



ST. JOHNS RIVER
S T A T E C O L L E G E

REQUEST FOR PROPOSAL

RFP-SJR-02-2025

Security Services

Proposals Due

Thursday, May 1, 2025

No later than 2:00 p.m. to:

Purchasing Department, Palatka Campus

Business Office; Building "A"

5001 St. Johns Ave, Palatka, FL 32177

TABLE OF CONTENTS

- PART 1: INTRODUCTION
- PART 2: GENERAL TERMS AND CONDITIONS
- PART 3: PROPOSAL INSTRUCTIONS/EVALUATION
- PART 4: SCOPE OF SERVICES/SPECIFICATIONS
- PART 5: APPENDICES
- PART 6: ATTACHMENTS/REQUIRED FORMS

PART I: INTRODUCTION

- 1.1 St. Johns River State College (SJR State or College) serves students in Putnam, St. Johns and Clay Counties. The College is issuing this Request for Proposal (RFP) to identify a qualified vendor who can provide security services for Palatka, St. Augustine, Orange Park, and Workforce Training Campuses.
- 1.2 SJR State is a political subdivision of the State of Florida and is exempt from payment of federal excise tax and Florida state sales tax:
 - Florida Sales Tax Exemption Certificate Number 85- 8013170533C-4
 - Federal Identification Number 59-1033399.
- 1.3 Interpretation of the wording of, and responses to, questions concerning this RFP shall be the responsibility of the College and will be communicated via the Purchasing Department and shall be final. Questions and requests for clarifications should be directed in writing to the Point of Contact, Lesley Foster, Purchasing Specialist, via email at LesleyFoster@sjrstate.edu. Questions will be accepted until the deadline stated in Section 3 of this RFP. Any and all written questions received shall be reviewed, and if deemed necessary, an official response shall be issued by the Purchasing Department in the form of an Addendum. This process shall constitute the only official means by which additional information regarding this RFP shall be made available. Additional information acquired by any other means shall not be utilized in the configuration of any Respondent's proposal, shall not be considered in the evaluation of proposals submitted, and shall be considered inadmissible in proposal dispute proceedings.
- 1.4 In accordance with Florida Statute 287.133, a person, entity or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal the respondent certifies compliance with FS 287.133.

THIS SECTION INTENTIONALLY LEFT BLANK

PART 2: GENERAL/CONTRACT TERMS AND CONDITIONS

- 2.1 **AWARD:** All Respondents submitting a response to this RFP understand and agree that the affirmative act of submitting a response constitutes acceptance of and agreement to the General Terms and Conditions. Respondents are responsible for adhering to the General Terms and Conditions. Lack of knowledge by the Respondent will in no way be cause for relief from responsibility. The College reserves the right to accept/reject any or all proposals, waive minor formalities, and to award to the Respondent that best serves the needs of the College.
- 2.2 **EXPENSES:** Respondents are responsible for any and all costs associated with developing and submitting a Proposal in response to this RFP. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the College. It is expressly understood, no Respondent may seek or claim any award and/or re-imbusement from the College for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.
- 2.3 **RFP DATE AND TIME:** All Proposals must be delivered to the SJR State Purchasing Department at 5001 St Johns Ave., Palatka, FL 32177; Business Office, Building "A", before 2:00pm on Thursday, May 1, 2025. Please indicate the RFP number on the outside of your sealed proposal envelope to assist the College in identifying your RFP. Proposals received after due date/time will not be accepted. Proposals cannot be faxed or emailed. The College will not be responsible for Postal or other delivery service delays that may cause a proposal to be late. To be considered responsive your proposal shall be signed by an authorized employee/officer with the authority to bind a contract and must include all requested item(s). Proposal packages must include one (1) original copy and three (3) duplicate copies. Original document must be marked "ORIGINAL" and must have original signatures.

Bids/RFPs may be mailed, or hand delivered to:

St. Johns River State College c/o Purchasing Department
Office of Business Affairs, Building "A"
5001 St. Johns Ave
Palatka, Florida 32177

- 2.4 **PUBLIC BID OPENING:** St. Johns River State College will conduct a Public Proposal opening as noted in Section 3. Sealed bids, proposals, or replies received by the College pursuant to this solicitation will remain confidential and are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies; whichever is earlier. By submitting a response to this solicitation, the proposer acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act and may be disclosed to third parties upon request, notwithstanding any confidentiality clauses or labels contained in such documents.

- 2.5 **POSTING OF RECOMMENDATION OF AWARD:** The College's recommendation of award will be posted to <https://www.sjrstate.edu/purchasingdept> and <http://www.demandstar.com>
- 2.6 **IDENTICAL OR TIED PROPOSALS/BIDS:** The decision for the award of tied bids/proposals shall be made after a careful review of the circumstances surrounding the tie, with preference being given to State of Florida Respondents. If still tied, pursuant to FS 287.087, the College will break a tie/award to a business that has implemented a drug-free workplace program. If still tied, pursuant to HB 687 and FS 287.057(12) the College shall give consideration to a State-certified minority business enterprise, and award to a State-certified minority business enterprise, when all other things are equal.
- 2.7 **PROTESTS:** Protests shall be served to the Purchasing Department at 5001 St. Johns Avenue, Palatka, Florida, 32177, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original, via email to PurchasingDepartment@sjrstate.edu. Bid protests must be accompanied by a cost deposit of five thousand dollars (\$5,000.00) or one percent of the total contract price, whichever is greater. Failure to file a notice of protest, failure to file a formal written protest, or failure to post the bond or other security 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 documents being posted to the Purchasing website and DemandStar.
- 2.8 **ADVERTISING:** In submitting a proposal, Respondent agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the College.
- 2.9 **APPLICABLE LAW:** The Respondent shall comply with all applicable federal, state, county and local laws, rules, ordinances, and regulations. This RFP, and any contract to be executed in connection with the award of this RFP, must be in accordance with any statutory requirement of the State of Florida. Lack of knowledge by the Respondent will in no way be cause for relief from responsibility. The contract, when entered into, shall be constructed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Contractor hereby agree that venue shall be in Putnam County, FL.
- 2.10 **ASSIGNMENT:** If awarded, neither the resulting contract nor any of the Contractor's rights, duties, or obligations under the contract may be assigned or subcontracted by the Contractor without the written consent of the College.
- 2.11 **BOND:** A bond may be required to guarantee the payment of any losses by theft, burglary, pilfering or vandalism as a result of carelessness, negligence or willful acts of the Contractor, its agents, employees or assigns.

- 2.12 **MINIMUM QUALIFICATIONS OF CONTRACTOR:** The following are minimum qualification requirements that Respondents must meet in order to be eligible to submit a proposal. Proposals must satisfactorily demonstrate Respondent qualifications that meet and/or exceed the minimum qualifications as follows:
- Respondent must be licensed to do business in the State of Florida.
 - Respondent must have at least four (years) of prior experience working on projects of same size and scope of this RFP.
 - Respondent must currently provide a minimum of ten thousand (10,000) contract security hours annually in the State of Florida
 - Respondent shall be currently licensed by the State of Florida, Department of State, Division of Licensing, holding a valid security agency Class “B” license, or if a branch office, must possess a valid Class “BB” license pursuant to Florida Statute Section 493.6301(1)and(2).
- 2.13 **PERSONNEL:** Contractor agrees each of its employees will be properly qualified and will use reasonable care in the performance of services. If the College, in the College’s sole opinion, determines for any reason, that the qualifications, actions, or conduct of any particular Contractor employee has violated the Agreement by performing unsatisfactory services, interfering with operation of property, bothering or annoying any occupants, other contractors or subcontractors on the campus, or that such actions or conduct is otherwise detrimental to the College, then upon the College’s written notice, Contractor shall immediately provide a qualified replacement. Contractor’s employees are expected to adhere to all College policies and procedures including but not limited to maintaining a tobacco free campus.
- 2.14 **E-VERIFY:** In accordance with State of Florida Statute 448.095, Contractor shall utilize the U.S. Agency of Homeland Security’s E-Verify system to verify employment eligibility of all employees hired during the term of the Agreement. Contractor shall also require all subcontractors performing work under this Agreement to utilize the E-Verify system for any employees they may hire during the term of this Agreement.
- 2.15 **PUBLIC RECORDS:** To the extent that CONTRACTOR meets the definition of “Contractor” under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, CONTRACTOR must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:
- 2.15.1 Keep and maintain public records required by COLLEGE to perform the service.
- 2.15.2 Upon request from COLLEGE's custodian of public records, provide COLLEGE with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.

- 2.15.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to COLLEGE.
- 2.15.4 Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.
- 2.15.5 **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**PUBLIC RECORDS
5001 ST. JOHNS AVE
PALATKA, FL 32177
PublicRecords@sjrstate.edu
(386) 312-4068**

- 2.15.6 The CONTRACTOR acknowledges that the College cannot and will not provide legal advice or business advice to CONTRACTOR with respect to its obligations pursuant to this section related to public records. The CONTRACTOR further acknowledges that it will not rely on the College or its Counsel to provide such legal or business advice, and that CONTRACTOR has been advised to seek professional advice with regard to public records matters addressed by this agreement. The CONTRACTOR acknowledges that its failure to comply with Florida law and this agreement with respect to public records shall constitute a material breach of this agreement and grounds for termination.
- 2.16 **RESPONSE MATERIALS:** Any material submitted in response to this RFP becomes the property of the College upon delivery to the Purchasing Department and may be appended to any formal document which would further define or expand the contractual relationship between the College and the successful respondent.

Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the respondent may consider confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

2.17 **TRADE SECRETS:** If the Respondent seeks to assert trade secret protection under Florida Statutes Section 119.0715, such Respondent must comply with the following:

1. Clearly label the record(s) containing claimed trade secrets. The Respondent must provide the appropriately redacted copies of any such record(s) or mark portions in such records which need to be redacted.

AND

2. Provide a sworn affidavit signed by an authorized Respondent's officer, certifying the following for each record containing trade secret:

- a. Identify with specificity the record(s) for which trade secrets protection is claimed;
- b. Provide a description of the record sufficient to determine the application of the trade secret exemption; and
- c. Explain in detail the specific element(s) or provision(s) of Florida Statutes Section 688.002(4) and/or case law that render the record at issue a trade secret. exempted from public records production under Florida law.

PLEASE NOTE: *Inserting the words "Confidential" and/or "Proprietary" on a record does not automatically entitle the record to be considered a trade secret under Florida law; the claimed trade secrets must actually constitute trade secrets as defined by law.*

2.18 **RETENTION OF RECORDS:** The Contractor agrees to retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any agreement resulting from this solicitation for a period of five (5) years after contract end date. The Contractor shall maintain complete and accurate record keeping and documentation as required by the College and the terms of any agreement resulting from this solicitation. Copies of all records and documents shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes.

2.19 **SAFETY REQUIREMENTS:** The Contractor, by submitting a proposal, agrees that it shall be solely responsible for supervising its employees, that it shall comply with all rules, regulations, orders, standards and interpretations promulgated pursuant to Occupational Safety and Health Act of 1970, including but not limited to training, recordkeeping, providing personal protective equipment, lockout/tag out procedures, Material Safety Data Sheets and labeling as required by the right to know standard, 29 CFR 1910.1200.

- 2.20 WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn by written notice prior to solicitation public opening. Withdrawals received after the time set for opening of solicitation will not be considered.
- 2.21 TERMINATION/CANCELLATION: The College reserves the right to amend, modify, or withdraw this RFP at any time and for any reason, or elect not to make an award pursuant to this RFP whenever the College deems it to be in its best interests.
- 2.22 COOPERATIVE PURCHASE AGREEMENT: The college has reviewed purchasing agreements and state term contracts available under Florida Statutes Section 287.056 as required in Section 1010.04, Florida Statutes. As provided in the Florida State Board of Education Administrative Rule 6A-14.0734(2)(c), and with the consent and agreement of the successful Respondent(s)/Bidder(s), purchases may be made under this RFP/Bid Solicitation by other State of Florida community/state colleges, state universities, district school boards, political subdivisions and any other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal/bid solicitation document and resulting agreement, for the same price and for the same effective time period. If the period of time is not defined within the RFP/Bid solicitation document or resulting agreement, the prices and all terms and conditions shall be firm for one hundred and twenty (120) days from date of contract execution. Each State of Florida agency allowed by the successful Respondent(s)/Bidder(s) to use the resulting agreement shall do so independent of any other State of Florida agency. Each state agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received, and accepted. No other state agency receives any liability by virtue of this RFP/Bid and subsequent agreement. This cooperative purchase agreement in no way restricts or interferes with the right of any State of Florida agency to re-bid any or all items or services.

THIS SECTION INTENTIONALLY LEFT BLANK

PART 3: PROPOSAL INSTRUCTIONS/EVALUATION

- 3.1 The following schedule is a general guideline for issuance and recommendation of award of this RFP and contract. The College may change the dates of any events. Any changes to this schedule and all public purchasing meetings will be posted on our website at www.sjrst.edu/purchasingdept.html.

Issue RFP	April 1, 2025
Pre-Bid Meeting (non-mandatory)	April 9, 2025
Written questions due by 5:00pm	April 18, 2025
Final Addenda issued	April 21, 2025
Proposals Due Palatka, Business Office by 2:00pm	May 1, 2025
Public Opening of Proposals, Valhalla Hall at 2:30pm	May 1, 2025
Evaluation Committee Initial Meeting at 3:30	May 1, 2025
Evaluation Committee Scoring Meeting	May 8, 2025
Proposer Presentations/Interviews (if needed)	May 15, 2025
Evaluation Committee Final Results	May 15, 2025
Issue Intent to Award	May 15, 2025

PRE-BID MEETING: There is a non-mandatory Pre-Bid Meeting on Wednesday, April 9th, at 2:30pm on the Palatka Campus Room A-152, Valhalla Hall. Attendance, while not mandatory, is encouraged so that Respondents can better understand the scope of the project.

- 3.2 DESIGNATED POINT OF CONTACT: Any and all questions or requests for information relating to this RFP shall be directed, in writing, to the designated point of contact: LesleyFoster@sjrst.edu

In the event the designated point of contact above is absent or unavailable for more than three (3) business days, interested Proposers may contact the Director of Purchasing at: ShellyVongchanta@sjrst.edu

Between the release of the solicitation and the end of the 72-hour period following the posting of the Notice of Intent to award, excluding Saturdays, Sundays, and state holidays, interested Contractor(s) may not contact any staff member of St Johns River State College, to include members of the Board of Trustees, other than the designated point of contact(s) above, with regard to this RFP. Such contact, whether made by the Contractor or representative for the Contractor, may result in disqualification of the Contractor.

- 3.3 AMERICANS WITH DISABILITIES ACT OF 1990: If special accommodations are required in order to attend any Public Meeting, Pre-Bid Meeting, Tour of Grounds, etc., contact the Director of

Purchasing & Auxiliary Services via email at shellyvongchanta@sjrstate.edu or phone at 386-312-4156.

- 3.4 PUBLIC BID OPENING: The College will conduct a public bid/proposal opening at 2:30pm on May 1, 2025. The meeting will be held on the Palatka Campus in Valhalla Hall, Building A, Room A-152. The meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.
- 3.5 EVALUATION COMMITTEE INITIAL MEETING: The College will conduct an evaluation committee initial meeting at 3:30pm on May 1, 2025. The intent of this meeting is to inform the Evaluation Team of their responsibilities and the scoring process. The Evaluation Committee Meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.
- 3.6 EVALUATION COMMITTEE SCORING MEETING: The college will conduct an evaluation committee meeting at 10:00am on May 8, 2025. Proposers are welcome to attend but will not have the opportunity to speak. If the committee deems it necessary, this meeting may result in a short list of vendors, who will be asked for individual presentations/interviews. These presentations will be scheduled for May 15, 2025, at 10:00am.
- 3.7 EVALUATION COMMITTEE FINAL RESULTS: The college will conduct a final evaluation committee meeting at 2:00pm on May 15, 2025, to select the intended vendor for award. The meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.
- 3.8 COLLEGE OPTION: The College reserves the right to recommend an award based on the initial evaluation committee meeting/scoring and not conduct interviews/final evaluations.
- 3.9 PROPOSAL FORMAT: All of the components outlined below must be included with each copy of the Proposal and submitted as follows: one (1) original and five (3) copies, submitted in a sealed envelope or container labeled with Company name and RFP Number and name.

Additionally, all headings, sections and sub-sections shall be identified appropriately. In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified herein. The information in this section shall include, but is not limited to the following:

Section 1: Proposal Cover Sheet (Complete and Submit) and Cover Letter

Respondents shall complete and submit a cover sheet with their proposal, as provided in “Part 6: Attachments,” and a cover letter. The cover letter should provide the following:

- Respondent’s name, contact person, business address, phone number, fax number and e-mail address.
- A brief statement of the respondent’s understanding of the services required.

- Profile - Provide a brief company background statement to include, but not limited to, years in business, company size, corporate structure, types of services offered, and professional affiliations.
- Any other pertinent information relevant to the company for the project being solicited.

Section 2 Pricing Proposal

Price proposals in the College-approved format will be included in this RFP under “Part 5: Appendices.” Completed price proposals shall be inserted in Proposer’s package after the cover letter. If there are any deviations from the “Price Proposal” form/format, Contractor must include it here attached to the form.

Section 3 Qualifications/Experience of the Company

In this section, Respondents shall provide evidence that the firm is qualified and staffed to perform any or all of the scope of services associated with this RFP. This can include organization charts, key personnel, and other credentials. This may also include a brief summary of the firm’s experience, capabilities and offerings that may not fall under any of the above sections that may be relevant to the project.

Section 4 Project Approach and Quality Control

Provide a brief summary of the firm’s approach to the project. The summary should include projected lead times, tentative project completion dates and other pertinent information regarding the project. Also (if applicable) provide the methods Respondent will use to establish, monitor, and ensure quality control for performing the required services, as well as management of scheduling staff and services to maintain a level of performance that meets the needs of the College.

Section 5 Required Forms

Include all required forms in the original copy and all three (3) duplicate copies of proposals. A forms checklist is provided to ensure no forms are missed.

Failure to submit the proposal in the required format may result in the proposal being deemed “Non-Responsive.”

- 3.10 AWARD: It is the College’s intent to recommend to its District Board of Trustees that College administration be authorized to negotiate with the top ranked Respondent a satisfactory contract, as deemed in the College’s best interest. If a satisfactory contract cannot be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked Respondent until a satisfactory contract can be negotiated and entered into.

If awarded, the successful proposer will enter into a contract with the College based on the RFP specifications for a period of twelve (12) months. SJR State has the option and reserves the right

to extend/renew the contract for three (3) additional twelve (12) month periods. Anticipated contract start date will be July 1, 2025.

3.11 EVALUATION: Evaluation of RFP proposals shall be as follows:

- 0-50 points Experience in Providing Armed & Unarmed Security Services. Must have experience in the State of Florida, preferably in College/University environments or similar populated work environments.
- 0-30 points Price
- 0-20 points Uniqueness/Special Qualifications

The College will organize an evaluation committee who will review responsive proposals using the evaluation sheet provided in “Part 5: Appendices.” The committee will meet in a public evaluation meeting and assign evaluation points for each criterion as defined herein. The committee will then total up each Respondent’s points to determine which respondents would be considered a finalist. Purchasing will conduct reference checks of all finalists and may optionally schedule an interview and/or demonstration and/or site visits with all finalists, as deemed in the College’s best interest.

Pricing Evaluation: Respondents shall provide the Base Rates that shall be the hourly rate paid to any guard of that classification and the Payable Rates that shall be the hourly rate paid to the Contractor for any guard of that classification on the **Price Proposal** form (“Part 5: Appendices”). The “Total Amount” on the **Price Proposal** form will determine the price criteria point allocation of each respondent, as determined by Purchasing using the method below.

The lowest total annual cost proposal will receive the maximum weighted score for the price criteria. The other proposals will receive a percentage of the weighted score based on the percentage differential between the lowest total annual cost and the other proposals in accordance with the following example:

Vendor	Total Annual Cost	Percentage	Multiplied By	Maximum Score	Equals	Weighted Score***
A	\$600,000.00	100	X	30	=	30.0
B	\$750,000.00	80.0*	X	30	=	24.0
C	\$800,000.00	75.0 **	X	30	=	22.5

* Vendor B’s percentage is $\$600,000.00 \div \$750,000.00 = 80.0\%$

** Vendor C’s percentage is $\$600,000.00 \div \$800,000.00 = 75.0\%$

The price evaluation and calculation may be revised to conform to the needs for each individual RFP selection. In the case of price discrepancies, unit prices shall prevail.

PART 4: SCOPE OF SERVICES/SPECIFICATIONS

4.1 INTRODUCTION: Since 1958, SJR State has built a solid reputation as a full-service college dedicated to meeting the educational and workforce training needs of its Northeast Florida district. With campuses in Orange Park, Palatka and St. Augustine, SJR State is truly the community's college, enriching a diverse population of students ranging in age from 16 to 60 and beyond.

SJR State continues its comprehensive educational role by expanding its services and programs while continuing its focus on the Associate in Arts (transfer) degree and more than 30 Associate in Science degrees and certificates. In 2011, the College expanded its mission to include baccalaureate degrees.

4.2 PROJECT DESCRIPTION: The Contractor will handle confidential and sensitive matters involving internal and external security investigations for SJR State. The Contractor will use discretion in the most effective and efficient manner while utilizing sophisticated state of the art investigative equipment. Particular emphasis shall be placed on hourly surveillance, investigations, activities verification, written reports, security consultation directed toward analyzing potential security concerns and developing recommendations to deal with those concerns.

4.3 SPECIFICATIONS: The Contractor shall furnish all labor, supplies, materials, uniforms, firearms, electronic automated security tour confirmation devices, related hardware, equipment, reports and spreadsheets, and supervision, and shall satisfactorily perform the services specified herein under these specifications.

4.3.1 The Contractor shall provide a security force that will be alert to implement and improve present security measures. The Contractor shall advise and make recommendations to the SJR State Director of Campus Safety, the Orange Park and St. Augustine Campus Directors, and/or the SJR State Vice President, concerning security protection and concerns related thereto.

4.4 Scope of Security Services

4.4.1 In the performance of work, the Contractor shall provide, operate, supervise, and maintain an armed uniformed security service to perform all security functions and other related functions as SJR State may direct for the following areas (facilities may be added or deleted as deemed appropriate by SJR State): all buildings, parking lots and grounds located on the Orange Park Campus including the Thrasher Horne Center for the Arts and Conference Center, the St. Augustine Campus, and as-needed at the Palatka Campus and Workforce Training Center.

4.4.2 On occasion, the Contractor may be asked to supply officers to assist with coverage or special events on any or all of the four campus locations. Additional security officers shall be available

to respond to any campus within twenty-four (24) hours after being requested by SJR State. Additional officers will be supplied at the hourly rate specified within this RFP.

- 4.4.3 Contractor will establish a written or computerized system for the security officers to report potential hazardous conditions and items in need of repair, including inoperative or broken locks, inoperative or broken doors, inoperative lights, running water, spills, cameras, monitors, alarm points, cardiac defibrillators, emergency call boxes, College emergency notification speaker systems, and computer hardware or software problems and establish procedures to see that reports are furnished to the Director of Campus Safety on a timely basis.
- 4.4.4 Contractor will prepare required orders, reports, daily activity reports, and enter data as needed, including reports of all incidents, accidents, and fires and reports of property damage utilizing SJR State forms when applicable, and maintain and make available all records in connection with the duties and responsibilities of the security officers. All post orders shall be reviewed and approved by the SJR State Director of Campus Safety prior to assignment and subject to review and revision periodically by the SJR State Director of Campus Safety. Maintain an entry and exit log for those areas designated by SJR State. Each security officer will document his/her activities or omissions during his/her tour of duty on the daily security officer report. Establish procedures to distribute these activity reports in a timely manner to designated SJR State personnel.
- 4.4.5 Security Officers will turn off and on all necessary lights as required, seeing that all doors, gates, buildings, and facilities are secured, and where applicable, close all unlocked doors. Open (unlock) and close (lock) designated doors to buildings and classrooms for access and to maintain security.
- 4.4.6 When so authorized, Security Officers will receive, safely keep and turn over to the appropriate persons, official mail, and messages; serve as required in traffic direction; patrol and observe cargo parking in storage areas; receive and make telephone calls; and carry out all other duties and responsibilities of the assignment.
- 4.4.7 Security Officers will promptly respond to all requests from SJR State personnel and others on the site needing assistance because of, or to prevent, acts of physical violence, vandalism, theft, or other disturbances; to call for appropriate law enforcement assistance, when necessary; and to investigate full details of such situations, including making recommendations for crime/incident prevention in writing to SJR State.
- 4.4.8 Security Officers will promptly investigate all incidents of violence, theft, vandalism or other acts committed on or against SJR State property; protect evidence thereof and notify the SJR State Campus Commander of Safety, and the appropriate law enforcement agency; and report full details of such situations to include, where practicable, photographs and the collection of physical evidence.

- 4.4.9 Security Officers will cooperate fully in any investigation of theft, suspected theft, or other security matters.
- 4.4.10 Security Officers will maintain vehicular and pedestrian entry restrictions to SJR State property as directed by SJR State.
- 4.4.11 When Security Officers have probable cause to believe that a crime has been committed, field contact, identify and notify appropriate legal authority. Security Officers should report fill details of any crimes and incidents, including recommendations for prevention in writing to SJR State. All incidents shall be promptly reported to SJR State Director of Campus Safety as further specified.
- 4.4.12 In the event of an emergency or unusual occurrence adversely affecting the interest of SJR State and public safety, Security Officers will summon appropriate assistance such as the fire, EMS and/or law enforcement departments and immediately thereafter, notify the appropriate designated SJR State officials, activate the College emergency notification speaker system and notify the SJR State Director of Campus Safety.
- 4.4.13 Security Officers will perform such other functions as may be necessary in the event of situations or occurrences adversely affecting the security and/or safety of SJR State.
- 4.4.14 Security Officers will perform additional security duties, security service, and render assistance in conjunction with special needs of SJR State due to emergencies, adverse weather conditions, et cetera, as may be requested and authorized by the SJR State Vice President, SJR State Director of Campus Safety and the Orange Park and St. Augustine Campus Executive Directors or his/her designated representative.

4.5 **Security Services Personnel Requirements**

- 4.5.1 Contractor will provide one supervisor for the Orange Park Campus. The Campus Supervisor shall be approved by the Director of Campus Safety. The Supervisor will report to the Campus Commander, and in their absence, the Director of Campus Safety. The Supervisor will be operationally responsible to the Orange Park Campus Commander for daily assignments, requests, and direction. The Campus Supervisor will be required to devote a full forty (40) hours per week exclusively to SJR State and to respond immediately to all emergency calls. Duties include, but are not limited to, the following items:

4.5.1.1 Schedule 24/7 officer coverage as described in 4.6.

4.5.1.2 Inspections (scheduled and unscheduled).

4.5.1.3 Discipline.

4.5.1.4 Record keeping.

4.5.1.5 Inform SJR State Campus Commander of any security officers who are assuming the responsibility of a specific security post for the first time.

4.5.1.6 Instruct security officers who are assuming the responsibility of a specific security post for the first time on the duties of the post and conduct a tour of the facilities and area covered by the security post prior to the security officer going on duty for the first time.

4.5.1.7 Ensure that all security officers read, understand, and adhere to the instructions pertaining to the security post.

4.5.1.8 Act as a liaison between SJR State and the Contractor.

4.6 **Contractor Hours**

4.6.1 Contractor will provide security forces for each campus as indicated on "Appendix 1" in "Part 5: Appendices."

4.6.2 Contract hour requirements may fluctuate in order to meet the demands of the facilities.

4.6.3 The hours for the Workforce Training Center are subject to change month to month. The college reserves the right to adjust the hours and will provide a week's notice prior to any such change.

4.6.4 Contract hour requirements may be periodically reviewed by the College and modified as needed. During College Holidays and Breaks, extra security may be required.

4.6.5 Security officers shall patrol the premises as scheduled and read, understand, and adhere to the written orders of the Supervisor and the Contractor.

4.6.6 Security officers may also be required for special duty, patrolling, such as on-site construction.

4.7 **Employee Assignment and Qualifications**

4.7.1 The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking disciplinary action with respect to his/her employees, as may be necessary.

4.7.2 SJR State reserves the right to exclude from the work force such employees (or non-assigned contractual supervisors) as SJR State deems incompetent, careless, insubordinate, unsuitable, or otherwise objectionable, or whose continued employment is deemed by SJR State to be contrary to the public interests or inconsistent with the best interest of SJR State. Contractor must identify all personnel authorized to perform checks on contractor employees

while on duty at any SJR State campus and therefore need access to any campus. Contractor shall notify the Director of Campus Safety prior to non-assigned personnel arriving on campus.

4.7.3 The Contractor shall replace any security officer when requested to do so by SJR State. SJR State shall not be required to give its reason for requesting replacement.

4.7.4 The Contractor shall report to the SJR State Director of Campus Safety within a twelve (12) hour period of time any changes in the current work force.

4.8 **Pre-employment Background Check**

4.8.1 The Contractor shall prescreen all security officers. The following comprehensive pre-employment checks will be completed through the Contractor before the assignment of any security officer to SJR State. Upon request of the Vice President, the records will be furnished to SJR State. The checks will include the following:

4.8.1.1 Contractor's comprehensive pre-employment check:

4.8.1.2 Employment background.

4.8.1.3 Qualifications for job.

4.8.1.4 Driver's license checks.

4.8.1.5 Credit checks.

4.8.1.6 Social security verification.

4.9 **Substance Testing**

4.9.1 Security officers shall be tested for the presence of the following substances:

- Amphetamines
- Marijuana metabolites
- Cocaine metabolites
- Opiate metabolites
- Phencyclidine.

4.9.2 In addition, officers will be tested for alcohol consumption levels. Officers testing positive shall not be assigned to SJR State.

4.9.3 Personality/psychological testing appropriate for security services.

4.9.4 Federal Bureau of Investigation clearance.

4.9.5 State of Florida License for carrying a firearm.

4.9.6 Fingerprinting.

4.9.7 County criminal records check for Duval, Clay, St. Johns, and Putnam Counties.

4.9.8 State of Florida criminal record checks (FDLE).

4.10 **Employee Fitness and Health**

4.10.1 All employees assigned by the Contractor to work under this contract shall be able to respond to all emergencies in addition to normal and regular duties. Specifically, all security officers must be capable of climbing ladders, patrolling by foot the inner and outer perimeters of all SJR State facilities, and protecting SJR State employees and students from physical harm.

4.10.2 All security officers must possess binocular vision correctable to 20/30 (Snellen) and be capable of hearing ordinary conversation at fifteen (15) feet with either ear with or without benefit of a hearing aid.

4.10.3 Suspected use of controlled or illegal substances by a security officer shall be grounds for immediate testing without cost to SJR State. Any officer who is being tested due to reasonable suspicion shall be relieved from SJR State duty until the test results are received. Security officers testing positive shall be immediately removed from SJR State property.

4.11 Additional Qualifications

4.11.1 Except as waived in writing in advance, each member of the security force shall meet the following additional minimum qualifications and proof of qualifications may be required to be furnished to the SJR State Vice President:

4.11.1.1 Be a citizen of the USA at the time of employment.

4.11.1.2 Be literate to the extent of reading and understanding printed regulations, detailed written orders, training instructions and materials, and be able to compose reports which convey complete information.

4.11.1.3 Possess the capacity to acquire a good working knowledge of all aspects of security force position requirements.

4.11.1.4 Armed security officers must have a valid statewide firearm Class G license and possess minimum proficiency as required in use and safe handling of the appropriate firearm

immediately following entry on duty. Such standards and training shall include examination and the firing of live ammunition consistent with Florida Statutes.

4.11.1.5 All security officers, shall have a valid security officer - Class D license pursuant to Section 493.6301 (4) and (5) F.S., a valid statewide firearm Class G license, issued pursuant to Section 493.6115 (2), (5), and (6), F.S. EXCEPTION: Unarmed officers may be used at Thrasher Horne Center events, as approved by the Director of Campus Safety.

4.12 **Restrictions**

4.12.1 Individuals who are presently employed or who have been terminated by SJR State cannot be assigned to SJR State as security officers.

4.12.2 SJR State will accept moonlighters who do not exceed a combined fifty-five (55) hours per week in both jobs. The Contractor will furnish SJR State with name of any moonlighter and the name of the other employer for verification.

4.12.3 SJR State must give prior approval for any shifts exceeding twelve (12) hours.

4.12.4 SJR State must approve any overtime billing in advance. SJR State will not pay overtime rate for any overtime resulting from the Contractor scheduling a supervisor or officer to work more than forty (40) hours per week. The Contractor is responsible for all overtime as a result of a contract supervisor or officer being scheduled to work more than forty (40) hours per week; however, if SJR State requests that a particular supervisor or officer work at SJR State, in excess of forty (40) hours per week worked exclusively at SJR State, then SJR State will pay overtime rate for those hours worked in excess of the forty (40) hours per week worked exclusively at SJR State.

4.13 **Instruction, Training and Orientation**

4.13.1 The Contractor shall provide a professional security manual for all officers assigned to SJR State.

4.13.2 SJR State will make available to the Contractor information on the following subjects:

4.13.2.1 History, background, organization, and geographic area of SJR State.

4.13.2.2 Public/human and community relations philosophy of SJR State and techniques.

4.13.2.3 Federal Clergy Act.

4.13.2.4 Fire prevention and protection and techniques specific to SJR State Campuses & equipment.

4.13.2.5 Detection.

4.13.2.6 Inspecting and securing sprinkler, water, and fire alarm systems.

4.13.2.7 Firefighting.

4.13.2.8 Control of fire and reporting procedures.

4.13.2.9 Portable fire extinguishing equipment.

4.13.2.10 Locations of fire extinguishing equipment.

4.13.2.11 Methods of assisting the Fire Department.

4.13.2.12 Elevator capture and operation.

4.13.2.13 Parking/traffic control.

4.13.2.14 Vehicle inspection for parking decals and parking regulation compliance.

4.13.2.15 Traffic direction and parking regulations.

4.13.2.16 Emergency Equipment

4.13.2.17 Cardiac defibrillators.

4.13.2.18 Narcan.

4.13.2.19 SJR State emergency notification speaker systems.

4.14 The information will be in a training/orientation package and the Contractor shall conduct the presentation once for each officer prior to his/her first security duty assignment for SJR State.

4.15 **Basic Training**

4.15.1 Within thirty (30) days following assignment of duty, the Contractor shall certify as to an employee's satisfactory completion of the following basic training, in addition to the required training for security officers Class D license and security statewide firearm Class G license:

4.15.1.1 Introduction: history, background, and organization of SJR State.

4.15.1.2 Uniforms: proper use and care.

- 4.15.1.3 Legal aspects of private contract security.
- 4.15.1.4 Limitations and restrictions under the law.
- 4.15.1.5 De-Escalation procedures.
- 4.15.1.6 Protection of evidence.
- 4.15.1.7 Protection of the crime scene.
- 4.15.1.8 Use of force.
- 4.15.1.9 Possession and use of firearms.
- 4.15.1.10 Standard first aid and CPR.
- 4.15.1.11 Courses of action for first responder action and reporting procedures.
- 4.15.1.12 Location of equipment: First aid kits and AED/Narcan boxes.
- 4.15.1.13 Preventing disease transmission: blood-borne pathogens.
- 4.15.1.14 CPR certification and standard first aid certification.
- 4.15.1.15 AED Defibrillator.
- 4.15.1.16 Building construction and inspection.
- 4.15.1.17 Methods of forcible entry.
- 4.15.1.18 Occupancy fire regulations: specific to SJR State campuses.
- 4.15.1.19 Report writing.
- 4.15.1.20 Incident/accident report.
- 4.15.1.21 Security officer daily activity report.
- 4.15.1.22 Tour confirmation system procedures.
- 4.15.1.23 Use of communication equipment.
- 4.15.1.24 Telephone.

- 4.15.1.25 Two-way radios.
- 4.15.1.26 Cellular phones.
- 4.15.1.27 Receipt of emergency messages.
- 4.15.1.28 Emergency phone stations.
- 4.15.1.29 Camera monitoring equipment.
- 4.15.1.30 Safety and safety hazards: facility safety procedures and policies.
- 4.15.1.31 Use of College emergency notification systems.
- 4.15.1.32 Parking/traffic control specific to SJR State campuses.
- 4.15.1.33 Vehicle inspection for parking decals and parking regulation compliance.
- 4.15.1.34 Traffic direction and parking control.
- 4.15.1.35 Trespassing procedures and campus access policy.
- 4.15.1.36 Care and handling of firearms: Security officers assigned to armed positions and issued a valid Class G statewide firearm license.
- 4.15.1.37 Safety rules.
- 4.15.1.38 Care and cleaning of firearms.
- 4.15.1.39 Firearms training: A Class G statewide firearm license training must be current, consistent with Florida Statute.
- 4.15.1.40 Use of force policy training requirements: statute limitation, deadly and non-deadly force.
- 4.16 All Contract security personnel shall be required to undergo professional training, periodic in-service and testing to ensure their ability to perform satisfactorily and to maintain the Florida licensing requirements for security officer-Class D license and, if appropriate, the statewide firearm license Class G.
- 4.17 All contract security personnel shall be made available for (2) two hours of specialized training per year and shall be compensated at the normal hourly rate by contractor. Training to be provided by SJR State.

4.18 **Prohibited Acts**

4.18.1 The security agency shall implement a policy that any security officer while on duty shall not:

4.18.1.1 Fish.

4.18.1.2 Sit inside a vehicle or building longer than thirty (30) minutes at a time.

4.18.1.3 Use Smoke/Tobacco products while on campus property

4.18.1.4 Be under the influence, consume or possess any alcoholic beverages.

4.18.1.5 Unless acting within the scope of the security agency firearms/use of force policy, draw or point a firearm, if armed.

4.19 **Uniforms & Equipment**

4.19.1 The Contractor will furnish, operate, and maintain in acceptable condition, all equipment, materials, and supplies necessary for the performance of duties at no cost to SJR State or the Contractor's employee as part of any contract entered into as a result of award of this RFP including, but not limited to, the following:

4.19.2 Contractor will provide appropriate uniforms for all Contract security personnel in sufficient quantities to always ensure a neat appearance. Security force personnel will wear uniforms while on duty. No "Tactical" uniforms are permitted. Appropriate uniform would consist of BDU trousers or slack, and a Polo or uniform shirt that identifies the officer as Security, or as approved by the Director of Security

4.19.3 Armed security officers possessing a valid statewide firearm Class G license, provided to SJR State by the Contractor, will wear appropriate firearms at all times. If a relief security officer is assigned to this shift, he/she must also be armed and possess a valid statewide firearm Class G license. See the exception in 4.13.1.5.

4.19.4 Contractor will provide range and duty ammunition for firearms consistent with Florida Statutes. Duty ammunition shall be approved by the Director of Security at SJR State.

4.19.5 Contractor shall provide duty belt, double locking handcuffs with carrying case, raingear, and winter coat. In addition, contractor shall provide G license officers with an approved 9mm semi-automatic handgun, a 9mm semi-automatic handgun retention holster, and spare ammunition pouch. Approved handguns include Beretta, Glock, Heckler & Koch, Sig Sauer, Smith & Wesson, or Walther, with a minimum 10-round capacity. Other brands and models of handguns must be approved by the Director of Safety and Security.

4.19.6 Contractor will provide flashlights, batteries, and replacement parts.

4.19.7 Contractor will provide electronic computer based automated tour confirmation system and equipment must be provided by the Contractor at the Palatka, Orange Park, and St. Augustine Campuses. The tour confirmation system must be compatible and must be consistent with the College's standards for operation. Locations and the number of confirmation equipment will be determined by SJR State based on security requirements for each facility. The tour confirmation system must be operational at all times. The tour confirmation system shall record, verify, and report the post/site security checks. System failures of any type must be resolved within seven calendar days and appropriate methods for verification of security routes/duties must be in place during the problem resolution period. Tour confirmation reports are to be kept on file at the Orange Park, St. Augustine, and Palatka Campuses and copies forwarded to the SJR State Director of Campus Safety.

4.19.8 SJR State will provide two (2) VHF portable radios and a golf cart for the on-duty security officer(s) while at the St. Augustine, Orange Park, and Palatka Campuses.

4.20 **Responsibility for Equipment**

4.20.1 SJR State shall not be responsible in any way for damage to, or loss of, the Contractor's belongings brought into the buildings or on SJR State's property designated in the Contract, occasioned by fire, accident or otherwise.

4.20.2 SJR State furnished property, if any, shall remain the property of SJR State. Upon termination of services, the Contractor shall render an accounting of all such property which has come into its possession during the fulfillment of its duties. SJR State furnished property shall be returned to SJR State in the same condition as when issued, allowing for normal wear and tear.

4.20.3 SJR State furnished property, if any, shall be used only for the performance of official SJR State duties and shall not be used for pleasure, transaction of personal matters, or any non-SJR State related business.

4.20.4 SJR State furnished property, equipment, and any other property within the SJR State facility or property that is damaged through fault or negligence on the part of the Contractor's employees shall be repaired or replaced to SJR State's satisfaction at the Contractor's expense.

4.21 **Minimum Pay and Benefits**

4.21.1 The security work force provided by the Contractor shall not be paid less than the following minimum rates per hour during the first contract year:

Position		Minimum Hourly Rate
Supervisor for Orange Park Campus	(Armed or Unarmed)	\$15.00
Security Officer	(Armed or Unarmed)	\$13.00

4.21.2 Contractor must provide supervisory staff with a minimum of one (1) week paid vacation per year.

4.21.3 SJR State may request actual pay rates to security work force by the Contractor at any time during the term of this contract.

4.22 Errors and Omissions

4.22.1 Respondents are expected to comply with the true intent of these RFP specifications taken as a whole and shall not avail themselves of any errors or omissions to the detriment of the services. Should any Respondent suspect any error, omission, or discrepancy in the specifications or instructions, the Respondent shall immediately notify the designated point of contact in writing, who will issue written instructions to be followed. Respondents are responsible for the contents of their proposal and for satisfying the requirements set forth in the RFP specifications.

THIS SECTION INTENTIONALLY LEFT BLANK

PART 5: APPENDICES
Appendix 1
Contract Security Hours

Palatka Campus

Number of Security Officers	Days of the Week (Number of Days a Week)	Start Time	End Time	Hours per Day	Hours per Week
1	Monday – Thursday (4)	11:00 p.m.	7:00 a.m.	8	32
1	Sunday (1)	7:00 a.m.	7:00 p.m.	12	12
Total Hours Per Week					44

Workforce Training Center

Number of Security Officers	Days of the Week (Number of Days a Week)	Start Time	End Time	Hours per Day	Hours per Week
1	Monday – Friday (5)	7:30 a.m.	3:30 p.m.	8	40
Total Hours Per Week					40

* NOTE: The hours for the Workforce Training Center are subject to change month to month. The college reserves the right to adjust the hours and will provide a week's notice prior to any such change.

Workforce Training Center is closed during breaks and holidays.

Orange Park Campus

Number of Security Officers	Days of the Week (Number of Days a Week)	Start Time	End Time	Hours per Day	Hours per Week
1 Supervisor	Monday – Friday (5)	7:00 a.m.	3:00 p.m.	8	40
1	Monday – Friday (5)	11:00 a.m.	8:00 p.m.	9	45
1	Monday – Friday (5)	3:00 p.m.	11:00 p.m.	8	40
1	Monday – Friday (5)	11:00 p.m.	7:00 a.m.	8	40
1	Saturday – Sunday (2)	7:00 a.m.	7:00 p.m.	12	24
1	Saturday – Sunday (2)	7:00 p.m.	7:00 a.m.	12	24
Total Hours Per Week					213

Orange Park campus may require extra hours during College breaks and holidays.

**Appendix 1 (Continued)
Contract Security Hours**

St Augustine Campus

Number of Security Officers	Days of the Week (Number of Days a Week)	Start Time	End Time	Hours per Day	Hours per Week
1	Monday – Thursday (4)	7:00 a.m.	3:00 p.m.	8	32
1	Friday (1)	8:00 a.m.	4:00 p.m.	8	8
2	Monday – Friday (5)	3:00 p.m.	11:00 p.m.	8	80
1	Monday – Friday (5)	11:00 p.m.	7:00 a.m.	8	40
1	Saturday – Sunday (2)	7:00 a.m.	7:00 p.m.	12	24
1	Saturday – Sunday (2)	7:00 p.m.	7:00 a.m.	12	24
Total Hours Per Week					208

St Augustine campus may require extra hours during College breaks and holidays.

THIS SECTION INTENTIONALLY LEFT BLANK

Appendix 2 Evaluator Scoring Sheet



RFP-SJR-02-2025 Security Services Evaluator Scoring Sheet

Evaluation Criteria	Maximum Points					
Experience in Security Services	50					
Price Proposal	30					
Unique/Special Qualifications	20					
Total Points	100					

Evaluator Signature: _____

Appendix 3 Price Proposal

The following matrix will be used for evaluation of the Respondent’s price proposal (in the case of discrepancies, unit prices shall prevail):

Contractor Employee	Total Number of Hours (per Week)	Rate of Pay (per Hour)	Total Pay (# of Hours X Rate of Pay)
Supervisor for Orange Park (Armed/Unarmed)	40	\$	\$
Security Officer (Armed/Unarmed)	465	\$	\$
Total Weekly Pay			\$

Overtime Rate (If Applicable)

Overtime Rate Supervisor: \$ _____/Hour

Overtime Rate Officer: \$ _____/Hour

Holiday Pay (if Applicable)

Holiday Pay Supervisor: \$ _____/Hour

Holiday Pay Officer: \$ _____/Hour

Please list below those holidays that Contractor will pay workforce holiday rates. Please also list below any other price stipulations SJR State should be aware of not listed above:

PART 6: ATTACHMENTS/REQUIRED FORMS

- 6.1 **PROPOSAL COVER SHEET:** All Respondent's must complete and submit this form as their cover sheet, as referenced in Part 3.9 of this RFP.
- 6.2 **STATEMENT OF NON-SUBMITTAL:** If potential proposer does not intend to submit an offer on this RFP please complete and return only this form prior to the RFP due date. This information will be used to help in the preparation of future RFPs.
- 6.3 **NON-DISCRIMINATION IN EMPLOYMENT POLICY FORM:** In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting firm shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the work and further certifies that they are not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.
- 6.4 **USE OF COERCION FOR LABOR/SERVICES:** Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in Section 787.06.
- 6.5 **PUBLIC ENTITY CRIMES FORM:** Vendors convicted of a public entity crime may not submit an RFP on a contract to provide any goods or services to a public entity, may not submit an RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, 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, as per State of Florida Statute 287.133 (2) (a). Respondents must acknowledge compliance with this statute and its intent.
- 6.6 **CONFLICT OF INTEREST DISCLOSURE FORM:** Contractors/Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the College. Contractors/Consultants must therefore avoid situations in which financial or other considerations may adversely affect or have the appearance of adversely affecting the Contractor's/Consultant's professional judgement when completing work for the College. Any conflicts of interest, whether apparent or potential, shall be disclosed on this form and submitted to the College for review and evaluation. It shall be at the College's sole discretion whether a conflict exists.
- 6.7 **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:** The vendor agrees to indemnify, defend and hold harmless SJR State College, its District Board of Trustees, its officers, employees, agents and other representatives, individually and collectively from and against any and all claims, losses, etc. arising from injury to persons or damage to property as a result

of an act or omission of the vendor. For our purposes, claims/liabilities shall mean, but are not limited to, any losses, damages (including loss of use), expenses, demands, claims, suits, proceedings, liabilities, judgments, deficiencies, assessments, actions, investigations, penalties, interest or obligations (including court costs, costs of preparation and investigation, reasonable attorneys', accountants' and other professional advisors' fees and associated expenses), whether suit is instituted or not and, if instituted, at all tribunal levels, incurred or suffered by the College. Indemnities or any of them arising directly or indirectly from, in connection with, or as a result of:

- a) any false or inaccurate representation or warranty made by or on behalf of the Contractor in or pursuant to this RFP and the Agreement;
- b) any disputes, actions, or other Liabilities arising with respect to, or in connection with, compliance by the College with any Public Records laws (as hereinafter defined) with respect to the Contractor's documents and materials;
- c) any dispute, actions, or other liabilities arising in connection with the Contractor, the Contractor's subcontractors, or their respective agents or employees or representatives otherwise sustained or incurred on or about the premises;
- d) any act or omission of, or default or breach in the performance of any of the covenants or agreements made by the Contractor in or pursuant to this RFP or the Contract executed in connection with this RFP; and
- e) any services provided by the Contractor, its employees, agents, or authorized representatives in connection with the performance of the Contract executed for this RFP. This indemnification shall survive termination of the RFP, and the contract executed in connection with the RFP. The Contractor must acknowledge acceptance of the entire Indemnification Agreement.

6.8 DISPUTE DISCLOSURE: The Respondent must indicate if there are any:

- a) Suits or proceedings pending, or to the knowledge of the Respondent, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the Respondent or the employees to be used in providing the services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its employees to perform their obligations as stated in their response.
- b) The Respondent is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse effect on the financial condition of the Respondent. If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

6.9 DRUG-FREE WORKPLACE CERTIFICATION: Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process.

- 6.10 REFERENCES: Provide a list of clients, preferably public or governmental organizations, for which you have provided a similar service. List should include reference name, address, telephone number, contact person, and a description of the service provided. In addition, the College reserves the right to contact current or former clients of the proposer not provided as part of the proposal. Please provide a minimum of three references.
- 6.11 INSURANCE REQUIREMENTS AND FORMS: The firm shall obtain, maintain, and pay for insurance in the categories listed in the insurance schedule during the term of any contract or agreement resulting from this RFP. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule. The insurance shall cover the Firm’s entire operations under the agreement with the College and shall be effective throughout the effective period of this agreement or any subsequent agreements associated with this RFP. It is not the intent of this schedule to limit the types of insurance otherwise required by this Agreement or that the Firm may desire to obtain.

The Contractor’s comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover the indemnification contained within. It shall also name St. Johns River State College as an additional insured for liability arising out of operations performed for St. Johns River State College. Such insurance shall be written by a company or companies approved to do business in the State of Florida and have a Best Rating of A or better. The insurance shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by St. Johns River State College, Attn: Dee Westney, 5001 St. Johns Avenue, Palatka, Florida 32177-3897, DeeWestney@sjrstate.edu. The Contractor shall provide a Certificate of Insurance reflecting coverage with SJR State named as additional insured with the minimum limits below:

Minimum Insurance Requirements Schedule (*All Policies should be Occurrence Form Only)

Policy:	Workers Compensation
Coverage:	WC Statutory Limits
	Employers Liability - \$500,000 Each Accident
	\$500,000 Disease – Each Employee
	\$500,000 Disease – Policy Limit
Policy:	Comprehensive General Liability Insurance:
Coverage:	\$1,000,000 Each Occurrence
	\$ 100,000 Fire Damage (Any One Fire)
	\$ 10,000 Medical Payments (Any One Person)
	\$1,000,000 Personal and Advertising Injury
	\$2,000,000 General Aggregate – Per person/Per Project
	\$2,000,000 Products – Comp/OP Aggregate
Policy:	Automobile Liability
Coverage:	\$1,000,000 Combined Single Limit

All insurance policies will include a Waiver of Subrogation Clause that clearly states that the insurer paying any claim arising by reason of any operations under the agreement will not seek reimbursement from St. Johns River State College.

Respondents shall attach to their submittal a copy of their insurance certificate showing at least the minimum requirements as set forth in this RFP to show their ability to obtain the minimum required insurance.

The awarded Respondent shall be required to submit a certificate of insurance with at least the minimum requirements as set forth in this RFP, showing the College as additional insured, within seven (7) business days after Notice of Award.

- 6.12 **LICENSES/PERMITS/CERTIFICATIONS:** Respondents shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Respondent.

Respondent will submit a copy of their license to do business in the State of Florida and any other applicable license as it relates to the RFP or is required under “Scope of Services/Specifications.”

- 6.13 **ADDENDA:** Respondents should confirm receipt of any and all Addenda to ensure the proposal submitted conforms to any and all changes made via an official Addendum posted by the College. It is the Respondent’s responsibility to check for any and all Addenda issued by the College, posted on the College’s website (<https://www.sjrstate.edu/purchasingdept>) and on <https://network.demandstar.com/>.

6.14 **SUPPLEMENTAL INFORMATION**

If the Respondent feels more information would help their proposal, they may submit the information here.

- 6.15 **RFP CHECKLIST:** This checklist is provided for the convenience of the company submitting a proposal and may be used to ensure that sections of the RFP are properly completed and returned. This form (Proposal Checklist) is for the Respondent’s use and is not required to be submitted.

- 6.16 Failure to complete, sign and submit the required forms may result in the submittal being deemed “Non Responsive”.

THIS SECTION INTENTIONALLY LEFT BLANK

**ATTACHMENT 6.1
PROPOSAL COVER SHEET**

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: SIGNATURE: _____

(Print)

BY: SIGNATURE: _____

(Sign)

TITLE: _____

PHONE NO: _____

EMAIL ADDRESS: _____

The Respondent by signing this sheet and submitting an RFP certifies that he/she has “not” divulged to, discussed or compared his/her proposal with any other Respondents and has not colluded with any other Respondents or parties to an RFP whatsoever.



**ST. JOHNS
RIVER
STATE COLLEGE**

**ATTACHMENT 6.2
STATEMENT OF NON-SUBMITTAL**

WE, the undersigned, have declined to bid on the above-referenced Request for Proposal for the following reason(s):

Please check all that apply:

- Scope of Work or Terms and Conditions are too “restrictive” (Please explain below)
- Unable to meet requirements
- Request for Proposal was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this service/product
- Our schedule would not permit us to perform
- Other (Please explain below)
- Please remove our company from future opportunities

Comments: _____

Company Name: _____ Date: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

**ATTACHMENT 6.3
NON-DISCRIMINATION IN EMPLOYMENT POLICY FORM**

The undersigned assures that it shall comply with:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin.
- B. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap.
- C. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex.
- D. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. The Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.

The Vendor certifies that it will comply with the nondiscrimination regulations, guidelines, and standards as they are now, or may be lawfully adopted under the above statutes.

Company: _____

Authorized Signature of Bidder: _____

Printed Name: _____

Title: _____

Date: _____

**ATTACHMENT 6.4
USE OF COERCION FOR LABOR/SERVICES**

Affidavit Regarding Use of Coercion for Labor/Services

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

As the person authorized to sign on behalf of the Contractor, I certify that the Contractor identified on this form DOES NOT engage in the following:

- Using or threatening to use physical force against any person
- Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will
- Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined
- Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person
- Causing or threatening to cause financial harm to any person
- Enticing or luring any person by fraud or deceit
- Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person

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

Signed: _____ Date: _____

Printed Name and Title: _____

Contractor Name: _____

Contractor Address: _____

City/State/Zip: _____

Phone Number: _____ Email: _____

ATTACHMENT 6.5
PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal number: RFP-SJR-05-2024. This sworn statement is submitted to SJR STATE College.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public

entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

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

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

(Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature: _____

Date: _____

State of: _____

County of : _____

Personally Appeared before Me, the undersigned authority, who, after being first duly sworn by me affixed his/her signature in the space provided above on this _____ day of _____, 202__.

Notary Public Signature

Notary Public Seal

**ATTACHMENT 6.6
CONFLICT OF INTEREST DISCLOSURE FORM**

Project Number/Description: **RFP-SJR-02-2025 Security Services**

The term "Conflict of Interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting, a Contractor's/Consultant's professional judgement in completing work for the benefit of St Johns River State College.

It is expressly understood that any apparent or actual conflicts shall be disclosed on this form, as described herein. All Respondents must disclose the name of any officer, director, or agent who is also an employee of St. Johns River State College. All Respondents must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Respondent's firm or any of its branches or dealerships.

Failure to do so may result in disqualification from evaluation or termination from work on this project.

Please check the appropriate statement:

_____ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

_____ The undersigned Respondent, as noted below, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative: _____ Date: _____
(Signature)

(Printed Name/Title)

**ATTACHMENT 6.7
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This agreement is submitted with Bid, Proposal or Contract No. RFP-SJR-02-2025 is submitted to St. Johns River State College.

2. This sworn statement is submitted by _____ (entity name) whose business address is _____ and (if applicable) its Federal Employer Identification Number - FEIN is _____.

3. My name is _____ and my relationship to the entity named above is _____.

The indemnitor assumes an unqualified obligation to hold SJR State College harmless for all liability associated with the subject matter of the agreement, regardless of which party was actually at fault (even if the damage, injury, or claim is due to the sole negligence of SJR State College).

To the fullest extent permitted by law, Consultant, contractor, lessee, or vendor will indemnify and hold SJR State College harmless from all claims arising from or in connection with (i) the conduct or management of the Premises or of any business therein, or any work or thing whatsoever done, or any condition created in or about the Premises during the Term; (ii) any act, omission, or negligence of consultant, contractor, lessee, or vendor or any of consultant's, contractor's, lessee's, or vendor's subtenants or licensees or the partners, directors, officers, agents, employees, invitees, or contractors; (iii) any accident, injury, or damage whatsoever occurring in or at the Premises. Consultant, contractor, lessee, or vendor hereby expressly indemnifies SJR State College for the consequences of any negligent act or omission of SJR State College and its Board of Trustees, officers, employees, agents, and volunteers, unless such act or omission constitutes gross negligence or intentional misconduct.

Signature: _____ Date: _____

County of: _____ State of _____

Personally appeared before me, the undersigned authority, who after being first duly sworn by me affixed his/her signature in the space provided above on this _____ day of _____, 202__.

Notary Public Signature

Notary Public Seal

**ATTACHMENT 6.8
DISPUTE DISCLOSURE**

The proposer must indicate if there are any:

- A. Suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its instructors to perform their obligations as stated in their response.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults. Pending Litigation: (please attach additional documentation if needed)

- B. The proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse effect on the financial condition of the proposer.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

Signature

Title

Printed Name

Date

**ATTACHMENT 6.9
DRUG-FREE WORKPLACE CERTIFICATION**

Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process. If all or none of the tied bidders/vendors have a Drug-Free Work Place Program, the award of an identical tie bid shall be decided on the flip of a coin.

In order to have a Drug-Free Work Place Program, a business shall:

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

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Title

Printed Name

Date

**ATTACHMENT 6.10
REFERENCES**

Reference 1:

Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

Reference 2:

Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

Reference 3:

Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

**ATTACHMENT 6.11
INSURANCE**

Please attach a copy of the Respondent's Certificate of Insurance, showing at least the minimum insurance requirements as outlined in 6.11 are met.

THIS SECTION INTENTIONALLY LEFT BLANK

**ATTACHMENT 6.13
ADDENDA**

During the preparation of the RFP, the following Addenda, if any, were received:

Addendum #: _____ Date Received: _____

Addendum #: _____ Date Received: _____

Addendum #: _____ Date Received: _____

Addendum #: _____ Date Received: _____

Please Note: It is the Respondent's responsibility to check for any and all Addenda issued by the College, posted on the College's website (<https://www.sjrst.edu/purchasingdept>) and on <https://network.demandstar.com/>. If a Respondent fails to acknowledge receipt of all Addenda on this form the Respondent may be deemed non-responsive.

THIS SECTION INTENTIONALLY LEFT BLANK

**ATTACHMENT 6.14
SUPPLEMENTAL INFORMATION**

Please attach any other pertinent information which you feel should be included in this RFP.

THIS SECTION INTENTIONALL LEFT BLANK

**ATTACHMENT 6.15
PROPOSAL CHECKLIST**

This checklist is provided for the convenience of the company submitting a proposal and may be used to ensure that sections of the RFP are properly completed and returned. This form (Proposal Checklist) is for the Respondent’s use and is not required to be submitted.

Required; one (1) original hard copy, three (3) duplicate copies of each of the following:

- _____ Proposal Cover Sheet
- _____ Cover Letter
- _____ Pricing Proposal
- _____ Qualifications/Experience of the Company
- _____ Project Approach and Quality Control
- _____ Statement of Non-Submittal
- _____ Non-Discrimination in Employment Policy Form
- _____ Use of Coercion for Labor/Services
- _____ Public Entity Crimes Form
- _____ Conflict of Interest Disclosure Form
- _____ Hold Harmless and Indemnification Agreement
- _____ Dispute Disclosure
- _____ Drug Free Workplace Certification
- _____ References
- _____ Insurance/Certificate of Insurance
- _____ Licenses/Permits/Certifications
- _____ Addenda Acknowledgement
- _____ Supplemental Information (If applicable)