



**Request for Proposal
RFP #2019-2020-01
Indoor Batting Facility
Electrical and Mechanical Buildout**

**PURCHASING OFFICE
100 College Blvd, Building 310, Room 204
Niceville, FL 32578**

Due October 24, 2019 at 2:00 PM CT

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**BOARD OF TRUSTEES OF
NORTHWEST FLORIDA STATE COLLEGE
NOTICE OF REQUEST FOR PROPOSALS**

SEALED REQUESTS FOR PROPOSALS (RFP) from qualified firms to solicit competitive proposals for Indoor Batting Facility Electrical and Mechanical Contractors for Northwest Florida State College on the Niceville campus. Proposals shall be received by the **BOARD OF TRUSTEES OF NORTHWEST FLORIDA STATE COLLEGE** at the Purchasing Office, 100 College Blvd., Niceville, Florida 32578 up until 2:00 PM (CT) on Friday, September 27, 2019 with sealed submittals opened at 2:00pm (CT). There will be a Mandatory pre-proposal meeting at 9:00AM (CT) on, Friday, September 27, 2019 at Northwest Florida State College, Building 310, Conference Room 238, 100 College Blvd., Niceville, FL 32578.

Request for Proposals shall be submitted in a sealed envelope, plainly marked with respondent's name, address, date and time of opening, and RFP #2019-2020-01 for Indoor Batting Facility Electrical and Mechanical Buildout.

Please submit one (1) original (Marked Original), three (3) copies and one (1) electronic thumb drive of your proposal package to Northwest Florida State College Purchasing Office.

Description of Work: This is an advertisement for proposals to solicit competitive proposals Electrical and Mechanical Contractors for Northwest Florida State College Indoor Batting Facility on the Niceville campus.

RFP documents may be obtained at the Northwest Florida State College Purchasing Office, 100 College, Building 310, 2nd Floor, Room 204, Niceville, FL 32578. Electronic versions of the proposal package are available via internet at:

<https://www.nwfsc.edu/about/purchasing/>. Inquiries regarding this RFP should be directed to Dedria Lunderman, Director of Purchasing, via email lundermd@nfsc.edu

Board of Trustees of Northwest Florida State College reserves the right to accept or reject any and all proposals in whole or in part, to withdraw the RFP, to waive informalities in the solicitation documents, to obtain new proposals, or to postpone the opening pursuant to the Northwest Florida State College Purchasing Policy. Each proposal shall be valid and binding for a period of ninety (90) days after the opening.

Northwest Florida State College is an Equal Opportunity Employer.

Submitted by Dedria Lunderman, CPP, CPPM, CGPP
Director of Purchasing
lundermd@nwfsc.edu

NOTICE TO PUBLISHER: This legal ad to appear on Wednesday, September 18, 25, & October 2, 2019.

INSTRUCTIONS TO PROPOSERS

1. Proposal Documents

The solicitation documents are on file at the Northwest Florida State College Purchasing Office, and available on its website: <https://www.nwfsc.edu/about/purchasing/>

It is the intent of this Request for Proposals (RFP) to solicit proposals from interested and qualify firms that are capable of performing services.

2. Questions Regarding RFP:

Proposers shall direct any questions regarding this RFP in writing to the NWFSC Director of Purchasing, Dedria Lunderman, at lundermd@nwfsc.edu. All questions shall be submitted before Thursday, October 10, 2019 by 4:00 PM.

NWFSC will respond in writing to any questions regarding the RFP submitted in by Monday, October 14, 2019 no later than 4:00 PM. Such responses will be issued as an addendum to this RFP. All addendums issued are the sole responsibility of firms.

No telephone, verbal or oral questions will be accepted and no oral statement made by any officers, employee or agent of NWFSC shall be binding. Only statements in writing in this RFP or in any addendum to this RFP shall be binding on NWFSC.

3. Proposal Form

All proposals shall include completed copies of the forms provided in this RFP, properly executed and with all items completed. Do not change the wording and/or add words to the wording of the Proposal Form. No conditions, limitations or provisions will be attached or added to the Proposal Form by the Proposer. Alterations by erasure or interlineations must be explained or noted in the proposal over the signature of the Proposer.

4. Proposal Submittal Requirements

All Proposers and all proposed subcontractors shall have the following certifications and qualifications:

- a. State of Florida Business License
- b. Provide Proof of Insurance for the State of Florida
- c. All individual Florida professional licenses required by law for those individuals who are proposed to provide services on this contract being procured pursuant to this RFP.

Each Proposer being considered for this project is required to submit a Statement of Qualifications (SOQ). The SOQ shall include sufficient information to enable the College to evaluate the qualifications of the Proposer to provide the desired services.

All submittals are to be on 8½" x 11" papers or if larger documents are required they are to be folded to 8½" x 11" sizes. Proposals shall be stapled together or bound with comb binding. Proposals submitted in a 3-ring binder will not be accepted. Submit one (1) original (plainly marked "ORIGINAL"), three (3) copies and one (1) electronic thumb drive to:

**Northwest Florida State College
Purchasing Office
Building 310, Room 204
Niceville, Florida 32401**

The Proposer must have a minimum of five (5) years' experience in providing electrical and mechanical services required herein and submittals shall include the following items in the order listed:

- a. Statement of Qualifications (SOQ)
The Statement of Qualifications shall include personnel that will be working on this project. Provide information that best illustrates proposed team's qualifications for this contract.
- b. Professional licenses necessary for all the Proposers and team members to include proposed sub consultants, as required by law.
- c. Organizational Chart. The chart shall include personnel that will work on this contract.
 - Organization Chart to include names, titles, work telephone numbers and work addresses.
 - Proposer shall provide a single point of contact (POC) for all matters in relationship to the proposal and understanding award of this proposal shall require a single point of contact for construction services.
 - i. Name
 - ii. Phone Number(s)
 - iii. Email Address
- d. Approach and understanding of the services being provided to College. This should be a narrative description and any applicable illustrations to show that the firm understands all elements of this RFP, to include, but not limited to: site conditions, current, desired aesthetics, project conditions, project coordination, permitting, total quality control of design, construction sequences of work with College operations and schedule of work. The Proposer will be responsible for providing NWFSC with a fully operation system when completed.
- e. Brief history of firm's sales/service operations in the local area and accounts with school districts, colleges and universities in the State of Florida. Recent, current and projected workload and ability to incorporate this contract into workload. Narrative shall also discuss the firm's experience working with colleges.
- f. Description of firm's experience in providing similar size account services. Names, addresses, and telephone numbers of at least three (3) references with similar sized accounts or larger must be provided. If the Proposer does not possess any experience similar to the services required, the Proposer must provide any pertinent information or experiences that may qualify it for consideration of award.
- g. Provide a Project Schedule with calendar days from the date the Notice to Proceed is issued. Schedule should show the total amount of calendar days for design, construction start, permitting, material delivery, substantial completion, punch list and completion of project.
- h. Information regarding whether the Proposer is a certified minority business enterprise.
- i. Addendum Acknowledgement Form – Page 21
- j. Conflict of Interest Form – Page 23

- k. Drug Free Workplace Form – Page 24
- l. Proposal Form – Page 31

The Proposer may not change or alter proposal, or work as detailed at any time after submittal opening from what was presented in their RFP unless approved by NWFSC.

5. Delivery

Each proposal package shall be addressed to the Board of Trustees of Northwest Florida State College, Attn: Purchasing, and shall be delivered to the Northwest Florida State College, at 100 College Blvd., Building 310, Room 204, Niceville, Florida 32578, on or before the day and/or hour set for the opening of proposals. Each proposal shall be enclosed in a sealed envelope bearing the title of the work, the name of the proposer and the date for opening. It is the sole responsibility of the proposer to ensure that their proposal submittal is received on time. Late submissions will be rejected.

6. Withdrawal of Proposals

Any Proposer may withdraw its proposal by written request to the Director of Purchasing at any time prior to the deadline.

7. Basis of Award

NWFSC will select firm based on the highest score per Evaluation Form. Firm deemed to be the most highly qualified to perform the required services under this RFP and provides the highest total value. Selection of firm will be based on the criteria form shown in RFP 2019-2020-01. NWFSC will accept or negotiate a contract with the most qualified firm for the Indoor Batting Facility Electrical and Mechanical Buildout, which NWFSC determines is fair, competitive and reasonable, after the Board of Trustees approval.

8. Right to Reject

The College reserves the right, and the College's Director of Purchasing, has sole discretion, to cancel a solicitation at any time prior to approval of the award by Board of Trustees of Northwest Florida State College, when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the College policy or Florida law. a. Reject any or all proposals received. b. Withdraw this RFP. c. Select and award any portion of any or all proposal items. d. Waive minor informalities and irregularities in the Proposer's submittal.

A proposal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFP. A proposal may be non-responsive by reasons including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of proposals include evidence of collusion among proposers, obvious lack of experience or expertise to perform the required work, submission of more than one proposal for the same work from an individual, firm or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Proposals will be rejected if not delivered on or before the date and time specified as the due date for submission.

9. Execution of Agreement

NWFSC will agree to a contract with successful Firm.

The terms and conditions of this contract are based upon RFP 2019-2020-01. The Proposer fees are to be a fixed price for completing the scope of work detailed in this RFP.

The successful proposer shall, within ten (10) days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the NWFSC Director of Purchasing all required contract documents. The awarded proposer shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by the NWFSC Business Operations Office before the successful proposer may proceed with the services.

NWFSC reserves the right to terminate agreement at no additional cost due to the lack of and/or poor services, including proposer not meeting terms set forth in this RFP after Awarded.

Proposed compensation will only be considered during the negotiation phase of the procurement.

10. Representation

Information obtained from an officer, agent, or employee of NWFSC or any other person shall not affect the risks or obligations assumed by the Proposer or relieve the Proposer from fulfilling any of the conditions of the contract.

11. Point of Contact

The Director of Purchasing will be the only point of contact for this Request for Proposal. You may contact the Director of Purchasing either by phone (850) 729-6031 or via email lundermd@nwfsc.edu.

12. Cone of Silence

Any vendor or lobbyist for a vendor is prohibited from having any communications concerning this solicitation for a competitive procurement with any College Employee, Board of Trustees Member or College President, after the Purchasing Office releases the solicitation to the general public.

This "Cone of Silence" shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by the College. All communications regarding this solicitation shall be directed to the designated point of contact unless so notified otherwise by the Purchasing Office. Any vendor or lobbyist who violates the provision may cause their bid/proposal to be considered non-responsive and therefore be ineligible for award.

13. Proposal Protest

All protests shall be filed in accordance with Section 120.57(3), Florida Statutes, and the NWFSC purchasing policies. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Protestors are required to post a bond equal to 5% of the accepted proposal per Section 255.0516, Florida Statute. NWFSC will follow the statutory procedures for the resolution

of protests arising from the contracting process. It is the sole responsibility of the protestor to know and follow all procedures according to Florida Statutes.

14. Prohibition on Contingency Fees

Any Firm awarded a contract pursuant to this RFP must warrant that it has not employed or retained any company or person, other than a bona fide employee working solely for that firm, to solicit or secure the contract and that the firm has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the firm, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of the contract.

15. Public Records

Upon award recommendation or thirty (30) calendar days after opening, whichever occurs first, all proposals or other information submitted in response to this RFP shall be public record subject to public disclosure pursuant to the Public Records Act, Chapter 119, Florida Statutes. If a Proposer believes any information submitted to NWFSC is exempt from disclosure under the Public Records Act, it must specifically identify the exempt information and provide the statutory basis for the exemption. The Proposer also must provide one additional copy of the submittal on which any information the Proposer claims is exempt has been redacted. The Proposer will be responsible for all costs of NWFSC, including attorney's fees, associated with defending any asserted exemption from disclosure under the Public Records Act.

16. Mandatory Pre-Proposal Meeting

This project will require a Mandatory Pre-proposal Meeting being held Monday, September 30, 2019 at 9:00 AM CT in the Building 310, Conference Room 208, 100 College Blvd, Niceville, FL 32578. This meeting will cover important concerns and details of RFP 2019-2020-01.

Submittal/Evaluation Information

1. Representatives from the Purchasing Office will review the Request for Proposals (RFP) for completeness and meeting the requirements as per RFP. Those RFPs deemed complete and responsive will be forwarded to a NWFSC Evaluation Committee.
2. The NWFSC Evaluation Committee shall evaluate the RFPs based on the evaluation criteria in Section 287.055(4)(b), Florida Statutes and this RFP, and may request oral presentations by no fewer than three (3) Proposers, if determined necessary. The NWFSC Evaluation Committee will recommend to the NWFSC Board of Trustees the firm deemed to be most qualified ranked in order of preference according to scores.

Upon approval by the Board of Trustees and authorization to NWFSC staff to issue or negotiate a contract with the top ranked firm, negotiations shall proceed with the firm ranked highest. If staff is unable to negotiate an agreeable contract with the top firm, they will initiate negotiations with the next highest ranked firm and so on until a contract can be reached or NWFSC decides to reject all proposals and withdraw this RFP.
3. The provisions of this RFP from Proposers shall not create any legal or other obligation between NWFSC and any Proposer except as expressly set out in this RFP.
4. NWFSC will make the selections primarily on the basis of the response to this RFP, addendums and any further information received from Proposers during presentations. Although information additional to that requested in this RFP may be provided by respondents, any consideration of this information shall be at the discretion of NWFSC. NWFSC shall be the sole judge of the award of this project to the respondent considered by the NWFSC to offer the best overall response with a resulting negotiated agreement that is most advantageous and in the best interest of NWFSC.
5. Firms will be evaluated based on the following criteria and scoring method.

Criteria for Evaluation of Proposals

The College Evaluation Selection Committee will review and read the information provided in the vendor proposal packets and rate criteria according to the following criteria.

Criteria of Evaluation	Point Range	Maximum Points
Firm's Qualifications	0 - 40	40
Experience - Past performance of firm on similar projects	0 - 15	15
History of Proposer	0 - 10	10
Schedule	0 - 5	5
Pricing	0 - 30	30
Total	0 - 100	100

PROJECT SCOPE AND GOALS

Scope:

The purpose of the Request for Proposals (RFP) is to solicit competitive proposals from qualified contractors for our Indoor Batting Facility Electrical and Mechanical Buildout.

- THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY BLANK -

Insurance Requirements for Vendors, Contractors and Service Providers

All vendors (contractors and service providers) coming on to Northwest Florida State College (NWFSC) premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the vendor may be responsible. A Certificate of Insurance from the vendor must be received by NWFSC prior to the beginning of work and/or the start of a contract.

It is the responsibility of vendors to become familiar with these insurance requirements and to ensure that they can meet these requirements prior to signing of any contract.

- No vendor will be paid for any contracted services until proper certificate(s) of insurance have been submitted to and approved by NWFSC's Risk Management Department.
- All required insurance policies shall be written by a carrier authorized to do business in Florida and possess a minimum A.M. Best's Insurance Guide rating of A VII.
- NWFSC is not liable to any person for the failure of the vendor to carry specified insurance.

CERTIFICATE HOLDER

Northwest Florida State College
100 College Boulevard
Niceville, FL 32578

INSURANCE REQUIREMENTS

The following minimum insurance standards shall apply to all vendors performing, selling, or distributing products and services at Northwest Florida State College. If a product or service, in the opinion of the Risk Management Department, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

- **Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and

Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.

- **Statutory Workers' Compensation and Employers Liability Coverage:** \$500,000 minimum.
- **Automobile Liability:** Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

OTHER INSURANCE COVERAGE THAT MAY BE REQUIRED

- **Liquor Liability:** For vendors operating a business that distributes, sells, or serves alcoholic beverages or if their activities require a liquor license in the amount of \$1,000,000.
- **Professional Liability:** Not less than \$1,000,000 per occurrence and aggregate to be maintained for the duration of the agreement and three years following its termination.
 - This insurance requirement applies when a supplier has a **professional designation or license and/or is providing professional services**. The minimum limit for architects and engineers is \$2,000,000 per occurrence and in the aggregate and may be increased depending upon the nature of the services to be provided to the College.
- **Umbrella or Excess Liability Coverage:** Not less than \$5,000,000 per occurrence and in the aggregate.
 - This coverage typically sits above the underlying General Liability and Automobile Liability policies. Depending upon the scope and work to be performed in the proposed agreement, this policy may be required in order for the vendor to be able to meet the minimum insurance requirements.

PUBLIC ENTITY CRIMES STATEMENT:

**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.

1. This sworn statement is submitted to _____
(print name of the public entity)
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the
entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____.)

2. 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 of 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 misrepresentation.
3. 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 crimes, 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.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), *Florida Statutes*, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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 preceding 36 months shall be considered an affiliate.
5. 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.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

_____ 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, nor any

affiliate of the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, **(name of individual signing)** affixed his/her signature in the space provided above on this ____ day of _____, 2018.

NOTARY PUBLIC
My commission expires:

Notary Stamp

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

It is the responsibility of the firm to ensure that they have received addendums if issued. Call (850) 729-6031 or email lundermd@nwfsc.edu prior to submitting your proposal to ensure that you have received addendums.

DRUG FREE WORKPLACE Section 287.087 Florida Statutes

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the NWFSC for the purchasing of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug free workplace program. To have a drug-free workplace 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 workplace 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 workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
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 employees 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 workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

PROPOSAL FORM

This proposal of _____,
hereinafter called "Proposer," organized and existing under the laws of the State of Florida
doing business as _____ (Insert
a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the
Board of Trustees of Northwest Florida State College, hereinafter called "OWNER."

In compliance with the Advertisement for Proposals, Proposer hereby proposes to perform
all work for building the Indoor Batting Facility Electrical and Mechanical Buildout as detailed
in this solicitation.

By submission of this Proposal, each Proposer certifies, and in the case of a joint Proposal
each party thereto certifies as to its own organization, that this Proposal has been arrived at
independently, without consultation, communication or agreement as to any matter relating
to this solicitation with any other competitor.

Proposer agrees to charge the College \$_____ Lump Sum
to meet the requirements of RFP 2019-2020-01.

Lumps sum pricing includes material cost, equipment cost, and labor.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

SCHEDULE OF RFP 2019-2020-01 EVENTS

The College will attempt to adhere to the following schedule of events:

Date and Time	Activity
September 18, 2019	Release/Posting of RFP
September 30, 2019 9:00 AM CT	Mandatory Pre-Proposal Meeting Location: Niceville Campus Building 310, 2 nd Floor Conference Room
October 10, 2019 4:00 PM CT	Last day for questions
October 14, 2019 4:00 PM CT	Release of Official Response to Questions via Addendum https://www.nwfsc.edu/about/purchasing/
October 24, 2019 2:00 PM CT	Public Opening Deadline to submit Proposal and Reference Questionnaires to: Northwest Florida State College 100 College Blvd Building 310/Purchasing/Room 204 Niceville, FL 32578
November 4, 2019 4:00 PM CT	Post Intent to Award https://www.nwfsc.edu/about/purchasing/
November 19, 2019	Board of Trustees Award to Successful Proposer

All time stated are Central Time (CT). Dates are subject to change as needed.