



REQUEST FOR PROPOSALS
Collins Building Repairs & Renovation Services
RFP NO. 19-02

PROPOSAL DUE DATE
MARCH 4, 2019

**REQUEST FOR PROPOSALS (“RFP”)
RFP 19-02 Collins Building Repair and Renovation
AT INNOVATION PARK
February 8, 2019**

The Leon County Research and Development Authority (“LCRDA”) is requesting proposals from contractors for the provision of repair and renovation services in the Collins Building at Innovation Park. The award shall be made to a responsible Proposer taking into consideration the evaluation factors set forth in the Request for Proposals (RFP) and, if necessary, obtaining best and final offers.

The LCRDA will receive all proposals. The Board of Governors (“Board”) Executive Committee will evaluate all proposals which may conduct negotiations and make a final recommendation to the Board for award of the contract. **It is the LCRDA’s intent to award one contract for the requested services.**

A. Services Sought.

1. Location.

The LCRDA is requesting proposals from qualified firms (“Proposers” or may be referred to as “Contractors”) for the provision of repair and renovation services in the Collins Building at Innovation Park, 2051 E. Paul Dirac Drive, Tallahassee, FL 32310.

2. Required Services and Approach to Required Services.

- a. The successful Proposer shall be required to provide the services outlined in Exhibit “B” attached hereto (“Required Services”) for the above referenced property.
- b. The successful Proposer shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute the contract. Proposer’s Proposal should include an outline of the type of equipment, which the Proposer intends to use to ensure Proposer has sufficient equipment and supplies for the provision of services contemplated in this request for proposals.
- c. The Proposer should propose a plan as to how the Required Services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel, which will be used to execute the services and when the services will be performed, and estimated time to complete each service. The Proposer is specifically advised that LCRDA reserves the right to approve any person, firm, or other party to whom it is proposed to award a subcontract under this contract. In the event Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the subcontractor(s) and the role of said subcontractor(s).
- d. A portion of the Location is currently occupied. The areas to be renovated are not occupied, but access to the occupied areas, including common area restrooms must be maintained and coordinated with the existing tenant.

- e. The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer's employees are performing their work in a safe manner.

3. Qualifications of Proposer.

- a. The Proposer shall state their qualifications to provide the Required Services, which should include but not be limited to, previous similar services offered to businesses within Leon County, current similar contracts being performed by Proposer, the length of time that this Proposer has been performing this service, the length of time employees who will execute the service have been employed by the Proposer, and any special qualifications those employees might have.
- b. The Proposer shall have a minimum of three (3) years previous experience providing similar services for similar sized projects prior to the date the proposal is submitted.
- c. The Proposer shall include responsibilities and relevant experience of the person(s) who will be actively engaged in managing the contract and supervising the employees providing the services.
- d. The Proposer shall submit with the proposal a summary of any training provided to employees to ensure the services proposed are provided in a safe and high quality manner and environment.
- e. If any services are expected to be subcontracted, the Proposer shall also provide all of the above information for the subcontractor(s).

4. References/Client List.

- a. The Proposer shall provide a list of five (5) client references, at least three (3) of which shall be current clients, for whom the same or similar type of services as those sought in this RFP have been or are being provided. The Proposer shall provide the location of the properties served, a contact person, electronic mail address, if available, and telephone number for each. The LCRDA reserves the right to contact clients for reference checks.
- b. In the event the Proposer plans to subcontract any services, the above information shall be provided as it relates to the subcontractor(s) and the services that will be performed by such subcontractor.

5. Terms of Agreement.

- a. Time and Liquidated Damages. The Required Services to be performed under this RFP shall be commenced upon execution of an agreement and within fifteen (15) days of the Notice to Proceed. All work to be performed shall be completed within one-hundred twenty (120) consecutive calendar days of the Notice to Proceed. If the Required Services are not completed within the time set forth above, or within such extra time as may be granted by LCRDA, the successful Proposer shall be deemed to be in default. For each day the successful Proposer

is in default, the successful Proposer or its Surety shall pay to LCRDA, not as a penalty, but as liquidated damages, the amount of \$100.00.

- b. The terms of the agreement will be negotiated with the selected proposer. The contract will be monitored for acceptable services rendered throughout the contract term. The LCRDA will have the option to cancel the contract in whole or in part during the contract term, for any reason or no reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

6. Payments.

- a. Payment shall be made according to the Proposer's payment schedule contained in its proposal, or as negotiated by LCRDA. In no event shall more than 80% of the total Price be paid prior to the completion of the project.

- b. Unless specified otherwise, the invoice shall be addressed as follows:

Leon County Research and Development Authority
c/o TALCOR Commercial Real Estate Services, Inc.
1018 Thomasville Rd, Suite 200A
Tallahassee, FL 32303

With a copy emailed to: rmiller@inn-park.com

- c. Payments shall be paid to the Proposer within thirty (30) days contingent upon the receipt of properly documented invoices and with the condition that the Proposer has accomplished the services to the satisfaction of the LCRDA.

B. Proposal Process.

1. Mandatory Pre-submittal Conference

A Mandatory Pre-submittal Conference meeting and walk-through of the job site will be held at the site, 2051 E. Paul Dirac Drive, Tallahassee, Florida, at 10:00 AM, February 18, 2019.

2. Contact Information

Each Proposer shall examine the RFP documents carefully and inspect the properties to be maintained pursuant to this RFP. Questions concerning the RFP terms, conditions and technical specifications will be accepted in writing through 2:00 PM, February 25, 2019. Requests must be transmitted via email. No Proposer may rely upon any oral responses. Answers to such questions will be posted on the LCRDA's website. Such written questions and requests shall be directed to the following LCRDA Contact person:

LCRDA Contact:
Ron Miller, Executive Director
Rmiller@inn-park.com

RFP 19-02 Collins Building Repair and Renovation
Leon County Research and Development Authority
Submission Deadline: March 4, 2019 @ 1:00 p.m.

- a. All registered Proposers will be sent any addenda or clarifications issued in response to this RFP. It is the responsibility of the Proposer to register its name and contact information with Ron Miller in order to receive said addenda or clarifications.
- b. Only communications from the Proposer which are in writing and signed by a person(s) authorized to contractually bind such Proposer will be recognized by the Board as duly authorized expressions on behalf of the Proposer.
- c. From the time this RFP is issued until a final decision is made by the Board as to the award of a contract to a Proposer, Proposers are instructed to:
 - i. Only contact the LCRDA Contact, identified hereinabove, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal in writing; provided any such contact shall be limited to questions regarding the process of this RFP and shall not relate to the merits of the Proposer's Proposal or another Proposer's Proposal; and
 - ii. Other than discussions held during the Mandatory Pre-Submittal Conference and public meetings of the Board, or of the Evaluation Committee, no contact or communication in person, by telephone, e-mail, through an intermediary, or otherwise with any member of the Board or any other representative of the LCRDA, other than LCRDA Contact, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal shall occur.
- d. Any contact or communication in violation of the provisions above shall be cause for rejection of the Proposer's Proposal.

3. Proposal Deadline.

Proposals must be received by the LCRDA by 1:00 PM, March 4, 2019 ("Submission Deadline"). Proposals may be mailed or hand-delivered to the below address:

Mail or hand-deliver to:
Leon County R&D Authority
Attn: Ron Miller
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Mark on the outside of the envelope and on any carrier's envelope: "PROPOSAL FOR COLLINS BUILDING REPAIR AND RENOVATION, March 4, 2019, 1:00PM".

Due to inconsistent office hours, hand-delivered Proposals will only be accepted on the day of the Submission Deadline after 9:00am and before 1:00pm, or by appointment only if on days prior to the Submission Deadline. Please email rmiller@inn-park.com to make an appointment.

4. Submission of Proposal.

- a. Proposals must arrive at the above address no later than Submission Deadline to be considered.
- b. It is the Proposer's responsibility to assure that their Proposal is delivered to the proper location no later than the Submission Deadline.
- c. The LCRDA Contact, whose duty it is to open the Proposals, will open the Proposals as soon as practicable after the established Submission Deadline.
- d. Proposals received later than the Submission Deadline will not be considered, will be marked "Too Late" and may be returned unopened to the Proposer.
- e. The LCRDA is not responsible for the premature opening of a Proposal not properly addressed and identified by the RFP title and submission deadline on the outside of the envelope/package.
- f. The Proposer shall submit an ORIGINAL and three (3) copies of the proposal on or before the Submission Deadline. Proposals will be retained as the property of the LCRDA. The Original of your Proposal must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding Proposer; all other copies may be photocopies.
- g. Proposer Registration - Potential Proposers MUST officially register before March 4, 2019, and as soon as possible, in order to be placed on the Registered Proposers list for the solicitation (see Attachment 9). This list is used for communications to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than the LCRDA Contact may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer may cause a Proposer's Proposal to be rejected as non-responsive.
- h. Special Accommodation - Any person requiring a special accommodation at the Opening of Proposals because of a disability should inform the LCRDA Contact no less than three (3) workdays prior to the proposal deadline.
- i. All expenses associated with the submittal of a proposal will be borne solely by the Proposers.

5. General Conditions.

- a. Proposers must be available for interviews by the Evaluation Committee, and/or the Board if required.
- b. The contents of the Proposal of the successful Proposer will become part of the contractual obligations except as may be modified by subsequent negotiations.
- c. Proposals must be typed or printed in ink. All corrections made by the Proposer to their Proposal prior to the Opening of Proposals must be initialed and dated

by the Proposer. No corrections will be allowed to be made to Proposals after the Opening of Proposals.

- d. The LCRDA reserves the right to reject any or all Proposals, in whole or in part, when such rejection is in the best interest of the LCRDA. Further, the LCRDA reserves the right to withdraw this solicitation at any time prior to the final award of the contract.
- e. Equal Opportunity/Affirmative Action Requirements - The Proposer shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief. For federally funded projects, in addition to the above, the Proposer shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein. In addition to completing Attachment 3, the Equal Opportunity Statement, the Proposer shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.
- f. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - The Proposer must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency and meet all other responsibility matters as contained in the certification form attached as Attachment 4.
- g. Fictitious Name Registration - If the Proposer is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the Proposal.
- h. Unauthorized Alien(s) - The Proposer shall be responsible for assuring that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The LCRDA shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the contract entered into by the LCRDA as a result of this RFP. As part of the response to this RFP, please complete and submit Attachment 5 -- the "Affidavit Certification Immigration Laws."
- i. Addenda to Specifications - If any addenda are issued after the initial specifications are released, the LCRDA will post the addenda on the LCRDA's website at <http://www.innovation-park.com/opportunities>.

It is the responsibility of the Proposer prior to submission of any Proposal to check the above website or contact the LCRDA Contact at (850) 224-2300 to verify any addenda. The receipt of all addenda must be acknowledged on the Proposal sheet.

6. Schedule

The following table lists the important dates/times and actions relative to this solicitation. If the Board finds it necessary to make changes to the actions, dates, and/or times, such changes will be accomplished by written addendum to this solicitation and posted on the LCRDA's website. All times are local times in Tallahassee, Florida.

<u>Events</u>	<u>Date/Time</u>
Release/Issuance of RFP	February 8, 2019
Mandatory Pre-Submittal Meeting	February 18, 2019 at 10:00AM (EST)
Questions for Clarification Deadline	February 25, 2019 at 2:00 PM (EST)
Submission Deadline	March 4, 2019 at 1:00 PM (EST)
Evaluation Committee's Recommendation for Contract Award to the Board	March 25, 2019 (tentative)
Authorization of contract by Board of Governors of LCRDA	April 4, 2019
* Notice of meetings of the Evaluation Committee will be posted on the LCRDA's website at http://www.innovation-park.com/executive/	

7. Evaluation

Proposals will be reviewed and evaluated based upon the following criteria:

- a. Completeness of proposal, approach to Required Services.
- b. Qualifications of Proposer and qualifications of personnel selected to perform the services.
- c. Past performance on contracts for similar services with respect to such factors such as costs, quality of work and ability to perform.
- d. Price.
- e. Schedule to Complete Required Services.
- f. Local Preference in Purchasing and Contracting
 - i. Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria and a point ranking system is used, additional points shall be added to the total score for a local preference, as follows:
 - (1) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five (5) points.
 - (2) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three (3) points.

- ii. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - (1) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by LCRDA; and
 - (2) Holds any business license required by Leon County and, if applicable, the City of Tallahassee; and
 - (3) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
 - iii. Certification. Any vendor claiming to be a local business as defined shall so certify in writing to LCRDA. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed (Attachment 8). LCRDA shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a vendor meets the definition of a "local business."
- g. Minority, Women and Small Business Enterprise (MWSBE) Preference
- i. Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria and a point ranking system is used, a preference of five (5) points shall be added for a certified MWSBE.
 - ii. Certification. Any vendor claiming to be an MWSBE shall attach evidence of certification from the Tallahassee-Leon County Office of Economic Vitality, or the State of Florida.

Although not required, a point ranking system may be used to aid in the evaluation process. If a point ranking system is not used, Local and MWSBE Preferences shall be considered in the evaluation process.

8. Contract

The successful Proposer will be required to enter into a contract with the LCRDA in substantially the same form as the sample contract provided with this RFP. By submitting a Proposal, the Proposer acknowledges and agrees to comply with the following if they become the Proposer chosen by the Board:

- a. Hold Harmless - The Proposer shall agree to indemnify and hold harmless the LCRDA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Proposer, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Proposer, including but not limited to costs and a reasonable attorney's fee. The LCRDA may, at its sole option, defend itself or allow the Proposer to provide the defense. The Proposer shall acknowledge that ten dollars (\$10.00) of the amount paid to the Proposer is sufficient consideration for the Proposer's indemnification of the LCRDA.
- b. Audits, Records, and Records Retention: The Proposer shall agree as follows:

- i. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this contract.
 - ii. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
 - iii. Upon completion or termination of the contract and at the request of the LCRDA, the Proposer will cooperate with the LCRDA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
 - iv. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by the LCRDA.
 - v. Persons duly authorized by the LCRDA and Federal auditors, pursuant to 45 CFR Part 92.36(I)(10), shall have full access to and right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 - vi. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- c. Insurance - Attention is directed to the insurance requirements below. Proposers should confer with their respective insurance carriers or brokers to determine in advance of Proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. Proposers who fail to comply strictly with the insurance requirements may be disqualified from award of the contract.
- i. The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, or employees.
 - ii. Minimum Limits of Insurance – The Proposer shall maintain limits no less than the following:
 - (1) General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's

- insurance shall include LCRDA as an additional insured as provided herein below.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Contractor's insurance shall include LCRDA as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.
 - (3) Worker's Compensation and Employers Liability: Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming LCRDA as an additional insured, Contractor shall provide to LCRDA a waiver of all rights of subrogation against LCRDA with respect to losses payable under such workers' compensation policy(ies).
- iii. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions applicable to any of Contractor's policies required above shall be declared to and approved by LCRDA. Thereafter, at the request of LCRDA, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to LCRDA, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- iv. Other Insurance Provisions – The policies are to contain, or be endorsed to contain, the following provisions:
- (1) General Liability and Automobile Liability Coverages (**LCRDA and its agents are to be named as Additional Insured**).
 - (2) The LCRDA, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Proposer, including the insured's general supervision of the Proposer; products and completed operations of the Proposer; premises owned, occupied or used by the Proposer; or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitations on the scope of protections afforded the LCRDA, its officers, officials, employees, agents or volunteers.
 - (3) The Proposer's insurance coverage shall be primary insurance as respects the LCRDA, it officers, officials, employees, agents and volunteers. Any insurance of self-insurance maintained by the LCRDA, its officers, officials, employees, agents or volunteers shall be excess of the Proposer's insurance and shall not contribute with it.

- (4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the LCRDA, its officers, officials, employees, agents or volunteers.
 - (5) The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - (6) All Coverages - Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the LCRDA.
 - (7) Acceptability of Insurers - Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
 - (8) Verification of Coverages – The Proposer shall furnish the LCRDA with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the LCRDA before work commences. The LCRDA reserves the right to require complete, certified copies of all required insurance policies at any time.
 - (9) Subcontractors: Contracts shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- d. Permits: The Contractor shall pay for all necessary permits as required by law.
- e. Ethical Business Practices
- i. Gratuities - It shall be unethical for any person to offer, give, or agree to give any LCRDA employee, or for any LCRDA employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or response therefore.

- ii. Kickbacks - It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the Proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- f. The LCRDA reserves the right to deny award or immediately suspend any contract resulting from this response pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

9. Proposal Format.

a. General Format for Proposals

To facilitate evaluation, the Proposer shall follow the format outlined in this section. Failure of a Proposer to follow the required format may, at the sole discretion of the LCRDA, result in the rejection of the submittal. Proposals shall contain concise written material that enables a clear understanding and evaluation of the capabilities of the Proposer. Clarity and completeness are essential. The LCRDA, at its sole discretion, may reject any Proposal which is unclear in any way.

b. Proposal Content

This RFP will be used as the instrument to solicit Proposals for Janitorial Services for the LCRDA. It defines the terms, conditions and specifications to be followed and met by the Proposers. In order to maintain comparability and simplify the review and evaluation process, all Proposals submitted are required to be organized in the following manner. Failure to comply with the prescribed organization may, at the discretion of the Evaluation Committee, result in the elimination of the Proposal from consideration. Proposals are to be submitted in three ring binders or bound by binder clips **only**. No manner of plastic, comb or wire bindings or staples are acceptable. Be sure to follow and clearly mark each section of your Proposal according to the sections below.

Tab 1 – Title Page – The Title Page should contain the following:

- The RFP title
- The name of the proposing Proposer
- The name, address, telephone, e-mail address and fax number of the primary contact person

Tab 2 – Table of Contents – The table of contents should include a clear identification of the material included in the Proposal, by section and by page number.

Tab 3 – Approach to Required Services including schedule

Tab 4 – Qualifications

Tab 5 – Experience

Tab 6 – References/Client List

Tab 7 – Required Forms

- (1) Include the following completed forms:
 - Attachment 1 – Proposal Form
 - Attachment 2 – Price Schedule
 - Attachment 3 – Equal Opportunity/Affirmative Action Statement;
 - Attachment 4 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;
 - Attachment 5 – Affidavit Certification Immigration Laws;
 - Attachment 6 – Insurance Certification Form; and
 - Attachment 7 – Drug-Free Work Place Form.
 - Attachment 8 – Local Vendor Certification
 - Attachment 9 – Proposer Registration Form (as submitted prior to March 4, 2019)

- (2) Copies of required licenses, registrations, and certifications, if any

ATTACHMENT 1

PROPOSAL FORM
RFP 19-02 Collins Building Repair and Renovation
At Innovation Park

Place: Leon County R&D Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310
Due Date: March 4, 2019 at 1:00 PM

Proposal of _____ hereinafter-called
PROPOSER, a corporation organized and existing under the laws of the State of
_____, or, a partnership, a company, or an individual doing business as _____
_____.

To the Leon County Research and Development Authority, hereinafter referred to as
“LCRDA”.

The PROPOSER, in compliance with the request for proposals for Collins Building
Repair and Renovation Services, having examined the specifications with related documents and
the sites of the proposed work, and being familiar with all of the conditions of the proposed work,
including the availability of materials and labor, hereby proposes to furnish all labor, material and
supplies and at the prices shown in the attached Price Schedule. These prices are to cover all
expenses incurred in performing the work required under the proposal documents, of which this
proposal is a part. These prices are firm and shall not be subject to adjustment provided this
Proposal is accepted within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to
be specified in a written “Notice to Proceed” to be issued by the LCRDA.

PROPOSER agrees to perform all work for which he contracts as described in the
specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract
attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal
as principal or principals are named herein, and that no other persons or firms than are herein
mentioned have any interest in this Proposal or in the contract to be entered into; that this
proposal is made without connection with any other person, company, or parties likewise
submitting a proposal; and that it is in all respects for and in good faith, without collusion or
fraud.

DEVIATIONS FROM SPECIFICATIONS IF ANY:

RFP 19-02 Collins Building Repair and Renovation
Leon County Research and Development Authority
Submission Deadline: March 4, 2019 @ 1:00 p.m.

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____ AGENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ TELEFAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

Respectfully submitted,

Attest:

By: _____

Print Name _____

Date _____

By: _____

Print Name _____

Title _____

ATTACHMENT 2

PRICE SCHEDULE

The PROPOSER, in compliance with the request for proposals for the **Collins Building Repair and Renovation**, having examined the scope of work and written specifications, hereby proposes to furnish **Collins Building Repair and Renovation** services for the following unit prices.

PRICE OF REQUIRED SERVICES (for each item as described in Exhibit A):

- | | |
|--|----------|
| 1. Remove walls in training room and kitchen | \$ _____ |
| 2. Provide and install kitchen cabinets/top, sink, faucets, etc. | \$ _____ |
| 3. Assistant area ½ wall | \$ _____ |
| 4. Provide and install 3 Doors | \$ _____ |
| 5. Repair walls and reinstall 2 existing doors and casings | \$ _____ |
| 6. Provide and replace all ceiling tiles | \$ _____ |
| 7. Painting | \$ _____ |
| 8. Remove and Replace Carpet, Cove Base with: | |
| a. Removal and disposal | \$ _____ |
| b. Provide and install carpet | \$ _____ |
| c. Provide and install LVT | \$ _____ |
| d. Cove base & transitions | \$ _____ |
| 9. Permits | \$ _____ |
| 10. Other _____ | \$ _____ |
| 11. TOTAL PRICE | \$ _____ |

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, permits, cleaning, overhead, profit, insurance, and any other cost necessary to cover the finished work of the several kinds called for in the RFP.

PROPOSED PAYMENT SCHEDULE (The final payment schedule will be subject to contract negotiation):

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

By: _____
Signature

Print Name

Print Title

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Proposer: _____

Address: _____

ATTACHMENT 4

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Proposer's name

Address

ATTACHMENT 5
AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

The LCRDA will not intentionally award LCRDA contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act).

The LCRDA may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the LCRDA.**

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

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

Personally known _____

NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of

(Type of identification)

My commission expires:

Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

THE LCRDA RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

ATTACHMENT 6
INSURANCE CERTIFICATION FORM

To indicate that Proposer understands and is able to comply with the required insurance, as stated in the RFP document, the Proposer shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

1. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

_____ YES _____ NO

Commercial General Liability: Indicate Best Rating:
 Indicate Best Financial Classification:

Automobile Liability: Indicate Best Rating:
 Indicate Best Financial Classification:

2. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

_____ YES _____ NO

Indicate Best Rating:
 Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

3. Is the Proposer able to obtain the required types and limits of coverage for this RFP, as identified within the solicitation package? Be sure to carefully review and ascertain that the Proposer either has coverage or will place coverage at these or higher levels.

_____ YES _____ NO

Please mark the appropriate box:

Coverage is in place _____ Coverage will be placed, without exception _____

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

ATTACHMENT 7
Drug Free Work Place Form

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned proposer hereby certifies that _____
(Name of Business) does:

Publish 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.

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.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

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 novo contender 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 five (5) days after such conviction.

Impose a sanction on or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

**ATTACHMENT 8
 LOCAL VENDOR CERTIFICATION**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone: Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:

 Signature of Authorized Representative

 Date

STATE OF _____
 COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

By _____, of _____,
 (Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a _____ corporation, on behalf of the corporation. He/she is personally known to me
 (State or place of incorporation)

or has produced _____ as identification.
 (type of identification)

 Signature of Notary

 Print, Type or Stamp Name of Notary

 Title or Rank

 Serial Number, If Any

Return Completed form with supporting documents to:

**Leon County R&D Authority, Ron Miller
 1736 W. Paul Dirac Drive
 Tallahassee, Florida 32310**

ATTACHMENT 9

PROPOSER REGISTRATION FORM

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA’s website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before March 4, 2019, in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Ron Miller at rmiller@inn-park.com.
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA’s website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company:		
Company’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:
Primary Contact Person for the Company:		
Contact Person’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Ron Miller. Such written questions and requests shall be: (1) received by Ron Miller no later than February 25, 2019 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Ron Miller by the company by e-mail. Answers to such questions will be posted on the LCRDA’s website <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Ron Miller concerning this RFP.

Contact Information for Ron Miller –

- E-mail: rmiller@inn-park.com

Submit completed registration form to Ron Miller via email at rmiller@inn-park.com

Exhibit "A"
RFP 19-02 Collins Building Repair and Renovation
Required Services

All materials are to be provided as specified in Exhibit C.

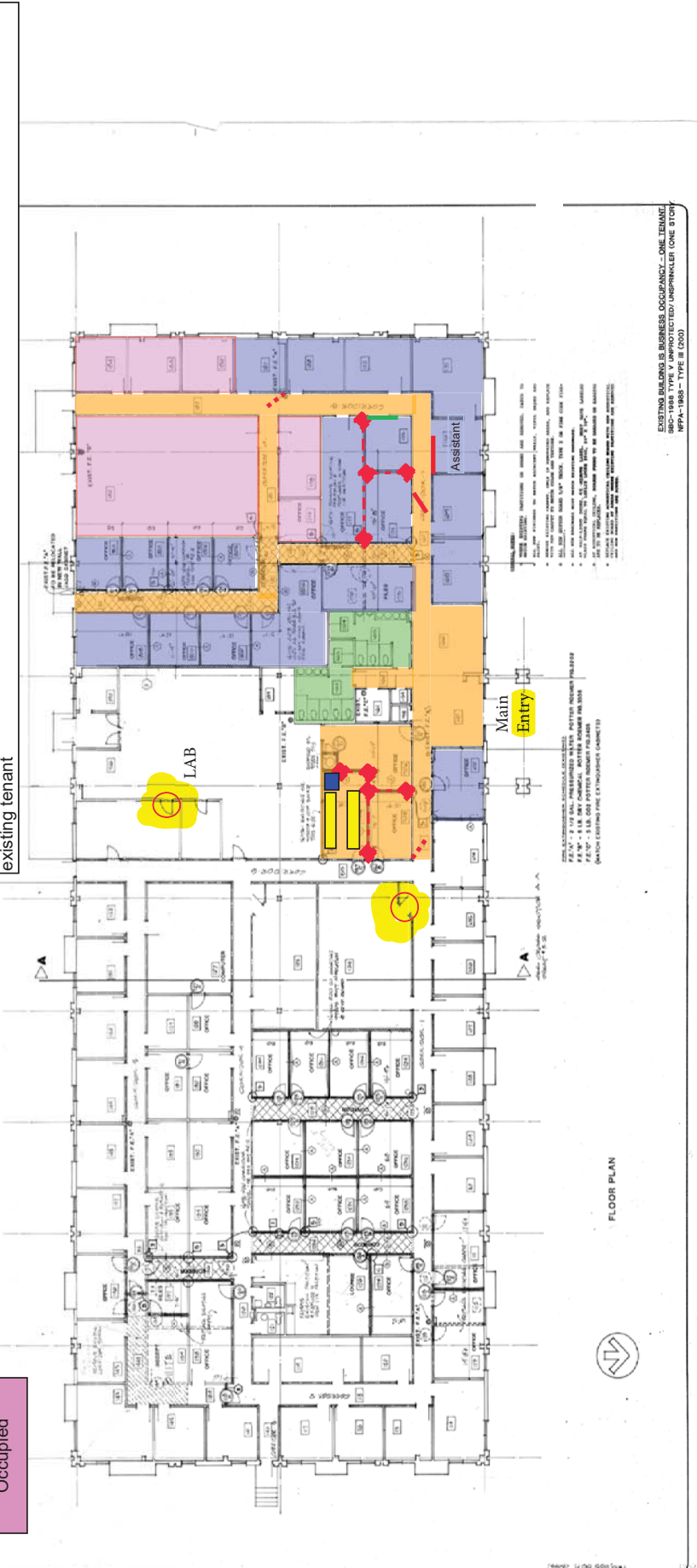
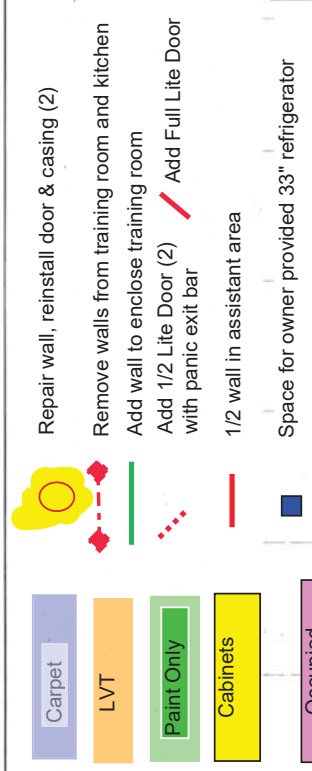
Required Services:

1. As shown in Exhibit B remove walls in training room and kitchen, manipulate electrical (light switches and plugs) and adjust or replace ceiling grid as needed; relocate thermostat from any demo wall as needed
2. Provide and install 12' "box" cabinets top and bottom with counter top, with sink, faucet and basin pump tied into existing hot/cold water and drain; install/relocate electrical outlets for refrigerator & counter top; matching "bar" height cabinet and top with appropriate overhang for bar seating
3. In assistant area, build 4' drywall wall with stained wood cap--retain min 36" aisle opening
4. Provide and install (2) half lite doors with panic exit bars and (1) full lite door as indicated on Exhibit B
5. Repair wall, reinstall existing door & casing in lab and old conference room
6. Provide and replace all ceiling tiles in all new painted areas
7. Paint with 2 coats all walls (including touching up drywall) and door casings in areas with new floor covering as well as the restrooms
8. Remove and replace existing carpet and cove base with carpet and LVT as indicated in Exhibit B
9. Provide appropriate transitions between new carpet, new LVT, and existing floor coverings
10. Contractor shall coordinate owner's vendor installation of electronic door access on all new doors
11. Acquire and pay for all required permits
12. Remove all debris from site
13. Site shall be clean and move-in ready upon completion
14. Access to occupied areas, including common area restrooms shall be maintained and coordinated with existing tenant

Exhibit "B"
RFP 19-02 Collins Building Repair and Renovation
Required Services Sketch

Exhibit B
RFP 19-02 Collins Building Repair and Renovation

1. As shown in sketch remove walls in training room and kitchen, manipulate electrical (light switches and plugs) and adjust or replace ceiling grid as needed; relocate thermostat from any demo wall as needed
2. Provide and install 12" "box" cabinets top and bottom with counter top, with sink, faucet and basin pump tied into existing hot/cold water and drain; install/relocate electrical outlets for refrigerator & counter top; matching "bar" height cabinet and top with appropriate overhang for bar seating
3. In assistant area, build 4' drywall wall with stained wood cap--retain min 36" aisle opening
4. Provide and install (2) half lite doors with panic exit bars and (1) full lite door as indicated on sketch
5. Repair wall, reinstall door & casing in lab and old conference room
6. Provide and replace all ceiling tiles in all new painted areas
7. Paint with 2 coats all walls (including touching up drywall) and door casings in areas with new floor covering as well as the restrooms
8. Remove and replace existing carpet and cove base with carpet and LVT as indicated in sketch
9. Provide appropriate transitions between new carpet, new LVT, and existing floor coverings
10. Contractor shall coordinate owner's vendor installation of electronic door access on all new doors
11. Acquire all required permits
12. Remove all debris from site
13. Site shall be clean and move-in ready upon completion
14. Access to occupied areas, including common area restrooms shall be maintained and coordinated with existing tenant



EXISTING BUILDING IS BUSINESS OCCUPANCY - ONE TRADING FLOOR - UNOCCUPIED UNRENDERED CORE STAIRS (NPPA-1888 - TYPE III (2002))

RFP 19-02 Collins Building Repair and Renovation
Leon County Research and Development Authority
Submission Deadline: March 4, 2019 @ 1:00 p.m.

Exhibit "C"

**RFP 19-02 Collins Building Repair and Renovation
Material Specifications**

To Be Provided Separately

See: <http://innovation-park.com/rfp-19-02/>