



**NORTHWEST FLORIDA  
STATE COLLEGE**

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**FACILITIES DEPARTMENT**

**THE BOARD OF TRUSTEES**

**OF**

**NORTHWEST FLORIDA STATE COLLEGE**

**Due: July 9, 2020 2:00 PM CST**

**Request for Qualifications (RFQ)**

**RFQ# 2019-2020-01**

**Remodel Building 420 – Allied Health/Nursing**

**Architectural Design Services**

**For multiple projects over \$2,000,000**

Northwest Florida State College, Niceville Campus  
Okaloosa County, Florida

This document will serve to provide interested architectural firms with specific information as to the procedures for pre-qualifying and selecting firms to provide Architectural Design Services for the College. This request is posted in compliance with Florida Statute Section 287.055, the Consultant's Competitive Negotiation Act.

## General Information

Introduction.....	2
A. Evaluation Criteria/Basis of Award:.....	3
B. General Instructions.....	4
C. Terms and Conditions .....	5
D. Project Description .....	5
1. Scope of Work .....	5
E. Selection Process .....	6
F. Required Application for Initial Screening Criteria .....	7
1. Business Information .....	7
2. Project Compatibility-Cover Letter.....	7
3. Distance from College.....	7
4. Diversity .....	7
5. Assigned Professionals and Firm’s Professional Experience Profile .....	8
6. Related Experience .....	8
7. LEED Certified Projects .....	9
8. Contract Work with Northwest Florida State College.....	9
9. Disputes, Litigation, Defaults.....	9
G. Interviews.....	9
H. Contracting Process .....	10
I. Schedule.....	11
J. General Conditions .....	13
Attachment A - FINANCIAL WORK SHEET .....	<b>Error! Bookmark not defined.</b>

Downloads from <https://www.nwfsc.edu/about/purchasing/current-bids/>

## Introduction

Located in the coastal heart of the Florida panhandle, Northwest Florida State College has earned a reputation for educational excellence and community involvement. As part of Florida's public system of 28 state and community colleges, NWF State College offers bachelor's degree programs, associate degrees, and certificates. The college's primary service district stretches from the Gulf of Mexico to the Alabama state line.

In addition to a 264 acre campus in Niceville, NWF State College operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L.F. Sikes Education Center in Crestview and fulltime centers at Hurlburt Field and a center in South Walton County. In addition to a record of regional and national accolades, NWF State College offers state-of-the-art student computer labs, a top-rated sports complex and a full program of intercollegiate and intramural sports, an ROTC program, a child development center, and a criminal justice training center. A 120,000 square foot Mattie Kelly Fine and Performing Arts Center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts and the humanities. College Mission: Northwest Florida State College improves lives. We deliver outstanding educational programs that are relevant, accessible, and engaging for students of all ages and provide exceptional cultural, athletic, and economic development activities for the communities served. We commit to excellence, creativity, integrity, and service.

The Board of Trustees of Northwest Florida State College is seeking architectural services for one project over \$2,000,000 each through the utilization of prequalified professional architects. The selected architectural firm shall function as the 'Architect of Record', responsible for all professional architectural and supplemental services working with selected construction management contractor, document production and coordination for the successful, timely, and economical completion of these projects.

To demonstrate capability for performance of the required services, applicants must reply by completing the electronic Application Form used to prequalify firms based on experience, personnel, past performance, diversity, location of firm, workloads, and volume of work previously issued by the College to the firm to ensure equitable distribution of projects.

Public Entity Crimes: 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/RFQ on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO (\$25,000.00) for a period of 36 months from the date of being placed on the convicted vendor list.

**Note: Applicant, by signing the application, attests they have not been placed on the convicted vendor list.**

## A. EVALUATION CRITERIA/BASIS OF AWARD:

A College Evaluation Committee will independently review and score applications based on the criteria defined herein. The Director of Purchasing will then total up each proposer's points to determine firms to be considered a finalist. Finalists may be scheduled for an interview at which time, another round of scoring will take place by the Evaluation Committee to determine those firms who will be recommended to the Board of Trustees for approval.

### 1. Interpretations

Any questions concerning this Request for Qualifications or Application shall be directed in writing to the Director of Purchasing, Dedria Lunderman via email to [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu). Answers to questions or inquiries shall be made available to all potential respondents by the College.

### 2. Protest of Solicitation Specifications

To protest the specifications or the terms and conditions contained in this Request for Qualifications (RFQ), a written notice that includes the solicitation RFQ# 2019-2020-01 Remodel Building 420 – Allied Health/Nursing titled Architectural Design Services - Prequalification, with a brief description of the basis for the protest must be filed with the Director of Purchasing at 100 College Boulevard, Niceville, FL 32578, within 72 hours after receipt of this document. For purposes of this section, Saturdays, Sundays and state holidays shall be excluded in the computations of the 72 hour time period. A formal written protest must be filed within 10 days after the date of the notice of protest is filed. The formal written protest must state with particularity all facts and law upon which the protest is based. 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.

### 3. Protest of Awards and Intended Award

Firms selected for recommendation to the Board of Trustees for Northwest Florida State College will be posted on or about **Monday, August 3, 2020** on the purchasing web page: <https://www.nwfsc.edu/about/purchasing/current-bids/> unless changed by addendum, and will remain posted for a period of 72 hours (not including Saturdays, Sundays and state holidays). Any person or firm who is adversely affected by the College's decision or intended decision and interprets that proper procedures or guidelines have not been followed shall file a written notice of protest that includes the solicitation # and title, together with a brief description of the basis for the protest with the Director of Purchasing at 100 College Boulevard, Niceville, FL 32758, within 72 hours after the posting of the RFQ proposal tabulation. A formal written protest must be filed within 10 days after the date the notice of protest was filed. The formal written protest shall state with particularity all facts and law upon which the protest is based. Inspection or examination of applications are available from 8am-4pm Monday–Friday by appointment, upon notice of a decision or intended decision, or 10 days after public opening, whichever is earlier. 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.

## B. GENERAL INSTRUCTIONS

4. **RFQ Application Type and Number** – All documents necessary for submission can be located at <https://www.nwfsc.edu/about/purchasing/current-bids/>. Responses must be submitted in a sealed package and clearly marked as:
  - **RFQ #2019-2020-01 Architectural Design Services** with the firm's name and address on the outside of the sealed package.
  - The response package shall be addressed to:  
  
Dedria Lunderman, Director of Purchasing  
Northwest Florida State College  
100 College Boulevard  
Niceville, FL 32578  
Telephone: (850) 729-6031  
Fax: (850) 729-5215  
E-mail: [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu)
5. **Required submission materials** – Furnish the following submission items:
  - **One (1) complete, original signed application, and**
  - **One (1) electronic flash drive (USB) containing pdf format of application.**
  - **One (1) Financial Work Sheet Form (Attachment A), one original, completed and signed.**
  - **Three (3) Reference/Performance Evaluation Survey forms (Attachment B) completed by the referenced company for a project completed by the firm. (Download Application and Attachment B from <https://www.nwfsc.edu/about/purchasing/current-bids/>)**
6. **Submission deadline** - **2:00 p.m. CST, Thursday, July 9, 2020.** All responses shall be submitted on or before the stipulated submission deadline to the Northwest Florida State College Purchasing Department at the address noted above. Submittal information will be returned once the process is complete.
7. The printed response shall contain the manual signature of an authorized representative of the responding firm. The representative shall be a principal or officer of the firm applying for consideration and shall be authorized to make the acknowledgements and certifications for and on behalf of the applicant.
8. By submitting a response, the applicant firm attests that its response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same RFQ, and is in all respects fair and without collusion or fraud.
9. All information submitted by applicants is subject to the Laws of Perjury as set forth in Chapter 837, Florida Statutes. In the event an applicant is found to have committed perjury, such applicant shall be ineligible for consideration for future projects.
10. The minimum qualifying information outlined in the application is required to be submitted by an applicant to be eligible for consideration by the Evaluation Committee and the Board of Trustees.
11. Applicants who do not comply with the College's procedures or deadlines established will not be considered. The College will retain all application information received. Responses received after the stipulated date and time will not be accepted and may be returned unopened to the applicant.

12. The College is not liable for any costs incurred by the applicants prior to the issuance of an executed contract.
13. Applicants responding to this RFQ may be asked to be interviewed by the Evaluation Committee at Northwest Florida State College.
14. The contents of the application submitted by successful applicant will become part of the contractual obligations.
15. Technical questions concerning this Request for Qualifications shall be submitted only by e-mail to the Director of Purchasing, Dedria Lunderman at [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu). The College will answer any questions in the form of a written addendum issued not less than 48 hours prior to the submission deadline. Only the interpretations or corrections posted on the purchasing website at <https://www.nwfsc.edu/about/purchasing/current-bids/>, shall be binding. Applicants are advised that no other source is authorized to give information concerning or to explain or interpret the RFQ documents. It is the responsibility of the applicants to be aware of any addendums and their content posted to the website.
16. The application form is a “writable” .pdf file and shall be filled out precisely as formatted without change or deviation. Applicants shall respond to each item in the numerical order noted. No changes or corrections will be allowed after applications are submitted to the College and opened on the date and time specified for opening.
17. The results of the initial screening process will be posted at the College Purchasing Department and on the College website at <https://www.nwfsc.edu/about/purchasing/current-bids/> on **Wednesday, July 22, 2020**.

## **C. TERMS AND CONDITIONS**

1. The College reserves the right to accept or reject any or all applications in the best interest of the College.
2. The successful firm shall not discriminate against any person in accordance with Federal, State or local law.

## **D. PROJECT DESCRIPTION**

### **1. Scope of Work**

Projects to be accomplished under this contract are located on the Niceville Campus of Northwest Florida State College located in Okaloosa County, Florida. The selected firms will be required to work cooperatively as Owner’s representatives and closely with the College Facilities Planning and Construction Department and selected construction management contractor. Complete professional design services may be required, including, but not limited to program, schematic design, construction documents/specifications and construction administration.

Projects include renovation and remodeling of existing facilities. Complete building services should be anticipated including, but not limited to electrical power, HVAC, plumbing, security, fire sprinklers, alarm systems, data, telephone services, emergency power and energy management as well as considerations for energy conservation and ADA compliance.

Individual architectural contracts will be assessed by size and scope for the most economical delivery system applicable at the Owner's discretion. The selected firm(s) will be under contract for services through Final Completion and Owner occupancy of the Project. At this time, it is anticipated that work may initiate within 30 days of approval by the Board of Trustees.

## E. SELECTION PROCESS

1. A College Evaluation Committee will review and score all applications. From the initial pool of applications, the Evaluation Committee will select the top applicants based on those initial scores as a "short list". The "short list" of firms may be invited to an interview at the College if the Evaluation Committee determines that the interviews are necessary to recommend with confidence 'Finalists' to the Board of Trustees.
2. The interviews will not be presentations made by the firms. Rather, a series of questions will be asked of each firm by the committee. The questions will be consistent among the firms that have been "short listed". Firms are asked to bring only the professionals that will be assigned to work on projects for the College to the interview. Marketing or sales professionals for the firm need not attend.
3. Point of contact for all matters relating to this proposal is:

Dedria Lunderman, Director of Purchasing  
Northwest Florida State College  
100 College Boulevard  
Building 310/Room 204  
Niceville, FL 32578  
Telephone: (850) 729-6031  
Fax: (850) 729-5215  
E-mail: [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu)

All contact with the Director of Purchasing as the sole point of contact for this Request for Qualifications shall be in writing via electronic mail. Telephone calls will be accepted for procedural or logistical clarifications only; questions on the content or evaluation of submittals must be made in writing via email.

If there are any changes or additions to the point of contact information at any time in the process, the College will issue an addendum to this Request for Qualification.

Confidentiality: From the date of issuance of this Request, until application and award is made, the proposing firm must not make available or discuss its application, or any part thereof, with any employee or agent of the College, unless permitted in writing by the Director of Purchasing.

Questions regarding the RFQ document or application should be in writing and submitted to the Director of Purchasing no later than **Friday, June 26, 2020**. No oral communications shall be considered as a change to the RFQ. Northwest Florida State College may respond to questions deemed to be material in nature via a written addendum. Interpretation of the wording of this document shall be the responsibility of Northwest Florida State College and that interpretation shall be final. Written responses to the questions submitted will be posted at <https://www.nwfsc.edu/about/purchasing/current-bids/>, on **Wednesday, July 1, 2020**.

## F. **REQUIRED APPLICATION FOR INITIAL SCREENING CRITERIA**

(100 points quantitative)

The application form shall include required and requested information in all of the categories outlined below. All requested information should be inserted as requested within the “writable .pdf form”. No additional, supplemental information should be submitted nor will be considered without prior approval. The required submittals will be reviewed by the Evaluation Committee and the below screening criteria will be used to determine the firms with the highest score. The Evaluation Committee, along with the Director of Purchasing will select from this scoring list the firms who will be invited to an interview.

### 1. **Business Information**

**(Required submittal – 0 points)** Accurately complete the information requested about your business. Provide the type of ownership for the business and, if necessary, reference the State of Florida, Department of State records indicating when the business was organized. Each firm shall state the number of years in business and, if the company has changed its name, the previous name of the firm should be listed. Identify the Licensed Project Qualifier or primary architect for College projects including (1) license number, (2) Certificate of Authorization date. Applicant shall be properly registered to practice in the State of Florida with the appropriate State boards governing the services offered. The Evaluation Committee may verify the current status with the Department of Professional Regulation Licensing Board.

**Financial Work Sheet Form (Attachment A):** The attached Financial Work Sheet Form must be completed, signed, and submitted as a separate attachment to the application and submittal to the College.

### 2. **Project Compatibility-Cover Letter**

**(5 points)** The College recognizes the size, diversity and complexity of design projects which may be undertaken by firms with various professional experiences and specialties. In an effort to match College projects to the most compatible applicant, this category is an opportunity for the applicant to introduce their firm as a best fit for the foreseeable projects at Northwest Florida State College. Applicants can express their suitability for selection through writing a cover letter that includes why the firm is a good fit for the College. The application form is limited to 5,100 characters including spaces at 10 pt. font.

### 3. **Distance from College**

**(5 points)** The College prefers to have a firm with an office that is located relatively close to the main campus. The proposed operating (project) office location shall be documented in miles from the Niceville Campus. This category will be scored according to the following chart:

- |   |            |
|---|------------|
| a. Okaloosa County                          | = 5 points |
| b. Escambia, Santa Rosa or<br>Walton County | = 4 points |
| c. Other State Counties                     | = 3 points |
| d. Out of State                             | = 1 point  |

### 4. **Diversity**

**(10 points)** The College encourages engagement with qualified Minority or Women-owned Business Enterprises (M/WBE). Consideration will be given in addressing the following criteria:



- a. Prime M/WBE Participation - Applicant is certified by the State of Florida or Okaloosa County as an M/WBE firm.
- b. Applicant firm's diversity profile – This section offers each non-minority firm an opportunity to demonstrate their support of diversity by identifying the ethnic diversity within their own firms. It is important for all firms to complete this section whether officially certified or not. Firms can enter the number of employees that fall into each category.

## 5. **Assigned Professionals and Firm's Professional Experience Profile**

**(30 points)** This criterion identifies the professionals and experience of the firm. If applicable, an organizational chart indicating key personnel may be provided. It shall be understood that it is the intent of the College to insist that those key personnel indicated as the project team in this RFQ response actually execute the projects. However, in consideration of the size and frequency of projects, it is understood that some staff assignments may vary over the term of the contract.

Resumes for no more than five (5) professional staff members that could potentially be assigned to a College project must be included as separate attachments with the submitted information. The resume should include both the years of experience with the proposing firm and the years of experience obtained while working in a similar capacity for other firms.

## 6. **Related Experience**

**(30 points)** Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity to those that the College may undertake. List the projects which best illustrate the experience of the firm and the professional staff who would be assigned to College projects. The projects issued under this contract will be for renovation and remodeling work within existing buildings. The projects listed in your application should reflect projects that are similar in size and scope to the type of projects anticipated at Northwest Florida State College.

List no more than 10 projects; do not list projects which were completed more than ten years ago. List only projects which were completed directly by the applicant firm, not related employee/architect experience with other firms. Include the following information for each project:

- a. Name and location of project.
- b. Function/Project use and occupancy type
- c. Project Owner's representative name, address and telephone number.
- d. Lead Architect
- e. Date project was completed or anticipated to be complete.
- f. Size of project (construction gross square feet).
- g. Cost of the project (construction cost).
- h. Project type.
- i. Present status of the project (In progress, complete).
- j. Firm's project architect and other key professionals involved on the project.
- k. Color photographs of completed project.

**Reference/Performance Evaluation Survey (Attachment B):** Of the 10 projects listed, please submit the linked Reference/Performance Evaluation Survey form for three of the projects. A sample letter, 'Reference Request', explaining the purpose of the Performance Evaluation Survey form is part of Attachment B for firms to optionally utilize to seek the completion of the Survey form. Attachment B from <https://www.nwfsc.edu/about/purchasing/current-bids/>.

## 7. LEED Certified Projects

**(10 points)** Each applicant firm may list three (3) design projects completed within the past five years which have been “LEED certified” by the USGBC (United States Green Building Council). Only LEED-certified projects using the applicant firm’s own accredited LEED professionals may be listed. Do not use nor list any projects which have been completed by your “Consultant” team. Recognizing that projects under the Northwest Florida State College engagement will typically not be LEED certified, this section represents a firm’s commitment to sustainability initiatives if so desired by the College in individual projects.

## 8. Contract Work with Northwest Florida State College

**(5 points)** This category is to evaluate the amount of work or contracts awarded by the College to the firm during the past three calendar years. It is the desire of the College to engage companies that have not had an opportunity to work for the College in the past, but have the credentials and experience to do so. Points will be assigned according to the following scale, based upon the cost of all design projects contracted with the applicant firm and the College during the past three years:

- |                          |            |
|--------------------------|------------|
| a. \$0.00                | = 5 points |
| b. \$1 - \$100,000       | = 4 points |
| c. \$100,001 – \$200,000 | = 3 points |
| d. \$200,001 – \$300,000 | = 2 points |
| e. \$300,001 – \$400,000 | = 1 points |
| f. \$400,001 and greater | = 0 points |

## 9. Disputes, Litigation, Defaults

**(5 points)** Applicant shall disclose the results and amounts of settlement of litigation, arbitration, mediation or other legal claims involving the Applicant or its principals or any consultants for a period of five years prior to the submission of this application. Points are awarded for the least amount of disputes, litigation, or defaults.

## G. INTERVIEWS

(Single qualitative score)

After the firms have been evaluated and scored based upon their applications, the firms with the highest scores may be more closely considered through an interview responding to questions regarding their staff, experience and approach to perform projects for the College. Firms are asked to bring only those professionals who would work on College projects to the interview. Marketing and sales staff are asked not to attend. The final interview will be scored by the individual Evaluation Committee members based upon a single qualitative score, ranking each applicant on their answers to questions related to the issues outlined below.

1. **Proposed Project Team, Staff and Functions (30 Points)** The applicant firm shall introduce their project team, identifying the actual staff to be assigned to projects, describing their ability, experience, and their proposed role on projects. It is the desire of the College to require that projects are managed and overseen by an experienced, licensed qualifier, who shall be present at the interview. Since this selection covers a variety of project types and scopes, consultants and subcontractors are not to be considered as a part of any “team”, but the selection committee may ask direct questions of the Architect regarding specific trade consultants or subcontractors regarding hypothetical project scenarios.
2. **Project experience, approach and methodology (30 Points)** The interview will also center around the firms knowledge and experience in projects of similar scope and scale to those

foreseen to be completed at the College, providing direct examples of past experiences for comparative review.

3. **Knowledge of the Northwest Florida State College Design & Construction Standards (20 Points)** The firm shall answer questions regarding its knowledge of the College established standards for design and construction, utility infrastructure, and buildings as determinants in the design philosophy and development and the ability to provide compliance with all applicable codes, quality document production, discipline, and specification coordination.
4. **Time and Budget (10 Points)** Applicant firms shall offer specific “real” project examples from previous institutional client projects demonstrating their initiative and experience in accelerating completion, reducing project construction costs and maintaining quality.
5. **Support of Northwest Florida State College Mission (10 Points)** The firm shall demonstrate and address its knowledge and support of the Northwest Florida State College mission and the College’s internship program.

## **H. CONTRACTING PROCESS**

1. The contract for Architectural Services will be negotiated under the authority of Florida Statute Chapter 287.055 entitled the ‘Consultants Competitive Negotiation Act’ and the Northwest Florida State College Board of Trustees.
2. Each professional service contract entered into by the Board shall contain a prohibition against contingent fees as follows: “The Applicant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Applicant to solicit or secure this agreement and that it has not paid or agreed to pay any person, employee working solely for any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the Board shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

## I. SCHEDULE

- 1<sup>st</sup> Legal Advertisement Sunday, May 31, 2020
- 2<sup>nd</sup> Legal Advertisement Sunday, June 7, 2020
- 3<sup>rd</sup> Legal Advertisement Sunday, June 14, 2020
  
- Release of Application, Request for Qualification Monday, June 15, 2020
  
- Deadline for Questions Friday, June 26, 2020
  
- Deadline site visits:  
Sam Jones, Facilities Director  
[ioness@nwfsc.edu](mailto:ioness@nwfsc.edu)
  
- Answers to Questions posted on Northwest Florida State College Purchasing website  
<https://www.nwfsc.edu/about/purchasing/current-bids/> Wednesday, July 1, 2020
  
- **Submission Deadline – RFQ Application due date, 2:00 p.m. CST** **Thursday, July 9, 2020**  
Location:  
Dedria Lunderman, Director of Purchasing  
Northwest Florida State College  
100 College Boulevard  
Building 310/Room 204  
Niceville, FL 32578  
Telephone: (850) 729-6031  
Fax: (850) 729-5215  
E-mail: [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu)
  
- Initial Screening Review Period Monday, July 13 – Wednesday, Monday, July 15, 2020
  
- Posting of Short List Wednesday, July 22, 2020
  
- **Final Interviews** **Tuesday, July 28, 2020**  
Exact date and time to be determined
  
- Posting of Final Selections Thursday, July 30, 2020
  
- Board of Trustees Meeting; Ratification of Finalists Tuesday, August 16, 2020  
Location:  
Northwest Florida State College  
100 College Boulevard  
Niceville, FL 32578



## J. GENERAL CONDITIONS

To insure acceptance of the application, follow these instructions:

**SEALED PROPOSALS:** All applications and forms must be executed and submitted in a sealed envelope. Do not include more than one proposal per envelope. Proposals not submitted on the attached form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. The College is not responsible for delays with postal delivery nor the normal delay in delivery for internal mail procedures. Northwest Florida State College will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.

**DEFINITIONS:** [College] refers to Northwest Florida State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Application] may be used interchangeably throughout this document. [Proposal] and [Application] may be used interchangeably throughout this document.

**EXECUTION OF PROPOSAL:** Proposals must contain a signature of an authorized representative in the space provided on the application. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.

**PROPOSAL OPENING:** Shall be public, at the address indicated on the Solicitation document, on the date and at the time specified on the proposal form. Proposals will not be evaluated nor will questions be fielded at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax, email or telephone will not be accepted.

**COMMENCEMENT OF WORK/SHIPMENT.** No shipment of goods or commencement of work shall begin until such time as awardee receives a College Purchase Order. Goods or services received prior to issuance of Purchase Order may be rejected.

**EVALUATION OF PROPOSALS:** The evaluation committee intends to recommend to Northwest Florida State College Board of Trustees to authorize College administration to award a contract with the proposer, or proposers that represents the best value to the College and/or best meets the Colleges needs as determined solely by the College.

**TAXES:** The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.

**AWARDS:** In the best interest of the College, the College reserves the right to make award(s) 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 proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.

**MISTAKES:** Proposers are expected to examine the technical specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer's risk.

**COSTS:** The College is not liable for any costs incurred by a proposer in responding to this Solicitation, including those for presentations, when applicable.

**CLARIFICATION/CORRECTION OF APPLICATION ENTRY:** The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

**CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee or relative of the Northwest Florida State College. Further, all proposers must disclose the name of any employee or family member thereof, who owns, directly or indirectly, an interest in the proposer's firm or any of its branches. The proposer shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the College. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this Solicitation.

**PUBLIC RECORD LAW:** Any material submitted in response to this Solicitation will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this Solicitation.

**LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Solicitation response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any application shall not constitute a cognizable defense against the legal effect thereof.

**LIABILITY:** The vendor shall hold harmless the College, its officers, agents and employees from liability of any kind in the performance of the Solicitation and resulting contract.

**ASSIGNMENT:** Any Purchase Order issued pursuant to this Solicitation invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.

**EMPLOYMENT OF ALIEN WORKERS:** The College will comply with all aspects of Section 274A of the Immigration and Nationality Act. We will not knowingly engage with a company that does not adhere to these regulations and it is the obligation of the proposer to disclose any violation of such law to the College.

**AVAILABILITY OF FUNDS:** The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

**CONTRACT:** Vendor agrees to be bound by the terms and conditions of this Solicitation and acknowledges that it must successfully negotiate a contract to be the awardee of this Solicitation. College reserves the right to

negotiate a contract with an alternative respondent if a contract is not entered within 30 days of negotiations unless extended by the College.

**PUBLIC MEETING NOTIFICATION:** All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Florida in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.

**ADDENDA:** All addenda to this Solicitation will be posted to the Northwest Florida State College Purchasing web page containing the original solicitation <https://www.nwfsc.edu/about/purchasing/current-bids/>.

**PRE-DECISION DISCUSSIONS:** Any discussion by the proposer with any employee or authorized representative of the College involving proposal information occurring prior to the posting of the recommended award will result in the rejection of that proposal.

**STATE LICENSING REQUIREMENT:** All entities defined under Chapters 607, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State Of Florida's Department of State.

**DISPUTES:** In case of any doubt or difference of opinion as to the application or services, the decision of the College shall be final and binding on both parties.

**PUBLIC ENTITY CRIME INFORMATION STATEMENT:** All invitations to apply as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows: "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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list."

**RETENTION OF RECORDS:** Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this Solicitation for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. Documents must be retained by contractor within the State of Florida at an address to be provided, in writing, to the College within 30 days of the contract execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. The contractor will cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The contractor shall inform the College of the location of all records pertaining to the contract resulting from this Solicitation and shall notify the College by certified mail within ten (10) days if/when the records have been moved to a new location.

**ANTI-DISCRIMINATION CLAUSE:** The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.



**PROTECTION OF WORK, PROPERTY AND PERSONNEL.** The awardee shall at all times guard against damage and/or loss to the property of the College, and shall replace and/or repair any loss or damages unless such is caused by the College. The College may withhold payment or make such deductions, as it might deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. The awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.

**DISCRIMINATORY VENDOR'S LIST:** Any entity or affiliate who has been placed on the Discriminatory Vendors List as maintained by Florida Department of Management Services may not submit a proposal to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.

**AMERICANS WITH DISABILITIES ACT:** The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this Solicitation may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts

**SUBCONTRACTORS:** The proposer is fully responsible for all work performed under the Contract resulting from this Solicitation. The proposer may, upon receiving prior written consent from the College's Director of Purchasing, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer. The College may reject any and all subcontracts.

**REJECTION OF PROPOSALS:** The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this Solicitation. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of the proposal. In addition, the College may reject any or all proposals containing material deviations. Any application rejected for failure to meet mandatory responsiveness requirements will not be reviewed. College reserves the right to reject all responsive proposals at any time if it is in the Colleges best interest determined at the sole discretion of the College

**INSURANCE REQUIREMENTS:** When performing a service, construction work or any type of installation is required on College property, the successful vendor is required to supply a Certificate of Insurance naming Northwest Florida State College and its Board of Trustees as additional insured evidencing coverage during the period the vendor is providing services per the following: 1. Workers compensation and employee's liability in accordance with the laws of the State of Florida. 2. General Liability, minimum of \$1,000,000 per Occurrence and \$2,000,000 Aggregate. 3. Property damage liability, minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. 4. Umbrella liability with limits of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. 5. Contingent coverage for sub-contractors for liability at the site. The application must list any sub-contractor that will perform work under this application. The Certificate of Insurance must be provided to the College prior to the commencement of any work.

**PROPOSAL INQUIRIES:** The proposer may examine this Solicitation to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the College that the specifications be changed. The proposer that requests changes to the College's

specifications must identify and describe the proposer's difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Proposer's failure to request changes shall be considered to constitute proposer's acceptance of the specifications. The College shall determine what changes to this Solicitation shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this Solicitation, which shall be available to all proposers in order that all proposers shall be given the opportunity of proposing to the same specifications

**VERBAL INSTRUCTIONS:** No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Director of Purchasing identified in this Solicitation shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer's representative that are in writing and signed will be recognized by the College as duly authorized expressions on behalf of the proposer.

**TERMINATION AT WILL:** The Contract resulting from this Solicitation may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery

**INCLUSION OF SUPPORTING DOCUMENTS:** All those submitting sealed replies in response to this Request for Qualifications understand that the Solicitation document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.

**PROPOSED RULES FOR WITHDRAWAL:** A submitted proposal may be withdrawn by submitting a written request for its withdrawal to the College, signed by the proposer/contractor, prior to the application opening date.

**PROPOSAL PUBLIC RECORD.** Respondent acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.

**GOVERNING LAW.** This solicitation, and any award(s) resulting from same, shall be governed by and construed under the laws of the State of Florida and must have venue established in Northwest Florida County, Florida or the United States Court of the Southern District of Florida.

**SOLICITATION and ADDENDA.** It is the sole responsibility of the respondent to assure it has received the entire solicitation package and any and all Addendum. No submissions made after the proposal opening, amending or supplementing the proposal shall be considered.

**DEFAULT and LITIGATION COSTS.** In the event of a default on this contract, the defaulting party shall pay all attorney's fees and court costs incurred by the non-defaulting party, at both the trial and appellate levels, in any action brought to enforce and collect damages arising from the default as allowable by law.

**SITE VISITS/INSPECTIONS.** The College reserves the right to conduct a site visit to any respondent's place(s) of business in order to ascertain the respondent's ability to perform.

**INTERPRETATIONS:** Any questions concerning conditions and specifications shall be directed in writing to Northwest Florida State College Director of Purchasing by email according to the application schedule. Inquiries must reference the date of Solicitation opening and Solicitation number

**EMERGENCY SERVICES DUE TO NATURAL DISASTERS/FORCES.** For the purposes of this Application, "Natural Force" is defined as conflagration, flood, storm, earthquake, hurricane or other public calamity. Proposer, by virtue of submitting an application, agrees that, if receiving an award, THE COLLEGE shall be given top priority for use by the proposer's resources, and proposer shall make available to THE COLLEGE all of its resources such

as vehicles, equipment tools, and both workforce and management personnel, in the event of a natural disaster such as a hurricane, tornado, windstorm, flood, or fire during the term of award or contract.

**FORCE MAJEURE, NOTICE OF DELAY, AND NO DAMAGES FOR DELAY.** The Architect or Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the College in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages or additional charges, other than for an extension of time, shall be asserted against the College. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the College agrees to, in writing, to any modification of the contract terms.

**SUSPENSION OF WORK.** The College may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the College to do so. The College shall provide the Architect or Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Contractor, the College shall either (1) issue a notice authorizing resumption of work, at which time work can resume, or (2) terminate the contract, or (3) extend the period of suspension.

**PROTESTING OF CONDITIONS/SPECIFICATIONS.** Any person desiring to protest the conditions/specifications in this solicitation, or any Addenda subsequently released thereto, shall file a notice of protest, in writing, within 72 consecutive hours after the receipt of the solicitation or Addenda and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. The time provided for filing a notice of protest shall be based upon whenever a person receives this solicitation, or any Addenda released thereto. Receipt of a copy of this solicitation, or any Addenda released thereto, which is received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays or days during which the College administration is closed, shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the College administration is closed, the formal written protest must be received on or before 5:00 p.m. local time of the next calendar day that is not a Saturday, Sunday, legal holiday or days during which the College administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based".

- a. Failure to file a notice of protest or to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at College, Purchasing Department, 100 College Boulevard, Niceville, FL 32578. Fax filing will not be acceptable for the filing of bonds.

**PROTESTING OF AWARD RECOMMENDATIONS/TABULATIONS.** Award Recommendations and Tabulations will be posted in the Purchasing Department on the date and time stipulated on the solicitation and will remain posted for 72 consecutive hours. Any change to the date and time established herein for posting of solicitation Award Recommendations shall be posted in the Purchasing Department and on the departmental web site. In the event the date and time of the posting of Award Recommendation is changed, it is the responsibility of each respondent to ascertain the revised date of the posting of Award Recommendation. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 consecutive hours after the posting of the Award Recommendation (or receipt of written notice of intended decision) and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. A written notice of intended decision shall only apply when the Purchasing Department gives notice of an intended decision about this solicitation. A written notice of intended decision received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays and days during which the College administration is closed shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the College administration is closed, the formal written protest must be received on or before 4:30 p.m. local time of the next calendar day that is not a Saturday or Sunday, legal holiday or days during which the College administration is closed. No submissions made after the proposal opening amending or supplementing the proposal shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based". Any person who files an action protesting an intended decision shall post with the College, at the time of filing the formal written protest, a bond, payable to College, in an amount equal to one percent (1%) of the College's estimate of the total volume of the contract. The College shall provide the estimated contract amount to the contractor within 72 hours, excluding Saturdays, Sundays and other days during which the College administration is closed, of receipt of notice of intent to protest. The estimated contract amount shall be established on the award recommendation as the "contract award amount". The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, the College prevails, and then the College shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. If the protestant prevails, then the protestant shall recover from the College all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees.

- a. Failure to file a notice of protest or to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at College, at Purchasing Department, 100 College Boulevard, Niceville, FL 32578. Fax filing will not be acceptable for the filing of bonds.

**PREFERENCE TO FLORIDA BUSINESS:** In accordance with Florida Statute 287.084, if this solicitation is for personal property, then a preference of at least five percent (5%) (see below) must be provided to businesses that have a principle place of business in the State of Florida. Vendors whose principal place of business is outside the State of Florida must submit a written opinion of an attorney as required in 287.084(2). The written

opinion is only required if this solicitation is for personal property. The statute is reprinted here for your convenience:

287.084 Preference to Florida businesses.—

(1)(a) When an agency, university, college, school district, or other political subdivision of the state is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision thereof which grants a preference for the purchase of such personal property to a person whose principal place of business is in such state, then the agency, university, college, school district, or other political subdivision of this state shall award a preference to the lowest responsible and responsive vendor having a principal place of business within this state, which preference is equal to the preference granted by the state or political subdivision thereof in which the lowest responsible and responsive vendor has its principal place of business. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

(b) Paragraph (a) does not apply to transportation projects for which federal aid funds are available.

(c) As used in this section, the term “other political subdivision of this state” does not include counties or municipalities.

(2) A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

(3)(a) A vendor whose principal place of business is in this state may not be precluded from being an authorized reseller of information technology commodities of a state contractor as long as the vendor demonstrates that it employs an internationally recognized quality management system, such as ISO 9001 or its equivalent, and provides a warranty on the information technology commodities which is, at a minimum, of equal scope and length as that of the contract.

(b) This subsection applies to any renewal of any state contract executed on or after July 1, 2012.

History.—s. 1, ch. 77-460; s. 117, ch. 79-400; s. 215, ch. 95-148; s. 3, ch. 95-420; ss. 16, 53, ch. 99-228; s. 6, ch. 2000-340; s. 23, ch. 2002-207; s. 14, ch. 2012-32.

1Note.—Section 25, ch. 2012-32, provides that:

“(1) The executive director of the Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under ss. 120.536(1) and 120.54(4), Florida Statutes, for the purpose of implementing this act.

“(2) Notwithstanding any provision of law, such emergency rules shall remain in effect for 6 months after the date adopted and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.”

ATTACHMENT A  
FINANCIAL WORK SHEET

Instructions

- This is not a request for a copy of your financial statements. However, the College reserves the right to review your financial statement if such a review is in its best interests.
- The following data and ratios must be derived and/or calculated from the most recent financial statements audited by an independent accounting professional ("IAP"). Examples include the independent CPA, tax accountant, and financial statement preparer, or similar professional, external to the firm/company/organization submitting this form. Providing false or grossly inaccurate information may disqualify you or your company from doing business with the College under this or future solicitations.
- Each question must have an appropriate response. A blank, a response of "not applicable" or an unqualified response will be determined non-responsive. If you have any questions about how to complete this form, you are required to ask during the appropriate advertised period.

Vendor's (Applicant's) Name: \_\_\_\_\_  
Vendor's (Applicant's) Address: \_\_\_\_\_

Name, Address and Contact Phone Number of the independent accounting professional "IAP" that audited the most recent financial statements for the above named vendor/applicant:

IAP Name: \_\_\_\_\_  
IAP Address: \_\_\_\_\_ IAP Contact Phone # \_\_\_\_\_

Is the "IAP" preparing or assisting in the preparation of this worksheet, certified  Y /  N? If certified, please indicate the certification of the "IAP" \_\_\_\_\_ (i.e. CPA, CMA, CGMA, EA, etc.)

The most recent financial statements audited by the "IAP" identified above were for the period ending \_\_\_\_\_

Were these statements Compilation/Review only  Y /  N? Audited  Y /  N? If audited, unqualified  Y /  N?

Financial Data and Ratios:

The gross income for the above referenced financial statements totaled \$ \_\_\_\_\_  
*[all revenues, less discounts, allowances, returns if applicable]*

The gross income (GI) for the most recent three fiscal years was \$ \_\_\_\_\_

GI: Year \_\_\_\_\_ \$ \_\_\_\_\_ Year \_\_\_\_\_ \$ \_\_\_\_\_ Year \_\_\_\_\_ \$ \_\_\_\_\_

The current liabilities noted in the above referenced financial statements totaled: \$ \_\_\_\_\_

Net Working Capital  $\frac{\text{_____}}{\text{[Current assets - current liabilities]}}$  Net Working Capital Ratio  $\frac{\text{_____}}{\text{[Current assets / current liabilities]}}$

Reported a net after tax profit for the annual period referenced above  Y /  N?

Return on Assets (ROA)  $\frac{\text{_____}}{\text{[Annual net income / total assets]}}$

I certify that I am the independent accounting professional "IAP" that audited the financial statements referenced above and that the information provided in this worksheet is true and accurate.

ATTACHMENT B  
REFERENCE REQUEST LETTER  
Attachment-B 1 of 2  
Northwest Florida State College  
**RFQ 2019-2020-01 Architectural Design Services**  
**Remodel Building 420 – Allied Health/Nursing**

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

Number of pages including cover: 2

To: \_\_\_\_\_ (your client)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_

Subject: Performance Evaluation of \_\_\_\_\_ (your company)

To Whom It May Concern:

Northwest Florida State College has implemented a process that collects past performance information of various firms that provide Architectural Design Services to the College. The information will be used to assist the College Evaluation Committee in the evaluation of the firms which provided services to your agency or company.

The company listed in the subject line above has chosen to participate in this program. They have listed you as a past client to whom they provided Architectural Design Services. Both the firm and Northwest Florida State College would greatly appreciate you taking five to 10 minutes out of your busy day to complete the accompanying questionnaire.

Please review all items in the following Attachment B-2 and answer the questions to the best of your knowledge. If you cannot answer a particular question, please write "N/A". Please have the client return this questionnaire directly to Dedria Lunderman, Director of Purchasing by 2 p.m. local time, **July 9, 2020** or earlier by fax: 850-729-5215, email [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu) or mail to Dedria Lunderman, Director of Purchasing, Purchasing Department Building 320, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578.

Thank you for your time and effort.

Dedria Lunderman  
Director of Purchasing

**Northwest Florida State College**  
**REFERENCE PERFORMANCE EVALUATION SURVEY**  
**RFQ 2019-2020-01 Architectural Design Services**  
**Remodel Building 420 – Allied Health/Nursing**  
Attachment-B 1 of 2

To be completed by the Client **Only**

Client Company Name: _____
Point of Contact: _____
Phone number and Email Address: _____
Fax No. ( _____ ) _____
Proposer Company Name "Firm" (who listed your company as a reference): _____

Client representative providing the reference (name and title): \_\_\_\_\_

Phone numbers and email address of individual providing the reference: \_\_\_\_\_

Date(s) of Service:- \_\_\_\_\_ Annual Aggregate Dollar Amount of Service: \$ \_\_\_\_\_

Please evaluate the performance of the Proposer noted above using the following scales:

- 4 = Exceptional (always exceeds your expectations)
- 3 = Good (meets defined minimum requirement and occasionally exceeds your expectations)
- 2 = Average (meets minimum requirements)
- 1 – Does Not Meet Minimum Standards
- 0 = Do Not Hire (our company would not hire them again)

No	Reference Criteria for Architectural Design Services	Scale Range	Your Score
1	Quality of Service as it relates to the ability to provide Firm's services.	1-4	
2	Firm's ability to interact with its sub-consultants	1-4	
3	Satisfaction with the Contract Administration (verbal and written) during the progression of the project(s).	1-4	
4	Ability to timely resolve issues.	1-4	
5	Accuracy of the cost estimate for the project and materials.	1-4	
6	Project Design Work on time completion and within budget.	1-4	
7	Project Firm's knowledgeable about project.	1-4	
8	Project Firm's readily available during project.	1-4	
9	Overall satisfaction of finished product.	1-4	
10	Overall customer satisfaction and hiring this Firm again based on performance (comfort level in hiring Firm's company again)	1-4	

Overall Comments:

Please forward completed questionnaire to fax: 850-729.5215, email [lundermd@nwfsc.edu](mailto:lundermd@nwfsc.edu) or mail to Dedria Lunderman, Director of Purchasing, Purchasing Department, Northwest Florida State College, 100 College Blvd. Building 310, Niceville, FL 32578, **prior to 2 p.m. local time, July 9, 2020.**