SUBMIT PROPOSALS TO:
PURCHASING DEPARTMENT
Hicks Hall, Suite 2950, 1 UNF Drive
Jacksonville, FL 32224-2645
Phone: 904-620-2730
Fax: 904-620-2462
http://www.unf.edu/purchasing/

REQUEST FOR QUALIFICATIONS
Acknowledgement Form

PROPOSAL WILL BE OPENED AT
2 p.m. on May 2, 2014
and may not be withdrawn within 90 days after such date and time.

MAILING DATE:
April 2, 2014

PURCHASING REPRESENTATIVE
Dianna White

RFQ TITLE
Campus Maintenance Facility

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

REASON FOR NOT SUBMITTING BID
out of town

POSTING OF PROPOSAL TABULATIONS
The proposal tabulation and Notice of Intended Decision, with recommended award, will be posted for review by interested parties at the University of North Florida website - http://www.unf.edu/purchasing and will remain posted for a period of 72 hours. Failure to file a protest in accordance with University of North Florida Regulation 13.0020R or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R, shall constitute a waiver of protest proceedings.

VENDOR NAME

VENDOR MAILING ADDRESS

CITY-STATE-ZIP

TELEPHONE NUMBER: ( )

TOLL-FREE NUMBER: ( )

FAX NUMBER: ( )

Check All Applicable Government Classifications:

☐ Government Agency
☐ American Women
☐ Hispanic
☐ African American
☐ Women Owned
☐ Non-Minority
☐ Asian-Hawaiian
☐ Veteran
☐ Native American
☐ Disabled
☐ Small Business
☐ Service Disabled Veteran

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED) & TITLE

EMAIL ADDRESS

GENERAL CONDITIONS

SEAL ED PROPOSALS: All Proposal sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the proposal number, date and time of the proposal opening and the company name. All Proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF PROPOSAL: Proposal must contain a manual original signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by Proposer must be initialed.

2. NO PROPOSAL SUBMITTED: If not submitting a proposal, respond by returning only this Proposal acknowledgment form, marking it "NO PROPOSAL" and explain the reason in the space provided above. Failure to respond three times in succession without justification may be cause for removal of the supplier’s name from the Proposal mailing list. NOTE: To qualify as a respondent, Proposer must submit a "NO PROPOSAL" and it must be received no later than the stated Proposal opening date and hour.

3. PROPOSAL OPENING: Shall be public on the date, location and time specified on the proposal form. It is the Proposer’s responsibility to ensure that the Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by telephone or facsimile are not acceptable. NOTE: Proposal tabulations will be available after the notice of intended decision or thirty days after the Proposal opening, whichever is earlier. Proposal tabulations will not be provided by telephone.

4. DISQUALIFICATION OF PROPOSAL: More than one proposal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that an offeror is interested in more than one proposal for the same work will be cause for rejection of all proposals in which such offerors are believed to be involved. Any or all proposals will be rejected if there is reason to believe that collusion exists between offerors. Proposals in which prices obviously are unbalanced will be subject to rejection.

5. PRICES, TERMS AND PAYMENT: Firm prices shall be proposed and will include all packing, handling, shipping charges, and delivery to the destination shown herein.

(a) TAXES: The University of North Florida does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. The Florida Tax Exempt Number is 85-6012706-201C-2. This exemption does not apply to purchases of tangible personal property in the performance of contracts for the improvement of state-owned real property.
(b) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes. However, every effort will be made to take the discount in the time offered.
(c) MISTAKES: Bidders are expected to examine the specifications, delivery schedule, proposed prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder’s risk. Unit prices proposed will govern in award.
(d) INVOICING AND PAYMENT: The University’s obligation is payable only and solely from funds appropriated for the purpose of this agreement. The University shall mail the Successful Proposer’s payment within 40 days after receipt of an acceptable invoice and receipt, inspection and acceptance of the goods and/or services provided in accordance with the terms and conditions of the Agreement. Failure to mail payment within 40 days shall result in the University paying interest at the rate established pursuant to Florida Statutes §65.031(1). Fla. Stat. These provisions apply only to undisputed amounts for which payment has been authorized.
(e) CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this Proposal shall be new, current standard production model available at the time of this Proposal. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
(f) SAFETY STANDARDS: Unless otherwise stipulated in the Proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.

6. CONFLICT OF INTEREST: In accordance with the Code of Ethics for Public Officers and Employees, §112, Fla. Stat. (Part III), the Agency shall not hire, and shall not permit any subcontractor or other person, firm or business entity with whom the proposer/bidder is engaged in a combined effort to perform this agreement to hire any person who is a
University officer or employee unless the University consents in writing after full written disclosure of the surrounding facts. No officer or employee of the University shall have a financial interest, direct or indirect, in this contract unless the University consents in writing after full written disclosure of the surrounding facts. If the proposer/bidder is an employee of any agency or entity of the State of Florida, the proposer/bidder must have attached a completed dual compensation form evidencing approval by the proposer/bidder's primary employer.

7. SELECTION: As the best interest of the University of North Florida may require, the right is reserved to make selections by individual item, group of items, all or none, or a combination thereof, to reject any and all proposals or waive any minor irregularity or technicality in RFG's received. Proposers are cautioned to make no assumption unless their RFG has been evaluated as being responsive.

8. INTERPRETATIONS/DISPUTES. Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquiries must reference the date of bid opening and the Proposal number. No interpretations shall be considered binding unless provided in writing by the University of North Florida in response to requests in full compliance with this condition. Any person who is affected adversely by the University's notice of intended exclusion shall file with the University a notice of protest, in writing, within 72 hours after the posting of the Proposal tabulation or after receipt of the notice of the University's decision or intended decision and shall file a formal written protest within 10 days after the date of notice of protest was filed. With respect to a protest of the specifications contained in a Request For Proposal, the notice of protest shall be filed, in writing, within 72 hours after the receipt of the Request for Proposal. The University shall, in writing, within 15 days of receipt of the protest, publish in the local or other newspaper required by Purchasing Regulations 13.0010R, 13.0020R, 13.0030R or any other provision of law within the time allowed for filing a bond or other security shall constitute a waiver of proceedings under §120, Fla. Stat.

9. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this Proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify the purchaser at once indicating, in writing, the specific regulation which requires an alteration. The University of North Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

10. LEGAL REQUIREMENTS: Applicable provision of all federal, state, county and local laws and of all ordinances, rules and regulations shall govern development, proposal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Proposal response hereto and the University of North Florida, by and through its officers, employees and authorized representatives or any other person, natural or otherwise. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. Any violations of these conditions may also result in the Proposers name being removed from the University of North Florida's vendor mailing list and the Department of Management Services, Division of Purchasing, mailing list.

11. LOBBYING: Contractor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

12. ADVERTISING: In submitting a Proposal, the Proposer agrees not to use the results thereof as a part of any commercial advertising.

13. ASSIGNMENT: Any Contract or Purchase Order issued pursuant to Request for Qualification and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

14. LIABILITY: The Proposer agrees to indemnify and hold harmless the University of North Florida Board of Trustees, its officers, agents and employees from and against any and all judgments, orders, awards, costs and expenses, including attorney's fees, and all claims and losses, whether the loss occurs in whole or in part, whether or not the loss is incurred in connection with the use thereof, or bodily injury (including death) which may be hereafter sustained by the Proposer, its employees, its subcontractors or the University of North Florida, its officers, agents, or employees or third persons arising out of, or in connection with, its RFG proposal and which are the result of the proposer breach of contract or of the acts or omissions of the proposer, its officers, agents and employees. This condition does not apply to contracts between government agencies.

15. FACILITIES: The University reserves the right to inspect the Proposer's facilities at any time with prior notice.

16. SERVICE AND WARRANTY: Unless otherwise specified, the Proposer shall define any warranty or representation that will be included in the proposal and shall be subsequent to this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

17. SAMPLES: Samples of items, when called for, must be furnished free of expense on or before Proposal opening time and date and if not destroyed, may upon request be returned at the Proposers expense. Each individual sample must be labeled with Proposers name, manufacturer's brand name and number, proposal number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with the proposal. If instructions are not received within this time period, the samples may be disposed of by the University of North Florida.

18. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage of all items shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage is caused by the University's negligence or fault. The University shall be responsible for filing, processing and collecting all damage claims. However, to assist the University in the expedient handling of damage claims, the University will: (a) record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading (b) report damage to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier inspect the damaged merchandise (c) retain the item and it's shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier (d) provide the contract supplier with a copy of the carriers Bill of Lading and damage inspection report.

19. PATENTS AND ROYALTIES: The Proposer shall indemnify and hold harmless the University of North Florida Board of Trustees, its officers, agents and employees from any legal action or liability based on any infringement of any copyrighted, patent, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of North Florida. In the event the Proposer uses any design, device, or materials covered by letters, patents or copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

20. NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested and/or inspected for compliance with specifications by the Florida Department of Agriculture and Consumer Services, or by other appropriate testing facilities. The data derived from any test results for compliance with specifications are public records and open to examination thereto in accordance with §119, Fla. Stat. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery data in the proposal and/or purchase order may result in the proposers being found in default in which event any and all procurement expenses and other costs shall be charged against the defaulting contractor. Any violation of these conditions may also result in the proposers name being removed from the University of North Florida's vendor mailing list and the Department of Management Services, Division of Purchasing, mailing list.


22. PUBLIC RECORDS CANCELLATION: With respect to a resulting contract and/or purchase order, proposer/bidder will allow public access to all documents, papers, letters or other material subject to the provision of Florida's Public Records Law, §119, Fla. Stat., and made or received in conjunction with this Agreement. Refusal by proposer/bidder to allow such public access will be grounds for unilateral cancellation of this Agreement by UNF, and for imposition of any remedy or penalty available under law. Proposition/bidder shall keep confidentiality and hold harmless the University of North Florida, Board of Trustees and State of Florida, their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, which may arise out of, or be consequent upon, any public records with the proposer/bidder maintained or should have maintained in conjunction with this Agreement.

23. ACCOUNTING AND AUDIT: The proposer agrees to maintain at its principal place of business those business records, books, account information and related materials relevant to any resulting Agreement/purchase order. The University of North Florida, and the Auditor General of the State of Florida, or any of their authorized representatives, will have the right upon reasonable notice to review such materials, whether by its own representative or by a certified public accountant during reasonable business hours and in a manner that does not disrupt proposer's business operations. Proposer agrees to retain any documents relevant to this Agreement/purchase order for a period of at least 3 years after the final payment or termination of this Agreement/purchase order, whichever is later. Proposer agrees to keep and hold harmless the University of North Florida, Board of Trustees and State of Florida, their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, which may arise out of, or be consequent upon, any public records with the proposer/bidder maintained or should have maintained in conjunction with this Agreement.

24. TRAVEL: Bills for any travel expenses must be submitted in accordance with §112.025, Fla. Stat. Any travel expenses may be paid to an individual, by the University, in excess of the amount permitted by §112.261, Fla. Stat. Any expenses in excess of the amounts prescribed by law shall be borne by the proposer.

25. GOVERNING LAW; FORUM: Any resulting Agreement will be governed by and construed under the laws of the State of Florida which will be the forum for any lawsuit between the parties arising from or incident to the resulting Agreement. The venue for any lawsuit arising from the Agreement will be in Jacksonville Duval County, Florida, and suit shall be filed therein. THIS SOLICITATION WILL BE GOVERNED BY THE PROVISIONS CONTAINED IN UNF REGULATIONS 13.0010R, 13.0020R and 13.0030R.
1. Project Description
The University of North Florida Board of Trustees, a public body corporate, announces that construction services are required for the Campus Maintenance Facility located at 1 UNF Drive, Jacksonville, FL 32224.

This solicitation will involve a two-step process to first qualify construction firms and then invite those qualified firms to submit bids for this project. The construction project will convert an existing warehouse building of approximately 67,224 GSF into new support shop, storeroom, maintenance and administrative spaces. The design will include specifications for site improvements, concrete, interior demolition, framing and drywall, flooring, HVAC, electrical, technology and plumbing work. This conversion will enable the relocation of the UNF Physical Facilities support shops from their present location in the campus core to a larger space with adequate storage and functional space to support the University’s mission.

Construction is expected to commence in the summer of 2014. The budget for this project is approximately $2,000,000 and is intended to cover the base bid plus as many alternates as can be purchased while staying within the budget. All, some or none of the alternates may be awarded. The design (by TTV Architects) is in progress, so no plans or specifications will be made available during the pre-qualification process. Contractors successfully completing the pre-qualification process will proceed to the bidding phase. Bid documentation will be made available during second step of the process.

The successful construction firm is responsible for understanding and complying with all applicable local, state, and federal occupational safety and health regulations pertaining to the scope of work outlined in this RFQ and the ITB.

2. Coverage and Participation
The intended coverage of this RFQ and any agreement resulting from this solicitation may be for the use of all departments at the University. With the consent and agreement of the Successful Vendor, the other state universities, community colleges, district school boards, other educational institutions and other governmental agencies within the State of Florida may assess an agreement resulting from this solicitation issued and administered by the University of North Florida.

3. Proposed Calendar of Events
The proposed schedule for selection, award and negotiation will be as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website &amp; Ad Posting</td>
<td>April 2, 2014</td>
</tr>
<tr>
<td>Non-mandatory Pre-Submittal Meeting</td>
<td>April 15, 2014 at 2 p.m. at Hicks Hall</td>
</tr>
<tr>
<td>Questions Due</td>
<td>April 23, 2014</td>
</tr>
<tr>
<td>Response to Questions Due</td>
<td>April 25, 2014</td>
</tr>
<tr>
<td>Submittals Due</td>
<td>May 2, 2014 at 2 p.m.</td>
</tr>
<tr>
<td>Evaluation Meeting(s)</td>
<td>May 2014</td>
</tr>
<tr>
<td>Committee Recommendation</td>
<td>May 2014</td>
</tr>
<tr>
<td>Commencement of ITR process</td>
<td>May 2014</td>
</tr>
</tbody>
</table>

All times are Eastern Standard Time, unless otherwise noted.

4. Selection Criteria
Firms will be evaluated in the following areas:
- Past performance (100).
- Qualifications and experience (100).
- Financial standing, workbad and safety (100).

The applicants who have achieved qualifying scores in the evaluation process will be recommended for further
consideration.

5. **Selection Committee**
All applicants are instructed to check the UNF Purchasing website for the posting of the pre-qualified firms at [http://www.unf.edu/purchasing/](http://www.unf.edu/purchasing/). Pre-qualified firms will be informed of the ITB dates and times and will be provided with additional solicitation information as it becomes available.

6. **Application Submission**
Applications are to be delivered sealed and labeled “RFQ 14-25 titled Campus Maintenance Facility” on the exterior of the package. Provide one original and five complete copies of the application. Applications are due by 2 p.m. on May 2, 2014. Applications received after 2 p.m. will not be opened. It is the sole responsibility of the applicant to ensure that sealed applications are delivered to the UNF Purchasing Department prior to the deadline and labeled accordingly. It is also the responsibility of the applicant to carefully review the application requirements in this RFQ and submit all information requested. The University will not accept applications received by facsimile or email. If applicant fails to submit with its sealed application all items requested by this RFQ, the application will not be considered.

Applicants are requested to use an identification label on their envelopes/packages when returning their response. The label should clearly identify the proposal number, date and time of proposal opening and company name. Each applicant is fully responsible for ensuring that its proposal is timely received and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by US Mail, public carrier or otherwise.

7. **Clarifications**
A non-mandatory pre-submittal meeting will be held on at 2 p.m. on Tuesday April 15, 2014 in the Miramar/Ocala conference rooms in Hicks Hall, Building 53. No interpretation of the meaning of any part of this RFQ, nor corrections of any apparent ambiguity, inconsistency or error herein, will be made to any applicant orally. All requests for written interpretation or corrections MUST be in writing. Additional information or clarifications must be submitted in writing via email to the University of North Florida Purchasing Department, attention Dianna White at dianna.white@unf.edu AND Sandra Milesevic at s.milesevic@unf.edu.

All requests must be received by April 23, 2014. All such interpretations and supplemental instructions will be in the form of written addenda to the RFQ documents which, if issued, will be posted to the purchasing website. It is the responsibility of the applicant, before submitting its application, to check the UNF Purchasing Website - [http://www.unf.edu/purchasing/](http://www.unf.edu/purchasing/) to obtain any updates.

8. **M/WBE & Service-Disabled Veteran Utilization**
UNF is committed to encouraging and promoting the utilization of minority, women and service-disabled business enterprises. We make all efforts reasonably necessary to ensure that these businesses have a full and fair opportunity to compete for performance on UNF projects.

9. **Equal Opportunity Statement**
The University of North Florida Board of Trustees has established equal opportunity practices that conform to both the spirit and the letter of all laws and regulations that prohibit discrimination based on race, creed, color, sex, sexual orientation, age, national origin, marital status or religion including, without limitation, the provisions of Executive Order 11246 (EEO and Affirmative Action Guidelines for Federal Contractors Regarding Race, Color, Gender, Religion, and National Origin) and the provisions of University of North Florida Regulation 1.0040 (Equal Opportunity & Diversity Statement). The contracting party will adhere to such provisions and provide to the University, upon request, evidence of compliance with such provisions. A failure to so adhere or to provide such evidence shall constitute a material default under the agreement. The contracting party will comply with all laws and regulations prohibiting discrimination based upon disability and will utilize reasonable efforts to attract, enlist and recruit individuals with disabilities.
10. Notice of Intended Award Decision
A Notice of Intended Decision will be posted for review by interested parties on the University Purchasing Department’s website at http://www.unf.edu/purchasing/Bids_and_Notices.aspx and will remain posted for a period of three business days (72 hours). The University has no obligation to furnish this information by any other means than posting to this website.

11. Protest Procedures
Any vendor / interested person who is disputing the specifications or is adversely affected by a decision or intended decision concerning this competitive solicitation or contract award and who wants to protest such specifications, decision or intended decision shall file a protest in compliance with the University of North Florida regulations. Failure to File a protest in accordance with UNF Regulation 13.0020R, or failure to post the bond or other security as required in UNF Regulations 13.0020R and 13.0030R shall constitute a waiver of protest proceedings.

12. Contractual Intent/Right to Terminate and Recommence RFQ Process
The University intends to contract with firm(s) whose submittal(s) is/are considered to be in the best interests of the University. However, the University may terminate this RFQ process at any time up to Notice of Award, without prior notice, and without liability of any kind or amount. Further, the University reserves the right to commence one or more subsequent RFQ processes seeking the same or similar products or services covered hereunder.

13. Award of Contract
The University reserves the right to make multiple awards or to reject any or all submittals. Lobbying of any member of the UNF Selection Committee by any representative of the firm is expressly prohibited and will be considered as cause for rejection of the submittal.

14. Acceptance or Rejection of Applications
The RFQ will be awarded to that responsible firm(s) who financially and professionally can provide the requested services conforming to the Request for Qualifications and which will be most advantageous to the University of North Florida.

The University of North Florida reserves the unqualified right to reject any or all submittals and to waive information and minor irregularities in submittals received. The right is reserved to accept an application which, after review by the University committee, is considered most advantageous to the University. In the event of rejection, UNF shall not be liable for any costs incurred in conjunction with the preparation and submittal of any application.

15. Proposal Withdrawal
Applications submitted prior to the opening date may be withdrawn by written notice to the UNF Purchasing Department. Such notice must be received at the address provided herein prior to the time designated for opening the submittal. Applicants may withdraw the submittal at any time prior to the scheduled opening.

Withdrawn applications may be resubmitted up to the time designated for the receipt of the submittal provided that they are then fully in conformance with the requirements of the RFQ.

16. Independent Contractor
All of the firm’s employees furnishing services to the University shall be deemed employees solely of the firm and shall not in any way be considered employees, or an agent of, acting for and/or on behalf, of the University. The firm shall perform all services as an independent contractor and shall discharge all its liabilities as such. No acts performed or representations, whether oral or written, made by the contractor with respect to third parties shall be binding on the University of North Florida.
17. Permits, Licenses or Taxes
Consultants are to hold the applicable Department of Business & Professional Regulation (DBPR) license. Failure to provide and maintain the required licenses, certifications and tax receipts will result in rejection of the proposal and termination of work pursuant to the DBPR regulation per §489.105, Fla. Stat.

18. Presence on the University Premises
The firm shall ensure that all persons working for, or on behalf of, the firms whose duties bring them upon the University's premises obey the rules and regulations that are established by the University and that they will comply with the reasonable directions of the University's officers.

19. Security
The vendor will be required to cooperate and coordinate at all times with the University Police Department in enforcing regulations and in internal security and theft control in the service area. No other security staff may be employed by the firm. The firm will be required to follow the University's policies in dealing with improper conduct and shall report all incidents or injuries to the University Police Department.

20. Campus Parking
Vendors may purchase a daily parking permit from a parking permit dispenser located in Lot 53 of Hicks Hall when visiting the UNF Purchasing Department. For other meetings scheduled by Purchasing (e.g. presentations/interviews) in the core of campus, limited vendor parking is available in front of Building 5 in Parking Lot# 9, Parking Lot# 7 and the parking garages, except for first floor, with a vendor pass. Arrangements can be made to have a vendor parking permit reserved at the visitor's booth for the same cost by giving a 48 hour notice to the Purchasing Department. Contact the Purchasing Department at 904-620-2730. A daily parking permit is required. Be sure to leave adequate time to account for appropriate campus parking. Visit http://www.unf.edu/anf/auxiliarservices/Parking for additional parking information.

21. Environmental Sustainability
The University supports and encourages initiatives to protect and preserve our environment. Proposers shall submit as part of their response their environmental sustainability "green" program.

22. Subcontractors (not applicable)

23. Public Entity Crimes
The University will not accept a competitive solicitation or purchase of commodities, contractual services, construction, repairs and leases, from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list. A "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities under the control of any natural person who is active in its management and who has been convicted of a public entity crime (UNF Regulation 13.0010R).
24. Check List of Required Documents to be submitted
The following checklist is provided for convenience only. This checklist is not inclusive of all items that may be required. The applicant is responsible for carefully reviewing the submittal requirements in the RFQ and to submit all information requested.

Be sure to include all of the following forms, one original and four complete copies, in your proposal response:
A) RFQ Acknowledgement form, completed and signed (pg. 1);
B) Letter of Application (Interest);
C) Most recent version of “Past Performance Project Data Form” (PPPFD);
D) Copy of current Florida Contractor’s license;
E) Conflict of Interest Form, completed and signed (pg.8);
F) All addenda included or acknowledged on the Addendum Acknowledgement (pg. 9);
G) Letter of Intent from surety company, insurance coverage and certificate of corporate status form;
H) Safety (EMR) data
I) One electronic copy of submittal on CD or USB

Check our website for any updates/addenda-http://www.unf.edu/purchasing/
Type forms, if possible, to reduce questions of legibility. Attach additional pages for each clearly numbered section, as necessary. Facsimile (fax) or email submittals are not acceptable and will not be considered.

Attachment: Past Performance Project Data Form
CONFLICT OF INTEREST CERTIFICATE

Proposer must execute either Section I or Section II hereunder relative to §112.313(12), Fla. Stat. Failure to execute either section may result in rejection of this proposal.

SECTION I

I hereby certify that no official or employee of the UNF requiring the goods or services described in these specifications has a material financial interest in this company.

__________________________________________
Signature

__________________________________________
Company Name

__________________________________________
Name of Official (type or print)

__________________________________________
Business Address

__________________________________________
City, State, Zip Code

SECTION II

I hereby certify that the following named UNF official(s) and/or employees(s) having material financial interest (in excess of 5 percent) in this company have filed Conflict of Interest Statements with the UNF Presidents Office, 1 UNF Drive, Jacksonville, FL 32224 prior to the time of proposal opening.

__________________________________________
Name / Title or Position

__________________________________________
Date of Filing

__________________________________________
Signature

__________________________________________
Company Name

__________________________________________
Name of Official (type or print)

__________________________________________
Business Address

__________________________________________
City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

The UNF requires that a public official who has a financial interest in a proposal or contract make a disclosure at the time that the proposal or contract is submitted, or at the time that the public official acquires a financial interest in the proposal or contract. Please provide disclosure, if applicable, with proposal.

Public Official: __________________________________________

Position Held: __________________________________________

Position/Relationship with Proposer: ________________________


8
ADENDUM ACKNOWLEDGMENT FORM

I, the undersigned, acknowledge the receipt of:

Addendum # _____ through Addendum # _____

All addenda to this RFQ #14-25 shall become part of your firm’s submittal and subsequent contract, if applicable.

The University has no obligation to furnish addenda by any other means than posting to its website. Please note receipt of any addendum by signing and returning with your RFQ response. Failure to acknowledge any and all addenda may result in disqualification of that Proposer’s response.

Authorized Signature

Printed or Typed Name

Company Name

Date

INVOICE AND PAYMENT

Payment shall be made by the University of North Florida to Contractor/Vendor in accordance with the Florida Prompt Payment Act (see page 1, General Condition #5(d)). The University’s preferred method of payment is by credit card. Upon award, Contractor/Vendor will be contacted by the University to participate in its credit card payment program. Contractor/Vendor should complete the information requested below:

Contractor/Vendor will _____ will not _____ accept credit card payments.

Accounting Department contact information:

Name (printed) ____________________________________________

Title _____________________________________________________

Phone number __________ Email address ______________________
Instructions for Submission of  
Contractor's Statement of Qualifications  
University of North Florida Campus Maintenance Facility  
RFQ 14-25

1) SCOPE OF WORK
This project will convert an existing warehouse building of approximately 67,224 GSF into new support shop, storeroom, maintenance and administrative space. The design will include specifications for site improvements, concrete, interior demolition, framing and drywall, flooring, HVAC, electrical, technology and plumbing. This conversion will enable the relocation of the Physical Facilities support shops from their present location in the campus core to a larger space with adequate storage and functional space to support the University’s mission.

Construction is expected to commence in the summer of 2014. The budget for this project is approximately $2,000,000 and is intended to cover the base bid and as many alternates as can be purchased within the budget. All, some, or none of these alternates may be awarded, but in any event, the duration of the project shall remain constant, provided that such alternates are awarded within 90 calendar days of the Notice To Proceed. The design (by TTV Architects) is in progress, so no plans or specifications will be made available during the pre-qualification process. Contractors successfully completing the pre-qualification process will proceed to the bidding phase. Bid documentation will be made available during second step of the process.

2) PRE-QUALIFICATION CRITERIA
General Instructions
A) Submit five typed proposals plus one electronic (PDF) copy on CD-ROM or USB by the time and date stated.

B) Assemble proposals in a manner that facilitates disassembly & recycling and minimizes the use of plastic covers and dividers.

C) Include a Letter of Interest concisely outlining both your understanding of the Campus Maintenance Facility project, the characteristics of your firm(s) and the proposed team that make them uniquely qualified for this project. Address the letter to the attention of the purchasing department.

D) Attachments / Supplements - including proof of Florida corporate status, Florida General Contractor’s license, safety (EMR) documentation, proof of insurance and bonding capacity as stated in items G, H, I, J and K below.

E) Number each page consecutively, including the letter of interest, Past Performance Project Data forms and all attachments, licenses, résumés, supplemental information, etc. The entire proposal shall be limited to twenty (20) double-sided 8½” X 11” pages. Three additional pages will be allowed for the RFQ Acknowledgement form, the Conflict of Interest form and the Addendum Acknowledgement form. Covers, table of contents, and divider tabs will not count as pages, provided no additional information is included on those pages. Any pages over the state limit will not be considered as part of the application.

F) Enclose resumes, LEED accreditation, and other pertinent credentials for all proposed staff.

G) Corporations must be registered to operate in the State of Florida by the Department of State (Division of Corporations) at the time of application. Provide proof of such status (if applicable) shall be in the form of a Certificate of Corporate Status from the Florida Department of State.

H) Enclose a copy of the applicant’s current Florida General contractor’s license from the Department of Business and Professional Regulation.

I) Provide proof of the builder’s Experience Modification Rating (EMR) for the past three years as determined by the National Council on Compensation Insurance (NCCI). Such proof shall consist of copies of the firm’s NCCI EMR forms.

J) Provide a letter of intent from a surety company indicating the applicant’s bonding capacity for this project with a potential maximum construction cost of $2,500,000.00. The letter of intent shall confirm that the Surety Company is licensed to do business in the State of Florida, has a Best Rating of at least "A-" or above. See requirements at UNF EH&S site Construction/Consultant Certificate http://www.unf.edu/ehs/Insurance_and_Risk_Management.aspx.

K) Provide proof of the applicant’s ability to provide liability insurance coverage in the amounts of $1 million General and
Automobile Liability, Worker's Compensation, and $5 million Umbrella Liability.

L) Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture, and a copy of that formal agreement shall be provided with this proposal.

M) Applicants should take care in assembling the proposals, as professionalism and attention to detail are among the intangible qualities the Selection Committee will consider.

N) Incomplete proposals may be disqualified at the discretion and in the sole best interests of the University of North Florida. This includes, but is not limited to:
   - Missing, invalid or expired General Contractor's license
   - Missing, invalid or expired proof of corporate status in the State of Florida
   - Insufficient proof of bonding capacity or insurance coverage
   - Failure to submit completed RFQ Acknowledgment, Conflict of Interest and Addendum Acknowledgment forms
   - Failure to include safety (EMR) data

3) PAST PERFORMANCE
Use the Past Performance Project Data Form (one two-page form for each project) to document project, staffing, budget, and schedule information, along with contact information for the Owner, A/E, and three major subcontractors, for each of the five similar projects. Verify that the information provided (contact names and numbers, e.g.) is still valid and add contact information for the current Owner's representative if different from the Owner’s representative at the time the applicant’s services were provided.

The Owner will evaluate the quality of the applicant’s past performance considering currency, relevancy, sources, context and trends. This evaluation is separate and distinct from the responsibility determination. The assessment of the applicant’s past performance will be used as a means of evaluating the relative capability of the firm to successfully perform the Work. The University reserves the right to obtain information for use in the evaluation of past performance from any and all sources it deems necessary.

The applicant shall demonstrate satisfactory performance as the prime contractor (GC, CM, or DB) responsible for the complete construction of five (5) similar successfully completed projects within the past five (5) years. Projects considered “similar” to the Campus Maintenance Facility project are defined as those with the following characteristics:

a. Construction or renovation of a large (greater than 50,000 GSF) commercial or industrial warehouse/distribution facility.
b. Site work including grading, storm sewer, concrete, paving and exterior lighting.
c. Installation of all major mechanical, plumbing and electrical systems.

Performance on similar projects that included key contractor personnel included on this project will be more favorably viewed than performance on similar projects for the firm that included less or no involvement by personnel and/or subcontractors slated for this project.

4) QUALIFICATIONS & EXPERIENCE
Identify the personnel who will manage and provide on-site supervision for this project, as well as the personnel responsible for jobsite safety, quality control, and other specialties. Provide each person’s title and project-specific responsibilities, city of residence, resume, and present/pending commitments (i.e. on current or future projects). Lack of detailed information on the resumes may result in a less favorable evaluation. Provide an organization chart or diagram if necessary to clearly explain lines of authority, duties & responsibilities, etc.

NOTE: Since award of this contract is based partly on the relative qualifications and experience of the individuals and firms listed in the Proposal, changes or substitutions to the applicant’s personnel listed here are not allowed without the Owner’s written approval.

The qualifications and experience of personnel directly involved in projects similar to the UNF Campus Maintenance
Facility, as outlined above, will be viewed more favorably than those involved with less similar projects.

Describe all litigation or arbitration involving the applicant, its officers, or directors within the past five years.

State whether or not, within the past five years, any contract for construction or CM services by the applicant has been considered in default, suspended or terminated for cause. If so, attach an explanation of the matter, including the name and location of the project, the name and address of the owner’s representative, and all pertinent details of the default, suspension or termination.

State whether or not, within the past five years, the applicant has been debarred or suspended for any reason by any federal, state, or local government procurement agency or refrained from bidding on a public project due to an agreement with such procurement agency. If so, please attach a full explanation and contact information for the Owner.

Describe the applicant's current and projected workload and describe its bearing on the reference project and on the proposed staff for this project.

5) EVALUATION

Each applicant's Statement of Qualifications (SOQ) submittal will be reviewed by a committee consisting of representatives of Physical Facilities and Campus Planning Design & Construction.

The contractor's response to each of the above criteria will be evaluated and scored by each committee member on a 100-point scale (total possible score = 300) in three categories; Past Performance, Qualifications & Experience, Financial Standing, Workload and Safety. The scores for each of the three criteria will then be averaged. Submittals with an average score of less than 50 in any of the three categories will be deemed unacceptable and those firms will not be approved/qualified to bid the project. Firms earning an average score of 50 or more in all three categories will be approved to bid the project.

The RFQ shall be submitted no later than 2 p.m. local time on Thursday, May 2, 2014, to the University of North Florida Purchasing Department, Hicks Hall, Suite 2950 – Building 53; 4892 First Coast Tech Parkway, Jacksonville, FL 32224. Late, electronic, or facsimile (FAX) submittals are not acceptable and will not be considered.

Submit inquiries, questions or comments to the Purchasing Department in writing via email by the deadline date/time: Dianna White, Senior Buyer
University of North Florida Purchasing Department
dianna.white@unf.edu
1 UNF Drive
Jacksonville, FL 32224

A non-mandatory pre-submittal meeting will be held at 2 p.m. on Tuesday, April 15, 2014, at the Hicks Hall, Miramar/Ocala conference rooms. The purpose is to generally explain and review the technical scope of work, other project parameters such as site constraints and schedule, and the pre-qualification process itself. A site visit/tour will not be included at this time.