



INVITATION TO RESPOND

RFQ-NFC-04-2026 Request for Qualifications for General Contractor Pre-Qualification

PRE-QUALIFIED CONTRACTOR: Pre-qualified Contractor status is required to be eligible to respond to invitations to bid on hard bid projects on the North Florida Campus during Fiscal Year 2026-27.

RFQ SPECIFICATIONS: This Specifications Document prescribes the requirements for pre-qualification and for submitting a response to this invitation to apply for a Certificate of Pre-Qualification.

RFQ RESPONSE DEADLINE: By 2:00 PM E, September 2, 2026

TABLE OF CONTENTS

SECTIONS	PAGE NO.
SECTION 1: GENERAL INFORMATION & INVITATION TO RESPOND	3
SECTION 2: RFQ SCHEDULE	4
SECTION 3: ANTICIPATED PROJECTS	6
SECTION 4: GENERAL TERMS & CONDITIONS	6
SECTION 5: SELECTION PROCESS & EVALUATION CRITERIA	13
SECTION 6: INSTRUCTIONS FOR SUBMITTAL	16
SECTION 7: REQUIRED FORMS	17
A) Cover Page Form	18
B) General Company Information Form	19
C) Sworn Statement Pursuant to Section 287.133(3)(a) Florida Statutes, Public Entity Crimes Form	21
D) Conflict of Interest Disclosure Form	23
E) Acknowledgement of Addenda Form	24
F) Affidavit Regarding the Use of Coercion for Labor and Services (Human Trafficking)	25
G) Indemnification Clause Form	26
H) Drug-Free Workplace Certification Form	27
I) E-Verify System Form	28
J) Disputes Disclosure Form	29
K) IRS W9 Form	30
L) Work Experience Documentation Form	36

SECTION 1: GENERAL INFORMATION & INVITATION TO RESPOND

North Florida College, hereinafter referred to as NFC or the College, is a public post-secondary educational institution and a political subdivision of the State of Florida. NFC was established by the Legislature in 1957 and is one of the 28 institutions comprising the Florida College System. The College serves the six-county geographic region of the following counties: Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor. The College is a community-based institution which provides higher education, technical and occupational training, and offers a comprehensive range of programs responsive to the needs of residents of its service district. The main campus of NFC is located at 325 NW Turner Davis Drive, Madison, Florida 32340, and has centers located in Live Oak and Perry, FL.

This solicitation is identified as **RFQ-NFC-04-2026**.

NFC invites general licensed in the state of Florida to apply for pre-qualified contractor (certificate) status for the period of July 1, 2026, through June 30, 2027 (Fiscal Year 2026-2027). This is an annual pre-qualification period. A valid certificate of pre-qualification with NFC is required to respond to invitations to bid issued by the College related to hard bids for construction, renovation, or remodeling projects on the main campus of NFC during this period. The anticipated projects for this period are listed in SECTION 3.

The procedures to be followed to apply for a certificate are prescribed in this RFQ-NFC-04-2026 Specifications Document. This document contains information, requirements, the RFQ schedule (timeline), terms, conditions, evaluation criteria, and procedures for submitting a response to this RFQ. The document may be downloaded from the NFC website at <https://www.nfc.edu/about/procurement-and-contracts/index.php>.

Respondents must adhere to all sections of this document and are advised to thoroughly familiarize themselves with all details contained herein. Respondents must monitor the above NFC website for information, addenda, and notifications during the entire RFQ process until the status of this RFQ is marked 'Closed' on the webpage. The webpage will be updated with pertinent information as the RFQ process progresses.

RFQ responses, sealed and identified on the outside of the submission with the Respondent's name and RFQ-NFC-04-2026, **are due by 2:00 PM EDT on September 2, 2026**, to North Florida College, Attn: Tyler Coody, Executive Director of Employee Services, Building 3, Room 19, 325 NW Turner Davis Drive, Madison, FL 32340.

RFQ responses may be hand delivered, sent via U.S. postal service, or via other delivery services. Faxed, emailed, conditional, improperly identified responses, or responses delivered to the wrong location, or received after the deadline for receipt by NFC will not be considered.

NFC is not responsible for any cost incurred by the applicant in their effort to respond to this RFQ to obtain pre-qualified contractor status. Failure of delivery by hand, delivery service, or U.S. mail to deliver the response by the deadline to the correct location shall not constitute an extension of the due date and time. Submissions delivered to other NFC locations are not considered "received" until they are received at the location listed above by the deadline. It is the sole responsibility of the Respondent to ensure that its submission is delivered to the correct location by the deadline date and time listed in this RFQ. Specifications Document unless changed by an addendum. The College shall in no way be responsible for delays caused by any occurrence.

RFQ responses received by the deadline will be publicly opened and the names of Contractors applying for a certificate of pre-qualifications will be read aloud on September 2, 2026, at 2:30 PM E, in Building 9, Room 20, 325 NW Turner Davis Drive, Madison, FL. Submissions will not be evaluated at this meeting. The list of Contractors for consideration will be published on the College's web page at <https://www.nfc.edu/about/procurement-and-contracts/index.php> the following day.

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

On September 4, 2026, at 9:00 AM, in Building 9, Room 20 on the NFC Campus, 325 NW Turner Davis Dr., Madison, Florida, a committee will publicly evaluate the submissions for the purpose of preparing a list of Contractors recommended for new certificates. The basis for a pre-qualification certificate (pre-qualified contractor status) is to meet all RFQ specifications. Contractors recommended for certificates will be posted on the College's web page dedicated to this RFQ on September 4, 2026, and this will constitute the Notice of Intent to Award the certificates.

Action to award RFQ-NFC-04-2026 is expected at the regularly scheduled NFC DBOT meeting on September 15, 2026. The Notice of Award will be posted on the web page dedicated to this RFQ on September 16, 2026.

NFC reserves the right to reject any or all RFQ responses received, to waive any or all informalities in regards thereto, and to award certificates which are in the best interest of the College for the pre-qualification period. Attendance at any of the public meetings related to this RFQ is not a requirement for pre-qualification.

Certificates of pre-qualification confirming the award of a certificate for Fiscal Year 2026-27 will be sent via U.S. mail to contractors after notice of award.

Americans with Disabilities Act of 1990: In accordance with the Americans with Disabilities Act, any person requiring special accommodations to attend a public meeting is asked to advise NFC at least three (3) days prior to the meeting by contacting NFC at 850-973-9403.

Point of Contact for RFQ: The point of contact for this RFQ is Micah Rodgers, NFC Chief Business Officer. Questions and requests for clarifications **must be directed in writing via email to procurement@nfc.edu**. Written questions will be accepted until the deadline listed in the RFQ Schedule. Reply to written questions received within the window for questions will be posted on the webpage dedicated to this RFQ. Questions will not be accepted, nor answers provided, via phone or in person, nor after the deadline. No other person is authorized to disseminate information regarding this RFQ. Verbal responses to questions are not considered binding.

SECTION 2: RFQ SCHEDULE

DATE	TIME	EVENT	LOCATION
08-05-26 08-12-26 08-19-26		Invitation to Respond: Request for Qualifications (RFQ) for the purpose of Pre-Qualification of General Contractors for NFC minor projects.	Published in Newspaper
08-05-026		RFQ Specifications Document available for download from the NFC webpage.	https://www.nfc.edu/about/procurement-and-contracts/index.php
08-27-26	4:00 PM E	Deadline for written questions to NFC.	V Via email to procurement@nfc.edu
08-28-26	4:00 PM E	Deadline for responses to written questions from NFC.	https://www.nfc.edu/about/procurement-and-contracts/index.php

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

08-28-26		Last date for addenda issuance by NFC Addenda are posted on the web page when issued. Acknowledgement required of addenda through this date. <i>Note: NFC reserves the right to issue addenda after this date but after this date is not required to be acknowledged on the Acknowledgement of Agenda Form</i>	https://www.nfc.edu/about/procurement-and-contracts/index.php
09-02-26	2:00 PM E	DEADLINE FOR RFQ SUBMISSION. <u>(Note: Submissions cannot be emailed.</u> <u>See submission instructions.)</u>	North Florida College Attn: Tyler Coody Bldg. 3, Rm. 19 325 NW Turner Davis Dr. Madison, FL 32340
09-02-26	2.30 PM E	Public Meeting: Responses opened and names read aloud. <u>This is not an evaluation meeting.</u>	North Florida College Bldg. 9, Rm. 20 325 NW Turner Davis Dr. Madison, FL 32340 by
09-02-26- 09-04-26		Online review of material by individual committee members.	
09-04-26	9:00 AM E	Public Meeting Committee evaluation of Responses	North Florida College Bldg. 9, Rm. 20 325 NW Turner Davis Dr. Madison, FL 32340
09-04-26		Notice of Intent to Award RFQ posted	https://www.nfc.edu/about/procurement-and-contracts/index.php
09-8-26- 09-10-26		Protest Period.	
09-15-26		Action by DBOT to Award RFQ.	Regularly Scheduled District Board of Trustees Meeting
09-16-26		Notice of Award posted	https://www.nfc.edu/about/procurement-and-contracts/index.php

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

NFC reserves the right to change the schedule if it is in the best interest of the College. Schedule changes will be by written addendum to the Specifications Document and posted at on the College web page at <https://www.nfc.edu/about/procurement-and-contracts/index.php>. It is the sole responsibility of the Proposer to monitor this webpage during the entire RFQ process for information, updates, clarifications, schedule changes, addenda, and notices. Failure to monitor this webpage for pertinent information may result in disqualification of proposal.

SECTION 3: ANTICIPATED PROJECTS

Projects anticipated by the College for this pre-qualification period include, but are not limited to:

1. Renovation/remodel of Building 13-Career & Workforce Education Center interior to expand the welding lab.

Note: It is expected that soon after award of this RFQ, an invitation to bid on the above project will be extended to the general contractors awarded a certificate of pre-qualification. The delivery method will be hard bid.

2. Miscellaneous minor construction, renovation, remodeling, and general repairs.

The minor projects preferred method of delivery is hard bid. All hard bid projects will be designed and built according to the State Requirements for Educational Facilities (SREF) and the latest edition of The State of Florida Building Code. NFC anticipates the above projects but makes no guarantee that any project will be initiated during the pre-qualification period for this RFQ, or thereafter.

SECTION 4: GENERAL TERMS & CONDITIONS

All contractors submitting a response to this RFQ understand and agree that the affirmative act of submitting a response constitutes acceptance and agreement to the General Terms and Conditions. Lack of knowledge by the contractor shall in no way be cause for relief from responsibility.

Taxes: Pursuant to Chapter 212, Florida Statutes, NFC is sales tax exempt. The applicable tax exemption certificate number is 85-8012557363C-1. All contractors and their sub-contractors are responsible for their applicable taxes during performance of work under any awarded contract or purchase order with NFC.

Non-Discrimination: NFC does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sexual orientation or disability.

RFQ Interpretation: No interpretation of the meaning of the RFQ Specifications Document or correction of any apparent ambiguity, inconsistency or error therein will be made to any Contractor verbally. Requests for such interpretation or correction must be made in writing via email to the College's point of contact. Interpretation of the wording of this document shall be the sole responsibility of the College, and that interpretation shall be final.

Response Withdrawal: The submitted response may be withdrawn only by written notice to the RFQ point of contact **prior** to the deadline for submission. Withdrawn submissions will be retained unopened by the College, will not be returned, and will not be considered. Withdrawal requests received after the deadline date and time for RFQ receipt will not be honored. No Respondent may withdraw its submission after opening without express written permission by the College.

All RFQ responses received by NFC by the deadline for submission, unless withdrawn pursuant to the instructions provided in this document, will be retained by NFC and upon opening become the property of NFC. Responses received after the stipulated date and time will not be opened, will not be considered, but will be

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification
retained by the College.

Proposed Materials: The material submitted in response to the Request for Qualifications becomes the property of the College upon receipt by the College and may be appended to any formal document which would further define or expand any contractual relationship between the College and the Contractor related to this RFQ. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the Contractor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after public opening pursuant to FS 119.07.

The time/date stamp clock located in Employee Services in Building 3, Room 19, 325 NW Turner Davis Drive, Madison, Florida 32340 shall serve as the official authority to determine receipt of the RFQ submission. The submittal time and date deadline shall be scrupulously observed. Responses received after the specified time and date shall be considered non-responsive and therefore not eligible for consideration.

Basis of Award and Rights of Refusal: NFC intends to award a pre-qualified general contractor certificate to Contractors meeting all of the specifications in the RFQ Specifications Document. NFC reserves the right to reject any, all, or part of any responses received, to waive any informalities in regards thereto, to waive any minor deviations in an otherwise valid submission, and to accept only applications for certificate which are considered to be in the best interest of the College at the sole discretion of the College; Further, the College reserves the right to cancel this RFQ, to reissue the RFQ, or not. NFC shall have the right to reject any or all responses and in particular to reject a response not accompanied by data required by the RFQ, or a response incomplete or irregular in any way. Conditional RFQ responses will not be considered. RFQ responses which are found to contain inaccurate and/or incomplete information may be deemed non-responsive and are grounds for rejection of the response.

Cone of Silence Period (Contact After Release of RFQ): Any Contractor, or a lobbyist for a Contractor, is prohibited from having any communication regarding this request for qualifications (RFQ) with any member of the College District Board of Trustees, the College President, Evaluation Committee Members, or any other College employee for the purpose of discussing the selection process or in an attempt to further their interest in being selected for pre-qualified contractor status during the RFQ process, except as prescribed in section 120.57(3) Florida Statutes. Failure to adhere to this requirement may result in disqualification of the Contractor seeking a pre-qualified contractor certificate. No verbal or written information which is obtained other than by information in this Specifications Document, by Addenda to this Specification Document, or information provided on the College's web page dedicated to this RFQ, shall be binding on the College. NFC reserves the right to contact any Contractor if it determines that further information is required.

Performance Inquiry: As part of the RFQ response evaluation, the College may make inquiries to determine the performance ability of the Contractor. The College reserves the right to reject any response if the Respondent fails to fully provide the information requested and to satisfy the College that it has the proper qualifications to satisfactorily provide general contractor services. The College reserves the right to verify any references received and/or use an external consultant to conduct reference checks.

Document interpretation Authority: No interpretation of the meaning of the RFQ Specifications Document or correction of any apparent ambiguity, inconsistency or error therein will be made to any Respondent verbally. Requests for such interpretation or correction must be made in writing via email to the College's point of contact. Interpretation of the wording of this document shall be the sole responsibility of the College and shall be final.

NFC Requests for Additional Information or Clarification: The College reserves the right to request additional information or clarification of any material received by the deadline for submission. Faxed, e-mailed, late, delivered to wrong address, and/or conditional responses will not be considered, with the exception that any additional information or clarification requested of the Respondent after the deadline for submission may be e-mailed to the point of contact for this RFQ, upon request by the point of contact, to do so.

North Florida College
RFQ-NFC-04-2026

General Contractor Pre-Qualification

Pre-Qualifying Costs: NFC is not responsible for any cost incurred by the applicant in their effort to apply for pre-qualified status.

Addenda Acknowledgement Form: This is a required form. In the event the College finds it expedient to supplement, modify or interpret any portion of the Specifications Document prior to the RFQ submittal date, such procedure will be accomplished by the issuance of written addenda to the Specifications Document. Each addendum issued by NFC prior to the deadline for issuance of addenda must be acknowledged on this form by the respondent entering the addendum number and date of issuance as compliance with each addendum as issued. If NFC issues no addenda, the respondent should indicate 'none' on the form. The form **must** be prepared and signed by the respondent. Any and all addenda issued to this RFQ Specifications Document becomes part of the specifications and qualification criteria.

Schedule Changes: NFC at its sole discretion may amend the scheduled dates indicated herein if it is determined to be in the best interest of NFC to do so. Schedule changes will be by written addendum to the RFQ Specifications Document and will be posted on the NFC webpage at <https://www.nfc.edu/about/procurement-and-contracts/index.php>.

Public Entity Crimes: In accordance with the Public Entity Crimes statute F.S. 287.133 (2) (a) a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a BID, RFP, or RFQ for a contract with a public entity for the construction or repair of a public building or public work, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. **Notice to Contractor: By signing the submittal forms you attest that you or those listed in F.S 287 related to public entity crimes have not been placed on the convicted vendor list.**

Pre-Qualification Period: Successful award of a pre-qualification certificate (pre-qualified contractor status) under this RFQ qualifies a contractor to respond to competitive hard bid solicitations issued during the pre-qualification period. The pre-qualification period for certificates awarded under this RFQ is Fiscal Year 2027 (July 1, 2026, through December 31, 2027).

Laws, Ordinances, Rules, Regulations, Permits, and Licenses: Contractor shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees of North Florida College and the federal and state governments which may be applicable to the Contractor's operation at the College, and shall, at the sole cost of the Contractor, obtain and maintain all permits and licenses necessary to comply with such requirements and standards. Contractors must be licensed to do business in the state of Florida. Contractors must submit a copy of all licenses held.

Confidentiality: The Respondent is hereby warned that any part of its response to this RFQ or any other material marked as confidential, proprietary, or trade secret can only be protected to the extent permitted by Chapter 119, (Public Records Law), Florida Statutes. By submitting a response to this RFQ, the respondent acknowledges that all documents and information submitted to the College, are considered public records under Florida's Public Records Act, and may be disclosed to third parties upon request, notwithstanding any confidentiality clauses or labels contained in such documents. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07, Florida Statutes and includes material which the Respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to section 119.07, Florida Statutes.

Sovereign Immunity: NFC is a political subdivision of the State of Florida. As such, the College is entitled to sovereign immunity except to the extent of the waiver set forth in 768.28 F.S. The College's performance under any resulting agreement and any amendments thereto or attachments connected therewith, shall always be subject to any and all state laws, state regulations and College District Board of Trustee Rules which are applicable to the

North Florida College

RFQ-NFC-04-2026

General Contractor Pre-Qualification

College's operations, commitments, and/or activities in furtherance of any terms specified herein.

Assignment: No agreement, nor any duties or obligations under any agreement or contract resulting from the successful pre-qualification of a contractor shall be assigned by Contractor without prior written consent of the College.

Independent Contractor: Nothing herein is intended or shall be construed as in any way creating or establishing the relationship of co-partners between the parties or in any way making the Contractor the agent or representative of the College for any purposes in any manner whatsoever. The contractor is, and shall remain, an independent Contractor with respect to all services performed.

Open Competition: The College encourages free and open competition among Contractors. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective consistent with the necessity to satisfy the College's needs and the accomplishment of a sound economic operation. The Contractor's signature on the response guarantees that the Contractor, its agents, officers, or employees have not bribed or attempted to bribe or influence in any way an officer, employee, or agent of the College.

Conflict of Interest: Pursuant to Chapter 112, Florida Statutes, contractors must disclose with their submission the name of any officer, director, or agent who is also an employee of the College or a member of the District Board of Trustees. Contractors must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Applicant's business or any of its branches or dealerships.

Proprietary Material: All rights to proprietary material related to a bid, RFP, RFQ or contract, if awarded, must be transferable to the College in the event the Contractor or vendor goes out of business. Additionally, any material or documentation submitted in response to a competitive solicitation will be a public document pursuant to Section 119.07 Florida Statutes, requested under RFQ-NFC-04-2026. This includes material which the Contractor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

Insurance Requirements: Respondents shall obtain, maintain, and pay for insurance in the categories listed below. The insurance coverage in each category shall meet or exceed the minimum limits set forth in this document. Limits or types of coverage may be increased by the College depending on the scope of work or services to be provided or at any time based upon the recommendation of the College's Risk Management Consortium. The insurance shall cover the Respondent's entire operations under any agreement with the College and shall be effective throughout the effective period of the agreement or any subsequent agreement.

It is not the intent of this schedule to limit the types of insurance otherwise required or that the Respondent may desire to obtain. For the purposes of this RFQ, the Respondent must demonstrate insurability by providing current certificates of insurance. Proof of insurance at the required levels must be submitted with the Respondent's response. If a Contractor is awarded a contract in response to a bid issued by the College to the pre-qualified contractor pool, the successful Contractor must submit a certificate of insurance at the required levels with North Florida College included as additional named insured on each applicable policy. By requiring such minimum insurance, North Florida College shall not be deemed or construed to have assessed the risk that may be applicable to the Respondent. The Respondent shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage.

Insurance Schedule:

Commercial General Liability	
Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000

General Contractor Pre-Qualification

Products/Completed Operations Aggregate	\$2,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	\$1,000,000
Personal Injury Protection	Statutory
Workers' Compensation	
Coverage	Statutory

Bonds: Public construction (payment & performance) bonds may be required for hard bid projects depending on the scope and construction cost of a project and must be provided to the College prior to notice given to a contractor to proceed on any project. Bid guarantee (bid bonds or other approved alternates made payable to North Florida College) will be required with bid submissions for any and all hard bid projects.

Indemnification: To the fullest extent permitted by law, the Respondent shall defend, indemnify, and hold harmless North Florida College, its District Board of Trustees, its officers, agents, employees, and other representatives, individually and collectively from and against any and all claims, losses, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Respondent or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the College.

Verification of Employment Eligibility, E-Verify System: Effective January 1, 2021, all pre-qualified contractors must comply with Florida Statute 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. For purposes of applying for a certificate of pre-qualification, respondents will be required to acknowledge that they will comply with Florida Statute 448.095. Furthermore, proof of compliance may be required by the College prior to entry into contract with the College.

Affidavit Regarding the Use of Coercion for Labor and Services (Human Trafficking): Section 787.06(14), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The term "governmental entity" has the same meaning as in Section 287.138(1), Florida Statutes. Respondents are required to submit with their proposal an affidavit signed by an officer or representative of the non-governmental entity under penalty of perjury that the non-governmental entity does not use coercion for labor or services as defined in that statute.

Errors and Omissions: Contractors are expected to comply with the true intent of these RFQ specifications taken as a whole and shall not avail themselves of any errors or omissions to the detriment of the RFQ process. Should any Contractor suspect any error, omission, or discrepancy in the specifications or instructions, the Contractor shall immediately notify the **point of contact for this RFQ in writing via email to procurement@nfc.edu** who will issue written instructions to be followed.

Contractor's Responsibility: It is understood, and the Contractor hereby agrees, that the Contractor is responsible for the contents of their submission and for satisfying the requirements in all sections set forth in the RFQ Specifications Document. RFQ submissions that do not comply with the requirements set forth in this Specifications Document will be considered non-responsive and may be rejected. Further, the Contractor agrees that it shall be solely responsible for all services that it proposes in any hard bid response.

Contractor's Warranty of Ability to Perform: By submitting a response to this RFQ, the Contractor warrants that there is no action, suit, proceeding, inquiry or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the Contractor's knowledge, threatened, which would in any

General Contractor Pre-Qualification

way prohibit, restrain or enjoin the execution or delivery of the Contractor's obligations, or diminish the Contractors financial ability to perform.

RFQ Response Rejection: The College shall have the right to reject any or all responses and to reject a response not accompanied by data required by the RFQ, or a response in any way incomplete or irregular. Conditional RFQ responses will not be considered. The College reserves the right to award pre-qualification status to a Contractor in a category other than the category requested by the respondent if the respondent fails to satisfy the College that it meets the criteria for pre-qualification in the category requested. The College reserves the right to request additional information or clarification of any material submitted. Faxed, e-mailed, late, delivered to the wrong address, and conditional responses will not be considered, with the exception that any additional information or clarification requested of the Contractor after the deadline for submission may be e-mailed to the point of contact upon request to do so.

RFQ Selection Committee Authority: For a Contractor to be pre-qualified, the Contractor's bonding capacity to provide payment and performance bonds for a single project must be at least \$1,000,000.00. The Evaluation Committee reserves the right to clarify and/or verify any response information submitted by the Contractor and to request additional information in support thereof as it deems appropriate, delivered in any format requested, and at any time during the RFQ process. RFQ responses which are found to contain inaccurate and/or incomplete information may be deemed non-responsive and are grounds for rejection of the response.

Performance Inquiry: As part of the RFQ response evaluation, the College may make inquiries to determine the ability of the Contractor to perform the work. The College reserves the right to reject any proposal if the Contractor fails to fully provide information requested and to satisfy the College that it has the proper qualifications to carry out the obligations for performance of projects satisfactorily. In so determining, the College may verify that any or all projects submitted in response to the criteria for references and projects in progress or completed are/were performed by the Contractor in a satisfactory manner. To be awarded a certificate, any projects contracted with the College must have been performed, or are currently being performed, by the Contractor in a satisfactory manner at the sole discretion of the College.

Severability: If any provision of this specifications document or any agreement resulting from this RFQ 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 provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement. In the event any provision of this RFQ or any agreement resulting from this RFQ shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

Public Records: To the extent that Respondent meets the definition of "Contractor" under F.S. Section 119.0701, in addition to other contract requirements provided by law, Respondent must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes: Keep and maintain public records required by the College to perform the service. Upon request from the College's custodian of public records, provide the College with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the College. Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall

General Contractor Pre-Qualification

meet all applicable requirements for retaining public records. All records stored electronically must be provided to COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.

THE CONTRACTOR ACKNOWLEDGES THAT NFC CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO THE CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON NFC OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT. THE CONTRACTOR ACKNOWLEDGES THAT ITS FAILURE TO COMPLY WITH FLORIDA LAW AND THIS AGREEMENT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND GROUNDS FOR TERMINATION. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ALLISON FINLEY, AT (850) 973-1613, finleya@nfc.edu, NORTH FLORIDA COLLEGE, 325 NW TURNER DAVIS DRIVE, MADISON, FLORIDA 32340.

The successful Respondent shall maintain all records which are directly pertinent to any contract entered into under this RFQ and shall provide access to those records as required under the funding guidelines for audit purposes.

Venue: Any contract resulting from this RFQ, and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Contractor hereby agree that venue shall be in Madison County, FL.

Protests: Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. The College will provide a notice of decision or intended decision by electronic posting. Protests must be filed within 72 (seventy-two) hours after the posting of the notice of decision or intended decision with the NFC Chief Business Officer, Micah Rodgers. Protests may be preliminarily filed, if followed by a certified mail original, via facsimile transmittal to 850 973-1688. Failure to file a notice of protest, failure to file a formal written protest, or failure to post the bond or other security during the protest period shall constitute a waiver of proceedings under FS 120.57. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Late Submissions: Contractors who do not comply with NFC's procedures or deadlines established will not be considered. NFC will retain all application materials received by the submission deadline. Responses received after the stipulated date and time will be retained by the College unopened and will not be considered. Applications (RFQ Responses) that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete, non-responsive, and may be rejected.

The time/date stamp clock located in Employee Services in Building 3, Room 19, 325 NW Turner Davis Drive, Madison, Florida 32340 shall serve as the official authority to determine receipt of the RFQ submission. The submittal time and date deadline shall be scrupulously observed. Responses received after the specified time and date shall be considered non-responsive and therefore not eligible for consideration.

RFQ Award Considerations by NFC: In the event that the College receives less than three (3) responses by the deadline for response receipt, and after the responses are evaluated by the committee, the College reserves the right to determine if the pre-qualified contractor pool is sufficient to foster competitive pricing. The College may award the RFQ, opt not to award this RFQ, or opt to issue another RFQ. NFC reserves the right to accept or reject any or all submissions, to waive any informalities in regards thereto, and to accept only those submissions determined to be in the best interest of the College.

Drug-Free Workplace Certification: The Respondent must certify in the submission that the business is a drug-free workplace.

Documentation Compliance: Respondents are responsible for the submission of properly prepared forms and documents required by Federal, State of Florida, and College policies as requested in this specifications document.

SECTION 5: SELECTION PROCESS & PRE-QUALIFICATION CRITERIA

Selection Process & Pre-Qualification Criteria

Contractors will be selected for pre-qualified contractor status based on meeting the Pre-Qualification Evaluation Criteria **and** the specifications in this Request for Qualifications Specifications Document, including addenda, if any.

Members of the Evaluation Committee will evaluate submissions received by the RFQ submission deadline for compliance with RFQ Specifications and the Pre-Qualification Criteria in a public meeting to be held as listed in the RFQ Schedule. The College reserves the right to request additional information and to request clarification of any materials submitted in response to this RFQ. The College reserves the right to verify any information submitted and to contact project contacts and references. Attendance at the public meeting by Respondents is not a requirement for pre-qualification.

To qualify for pre-qualified contractor status (a-pre-qualification certificate) the Respondent must successfully meet the criteria to the satisfaction of the Evaluation Committee, and the information must be complete. The criteria are evaluated on a pass/fail basis. Contractors recommended for pre-qualification status will be presented to the District Board of Trustees for RFQ award of pre-qualification certificates.

Pre-Qualification Evaluation Criteria Chart

Submit the documents in the order listed. Failure to do so may be grounds for disqualification. Failure to respond to any section listed is a ‘failure’ for that section and is considered grounds for disqualification of respondent’s submission.

SECTION NUMBER & ORDER OF SUBMISSION	EVALUATION CRITERIA SECTION TITLES	<u>EVALUATION CRITERIA</u> NOTE: Contractor’s name must appear on first page of each section.
1	Cover Page for Respondent’s Submission	Submission must include all sections in numerical order. Print Cover Page for Submission and check each box to indicate the submission includes the item.

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

2	General Information about Contractor	Submit General Information About Contractor Form Form must be fully completed. <u>Form must be signed and notarized.</u> Form must be signed by a person or persons legally authorized to bind the Contractor. Form must include the principals, officers, contact information, and history of the Contractor including state and date of incorporation. Form must list any major changes in ownership, officers, or principals, if any.
3	Public Entity Crimes	Submit Public Entity Crime (PUR7068) Form Form must be signed and notarized. <u>Note: Exercise care in preparing this form. Read the entirety of Item 6 Section carefully before indicating which one of the three choices is applicable.</u> There must be no public entity crimes as per F.S. 287.133 (2) (a).
4	Contractor Licenses	Submit a valid General Contractor License. Must be licensed to do business in the state of Florida. Also Include copies of all in-house trade licenses.
5	Evidence of Bonding Capacity	Evidence that payment and performance bonding capacity for a <u>single project</u> is equal to or exceeds one million dollars (\$1,000,000). It cannot be less than one million dollars. The written verification letter must be submitted by a licensed surety company rated A- or higher in the current A.M. Best Guide and qualified to do business within the state of Florida. Must list single and aggregate bonding thresholds. NOTE: The bonding capacity listed is not indicative of the budget for any anticipated project.

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

6	Evidence of Insurability	Submit Certificates of Insurance at Required Levels. Submit Insurance certificates meeting requirements and thresholds of the Insurance Schedule in Section 4 of this Specifications Document. Note: Successful contractors must comply with insurance requirements specific to the work to be performed as listed in the project manual or purchase order prior to entering into any contract with the College, and the College <u>must be named as additionally insured on applicable policies at that time.</u> Must show evidence of insurance at required levels.
7	Evidence of Drug Free Workplace	Submit Drug Free Workplace Form Must be Drug Free Workplace
8	Conflict of Interest Disclosure Form	Submit Conflict of Interest Disclosure Form Completed and Signed Conflict of Interest Disclosure Form
9	Evidence of Claim Resolution	Submit Disputes Disclosure Form Must have satisfactory claims resolution, or none, to qualify.
10	Acknowledgement of Addenda	Submit Acknowledgement of Addenda Form. Acknowledge all addenda issued by listing the Addendum number and date it was issued by the College on the form, or check 'none' if no addenda are posted on the web page dedicated to this RFQ by the deadline for addenda acknowledgement in Section 2 The form must be filled out, signed, dated, and submitted with your submission, <u>even if no addenda have been issued by the cut-off date in Section 2.</u>

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

11	Form W9	Submit W9 Form
12	Evidence of Experience	Submit Work Experience Documentation Form Provide details of seven (7) projects performed for colleges, universities, and public entities within the past five (5). Projects listed should include and demonstrate knowledge and experience with State Requirements for Educational Facilities (SREF) and Florida Building Code. Must demonstrate successful work experience with public post-secondary facilities in the state of Florida.
13	List of References & Reference Letter	Submit a list of at least three (3) references & at minimum one (1) reference letter
14	Compliance with F.S. 448.095 (E-Verify System)	Submit E-VERIFY FORM Must agree to comply.
15	Human Trafficking Affidavit	Submit Human Trafficking Affidavit Must not engage in human trafficking
16	Indemnification Form	Submit Indemnification Form Signed Form

SECTION 6: INSTRUCTIONS FOR DOCUMENT SUBMITTAL

Submit documents in the order listed for every section in the Pre-Qualification Criteria Chart.

Failure to follow these requirements is grounds for disqualification.

Responses must be submitted in a sturdy sealed envelope or transmittal package clearly marked on the outside with RFQ-NFC-04-2026 and the submitting Contractor's name.

Each numbered criteria section response must include the name of the Contractor on at minimum the first page of each section. The last page of the submission should be a page with only the Contractor name and "End of RFQ Submission."

Submit one (1) original and three (3) EXACT copies of the submission.

It is the responsibility of the Contractor to ensure that delivery is received at the correct location at the College by the deadline for submission and to ensure delivery is intact and unopened.

SECTION 7: Attachments (Required Forms)

The response must be comprised of required forms and requested contractor provided information and documents. Refer to the Table of Contents and Cover Page Checklist for listing of required forms and documents. Care regarding accuracy should be taken in preparing each form as well as following the instructions on each form. All forms and required information and documents should be included in the submission in the order listed in Section 5.

(FORMS BEGIN ON NEXT PAGE)

RFQ-NFC-04-2026

Company (Contractor) Name:_____

Cover Page Checklist

- ☐ 1. Cover Page Checklist
- ☐ 2. General Company (Contractor) Information Form
- ☐ 3. Public Entity Crimes
- ☐ 4. General Contractor License (Include in-house trade licenses)
- ☐ 5. Evidence of Bonding Capacity
- ☐ 6. Evidence of Insurability
- ☐ 7. Evidence of Drug Free Workplace
- ☐ 8. Conflict of Interest Disclosure Form
- ☐ 9. Disputes Disclosure Form
- ☐ 10. Acknowledgement of Addenda
- ☐ 11. IRS W9 Form
- ☐ 12. Work Experience Documentation Form
- ☐ 13. Listing of References & Reference Letter
- ☐ 14. E-Verify System Form
- ☐ 15. Human Trafficking Affidavit
- ☐ 16. Indemnification Form

GENERAL COMPANY INFORMATION FORM

MUST BE NOTARIZED

Company Background

Company Name: _____

Street Address: _____

City, State, ZIP Code: _____

Web Address: _____

Two Points of Contact within the Company:

Name: _____

Title: _____

Phone: _____

E-Mail _____

Name: _____

Title: _____

Phone: _____

E-Mail _____

Entity Making Submittal:

Parent Company____Subsidiary____Division ____Branch Office____

Type of Company as listed on the W-9:

Year Company Established: _____

Parent Company (Indicate N/A if not applicable):

Name: _____

Street Address: _____

City, State, ZIP Code _____

Phone/Fax: _____

Former Names. List below all the names under which the company has done business. (Enter N/A if not applicable.)

North Florida College
RFQ-NFC-04-2026
General Contractor Pre-Qualification

Ownership: List any major changes in ownership, principals, or officers of the company in the last seven (7) years:

Acknowledgment:

The undersigned acknowledges that:

If any information provided by the Respondent is found to be, in the opinion of the Evaluation Committee, substantially unreliable, this RFQ response may be considered non-responsive. The Evaluation Committee reserves the right to reject any or all responses and may stop the selection process at any time. It is understood that this document must be delivered to North Florida College, Bldg. 3, Rm. 19, 325 NW Turner Davis Drive, Madison, FL 32340 by 2:00 PM E on September 2, 2026.

Signature and Certification

Under the penalty of perjury, the undersigned declares, certifies, verifies, attests, and states to the best of his or her knowledge and belief, that the above information is true, correct, and complete and that he/she is a principal or officer of the Company applying for consideration, and is authorized to make the above acknowledgements and certifications on behalf of the Company.

Signature of Authorized Officer, Date

Name of Company Submitting

Printed Name of Authorized Officer

Federal ID Number of Company

Printed Title of Authorized Officer

STATE OF _____ COUNTY (CITY) OF _____

On this _____ day of _____, 20____, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained. In witness thereof, I hereunto set my hand and official seal.

Notary Public

My commission expires _____

FAILURE TO EXECUTE AND RETURN THIS FORM IS CONSIDERED GROUNDS FOR DISQUALIFICATION

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC
OR OTHER OFFICIAL AUTHORIZED TO AND MINISTER OATHS.**

1. This sworn statement is submitted to _____
[print name of the public entity]
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

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

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

Or Produced identification _____

(Type of Identification)

Notary Public – State of _____

My commission expires _____

(Printed, typed, or stamped
commission name of notary public)

Conflict of Interest Disclosure Form

PROJECT (RFQ, RFP, ITN, BID) NUMBER: _____

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose within their submittal: the name of any officer, director, or agent who is also an employee of North Florida College. Furthermore, all respondents must disclose the name of any NFC employee who owns, directs, or indirectly, an interest of more than five percent (5%) in the respondent's firm or any of its branches.

The purpose of this disclosure statement is to give the College the information needed to identify potential conflicts of interest for screening evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any College duty or responsibility in administration, management, instruction, research, or other professional activities. The bias such conflicts could conceivably impart may inappropriately affect the goals of research, instructional, or administrative programs. The education of students, the methods of analysis and interpretation of research data, the hiring of staff, procurement of materials, and other administrative tasks at the College must be free of the undue influence of outside interests.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of instructional, research, or administrative goals, processes, or outcomes. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

Please check one of the following statements and attach necessary documents if necessary:

☐

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

☐

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Legal Name of Respondent _____

Authorized Signature _____

Name (print or type) _____

Title _____

ACKNOWLEDGEMENT OF ADDENDA FORM

Name of Respondent: _____

The following Addenda are acknowledged:

Addendum #_____ Dated_____; Addendum #_____ Dated_____; or None _____

Authorizing Signature:_____

Printed Name: _____ Title _____

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: _____

Vendor FEIN: _____

Vendor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____

INDEMNIFICATION CLAUSE FORM

MUST BE NOTARIZED

To the fullest extent permitted by law, the Respondent shall defend, indemnify, and hold harmless the College, its officials, agents and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Respondent or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the College.

Signature _____

Printed Name _____

Title _____

Company Name _____

Address _____

Date _____

NOTARY:

STATE OF _____)

COUNTY OF _____)

Sworn and Subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

Notary Signature: _____

Drug Free Workplace Form

PROJECT (RFQ, RFP, ITN, BID) NUMBER: _____

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that

_____ does:
(Name of Firm)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Respondent's Authorized Signature

Date

E-VERIFY FORM

Name of Respondent: _____

Respondent acknowledges and agrees with the following:

Verification of Employment Eligibility, E-Verify System: Verification of Employment Eligibility, E-Verify System: For the purposes of this RFQ, respondents must comply with F.S. 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. By submitting this form, the above-named Respondent acknowledges that they will comply with Florida Statute 448. 095.

Company/Contractor: _____

Authorized Signature: _____

Title: _____

Date: _____

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" in the box after "YES" or "NO." If you answer "YES," please explain within the space provided below each question:

* * * * *

1. Has your company, or any of its officers, received a reprimand of any nature or been suspended by any regulatory agency or professional association within the last five (5) years?

YES ☐

NO ☐

Explanation: _____

2. Has any principal of your company, or any member of your company, been declared in default, terminated, or removed from a contract or job related to the services your company provides in the regular course of business within last five (5) years?

YES ☐

NO ☐

If yes, indicate company name, contact name and telephone number, length of service provided, and reason for early cancellation/termination of contract.

Explanation: _____

3. Has your company had files against it or filed any requests for equitable adjustment, contract claims, or litigation in the past seven (7) years that are related to the services your company provides in the regular course of business?

YES ☐

NO ☐

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

Explanation: _____

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this RFQ submittal:

Company Name

(Print or Type Company Name here)

Type or Print Name & Title Authorized Representative

Title

Signature of Authorized Representative as shown above

Date Signed

This form must be completed and returned with your RFQ submittal.

**Request for Taxpayer
Identification Number and Certification**
Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ ☐	
5 Address (number, street, and apt. or suite no.): See instructions.	Requester's name and address (optional)	
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes

this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete

Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

RFQ-NFC-04-2026
WORK EXPERIENCE DOCUMENTATION FORM (Page 1 of 4)

The purpose of this form is for the general contractor to demonstrate relevant successful work experience.

Provide the required information for seven (7) college, university, and other public entity projects within the last five (5) years.

General Contractor Name	
Contractor Phone Number	
Contractor Email Address	

CONTRACTOR CERTIFICATION:

I certify that the information provided is accurate and may be verified by the College.

Authorized Contact Printed Name	
Authorized Contact Signature	
Authorized Contact Position/Title	
Date	

Project 1

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

WORK EXPERIENCE DOCUMENTATION FORM (Page 2 of 4)

Project 2

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

Project 3

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

WORK EXPERIENCE DOCUMENTATION FORM (Page 3 of 4)

Project 4

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

Project 5

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

WORK EXPERIENCE DOCUMENTATION FORM (Page 4 of 4)

Project 6

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

Project 7

Project Name	
Owner Name	
Owner Phone Number	
Owner Email Address	
Contract Amount (Dollar Value)	\$
Project Type:(New Construction, Renovation, or Remodel)	
Start Date	
Completion Date or In Progress	
Completed on Schedule? (Y/N)	
Delivery Method	
Describe project size and scope of work:	

END OF RFQ-NFC-04-2026 SPECIFICATIONS DOCUMENT.