualifications and experience.				
15.0	Scope of services proposed . Networked _____ inventory control management systems.				
15.0	Customer service, training and continuous improvement plan.				
10.0	Commitment to develop customize reports for FCCJ.				
xx.x	Total cost/value				
255.0	Subtotal of phase I				
	Phase II				
25.0	Finalist references				
25.0	finalist (optional) interview/demonstration				
25.0	Finalist site visit(s) (optional)				
xxx.0	Sub total (Phase II)				
xxx.0	Grand total				

7.00	<u>Schedule</u>	
	issdate	RFP issue date
	zz/zz/zz 1pm – 5pm	Pre-Proposal Conference and tour _____ (Non- Mandatory attendance)_____ Campus, _____ Street, Jacksonville, FL Bldg. ___ Room ____ (College plans to provide transportation to all five stores)
	zz/zz/zz 5p.m.	Deadline to submit (by email to Buyer@fccj.edu) final request for clarifications
	zz/zz/zz 5pm	Deadline to submit to FCCJ notice of your “intent” to submit FCCJ a proposal
	rfpopdate @ 2:00 p.m. (EST)	Public proposal opening at FCCJ, Martin Center, 501 West State Street, Jacksonville, FL 32202 (3 rd floor purchasing) Room 341
	zz/zz/zz thru zz/zz/zz5	Evaluation committee review responsive proposals submitted.
	Zz/zz/zz 1-5p.m.	Public evaluation meeting, MCCA, 501 West State Street Jacksonville, FL 32202 Room # zzz
	zz/zz/zz 8 am – 3 pm	(Optional) interview/demonstration of finalist, time and location TBD.
	zz/zz/zz thru zz/zz/zz	(Optional site visit to finalist clients(s) site)
	zz/zz/zz 1pm – 5 pm	Public evaluation meeting, MCCA 501 West State Street Jacksonville, FL 32202 Room # _____???
	postdate	Posting of recommendation of award.
	removedate	End of posting period.
	Zz/zz/zz	Recommendation submitted to the College’s District Board of Trustees for approval.
	ZZ/zz/zz – zz/zz/zz	Negotiations of contract
	ZZ/zz/XX	Planned date to sign satisfactory contract (upon receipt of specified certificate of insurance and performance bond).
	ZZ/zz/ZZ	Date contract #20zz-zz will commence.

Special Conditions

** COOPERATIVE PURCHASE AGREEMENT **

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

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

** TERMS AND DELIVERY **

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

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

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

FLORIDA SALES TAX EXEMPTION NO: 85-8012556864C-6

FCCJ RESERVES THE RIGHT TO REJECT ANY OR ALL RFPs/PROPOSALS RECEIVED, TO RESOLICIT OR NOT AND TO WAIVE INFORMALITIES AS DEEMED IN THE BEST INTERESTS OF THE COLLEGE.

** DRUG-FREE WORK PLACE **

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

DOES:

(NAME OF BUSINESS)

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

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

PROPOSER'S SIGNATURE

Date: _____

**** PUBLIC ENTITY CRIMES ** (PURCHASES GREATER THAN \$25,000 IN VALUE)**

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

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

<http://epls.gov/epls/servlet/EPLSGETInputSearch>

**** DISCRIMINATION ****

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

1.02 ** EXCLUSIVE CONTRACTS **

FCCJ RESERVES THE RIGHT TO ORDER ITEMS FROM OTHER SOURCES AS DEEMED APPROPRIATE IN CONDUCTING NORMAL BUSINESS OR IN THE BEST INTERESTS OF THE COLLEGE. HOWEVER, THIS PROVISION SHALL NOT BE USED TO CIRCUMVENT THE INTENT OF THE CONTRACT.

1.06 ** EQUIPMENT/MATERIALS/LABOR **

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

2.01 ** AWARD **

AWARD WILL BE ON AN 'ALL-OR-NONE' BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED, HOWEVER, FOR ACCOUNTING PURPOSES EVEN THOUGH PROPOSED ON AN ALL-OR-NONE BASIS.

--OR--

2.03 ** AWARD **

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

7.04 ** SITE INSPECTION **

IT IS THE PROPOSER'S RESPONSIBILITY TO BECOME FULLY INFORMED AS TO THE NATURE AND EXTENT OF THE WORK REQUIRED AND ITS RELATION TO ANY OTHER WORK IN THE AREA, INCLUDING POSSIBLE INTERFERENCE FROM ACADEMIC OR OTHER COLLEGE ACTIVITIES. ARRANGEMENTS FOR PROPOSERS INSPECTION OF COLLEGE FACILITIES AND/OR ACTIVITY SCHEDULES MAY BE SECURED FROM THE

TELEPHONE NUMBER _____ . BY SUBMITTING A RFP, THE PROPOSER ACKNOWLEDGES THAT HE HAS INVESTIGATED AND SATISFIED HIMSELF AS TO THE CONDITIONS AFFECTING THE WORK, INCLUDING, BUT NOT LIMITED TO, THOSE BEARING UPON TRANSPORTATION, DISPOSAL, HANDLING, AND STORAGE OF MATERIALS, AVAILABILITY OF LABOR, WATER, ELECTRIC POWER, AT THE SITE, THE CHARACTER OF EQUIPMENT AND FACILITIES NEEDED PRELIMINARY TO AND DURING PROSECUTION OF WORK. THE PROPOSER FURTHER ACKNOWLEDGES THAT HE HAS SATISFIED HIMSELF AS TO OBSTACLES TO BE ENCOUNTERED INSOFAR AS THIS INFORMATION IS REASONABLY ASCERTAINABLE FROM AN INSPECTION OF THE SITE, INCLUDING ALL EXPLORATORY WORK DONE BY THE COLLEGE AS WELL AS FROM INFORMATION PRESENTED BY THE DRAWINGS AND SPECIFICATIONS MADE A PART OF THIS CONTRACT. ANY FAILURE BY THE PROPOSER TO ACQUAINT HIMSELF WITH THE AVAILABLE INFORMATION WILL NOT RELIEVE HIM FROM RESPONSIBILITY FOR ESTIMATING PROPERLY THE DIFFICULTY OR COST OF SUCCESSFULLY PERFORMING THE WORK. THE COLLEGE ASSUMES NO RESPONSIBILITY FOR ANY CONCLUSIONS OR INTERPRETATIONS MADE BY THE PROPOSER ON THE BASIS OF THE INFORMATION MADE AVAILABLE BY THE COLLEGE.

10.05 ** PERFORMANCE BOND **

A GOOD AND SUFFICIENT PERFORMANCE AND PAYMENT BOND, IN THE PENAL SUM OF NOT LESS THAN 100% OF THE CONTRACT AMOUNT, WITH A SURETY COMPANY SATISFACTORY TO THE COLLEGE AND LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA, WILL BE REQUIRED OF THE CONTRACTOR GUARANTEEING THAT THE CONTRACT, INCLUDING THE VARIOUS GUARANTEE PERIODS THEREUNDER, WILL BE FAITHFULLY PERFORMED. THE BONDS, ALONG WITH THE APPROPRIATE POWER OF ATTORNEY, SHALL BE DELIVERED TO THE PURCHASING MANAGER NO LATER THAN TEN (10) DAYS AFTER RECEIPT OF NOTICE OF AWARD.

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

A PRE-RFP (R.F.P.) CONFERENCE WILL BE HELD AT _____ CAMPUS ADDRESS: _____

BLDG. # _____ ROOM # _____ ON _____ DATE: _____ TIME. THE PURPOSE OF THIS CONFERENCE IS TO HEAR ANY AND ALL QUESTIONS ARISING FROM THE REQUEST FOR QUOTATION/REQUEST FOR PROPOSAL ISSUED PRIOR TO THE OPENING DATE. A FORMAL ADDENDUM WILL BE ISSUED PRIOR TO RFQ/RFP OPENING TO DOCUMENT ANY CHANGES IN SCHEDULE OR SPECIFICATIONS.

11.02 ** PROTECTION OF PROPERTY **

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

15.02 ** SUBCONTRACTING **

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

15.05 ** PROOF OF FUNCTIONAL CAPABILITIES **

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

16.01 ** MODIFICATIONS PRIOR TO DATE SET FOR OPENING PROPOSALS/RFPs **

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

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

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

THE CONTRACT WILL EXTEND FOR THE INITIAL PERIOD COMMENCING ____/____/____ OR DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH ____/____/____. THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, UP TO _____ MONTHS, PROVIDING THERE IS NO CHANGE IN TERMS AND CONDITIONS. RATES MAY BE NEGOTIATED ANNUALLY, NOT TO EXCEED THAT CALENDAR YEAR'S FEDERAL CONSUMER PRICE INDEX (CPI) INCREASE, SAME TERMS AND CONDITIONS.

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

THE QUANTITIES SET FORTH HEREIN ARE ESTIMATES ONLY AND ARE BASED UPON PAST EXPERIENCE. THE COLLEGE CANNOT GUARANTEE, THEREFORE, THAT THE ENTIRE QUANTITY OF ANY OR ALL ITEMS WILL BE ORDERED DURING THE PERIOD OF THE CONTRACT. CONVERSELY, DURING THE PERIOD OF THE CONTRACT, THE COLLEGE RESERVES THE RIGHT, AS NECESSARY, TO ORDER QUANTITIES IN EXCESS OF THE ESTIMATED QUANTITIES AT CONTRACT PRICES.

23.00 ** POSTING/PROTEST OF SPECIFICATIONS **

ANY "NOTICE OF PROTEST" INVOLVING THE SPECIFICATIONS, THE TERMS AND CONDITIONS OR ANY OTHER ASPECT OF THIS REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUALIFICATION (RFQ) MUST BE FILED IN WRITING WITHIN 72 HOURS AFTER THE RECEIPT NOTICE OF THE PROJECT PLANS AND THE SOLICITATION SPECIFICATIONS. FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED. (SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS SHALL BE EXCLUDED IN THESE COMPUTATIONS.) **FAILURE TO FILE A NOTICE OF PROTEST OR FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

23.01 ** PROTEST OF INTENDED AWARD **

RFP TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT postdate FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE: <http://www.fccj.org/campuses/mccs/purchasing/bidschedules.html>, UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS). ANY NOTICE OF PROTEST OF AWARD OR RECOMMENDATION OF AWARD SHALL BE FILED IN WRITING TO THE PURCHASING MANAGER WITHIN 72 HOURS AFTER THE POSTING OF THE RFP/RFQ TABULATION. **"FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57 (3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES."** A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS (EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED UPON. **FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120.57(3) FLORIDA STATUTES.** INSPECTION OR EXAMINATION OF SEALED RFP OR PROPOSALS ARE AVAILABLE FOR INSPECTION DURING NORMAL WORKING HOURS BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER RFP OR PROPOSAL PUBLIC OPENING, WHICHEVER IS EARLIER.

All proposers are alerted to pay special attention to all sections contained in this Request for Proposal which state they shall be completed and submitted as part of the response to the solicitation within the page limit set in section 1.03 in order for your proposal to be considered responsive.

Section X	Page X
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