

Submit Proposals to:

FLORIDA A&M UNIVERSITY  
Office of Procurement Service  
<https://famubonfirehub.com/portal/?tab=openOpportunities>  
Tallahassee, Florida 32307-3200  
Telephone Number: (850) 599-3203



# REQUEST FOR PROPOSAL

## Acknowledgement Form

Page 1 of 60 Pages

PROPOSALS WILL BE OPENED:  
**April 18, 2023 @ 2:00 PM**

PROPOSAL NO.  
**RFP 0017-2023**

MAILING/POSTING DATE:  
**4/3/2023**

PROPOSAL TITLE:  
**Florida A&M University (FAMU) Campus Painting, Cleaning & Pressure Washing**

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR LEGAL NAME

REASON FOR NO PROPOSAL \_\_\_\_\_

VENDOR MAILING ADDRESS

### POSTING OF PROPOSAL TABULATIONS AND NOTICES

Proposal tabulations, notices of a decision or intended decision and recommended awards related to this competitive solicitation will be posted for review by interested parties on the Procurement Services Website at <http://www.famu.edu/index.cfm?Purchasing&NoticeofPosting> and Bonfire website at <https://famubonfirehub.com/portal/?tab=openOpportunities> and will remain posted for a period of 72 hours (excluding weekends and holidays). Failure to file a protest within the time prescribed in University Regulation 6.005 (9)(k) and Section 120.57(3), Florida Statutes shall constitute a waiver of protest proceedings.

CITY-STATE-ZIP

AREA CODE:

TELEPHONE NUMBER:

TOLL-FREE NUMBER:

*By signing this document, I certify that this solicitation response is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same commodities services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this competitive solicitation and certify that I am authorized to sign this solicitation response for the proposer and that the proposer is in compliance with all requirements of the competitive solicitation, including but not limited to, certification requirements. In submitting a solicitation response, the proposer offers and agrees that if the solicitation response is accepted, the proposer will convey, sell, assign, or transfer to the FLORIDA A&M UNIVERSITY Board of Trustees all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by FLORIDA A&M UNIVERSITY. At the University's discretion, such assignment shall be made and become effective at the time the University tender's final payment to the proposer.*

\_\_\_\_\_  
AUTHORIZED SIGNATURE (MANUAL)

\_\_\_\_\_  
AUTHORIZED SIGNATURE (TYPED) & TITLE

\_\_\_\_\_  
DATE SIGNED

### GENERAL CONDITIONS

**PROPOSALS:** All proposal sheets and this acknowledgement form must be executed and submitted via the Bonfire Website. Response prices not submitted on attached proposal price sheet(s) when required shall be rejected. All responses are subject to the conditions specified herein. Those that do not comply with these conditions are subject to rejection.

- EXECUTION OF PROPOSAL: All responses must contain this Acknowledgement form with an original manual signature of authorized representative in the space provided above.** Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by proposer must be initialed. The company name and F.E.I.D. or social security number shall appear on each pricing page of the proposal as required.
- NO PROPOSAL SUBMITTED:** If not submitting a proposal, respond by returning only this proposer acknowledgement form, marking it "NO PROPOSAL" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reasons for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the proposer's name from the University's Competitive Solicitation mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL", and it must be received no later than the stated proposal opening date and time.
- PROPOSAL OPENING:** Shall be public, on the date, location and at the time specified on the acknowledgement form. It is the proposer's responsibility to assure that its proposal is delivered via Bonfire portal at the proper time and place of the proposal opening. Proposals, which for any reason are not so delivered, will not be considered. Offers by telegram, telephone or facsimile are not acceptable. Only the proposal receipt and other generic administrative information may be announced and recorded on the proposal opening date. The contents of the proposals will be kept confidential for 30 calendar days, or date of award, whichever is sooner in accordance with s. 119.071(1)(b). NOTE: Proposal tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Proposal tabulations will not be provided by telephone.
- PRICES, TERMS AND PAYMENT:** Firm prices shall be proposed and include all services rendered to the purchaser.
- TAXES:** FLORIDA A&M UNIVERSITY, a public body corporate of the State of Florida, does not pay Federal Excise and Sales taxes on direct purchases of services. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192, Florida Statutes.
- DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.

- MISTAKES:** Proposers are expected to examine the specifications, conditions, scope of work, proposal prices, extensions and all instructions pertaining to the services involved. Failure to do so will be at the proposer's risk.
- ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**
- PAYMENTS:** In the event University owes payment to the Vendor, the University shall mail the Vendor's payment within forty (40) days after receipt of an acceptable invoice and receipt, and after inspection and acceptance of the goods, services or both, as provided in accordance with the terms and conditions of the applicable purchase order/agreement. Failure to make payments within 40 days shall result in the University paying interest pursuant to Section 55.03(1) Florida Statutes, on the unpaid balance from the expiration of such 40-day period until such time as the warrant is issued to the Vendor. The University has established a "Vendor Ombudsman". The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s). The University's ombudsman may be contacted at (850) 599-2978.
  - Partial payment in the full amount of the value of service received and accepted may be requested by the submission of a properly executed invoice, with supporting documents, if required. Only one partial payment will be made per month.
  - The Vendor agrees that bills and invoices for fees or other compensation for services or expenses shall cite the Purchase Order/Agreement Number and shall be submitted to the Controller in detail sufficient for a proper preaudit and postaudit. Each bill or invoice must clearly identify the services, portion of services and expenses for which compensation is sought. Payment will be tendered only for services, or the portion of services, completed prior to the submission of the bill or invoice, or for expenses incurred prior to such submission, or both.
  - The performance of the University of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds appropriated by the Legislature of the State of Florida, the obligation of funds by the prime funding agency, or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. The University shall give notice to Vendor of the non-availability of such funds when University has knowledge of such fact. Upon receipt of such notice by Vendor, the Vendor shall be entitled to payment only for those services performed and expenses incurred prior to the date notice is received.
  - If this agreement includes reimbursement for travel expenses, such reimbursement must comply with Section 112.061, Florida Statutes and will be processed in accordance with the University's travel policies as stated in the Controller's Manual and utilizing the Travel Authorization Request (TAR) process.

e) 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.

10. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, F.S. All proposers must disclose with their proposal 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 proposers 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 proposer'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 proposers 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 proposals or waive any minor irregularity or technicality in proposals received. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive.

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 specifications, 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 proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all reproduction 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 reprourement 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 proposals 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 request for proposal 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 proposal the proposer 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 proposer's facilities at any time with prior notice.

20. CANCELLATION: The University shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with the contract.

21. PUBLIC RECORDS: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, F.S. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.

22. NEGOTIATIONS: To assure full understanding of and responsiveness to the solicitation requirements, discussions may be conducted with qualified proposers. The proposers shall be accorded fair and equal treatment prior to the submittal date specified in the request for proposals with respect to any opportunity for discussion and revision of proposals. All such revisions shall be in the form of a written addendum.

After the submittal date, the University reserves the right to select the top ranked proposals and conduct discussions with those proposers. Such discussions may result in changes to the RFP and the proposers' proposal as deemed necessary and in the best interests of the University.

23. AS SPECIFIED: A purchase order may be issued to the successful offeror 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. PROPOSAL PREPARATION: All costs associated with responding to this RFP 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 ensure 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 do 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 PROTEST BONDING REQUIREMENT: Any person who files an action protesting the specifications, 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 Contractor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. **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.

## **REQUEST FOR PROPOSAL**

**Florida A&M University Board of Trustees (FAMU)**

**Florida A&M University (FAMU) Campus Painting, Cleaning, & Pressure Washing**

**RFP No. 0017-2023**

**Refer ALL Inquiries to:**

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

E-mail:  
[germarlon.hall@famuedu](mailto:germarlon.hall@famuedu)

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

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## 1.0 SPECIAL CONDITIONS

### 1.1 Statement of Objective

The objective of this Request for Proposal (RFP) is to enable the Florida A&M University (FAMU) to enter into an agreement with multiple vendors to provide painting, cleaning, and pressure washing services for all buildings at FAMU. **This project is to be awarded to multiple vendors.**

The successful Proposer (s) will provide the services 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 required under this agreement in a manner consistent with generally accepted procedures.

### 1.2 Contract Award

- A. FAMU intends to award a contract or contracts resulting from this solicitation to the responsible proposer(s) whose proposal represents the best value after evaluation in accordance with the criteria in this solicitation. **This project is to be awarded to multiple vendors.**
- B. FAMU may reject any or all proposals if such action is in FAMU's best interest.
- C. FAMU may cancel or withdraw the award when deemed in its best interest.
- D. FAMU may waive informalities and minor irregularities in proposals received.
- E. FAMU reserves the right to evaluate proposals and award a contract without negotiations with proposers. Therefore, the proposer's initial proposal should contain the proposer's best terms from a cost or price and technical standpoint.
- F. FAMU reserves the right to conduct negotiations with the highest ranked proposer(s).
- G. A written notice of award will be posted on FAMU Office of Procurement Services Website.

### 1.3 General Information

#### Background

Florida Agricultural and Mechanical University is a public, fully accredited member of the State University System of Florida. FAMU is a doctoral/research institution and is the premier school among historically black colleges and universities. We are fully accredited by the Southern Association of Colleges and Schools.

FAMU offers 54 bachelor's degrees and 29 master's degrees. The University also offers a juris doctorate at its College of Law in Orlando. FAMU offers the following doctoral programs: chemical engineering; civil engineering; electrical engineering; mechanical engineering; industrial engineering; biomedical engineering; physics; pharmaceutical sciences; educational leadership; and environmental sciences.

The University also has several satellite campuses including the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences has sites in Miami, Jacksonville, Tampa, and Crestview.

### **History**

FAMU is dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community.

#### **1.4 Authorized FAMU Representative/Public Notices/FAMU Discretion**

Proposer's response to this RFP must be submitted via the Bonfire Portal at <https://famu.bonfirehub.com/portal/?tab=openOpportunities>.

Any communications and/or inquiries by Proposer during this RFP process must be submitted in writing to the individual and address stated below.

**Communications and/or inquiries are preferred via email.** FAMU will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 1.5, "Approximate Calendar of Events." To the extent FAMU determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and posted on the Bonfire Website. FAMU shall not accept or consider any written or other communications and/or inquiries (except a Proposal) made between the date of this deadline and the posting of an award, if any, under this RFP.

**Germarlon Hall, Office of Procurement Services  
2380 Wahnish Way, Suite 214  
Tallahassee, FL 32307  
Germarlon.hall@famuedu  
Phone (850) 599-3203 Fax: (850) 561-2160**

Advance notice of public meetings regarding this RFP, if FAMU determines in its sole discretion whether any such meetings will be held, will be posted on the Bonfire website:

<https://famubonfirehub.com/portal/?tab=openOpportunities>

FAMU reserves the sole discretion over the conduct of such meetings and the extent, if any, that public attendees may participate in such meetings. FAMU also reserves the right and sole discretion to REJECT any proposal at any time on grounds that include, without limitation, either that a proposal is nonresponsive to the RFP or is incomplete or irregular in any way, or that a responsive proposal is not in FAMU’s best interest.

**1.5 Approximate Calendar of Events**

Listed below are the dates and times by which stated actions should be taken or completed. If FAMU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFP. All listed times are Eastern Standard Time (EST).

<b>Date/Time</b>	<b>Action</b>
<b>04/03/2023</b>	Request for Proposal Advertised / Released
<b>04/06/2023</b>	Mandatory Site Visit: (Include Plant Operations and Maintenance 2400 Wahnish Way Suite 102, Tallahassee, FL. 32307 at 10 am.)
<b>04/11/2023</b>	Deadline for submitting questions and/or inquiries or requests for changes by 2:30 PM in writing only; preferably by email to <b>Germarlon Hall: <a href="mailto:Germarlon.hall@famuedu">Germarlon.hall@famuedu</a></b> <b>cc: Purchasing: <a href="mailto:Purchasing@famuedu">Purchasing@famuedu</a></b>
<b>4/13/2023</b>	Responses to inquiries and Addenda, if any, Posted on Bonfire Website:  <a href="https://famubonfirehub.com/portal/?tab=openOpportunities">https://famubonfirehub.com/portal/?tab=openOpportunities</a>
<b>4/18/2023</b>	Deadline for Proposal submission at 2:00PM (RFP Opening) Office of Procurement Services via Zoom Video Conferencing: <a href="https://famuzoom.us/meeting/register/tJ0uc--pqDojHdAPAIVH6c3MtHAvb2KbpYe5">https://famuzoom.us/meeting/register/tJ0uc--pqDojHdAPAIVH6c3MtHAvb2KbpYe5</a>  NOTE: All RFP Responses must be submitted via the Bonfire website: <a href="https://famubonfirehub.com/portal/?tab=openOpportunities">https://famubonfirehub.com/portal/?tab=openOpportunities</a>
<b>4/20/2023</b>	Posting of the Intent to Award (or other Notice(s) as Appropriate)
<b>4/26/2023</b>	End of 72-hour Protest Period
	<b>DATES SHOWN ARE ESTIMATES AND ARE SUBJECT TO CHANGE</b>



## 1.6 Proposers' Communications and/or Inquiries

- A. FAMU is not liable for interpretations/misinterpretations or other errors or omissions made by the Proposer in responding to this RFP. The Proposer shall examine this RFP to determine if FAMU's conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this RFP, the Proposer believes there are any conditions or requirements which remain unclear or which restrict competition, the Proposer may request, in writing, that FAMU clarify or change condition(s) or requirement(s) specified by the Proposer. The Proposer must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Proposer. The Proposer also must provide detailed justification for a change and must recommend specific written changes to the specified condition(s) or requirement(s). Requests for changes to this RFP must be received by FAMU not later than the date shown in Section 1.5., entitled "Approximate Calendar of Events," for the submittal of written communications and/or inquiries. **The Proposer's failure to communicate, inquire, or request changes by the date described above shall be considered to constitute the Proposer's acceptance of all of FAMU's conditions and requirements. Proposers shall not be silent on concerned conditions and requirements before submittal of proposal with the hope of negotiating a change of those conditions and requirements after award of a contract resulting from this RFP. Proposers disagreeing with any conditions and requirements shall act to resolve the difference prior to proposal opening. Failure to accept said conditions and requirements after contract award is grounds for rejection of that proposal and the university may seek to award the contract to the next favorable proposer.** FAMU shall in its sole discretion determine what requested changes to this RFP are acceptable. FAMU shall issue an Addendum reflecting the acceptable changes to this RFP, if any, which shall be posted on the Bonfire Website as specified in Section 1.4.
- B. Any communications and/or inquiries from the Proposer concerning this RFP in any way must be submitted in writing to the Authorized FAMU Representative listed in Section 1.4 as set forth in the Approximate Calendar of Events. Inquiries must be intelligible and concise and must clearly identify the Proposer who is submitting the inquiry.

## 1.7 Proposers' Conference and Site Visit

Mandatory Site Visit and Surveys: As set forth in Section 1.5 Approximate Calendar of Events. All interested proposers must attend, if event is listed.

## 1.8 Written Addenda

Written Addenda to this RFP along with an Addenda Acknowledgment Form will be posted on the Bonfire Website. The Addenda Acknowledgment Form

shall be signed by an authorized representative of the Proposer, dated and returned with the proposal.

### **1.9 Proposal Due Date**

Proposer's response to this RFP shall be prepared in accordance with Section 3.0., "Required Proposal Format". Proposals are due at the time and date specified in Section 1.5., "Approximate Calendar of Events" and must be received, via Bonfire Website, by FAMU's Authorized Representative in FAMU's Office of Procurement Services, no later than **2:00 PM**, on the date set forth in the Approximate Calendar of Events, according to the time clock in FAMU's Office of Procurement Services.

Proposals or amendments to proposals that arrive after **the deadline set forth in the Approximate Calendar of Events**, will not be accepted/considered for any reason whatsoever. Telephone, including facsimile and electronic mail, and/or amendments to proposals shall not be accepted at any time.

Proposals will be accepted up to 2:00 PM, as set forth in the Approximate Calendar of Events, and no proposals may be withdrawn after the deadline for proposal submission time and date shown above. Proposals must be submitted to <https://famubonfirehub.com/portal/?tab=openOpportunities>. The proposal must be submitted **in a PDF format**.

### **1.10 Proposal Opening Date**

Proposals will be opened, via Bonfire Portal, in FAMU's Procurement Office as set forth in the Approximate Calendar of Events.

### **1.11 Posting of Intent to Award**

The intent to award a contract, if any, for this RFP will be posted for review by interested parties on the FAMU Office of Procurement Services Website (see links below) and will remain posted for a period of seventy-two (72) hours (three (3) business days).

<http://www.famu.edu/index.cfm?Purchasing&NoticeofPosting>

A. If the Proposer desires to protest the recommendation to award a contract, if any, the Proposer must file with FAMU:

1. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. FAMU shall not extend or waive this time requirement for any reason whatsoever.
2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. FAMU

shall not extend or waive this time requirement for any reason whatsoever.

- B. Failure to file in writing either a notice of intent to protest or a formal protest by petition within the time prescribed in FAMU Regulation 6.005 and Section 120.57 (3), Florida Statutes, shall constitute a waiver of all proceedings under the aforementioned authority.
- C. A formal written protest by petition must be accompanied by a Protest Bond payable to FAMU in the amount of \$10,000 or 10% of FAMU's estimate of the total value of the proposed contract, whichever is less. The form of the Protest Bond shall be a cashier's check or money order made payable to FAMU.
- D. In addition to all other conditions and requirements of this RFP, FAMU shall not be obligated to pay for information obtained from or through the Proposer, or any of proposer's expenses associated with responding to the RFP.

#### **1.12 Proposal Validity Period**

Any submitted proposal, shall in its entirety, remain a valid proposal for one hundred twenty (120) days after the proposal submission date.

#### **1.13 Disposition of Proposals**

All proposals become the property of the FAMU, and the FAMU shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to FAMU with the proposal that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements" of Chapter 119, Florida Statutes, but only to the extent expressly authorized by Florida law. FAMU's selection or rejection of a proposal will not affect this exemption.

#### **1.14 Economy of Presentation**

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is **mandatory** that Proposers follow the format and instructions contained herein. FAMU is not liable for any costs incurred by any Proposer in responding to this RFP including, without limitation, costs for oral presentations requested by FAMU, if any.

#### **1.15 Restricted Discussions/Submissions**

From the date of issuance of the RFP until FAMU takes final agency action, the Proposer must not discuss the proposal or any part thereof with any employee, agent, or representative of FAMU except as expressly requested by FAMU in writing. Violation of this restriction will result in REJECTION of the Proposer's proposal.

#### **1.16 Verbal Instructions Procedures**

No negotiations, decisions, or actions shall be initiated or executed by the Proposer as a result of any discussions with any FAMU employee. Only those communications that are in writing from the authorized FAMU representative identified in Section 1.4 of this RFP. Only communications/inquiries from the Proposer that are signed in writing and delivered on a timely basis, i.e., not later than **2:00PM, EST** as set forth in the Approximate Calendar of Events will be recognized by FAMU as duly authorized expressions on behalf of the Proposer.

#### **1.17 State Licensing Requirements**

All corporations seeking to do business with the State of Florida shall, at the time of submitting a proposal in response to this RFP, 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 proposal. The successful Proposer, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this RFP, if any. Similarly partnerships seeking to do business with the State shall, at the time of submitting such a proposal, have complied with the applicable provisions of Chapter 620, Florida Statutes.

A Certificate of Status shall be required indicating that the Proposer 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 Proposer 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](http://www.sunbiz.org)

#### **1.18 Parking**

The successful Proposer, if any is selected by FAMU, shall ensure that all vehicles parked on campus for purposes relating to work resulting from this RFP shall have proper parking permits. All vehicles must be registered with FAMU's Parking Services Department, and Proposer must purchase parking permits. Proposer's vehicles shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all FAMU's parking rules and regulations could result in tickets and/or towing at the expense of Proposer or Proposer's employee. For additional parking information, contact FAMU's Parking Services Department at (850) 561-2205.

## 1.19 Definitions

**FAMU'S Contract Administrator** - The University's designated liaison with the Proposer. In this matter FAMU's Contract Administrator will be the Authorized FAMU Representative listed in Section 1.4.

**Proposer** - Anyone who submits a timely proposal in response to this RFP.

**Successful Proposer** - The firm or individual who is the recommended recipient of the award of a contract under this RFP.

**Contract** - The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this RFP, Vendor's proposal, and State and University mandated terms.

**Contract Manager** - After contract award a liaison from the user department will oversee the contractor's performance and report as needed to the contract administrator.

## 1.20 Procurement Rules

A. FAMU has established for purposes of this RFP that the words "shall," "must," or "will" are equivalent in this RFP and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by FAMU. A deviation is material if, in FAMU's sole discretion, the deficient response is not in substantial accord with this RFP mandatory conditions requirements.

B. The words "should" or "may" are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a proposal but may result in the proposal being considered as not in the best interest of FAMU.

**C. The Proposer must agree to abide by each mandatory condition and requirement included in this RFP.**

D. The Proposer is solely responsible for the accuracy and completeness of its proposal. The Proposer's errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for FAMU's REJECTION of the proposal.

## 1.21 Force Majeure

No default, delay or failure to perform on the part of FAMU 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 FAMU's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond FAMU's reasonable control, 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 cause beyond the reasonable control of FAMU.

## **1.22 Limitation of Remedies, Indemnification, and Insurance**

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any proposal by Proposer to limit the Proposer's liabilities to the State or to limit the State's remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer's proposal.
  
- B. As an agency of the State of Florida, FAMU's liability is regulated by Florida law. Except for its' employees acting within the course and scope of their employment, FAMU shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, FAMU's liability and indemnification obligations under this RFP and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring FAMU to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

Under this RFP and the resulting contract, if any, the Proposer must hold FAMU and those in privities with FAMU, and their governing boards, officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the Proposer and those under the Proposer's supervision and control; provided, however, such indemnification shall not include any amounts for consequential damages and shall be limited to proven damages in an amount not to exceed the required insurance policy limits of the Proposer.

- C. The Proposer shall obtain, maintain, and pay for insurance in the categories listed in the following insurance schedule. It is not the intent of this schedule to limit the types of insurance otherwise required by this RFP or that which the Proposer may desire to obtain. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule below. All such insurance policies must be with insurers qualified to do business in Florida. The insurance shall cover all of the Proposer's operations under the contract resulting from this RFP, if any, and shall be effective throughout the effective period of

such contract. FAMU, its Board of Trustees, the Florida Department of Education, and the State of Florida, shall be included as additional named insured on each of Proposer's policies. **The Proposer shall furnish FAMU proof of Proposer's insurance coverage by original ACCORD certificates of insurance no later than five (5) days after the contract resulting from this RFP, if any, is executed. Before commencement of work under the contract resulting from this RFP, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in the following schedule.** See also Section 1.32 below entitled "Subcontracts." FAMU shall always be exempt from, and in no way be liable for, any sums of money which may represent a deductible in any of Proposer's or Proposer's subcontractors' insurance policies. The payment of such deductible shall be the sole responsibility of the Proposer and/or Proposer's subcontractor that obtained the insurance. The Proposer shall always promptly notify FAMU of any change in insurance coverage or carrier by it or any of its subcontractors. See also Section 1.32 entitled "Subcontracts."

**SCHEDULE:**

Policy

Worker's Compensation	Statutory
*Comprehensive General Liability Insurance:	
(1) Bodily Injury Liability	\$1,000,000 each accident
(2) Property Damage Liability	\$1,000,000 occurrence
\$1,000,000 aggregate	
(3) Comprehensive Automobile Liability Insurance:	
(a) Bodily Injury Liability	\$500,000 each person
	\$2,000,000 each occurrence
(b) Property Damage Liability	\$500,000 each occurrence
(c) Excess Umbrella Liability	
Combined Single Limit Bodily Injury	\$10,000,000 each occurrence
Injury and/or Property Damage	\$10,000,000 aggregate

\*Comprehensive Liability to include but not be limited to:

- (1) Consumption or Use of Products
- (2) Existence of Vehicles, Equipment or Machines on Location
- (3) Contractual Obligations to Customers

C. WORKER'S COMPENSATION - Limit of liability as provided by Worker's Compensation Law, State of Florida

The contractor shall secure and maintain during the life of this agreement, Worker's Compensation Insurance for all his employees connected with the work of this project and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the purchaser, for protection of his employees not otherwise protected. If there is an instance where the Contractor is subcontracting the required services with a vendor who is not required by Florida Statute to cover their employees by Worker's Compensation, the Contractor must obtain prior approval of the subcontractor by the Florida A&M University.

### **1.23 Term of Contract**

Each contract resulting from this RFP, if any, will be for a three (3) year period with an effective date not later than April 20, 2023, or upon execution, whichever is earlier; having the option to renew for an additional two (2) one (1) year periods pending mutual consent.

### **1.24 Cancellation /Termination of Contract**

Any contract established as a result of this RFP may be unilaterally canceled by FAMU for refusal by Proposer to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Proposer in conjunction with this RFP or the resulting contract. FAMU also may terminate such contract resulting from this RFP, if any, without cause on thirty (30) days advanced written notice to the Proposer. The parties to such contract may terminate the contract at any time by mutually consenting in writing, either party may terminate such contract immediately and also for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party.

### **1.25 Assignment and Amendment of Contract**

Neither the contract resulting from this RFP, if any, nor any duties or obligations under such contract shall be assignable by the Proposer without the prior written consent of FAMU. Any contract resulting from this RFP may be amended only in writing signed by the Proposer and FAMU with the same degree of formality evidenced in the contract resulting from this RFP.

### **1.26 Independent Parties**

Except as expressly provided otherwise in the contract resulting from this RFP, if any, FAMU and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint-venture with, the other.



**1.27 Performance Investigations**

As part of its evaluation process, FAMU may make investigations to determine the ability of the Proposer to perform under this RFP. FAMU reserves the right to REJECT any proposal if the Proposer fails to satisfy FAMU that it is properly qualified to carry out the obligations under this RFP.

**1.28 Severability**

If any provision of the contract resulting from this RFP, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

**1.29 Notices**

All notices and all other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when received by the addressee at the address listed below:

Dr. D. Denise Wallace, General Counsel  
Office of General Counsel  
1601 S. Martin Luther King, Jr. Blvd  
300 Lee Hall  
Tallahassee, FL 32307

Mattie Hood, Director  
Office of Procurement Services  
2380 Wahnish Way,  
Suite 214  
Tallahassee, FL 32307

**1.30 Governing Law and Venue**

This RFP and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. FAMU and Proposer hereby agree that this RFP and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Leon County, Florida.

**1.31 Liaison**

FAMU's liaison with the successful Proposer, if any, shall be Mattie Hood, Director of Procurement Services.

**1.32 Subcontracts**

The Proposer is fully responsible for all work performed under the contract resulting from this RFP, if any. The Proposer may, with the prior written consent of FAMU, enter written subcontract(s) for performance of certain of its functions under such contract. The subcontractors and the amount of the

subcontract(s) shall be identified in the Proposer's response to this RFP. No subcontract shall be implemented or effective until approved in writing by FAMU. No subcontract(s), which the Proposer enters under the contract resulting from this RFP, if any, shall in any way relieve the Proposer of any responsibility for performance of its duties under such contract. Proposer is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract and applicable law. All payments to subcontractors shall be the sole responsibility of the Proposer.

### **1.33 Employment of FAMU Personnel**

The Proposer shall not, without FAMU's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this RFP and any resulting contract, any individuals who are or have been FAMU employees at any time during such period, except for FAMU's regularly retired employees, or any adversely affected State employees.

### **1.34 Equal Opportunity Statement**

The State of Florida and FAMU subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination based on race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Proposer commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this RFP, if any, regardless of value.
- B. The Proposer, if any, awarded a contract under this RFP shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- B. If the Proposer anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, Proposer must complete a Certificate of Non-Segregated Facilities form and attach the form to the proposal. A sample certificate is attached as **APPENDIX V**.
- D. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must complete and file prior to March 1 of each year a standard form 100 (EEO-1).
- E. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must maintain a written program for affirmative action compliance that is accessible for review upon request by FAMU.

F. Proposers shall identify its company's government classification at time of proposal submittal. Proposer's identity will not foster special consideration during this RFP process; this is only for informational purposes for reporting.

**1.35 Waiver of Rights and Breaches**

No right conferred on FAMU by this RFP or resulting contract, if any, shall be deemed waived and no breach of any such contract excused, unless such waiver of right or excuse of breach shall be in writing and signed by FAMU's signatory. FAMU's waiver or excuse of a breach by the other party shall not constitute a waiver or excuse of any other breach.

**1.36 Headings Not Controlling**

Headings used in any contract resulting from this RFP are for reference purposes only and shall not be considered to be a substantive part of such contract.

**1.37 Employee Involvement/Covenant Against Contingent Fees**

In accordance with Section 112.3185, Florida Statutes, the Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of FAMU who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services there under. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence shall have been known by the State to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, FAMU shall, subject to Proposer's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by FAMU under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to FAMU under such contract, at law or in equity.

**1.38 Site Rules and Regulations**

Proposer shall use its best efforts to assure that its employees and agents, while on FAMU's premises, shall comply with the State's, Florida Board of Governors (BOG) and FAMU's Board of Trustees (BOT) site rules and regulations, if any.

Contractor will assure that any employee to be present on any FAMU site, for any reason whatsoever, is not a registered sex offender or sexual predator. The contractor will not allow persons to enter University property if their backgrounds indicate they would be a threat to others. All employees of contract must be identified by wearing uniform and name tags.

**1.39 Travel Expense**

Proposer shall not under this RFP or any resulting contract charge FAMU for any travel expenses, meals, and lodging without FAMU's prior written approval. Upon obtaining FAMU's prior written approval, Proposer may be authorized to incur travel expenses payable by FAMU to the extent and means provided by Section 112.061, Florida Statutes. Any expenses in excess of the prescribed amounts shall be borne by the Proposer.

**1.40 Taxes**

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Proposer shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this RFP.

**1.41 Contractual Precedence**

The agreement that results from this RFP and any attachments and/or addenda that are executed by University's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include but are not limited to FAMU Request for Proposal ("RFP") including all the University's RFP specifications, and the Proposer's RFP response. In the event of any conflict or inconsistency between the aforementioned documents, the order of precedence is:

- A. The Agreement
- B. University's RFP and RFP specifications
- C. Proposer's RFP response
- D. Any other attached document signed by the University's official signatory at the time of Agreement is executed.

**1.42 Use of Contract by Other Government Agencies**

At the option of the vendor/contractor, the use of the contract resulting from this solicitation may be extended to other Universities, governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for good or services ordered, received, and accepted. No agency receives any liability by virtue of this RFP and subsequent contract award.

### **1.43 Annual Appropriations**

FAMU's performance and obligation to pay under any contract resulting from this RFP will be subject to and contingent upon the availability of funds appropriated by the Florida Legislature or otherwise lawfully expendable for the purposes of such contract for the current and future periods (Section 287.0582, Florida Statutes). FAMU shall give notice to Proposer of the non-availability of such funds when FAMU has knowledge thereof. Upon receipt of such notice by Proposer, Proposer shall be entitled to payment only for those services performed prior to the date notice is received.

### **1.44 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 "principal place of business" is the State of Florida.

- A vendor's principal place of business" is determined as follows:
  1. If the vendor is an individual or a sole proprietorship, its "principal place of business" is in the state where the vendor's primary residence is located.
  2. If the vendor is a business organization, 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.
- Personal Property: When the lowest responsible and responsive proposal is submitted by a proposer 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 proposal, 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 proposer has its principle place of business. If the lowest responsive and responsible proposer in that state does not grant a preference in competitive solicitation to companies having a principal place of business in that state, the preference granted to the lowest responsible and responsive proposer having a principal place of business in Florida shall be five (5) percent.
- Proposers whose principal place of business is outside the state of Florida must include, with their RFP response document, a written statement, signed by an attorney at law licensed to practice in the proposer's state (referred to as their "principal place of business" in

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

#### 1.45 Evaluation Criteria and Selection Process

A. FAMU reserves the right to conduct negotiations with the highest ranked proposer(s). Discussions with proposers after receipt of a proposal do not constitute a rejection or counteroffer by FAMU.

In the event the Vice President of Finance and Administration in consultation with the President determines it to be in FAMU's best interest to enter negotiations, the following shall apply:

1. Establish an evaluation committee tailored for the acquisition that includes appropriate expertise to ensure a comprehensive evaluation of proposals. The Committee will review all responsive proposals and develop a ranked order of proposers based on the points given each evaluation criteria contained herein.
2. Develop the acquisition plan (strategy to award with or without negotiations) after review of proposals.
3. Ensure consistency among the solicitation requirements, notices to proposers, proposal preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements.
4. Ensure that proposals are evaluated based solely on the evaluation criteria contained in the solicitation.
5. Consider the recommendations of the evaluation committee in determining which proposer(s) to enter into negotiations; and
6. Select the negotiation team. This can be the evaluation team or any other individual(s) the Vice President of Finance and Administration deems necessary for the acquisition. The negotiation team will invite the highest ranked proposer(s) falling within the desired competitive range to enter into negotiations.

B. All proposals shall be initially evaluated based on weighted criteria set forth in the table below by members of an evaluation committee. Each evaluation committee member shall function independently of all persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this RFP and any aspect thereof including, without limitation, the proposals and their content with any other individual whatsoever. After thoroughly reading and reviewing this RFP, each evaluation committee member shall conduct an independent evaluation of the proposals in accordance with the weighted evaluation criteria set forth in the following Table A:

**Table A – Evaluation of Responses**

<b>Criteria</b>	<b>Max Points</b>
Qualifications; Experience with a University	30
Staffing Plan	20
Equipment List	10
References	10
Total Cost	30
Evaluation of Responses Points Total	100

The recommendation of the Evaluation Committee will be submitted to the Office of Procurement, along with the final agreed upon terms, for review and approval and to the designated decision maker for a final decision regarding award. The University Official considers the Evaluation Committee’s recommendation and final agreed upon terms, as applicable, and determines which vendor(s) to enter into a Contract with.

If an award is made as a result of the RFP, an Intent to Award will be posted to the FAMU Office of Procurement Services website for seventy-two (72) hours once the decision maker makes the final decision.

FAMU is not obligated to make an award under or as a result of this RFP or to award such contract, if any, on the basis of lowest cost or highest commission proposed. FAMU reserves the right to award such contract, if any, to the Proposer(s) submitting a proposal that FAMU, in its sole discretion, determines is in FAMU’s best interest.

**1.46 Supervision**

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative. Florida A & M University will manage this contract and reserve the right to overrule any decision made by the Contractor.

**1.47 Damages**

Contractor shall be responsible for the repair/replacement to the satisfaction of Florida A & M University’s representative of any damage to the facility caused by any employee of the contract.

**1.48 Contractor’s Representative**

A representative of the Contractor shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary

by the Contractor for purposes of reporting problems, requesting schedule changes, etc.

The proposer shall be allowed twenty-four (24) hours to correct any inspection deficiency or complaint for repair or services that does not interrupt the building operations or results in health and/or safety hazards to buildings and/or occupant.

#### **1.49 Submittal**

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

- a. Request for Proposal Acknowledgement form, completed and signed
- b. Three (3) references; including name of company, contact person and phone number.
- c. Notice of Conflict of Interest
- d. Price Sheet
- e. Non-Collusion Affidavit
- f. State of No Involvement
- g. Certificate of Non-Segregated Facilities form (if applicable; see Section 2.31C)
- h. Acknowledgment of Amendments Issued by the University
- i. Florida Department of State Certificate of Status

Each Proposer is responsible for ensuring that its proposal is delivered at the proper time, as stated in Section 1.5 Approximate Calendar of Events. The University shall not consider late proposals. **PROPOSALS MUST BE RECEIVED VIA THE BONFIRE WEBSITE** no later than 2:00 P.M. on the date specified in Section 1.5 Approximate Calendar of Events.



## 2.0 SCOPE OF WORK

### 2.1 CLEANING SCHEDULE TERMS

The Cleaning Schedule for Year 2023 can be found below in Section 2.2. The Cleaning Schedules for Years 2024 and 2025 will be provided not later than February of each year.

### 2.2 Deep Cleaning (Summer 2023)

#### A. Sampson Hall & Young Hall

- Earliest start date and time for fall 2023      May 6, 2023, at 12 p.m.
- Substantial completion inspection      May 30, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection      May 31, 2023, at 9 a.m.**

#### B. FAMU Village East

- Earliest start date and time for 2023      May 6, 2023, at 12 p.m.
- Substantial completion inspection      June 12, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection      June 15, 2023, at 9 a.m.**

#### C. FAMU Towers South

- Earliest start date and time for fall 2023      May 6, 2023, at 12 p.m.
- Substantial completion inspection      June 12, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection      June 9, 2023, at 9 a.m.**

#### D. Palmetto South Apartments

- Earliest start date and time for fall 2023      July 1, 2023, at 8 a.m.
- Substantial completion inspection      July 24, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection      July 27, 2023, at 9 a.m.**

**E. FAMU Village West and bridge**

- Earliest start date and time for 2023                      May 6, 2023, at 12 p.m.
- Substantial completion inspection                      May 10, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection                      May 11, 2023, at 9 a.m.**

**F. Palmetto Street Phase III Apartments**

- Earliest start date and time for 2023                      July 1, 2023, at 1 p.m.
- Substantial completion inspection                      July 24, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection                      July 27, 2023, at 9 a.m.**

**G. FAMU Towers North**

- Earliest start date and time for 2023                      May 6, 2023, at 12 p.m.
- Substantial completion inspection                      June 6, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection                      June 9, 2023, at 9 a.m.**

**H. Rattler Pointe**

- Earliest start date and time for fall 2023                      May 6, 2023, at 8 a.m.
- Substantial completion inspection                      July 24, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action.

**Final completion inspection                      July 27, 2023, at 9 a.m.**

**2.3 CLEANING SPECIFICATIONS**-Bidders are required to meet or exceed the specifications below:

**2.4 FURNITURE UPHOLSTERY CLEANING SPECIFICATIONS**

The contractors will professionally clean all fabric furniture (steam clean) throughout each unit. All wood surfaces on furniture will be cleaned using the chemical compound specified in the manufacturers' material tag and treated with an oil-based polish.

**2.5 CONTRACTOR'S RESPONSIBILITIES**

**PROTECTION-** The contractor will protect all surfaces not subject to cleaning. They must correct all cleaning related damages by properly cleaning, repairing or replacing and refinishing at no cost to FAMU.

**MATERIALS-** The contractor will provide all cleaning materials and supplies. Cleaning supplies must be approved prior to the start date and at a minimum contain the following chemicals:

1. Alkyl (C12-16) dimethyl benzyl ammonium chloride
2. Octyl Decyl dimethyl ammonium chloride
3. Dioctyl dimethyl ammonium chloride
4. Didecyl dimethyl ammonium chloride
5. Sodium metasilicate
6. Nonionic surfactant

**LABOR-** To be provided by contractor; Sub-contractors must be approved by FAMU Project Manager

**2.6 DESCRIPTION**

**2.6.1** University Housing has three (3) complete apartment complexes that will require detailed cleaning as indicated below:

**Rattler Pointe Apartments**

- Rattler Pointe Apartments consist of five (5) buildings with single, double, and triple bedroom apartments. The double bedroom apartments consist of two (2) bedrooms and one (1) bathroom.

**Rattler Pointe Bldg. A** (40) 2 bedrooms/ 2 bath units; 30,000 ft<sup>2</sup>

**Rattler Pointe Bldg. A** (12) 1 bedroom/ 1 bath units; 6,600 ft<sup>2</sup>

**Rattler Pointe Bldg. B** (24) 3 bedrooms/ 3 bath units; 9,240 ft<sup>2</sup>

**Rattler Pointe Bldg. C** (42) 3 bedrooms/ 3.5 bath units; 18,186 ft<sup>2</sup>

**Rattler Pointe Bldg. D** (116) 2 bedrooms/ 2 bath units; 87,750 ft<sup>2</sup>

**Net Square Ft.**

**151,776**

**Palmetto Street South Apartments**

- Palmetto Street South Apartments consist of two (2) buildings with single bedroom apartments and two (2) buildings with double bedroom apartments. The single bedroom apartments consist of four (4) single bedrooms and two (2) bathrooms. The double bedroom apartments consist of three (3) double bedrooms and two (2) bathrooms.

Single bedroom apartments	29
Double bedroom apartments	40
<b>Total Bedrooms</b>	<b>236</b>
<b>Net Square Ft.</b>	<b>75,754</b>

**Palmetto Street Phase III Apartments**

- Palmetto Street Phase III Apartments consist of two (2) buildings with single bedroom apartments and two (2) buildings with double bedroom apartments. The single bedroom apartments consist of four (4) single bedrooms and two (2) bathrooms. The double bedroom apartments consist of three (3) double bedrooms and two (2) bathrooms.

Single bedroom apartments	35
Double bedroom apartments	36
<b>Total Bedrooms</b>	<b>248</b>
<b>Net Square Ft.</b>	<b>72,765</b>

All apartments consist of: Entrance Door, Living Room, Dining Area, Kitchen, Bathrooms, Closets, and Hallways. Additionally, Palmetto Street North and South Apartments have a common building with a lobby, activities room, laundry room, computer lab and two offices; Palmetto Street Phase III Apartments have a common building with a lobby, activities room, laundry room, computer lab, conference room, and two offices.

**2.6.2** University Housing has (2) two traditional residential facilities that will require detailed cleaning as indicated below:

**Sampson Hall and Young Hall**

- Sampson Hall is a five (5) floor co-ed facility consisting of single and double bedrooms. There are two (2) lobbies on the ground floor and a unisex bathroom. Additionally, there are two (2) offices, a computer lab, and a laundry room. There is one (1) community bathroom on each floor.
- Young Hall is a four (4) floor co-ed facility consisting of single and double bedrooms. On the ground floor, there is a lobby, a unisex bathroom, an office, a computer lab, and a laundry room. There is one (1) community bathroom on each floor.

**TRADITIONAL FACILITIES SQUARE FOOTAGE**

<b>Sampson Hall Net Square Footage</b>	<b>23,333</b>
<b>Young Hall Net Square Footage</b>	<b>20,899</b>

The housekeeping requirements for traditional residential facilities consist of thorough cleaning of bedrooms, offices, lobby, hallways, laundry room, stairways, window, doors, and bathrooms.

**2.6.3** University Housing has two (2) suite style residential facility that will require detailed cleaning as indicated below:

**FAMU Village**

FAMU Village is a six (6) floor two (2) tower facility with:

- Two (2) single bedrooms and one (1) bathroom suites (FAMU Village has 388 two-bedroom suites)
- One (1) single bedroom and one (1) bathroom suites (FAMU Village has 20 one-bedroom suites)

**FAMU Towers**

FAMU Towers is a three (3) floor two (2) tower facility with:

- North Towers (7) single bedrooms and one (1) bathroom suites (FAMU North has 175 two-bedroom suites)
- South Towers (7) single bedroom and one (1) bathroom suites (FAMU South has 175 two-bedroom suites)

**Suite style facilities square footage**

<b>FAMU Village East and West Net Square Footage</b>	<b>244,722</b>
<b>FAMU Towers North and South Net Square Footage</b>	<b>160,000</b>

**2.6.4 Apartment Facilities General and Deep Cleaning specifications (Summer 2023)**

**A. Entrance Door**

- Clean door inside and out
- Clean threshold and door facings

**B. Living Room and Dining Areas**

- Clean closet and door housing A/C unit and A/C unit vent/door
- Clean walls and all ceiling that are not acoustic (popcorn) ceiling
- Clean blinds, windows, and windowsills
- Clean baseboards
- Clean pantry
- Dust and polish furniture
- Steam clean upholstered furniture (deep cleaning only)
- Remove all spider webs from ceilings and walls
- Clean dining room table and chairs

- Clean coffee table
- Sweep and mop floors
- Strip and wax (deep cleaning only)
- Remove and clean mildew

### **C. Kitchen**

- Clean walls and ceiling
- Clean light globes and A/C vent
- Clean stove and hoods (stove includes oven, drip pans, broiler, and grease filter)
- All grease pans and filters will be discarded and replaced after deep cleaning.
- Clean countertop and sinks
- Defrost, clean refrigerator inside and out, and vent; pull out from wall and clean under and behind it.
- Clean cabinets inside and out
- Clean trashcan
- Remove all spider webs from ceilings and walls
- Clean behind, on top, and under all appliances not mounted to the floor
- Clean vents, doors and, walls
- Remove and clean mildew
- Sweep and mop floors
- Strip and wax (deep cleaning only)

### **D. Bathrooms**

- Clean HVAC vents, light globe, and walls
- Clean exhaust vent, cover and fan
- Clean vanity inside and out
- Clean mirrors, sinks, commodes, bathtubs showers, walls and towel rack
- Sweep and mop floors, scrub all tile floors
- Clean baseboards
- Clean trashcans
- Clean doors
- Remove all spider webs from ceilings and walls
- Clean walls and ceiling
- Remove and clean mildew

### **E. Bedrooms**

- Clean ceiling, A/C vent, light globes, and walls
- Clean blinds, windows, and windowsills, door and door facing
- Clean bed frames, desk (inside and out), dresser (inside and out), chairs, closet and closet doors, and trashcans

- Wipe down mattresses on both sides with disinfectant
- Clean baseboards
- Restore all furniture in original configuration
- Remove all spider webs from ceilings and walls
- Clean upholstered furniture
- Remove and clean mildew
- Sweep and mop floors strip and wax (deep cleaning only)

**F. Hallway**

- Sweep and mop floor
- Strip and wax (deep cleaning only)
- Clean walls and ceiling
- Clean light globes
- Remove all spider webs from ceilings and walls
- Remove and clean mildew

**G. Pressure Wash All housing facilities-building exterior, walkways, breezeways, and stairwells; Prep for painting.**

- Pressure washing requirements for apartments include: exterior of buildings, hallways, sidewalks, breezeways and stairs. Contractor must seal doors to prevent water intrusion into the apartments during pressure washing. Surfaces should be pretreated and pressure washed with chemical composition of sodium metasilicate and sodium phosphate, tribasic or a chemical compound of sodium metasilicate pentahydrate and alcohol ethoxylate. **Contractor must secure an industrial lift for this part of the project.**
- As part of proper painting preparation, pressure wash the areas that require it.

**2.6.5 Special notes**

1. All surfaces to include furniture upholstery must be cleaned using a chemical compound that meet the minimum supply composition
2. All contractors must have insurance
3. All contractors must be accompanied by Housing staff members
4. Contractors will restore all furniture to its original location that is moved for cleaning purposes
5. Contractors' employees must be professional at all times to include uniforms and/or name tags
6. RA spaces will be available 48 hours after the advertised start date and time
7. Housing reserves the right to dictate order of cleaning
8. Contractor should view model for acceptable standard
9. In the event of a multiple year contract subsequent cleaning schedules will be provided once facility use has been determined for the academic year

10. Pressure washing, and upholstery cleaning should be included in the bid total
11. All tiled floors should be stripped and waxed with a minimum of 5 coats of wax to include a sealer.
12. Pricing provided

## **2.7 Traditional Facilities Deep Cleaning Specifications (Summer 2023)**

### **A. Entrance Doors**

- Clean doors inside and out
- Clean threshold and door facings
- Clean sidewalks leading into the buildings
- Remove and clean mildew

### **B. Lobbies**

- Clean all doors with glass
- Sweep, mop, scrub, and wax floors
- Clean baseboards
- Dust and polish furniture
- Clean blinds, windows and sills
- Clean ceilings and walls
- Remove and clean mildew
- Steam clean upholstered chairs

### **C. Bedrooms**

- Clean ceiling, A/C vent, light globes, and walls
- Clean blinds, windows, and windowsills, door and door facing
- Clean bed frames, desk (inside and out), dresser (inside and out), chairs, closet and closet doors, and trashcans
- Wipe down mattresses on both sides with disinfectant
- Clean baseboards
- Restore all furniture in original configuration
- Remove all spider webs from ceilings and walls
- Steam clean upholstered furniture
- Remove and clean mildew
- Strip and wax floors
- Shampoo and steam clean carpet where applicable

### **D. Bathrooms**

- Clean and sanitize mirrors, sinks, commodes, bathtubs showers, walls and towel rack
- Clean and sanitize floors, scrub all tile floors
- Clean baseboards
- Empty and clean trashcans
- Dust ceilings and light globes



- Clean exhaust vents and covers
- Remove and clean mildew

**E. Hallway and stairwells**

- Sweep, mop, strip, and wax floor
- Sweep and mop steps
- Clean baseboards
- Clean water fountains
- Clean windows, blinds, and sills
- Dust handrails
- Clean walls and ceiling
- Clean light globes
- Remove and clean mildew

**F. Exterior sidewalks**

- Pressure wash all sidewalks

**2.7.1 Special Notes 2:**

1. Pressure washing, and upholstery cleaning should be included in the bid total
2. All surfaces to include furniture upholstery must be cleaned using a chemical compound that meet the minimum cleaning supply composition
3. All tiled floors should be stripped and waxed with a minimum of 5 coats of wax to include a sealer.
4. All contractors must have insurance
5. All contractors must be accompanied by Housing staff members
6. Contractors will restore all furniture to its original location that is moved for cleaning purposes
7. Contractors' employees must be professional at all times
8. RA spaces will be available 48 hours after the advertised start date and time
9. Housing reserves the right to dictate order of cleaning
10. The University has a right to add and/or subtract any amount of square footage to be included in the cleaning and pressure washing scope.
11. Contractor should view model for acceptable standard
12. In the event of a multiple year contract subsequent cleaning schedules will be provided once facility use has been determined for the academic year

**2.8 Suite Facilities Deep cleaning specifications (Summer 2023)**

**A. Entrance Door**

- Clean door inside and out
- Clean threshold and door facings

- Clean sidewalks leading into the buildings

**B. Lobby and multi-purpose rooms**

- Clean all doors inside and out
- Sweep and scrub tile floors
- Clean, sanitize, and steam clean carpet
- Clean baseboards
- Dust and polish furniture
- Steam clean upholstered furniture
- Clean blinds, windows, and sills
- Clean ceilings and walls

**C. Computer labs**

- Clean all doors inside and out
- Clean, sanitize and steam clean carpet
- Steam clean upholstered furniture
- Clean baseboards
- Dust and polish furniture
- Clean windows and sills
- Clean ceilings and walls

**D. Community Rooms**

- Clean all doors inside and out
- Clean, sanitize and steam clean carpet
- Steam clean upholstered furniture
- Clean baseboards
- Dust and polish furniture
- Clean windows and sills
- Clean ceilings and walls

**E. Offices**

- Clean all doors inside and out
- Clean, sanitize and steam clean carpet
- Steam clean upholstered furniture
- Clean baseboards
- Dust and polish furniture
- Clean windows and sills
- Clean ceilings and walls

**F. Game Rooms**

- Clean all doors inside and out
- Sweep and soft scrub tile floors (glaze coating only)
- Steam clean upholstered furniture

- Clean baseboards
- Dust and polish furniture
- Clean windows and sills
- Clean ceilings and walls

#### **G. Bedrooms**

- Clean ceiling, A/C vent, light globes, and walls
- Clean blinds, windows, and windowsills, door and door facing
- Clean bed frames, desk (inside and out), dresser (inside and out), chairs, and wardrobes
- Wipe down mattresses on both sides with disinfectant
- Clean baseboards
- Restore all furniture in original configuration
- Remove all spider webs from ceilings and walls
- Steam clean upholstered chairs (one per room)
- Remove and clean mildew
- Sweep, strip and wax floors

#### **H. Bathrooms**

- Clean and sanitize mirrors, sinks, commodes, bathtubs showers, walls/stalls and towel rack
- Clean and sanitize floors; scrub tile floors
- Clean baseboards
- Empty and clean trashcans (six public bathrooms only)
- Dust ceilings and light globes
- Clean exhaust vents and covers

#### **I. Hallway and stairwells**

- Sweep scrub floors. **Do not wax floors**
- Sweep and mop steps
- Clean baseboards
- Clean water fountains
- Clean windows, blinds, and sills
- Dust handrails
- Clean walls and ceiling

### **2.9 Campus wide janitorial services**

- A.** Soap, Paper, and Feminine Hygiene Products- The Contractor/ Florida A & M University will furnish paper towels, soap, and toilet paper for restrooms, classrooms, and labs. Replacement of/or brand change shall not be permitted without university approval.

- B.** Walk-off Mats- Florida A & M University will be responsible for procuring replacement mats for the inside and outside of each building entrance. The contractor will maintain and communicate to the University wear and tear on mats and relay when a replacement is needed.
- C.** Window Cleaning - Contractor will be responsible for cleaning exterior windows and high (above arm's reach) interior windows on an annual basis. Annual price provided in the Pricing Worksheet should include all window cleaning.
- D.** Level of Cleanliness - It will be the responsibility of the contractor to provide housekeeping services for the individual locations in keeping with the Association of Higher Education Facilities Officers (APPA) Level 2 standards as an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept.
- E.** Cleaning Schedule - The contractor will provide enough manpower time to be available to complete the cleaning schedule identified in this contract and continue maintenance of each building from Monday through Friday.
- F.** Apply Florida Statutes, State University System guidelines, and the Department of General Services procedures when applicable.
- G.** Recommend improvements based on the requirements and needs of the University.
- H.** All chemicals and equipment must meet or exceed OSHA/CDC requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes.
- I.** The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all Building occupants and property of Florida A & M University.

### **2.9.1 Emergencies**

All emergency conditions shall be promptly reported to the University's authorized representative.

## **2.9.2 Contractor's Representative**

A representative of the contractor shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary by the contractor for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

## **2.9.3 Scheduling Housekeeping**

All housekeeping shall be done with a minimum disruption to normal University functions.

## **2.9.4 Cleaning Requirement and Schedule Standard**

### **A. CLASSROOMS/LABS**

#### **1. Daily**

- a. Empty all trash receptacles; damp clean, sanitize exterior and replace liners from Contractor's supply
- b. Spot clean to hand height (70") glass partitions and glass doors
- c. Spot clean all walls to hand height (70")
- d. Dust mop composition floors with chemically treated dust mop
- e. Spot clean composition floors with all-purpose cleaner
- f. Spot clean all desktops and furniture
- g. Damp clean counter tops
- h. Erase chalk boards/ white boards.
- i. Spot clean carpet
- j. Vacuum carpet

#### **2. Weekly**

- a. Sweep baseboards, corners, around and under desks
- b. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
- c. Clean partition glass
- d. Clean chalk boards
- e. Dust intake vents
- f. Damp clean window ledges
- g. Damp mop composition floors
- h. Damp clean chalk trays
- i. High dust above hand height

#### **3. Monthly**

- a. Spray buff floor

4. Semi Annually
  - a. Shampoo upholstered furniture
  - b. Renovate and refinish composition floors (apply 100% solid finish)
  - c. Shampoo carpets

**B. LOBBY AND COMMON AREA**

1. Daily

- a. Clean door glass
- b. Empty and damp clean all trash receptacles
- c. Empty and clean ashtrays and sand urns
- d. Dust and spot clean all furniture
- e. Clean and polish all metal door handles
- f. Spot clean all walls to hand height
- g. Damp clean elevator exterior doors
- h. Vacuum entrance mats
- i. Spot clean entrance mats
- j. Dust mop composition floors
- k. Spot mop composition floors
- l. Clean directory board
- m. Clean and sanitize water fountain
- n. Vacuum carpet

2. Weekly

- a. Spray buff composition floor
- b. High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets
- c. Damp clean baseboards, along walls, and corners
- d. Clean door glass
- e. Dust intake vents

3. Quarterly

- a. Shampoo carpet

4. Semi-Annually

- a. Scrub and refinish floor
- b. Renovate and refinish composition floor, apply 100% solid finish
- c. Shampoo all upholstered furniture and wash vinyl furniture
- d. Extract carpets.

**C. Office Area and Conference Rooms.**

1. Daily

- a. Empty wastebaskets and replace liners as needed
- b. Empty and damp clean ashtrays
- c. Dust furniture tops and chairs
- d. Dust all telephones
- e. Dust all exposed filing cabinets, bookcases, and shelves
- f. Spot clean desktops
- g. Clean counter tops
- h. Spot clean door glass, partition glass
- i. Clean and sanitize water fountain(s)
- j. Vacuum all carpet
- k. Spot clean carpet
- l. Dust mop composition floors
- m. Spot mop composition floors
- n. Low dust all surfaces to hand height (70")

2. Weekly

- a. High dust to hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets Clean entire desktops (where possible).
- b. Sweep baseboards, comers, around and under desks
- c. Spray buff all composition floors
- d. Remove fingerprints from doors, frames, light switches, kick push plates, handles, and moldings around doorways e) Clean entrance glass
- e. Remove dust and cobwebs from ceiling area
- f. Dust all baseboards

3. Monthly

- a. Clean all partition glass
- b. Dust blinds

4. Semi Annually

- a. Renovate and refinish all composition floors, apply 100% solid finish
- b. Clean upholstered furniture
- c. Shampoo carpets.

**D. RESTROOMS**

1. Daily

- a. Clean and sanitize all vitreous fixtures including toilet bowls, urinals, and hand basins
- b. Clean and sanitize all flush rings, drain and overflow outlets
- c. Clean and polish all chrome fittings
- d. Clean and sanitize toilet seats
- e. Damp mop with disinfectant
- f. Clean and polish all glass and mirrors
- g. Empty all containers and disposals
- h. Spot clean and sanitize exterior of all containers
- i. Dust metal partitions and windowsills
- j. Remove spots, stains, splashes, from wall area adjacent to hand basins
- k. Refill all dispensers to normal limits: tissue and towels from client's supply
- l. Spot clean metal partitions
- m. Remove fingerprints from doors, frames, light switches, handles, etc.
- n. Low dust all surfaces to hand height including sills, ledges, moldings, shelves, frames, and ducts

2. Weekly:

- a. Wash and sanitize metal partitions
- b. Spot clean tile walls
- c. High dust above hand height including sills, moldings, ledges, shelves, frames, ducts and heating outlets.

3. Monthly:

- a. Machine scrub floors
- b. Wash all tile walls

**E: LOUNGE/VENDING AREA/CAFETERIA**

1. Daily

- a. Dust mop composition floors
- b. Damp mop composition floors
- c. Damp clean chairs and tables
- d. Empty trash containers and replace liners
- e. Vacuum carpet
- f. Spot clean carpet

2. Weekly:



- a. Clean exterior of trash containers
  - b. Spray buff composition floor
  - c. Sweep baseboards
3. Monthly:
- a. Clean interior of trash containers
4. Semi-Annually:
- a. Scrub and refinish all composition floors, apply 100% solid finish

F. **STAIRWELLS**

1. Daily
- a. Sweep stairs and landings
  - b. Spot clean exit doors
  - c. Spot clean wall to hand height (70")
  - d. Dust handrails
  - e. Spot mop stairs
2. Weekly
- a. Mop stairs
  - b. Damp clean handrails, ledges, and sills

G. **ELEVATORS**

1. Daily
- a. Vacuum carpet/Mop tile
  - b. Spot clean carpet/polish tile
  - c. Spot clean interior walls and doors
  - d. Clean keyboard
2. Weekly
- a. Clean interior walls and doors
  - b. Clean elevator tracks
  - c. Pac vac carpeting/polish tile

**H. Disease Outbreak/Control/COVID-19 Cleaning Plan**

1. Daily
- a. 2-3 times per day wipe down and disinfect High touch surfaces; High touch surfaces include: Tables, doorknobs/handles, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, elevator, dispensers, etc. (all touch points that patrons visit most in the building and are commonly touched)

- b. Perform chemical treatment with an electrostatic sprayer and CDC approved chemicals of common spaces used to include: classrooms, breakrooms, lounges, study rooms, and restrooms.
  - c. Upon request perform chemical treatment with an electrostatic sprayer and CDC approved chemicals of office spaces
  - d. Wear gloves and change them throughout the shift if they are soiled, wet, or torn. Also, to minimize the chance of transfer of germs once you spray down objects allow them the appropriate contact time to ensure sanitation. Ensure to change the rag/paper towel/cloth being used to minimize the chances of transferring germs i.e., if you use a rag/paper towel/cloth for a sink change it prior to using it for a doorknob.
  - e. Contractor will monitor and provide hand sanitizer and chemical refill cleaning stations strategically placed throughout the building for easy access for staff, students and patrons.
2. Quarterly
- a. Perform chemical treatment fogging of all common spaces to include: library, classrooms, offices, restrooms, lobby, elevator, and hallways.
3. Confirmed case/Outbreak response plan
- a. Provide a copy of your confirmed case and outbreak response plan to the University. This plan should include a detailed course of action that covers isolation of the space and steps to get it back online
  - b. Contractor will report all suspected and confirmed case reaction results in a report for filing purposes to the University within 48hours of event

#### **2.9.4 Special notes**

- 1. All surfaces to include furniture upholstery must be cleaned using a chemical compound that meet the minimum supply composition
- 2. All contractors must have insurance
- 3. All contractors must be accompanied by FAMU staff and authorized to be on campus
- 4. Contractors will restore all furniture to its original location that is moved for cleaning purposes
- 5. Contractors' employees must always be professional to include uniforms and/or name tags (daily porter's may be provided smock from FAMU)

6. Restricted spaces should not be entered without FAMU staff present to include but not limited to IT closets, President's House and Offices, Human Resources offices, and/or any location where sensitive documentation is held.
7. FAMU reserves the right to dictate order of cleaning/areas to address
8. Contractor should provide pricing understanding that the services requested will be conducted on an hourly basis.

## 2.10 PAINTING SCHEDULE

### 2.10 Painting (Summer 2019)

#### A. Sampson Hall & Young Hall

- Earliest start date and time for fall 2023      May 6, 2023, at 1 p.m.
- Substantial completion inspection      May 30, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**May 31, 2023, at 9 a.m.**

#### B. FAMU Village East

- Earliest start date and time for 2023      May 6, 2023, at 12 p.m.
- Substantial completion inspection      June 12, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**June 15, 2023, at 9 a.m.**

#### C. FAMU Towers South

- Earliest start date and time for fall 2023      May 6, 2023, at 12 p.m.
- Substantial completion inspection      June 6, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**June 9, 2023, at 9 a.m.**

#### D. Palmetto South Apartments

- Earliest start date and time for fall 2023      July 1, 2023, at 8 a.m.
- Substantial completion inspection      July 24, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**July 27, 2023, at 9 a.m.**

#### E. FAMU Village West and bridge

- Earliest start date and time for 2023      May 6, 2023, at 12 p.m.
- Substantial completion inspection      May 10, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)

- Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**May 11, 2023, at 9 a.m.**

**F. Palmetto Street Phase III Apartments**

- Earliest start date and time for 2023 July 1, 2023, at 1 p.m.
- Substantial completion inspection July 24, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**July 27, 2023, at 9 a.m.**

**G. FAMU Towers North**

- Earliest start date and time for fall 2023 May 6, 2023, at 12 p.m.
- Substantial completion inspection June 6, 2023, at 9 a.m.
  - Housing inspector and contractor or designee (during the inspection there will not be time to make corrections as you go)
  - Deficiency list will be provided to the contractor following the inspection for corrective action

**Final completion inspection**

**June 9, 2023, at 9 a.m.**

## **SECTION V PAINTING SPECIFICATIONS**

**2.11 SPECIFICATIONS** - Bidders are required to meet or exceed the specification below:

### **2.12 CONTRACTOR'S RESPONSIBILITIES (SUMMER 2019)**

**PROTECTION** - The contractor will protect all surfaces not subject to painting including smoke detectors, sprinkler heads, fire rating labels, and room or apartment numbers. Correct all painting related damages by properly cleaning, refinishing or replacing at no cost to FAMU. Contractor will reframe from cleaning equipment (i.e., paint cans, brushes, rollers, etc.) in kitchen and/or bathroom sinks.

**MATERIALS** - The contractor will provide all painting materials and supplies. Painting supplies must be approved prior to the start date and match the University paint specifications

**LABOR** - To be provided by contractor; Sub-contractors must be approved by FAMU Project Manager.

### **2.13 Painting Specifications**

A. Prepare surfaces for painting

- Scraping
- Caulking & spackling
- Priming

B. Drywall Repairs:

- Holes in ceiling
- Holes in walls
- Remove popcorn ceilings as needed treat with stain kill and paint as specified
- Paint

**2.13.1** All paint colors must be approved by the FAMU project manager prior to start of project. Contractor must match existing paint colors unless otherwise specified and utilize latex semi-gloss paint. FAMU has the digression to add additional room types and miscellaneous items to be painted.

#### **2.13.2 Special notes for Painting Project:**

1. All surfaces to include furniture must be protected
2. Paint must adhere to the specifications
3. Screens should not be removed from windows
4. Windows should be closed when a unit is completed
5. All contractors must have insurance.
6. Furniture must not be removed from the unit

7. The University has a right to add and/or subtract any amount of square footage to be included in the painting scope.
8. Contractors will restore all furniture to its original location
9. Contractors' employees must be professional at all times
10. All contracted employees should wear uniform identifying the company and name tags
11. M1 mildew-cide is an additive; per manufactures specifications 1.5 ounces per gallon is required

#### **2.14 Personnel**

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in uniforms in a manner authorized by the contractor and approved by Florida A & M University. The personnel shall be neat and clean in appearance. Uniforms or picture identification badges shall be worn, which fully identify the worker as a member of the contractor's workforce.

The contractor will be in compliance with the "Jessica Lunsford Act" while executing this contract. No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Any employee that has pleaded no contest to, or been convicted of, a first-degree misdemeanor or a felony cannot be assigned to work on this contract. Similarly, any convicted sex offender cannot be assigned to work on the Florida A & M University campus. The contractor shall be responsible for the submission of police criminal history investigation clearance record within 24 hours upon request and Florida A & M University has the right to refuse the employment of anyone assigned to work on this contract by the contractor.

Contractor will pay at least the minimum wage rate. Contractor will pay all taxes pertaining to his employees as required by law.

Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon written request of the authorized Florida A & M University's representative.

#### **2.15 Security**

The contractor shall be responsible for training employees in opening and closing requirements of the University and shall be responsible for the enforcement of the same.

1. Guns, knives or other dangerous weapons shall not be allowed on campus.
2. Alcohol and drugs are prohibited on the campus.
3. All security issues will be coordinated through the Florida A&M University's Police Department.

#### **2.16 Issuance of Keys**

1. Keys should be properly handled to maintain property security and safety. Additionally, contractor shall be fully responsible for the replacement of any keys that are lost.
2. Keys will be issued by the University authorized official. A key request form will be completed, signed and approved by this authorized contact person.
3. All key request forms will be approved by the authorized official to the University Key Bank for processing. After processing by the Key Bank, the key will be delivered to the authorized official for distribution to the contractor.
4. **Source and Duplication of Keys:** Keys for the University's keying system will not be reproduced, duplicated, or obtained from any other source than the University Key Bank.
5. **Lost Keys procedure:** If a key is lost, report promptly to the University authorized official. In addition, Florida A & M University's Police Department incident report has to be filed prior to re-issuance of keys. The replacement of lost keys requires preparation and submission of a new key request form. The contractor will be responsible for re-keying any compromised area as a result of lost keys.

#### **2.17 Damage**

The contractor shall be responsible for the repair/replacement to the satisfaction of Florida A & M University's representative of any damage to the facility caused by any staff.



### **3.0 REQUIRED PROPOSAL FORMAT**

#### **3.1 Introduction**

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

#### **3.2 Table of Contents**

Please clearly outline and identify the material and responses by tab and page number. Outline in sequential order the major areas of the proposal, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

#### **3.3 Response Content**

The University will take into account the capabilities of Contractors to serve the needs of the University community as described in the specifications, by considering the size, scope and nature of the Contractor's overall operation and the Contractor's prior responsible experience in comparable situations. Failure to provide written responses to items indicated in the RFP will be interpreted by the University as an inability by the Contractor to provide the requested service and may result in the rejection of the response.

The Response to this RFP shall be submitted in the following order and include the information requested: (Insert your customized tabs, if different than below.)

##### **Tab 1 Qualifications; Experience with a University**

- A. Provide an overview of company's background philosophy in providing similar services.

##### **Tab 2 Staffing Plan**

- A. Provide organizational charts recommended for this project.
- B. Provide resumes for key corporate and site employees, including project manager.
- C. Staff management and contingency plan
- D. Subcontractors (if applicable)

##### **Tab 3 Equipment List**

- A. Provide a list of equipment to include your policy of replacement repairs

##### **Tab 4 References**

- A. Provide list of current University customers to include contact name, address, phone number, length of service, and dollar volume of each account. Additionally, please provide a minimum of three (3) current references from an educational institution of comparable size and type of operation to FAMU.

**Tab 5 Total Cost**

**Tab 6 All Requested Documents**

### 3.4 PRICE SHEET

ITEMIZED LIST PRICE (insert items and price):

#### University Housing Apartments Deep Cleaning

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. A</b> <i>(40) 2 bedroom/2 bath units; 750 ft<sup>2</sup></i>	\$	\$	\$	\$	\$
<b>Rattler Pointe Bldg. A</b> <i>(12) 1 bedroom/1 bath units; 550 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. B</b> <i>(24) 3 bedroom/3 bath units; 385 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. C</b> <i>(42) 3 bedroom/3.5 bath units; 433 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. D</b> <i>(116) 2 bedroom/2 bath units; 750 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Palmetto Street South</b> <i>(29 single units; 40 double units; 74,672 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Palmetto Street Phase III</b> <i>(35 single units; 36 double units; 71,754 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

**University Housing Suites Deep Cleaning**

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Polkinghorne Village East &amp; West</b> <i>(388) two-bedroom suites; (20) one-bedroom suites; 244,722 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>FAMU Towers North</b> <i>(175) suites; (2) one-bedroom suites; 92,697 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>FAMU Towers South</b> <i>(175) suites; (2) one-bedroom suites; 92,697 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

**University Traditional Hall Facilities Deep Cleaning**

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Sampson Hall (23,333 ft<sup>2</sup>)</b>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Young Hall (20,899 ft<sup>2</sup>)</b>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Annual Cost for Deep Cleaning</b>	\$	\$	\$	\$	\$

**University Housing Apartments Pressure Washing**

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. A</b> <i>(40) 2 bedroom/2 bath units; 30,000 ft<sup>2</sup></i>	\$	\$	\$	\$	\$
<b>Rattler Pointe Bldg. A</b> <i>(12) 1 bedroom/1 bath units; 6,600 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. B</b> <i>(24) 3 bedroom/3 bath units; 9,240 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. C</b> <i>(42) 3 bedroom/3.5 bath units; 18,186 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Rattler Pointe Bldg. D</b> <i>(116) 2 bedroom/2 bath units; 87,750 ft<sup>2</sup></i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Palmetto Street South</b> <i>(29 single units; 40 double units; 74,672 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Palmetto Street Phase III</b> <i>(35 single units; 36 double units; 71,754 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

**University Housing Suites Pressure Washing**

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>FAMU Village</b> <i>(388 two-bedroom suites; 20 one-bedroom suites; 244,722 ft<sup>2</sup>)</i>	\$	\$	\$	\$	\$

**University Traditional Hall Facilities Pressure Washing**

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Sampson Hall (23,333 ft<sup>2</sup>)</b>	\$	\$	\$	\$	\$

	<u>Cost 2023</u>	<u>Cost 2024</u>	<u>Cost 2025</u>	<u>Cost 2026</u>	<u>Cost 2027</u>
<b>Young Hall (20,899 ft<sup>2</sup>)</b>	\$	\$	\$	\$	\$

	<u>Annual Cost 2023</u>	<u>Annual Cost 2024</u>	<u>Annual Cost 2025</u>	<u>Annual Cost 2026</u>	<u>Annual Cost 2027</u>
<b>Annual Cost for Pressure Washing</b>	\$	\$	\$	\$	\$

## Painting University Apartment Housing

<b>Rattler Pointe</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Single Suite (per)	\$	\$	\$	\$	\$
Double Suite (per)	\$	\$	\$	\$	\$
Triple Suite (per)	\$	\$	\$	\$	\$
Kitchen (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Living Room (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$
Complete apartment (per)	\$	\$	\$	\$	\$

<b>Palmetto Street South</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Bedroom (per)	\$	\$	\$	\$	\$
Kitchen (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Living Room (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$
Complete apartment (per)	\$	\$	\$	\$	\$

<b>Palmetto Street Phase III</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Bedroom (per)	\$	\$	\$	\$	\$
Kitchen (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Living Room (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$
Complete apartment (per)	\$	\$	\$	\$	\$



**University Housing Suites Painting**

<b>FAMU Village</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Single Bedroom (per)	\$	\$	\$	\$	\$
Double Bedroom (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$

<b>Towers North</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Single Bedroom (per)	\$	\$	\$	\$	\$
Double Bedroom (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$

<b>Towers South</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Single Bedroom (per)	\$	\$	\$	\$	\$
Double Bedroom (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$

**University Traditional Hall Facilities Painting**

<b>Sampson Hall</b>					
	<b>Cost 2023</b>	<b>Cost 2024</b>	<b>Cost 2025</b>	<b>Cost 2026</b>	<b>Cost 2027</b>
Single Bedroom (per)	\$	\$	\$	\$	\$
Double Bedroom (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$
Lobby (per sq. ft.)	\$	\$	\$	\$	\$

Young Hall					
	Cost 2023	Cost 2024	Cost 2025	Cost 2026	Cost 2027
Single Bedroom (per)	\$	\$	\$	\$	\$
Double Bedroom (per)	\$	\$	\$	\$	\$
Bathroom (per)	\$	\$	\$	\$	\$
Hallway (per sq. ft.)	\$	\$	\$	\$	\$
Lobby (per sq. ft.)	\$	\$	\$	\$	\$

**Campus Wide Services Cost Sheet**

Strip and Wax per sq. ft. \$ \_\_\_\_\_

Cleaning daily porter per hr./per person \$ \_\_\_\_\_

Pressure Washing per sq. ft./linear ft. \$ \_\_\_\_\_

Sanitizing/Hazardous Waste cleanup per sq. ft. \$ \_\_\_\_\_

Miscellaneous painting (per sq. ft.) \$ \_\_\_\_\_

(EXAMPLE: INTERIOR OR EXTERIOR DOORS, WALLS, FLOORS BREEZEWAYS, ETC.)

\*Contractor may be contacted to support additional services as needed by FAMU relating to routine building upkeep\*

**APPENDIX I  
REFERENCE SHEET**

**COMPANY** \_\_\_\_\_

I \_\_\_\_\_ being of \_\_\_\_\_

**(Name and Title)**

**(Name of Company)**

to authorize the University to check our company's previous performance.

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

<b>REFERENCE</b>
Company Name:
COMPANY ADDRESS:
CONTACT PERSON:
PHONE NUMBER:
FAX NUMBER:
Email Address:

- **If specially created to respond to this RFP, please include affiliate references**

APPENDIX II

NOTICE OF CONFLICT OF INTEREST

Company or Entity Name

\_\_\_\_\_

For the purpose of participating in the Request for Proposal 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 \_\_\_\_\_, 202\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name and Title

**APPENDIX III**

**STATEMENT OF NO INVOLVEMENT**

I, \_\_\_\_\_, as an authorized representative of the aforementioned company, certify that neither member of this firm nor any person having any interest in this firm has been involved with the Florida A&M University to assist it in:

- 1) Developing this Request for Proposal; or,
- 2) Performing a feasibility study concerning the Scope of Work contained in this Request for Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**APPENDIX IV**

**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
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SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
Signature of Notary

STATE OF \_\_\_\_\_

Print, Type or Stamp Commissioned Name of Notary Public \_\_\_\_\_

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_

**APPENDIX V**

**CERTIFICATE OF NON-SEGREGATED FACILITIES**

We, \_\_\_\_\_ (Company)  
Certify that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that breach of this certification is a violation of Equal Opportunity clause required by Executive Order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise.

We further agree that (except where we have obtained identical certifications from proposed Subcontractors for specific time periods) we will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed Subcontractors (except where the proposed Subcontractors have submitted identical certifications for specific time periods).

**NOTICE TO PROSPECTIVE SUBBUILDERS OF REQUIREMENT FOR CERTIFICATION OF NON-SEGREGATED FACILITIES.** A certification of non-segregated facilities as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted from the provisions either for each subcontract or for all subcontracts during a period (i.e., quarterly, semi-annually, or annually).

**NOTE:** Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_

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

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

**APPENDIX VI**

**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



**APPENDIX VII**

**Florida Department of State  
Certificate of Status**