

contracts for the improvement of state-owned real property as defined in Chapter 192, Florida Statutes.

6. DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.

10. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, F.S. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Florida A&M University or the State of Florida, or any of its agencies. Further, all bidders must disclose the name of any University or State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches. No person or firm receiving a contract to perform a feasibility study of the potential implementation of a subsequent contract, participating in the drafting of a solicitation or specifications, or developing a program for future implementation shall be eligible to contract with the agency for any contracts dealing with that specific subject matter; and Bidders must disclose with their proposal any such conflict of interest.

11. AWARDS: As the best interest of the University may require, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive. All awards made as a result of this bid shall conform to applicable Florida Statutes.

12. INTERPRETATIONS/DISPUTES: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the proposal opening. Inquiries must reference the date of proposal opening and proposal number. No interpretation shall be considered binding unless provided in writing by FLORIDA A&M UNIVERSITY in response to requests in full compliance with this provision. Any person who is adversely affected by the University's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with University Regulation 6.005(9). 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.

13. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this proposal prior to their completion, it shall be the responsibility of the successful proposer to notify the purchaser at once, indicating in his letter the specific regulation which required an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.

14. DEFAULT: Failure to perform according to this bid and/or resulting contract shall be cause for your firm to be found in default in which event any and all reprocurement costs may be charged against your firm. Any violations of these stipulations may also result in:

- a) Contractor's name being removed from the Purchasing vendor mailing list.
- b) All State public entities being advised not to do business with the contractor without written approval of the University until such time as vendor reimburses the University for all reprocurement and cover costs.

15. 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 bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and FLORIDA A&M UNIVERSITY and the FLORIDA A&M UNIVERSITY Board of Trustees, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

16. ADVERTISING: In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.

17. ASSIGNMENT: Any Contract or Purchase Order issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

18. LIABILITY: On any contract resulting from this bid, the bidder shall hold and save the FLORIDA A&M UNIVERSITY Board of Trustees, FLORIDA A&M UNIVERSITY, and the State of Florida, its officers, agents, and employees harmless against claims by third parties resulting from the contractor's breach of this contract or the contractor's negligence. This requirement does not apply to contracts between governmental agencies.

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

20. DELIVERY: Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be Monday through Friday, 8:00 a.m. to 11:30a.m. and 1:00p.m. to 4 p.m., excluding State of Florida and University's holidays, unless otherwise specified.

d) Invoices, which have to be returned to a Vendor because of Vendor preparation errors, will result in a delay on the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the University.

21. PUBLIC RECORDS: Any material submitted in response to this Invitation to Bid will become a public document pursuant to Section 119.07, F.S. This includes material that 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, F.S.

22. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall be responsible for filling, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will:

- a) Record any evidence of visible damage on all copies of the delivering carriers Bill of Lading.
- b) Report damage (Visible and Concealed) to the carrier and contract supplier, confirming such reports, in writing within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
- c) Retain the item and its shipping container, including inner packing material, until inspection is performed by the carrier, and disposition given by the contract supplier.
- d) Provide the contract supplier with a copy of the carriers Bill of Lading and damage inspection report.

23. AS SPECIFIED: A purchase order may be issued to the successful bidder with the understanding that all materials and services rendered must meet the specifications herein. Any orders or contracts will be subject to immediate cancellation if the materials or services do not comply with specifications as stated herein or fails to meet the University's standards. Materials not in compliance will be returned for compliant material as specified at no additional cost to the University. Services rendered not as specified shall be completed as specified at no additional cost to the University.

24. BID PREPARATION: All costs associated with responding to this ITB are the sole responsibility of the Vendor.

25. FORCE MAJEURE: No default, delay or failure to perform on the part of the contractor or the University shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to strikes, lockouts, or inactions of government authorities; epidemics; wars; embargoes; fire; earthquake; acts of God; default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

26. POLICIES AND RULES: All Vendor employees and their agents will govern their conduct in a professional business manner. Sexual harassment, discrimination and/or any other behavior considered unprofessional, disruptive or not conducive to the University environment or in violation of University policies will not be tolerated. Any vendor employee participating in unacceptable activities will not be allowed to continue performance. Chronic behavioral or conduct problems with vendor employees may result in cancellation/ termination of any agreement/purchase orders issued.

The Vendor, their employees and agents shall be responsible for exercising extreme care and caution in the conduct of operations to insure the safety and wellbeing of University personnel. Unsafe practices or the reckless endangerment of personnel may result in the cancellation/termination of any agreement/purchase orders issued. Any agreement/ purchase orders issued to the Vendor does not protect nor relieve the Vendor of responsibility from any fines or other actions that may be taken as a result of a violation.

27. PUBLIC ENTITY CRIME LAW: In accordance with FLORIDA A&M UNIVERSITY's Regulation 6.005(6): The University shall not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

28. NOTICE OF BID PROTEST BONDING REQUIREMENT: Any person who files an action protesting a decision or intended decision pertaining to contracts administered by a public entity pursuant to Section 120.57(3), F.S., shall file within 10 calendar days a formal written protest and post with the University at the time of filing a bond payable to FLORIDA A&M UNIVERSITY in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against the Bidder in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for approval of exceptional purchases, the bond shall be in the amount equal to 10 percent of the University's estimate of the contract amount for the exceptional purchase requested or \$10,000, whichever is less. In lieu of a bond, FLORIDA A&M UNIVERSITY may, in either case, accept a cashier's check or money order in the amount of the bond. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.**

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

INVITATION TO NEGOTIATE

(FAMU Housing Kitchen Cabinet Removal and Replacement)

ITN: #0007-2022

Refer ALL Inquiries to:

Office of Procurement Services
Florida A & M University
2380 Wahnish Way, Room 214
Tallahassee, FL 32307
(850) 599-3203 (Office)
(850) 561-2160 (Fax)

E-mail:
Nikita.Wiggins@famuedu

Bonfire Website:
<https://famuedu.bonfirehub.com/portal/?tab=openOpportunities>

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1.0 SPECIAL CONDITIONS

1.1 CALENDAR OF EVENTS AND PURPOSE OF INVITATION

INVITATION TO NEGOTIATE: 0007-2022

PROPOSAL TITLE: **FAMU Housing Kitchen Cabinet Removal and Replacement**

OPENING DATE AND TIME: May 4, 2022 @ 2:15 P.M.

PURPOSE: The FAMU Plant Operations Maintenance department is inviting vendors to participate in an Invitation to Negotiate for cabinet removal and replacement services.

The successful vendor will provide the product(s) consistent with all local, state and federal rules and regulations applicable to the business they are in and must adhere to professional standards and use due care in performing all services and providing all product(s) required under this agreement in a manner consistent with generally accepted procedures for approved charter companies.

Date/Time	Action
4/5/2022	Invitation to Negotiate - Advertised
4/5/2022	Invitation to Negotiate - Released
4/12/2022	Pre-Proposal Meeting and walkthrough 10:00 AM Location 2380 Wahnish Way Room 214, via Zoom Video Conferencing https://famuzoom.us/j/99644894495
4/20/2022	Deadline for submitting questions and/or inquiries in writing only; preferably by email to (Nikita.Wiggins@famuedu)
4/27/2022	Responses to inquiries and Addenda, if any, will be posted on Bonfire website: https://famubonfirehub.com/portal/?tab=openOpportunities
5/4/2022	Deadline for Proposal Submission at 2:00 P.M. (ITN opening) Office of Procurement Services, 2380 Wahnish Way, Room 214, Tallahassee, Florida 32307 via Zoom Video Conferencing https://famuzoom.us/j/92132603930 NOTE: All Bid Responses must be submitted via the Bonfire website: https://famubonfirehub.com/portal/?tab=openOpportunities
5/10/2022	Posting of the Intent to Award (or other Notice(s) as Appropriate)
5/13/2022	End of 72-hour Protest Period
	DATES SHOWN ARE ESTIMATES AND ARE SUBJECT TO CHANGE

1.2 INVITATION TO BID /PROPOSAL ACKNOWLEDGEMENT FORM

All bids, Invitation to bid/Bidder Acknowledgement forms must be submitted to the Florida A&M University, via the Bonfire website, in order to be considered for this award. The form must be properly completed, executed, and returned with the bid by the bidder including all submittals, documentation, brochures or pertinent requirements. For the purpose of this solicitation, the terms

vendor, bidder and contractor have the same meaning. The paragraphs in this Section are numbered for the convenience of the University.

1.3 UNIVERSITY PURCHASING STAFF

The Office of Procurement Services employee named in this paragraph will be responsible for this bid/proposal solicitation including amendments and necessary coordination with staff and vendors/contractors. Please contact in writing the Procurement staff mentioned below:

(Nikita Wiggins), (850)599-3203, E-mail: (Nikita.Wiggins@famu.edu)

1.4 NOTICES TO VENDORS/CONTRACTORS

The employment of unauthorized aliens by any Vendor/Contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the Vendor/Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the purchase order/contract.

1.5 STATE LICENSING REQUIREMENTS

All corporations seeking to do business with the State of Florida shall, at the time of submitting a response to this solicitation, either be on file or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to FAMU when submitting the bid. The successful bidder, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this solicitation, if any. Partnerships seeking to do business with the State shall, at the time of submitting such a bid, have complied with the applicable provisions of Chapter 620, Florida Statutes.

A Certificate of Status shall be required indicating that the bidder is a corporation or other legal entity. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the bidder shall contact the Florida Secretary of State's Office at: Corporations (850) 245-6052, option 2; limited liability or partnership companies (850)245-6051; or www.sunbiz.org

1.6 AWARD

As the best interest of the Florida A&M University (FAMU) may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

1.7 TERM OF CONTRACT

The contract resulting from this ITN, if any, will commence when contract is signed and executed and will end once the project is complete.

1.8 PURCHASE ORDER/CONTRACT

The University will issue a purchase order/contract to the successful bidder incorporating by reference all the terms and conditions of this bid solicitation including bid prices. The actual award of this bid is manifested by the issuance of the purchase order/contract to the successful bidder. The successful bidder is not to assume receipt of an award until the purchase order/contract is issued/executed in writing.

1.9 APPROVAL

A purchase order/contract will be issued as a result of this bid with the understanding that all products delivered must meet the approval of the Director, Building Maintenance mentioned below. All approvals are made with the understanding that all products are in conformance with all aspects of the bid specifications. Approving Official: Benjamin Rapheal, Director of Building Maintenance.

1.10 POSTING OF BID DOCUMENT/BID TABULATION

- a. Any protest concerning specifications to a solicitation shall be made in accordance with section 120.57(3), Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3) (b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Protests are submitted, in writing, to:

Office of Procurement Services
2380 Wahnish Way, Suite 214
Tallahassee, Florida 32307

- b. Bid tabulations with recommended awards will be posted for review by interested parties on the Bonfire Website: <https://famu.bonfirehub.com/portal/?tab=openOpportunities> and on the FAMU Website: <http://www.famu.edu/index.cfm?Purchasing&NoticeofPosting> and will remain posted for a period of seventy-two (72) hours (three (3) business days). Failure to file a protest within the time prescribed in Section 120.57(3) (b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Protests are submitted to the address listed above in item a.

All bids accepted by the University are subject to the University's terms and conditions and any and all additional terms and conditions submitted by the bidders are rejected and shall have no force and effect. Offers from the bidders listed herein are the only offers received timely as of the opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

- c. **PROTEST.** Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered, a notice of protest or formal written protest must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.
- d. The University reserves the right to reject any and all bids as may be required in the best interest of the University.
- e. Any notice of protest or formal written protest to any amendment issued by the University must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.

1.11 NOTICE OF PROTEST BONDING REQUIREMENT

Any person or company/business who files an action protesting the bid document or a decision or intended decision pertaining to bids, administered by the University pursuant to Section 120.57(3)(b),

Florida Statutes, shall post with the University at the time of filing the formal written protest, a BOND payable to the University in an amount equal to ten (10) percent of the total volume of the contract or \$10,000, whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the University may, in either case, accept a cashier's check or money order in the amount of the bond. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.**

1.12 PAYMENT TERMS

Section 215.422, F.S., provides that agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P. O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice or the goods or services are received, inspected and approved, a separate interest penalty set by the Florida Comptroller pursuant to Section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. To obtain applicable interest rate, contact the University's Accounting department at (850) 561-2978. Payment to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .02740%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the University. A Vendor Ombudsman, whose duties include acting as an advocate for vendors, who may be experiencing problems in obtaining timely payment(s) from a state agency is available by calling the University Controller Office at (850) 561-2978. Further, the disbursement of funds from grants and aids for lobbying the legislature or a state agency is prohibited.

1.13 CANCELLATION

The purchase order will be subject to immediate cancellation if either product or service does not comply with specifications as stated herein or fails to meet the University's performance standards.

1.14 RIGHT TO TERMINATE

In the event that any of the provisions of a purchase order/contract resulting from the bid award are violated by the successful bidder, the University may serve written notice upon such bidder of its intention to terminate the purchase order/contract. Such notice is to state the reason(s) for such intention to terminate the purchase order/contract, and unless within ten (10) days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction are made, the purchase order/contract shall, upon expiration of said ten (10) days, cease and terminate; but the liability of such bidder and his surety for any and all violation(s) shall not be affected by any such termination.

1.15 TERMINATION FOR CONVENIENCE

The University, by written notice to the Contractor, may terminate the purchase order/contract in whole or in part when the University determines in its sole discretion that it is in the University's interest to do so. The Contractor shall not furnish any product or service after it receives the notice of termination, except as necessary to complete the continued portion of the purchase order/contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

1.16 AVAILABILITY OF FUNDS

The obligations of the University under the resulting contract/purchase order are subject to the availability of funds lawfully appropriated for its purposes by the Florida Legislature or specifically allotted for the purposes stated herein.

1.17 PRICES

The University will not allow additional prices if they were not initially included in your bid response. Therefore, the bidder must include all costs associated with this transaction.

1.18 CONTRACTOR'S INSURANCE

The successful bidder (Contractor) shall be required to furnish a commercial general liability policy and commercial or personal automobile liability policy of insurance protecting the University and the public against bodily injury and property damage, and professional liability (when required). The successful contractor shall also furnish worker's compensation coverage for employee job related injuries.

The contractor **SHALL NOT** commence any work in connection with this contract until the contractor has obtained all of the appropriate insurance coverage, and said coverage has been verified by the Florida A&M University Board of Trustees, protecting the Florida A&M University Board of Trustees and the public from any and all liability and property damage hazards which may result from the performance of this contract by the contractor. The Florida A&M University Board of Trustees shall be exempt from, and in no way liable for, payment of any sums of money associated with the contractor's insurance contract. The payment of such funds shall be the sole responsibility of the contractor.

All insurance shall be procured with insurers qualified and duly licensed to transact business in the State of Florida. Florida A&M University Board of Trustees, Florida A&M University, Florida Board of Education and the State of Florida shall be listed as additional insured for general liability and automobile liability coverage. Furthermore, the solicitation number and the name of the specific project must be listed in the 'Descriptions of Operations' section on the Certification of Liability Insurance. The requested coverage must also contain an endorsement giving Florida A&M University Office of Procurement Services thirty (30) days written notice in advance of any material alteration or cancellation.

The following is a schedule of the required coverage and the minimum policy limits acceptable by the University:

- Commercial General Liability
 - \$1,000,000 each occurrence
 - \$2,000,000 aggregate

- Automobile Liability
 - Combined Single Limit - \$1,000,000 each occurrence
- Worker's Compensation and Employer's Liability
 - Worker's Compensation limit of liability as provided by Florida Statutes Chapter 440.
 - Employer's Liability \$500,000

- Professional Liability
 - \$1,000,000 per occurrence

Evidence of the required insurance coverage must be provided to Florida A&M University Office of Procurement Services, 2380 Wahnish Way, Suite 214, Tallahassee, FL 32307; Attention: Director of Procurement Services. Such evidence shall be submitted/included with bid at the time of bid opening.

1.19 PUBLIC ENTITY CRIMES

Any person submitting a bid or proposal in response to this invitation must comply with SECTION 287.133(A), FLORIDA STATUTES, and ON PUBLIC ENTITY CRIMES.

1.20 IDENTICAL TIE BIDS

Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Procedures for processing tie bids, such as flipping a coin or drawing straws publicly and in the presence of witnesses, will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- a. 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.
- b. 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.
- c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a)
- d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statute or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- f. Make a good faith effort to continue to maintain a drug-free work-place through implementation of this section. In addition, if two equal responses to an invitation to bid or request for proposals are received and one response is from a certified minority-owned firm or company, the University will enter into a contract with the certified minority business. Finally, the bid, which relates to commodities manufactured within the State of Florida or from any foreign manufacturer with a factory in the State employing over 200 employees working in the State, shall be given preference over the bid from any other bidder and any other foreign manufacturer, respectively.
- g. As the person authorized to sign this bid document and bind the company/firm/business, I certify that this firm complies fully with the above requirements, and that proof will be provided

upon request. Failure to submit proof within five (5) days of request by the University will result in disqualification as a bidder.

1.21 EQUAL OPPORTUNITY STATEMENT

The State University System believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to nondiscrimination because of race, creed, color, sex, age, national origin, or religion.

Vendors and Contractors providing goods/services to the University are encouraged to take positive steps to assure that their personnel do nothing of a racially offensive nature during the performance of the contract. Racially offensive conduct by contractors and suppliers of goods/services to the University is forbidden by Rule 6C3-10.103 FAC. Further, Rule 6C3.125 FAC, Discrimination, Harassment, Complaint Procedures provides steps for filing a complaint involving either discrimination or harassment. For assistance, contact the University Director of the Office of Procurement Services (850) 599-3203.

1.22 ACCOMMODATIONS FOR DISABILITIES

If an accommodation is needed in order to participate in this bid opening, please contact the Office of Procurement Services at (850) 599-3203 at least seven (7) days prior to the opening date.

1.23 FORCE MAJEURE

No default, delay or failure to perform on the part of the contractor or the University shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to strikes, lockouts, or inactions of government authorities; epidemics; wars; embargoes; fire; earthquake; acts of God; default of common carrier. In the event of such default, delay or failure to perform, any date or time by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

1.24 AMENDMENT

A written amendment may be issued prior to the bid opening which may modify, supplement or interpret any portion of this Invitation to Bid. No verbal or written information from other sources are authorized as representing the University. ALL DOCUMENTS WILL BE POSTED ON <https://famu.bonfirehub.com/portal/?tab=openOpportunities>

1.25 INTERPRETATION

No interpretation of the meaning of the drawings, specifications, bidding documents, any apparent ambiguity, inconsistency or error therein, will be made to any bidder orally. Each request shall be made in writing and addressed to the Procurement Staff mentioned in the Special Conditions Section 1.3.

In case the University finds it necessary to supplement, modify or interpret any portion of the bidding documents prior to the bid opening date, a written addenda will be issued to the Invitation to Bid which will be posted on the Bonfire Website. ALL DOCUMENTS WILL BE POSTED ON <https://famu.bonfirehub.com/portal/?tab=openOpportunities>

1.26 PERFORMANCE AND PAYMENT BOND

The successful bidder shall furnish a surety bond as security for faithful performance of services/delivery of products under the purchase order/contract awarded as a result of this bid, and for the payment of all persons performing labor, and furnishing materials in connection therewith. Surety of such bond shall be in an amount equal to the bid. The attorney-in-fact who signs the bond must file with the bond a certificate and effective dated copy of power of attorney. This performance and payment bond in the amount of the bid award must be received by the Director of the Office of Procurement Services no later than (5) calendar days after notification of award. Failure to provide the bond as specified will result in disqualification and the purchase order/contract will be cancelled immediately.

1.27 CONFLICT OF INTEREST

This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.

1.28 PRICE PREFERENCE FOR FLORIDA VENDORS

For purchases of tangible personal property, the 2012 Florida legislature enacted economic development laws establishing certain conditions and circumstances which, when applicable, require the granting of price preferences to businesses whose "principle place of business" is the State of Florida.

- a. A vendor's principal place of business" is determined as follows:
 1. **If the vendor is an individual or a sole proprietorship, then its "principal place of business" is in state where the vendor's primary residence is located.**
 2. If the vendor is a business organization, then its "principal place of business" is in the state where the majority of the vendor's executive officers direct the management of the vendor's business affairs.
- b. Personal Property: When the lowest responsible and responsive bid or bid is submitted by a bidder or bidder whose principle place of business is in a state or political subdivision outside the State of Florida, which grants a preference for the purchase of commodities when awarding the bid or calculating the cost in a bid, the University must apply a preference which is equal to the preference granted by the state or political subdivision in which the lowest responsible and responsive bidder or bidder has its principle place of business. If the lowest responsive and responsible bidder or bidder in that state does not grant a preference in competitive solicitation to companies having a principle place of business in that state, the preference granted to the lowest responsible and responsive bidder/bidder having a principle place of business in Florida shall be 5 percent.
- c. Bidders or bidders whose principle place of business is outside the state of Florida must include, with their Bid or ITN response document, a written statement, signed by an attorney at law licensed to practice in the bidder's or bidder's state (referred to as their "principle place of

business" in the law), detailing geographical price preferences, if any or none, granted by the laws of that state or political subdivision.

1.29 SUBMITTAL

Please refer to the submittal instructions titled **Submission Instructions for Suppliers**, listed on our Bonfire website, to submit your ITN Response. Bids not submitted on the forms included with these solicitation documents shall be rejected.

- a. Invitation to Bid Acknowledgement form, completed and signed
- b. Business License
- c. Copy of required insurance
- d. Three (3) references; including name of company, contact person and phone number
- e. Past and proven performance
- f. Deliverable Timelines
- g. Meeting specifications and guidelines by providing two (2) shop drawings
- h. Price Sheet
- i. Amendments Issued by the University
- j. Non-Collusion Affidavit
- k. Statement of No Involvement
- l. Notice of Conflict of Interest
- m. Florida Department of State Certificate of Status

Each Bidder is responsible for ensuring that its bid is delivered at the proper time, as stated in Section 1.1 Calendar of Events. The University shall not consider late bids. **BIDS MUST BE RECEIVED VIA THE BONFIRE WEBSITE** before 2:00 P.M. on the date specified in Section 1.1 Calendar of Events.

SCOPE

The Contractor shall furnish all labor, materials, tools, and other equipment necessary to upgrade existing kitchens including the installation of wood base and wall cabinets for use and other incidental items included in this construction documentation. It is the Contractor's responsibility to inspect all kitchens to be upgraded, to make himself/herself fully familiar with the existing conditions and to take all measurements which are necessary for the work to be completed under the contract.

2.0 INSPECTION/SURVEY

2.1 The Contractor shall carefully inspect the condition of existing kitchens including, but not limited to, all facilities related to the installation of kitchen cabinets including plumbing and electrical work.

2.2 Upon the issuance of Notice to Proceed, the Contractor shall survey each kitchen and verify all dimensions for the work specified in the construction documents.

3.0 REQUIREMENTS

3.1 The kitchen cabinets shall be standard size factory manufactured assembled and finished.

3.2 The installation contract shall include the removal and disposal of existing cabinets and plumbing and the re-installation of new plumbing, cabinets with molding, fillers and other miscellaneous items in accordance with the below plumbing specifications. (section 5.0)

4.0 WOOD CABINETS

4.1 Material. Kitchen cabinets shall be all wood as specified in this Section. The use of particle board, flakeboard, or hardboard in the construction of the kitchen cabinets and countertops is unacceptable.

4.2 Wall and Base Cabinets. Wall and base cabinets shall be of the same construction, outside appearance must be the same and must have face frames. Cabinets shall be constructed of solid lumber and/or exterior grade plywood with wood veneer core. All parts touching floor shall be pressure treated solid lumber. Countertops and 4-inch back splash shall be made of quartz. Only first quality methods, materials and workmanship shall be used.

5.0 PLUMBING PACKAGE, PLUMBING MATERIAL SPECIFICATIONS & MISCELLANEOUS ITEMS

5.1 General. The purpose of this specification is to provide a guideline for the minimal material requirements necessary for sinks and faucets and other items associated with plumbing included herein with the new kitchen cabinets and countertops purchased and installed under this contract. The plumbing package is designed to replace all existing plumbing from the finished wall, with new materials. In those areas where state and local plumbing codes differ from these specifications, the state and local codes shall apply. In no case shall lesser quality material be substituted for material in these specifications. **** All plumbing work must be performed by a licensed plumber.**

5.2 Sink. 20-gauge stainless steel, 50/50 double bowl 33" x 22" x 8" with self rimming features.

5.3 Faucet. Single handle stainless steel standard kitchen faucet with sprayer. Faucet shall be mounted to sink per manufacturer's instructions.

5.4 Faucet Supplies. Two 3/8" Exterior Braided Polymer Faucet Connectors.

5.5 Angle Supply Stops. Brasscraft OCR19X-C or equal (2 stops per installation).

5.6 Basket Strainers. Dearborn model 14 or equal (2 per installation).

5.7 Continuous Waste. PVC 1-1/2" Dearborn P9121A, Dearborn 9123A or equal.

- 5.8 P-trap. PVC 1-1/2" Dearborn P9703BG or equal.
- 5.9 Caulking. Caulking to be used between sink and countertop and between the countertop and back splash and between the back splash and the wall - Silicone meeting Federal Specification TT-S-1543A.

6.0 INSTALLATION SPECIFICATIONS

- 6.1 General. The purpose of this section is to provide guidelines for the minimal requirements necessary for the installation of cabinets, countertops and plumbing as provided under this solicitation. The work shall consist of furnishing labor, materials, services, equipment and all other incidental items, all in accordance with the following:
 - 6.1.1 The Contractor shall supervise and be responsible for the proper locations and installation of all items.
 - 6.1.2 The Contractor shall conduct his operations under the contract in such a manner as to allow, at all times during the performance of the work, ingress and egress for the tenants and other authorized persons with Florida A&M University (FAMU).
 - 6.1.3 The Contractor shall provide all necessary safety equipment, materials and personnel to protect the public walks, entrance to buildings and grounds within the work areas of this Contract in order that pedestrians, tenants and the public be protected at all times.
 - 6.1.4 The Contractor shall protect and be responsible for the existing buildings, facilities and improvements within the areas of operations under this Contract. Should any portion of the buildings or areas be damaged, disturbed or otherwise affected due to work of the Contract, the Contractor shall report the conditions and circumstances to the FAMU Project Manager and shall make all necessary repairs and replacements to such damaged work at his or her own expense and with new materials to match the existing work in every respect, as approved by the Project Manager.
 - 6.1.5 All work shall be done in a neat clean manner by experienced and capable technicians.
 - 6.1.6 The Contractor shall be responsible for any damage or loss incurred as a result of the work of the Contract to tenants property or other work, and shall, at his/her own expense, replace any material which, in the opinion of the Project Manager, has become damaged to such extent that it cannot be restored to its original condition.
 - 6.1.7 All items removed by the Contractor, including but not limited to old sinks, old plumbing, cabinets, debris, etc., shall become the property of the Contractor and shall be legally disposed of.
- 6.2 SHOP DRAWINGS
 - 6.2.1 In addition to the above, shop drawings of sinks, counter tops and cabinets shall be submitted for approval. Drawings shall also show plans and elevations of each type of kitchen with all dimensions shown.
 - 6.2.2 No work shall be fabricated, or materials delivered to the site, until final approval of all shop drawings and other required submittals for that work has been obtained. At the time of submittal, the Contractor shall call to the attention of FAMU, in writing, to any deviations from the Contract documents contained in the shop drawings. The approval of shop drawings containing deviations not specifically brought to the attention of FAMU, or containing errors or omissions of any sort, shall not relieve the Contractor of the responsibility for executing the work in accordance with the Contract documents.
 - 6.2.3 The Contractor shall submit copies of all required shop drawings in accordance with the following:

The Contractor shall submit two copies of each shop drawing within bid submittal
All submittals returned for corrections shall be resubmitted with the required corrections made within seven consecutive calendar days calculated from the date of rejection.

Upon approval, FAMU will then return one copy of all approved submittals to the Contractor.

6.3 CLEANING

6.3.1 Upon completion of the work, the Contractor shall assume ownership of all debris resulting from the work, remove it from the premises and legally dispose of it, unless otherwise specified.

6.4 SAMPLE INSTALLATION

After approval of all submittals, the Contractor shall make one complete installation of all specified items in a kitchen to be selected by FAMU. This sample kitchen will be inspected by FAMU, and after written approval, shall be considered the "approved sample".

6.5 WORKMANSHIP AND INSTALLATION

- 6.5.1 The complete installation including the material installed shall meet the minimum requirements of the latest local building code and all applicable laws and requirements.
- 6.5.2 Joints in threaded pipe shall be made up with Teflon tape or other specifically prepared joint compound placed on male threads only that meet the local plumbing code. The ends of all pipe shall be reamed free from burrs after threading and threads shall be clean cut and tapered. Piping shall be kept free from scale dirt.
- 6.5.3 All plumbing water pipe connections that are not screw fitted shall be soldered using 95% tin/antimony solder or as otherwise joined as specified by local code, industry standards and manufacturer's specifications for the material used. Lead solder shall not be used.
- 6.5.4 The Contractor shall disconnect and remove the existing kitchen sink and faucets. Water lines shall be disconnected, piping removed and nipple through the wall shall remain. Waste piping shall be disconnected and removed to the wall. Waste lines shall be replaced with material meeting the most stringent code applicable to the location. All removed material shall be legally disposed of by the Contractor. New water connection shall be 3/8" Exterior Braided Polymer. All material standards shall be in accordance with applicable code. New traps shall be provided for sinks. Waste line plumbing work required behind the finished wall shall be handled on a time and materials basis.
- 6.5.5 The Plumber shall reconnect new sinks and faucets. All material shall be new.
- 6.5.6 The Contractor shall arrange with Project Manager for the shut-off of water risers. At the close of each working day, all water risers shall be restored. Tenants shall not be left without hot or cold water overnight.
- 6.5.7 After new installation is made, all joints shall be tested at full line pressure and all leaks corrected.
- 6.5.8 Faucets shall be tested and shall be replaced in the event of dripping.
- 6.5.9 After all corrections are made, stops shall be adjusted for a reasonable flow at the faucet without splashing.
- 6.5.10 Cabinet installation shall include all trim molding necessary to complete and finish the installation.
- 6.5.11 Cabinet shall be hung plumb and level and securely fastened to the wall.

7.0 MATERIAL AND PERFORMANCE SPECIFICATION REQUIREMENTS FOR KITCHEN ITEMS NORMALLY REQUIRED WITH CABINET RENOVATIONS

- 7.1 General. All applicable provisions of Sections 1, 2, 3,4,5, and 6 may apply to work specified in this section. Local codes shall control in cases of conflict.
 - 7.1.1 Paint walls and ceilings (clean + two coats latex, Semi-gloss paint. See FAMU for color)
 - 7.1.1.1 Prepare surface by cleaning with a moderate strength water soluble, industrial cleaner (Trisodium Phosphate or approval equal) in manufacturer recommended strength for hand application with sponge, followed by a suitable drying period.

- 7.1.1.2 Prepare surface to receive finish by filling minor surface indentations, holes, cuts or scars with concrete patch. FAMU shall negotiate any additional charges for the removal of wallpaper, laminates, etc. in preparation for painting.
- 7.1.1.3 Apply one paint coat on concrete patch areas then apply one coat over all areas. Apply another coat if necessary to provide uniform appearance.
- 7.1.1.4 Non-lead base quality paint products as manufactured by major American companies are acceptable.
- 7.1.1.5 Remove and re-install GFI Outlet (as needed) in existing box in accordance with all applicable Code requirements National Electrical Code (NEC), National Fire Prevention Code (NEPA), State Building Code and Local Codes and Ordinances.
- 7.1.1.6 Remove and re-Install duplex receptacle 15A, 115V, UL Listed, with screw side connections and corrugated bearing pads suitable for copper or aluminum wire (Leviton 5320I, CO/ALR Device or approved equal), and metal cover plate with screws (Pass and Seymour or approved equal).

8.0 PERFORMANCE OF WORK, CLEAN-UP AND DAMAGES

- 8.1 The work shall be conducted efficiently at the least inconvenience to the residents in occupied dwelling units.
- 8.2 The Contractor shall keep the premises free of debris and construction materials resulting from the installation work. All debris and such materials shall be removed from the premises at the end of each work day.
- 8.3 The Contractor shall supply their own roll off dumpster to dispose of debris and construction materials. All debris and such materials shall be maintained within the dumpster.
- 8.4 Any damage to grounds, plantings, buildings and any other facilities or property shall be the contractor's exclusive responsibility. Their repair or replacement shall be paid in full by the Contractor.

GUARANTEES

The Contractor guarantees that all installed materials and equipment are new and free of defects and installed in a professional manner.

In the case of any defects in materials or workmanship occurring within one year subsequent to the final acceptance of this construction by FAMU, the Contractor agrees to repair and/or replace the defective item without any cost to FAMU.

Attachment A

Required Proposal Format

Introduction

The Proposer shall not alter the ITN in any way and shall not reproduce all or any part of the ITN in its proposal document. The contract, if any, resulting from this ITN shall attach the entire ITN and incorporate the ITN by reference.

To facilitate analysis of its proposal, the Proposer must prepare its proposal in accordance with the instructions outlined in this section. If Proposer's proposal deviates from these instructions, such proposal may, in FAMU's sole discretion, be REJECTED.

FAMU EMPHASIZES THAT THE PROPOSER CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. The Proposer must use sections and tabs that are clearly identified and also must number and label all parts, pages, figures, and tables in its proposal. Additional tabs may be appended which contain any other pertinent matters that the Proposer wishes FAMU to take into consideration in reviewing the proposal. All Bid Responses must be submitted via the Bonfire website: <https://famu.bonfirehub.com/portal/?tab=openOpportunities>

Proposal Sections

The Proposer shall organize its proposal into the following major sections.

SUBMITTALS- Bidders are required to submit the documentation listed below with their bid reply. The bids are to be in a sealed envelope, marked with the bid number, title, opening date and time.

1. **Request Proposal Acknowledgment Form**, page 1, completed, executed and signed.
2. **Price Sheet** including acknowledgment of amendments issued by the University.
3. Copy of **required license and background information**
4. Copy of **required insurance**.
5. Each Proposer shall submit **evidence of qualifications**. Vendor must have been in business for a minimum of five (5) years. ***Florida A & M University reserves the right to contact these businesses, institutions, etc.***
6. Three (3) references; including name of company, contact person and phone number
7. Past and proven performance
8. Deliverable Timelines
9. Meeting specifications and guideline by providing two (2) shop drawings

Attachment B

Florida A&M University Price Sheet
All pricing based on 30 or more kitchens

Description	Price
Single apartment	\$ _____
Double apartment	\$ _____
Plumbing Labor Rate (additional charges)	\$ _____
Electrical Labor Rate (additional charges)	\$ _____

AMENDMENTS ISSUED BY THE UNIVERSITY

Failure to acknowledge receipt and compliance with the amendments issued by the University will result in disqualification.

Amendment No. _____ Dated _____
YOUR INITIALS

COMPANY'S NAME

TYPE THE NAME OF THE AUTHORIZED REPRESENTATIVE
TO BIND THE COMPANY INTO A CONTRACT/PURCHASE
ORDER

SIGNATURE OF AUTHORIZED REPRESENTATIVE

FEID NO./SOC. SEC. NO. (ENTER APPLICABLE NUMBER)

Phone number Fax number

Email address

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

I state that I _____ of _____,
(Name) (Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm, and its owner, directors, and officers. I am the person responsible in my firm for the price(s), the amount of this Response, and the preparation of the Response. I state that:

- 1) The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential Provider, bidder, or potential bidder.
- 2) Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, bidder, or potential bidder, and they will not be disclosed before bid opening.
- 3) No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher that the prices) in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
- 4) The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
- 5) _____, its affiliates, subsidiaries, officers, director, and employees
(NAME OF FIRM)

are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations, are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the State of Florida of the true facts relating to the submission of Responses for this contract.

Signature	Title	Company

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2021.

Signature of Notary

STATE OF _____

Print, Type or Stamp Commissioned Name of Notary Public
Personally known _____ OR Produced identification _____
Type of identification produced _____

STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of the aforementioned company, certify that no member of this firm or any person having any interest in this firm has been involved with the Florida A&M University to assist it in:

- 1) Developing this Invitation to Bid; or,
- 2) Performing a feasibility study concerning the scope of work contained in this Invitation to Bid.

Signature

Company Name

Date

NOTICE OF CONFLICT OF INTEREST

Company or Entity Name _____

For the purpose of participating in the Invitation to Bid process and complying with, the provisions of Chapter 112, *Florida Statutes*, and University Regulation 6.002, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the Florida A & M University or Users:

_____	_____
_____	_____
_____	_____

The persons listed below are current University employees who own an interest of five percent (5%) or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

The above information is true and correct to the best of my knowledge. Signed on this____, day of _____, 2021.

Signature

Print Name and Title

Florida Department of State
Certificate of Status