



RFQ-NFC-05-2024
INVITATION TO RESPOND
Request for Qualifications
for
Commercial EPC Solar Installers

RFQ SPECIFICATIONS: This RFQ Specifications Document prescribes the requirements for submitting a response to this invitation to submit qualifications.

RFQ RESPONSE DEADLINE: September 25, 2024, 2:00 p.m.

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SECTIONS

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1.0 INVITATION TO RESPOND & GENERAL INFORMATION

North Florida College (NFC) is a public post-secondary educational institute and a political subdivision of the state of Florida. It was established by the Legislature in 1957 and serves the six-county geographic region of the following counties: Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor. The main campus of NFC is located at 325 NW Turner Davis Drive, Madison, Florida 32340.

NFC invites commercial EPC Solar Installers to apply for prequalified contractor status. A valid certificate of prequalification is required to be eligible to bid on an anticipated 450-Kilowatt photovoltaic system on the main campus of NFC at 325 NW Turner Davis Drive, Madison, FL. The delivery method for this project will be hard bid.

This RFQ is identified as **RFQ-NFC-05-2024** and is open to commercial EPC Solar Installers, hereinafter referred to as Contractors.

The procedures to be followed to apply for a certificate are prescribed in this RFQ-NFC-05-2024 Specifications Document. The RFQ Specifications Document can be downloaded from the NFC website at <https://www.nfc.edu/about-nfc/procurement-contracts/>.

RFQ responses, sealed and identified on the outside of the submission with the Contractor's name and RFQ-NFC-05-2024, are due by 2:00 p.m. on September 25, 2024, to North Florida College, Attn: Tyler Coody, Executive Director of Employment Services, Bldg. 3, Rm. 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 service. Faxed, emailed, conditional, improperly identified bids, and bids delivered to the wrong location will not be considered. Failure of delivery by hand, delivery service, or U.S. mail to deliver the bid by the deadline and to the correct location shall not constitute an extension of the due date and time. NFC is not responsible for any cost incurred by the applicant in their effort to respond to this RFQ for prequalified contractor status.

The College shall in no way be responsible for delays caused by any occurrence. It is the sole responsibility of the Contractor to ensure that its submission is delivered to the correct location by the deadline date and time listed in this specifications document, unless changed by addendum to the bid specifications document. Submissions delivered to other NFC locations are not considered "received" until they are received at the location listed above by the deadline. Should the College find it necessary to alter the date and time for bid submission, the change will be via addendum to the bid specifications document and the addendum will be posted on the web page dedicated to this bid.

RFQ responses received by the deadline will be opened and evaluated by a committee in a Public Meeting on September 26, 2024, at 10:00 a.m. at North Florida College, Bldg. 9, Rm. 20, NW 325 Turner Davis Drive, Madison, FL. Attendance at the public meeting is not a requirement for prequalification.

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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 5 days prior to the meeting by contacting NFC at 850-973-9403.

The basis for obtaining a prequalification certificate is to meet all RFQ-NFC-05-2024 specifications. Contractors (Commercial EPC Solar Installers) meeting RFQ specifications will be posted on the College’s web page dedicated to this RFQ on September 26, 2024, and this will constitute the Notice of Intent to Award certificates. Notice of Award will be posted on the web page dedicated to this RFQ on September 30, 2024. 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 anticipated project.

Information, including but not limited to, responses to questions, addenda if any, scheduling changes if any, and notices regarding this RFQ will be posted on the College’s web page dedicated to this RFQ at <https://www.nfc.edu/about-nfc/procurement-contracts/>. The web page will be updated as the RFQ process progresses and Contractors applying for certificate are advised monitor this web page until the status is marked ‘closed.’

Point of Contact: The point of contact for this RFQ is Micah Rodgers, 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. Replies to written questions will be issued by return email to the originator and also posted on the web page dedicated to this RFQ as indicated in the RFQ Schedule. Questions will not be accepted, nor answers provided, via phone or in person. No other person is authorized to disseminate information regarding this RFQ.

2.0 RFQ SCHEDULE

DATE	TIME	EVENT	LOCATION
09-04-24		RFQ-NFC-05-2024 issued by North Florida College	Public Notice Publications on 9-4,11, and 18, 2024.
09-04-24		RFQ Specifications Document available for download	NFC web page at https://www.nfc.edu/about-nfc/procurement-contracts/
09-19-24	4:30 p.m.	Deadline to submit written questions to NFC.	Via email to procurement@nfc.edu
09-23-24	4:30 p.m.	Deadline for answers to written questions & deadline for addenda issuance (if any)	NFC web page at https://www.nfc.edu/about-nfc/procurement-contracts/
09-25-24	2:00 p.m.	DEADLINE FOR RFQ SUBMISSION	North Florida College Bldg. 3, Room 19 325 NW Turner Davis Drive Madison, FL 32340
09-26-24	10:00 a.m.	Opening & Evaluation Public Meeting	North Florida College Bldg. 9, Room 20 325 NW Turner Davis Drive Madison, FL 32340

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09-26-24		Award Notice of Intent	NFC web page at https://www.nfc.edu/about-nfc/procurement-contracts/
09-30-24		Protest Period Ends	
09-30-24		Award Notice	NFC web page at https://www.nfc.edu/about-nfc/procurement-contracts/

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 will be posted on the College web site dedicated to this RFQ at <https://www.nfc.edu/about-nfc/procurement-contracts/>. It is the sole responsibility of the Respondent to monitor this web page during the entire RFQ process for information, updates, clarifications, schedule changes, addenda, and notices. Failure to monitor this web page for pertinent information may result in submission rejection.

3.0 GENERAL TERMS AND CONDITIONS

Definitions: The District Board of Trustees, DBOT, North Florida College, NFC, the College, and Owner refer to North Florida College. Contractor, responders, respondent, firm, or company refer to invited Commercial EPC Solar Installers submitting a response to this Request for Qualifications (RFQ). F.S. refers to the Florida Statutes.

Taxes: NFC is sales tax exempt.

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 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.

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 at who will issue written instructions to be followed. Contractors are responsible for the contents of their proposal and for satisfying the requirements set forth in the RFQ specifications.

The time/date stamp clock located in Employee Services in Building 3 at 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 nonresponsive and therefore not eligible for consideration.

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.

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Response Withdrawal: No Respondent may withdraw its submission after opening without express written permission by the College. The submission may be withdrawn only by written notice **prior** to the deadline for submission. Withdrawn submissions will be retained unopened by the College and will not be considered. Withdrawals received after the time set for bid opening will not be honored.

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 retained by NFC unopened.

RFQ submissions that do not comply with the requirements set forth in this specifications document will be considered incomplete and may be rejected.

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.

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 retained by NFC unopened.

No Contact Period (Cone of Silence): From the time that the Invitation to Respond to this RFQ is published on the NFC web page at <https://www.nfc.edu/about-nfc/procurement-contracts/> until such time that the RFQ is awarded (or rejected), a Respondent, nor any representative of the Respondent, shall contact any other college personnel or contact members of the College's District Board of Trustees either directly or indirectly concerning the RFQ in an attempt to further their interest in being selected for award. It is expected that personnel and team members of Respondent that are submitting responses refrain from posting opinions, provide commentary or engage in any discussion regarding this RFQ by the use of social media. Failure to abide by the conditions of the Cone of Silence are considered grounds for rejection of Respondent's submittal.

Addenda: In the event the College finds it expedient to supplement or modify any portion of the RFQ specifications document prior to the RFQ submittal date, such procedure will be accomplished by the issuance of written addenda to the RFQ specifications document and the addenda will be posted on the College's website at <https://www.nfc.edu/about-nfc/procurement-contracts/>. Respondents must acknowledge all addenda issued by NFC, if any, on the appropriate form in their submission. Any and all addenda if issued by the College become part of the RFQ Specifications Document.

Any and all addenda issued to RFQ Specifications Document become part of the specifications and qualification criteria.

Anticipated Solar Project: Funding for the anticipated 450-Kilowatt photovoltaic system solar project is through the American Rescue Plan Act (Public Law 117-2) Coronavirus State Fiscal Recovery Fund (SFRF) Deferred Building Maintenance Grant through the State of Florida. Prequalified Commercial EPC Solar Installers (Contractors) as primary bidders will be invited to bid on this project. All prequalified contractors as Bidders shall be in compliance will all federal requirements associated with the funding source with the exception of the Davis Bacon Act; However, any contract greater than \$100,000.00 must comply with 2 CFR 200 involving employment of mechanics or laborers. The College anticipates that the Invitation to Bid will be submitted to prequalified contractors around the first of October, 2024. Mandatory attendance at an onsite pre-bid meeting will be required for submitting a bid. Bid

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proposals will be due to NFC around the first week of November, 2024. The successful must be willing to enter into a contract with the College within ten (10) calendar days after notice of award.

This RFQ-NFC-05-2024 is issued for the purposes of prequalifying Commercial CPE Solar Installers and is not a bid for the project nor a solicitation for price proposals for the project.

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

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.

Debarment and Suspension (Executive Orders 12549 and 12689): A contract award (2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Contractors by submitting a response to this RFQ attest that the Contractor and affiliates have not been debarred and declared ineligible to receive federally funded contracts. A debarred contractor cannot obtain prequalified contractor status under this RFQ.

Laws, Ordinances, Rules, Regulations, Permits, and Licenses: Contractors shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees, and the federal and state governments which may be applicable to the Contractor's operation at North Florida College, and 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.

Protests shall be served to Micah Rodgers, NFC Chief Business Officer, 325 NW Turner Davis Dr., Madison, FL 32340, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original, via facsimile transmittal to Micah Rodgers, at 850 973-1688. Failure to file a notice of protest, failure to file a formal written protest during the protest period shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the posting of the notice of intent to award the RFQ website as indicated in the RFQ Schedule.

Confidentiality: The Contractor 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 F.S. Chapter 119, (Public Records Law).

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

Prequalification Certificates will be sent to successful applicants via U.S. mail at the completion of the RFQ.

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 economical operation. The Contractor's signature on the submission 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 F.S. Chapter 112 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 Contractor's business or any of its branches or dealerships.

Proposed Materials: The material submitted in response to the Request for Qualifications becomes the property of NFC upon delivery to 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 F.S. Section 119.07. 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 F.S. 119.07.

RFQ Response Rejection: 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 in any way incomplete or irregular. Conditional RFQ responses will not be considered. The College reserves the right to request additional information or clarification of any material submitted. Faxed, e-mailed, late, delivered to 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 for this RFQ upon request by the point of contact to do so.

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 response 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 the anticipated project 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.

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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 F.S. Section 119. 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 F.S. 119.07.

Insurance Requirements: Contractor 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 of any project or at any time based upon the recommendation of the College’s Risk Management Consortium. The insurance shall cover the Contractor’s entire operations under an agreement with the College and shall be effective throughout the effective period an agreement or any subsequent agreement. It is not the intent of this schedule to limit the types of insurance otherwise required or that the Contractor may desire to obtain.

Proof of insurance at the required levels must be submitted with the RFQ response. Proof of insurance at the required levels for a project may also be requested to be submitted with responses to a competitive solicitation. At the time of competitive solicitation award and prior to any work being done, the Contractor shall submit a certificate of insurance at the required levels with North Florida College included as additional named insured on each applicable policy, and each policy shall include a provision of 30 days written notice to the College of cancellation prior to the expiration date of the policy.

Insurance Schedule

Commercial General Liability	
Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000
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 will be required for the anticipated project and must be provided to the College prior to notice given to a Contractor to proceed.

Proof of bonding capacity is a requirement for prequalification. Evidence that the Contractor has the financial resources to start up and follow through on the anticipated project and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent (“A-” or better) in the current A.M. Best Guide and qualified to do business within the State.

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Bid Guarantee: A bid bond executed by the Bidder and a qualified surety with a rating of A- or greater, or other approved alternates made payable to North Florida College will be required with a bid submission for the anticipated project.

Indemnification: To the fullest extent permitted by law, the Contractor 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 Contractor 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.

E-Verify System: All prequalified Contractors must comply with F.S. 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. For purposes of applying for a new certificate of prequalification, 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.

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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

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

Contractor's Responsibility: It is understood, and the Contractor hereby agrees that it shall be solely responsible for all services that it proposes.

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.

Disqualification for Collusion or Fraud: Any RFQ response may be rejected if there is a reason to believe that collusion exists between the contractors. By submitting a response to this RFQ, Respondent attests that its response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response and is in all respects fair and without collusion or fraud.

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 Madison, Florida.

4.0 PREQUALIFICATION EVALUATION CRITERIA FOR A CERTIFICATE & SELECTION PROCESS

Selection Process: Contractors will be selected for prequalified contractor status based on meeting the Prequalification Evaluation Criteria and the Specifications in this Request for Qualifications Document, including addenda, if any.

Members of the Committee will evaluate submissions received by the RFQ submission deadline for compliance with **RFQ Specifications and the Prequalification 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 clarifications of any materials submitted in response to this RFQ. The College reserves the right to verify any information submitted and to contact references. Attendance at the public meeting by Respondents is not a requirement for prequalification.

To qualify for a certificate the Respondent must successfully meet (pass) all criteria, and the information must be complete. Criteria is graded on a pass or fail basis.

PREQUALIFICATION 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 results in a 'fail' and disqualification of respondent's submission.

Order for Submission of Sections	EVALUATION CRITERIA SECTION TITLES	<u>EVALUATION CRITERIA</u>
1	Cover Page for Respondent's Submission	<p>The name of the Contractor must appear on the first page of each section of the submission.</p> <p>Submit a Respondent created cover page (page 1) for the submission.</p> <p>The cover page must include the following:</p> <ul style="list-style-type: none"> • RFQ-NFC-05-2024 • Name and Address of Contractor
2	General Information about Contractor & Debarment Information	<p>Submit General Information About Contractor From</p> <ul style="list-style-type: none"> • Fully completed form. • List of principals, officers, contact information and history of the Contractor including state and date of incorporation. • The form must be signed by a person or persons legally authorized to bind the Contractor. • List any major changes in ownership, officers, or principles. • There must be no suspension or debarment. • <u>(Form must be signed and notarized.)</u>

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3	Public Entity Crimes	Submit PUBLIC ENTITY CRIME (PUR7068) FORM <ul style="list-style-type: none"> • There must be no public entity crimes as per F.S. 287.133 (2) (a). • <u>(Form must be signed and notarized.)</u>
4	Contractor's Licenses	<ul style="list-style-type: none"> • Must be licensed to do business in the state of Florida and have valid trade license(s). • Submit copy of Business License. • If there is a licenses solar, electrical and/ or roofing contractor <u>on your payroll</u> submit copy of license(s).
5	Evidence of Bonding Capacity	<ul style="list-style-type: none"> • Evidence that payment and performance bonding capacity for a <u>single project</u> is equal to or exceeds one million dollars (\$1,000,000) • NOTE: The bonding capacity listed is not indicative of the budget for any anticipated project. • <u>Verification must be submitted by a licensed surety company rated A- or better in the current A.M. Best Guide. Must list single and aggregate bonding thresholds.</u>
6	Evidence of Insurability	Submit Certificates of Insurance at Required Levels. <ul style="list-style-type: none"> • Submit Insurance certificates meeting requirements and thresholds of the Insurance Schedule in Section 3.0 of this Specifications Document. • Successful contractors must comply with required 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 at that time.</u> • Must show evidence of insurance at required levels

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7	Evidence of Drug Free Workplace	Submit Drug Free Workplace Form <ul style="list-style-type: none"> • Must be Drug Free Workplace
8	Conflict of Interest Disclosure Form	Submit Conflict of Interest Disclosure Form <ul style="list-style-type: none"> • Completed and Signed Conflict of Interest Disclosure Form
9	Evidence of Claim Resolution	<ul style="list-style-type: none"> • Provide a page titled at the top of the page “Evidence of Claim Resolution” listing all pending <u>litigation</u> and all resolved <u>litigation</u> for the past three years which includes an explanation of each and the current status. • If there is nothing to report, state “none” on the page. • Must have satisfactory claim resolution or none to qualify.
10	Acknowledgement of Addenda	Submit Acknowledgement of Addenda Form <ul style="list-style-type: none"> • Acknowledge all addenda issued by listing the Addendum No. and Date it was issued on the form, or check ‘none’ if no addenda are posted on the web page dedicated to this RFQ. There is a cutoff date for addenda to be posted on the web page in the RFQ Schedule. • The form must be filled out, signed, dated, and submitted with your submission, <u>even if no addenda have been issued</u> by the College by the cutoff date.
11	Form W9	<ul style="list-style-type: none"> • Submit W9
12	Evidence of Experience & Willingness Statement	<ul style="list-style-type: none"> • SUBMIT A LIST OF THE FOLLOWING: • Evidence of successful experience with solar projects similar in nature and scope to anticipated NFC project and provide written narrative as indicated below. • List five to ten solar projects which are planned, currently in progress, or completed <u>within the last five years</u> which are similar in nature and scope to the anticipated NFC project. Each project listed must include: <ul style="list-style-type: none"> • Project name and brief description of scope of work in kilowatts, ground or roof, and AC voltage. • Project completion date. If in-progress, provide anticipated completion date.

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		<ul style="list-style-type: none"> • Indicate if project was or will be completed on schedule. • Owner’s name and contact information. • Project address. • Dollar value of the project. SUBMIT A STATEMENT: <ul style="list-style-type: none"> • Provide a statement affirming Contractor’s willingness to enter into contract with NFC within ten days of notice of an award of bid
13	Reference Letters	<ul style="list-style-type: none"> • Submit at minimum one reference letter
14	Compliance with F.S. 448.095 (E-Verify System)	Submit E-VERIFY FORM <ul style="list-style-type: none"> • Must agree to comply.

5.0 INSTRUCTIONS FOR SUBMITTAL

RFQ documents submitted must be in the order listed for every section in the PREQUALIFICATION CRITERIA CHART and must be prepared according to the prescribed format listed below. Failure to follow these requirements are grounds for disqualification.

Responses must be submitted in a sturdy sealed envelope or transmittal package clearly marked on the outside with RFQ-NFC-05-2024 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) printed original and one (1) EXACT copy of the printed original on a USB Flash Drive in .pdf format. DO NOT SUBMIT A CD INSTEAD OF THE USB FLASH DRIVE. FAILURE TO SUBMIT THE USB FLASH DRIVE IS CONSIDERED GROUNDS FOR DISQUALIFICATION.

The documents submitted on the USB Flash Drive must be in the .pdf format and in the order listed in the Evaluation Criteria Chart Order for Submission of Sections. Do not submit forms or requested information out of order. The USB Flash Drive should be a copy of the original documents, therefore, documents requiring signatures and notarization must have those documents in the USB Flash Drive.

It is the responsibility of the Contractor (Applicant) to ensure that delivery is received at the correct location at the College by the deadline for submission and to ensure that the USB Flash Drive is sufficiently packaged in a secure transmittal package to ensure delivery intact and unopened. NFC is not responsible for damaged or missing USB Flash Drives.

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6.0 REQUIRED FORMS AND INFORMATION

The documents provided in this section are not in the order of submission listed in the Evaluation Criteria Chart. Refer to the Order For Submission Of Sections column in the Evaluation Criteria Chart for the correct order to submit these documents.

The following forms are available for download from the College's web page:

- Public Entity Crime Form (PUR7068 Form)
[Form available from NFC web page <https://www.nfc.edu/about-nfc/procurement-contracts/>]
- Drug Free Workplace Form
[Form available from NFC web page <https://www.nfc.edu/about-nfc/procurement-contracts/>]
- Conflict of Interest Disclosure Form
[Form available from NFC web page <https://www.nfc.edu/about-nfc/procurement-contracts/>]
- W9
[Form available from NFC web page <https://www.nfc.edu/about-nfc/procurement-contracts/>]

The printed forms provided in this specifications document begin on the next page.

GENERAL INFORMATION ABOUT CONTRACTOR FORM

MUST BE NOTARIZED

This section must be presented in the following format. Amplifying information may be included in on additional pages.

Company Background

Company Name: _____

D/B/A Name if applicable: _____

Street Address: _____

City, State, ZIP Code: _____

Two Points of Contact within the Company:

Name _____

Title _____

Phone/Fax _____

E-Mail _____

Name _____

Title: _____

Phone/Fax: _____

E-Mail _____

Entity Making Submittal:

Parent Company ___ Subsidiary ___ Division ___ Branch Office ___

Type of Company as listed on the W-9:

Year Company Established: _____ Experience in Years: _____

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

Name _____

Street Address _____

City, State, ZIP Code _____ Phone/Fax: _____

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

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Suspensions or Debarments: Has any principal of the company ever been debarred or suspended by any federal, state, or local agency? No _____ Yes _____ If yes, provide an explanation below.

List any major changes in ownership, principals, or officers of the Contractor in the last five years:

Acknowledgment:

The undersigned acknowledges that:

If any information provided by the applicant(s) is found to be, in the opinion of the Committee, substantially unreliable, this application may be considered non-responsive. The Committee reserves the right to reject any or all applicants and may stop the selection process at any time. It is understood that this document must be delivered to North Florida College, Attn: Tyler Coody, Executive Director of Employment Services, Bldg. 3, Rm. 18, 325 NW Turner Davis Drive, Madison, FL 32340, by 2:00 p.m. on September 25, 2024.

Signature and Certification

Under the penalty of perjury, the undersigned declares, certifies, verifies, and states to the best of his or her knowledge and belief, that the above attached information is true, correct, and complete.

Signature of Authorized Officer, Date

Name of Company Submitting

Typed Name of Authorized Officer

Federal ID Number of Company

Typed 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 _____.

E-VERIFY FORM

Name of Respondent: _____

Respondent acknowledges and agrees to the following:

Verification of Employment Eligibility, E-Verify System: All prequalified Contractors must comply with F.S. 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. For the purpose of applying for a new certificate of prequalification, respondents will be required to acknowledge that they will comply with Florida Statute 448.095. Further, additional proof of compliance may be required by the College prior to entry into contract with the College.

Company/Contractor: _____

Authorized Signature: _____

Title: _____

Date: _____

ACKNOWLEDGEMENT OF ADDENDA FORM

Name of Respondent: _____

The following Addenda are acknowledged:

Addendum # _____ Dated _____; Addendum # _____ Dated _____; or None _____

Authorizing Signature: _____

Printed Name: _____ Title _____

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****END OF RFQ-NFC-05-2024 SPECIFICATIONS DOCUMENT****