



**ST. JOHNS RIVER**  
**S T A T E C O L L E G E**

**RFQ-SJR-13-2021**  
**Request for Qualifications (RFQ)**  
**for**  
**Pre-Qualified Contractor Certificate Renewal**

**RFQ SPECIFICATIONS DOCUMENT**  
(Application for Certificate Renewal for Calendar Year 2022)

St. Johns River State College  
RFQ-SJR-13-2021  
Pre-Qualification Certificate-Renewal

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**1.0 INVITATION TO RESPOND & GENERAL INFORMATION**

St. Johns River State College (SJR State) invites currently pre-qualified contractors to apply for certificate renewal for the period from January 1 through December 31, 2022 (Calendar Year 2022). A valid certificate of pre-qualification is required to be eligible to bid on projects related to construction, renovation, remodeling, major repairs, and site work at any of the College's campuses in Clay, Putnam and St. Johns Counties. The anticipated projects for this period are listed in Section 3.0. The preferred construction delivery method for the college is hard bid.

The procedures to be followed to renew the certificate are prescribed in this RFQ-SJR-13-2021 Specifications Document. The RFQ Specifications Document can also be obtained by sending an e-mail request to Terry Thomas, Director of Capital Assets and Risk Management, at [TerryThomas@sjrstate.edu](mailto:TerryThomas@sjrstate.edu).

RFQ responses, sealed and identified on the outside of the submission with the firm's name and RFQ-SJR-13-2021, are due by 3:30 p.m. EST on October 28, 2021 to St. Johns River State College, Business Office Attn: Terry Thomas, 5001 St. Johns Avenue, Palatka, FL 32177. Faxed, e-mailed, conditional, and RFQ responses delivered to a wrong location will not be considered. SJR State is not responsible for any cost incurred by the Contractor in their effort to renew their pre-qualified status.

RFQ responses received by the deadline will be publicly opened and the names of candidates for certificate renewal read aloud on October 28, 2021 at 4:00 p.m. EST in Room A-152, on the SJR State Campus at 5001 St. Johns Avenue, Palatka, FL. Submissions will not be evaluated at this meeting. The list of candidates for consideration will be published on the College's web page dedicated to this RFQ at <https://www.sjrstate.edu/132021> on October 29, 2021.

On November 8, 2021 at 3:00 p.m. EST, in Room A-152 on the SJR State Campus, 5001 St. Johns Avenue, Palatka, Florida, a committee will publicly evaluate the candidate submissions for the purpose of preparing a list of contractors recommended for certificate renewal. The basis for renewal of pre-qualification certificates is for Contractors to meet all RFQ specifications. Contractors recommended for certificate renewal will be posted on the College's web page dedicated to this RFQ on November 9, 2021 and this will constitute the Notice of Intent to Award Renewals.

Action to award RFQ-SJR-13-2021 for certificate renewals is expected at the SJR State DBOT meeting on November 17, 2021, at 2:00 p.m. EST. The Notice of Award will be posted on the web page dedicated to this RFQ on November 18, 2021.

SJR State reserves the right to reject any or all RFQ responses received, to waive any or all informalities in regards thereto, and to award certificates which are in the best interest of the College for the upcoming renewal period.

Attendance at the public meetings on Oct. 28, Nov. 8 and Nov. 17, 2021 is not a requirement for pre-qualification. Social distancing will be observed. Masks are recommended to be worn while on campus or inside any buildings on SJR State Campuses.

Information, including but not limited to, responses to questions, addenda if any, scheduling changes if any, and notices regarding notice of intent to award and notice of award will be posted on the College's web page dedicated to this RFQ at <https://www.sjrstate.edu/132021>. Candidates for certificate renewal **must** monitor this web page. The web page will be updated as the RFQ process progresses until marked 'closed' at the top of the page.

Certificates of pre-qualification confirming renewal of the certificate for Calendar Year 2022 will sent via U.S. mail to contractors successfully renewing their certificates approximately 30 business days after notice of award.

**2.0 RFQ SCHEDULE**

Date/Time	Item	Location
<i>October 7, 2021 - College web page dedicated to RFQ online: <a href="https://www.sjrstate.edu/132021">https://www.sjrstate.edu/132021</a></i>		
Oct. 7, Oct. 14 and Oct. 21, 2021	Legal Public Notices Published (Invitation to Respond)	Palatka Daily News, St. Aug. Record, and Clay Today
<b>Oct. 28, 2021 at 3:30 P.M. EST</b>	<b>Deadline for Receipt of RFQ Responses</b>	<b>Business Office-SJR State Palatka Campus</b>
Oct. 28, 2021 at 4:00 P.M. EST	RFQ Responses Opened & List of Candidates Prepared – Public Meeting	Bldg. A, Room A152, SJR State Palatka Campus
Oct. 29, 2021	List of Candidates Posted	RFQ Web Page <a href="https://www.sjrstate.edu/132021">https://www.sjrstate.edu/132021</a>
Nov. 1 – Nov. 5, 2021	Committee Members Review Submissions Individually	Online Digital Review
Nov. 8, 2021 at 3:00 PM EST	Committee Evaluation of RFQ Responses- Public Meeting	Bldg. A, Room A152, SJR State Palatka Campus
Nov. 9, 2021	Notice of Intent to Award RFQ Posted On Web Page	RFQ Web Page <a href="https://www.sjrstate.edu/132021">https://www.sjrstate.edu/132021</a>
Nov. 9 - 11, 2021	Protest Period Open	
Nov. 17, 2021 2:00 PM EST	Award of RFQ by DBOT Public Meeting	Meeting may be held in Room A154 on SJR State Palatka Campus
Nov. 18, 2021	Notice of RFQ Award Posted on web page	RFQ Web Page <a href="https://www.sjrstate.edu/132021">https://www.sjrstate.edu/132021</a>

The College reserves the right to modify the above schedule if it is in the best interest of the College. Should there be changes to a scheduled date, time or location, an addendum to the RFQ Specifications Document will be issued and posted on the web page dedicated to this RFQ at <https://www.sjrstate.edu/132021>. In order to be considered responsive, responders must acknowledge any and all addenda issued by the College in their response to the RFQ.

**3.0 COLLEGE LOCATIONS & LIST OF ANTICIPATED PROJECTS**

**St. Johns River State College Campus Locations:**

Palatka Main Campus, 5001 St. Johns Avenue, Palatka, FL 32177  
 Orange Park Campus, 283 College Drive, Orange Park, FL 32065  
 St. Augustine Campus, 2990 College Drive, St. Augustine, FL 32084  
 Workforce Training Center, 1001 Husson Avenue, Palatka, 32177

**Anticipated capital improvement projects in Calendar Year 2022**

Projects may include, but are not limited to:

- Miscellaneous minor construction, renovation, remodeling, general repairs, space addition, roof repair or replacement, and site work projects at any SJR State campus locations.
- All projects will be designed and built according to the State Requirements for Educational Facilities (SREF) and the latest edition of The State of Florida Building Code.
- The construction delivery method during this pre-qualification period for projects in excess of the threshold amount provided in F.S. 287.017 for Category Three is expected to be hard bid.
- Projects may be conducted simultaneously, in phases or as an individual project.

SJR State anticipates the above projects, but makes no guarantee that any project will be initiated during the pre-qualification period for this RFQ, or thereafter.

**4.0 GENERAL TERMS AND CONDITIONS**

All Contractors submitting a response to this RFQ understand and agree that the affirmative act of submitting a response constitutes acceptance and agreement to the General Terms and Conditions. Lack of knowledge by the respondent shall in no way be cause for relief from responsibility.

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**Taxes:** SJR State is tax exempt. Florida Sales Tax: 85-8013170533C-4

All contractors and their sub-contractors are responsible for their applicable taxes during performance of work under any awarded contract or purchase order with SJR State.

**Sovereign Immunity:** St. Johns River State College is a political subdivision of the State of Florida. As such, the College is entitled to sovereign immunity except to the extent of the waiver set forth in 768.28 F.S. The College's performance under any resulting agreement and any amendments thereto or attachments connected therewith, shall at all times be subject to any and all state laws, state regulations and College District Board of Trustee Rules which are applicable to the College's operations, commitments and/or activities in furtherance of any terms specified herein.

**Pre-Qualifying Costs:** SJR State is not responsible for any cost incurred by the contractor in their effort to renew their pre-qualified status.

**Public Entity Crimes:** In accordance with the Public Entity Crimes statute F.S. 287.133 (2) (a) a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a BID, RFP, or RFQ for a contract with a public entity for the construction or repair of a public building or public work, 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 F.S. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. **Notice to Responder: By signing the submittal forms you attest that you or those listed in F.S 287 related to public entity crimes have not been placed on the convicted vendor list.**

**Pre-Qualification Period:** Successful renewal of the pre-qualification certificate under this RFQ qualifies a contractor to respond to competitive solicitations issued in the category for which a contractor is approved during pre-qualification period. The pre-qualification period for certificates renewed under this RFQ is Calendar Year 2022 (January 1 through December 31, 2022).

**Laws, Ordinances, Rules, Regulations, Permits, and Licenses:** Firm shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees of St. Johns River State College and the federal and state governments which may be applicable to the Firm's operation at St. Johns River State College, and shall, at the sole cost of the Firm, obtain and maintain all permits and licenses necessary to comply with such requirements and standards. Firms must be licensed to do business in the state of Florida. Contractors must submit a copy of all licenses held.

**Confidentiality:** The respondent is hereby warned that any part of its response to this RFQ or any other material marked as confidential, proprietary, or trade secret can only be protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

**Assignment:** No agreement, nor any duties or obligations under any agreement or contract resulting from the successful pre-qualification of a contractor shall be assigned by the contractor without prior written consent of the College.

**Independent Firm:** Nothing herein is intended or shall be construed as in any way creating or establishing the relationship of co-partners between the parties or in any way making the contractor the agent or representative of the College for any purposes in any manner whatsoever. The contractor is, and shall remain, an independent business with respect to all services performed.

**Open Competition:** The College encourages free and open competition among contractors. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the College's needs and the accomplishment of a sound economical operation. The Contractor's signature on this proposal guarantees that the Contractor, its agents, officers, or employees have not bribed or attempted to bribe or influence in any way an officer, employee, or agent of the College.

**Conflict of Interest:** Pursuant to Chapter 112, Florida Statutes, all contractors must disclose with their submission the name of any officer, director, or agent who is also an employee of the College or a member of the District Board of Trustees. Contractors must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Contractor's firm or any of its branches or dealerships.

**Proposed Materials:** The material submitted in response to the Request for Qualifications becomes the property of the College upon delivery to the Director of Capital Assets and Risk Management and may be appended to any formal document which would further define or expand any contractual relationship between the College and the Contractor related to this RFQ. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07 with the exception of financial records if requested.

**Proprietary Material:** All rights to proprietary material related to a bid, RFP, RFQ or contract, if awarded, must be transferable to the College in the event the contractor or vendor goes out of business. Additionally, any material or documentation submitted in response to a competitive solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the responding bidder or proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

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**Insurance Requirements:** Firm shall obtain, maintain, and pay for insurance in the categories listed below in this specifications document. The insurance coverage in each category shall meet or exceed the minimum limits set forth in this document. Limits or types of coverage may be increased by the College depending on the scope of work of any project or at any time based upon the recommendation of the College's Risk Management Consortium.

The insurance shall cover the Contractor's entire operations under agreement with the College and shall be effective throughout the effective period of agreement or any subsequent agreement. It is not the intent of this schedule to limit the types of insurance otherwise required or that the Contractor may desire to obtain.

Proof of insurance at the required levels must be submitted with the RFQ response. Proof of insurance at the required levels for a project may also be requested to be submitted with responses to competitive solicitations.

At the time of competitive solicitation award and prior to any work being done, the contractor shall submit a certificate of insurance at the required levels with St. Johns River State College included as additional named insured on each applicable policy, and each policy shall include a provision of 30 days written notice to the College of cancellation prior to the expiration date of the policy.

Builder's Risk Insurance policies may be required for contractors to submit depending on the scope of an awarded bid.

**Insurance Schedule:**

Policy: Workers Compensation  
Minimum Limits: WC Statutory Limits

Policy: Professional Liability  
Minimum Limits: Not less than \$1,000,000 per occurrence  
Deductible: Per occurrence not to exceed \$50,000

Policy: Comprehensive General Liability Insurance  
Minimum Limits: \$1,000,000 Each Occurrence  
\$1,000,000 Personal and Adv Injury  
\$2,000,000 General Aggregate  
\$2,000,000 Products-Comp/OP Aggregate

Policy: Automobile Liability for all owned, hired or non-owned autos  
Minimum Limits: \$1,000,000 Combined Single Limit (Each Accident)

**Bonds:** Public construction (payment & performance) bonds may be required for projects depending on the scope and construction cost of a project and must be provided to the College prior to notice given to a contractor to proceed on any project. Bid guarantee (bid bonds or other approved alternates made payable to St. Johns River State College) will be required with bid submissions for any and all projects.

**Indemnification:** The Contractor shall indemnify and hold harmless the Owner, Architect, Architect's Consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be considered to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist.

**Verification of Employment Eligibility, E-Verify System:** Effective January 1, 2021, all pre-qualified contractors must comply with Florida Statute 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. For purposes of this renewal of pre-qualified contractor certificate renewal, respondents will be required to acknowledge that they will comply with Florida Statute 448.095. Furthermore, additional proof of compliance may be required by the College prior to entry into contract with the College.

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**RFQ Interpretation and Questions Regarding the RFQ and RFQ Process:** Interpretation of the wording of this document shall be the responsibility of the College, shall be communicated by the Director of Capital Assets and Risk Management, and that interpretation shall be final.

Direct all questions related to the RFQ to Terry Thomas, Director of Capital Assets and Risk Management, via e-mail at [TerryThomas@sjrstate.edu](mailto:TerryThomas@sjrstate.edu).

Questions and requests for clarification will be accepted up to 72 hours prior to the deadline for RFQ response submission. Answers to questions and requests for clarification received within 72 hours of the deadline for submission will receive replies no later than 48 hours from the deadline for submission. Replies will be posted on the College's web page related to this RFQ at <https://www.sjrstate.edu/132021>. An addendum to RFQ specifications will be issued should any clarification necessitate, at the sole discretion of the College, an amendment to, or addition or deletion of, any wording in the RFQ specifications document. Addenda, if issued, will be posted on the web page dedicated to the RFQ and must be acknowledged by all respondents in their response.

Any and all addenda issued to RFQ Specifications Document becomes part of the specifications and qualification criteria.

Only interpretations or clarifications issued by the Director of Capital Assets and Risk Management for St. Johns River State College, in writing, and posted on the web page dedicated to this RFQ shall be binding. Contractors are advised that no other source is authorized to provide information, explain, interpret or clarify the RFQ documents. It is the responsibility of the applicant to consult the web page regarding this RFQ for information, clarifications, addenda and notices during the RFQ process until the status on the page is listed as 'Closed'. Failure to meet the specifications for any changes or additions required on the web page are grounds for rejection of the contractor's submission.

**Cone of Silence Period:** RFQ evaluation committee members, with the exception of the Director of Capital Assets and Risk Management, other SJR State employees, and members of the District Board of Trustees are not to be contacted regarding this request for qualifications during the RFQ process, except as prescribed in section 120.57(3) Florida Statutes, for the purpose of discussing the selection process or in attempt to further their interest in being selected for renewal. Failure to adhere to this requirement may result in disqualification of the contractor seeking recertification. SJR State reserves the right to contact any contractor if it determines that further information is required.

**Errors and Omissions:** The Contractor is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services or requirements herein. Should the Contractor suspect any error, omission, or discrepancy in the specifications or instructions, the Contractor shall immediately notify the Director of Capital Assets and Risk Management in writing, who in turn will issue written instructions to be followed and the instructions will be posted on the web page dedicated to this RFQ. The Contractor is responsible for the contents of its submission and for satisfying the requirements set forth in the RFQ Specifications Document and published on the web page dedicated to this RFQ.

**Contractor's Responsibility:** It is understood and the Contractor hereby agrees that it shall be solely responsible for all services that it proposes.

**Contractor's Warranty of Ability to Perform:** By submitting a response to this RFQ, the Contractor warrants that there is no action, suit, proceeding, inquiry or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the Contractor's knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Contractor's obligations, or diminish the Contractor's financial ability to perform.

**RFQ Response Proposal Rejection:** The College shall have the right to reject any or all responses and in particular to reject a response not accompanied by data required by the RFQ, or a response in any way incomplete or irregular. Conditional RFQ responses will not be considered. The College reserves the right to award pre-qualification status to a contractor in a category other than the category requested by the contractor if the contractor fails to satisfy the College that it meets the criteria for pre-qualification in the category requested. The College reserves the right to request additional information or clarification of any material submitted. Faxed, e-mailed, late, delivered to wrong address, and conditional responses will not be considered, with the exception that any additional information or clarification requested of the Contractor after the deadline for submission may be e-mailed to the Director of Capital Assets and Risk Management upon request to do so.

**Revision to a Contractor's Pre-Qualification Category:** Contractors may request a revision to their pre-qualification category, either up or down, if they believe the dollar volume of work under contract, size and complexity of projects should be increased or decreased, if experience, staff size, staff qualifications, bonding capacity, and other pertinent data justify the action. All criteria must be satisfactorily met for the revised category in order for the Contractor to qualify for an increase or decrease in Category requested by the Contractor.

**RFQ Evaluation Committee Authority:** The evaluation committee may recommend a category lower than the category requested by the contractor if the committee determines that materials submitted in response to this RFQ better meet and support the criteria for the category recommended by the committee. In order for a contractor to pre-qualify in a particular category, the contractor must be bondable for a single project at the highest dollar value of that category.

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The committee reserves the right to clarify and/or verify any response information submitted by the contractor and to request additional information in support thereof as it deems appropriate, delivered in any format requested, and at any time during the RFQ process.

RFQ responses which are found to contain inaccurate and/or incomplete information may be deemed non-responsive and are grounds for rejection of the response.

**Performance Inquiry:** As part of the RFQ response evaluation, the College may make inquiries to determine the ability of the Contractor to perform the work. The College reserves the right to reject any proposal if the Contractor fails to fully provide information requested and to satisfy the College that it has the proper qualifications to carry out the obligations for performance of projects satisfactorily. In so determining, the College may verify that any or all projects submitted in response to the criteria for references and projects in progress or completed are/were performed by the contractor in a satisfactory manner. In order to be awarded a certificate renewal, any projects contracted with the College must have been performed, or is currently being performed, by the contractor in a satisfactory manner at the sole discretion of the College.

**Severability:** If any provision of this specifications document or any agreement resulting from this RFQ is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement. In the event any provision of this RFQ or any agreement resulting from this RFQ shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

**Public Records:** To the extent that contractor meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, contractor must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes: Keep and maintain public records required by the College to perform the service. Upon request from the College's custodian of public records, provide the college with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the college. Upon completion of the contract, transfer, at no cost, to the college all public records in possession of the contractor or keep and maintain public records required by the college to perform the service. If the contractor transfers all public records to the college upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the college, upon request from the college's custodian of public records, in a format that is compatible with the information technology systems of the college.

If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the contractor's duty to provide public records related to the contract, contact the custodian of public records, Melissa Miller, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177 at (386)312-4106, or melissamiller@sjrstate.edu.

The contractor acknowledges that the college cannot and will not provide legal advice or business advice to a contractor with respect to its obligations pursuant to this section related to public records. The contractor further acknowledges that it will not rely on the college or its counsel to provide such business or legal advice, and that the contractor has been advised to seek professional advice with regard to public records matters addressed by any agreement resulting from this RFQ. The contractor acknowledges that its failure to comply with Florida law and said agreement with respect to public records shall constitute a material breach of said agreement and grounds for termination.

**Venue:** Any contract resulting from this RFQ, and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Contractor hereby agree that venue shall be in Putnam County, FL.

**Americans with Disabilities Act of 1990:** If special accommodations are required in order to attend a public meeting related to this RFQ, it is requested that the Firm communicate this request to the Director of Capital Assets and Risk Management at least 48 hours prior to the meeting.

**Protests:** Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. The College will provide a notice of decision or intended decision by electronic posting. Any person or entity which believes they are adversely affected by the College's decision or intended decision shall file a notice of protest in writing by certified mail within 72 (seventy-two) hours after the posting of the notice of decision or intended decision with the College's Vice President for Finance and Administration/CFO and a copy to the Director of Capital Assets and Risk Management. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest, failure

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to file a formal written protest, or failure to post the bond or other security shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based.

**Late Submissions:** Responders who do not comply with SJR State's procedures or deadlines established will not be considered. SJR State will retain all application materials received by the submission deadline. Responses received after the stipulated date and time will be retained by the College unopened and will not be considered. Applications (RFQ Responses) that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete, non-responsive, and may be rejected.

All response materials become the property of SJR State upon receipt by the Director of Capital Assets and Risk Management and may only be withdrawn from consideration by written notice to the Director of Capital Assets and Risk Management prior to the submission deadline. Response materials for submissions withdrawn from consideration will not be returned. No responses may be withdrawn from consideration after the submission deadline without express written permission from the College.

**5.0 PRE-QUALIFICATION CERTIFICATE RENEWAL ASSESSMENT CRITERIA**

**Pre-qualification Categories for Calendar Year 2021:** Pre-qualification Categories indicate the total dollar volume of work the contractor is permitted to have under contract with SJR State at any one time (subject to bonding capacity) and the maximum dollar value of any individual project under contract (subject to bonding capacity) with SJR State at one time.

<b>Pre-Qualification Categories</b>	<b>Category Thresholds (Must be able to bond a single project at the top threshold number to qualify in the category.)</b>
Category 1	\$0 - \$200,000 Zero dollars to two-hundred thousand dollars
Category 1A	\$0 - \$1,000,000 Zero dollars to one million dollars
Category 2	\$0 - \$2,000,000 Zero to two million dollars
Category 3A	\$0 - \$4,000,000 Zero to four million dollars
Category 3B	\$0 - \$6,000,000 Zero to six million dollars
Category 4	\$0 - \$10,000,000 Zero to ten million dollars
Category 5	\$0 - \$12,000,000 Zero to twelve million dollars
Category 6	\$0 - \$16,000,000 Zero to sixteen million dollars
Category 7	\$0 to \$20,000,000 Zero to twenty million dollars
Category 8	\$0 to \$30,000,000 Zero to thirty million dollars

*Note: The pre-qualification categories listed are not indicative of any budget for any particular project. The category thresholds do not imply that the College anticipates projects in any particular category during the pre-qualification period.*

**To qualify for certificate renewal for either type listed below, the respondent must successfully meet all criteria and the information must be complete. Criteria is graded on a pass or fail basis. The final determination for certificate renewal is that the submission meets (passes) all criteria listed.**

The College reserves the right to award pre-qualification status to a firm in a category other than the category requested by the respondent if the respondent fails to satisfy the College that it meets the criteria for pre-qualification in the category requested. The College reserves the right to request additional information or clarification of any material submitted, and to verify work performance.



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**Certificate Renewal Types:** Either type of certificate renewal may be requested.

Follow the instructions listed for the type of renew that you are requesting.

**Renew-Same** (Request renewal of pre-qualification certificate in same category as 2021 for 2022 period)

Or

**Renew-Revise** (Request renewal of pre-qualification certificate in higher or lower category for 2022 Period)

**Submit documents in the order listed.**

Submission Order	Renewal Type	Evaluation Criteria & Required Forms for Type Listed in Middle Column
<b>Number</b>	<b>Renew-Same &amp; Renew-Revise</b>	<b>Each numbered criteria section response must include the name of the firm on at minimum the first page.</b>
1	Renew-Same & Renew-Revise	<b>Cover Page for Submission:</b> Must have RFQ-SJR-13-2021 and Name and Address of Firm
2	Renew-Same <b>OR</b> Renew-Revise	<b>Renewal Type Designation:</b> Submit Appendix S <b>OR</b> <b>Renewal Type Designation:</b> Submit Appendix R
3	Renew-Same & Renew-Revise	<b>General Information about Firm:</b> Submit Appendix C <ul style="list-style-type: none"> <li>List of principals, officers, contact information and history of the firm including state and date of incorporation (<u>Form must be signed and notarized.</u>)</li> <li>The proposal must be signed by a person or persons legally authorized to bind the Firm. List any major changes in ownership, officers, or principles, or other changes.</li> </ul>
4	Renew-Same & Renew-Revise	<b>Public Entity Crimes Sworn Statement:</b> Submit Appendix D <ul style="list-style-type: none"> <li>Sworn Statement Form (<u>Form must be signed and notarized.</u>) There must be no public entity crimes as per F.S. 287.133 (2) (a).</li> </ul>
5	Renew-Same & Renew-Revise	<b>Contractor Licenses:</b> Submit copy of Business License and copy of contractor's license and trade categories. <ul style="list-style-type: none"> <li>Must be licensed to do business in the state of Florida. Must have valid contractor's license(s).</li> </ul>
	Renew-Same	<b>Evidence of Bonding Capacity:</b> To be pre-qualified in the same category, <b>the contractor must be able to bond a single project at the top dollar threshold of that category.</b> Submit evidence that bonding capacity for a single project is equal to or exceeds the highest dollar amount for the category for which the responder seeks pre-qualification renewal. <ul style="list-style-type: none"> <li><u>Verification must be submitted by a licensed surety company rated A- or better in the current A.M. Best Guide. Must list single and aggregate bonding thresholds.</u></li> </ul>
6	<b>OR</b> Renew-Revise	<b>OR</b> <b>Evidence of Bonding Capacity:</b> To be pre-qualified in a higher numbered category, <b>the contractor must be able to bond a single project at the top dollar threshold of the requested category.</b> Submit evidence that bonding capacity for a single project is equal to or exceeds the highest dollar amount for the category for which the responder seeks pre-qualification.

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		<ul style="list-style-type: none"> <li>• <b>Verification must be submitted by a licensed surety company rated A- or better in the current A.M. Best Guide. Must list single and aggregate bonding thresholds.</b></li> </ul>
7	Renew-Same & Renew-Revise	<p><b>Evidence of Insurability:</b> Submit Certificate of Insurance at required levels.</p> <ul style="list-style-type: none"> <li>• Submit Insurance certificates meeting requirements and thresholds of the <b>Insurance Schedule</b> in Section 4.0 of this Specifications Document.</li> <li>• Successful contractors must comply with required insurance requirements specific to the work to be performed as listed in the project manual or purchase order prior to entering into any contract with the College, and the College must be named as additionally insured at that time.</li> <li>•</li> </ul>
8	Renew-Same & Renew-Revise	<p><b>Evidence of Drug Free Workplace:</b> Submit Appendix E</p> <ul style="list-style-type: none"> <li>• Must be Drug Free Work Place</li> </ul>
9	Renew-Same & Renew-Revise	<p><b>Conflict of Interest Disclosure Form:</b> Submit Appendix F</p>
10	Renew-Same & Renew-Revise	<p><b>Evidence of Satisfactory Claim Resolution:</b>          Provide a page titled at the top of the page "Evidence of Claim Resolution" listing all pending and resolved litigation since the prior pre-qualification submission and during Calendar Year 2021. Each item must include an explanation of the claim and the current status of the claim. If there is nothing to report, state 'none' on the page.          Firm must have satisfactory claim resolution.</p>
11	Renew-Same & Renew-Revise	<p><b>Acknowledgement of Addenda:</b>          Submit completed Appendix G.</p> <ul style="list-style-type: none"> <li>• Acknowledge all addenda issued by listing the Addendum No. and Date issued on the form.</li> <li>• If none have been issued, state 'none' on the first line.</li> <li>• Form must be signed, dated, and submitted with your submission even if no addenda have been issued from the College by the due date for submission.</li> </ul>
12	Renew-Same & Renew Revise	<p><b>Update Vendor Profile and W9:</b>          *Submit Appendix I Vendor Profile &amp; Submit W9.</p> <p>* <a href="#"><i>Visit our SSN Web page for more information regarding the College's use of Social Security Numbers.</i></a></p>
	Renew-Same	<p><b>Evidence of Experience:</b>          Update experience information on file with SJR State:</p> <ul style="list-style-type: none"> <li>• <u>Submit a list of ALL projects your firm has been involved with during Calendar Year 2021.</u></li> <li>• Each project should be listed with project name and brief description of scope of work; start and ending dates (if in progress, give anticipated completion date); Owner's name and address; main phone number of Owner; web address or e-mail of Owner; Contact Person's name, title and phone number; Dollar value of the project; Construction method; brief description of scope of work; Indicate if work was a SREF project; include number and reasons for change orders, if any.</li> <li>• Satisfactory work performance on all jobs is a requirement for certificate renewal.</li> </ul>

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13	<p>OR</p> <p>Renew-Revise</p>	<ul style="list-style-type: none"> <li>All projects contracted with the College by the firm must have been performed, or are currently being performed, in a satisfactory manner and on schedule.</li> <li>Failure to provide a complete list of projects is grounds for non-renewal.</li> </ul> <p>OR</p> <p><b>Evidence of Experience:</b></p> <p>Update experience information on file with SJR State and provide evidence of experience in new category requested:</p> <ul style="list-style-type: none"> <li><u>Submit a list of ALL projects your firm has been involved with during Calendar Year 2021.</u></li> <li>Each project should be listed with project name and brief description of scope of work; start and ending dates (if in progress, give anticipated completion date); Owner's name and address; main phone number of Owner; web address or e-mail of Owner; Contact Person's name, title and phone number; Dollar value of the project; Construction method; brief description of scope of work; Indicate if work was a SREF project; include number and reasons for change orders, if any.</li> <li>Satisfactory work performance on all jobs is a requirement for certificate renewal.</li> <li>All projects contracted with the College by the firm must have been performed, or are currently being performed, in a satisfactory manner and on schedule.</li> <li>Projects listed should demonstrate the firm's ability to satisfactorily perform projects in the dollar value range within the threshold between the current category and category requested.</li> <li>Failure to provide a complete list of projects is grounds for rejection of the requested category</li> </ul>
14	Renew-Revise	<p><b>References</b></p> <p>Provide a list of three references for your firm, including at minimum, one reference letter confirming quality performance on projects in the requested higher number category.</p>
15	Renew-Same & Renew Revise	<p><b>Compliance with F.S. 448.095 (E-Verify System):</b> Submit Appendix H</p> <p>Must agree to comply.</p>
16	Evidence of Financial Resources	<p>Submit the most recent <u>annual</u> (12 months) audited or unaudited financial information, including a Classified Balance Sheet, a Statement of Cash Flows (Accrual Basis method) or a Profit and Loss Statement (Cash Basis method) and a Statement of Operations or Income Statement, that demonstrates that the applicant has the financial resources to start-up and follow through on projects and to respond to damages at the top dollar threshold of the Category requested.</p> <p>Submit two copies of the financial documents in a sealed envelope marked on the outside with the Contractor's name, RFQ-SJR-13-2021, and Confidential Financial Records. This sealed envelope must be included inside the submission package that includes the printed and digital copy of the submission. <u>Do not include the financial documents on the USB Flash Drive.</u></p> <p>The Financial Documents submitted for this section are excluded from public records requests.</p>

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**Selection Process:**

Firms will be selected for renewal of pre-qualified contractor status based on the pre-qualification certificate renewal criteria and the specifications in this Request for Qualifications Document and Addenda, if any.

Members of the evaluation committee will evaluate submissions received by the RFQ submission deadline for compliance with RFQ specifications. The College reserves the right to request additional information or to request clarifications of any materials submitted in response to this RFQ. A public meeting will be held on November 8, 2021, at 2:00 p.m. EST in Room A-152 in the Administration Building on the Palatka Campus for the purpose of preparing a list of contractors and pre-qualification categories recommended for certificate renewal.

The notice of intent to award the RFQ is expected to be posted on the College's web page at <https://www.sjstate.edu/132021> on November 18, 2021.

SJR State reserves the right to reject any or all submissions which do not meet specification requirements, to waive any or all informalities in regards to, and to award certificates which are in the best interest of the College. Further, SJR State reserves the right to recommend the renewal category for any contractor pre-qualification for which it determines the criteria requirements have been satisfied.

RFQ award of pre-qualified contractor renewals is anticipated at the DBOT meeting on November 17, 2021 at 2:00 p.m. EST. Notice of successful contractor certificate renewal is expected to be posted on the College's web page at <https://sjstate.edu/132021> on November 18, 2021.

Pre-qualified contractors successfully renewing their certificates will receive a certificate confirming pre-qualification status approximately 30 business days after award via U.S. mail.

**6.0 INSTRUCTIONS FOR RFQ SUBMISSION**

**RFQ submissions must be prepared according to the prescribed format listed below. Failure to follow this requirement can be considered grounds for disqualification.**

**Responses must be submitted in a sturdy sealed envelope or transmittal package clearly marked on the outside with RFQ-SJR-08-2020 and the submitting firm's name.**

**Submit all required information on a USB Flash Drive. Do NOT submit a CD instead of a USB Flash Drive.**

**The documents submitted on the USB drive must be in .pdf format and in the order listed in the Evaluation Criteria Order for Submission. Do not submit items out of order. Each numbered criteria section response must include the name of the firm on at minimum the first page. The last page of the submission should be a page with only the firm name and "End of RFQ Submission" on it.**

**Documents which require signatures and notarization must have those on the documents in the flash drive.**

**Questions regarding response format may be submitted to Terry Thomas via email no later than 72 hours prior to deadline for submission.**

**The sealed response shall be addressed and delivered to:**

**St. Johns River State College  
Business Office, Attn: Terry Thomas  
5001 St. Johns Avenue  
Palatka, Florida 32177**

To be considered, the response must be received in the SJR State Business Office, Attention: Terry Thomas by 3:30 p.m. October 28, 2021. RFQ responses that arrive after the deadline time and date will be marked late and will not be considered. Faxed, e-mailed, and conditional RFQ responses will not be considered. Failure of the US mail, a delivery service, or a hand deliverer to deliver the response to the correct location by the deadline for submission shall not constitute an extension to the deadline.

It is the responsibility of the Contractor (Applicant) to ensure the delivery is received at the correct location at the College by the deadline for submission and to ensure that the USB Drive is sufficiently packaged in a secure transmittal package to ensure delivery intact and unopened. SJR State is not responsible for flash drives damaged or missing during transit or shipping to the College.

## 7.0 APPENDICES

Appendices begin on the next page.

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RFQ-SJR-13-2021 APPENDIX S

**Renew-Same** (Request renewal of pre-qualification certificate in same category as Calendar Year 2021 for Calendar Year 2022)

**FIRM NAME:** \_\_\_\_\_

Indicate the certificate to be renewed:

- General Contractor
- Building Contractor
- Civil (Site Work) Contractor
- Roofing Contractor

Place an X in Column A beside the Category Level to be renewed. Must be same as Calendar Year 2020 Period. Be sure to verify your current Category Level before preparing form.

Column A	Category No.	Category Threshold
	Category 1	\$0 - \$200,000 Zero dollars to two-hundred thousand dollars
	Category 1A	\$0 - \$1,000,000 Zero dollars to one million dollars
	Category 2	\$0 - \$2,000,000 Zero to two million dollars
	Category 3A	\$0 - \$4,000,000 Zero to four million dollars
	Category 3B	\$0 - \$6,000,000 Zero to six million dollars
	Category 4	\$0 - \$10,000,000 Zero to ten million dollars
	Category 5	\$0 - \$12,000,000 Zero to twelve million dollars
	Category 6	\$0 - \$16,000,000 Zero to sixteen million dollars
	Category 7	\$0 to \$20,000,000 Zero to twenty million dollars
	Category 8	\$0 to \$30,000,000 Zero to thirty million dollars

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RFQ-SJR-13-2021 APPENDIX R

**Renew-Revise** (Request Renewal of pre-qualification certificate in different category for Calendar Year 2022).

**FIRM NAME:** \_\_\_\_\_

Indicate the certificate to be renewed:

- General Contractor
- Building Contractor
- Civil (Site Work) Contractor
- Roofing Contractor

Place an X in Column A to indicate the Category Number for the current annual period (Calendar Year 2020). Place an X in Column B to indicate the Category Number that is requested for the upcoming annual period (Calendar Year 2021). Be sure to verify your current Category Level before preparing form.

Column A	Column B	Category No.	Category Threshold
		Category 1	\$0 - \$200,000 Zero to two-hundred thousand dollars
		Category 1A	\$0 - \$1,000,000 Zero dollars to one million dollars
		Category 2	\$0 - \$2,000,000 Zero to two million dollars
		Category 3A	\$0 - \$4,000,000 Zero to four million dollars
		Category 3B	\$0 - \$6,000,000 Zero to six million dollars
		Category 4	\$0 - \$10,000,000 Zero to ten million dollars
		Category 5	\$0 - \$12,000,000 Zero to twelve million dollars
		Category 6	\$0 - \$16,000,000 Zero to sixteen million dollars
		Category 7	\$0 to \$20,000,000 Zero to twenty million dollars
		Category 8	\$0 to \$30,000,000 Zero to thirty million dollars

State reason for requested category increase or decrease:

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**St. Johns River State College**  
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**RFQ-SJR-13-2021 APPENDIX C: GENERAL INFORMATION ABOUT FIRM**  
**MUST BE NOTARIZED**

This section must be presented in the following format. Joint ventures must provide all information on each partner. Amplifying information may be included in on additional pages.

**Company Background**

Company or Joint Venture (C/JV) Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP Code: \_\_\_\_\_

Two Points of Contact within the Company/Joint Venture:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
E-Mail \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
E-Mail \_\_\_\_\_

Entity Making Submittal:

Parent Company \_\_\_ Subsidiary \_\_\_ Division \_\_\_ Branch Office \_\_\_ Other \_\_\_ (Joint Venture)

If Other, Explain \_\_\_\_\_

Type of Company as listed on the W-9:

\_\_\_\_\_

If Other, Explain: \_\_\_\_\_

Year Company Established: \_\_\_\_\_ Experience in Years: \_\_\_\_\_

Parent Company (Indicate N/A if not applicable):

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP Code \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_

Former Names. Listed below are all the names under which the company has done business. (Indicate N/A if not applicable.)

\_\_\_\_\_

Suspensions or Debarments: Has any principal of the company ever been debarred or suspended by any federal, state, or local agency?  
\_\_\_\_ Yes \_\_\_\_ No If yes, provide an explanation below.

\_\_\_\_\_

List any major changes in ownership, principals, or officers of the firm in the last five years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Acknowledgment:**

The undersigned acknowledges that:

If any information provided by the applicant(s) is found to be, in the opinion of the Evaluation Committee, substantially unreliable, this application may be considered non-responsive. The Evaluation Committee reserves the right to reject any or all applicants and may stop the selection process at any time. It is understood that this document must be delivered to the Director of Capital Assets and Risk Management, St. Johns River State College, Business Office, 5001 St. Johns Avenue, Palatka, Florida 32177 no later than 3:30 p.m. EST on October 28, 2021.

**Signature and Certification**

Under the penalty of perjury, the undersigned declares, certifies, verifies, and states to the best of his or her knowledge and belief, that the above attached information is true, correct, and complete.

\_\_\_\_\_  
Signature of Authorized Officer, Date

\_\_\_\_\_  
Name of Company Submitting

\_\_\_\_\_  
Typed Name of Authorized Officer

\_\_\_\_\_  
Federal ID Number of Company

\_\_\_\_\_  
Typed Title of Authorized Officer

STATE OF \_\_\_\_\_ COUNTY (CITY) OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained. In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_.

**St. Johns River State College**  
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RFQ-SJR-13-2021 APPENDIX D: PUBLIC ENTITY CRIME FORM

**MUST BE NOTARIZED**

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES.

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted with RFQ-SJR-13-2021. This sworn statement is submitted to SJR STATE College.

This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a.) A predecessor or successor of a person convicted of a public entity crime; or
- b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the pre-ceding thirty-six (36) months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **(Place an X on A. or B, whichever statement applies.)**

A. \_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

B. \_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, **AND (If Selected, please indicate which additional statement C., D. or E. applies.)**

C. \_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

D. \_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

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E. \_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally Appeared before Me, the undersigned authority, \_\_\_\_\_ who, after being first duly sworn by me affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Notary Seal

RFQ-SJR-13-2021 APPENDIX E

**DRUG-FREE WORK PLACE CERTIFICATE**

Firm/Company Name: \_\_\_\_\_

Note: Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process.

In order to have a Drug-Free Work Place Program, a business shall:

- 1.) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.
- 2.) Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a Drug-Free Work Place, any available drug counseling, rehabilitation, and employee 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 bid a copy of the statement specified in subsection (1).
- 4.) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, 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 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place 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 work place through implementation of this section.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

RFQ-SJR-13-2021 APPENDIX F  
CONFLICT OF INTEREST DISCLOSURE FORM

Name of Firm/Company \_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Instructions to responders:**

The purpose of this disclosure statement is to give the College the information needed to identify potential conflicts of interest for evaluation Committee members and other key personnel involved in the award of the pre-qualification certificates.

All responders to this RFQ must disclose within their response the name of any officer, director, or agent who is also an employee of St. Johns River State College or member of the District Board of Trustees. **Complete Item 1 with requested information or enter 'none' on the first line.**

In addition, all responders to this RFQ must disclose the name of any SJR State employee or member of the District Board of Trustees of St. Johns River State College who owns, directly or indirectly, an interest of more than five percent (5%) in the responder's firm or any of its branches. **Complete Item 2 with requested information or enter 'none' on the first line.**

**To be completed by responder:**

1. List below the respondent's officers, directors, employees or agents who are also employees or members of the District Board of Trustees of St. Johns River State College?

**Name**

**Position Held at SJR State**

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2. List below the respondent's officers, directors, employees or agents who owns, directly or indirectly, an interest of more than five percent (5%) in the responder's firm or any of its branches, who are also employees or members of the District Board of Trustees of St. Johns River State College?

**Name**

**Position Held at SJR State**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

RFQ-SJR-13-2021 APPENDIX G

Acknowledgement of Addenda

Name of Respondent: \_\_\_\_\_

The undersigned, hereby acknowledges the receipt of the following addenda, if any:

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

This acknowledgement of Addenda form is to be returned with your RFQ submission. If no addenda were issued, state 'none' on the first line, sign, date, and return form with submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Date

RFQ-SJR-13-2021 APPENDIX H

Name of Respondent: \_\_\_\_\_

**E-VERIFY FORM**

Respondent acknowledges and agrees to the following:

**Verification of Employment Eligibility, E-Verify System:** Effective January 1, 2021, all pre-qualified contractors must comply with Florida Statute 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. For purposes of this renewal of pre-qualified contractor status, respondents will be required to acknowledge that they will comply with Florida Statute 448.095 when it becomes effective. Further, after the law becomes effective, additional proof of compliance may be required by the College prior to entry into contract with the College.

Company/Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## RFQ-SJR-13-2021 APPENDIX I: Vendor Business Profile

Vendor should complete all requested information as indicated by the 'grey' boxes

Identification Information:			
Vendor Name (Legal Name & d/b/a):			
Corporate Address:		Phone Number:	
City, State & Zip Code:		Fax Number:	
Remit to Address:		Email Address:	
City, State & Zip Code:		Web Address:	

Contact Information:			
Name:		Phone Number:	
Title:		Email Address:	

Vendor Information:			
1. Describe the type of business or service provided:			
2. Is the vendor a 1099 recipient?			
3. List the Appropriate Federal Tax Classification (Sole Proprietor, C-Corp, S-Corp, Partnership, LLC, Other)			
4. Is the vendor at least 51% owned, controlled and actively managed by a minority person?			
If yes to #4, submit the State of Florida MBE/WBE Certification Number			
If yes to #4, list the appropriate minority classification: (African American, Hispanic, Asian American, Native American, American Woman, Service Disabled Veteran)			
5. Conflicts of Interest: List any state employee who owns, directly or indirectly, an interest of five percent or greater in the firm or any of its branches			
6. List the officers of the corporation, partners or principal members of the firm and their titles	Name/Title		
	Name/Title		
	Name/Title		
	Name/Title		
<p>It is the sole responsibility of the vendor to promptly notify SJR State College with any and all changes to this application.</p> <p>Certification: I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest and that I have disclosed the name of any state employee who owns, directly or indirectly, an interest of five percent or greater in the above firm or any of its branches.</p> <p>All vendors are required to complete this form in its entirety. The vendor is required to submit a valid tax form (W-9) along with the completed Vendor Business Profile Form to the purchasing department.</p>			
Name of Person Completing Form:		Date:	



END OF RFQ-SJR-13-2021 SPECIFICATIONS DOCUMENT