



RFQ-SJR-01-2026
Request for Qualifications (RFQ)
for
Pre-Qualified Contractor Certificate – New and Renewal

RFQ SPECIFICATIONS DOCUMENT
(Application for New Certificate or Certificate Renewal for Calendar Year 2027)

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1.0 INVITATION TO RESPOND & GENERAL INFORMATION

St. Johns River State College (SJR State) invites building, general, civil (site work), mechanical, and roofing contractors to apply for pre-qualified contractor status for the period from January 1 through December 31, 2027 (Calendar Year 2027). This RFQ includes both of the following:

- **New Certificate:** for contractors that do not hold a current Calendar Year 2026 SJR State pre-qualification certificate.
- **Certificate Renewal:** for contractors that hold a current Calendar Year 2026 SJR State pre-qualification certificate, either in the same category (Renew-Same) or in a higher or lower category (Renew-Revise).

A valid certificate of pre-qualification is required to be eligible to bid on projects related to construction, renovation, remodeling, major repairs, roof replacements, and site work at any of the College's campuses in Clay, Putnam, and St. Johns Counties. The anticipated projects for this period are listed in Section 3.0. The preferred construction delivery method for the College is hard bid.

The procedures to be followed to apply for a new certificate or to renew a certificate are prescribed in this RFQ-SJR-01-2026 Specifications Document. The RFQ Specifications Document can also be obtained by sending an e-mail request to Ray Sjogren, Director of Facilities Business Operations, at raymondsjogren@sjrstate.edu, or by downloading the document from the SJR State website at <https://sjrstate.edu/purchasingdept>.

RFQ responses, sealed and identified on the outside of the submission with the Contractor's name, RFQ-SJR-01-2026, and the certificate type requested, are due by **3:00 p.m. ET on October 27, 2026**, to St. Johns River State College, Business Office, Attn: Ray Sjogren, Director of Facilities Business Operations, 5001 St. Johns Avenue, Palatka, FL 32177. Faxed, e-mailed, and conditional RFQ responses, and RFQ responses delivered to the wrong location, will not be considered. SJR State is not responsible for any cost incurred by the applicant in its effort to respond to this RFQ.

RFQ responses received by the deadline will be publicly opened, and the names of applicants will be read aloud on October 27, 2026, at 3:30 p.m. ET in Room A-152, on the SJR State Palatka Campus at 5001 St. Johns Avenue, Palatka, FL. Submissions will not be evaluated at this meeting. The list of applicants for consideration will be published on the College's web page dedicated to this RFQ at <https://sjrstate.edu/purchasingdept> on October 28, 2026.

On November 10, 2026, at 9:30 a.m. ET, in Room A-152 on the SJR State Palatka Campus, 5001 St. Johns Avenue, Palatka, Florida, a committee will publicly evaluate the submissions for the purpose of preparing a list of Contractors recommended for new and renewed certificates. The basis for award of a pre-qualification certificate is meeting all RFQ specifications for the certificate type requested. Contractors recommended for new and renewed certificates will be posted on the College's web page dedicated to this RFQ on November 12, 2026, and this posting will constitute the Notice of Intent to Award.

Action to award RFQ-SJR-01-2026 is expected at the SJR State District Board of Trustees (DBOT) meeting on December 2, 2026, at 2:00 p.m. ET. The Notice of Award will be posted on the web page dedicated to this RFQ on December 3, 2026.

SJR State reserves the right to reject any or all RFQ responses received, to waive any or all informalities in regard thereto, and to award certificates which are in the best interest of the College for the upcoming pre-qualification period.

Attendance at the public meetings on October 27, 2026, November 10, 2026, and December 2, 2026, is not a requirement for pre-qualification.

Information, including but not limited to responses to questions, addenda (if any), scheduling changes (if any), the notice of intent to award, and the notice of award, will be posted on the College's web page dedicated to this RFQ at <https://sjrstate.edu/purchasingdept>.

Applicants **must** monitor this web page. The web page will be updated as the RFQ process progresses until marked 'Closed' at the top of the page.

Certificates of pre-qualification for Calendar Year 2027 will be issued by e-mail to the contact e-mail address provided in the successful applicant's submission approximately 30 business days after notice of award. It is the Contractor's responsibility to provide a current, valid e-mail address and to notify the College of any change. A printed certificate will be mailed upon written request to the Director of Facilities Business Operations.

2.0 RFQ SCHEDULE

Date/Time	Item	Location
Oct 8, 2026	College web page dedicated to RFQ online	RFQ Web Page https://sjrstate.edu/purchasingdept
Oct 8, Oct 15, and Oct 22, 2026	Legal Public Notices Published (Invitation to Respond)	Palatka Daily News, St. Augustine Record, and Clay Today
Oct 23, 2026, 3:00 PM ET	Deadline for Questions and Requests for Clarification	E-mail to raymondsjogren@sjrstate.edu
Oct 27, 2026, 3:00 PM ET	Deadline for Receipt of RFQ Responses	Business Office – SJR State Palatka Campus
Oct 27, 2026, 3:30 PM ET	RFQ Responses Opened & List of Contractors Prepared – Public Meeting	Bldg. A, Room A-152, SJR State Palatka Campus
Oct 28, 2026	List of Contractors Posted	RFQ Web Page https://sjrstate.edu/purchasingdept
Oct 28 – Nov 10, 2026	Committee Members Review Submissions Individually	Online Digital Review
Nov 10, 2026, 9:30 AM ET	Committee Evaluation of RFQ Responses – Public Meeting	Bldg. A, Room A-152, SJR State Palatka Campus
Nov 12, 2026	Notice of Intent to Award RFQ Posted on Web Page	RFQ Web Page https://sjrstate.edu/purchasingdept
Nov 12 – Nov 17, 2026	Protest Period: notice of protest due within 72 hours after posting of the Notice of Intent (Saturdays, Sundays, and state and College holidays excluded)	Filed with the Vice President for Finance and Administration/CFO (see Protests, Section 4.0)
Nov 12 – Nov 23, 2026	Reconsideration Period: written request due within 10 calendar days after posting of the Notice of Intent (DBOT Rule 2.11)	Delivered to the Business Office or e-mailed to raymondsjogren@sjrstate.edu (see Reconsideration, Section 4.0)
Dec 2, 2026, 2:00 PM ET	Award of RFQ by DBOT – Public Meeting	Board Room, SJR State Palatka Campus
Dec 3, 2026	Notice of RFQ Award Posted on Web Page	RFQ Web Page https://sjrstate.edu/purchasingdept

The College reserves the right to modify the above schedule if it is in the best interest of the College. Should there be changes to a scheduled date, time, or location, an addendum to the RFQ Specifications Document will be issued and posted on the web page dedicated to this RFQ at <https://sjrstate.edu/purchasingdept>. To be considered responsive, applicants must acknowledge any and all addenda issued by the College in their response to the RFQ.

3.0 COLLEGE LOCATIONS & LIST OF ANTICIPATED PROJECTS

St. Johns River State College Campus Locations:

- Palatka Main Campus, 5001 St. Johns Avenue, Palatka, FL 32177
- Orange Park Campus, 283 College Drive, Orange Park, FL 32065
- St. Augustine Campus, 2990 College Drive, St. Augustine, FL 32084
- Workforce Training Center, 1001 Husson Avenue, Palatka, FL 32177

Anticipated capital improvement projects in Calendar Year 2027

Projects may include, but are not limited to:

- Miscellaneous minor construction, renovation, remodeling, general repairs, space addition, roof repair or replacement, and site work projects at any SJR State campus location.
- All projects will be designed and built according to the State Requirements for Educational Facilities (SREF) and the edition of the Florida Building Code in effect on the date the permit application for the project is submitted.
- In accordance with District Board of Trustees (DBOT) Rule 2.12, construction, renovation, remodeling, and demolition projects will be competitively bid, and only contractors holding a valid pre-qualification certificate for the applicable type of work and category may submit bids. For projects in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category Three, the construction delivery method is expected to be hard bid, with sealed bids requested from three (3) or more sources in accordance with DBOT Rule 4.07 and Rule 6A-14.0734, Florida Administrative Code.
- Projects may be conducted simultaneously, in phases, or as an individual project.

SJR State anticipates the above projects but makes no guarantee that any project will be initiated during the pre-qualification period for this RFQ, or thereafter.

4.0 GENERAL TERMS AND CONDITIONS

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

Taxes: SJR State is tax exempt. Florida Sales Tax: 85-8013170533C-4. All contractors and their subcontractors are responsible for their applicable taxes during performance of work under any awarded contract or purchase order with SJR State.

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

Pre-Qualifying Costs: SJR State is not responsible for any cost incurred by the contractor in its effort to apply for or renew its pre-qualified status.

Public Entity Crimes: In accordance with section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

Notice to Contractor: By signing the submittal forms, you attest that you and those persons and affiliates described in section 287.133, Florida Statutes, have not been placed on the convicted vendor list.

Pre-Qualification Period: Successful award or renewal of a pre-qualification certificate (pre-qualified contractor status) under this RFQ qualifies a contractor to respond to competitive solicitations issued in the category for which the contractor is approved during the pre-qualification period. The pre-qualification period for certificates awarded or renewed under this RFQ is Calendar Year 2027 (January 1 through December 31, 2027).

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

Confidentiality: Any part of a response to this RFQ, or any other material, marked as confidential, proprietary, or trade secret can be protected only to the extent permitted by Chapter 119, Florida Statutes (Public Records Law). Sealed responses received under this RFQ are exempt from public disclosure under section 119.071(1)(b), Florida Statutes, until the College provides notice of an intended decision or until 30 days after opening, whichever is earlier. Financial statements and other financial information submitted under Evaluation Criteria Section 16 to pre-qualify the contractor to bid on public works projects are public records that are exempt from public disclosure under section 119.071(1)(c), Florida Statutes.

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

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

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

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

Proposed Materials: The material submitted in response to this Request for Qualifications becomes the property of the College upon delivery to the Director of Facilities Business Operations and may be appended to any formal document which would further define or expand any contractual relationship between the College and the Contractor related to this RFQ. Material submitted in response to this RFQ, including material the Contractor might consider confidential or a trade secret, is a public record subject to Chapter 119, Florida Statutes, except as exempted by law. The exemption for sealed responses under section 119.071(1)(b), Florida Statutes, ends when the College posts notice of an intended decision or 30 days after opening, whichever is earlier. Financial records submitted under Evaluation Criteria Section 16 remain exempt from public disclosure under section 119.071(1)(c), Florida Statutes.

Proprietary Material: All rights to proprietary material related to a bid, RFP, RFQ, or contract, if awarded, must be transferable to the College in the event the Contractor goes out of business. Public records treatment of material submitted in response to this RFQ is governed by the Confidentiality and Proposed Materials provisions above.

Insurance Requirements: Contractor shall obtain, maintain, and pay for insurance in the categories listed below. The insurance coverage in each category shall meet or exceed the minimum limits set forth in this document. Limits or types of coverage may be increased by the College depending on the scope of work of any project or at any time based upon the recommendation of the College's Risk Management Consortium.

The insurance shall cover the Contractor's entire operations under the agreement with the College and shall be effective throughout the effective period of the agreement or any subsequent agreement. It is not the intent of this schedule to limit the types of insurance otherwise required or that the Contractor may desire to obtain.

Proof of insurance at the required levels must be submitted with the RFQ response. Proof of insurance at the required levels for a project may also be requested to be submitted with responses to competitive solicitations.

At the time of competitive solicitation award and prior to any work being done, the Contractor shall submit a certificate of insurance at the required levels with St. Johns River State College included as an additional insured on each applicable policy, and each policy shall include a provision of 30 days written notice to the College of cancellation prior to the expiration date of the policy.

Builder's Risk Insurance policies may be required depending on the scope of an awarded bid.

Insurance Schedule:

Policy	Minimum Limits
Workers' Compensation	Statutory Limits
Professional Liability	Not less than \$1,000,000 per occurrence; deductible per occurrence not to exceed \$50,000
Commercial General Liability	\$1,000,000 Each Occurrence; \$1,000,000 Personal and Advertising Injury; \$2,000,000 General Aggregate; \$2,000,000 Products-Completed Operations Aggregate
Automobile Liability (all owned, hired, and non-owned autos)	\$1,000,000 Combined Single Limit (Each Accident)

Bonds: Public construction (payment and performance) bonds may be required for projects depending on the scope and construction cost of a project and must be provided to the College prior to notice given to a contractor to proceed on any project. A bid guarantee (bid bond or other approved alternate

made payable to St. Johns River State College) will be required with bid submissions for any and all projects.

Indemnification: The Contractor shall indemnify and hold harmless the Owner, Architect, Architect's Consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist.

Verification of Employment Eligibility (E-Verify): Section 448.095, Florida Statutes, provides that a public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Any contract resulting from a competitive solicitation issued to pre-qualified contractors will require the Contractor and each of its subcontractors to register with and use E-Verify to verify the employment eligibility of all new employees. Each subcontractor must provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the Contractor shall maintain a copy of each affidavit for the duration of the contract. The College may terminate a contract as provided in section 448.095(5), Florida Statutes. Respondents must submit Appendix I with their response, and the College may require proof of E-Verify registration before entering into any contract.

Anti-Human Trafficking Affidavit: Section 787.06(14), Florida Statutes, requires a nongovernmental entity executing, renewing, or extending a contract with a governmental entity to provide an affidavit, signed by an officer or representative of the entity under penalty of perjury, attesting that the entity does not use coercion for labor or services. Respondents must submit Appendix J with their response so the affidavit is on file before any contract is executed.

RFQ Interpretation and Questions Regarding the RFQ and RFQ Process: Interpretation of the wording of this document shall be the responsibility of the College, shall be communicated by the Director of Facilities Business Operations, and that interpretation shall be final.

Direct all questions related to this RFQ to Ray Sjogren, Director of Facilities Business Operations, via e-mail at raymondsjogren@sjrstate.edu.

Questions and requests for clarification will be accepted up to 72 hours prior to the deadline for RFQ response submission. Questions and requests for clarification received by that time will receive replies no later than 48 hours prior to the deadline for submission. Replies will be posted on the College's web page dedicated to this RFQ at <https://sjrstate.edu/purchasingdept>. An addendum to the RFQ Specifications Document will be issued should any clarification necessitate, at the sole discretion of the College, an amendment to, or addition or deletion of, any wording in the RFQ Specifications Document. Addenda, if issued, will be posted on the web page dedicated to this RFQ and must be acknowledged by all respondents in their response.

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

Only interpretations or clarifications issued in writing by the Director of Facilities Business Operations for St. Johns River State College and posted on the web page dedicated to this RFQ shall be binding. Contractors are advised that no other source is authorized to provide information, explain, interpret, or clarify the RFQ documents. It is the responsibility of the contractor to consult the web page regarding this RFQ for information, clarifications, addenda, and notices during the RFQ process until the status on

the page is listed as 'Closed.' Failure to meet the specifications for any changes or additions required on the web page is grounds for rejection of the contractor's submission.

Cone of Silence Period: During the RFQ process, respondents shall not contact RFQ selection committee members, other SJR State employees, or members of the District Board of Trustees regarding this RFQ for the purpose of discussing the selection process or in an attempt to further their interest in being selected for a new or renewed certificate, except for communications with the Director of Facilities Business Operations as the designated RFQ contact and as prescribed in section 120.57(3), Florida Statutes. Failure to adhere to this requirement may result in disqualification. SJR State reserves the right to contact any contractor if it determines that further information is required.

Errors and Omissions: The Contractor is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services or requirements herein. Should the Contractor suspect any error, omission, or discrepancy in the specifications or instructions, the Contractor shall immediately notify the Director of Facilities Business Operations in writing, who in turn will issue written instructions to be followed, and the instructions will be posted on the web page dedicated to this RFQ. The Contractor is responsible for the contents of its submission and for satisfying the requirements set forth in the RFQ Specifications Document and published on the web page dedicated to this RFQ.

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

Contractor's Warranty of Ability to Perform: By submitting a response to this RFQ, the Contractor warrants that there is no action, suit, proceeding, inquiry, or investigation, at law or equity, before or by a court, governmental agency, public board, or body, pending or, to the best of the Contractor's knowledge, threatened, which would in any way prohibit, restrain, or enjoin the execution or delivery of the Contractor's obligations, or diminish the Contractor's financial ability to perform.

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

Revision to a Contractor's Pre-Qualification Category: Contractors may request a revision to their pre-qualification category, either up or down, if they believe the dollar volume of work under contract, or the size and complexity of projects, should be increased or decreased, and if experience, staff size, staff qualifications, bonding capacity, and other pertinent data justify the action. All criteria must be satisfactorily met for the revised category in order for the Contractor to qualify for the increase or decrease requested.

RFQ Selection Committee Authority: The Selection Committee may recommend a category lower than the category requested by the contractor if the committee determines that materials submitted in response to this RFQ better meet and support the criteria for the category recommended by the committee. For a Contractor to pre-qualify in a particular category, the Contractor must be bondable for a single project at the highest dollar value of that category.

The Selection Committee reserves the right to clarify and/or verify any response information submitted by the Contractor and to request additional information in support thereof as it deems appropriate, delivered in any format requested, and at any time during the RFQ process.

RFQ responses which are found to contain inaccurate and/or incomplete information may be deemed non-responsive and are grounds for rejection of the response.

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

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

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

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the College. Upon completion of the contract, transfer, at no cost, to the College all public records in possession of the Contractor or keep and maintain public records required by the College to perform the service. If the Contractor transfers all public records to the 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 the College, upon request from the College’s custodian of public records, in a format that is compatible with the information technology systems of the College.

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: 386-312-4200; PublicRecords@sjrstate.edu; Public Records, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177; www.sjrstate.edu/public_records.

The Contractor acknowledges that the College cannot and will not provide legal advice or business advice to the Contractor with respect to its obligations pursuant to this section related to public records. The Contractor further acknowledges that it will not rely on the College or its counsel to provide such business or legal advice, and that the Contractor has been advised to seek professional advice with regard to public records matters addressed by any agreement resulting from this RFQ. The Contractor acknowledges that its failure to comply with Florida law and said agreement with respect to public records shall constitute a material breach of said agreement and grounds for termination.

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

Americans with Disabilities Act of 1990: If special accommodations are required to attend a public meeting related to this RFQ, it is requested that the Contractor communicate this request to the College at (386) 312-4200, or to the Director of Facilities Business Operations at raymondsjogren@sjrstate.edu, at least 48 hours prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay Service at 711.

Protests: Protests are governed by section 120.57(3), Florida Statutes, and DBOT Rule 4.39. The College will provide notice of its decision or intended decision by electronic posting on the web page dedicated to this RFQ. **Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, which is 72 (seventy-two) hours, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**

Any person or entity that believes it is adversely affected by the College's decision or intended decision shall file a notice of protest in writing with the College's Vice President for Finance and Administration/CFO, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida 32177, within 72 hours after the posting of the notice of decision or intended decision, with a copy to the Director of Facilities Business Operations. With respect to a protest of the terms, conditions, and specifications contained in this RFQ, the notice of protest shall be filed in writing within 72 hours after the posting of the RFQ. The formal written protest shall be filed within 10 days after the date the notice of protest is filed and shall state with particularity the facts and law upon which the protest is based. A notice of protest or formal written protest is filed when it is received by the College; the protester bears the risk of timely delivery. Saturdays, Sundays, and state and College holidays shall be excluded in the computation of the 72-hour and 10-day time periods. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under section 120.57, Florida Statutes.

Reconsideration: In accordance with DBOT Rule 2.11 and the State Requirements for Educational Facilities (SREF), Section 4.1, a Contractor whose application for a new or renewed certificate is rejected, or that is recommended for a lower category or a different type than requested, may request reconsideration in writing within ten (10) calendar days after receiving notification of such action. For purposes of this RFQ, notification occurs on the date the Notice of Intent to Award is posted on the web page dedicated to this RFQ. A Contractor whose certificate is later suspended or revoked may request reconsideration in writing within ten (10) calendar days after receiving written notice of the suspension or revocation.

Requests for reconsideration shall be delivered to St. Johns River State College, Business Office, Attn: Director of Facilities Business Operations, 5001 St. Johns Avenue, Palatka, Florida 32177, or e-mailed to raymondsjogren@sjrstate.edu, and are filed when received by the College. The Contractor may submit additional information with its request. The College shall act upon the request within thirty (30) calendar days after filing and shall notify the Contractor of its action to adhere to, modify, or reverse its original action. The College may require additional information to justify the reconsideration. Reconsideration under this paragraph is separate from, and does not extend the time for filing, a protest under section 120.57(3), Florida Statutes, and DBOT Rule 4.39.

Individual Evaluation and Protest Stay: Each application is evaluated on its own merits, and the Notice of Intent will state the recommendation for each applicant. Upon receipt of a timely filed formal written protest, the College shall stop the solicitation or contract award process until the subject of the protest is resolved by final agency action, as required by section 120.57(3)(c), Florida Statutes, and DBOT Rule 4.39, unless the District Board of Trustees sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

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

All response materials become the property of SJR State upon receipt by the Director of Facilities Business Operations and may only be withdrawn from consideration by written notice to the Director of Facilities Business Operations prior to the submission deadline. Response materials for submissions withdrawn from consideration will not be returned. No responses may be withdrawn from consideration after the submission deadline without express written permission from the College.

5.0 PRE-QUALIFICATION EVALUATION CRITERIA

Certificate Types

Each applicant must request one of the following certificate types in Appendix A:

- **New Certificate:** The applicant does not hold a current Calendar Year 2026 SJR State pre-qualification certificate. Contractors whose certificates have expired, been revoked, or not been renewed must apply as New Certificate applicants.
- **Renew-Same:** The applicant holds a current Calendar Year 2026 certificate and requests renewal in the same category for Calendar Year 2027.
- **Renew-Revise:** The applicant holds a current Calendar Year 2026 certificate and requests renewal in a higher or lower category for Calendar Year 2027.

Pre-Qualification Categories for Calendar Year 2027

Pre-qualification categories indicate the total dollar volume of work the contractor is permitted to have under contract with SJR State at any one time (subject to bonding capacity) and the maximum dollar value of any individual project under contract (subject to bonding capacity) with SJR State at one time.

Pre-Qualification Categories	Category Thresholds (Must be able to bond a single project at the top threshold number to qualify in the category.)
Category 1	\$0 - \$200,000 (Zero dollars to two-hundred thousand dollars)
Category 1A	\$0 - \$1,000,000 (Zero dollars to one million dollars)
Category 2	\$0 - \$2,000,000 (Zero to two million dollars)
Category 3A	\$0 - \$4,000,000 (Zero to four million dollars)
Category 3B	\$0 - \$6,000,000 (Zero to six million dollars)
Category 4	\$0 - \$10,000,000 (Zero to ten million dollars)
Category 5	\$0 - \$12,000,000 (Zero to twelve million dollars)
Category 6	\$0 - \$16,000,000 (Zero to sixteen million dollars)
Category 7	\$0 - \$20,000,000 (Zero to twenty million dollars)
Category 8	\$0 - \$30,000,000 (Zero to thirty million dollars)

Note: The pre-qualification categories listed are not indicative of any budget for any one project. The category thresholds do not imply that the College anticipates projects in any one category during the pre-qualification period.

To qualify, the applicant must successfully meet all criteria that apply to the certificate type requested, and the information must be complete. Criteria are graded on a pass or fail basis. The final determination for each application is that the submission meets (passes) all applicable criteria.

The College reserves the right to award pre-qualification status to a Contractor in a category other than the category requested if the applicant fails to satisfy the College that it meets the criteria for pre-qualification in the category requested. The College reserves the right to request additional information or clarification of any material submitted, and to verify work performance.

Evaluation Criteria and Order for Submission

Submit documents in the order listed. Submit each item marked for your certificate type. Failure to do so may be grounds for disqualification.

No.	Criteria Section	Applies To	Requirements (The name of the Contractor must appear on the first page of each section of the submission.)
1	Cover Page	All applicants	The cover page must include: • RFQ-SJR-01-2026 • Name and address of the Contractor • Certificate type requested: New Certificate, Renew-Same, or Renew-Revise
2	Certificate Type and Category Designation	All applicants	Submit Appendix A.
3	General Information about Contractor	All applicants	Submit Appendix B. • List of principals, officers, contact information, and history of the Contractor, including state and date of incorporation. (Form must be signed and notarized.) • The form must be signed by a person or persons legally authorized to bind the Contractor. • List any major changes in ownership, officers, or principals.
4	Public Entity Crimes Sworn Statement	All applicants	Submit Appendix C. • Form must be signed and notarized. • There must be no public entity crimes as per section 287.133(2)(a), Florida Statutes.
5	Contractor Licenses	All applicants	Submit a copy of the Business License and a copy of the contractor's license(s) and trade categories. • Must be licensed to do business in the State of Florida and hold a valid Florida contractor's license for the type of pre-qualification requested (see Appendix A). • If you have a licensed roofing contractor on your payroll (do not include a subcontractor), include a copy of the license.

No.	Criteria Section	Applies To	Requirements (The name of the Contractor must appear on the first page of each section of the submission.)
6	Evidence of Bonding Capacity	All applicants	Submit evidence that bonding capacity for a single project is equal to or exceeds the highest dollar amount of the category requested. For Renew-Same, this is the category currently held; for New Certificate and Renew-Revise, this is the category requested in Appendix A. • Verification must be submitted by a licensed surety company rated A- or better in the current A.M. Best Guide and qualified to do business in Florida. • Must list single and aggregate bonding thresholds.
7	Evidence of Insurability	All applicants	Submit a Certificate of Insurance at required levels. • Insurance certificates must meet the requirements and thresholds of the Insurance Schedule in Section 4.0. • Successful contractors must comply with the insurance requirements specific to the work to be performed, as listed in the project manual or purchase order, prior to entering into any contract with the College, and the College must be named as an additional insured at that time.
8	Evidence of Drug-Free Workplace	All applicants	Submit Appendix D. • Must be a Drug-Free Workplace.
9	Conflict of Interest Disclosure	All applicants	Submit Appendix E.
10	Evidence of Claim Resolution	All applicants	Provide a page titled at the top "Evidence of Claim Resolution" listing pending and resolved litigation, with an explanation and the current status of each item: • New Certificate: all pending litigation and all litigation resolved within the past five (5) years. • Renew-Same and Renew-Revise: all pending and resolved litigation since the Contractor's prior pre-qualification submission through the submission date of this RFQ. If there is nothing to report, state "none" on the page. Satisfactory claim resolution is required.
11	Acknowledgement of Addenda	All applicants	Submit Appendix F. • Acknowledge all addenda issued by listing the Addendum No. and Date Issued. • If none have been issued, state 'none' on the first line. • The form must be signed, dated, and submitted even if no addenda have been issued.
12	Vendor Profile and W-9	All applicants	Submit Appendix G and Form W-9. If applicable, submit Certified Minority Vendor documentation from the State of Florida.

No.	Criteria Section	Applies To	Requirements (The name of the Contractor must appear on the first page of each section of the submission.)
13	Evidence of Experience	New Certificate; Renew-Same; Renew-Revise	New Certificate: Submit a list of projects planned, in progress, and completed in the last five (5) years, including the successful completion of at least two (2) projects of similar size, and a written narrative detailing how the firm ensures quality workmanship, on-time completion, project management, and safety. Projects listed should include experience with SREF, public entities, and the hard-bid construction method. Renew-Same: Submit a list of ALL projects the firm was involved with during Calendar Year 2026. Renew-Revise: Submit a list of ALL projects the firm was involved with during Calendar Year 2026. For a requested increase, projects listed should demonstrate the ability to perform projects in the dollar range between the current and requested categories. For every project listed, include: • Project name and brief description of scope of work • Start and ending dates (if in progress, anticipated completion date) and whether completed on schedule • Owner's name, address, main phone number, and web address or e-mail • Name, title, and phone number or e-mail of a contact person familiar with the project • Dollar value, construction method, and whether it was a SREF project • Number of and reasons for change orders (if none, so indicate) Satisfactory performance on all projects is required. Projects contracted with the College must have been performed, or be in progress, in a satisfactory manner and on schedule. Failure to provide a complete list is grounds for rejection.
14	References	New Certificate; Renew-Revise (increase only)	New Certificate: Submit all three of the following: • A list of at least five (5) references for projects performed within the five (5) years preceding the submission deadline, with contact name, title, and phone number or e-mail for each. • At least one (1) completed Appendix H, Performance Evaluation Questionnaire, prepared by a current or past customer or client. • At least one (1) reference letter (in addition to Appendix H) confirming quality performance and on-schedule completion. Renew-Revise (increase only): Provide a list of three (3) references, including at least one (1) reference letter confirming quality performance on projects in the requested higher category. References are not required for Renew-Same or for a requested decrease.

No.	Criteria Section	Applies To	Requirements (The name of the Contractor must appear on the first page of each section of the submission.)
15	Compliance with F.S. 448.095 (E-Verify)	All applicants	Submit Appendix I. Must certify registration with and use of E-Verify.
16	Evidence of Financial Resources	All applicants	Submit the most recent annual (12-month) audited or unaudited financial statements, current within the past twelve (12) months, consisting of: - a Classified Balance Sheet; - an Income Statement (also called a Statement of Operations or Profit and Loss Statement); and - a Statement of Cash Flows, if the Contractor prepares financial statements on the accrual basis. The statements must demonstrate that the applicant has the financial resources to start up and follow through on projects and to respond to damages at the top dollar threshold of the category requested. Submit one printed original in a sealed envelope marked with the Contractor's name, RFQ-SJR-01-2026, and "Confidential Financial Records," placed inside the sealed submission package. Do not include the financial documents on the USB Flash Drive. Financial documents submitted for this section are exempt from public disclosure under section 119.071(1)(c), Florida Statutes.
17	Anti-Human Trafficking Affidavit (F.S. 787.06(14))	All applicants	Submit Appendix J. Must be signed by an officer or representative of the Contractor under penalty of perjury.

Selection Process

Contractors will be selected for new or renewed pre-qualified contractor status based on meeting the evaluation criteria for the certificate type requested and the specifications in this Request for Qualifications Document, including addenda, if any.

Members of the Selection Committee will evaluate submissions received by the RFQ submission deadline for compliance with the RFQ specifications and pre-qualification criteria. Each application is evaluated independently. The College reserves the right to request additional information and clarifications of any materials submitted in response to this RFQ, to verify any information submitted, and to contact references.

A public meeting will be held on November 10, 2026, at 9:30 a.m. ET in Room A-152 in the Administration Building on the Palatka Campus for the purpose of evaluating submissions and preparing a list of contractors, certificate types, and pre-qualification categories recommended for award. The Notice of Intent to Award is expected to be posted on the College's web page at <https://sjrstate.edu/purchasingdept> on November 12, 2026.

SJR State reserves the right to reject any or all submissions which do not meet specification requirements, to waive any or all informalities in regard thereto, and to award certificates which are in the best interest of the College. Further, SJR State reserves the right to recommend a different type and/or category for any applicant for which it determines the criteria requirements have been satisfied.

RFQ award of new and renewed pre-qualified contractor certificates is anticipated at the DBOT meeting on December 2, 2026, at 2:00 p.m. ET. Notice of award is expected to be posted on the College's web page at <https://sjrstate.edu/purchasingdept> on December 3, 2026.

Successful applicants will receive a certificate confirming pre-qualification status by e-mail approximately 30 business days after award, sent to the contact e-mail address provided in the applicant's submission. A printed certificate will be mailed upon written request.

6.0 INSTRUCTIONS FOR SUBMISSION

RFQ submissions must be prepared according to the prescribed format listed below. Failure to follow this requirement is grounds for disqualification.

Responses must be submitted in a sturdy sealed envelope or transmittal package clearly marked on the outside with RFQ-SJR-01-2026, the submitting Contractor's name, and the certificate type requested (New Certificate, Renew-Same, or Renew-Revise). Each Contractor must submit its own separate application.

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

Submission Format by Certificate Type

- **New Certificate:** Submit one printed original and one exact copy of the printed original on a USB Flash Drive in .pdf format, both excluding the Section 16 Financial Documents. Failure to submit the USB Flash Drive is grounds for disqualification.
- **Renew-Same and Renew-Revise:** Submit all required information, excluding the Section 16 Financial Documents, on a USB Flash Drive in .pdf format. A printed copy is not required.

All applicants: Submit one printed original of the Section 16 Financial Documents inside a sealed envelope marked "RFQ-SJR-01-2026 – CONFIDENTIAL FINANCIAL RECORDS" with the Contractor name on the outside; this sealed envelope must be placed INSIDE the sealed envelope or transmittal package containing the other materials. Do not send the financial records in a separate delivery.

The documents submitted on the USB Flash Drive must be in .pdf format and in the order listed in Section 5.0, excluding Financial Documents. Do not submit items out of order. Documents requiring signatures and notarization must show those signatures and notarizations on the documents on the flash drive.

Questions regarding response format may be submitted to Ray Sjogren via e-mail at raymondsjogren@sjrstate.edu no later than 72 hours prior to the deadline for submission.

The sealed response shall be addressed and delivered to:

**St. Johns River State College
Business Office, Attn: Ray Sjogren
Director of Facilities Business Operations
5001 St. Johns Avenue
Palatka, Florida 32177**

To be considered, the response must be received in the SJR State Business Office, Attention: Ray Sjogren, Director of Facilities Business Operations, by **3:00 p.m. ET on October 27, 2026**. RFQ responses that arrive after the deadline will be marked late and will not be considered. Faxed, e-mailed, and conditional RFQ responses, and responses delivered to the wrong location, will not be considered. Failure of the U.S. mail, a delivery service, or a hand deliverer to deliver the response to the correct location by the deadline for submission shall not constitute an extension of the deadline.

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

7.0 APPENDICES

Appendices begin on the next page. Appendices are lettered in the order of submission listed in Section 5.0. Appendix H is required for New Certificate applicants only.

RFQ-SJR-01-2026 APPENDIX A: CERTIFICATE TYPE AND CATEGORY DESIGNATION

CONTRACTOR NAME: _____

1. Certificate Type Requested (check one)

- ☐ New Certificate – does not hold a current Calendar Year 2026 SJR State pre-qualification certificate
- ☐ Renew-Same – renewal in the same category held for Calendar Year 2026
- ☐ Renew-Revise – renewal in a higher or lower category than held for Calendar Year 2026

2. Type of Pre-Qualification (Florida licensure required for the type selected)

- ☐ General Contractor (must hold a Florida certified or registered General Contractor license)
- ☐ Building Contractor (must hold a Florida certified or registered Building Contractor license, or General Contractor license)
- ☐ Civil (Site Work) Contractor (must hold a Florida certified or registered Underground Utility and Excavation Contractor license, or a General Contractor license, authorizing the site work scope)
- ☐ Roofing Contractor (must hold a Florida certified or registered Roofing Contractor license)
- ☐ Mechanical Contractor (must hold a Florida certified or registered Mechanical Contractor license)

3. Category

Renew-Same and Renew-Revise applicants: place an X in Column A beside the category held for Calendar Year 2026. Be sure to verify your current category before preparing this form.

All applicants: place an X in Column B beside the category requested for Calendar Year 2027. For Renew-Same, Columns A and B must match.

A: Current CY2026 (Renewals)	B: Requested CY2027 (All)	Category No.	Category Threshold
		Category 1	\$0 - \$200,000 (Zero dollars to two-hundred thousand dollars)
		Category 1A	\$0 - \$1,000,000 (Zero dollars to one million dollars)
		Category 2	\$0 - \$2,000,000 (Zero to two million dollars)
		Category 3A	\$0 - \$4,000,000 (Zero to four million dollars)
		Category 3B	\$0 - \$6,000,000 (Zero to six million dollars)
		Category 4	\$0 - \$10,000,000 (Zero to ten million dollars)
		Category 5	\$0 - \$12,000,000 (Zero to twelve million dollars)
		Category 6	\$0 - \$16,000,000 (Zero to sixteen million dollars)
		Category 7	\$0 - \$20,000,000 (Zero to twenty million dollars)
		Category 8	\$0 - \$30,000,000 (Zero to thirty million dollars)

4. Renew-Revise Applicants Only

Requested change: ☐ Increase ☐ Decrease

State the reason for the requested category increase or decrease:

Reason: _____

Reason (continued): _____

Reason (continued): _____

**RFQ-SJR-01-2026 APPENDIX B: GENERAL INFORMATION ABOUT CONTRACTOR
MUST BE NOTARIZED**

This section must be presented in the following format. Joint ventures must provide all information on each partner. Amplifying information may be included in additional pages.

Company Background

Company or Joint Venture (C/JV) Name: _____

Street Address: _____

City, State, ZIP Code: _____

Two Points of Contact within the Company/Joint Venture:

Name: _____ Title: _____

Phone/Fax: _____ E-Mail: _____

Name: _____ Title: _____

Phone/Fax: _____ E-Mail: _____

Entity Making Submittal: ☐ Parent Company ☐ Subsidiary ☐ Division ☐ Branch Office ☐ Other (Joint Venture)

If Other, Explain: _____

Type of Company as listed on the W-9: _____

If Other, Explain: _____

Year Company Established: _____ Experience in Years: _____

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

Name: _____

Street Address: _____

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

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

Former name: _____

Former name: _____

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

Explanation: _____

Explanation (continued): _____

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

Changes: _____

Changes (continued): _____

Acknowledgment

The undersigned acknowledges that:

If any information provided by the applicant(s) is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be considered non-responsive. The Selection Committee reserves the right to reject any or all applicants and may stop the selection process at any time. It is understood that this document must be delivered to St. Johns River State College, Business Office, Attn: Director of Facilities Business Operations, 5001 St. Johns Avenue, Palatka, Florida 32177, no later than 3:00 p.m. ET on October 27, 2026.

Signature and Certification

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

Signature of Authorized Officer: _____ Date: _____

Typed Name of Authorized Officer: _____

Typed Title of Authorized Officer: _____

Name of Company Submitting: _____

Federal ID Number of Company: _____

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of authorized officer).

(Signature of Notary Public – State of _____)

(Print, Type, or Stamp Commissioned Name of Notary Public)

My commission expires: _____

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced: _____

(Notary Seal)

RFQ-SJR-01-2026 APPENDIX C: PUBLIC ENTITY CRIME FORM

MUST BE NOTARIZED

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

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

1. This sworn statement is submitted to St. Johns River State College with RFQ-SJR-01-2026.

2. This sworn statement is submitted by _____
(name of entity submitting sworn statement)

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 of the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, 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 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 which I have marked below is true in relation to the entity submitting this sworn statement. **(Mark A or B, whichever applies. If B is marked, also mark C, D, or E.)**

☐ **A.** Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the

entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ **B.** The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. **(If B is marked, indicate which additional statement, C, D, or E, applies.)**

☐ **C.** There has been a proceeding concerning the conviction before an administrative law judge of the State of Florida, Division of Administrative Hearings, and the Final Order entered by the administrative law judge did not place the person or affiliate on the convicted vendor list. (Attach a copy of the final order.)

☐ **D.** The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an administrative law judge of the State of Florida, Division of Administrative Hearings, and the Final Order entered by the administrative law judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Attach a copy of the final order.)

☐ **E.** The person or affiliate has not been placed on the convicted vendor list. (Describe any action taken by or pending with the Department of Management Services.)

Description of action taken or pending (Statement E): _____

Signature: _____ Date: _____

Printed Name and Title: _____

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of affiant).

(Signature of Notary Public – State of _____)

(Print, Type, or Stamp Commissioned Name of Notary Public)

My commission expires: _____

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced: _____

(Notary Seal)

RFQ-SJR-01-2026 APPENDIX D: DRUG-FREE WORKPLACE FORM

Name of Contractor: _____

Note: 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 Workplace Program shall be given preference in the award process.

In order to have a Drug-Free Workplace 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 workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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 CONTRACTOR COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature: _____ Title: _____

Printed Name: _____ Date: _____

RFQ-SJR-01-2026 APPENDIX E: CONFLICT OF INTEREST DISCLOSURE FORM

Name of Contractor/Company: _____

Instructions to Responders

The purpose of this disclosure statement is to give the College the information needed to identify potential conflicts of interest for committee members and other key personnel involved in the award of the pre-qualification certificates.

All responders to this RFQ must disclose within their response the name of any officer, director, or agent who is also an employee of St. Johns River State College or a member of the District Board of Trustees. Complete Item 1 with the requested information or enter 'none' on the first line.

In addition, all responders to this RFQ must disclose the name of any SJR State employee or member of the District Board of Trustees of St. Johns River State College who owns, directly or indirectly, an interest of five percent (5%) or more in the responder's contractor or any of its branches. Complete Item 2 with the requested information or enter 'none' on the first line.

To Be Completed by Responder

1. List the respondent's officers, directors, employees, or agents who are also employees of St. Johns River State College or members of its District Board of Trustees.

Name: _____ Position Held at SJR State: _____

Name: _____ Position Held at SJR State: _____

Name: _____ Position Held at SJR State: _____

2. List any SJR State employees or members of the District Board of Trustees of St. Johns River State College who own, directly or indirectly, an interest of five percent (5%) or more in the responder's contractor or any of its branches.

Name: _____ Position Held at SJR State: _____

Name: _____ Position Held at SJR State: _____

Name: _____ Position Held at SJR State: _____

Signature: _____ Date: _____

Printed Name: _____

RFQ-SJR-01-2026 APPENDIX F: ACKNOWLEDGEMENT OF ADDENDA

Name of Respondent: _____

The undersigned hereby acknowledges the receipt of the following addenda, if any:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

This Acknowledgement of Addenda form is to be returned with your RFQ submission. If no addenda were issued, state 'none' on the first line, sign, date, and return the form with the submission.

Signature: _____ Title/Date: _____

RFQ-SJR-01-2026 APPENDIX G: VENDOR BUSINESS PROFILE

Vendor should complete all requested information.

Identification Information:

Vendor Name (Legal Name & d/b/a): _____

Corporate Address: _____ Phone Number: _____

City, State & ZIP Code: _____ Fax Number: _____

Remit-to Address: _____ E-mail Address: _____

City, State & ZIP Code: _____ Web Address: _____

Contact Information:

Name: _____ Phone Number: _____

Title: _____ E-mail Address: _____

Vendor Information:

1. Describe the type of business or service provided: _____

2. Is the vendor a 1099 recipient? ☐ Yes ☐ No _____

3. Federal Tax Classification (Sole Proprietor, C-Corp, S-Corp, Partnership, LLC, Other): _____

4. Is the vendor at least 51% owned, controlled, and actively managed by a minority person? ☐ Yes
☐ No

If yes, State of Florida MBE/WBE Certification Number: _____

If yes, minority classification (African American, Hispanic, Asian American, Native American, American Woman, Service-Disabled Veteran): _____

5. Conflicts of Interest: List any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the contractor or any of its branches (Name/Title):

Name/Title: _____

Name/Title: _____

6. List the officers of the corporation, partners, or principal members of the contractor and their titles (Name/Title):

Name/Title: _____

Name/Title: _____

Name/Title: _____

It is the sole responsibility of the vendor to promptly notify St. Johns River State College of any and all changes to this application.

Certification: I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that, in doing business with the State of Florida, my contractor is in compliance with Chapter 112, Florida Statutes, conflicts of interest, and that I have disclosed the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the above contractor or any of its branches.

All vendors are required to complete this form in its entirety. The vendor is required to submit a valid tax form (W-9) along with the completed Vendor Business Profile Form.

Name of Person Completing Form: _____ Date: _____

Signature: _____

**RFQ-SJR-01-2026 APPENDIX H: PERFORMANCE EVALUATION QUESTIONNAIRE
(REFERENCE)**

Required for New Certificate applicants only.

Contractor/Company Requesting Reference: _____

Company (Owner) Preparing Reference

Name of Company: _____

Address: _____

Contact Name, Title, and Phone No.: _____

Project Name & Description: _____

Construction Method Used: _____ Dollar Value of Project: _____

Project Dates: _____

1) On a scale of 1 to 5, with 1 being the lowest and 5 being the highest, how would you rate the performance and quality of the work provided by this contractor?

Rating: _____ Comments: _____

Comments (continued): _____

2) Was the project completed on time? ☐ Yes ☐ No If No, why? _____

3) Was the project completed within budget? ☐ Yes ☐ No If No, why? _____

4) Any billing problems with the contractor or subcontractors? ☐ No ☐ Yes If Yes, explain: _____

5) Were there change orders on the project? ☐ Yes ☐ No If Yes, were they at the direction of the owner or contractor? _____

6) Would you use this contractor again? ☐ Yes ☐ No If No, why? _____

Name, Title, and Phone Number of Person Completing the Questionnaire: _____

Signature: _____ Date: _____

RFQ-SJR-01-2026 APPENDIX I: E-VERIFY FORM

Section 448.095, Florida Statutes – Verification of Employment Eligibility

Name of Respondent: _____

The Respondent acknowledges, certifies, and agrees to the following:

1. Section 448.095(5), Florida Statutes, provides that a public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
2. The Respondent is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all newly hired employees, and will continue to do so for the duration of any contract with the College.
3. The Respondent will require each subcontractor performing work under a contract with the College to register with and use the E-Verify system, and will obtain from each subcontractor an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Respondent will maintain a copy of each such affidavit for the duration of the contract.
4. The College may terminate a contract with the Respondent, and the Respondent shall terminate a contract with a subcontractor, as provided in section 448.095(5), Florida Statutes, upon a good faith belief that the Respondent or subcontractor knowingly violated section 448.09(1), Florida Statutes, or section 448.095(5), Florida Statutes. A contractor whose contract is terminated under that section may not be awarded a public contract for at least one (1) year after the date of termination and is liable for any additional costs incurred by the College as a result of the termination.
5. The College may require proof of the Respondent's E-Verify registration and compliance before entering into any contract.

E-Verify Company Identification Number: _____

Company/Contractor: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

**RFQ-SJR-01-2026 APPENDIX J: AFFIDAVIT OF COMPLIANCE – ANTI-HUMAN
TRAFFICKING**

Section 787.06(14), Florida Statutes

This affidavit is required pursuant to section 787.06(14), Florida Statutes, which requires a nongovernmental entity executing, renewing, or extending a contract with a governmental entity to provide an affidavit, signed by an officer or a representative of the nongovernmental entity under penalty of perjury, attesting that the nongovernmental entity does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

As the person authorized to sign on behalf of _____

(name of nongovernmental entity), I certify that the entity does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

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

Signature of Officer or Representative: _____

Printed Name: _____

Title: _____

Date: _____

END OF RFQ-SJR-01-2026 SPECIFICATIONS DOCUMENT