

Submit Quotes to:

**FLORIDA A&M UNIVERSITY**

Office of Procurement Service

<https://famubonfirehub.com/portal/?tab=openOpportunities>

Tallahassee, Florida 32307-3200

Telephone Number: (850) 599-3203



# REQUEST FOR QUOTES

## Acknowledgement Form

Page 1 of 60 Pages

**QUOTES WILL BE OPENED:  
January 14, 2026 @ 2:00 PM**

QUOTE NO. # 0007-2025

MAILING/POSTING DATE:  
**12/12/2025**

QUOTE TITLE:

**Florida A&M University (FAMU) Campus Painting, Cleaning & Pressure Washing**

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

VENDOR LEGAL NAME

REASON FOR NO  
QUOTE

VENDOR MAILING ADDRESS

### POSTING OF QUOTE TABULATIONS AND NOTICES

Quote tabulations, notices of a decision or intended decision and recommended awards related to this competitive solicitation will be posted for review by interested parties on the Procurement Services Website at <http://www.famu.edu/index.cfm?Purchasing&NoticeofPosting> and Bonfire website at <https://famubonfirehub.com/portal/?tab=openOpportunities> and will remain posted for a period of 72 hours (excluding weekends and holidays). Any party adversely affected by a decision or intended decision of the University may protest that decision or intended decision. Failure to file a protest within the time prescribed in University Regulation 6.005 (9)(k) and Section 120.57(3), Florida Statutes shall constitute a waiver of protest proceedings.

CITY-STATE-ZIP

AREA CODE:

TELEPHONE NUMBER:

TOLL-FREE NUMBER:

*By signing this document, I certify that this solicitation response is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a quote for the same commodities services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this competitive solicitation and certify that I am authorized to sign this solicitation response for the proposer and that the proposer is in compliance with all requirements of the competitive solicitation, including but not limited to, certification requirements. In submitting a solicitation response, the proposer offers and agrees that if the solicitation response is accepted, the proposer will convey, sell, assign, or transfer to the FLORIDA A&M UNIVERSITY Board of Trustees all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by FLORIDA A&M UNIVERSITY. At the University's discretion, such assignment shall be made and become effective at the time the University tender's final payment to the proposer.*

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED) & TITLE

DATE SIGNED

### GENERAL CONDITIONS

**QUOTES:** All quote sheets and this acknowledgement form must be executed and submitted via the Bonfire Website. Response prices not submitted on attached quote price sheet(s) when required shall be rejected. All responses are subject to the conditions specified herein. Those that do not comply with these conditions are subject to rejection.

**1. EXECUTION OF QUOTE: All responses must contain this Acknowledgement form with an original manual signature of authorized representative in the space provided above. Quotes must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by proposer must be initialed. The company name and F.E.I.D. or social security number shall appear on each pricing page of the quote as required.**

**2. NO QUOTE SUBMITTED:** If not submitting a quote, respond by returning only this proposer acknowledgement form, marking it "NO QUOTE" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reasons for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the proposer's name from the University's Competitive Solicitation mailing list. **NOTE:** To qualify as a respondent, proposer must submit a "NO QUOTE", and it must be received no later than the stated quote opening date and time.

**3. QUOTE OPENING:** Shall be public, on the date, location and at the time specified on the acknowledgement form. It is the proposer's responsibility to assure that its quote is delivered via Bonfire portal at the proper time and place of the quote opening. Quotes, which for any reason are not so delivered, will not be considered. Offers by telegram, telephone or facsimile are not acceptable. Only the quote receipt and other generic administrative information may be announced and recorded on the quote opening date. The contents of the quotes will be kept confidential for 30 calendar days, or date of award, whichever is sooner in accordance with s. 119.071(1)(b). **NOTE:** Quote tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Quote tabulations will not be provided by telephone.

**4. PRICES, TERMS AND PAYMENT:** Firm prices shall be proposed and include all services rendered to the purchaser.

**5. TAXES:** FLORIDA A&M UNIVERSITY, a public body corporate of the State of Florida, does not pay Federal Excise and Sales taxes on direct purchases of services. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192, Florida Statutes.

**6. DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for quote evaluation purposes.

**7. MISTAKES:** Proposers are expected to examine the specifications, conditions, scope of work, quote prices, extensions and all instructions pertaining to the services involved. Failure to do so will be at the proposer's risk.

**8. ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**

**9. PAYMENTS:** In the event University owes payment to the Vendor, the University shall mail the Vendor's payment within forty (40) days after receipt of an acceptable invoice and receipt, and after inspection and acceptance of the goods, services or both, as provided in accordance with the terms and conditions of the applicable purchase order/agreement. Failure to make payments within 40 days shall result in the University paying interest pursuant to Section 55.03(1) Florida Statutes, on the unpaid balance from the expiration of such 40-day period until such time as the warrant is issued to the Vendor. The University has established a "Vendor Ombudsman". The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s). The University's ombudsman may be contacted at (850) 599-2978.

a) Partial payment in the full amount of the value of service received and accepted may be requested by the submission of a properly executed invoice, with supporting documents, if required. Only one partial payment will be made per month.

b) The Vendor agrees that bills and invoices for fees or other compensation for services or expenses shall cite the Purchase Order/Agreement Number and shall be submitted to the Controller in detail sufficient for a proper preaudit and post audit. Each bill or invoice must clearly identify the services, portion of services and expenses for which compensation is sought. Payment will be tendered only for services, or the portion of services, completed prior to the submission of the bill or invoice, or for expenses incurred prior to such submission, or both.

c) The performance of the University of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds appropriated by the Legislature of the State of Florida, the obligation of funds by the prime funding agency, or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. The University shall give notice to Vendor of the non-availability of such funds when University has knowledge of such fact. Upon receipt of such notice by Vendor, the Vendor shall be entitled to payment only for those services performed and expenses incurred prior to the date notice is received.

d) If this agreement includes reimbursement for travel expenses, such reimbursement must comply with Section 112.061, Florida Statutes and will be processed in accordance with the University's travel policies as stated in the Controller's Manual and utilizing the Travel Authorization Request (TAR) process.

e) Invoices, which have to be returned to a Vendor because of Vendor preparation errors, will result in a delay on the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the University.

**10. CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All proposers must disclose with their quote the name of any officer,

**21. PUBLIC RECORDS:** Any material submitted in response to this Request for Quotes will become a public document pursuant to Section 119.07, F.S. Any claim of confidentiality is

director, or agent who is also an employee of FLORIDA A&M UNIVERSITY or the State of Florida, or any of its agencies. Further, all proposers must disclose the name of any University or State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches. No person or firm receiving a contract to perform a feasibility study of the potential implementation of a subsequent contract, participating in the drafting of a solicitation or specifications, or developing a program for future implementation shall be eligible to contract with the agency for any contracts dealing with that specific subject matter; and proposers must disclose with their quote any such conflict of interest.

11. AWARDS: As the best interest of the University may require, the right is reserved to reject any and all quotes or waive any minor irregularity or technicality in quotes received. Proposers are cautioned to make no assumptions unless their quote has been evaluated as being responsive.

12. INTERPRETATIONS/DISPUTES: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the quote opening. Inquiries must reference the date of quote opening and quote number. No interpretation shall be considered binding unless provided in writing by FLORIDA A&M UNIVERSITY in response to requests in full compliance with this provision. Any person who is adversely affected by the specifications, decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with University Regulation 6.005(9). Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

13. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this quote prior to their completion, it shall be the responsibility of the successful proposer to notify the purchaser at once, indicating in his letter the specific regulation which required an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.

14. DEFAULT: Failure to perform according to this quote and/or resulting contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your firm. Any violations of these stipulations may also result in:

- a) Contractor's name being removed from the Purchasing vendor mailing list.
- b) All State public entities being advised not to do business with the contractor without written approval of the University until such time as vendor reimburses the University for all re-procurement and cover costs.

15. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all quotes received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a quote response hereto and FLORIDA A&M UNIVERSITY and the FLORIDA A&M UNIVERSITY Board of Trustees, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

16. ADVERTISING: In submitting a quote, proposer agrees not to use the results there from as a part of any commercial advertising.

17. ASSIGNMENT: Any Contract or Purchase Order issued pursuant to this request for quotes and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

18. LIABILITY: On any contract resulting from this quote the proposer shall hold and save the FLORIDA A&M UNIVERSITY Board of Trustees, FLORIDA A&M UNIVERSITY, and the State of Florida, its officers, agents, and employees harmless against claims by third parties resulting from the contractor's breach of this contract or the contractor's negligence. This requirement does not apply to contracts between governmental agencies.

19. FACILITIES: The University reserves the right to inspect the proposer's facilities at any time with prior notice.

20. CANCELLATION: The University shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with the contract.

waived upon submission, effective after opening pursuant to Section 119.07, F.S.

22. NEGOTIATIONS: To assure full understanding of and responsiveness to the solicitation requirements, discussions may be conducted with qualified proposers. The proposers shall be accorded fair and equal treatment prior to the submittal date specified in the request for quotes with respect to any opportunity for discussion and revision of quotes. All such revisions shall be in the form of a written addendum.

After the submittal date, the University reserves the right to select the top ranked quotes and conduct discussions with those proposers. Such discussions may result in changes to the RFQ and the proposers' quote as deemed necessary and in the best interests of the University.

23. AS SPECIFIED: A purchase order may be issued to the successful offeror with the understanding that all materials and services rendered must meet the specifications herein. Any orders or contracts will be subject to immediate cancellation if the materials or services do not comply with specifications as stated herein or fails to meet the University's standards. Materials not in compliance will be returned for compliant material as specified at no additional cost to the University. Services rendered not as specified shall be completed as specified at no additional cost to the University.

24. QUOTE PREPARATION: All costs associated with responding to this RFQ are the sole responsibility of the Vendor.

25. FORCE MAJEURE: No default, delay or failure to perform on the part of the contractor or the University shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to strikes, lockouts, or inactions of government authorities; epidemics; wars; embargoes; fire; earthquake; acts of God; default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

26. POLICIES AND RULES: All Vendor employees and their agents will govern their conduct in a professional business manner. Sexual harassment, discrimination and/or any other behavior considered unprofessional, disruptive or not conducive to the University environment or in violation of university policies will not be tolerated. Any vendor employee participating in unacceptable activities will not be allowed to continue performance. Chronic behavioral or conduct problems with vendor employees may result in cancellation/termination of any agreement/purchase orders issued.

The Vendor, their employees and agents shall be responsible for exercising extreme care and caution in the conduct of operations to ensure the safety and wellbeing of university personnel. Unsafe practices or the reckless endangerment of personnel may result in the cancellation/termination of any agreement/purchase orders issued. Any agreement/purchase orders issued to the Vendor do not protect nor relieve the Vendor of responsibility from any fines or other actions that may be taken as a result of a violation.

27. PUBLIC ENTITY CRIME LAW: In accordance with FLORIDA A&M UNIVERSITY's Regulation 6.005(6): The University shall not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

28. NOTICE OF PROTEST BONDING REQUIREMENT: Any person who files an action protesting the specifications, a decision or intended decision pertaining to contracts administered by a public entity pursuant to Section 120.57(3), F.S., shall file an informal notice of intent to protest within 72 hours (not including Saturdays, Sundays or legal holidays) after said posting, decision or intended decision. Also within 10 calendar days after filing the informal notice of intent to protest, a party intending to protest must file a formal written protest and post with the University at the time of filing a bond payable to FLORIDA A&M UNIVERSITY in an amount equal to 10 percent of the University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against the Contractor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. **FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A DENIAL OF THE PROTEST.**

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

## **REQUEST FOR QUOTES**

**Florida A&M University Board of Trustees (FAMU)**

**Florida A&M University (FAMU) Campus Painting, Cleaning, & Pressure Washing**

**RFQ No.# 0007-2025**

**Refer ALL Inquiries to:**

Office of Procurement Services  
Attn: Jenifer Frye  
Florida A&M University  
2380 Althea Gibson Way  
Suite 214  
Tallahassee, FL 32307  
(850) 599-3203 (Office)  
(850) 561-2461(Fax)

E-mail:

[procurement.officer@famu.edu](mailto:procurement.officer@famu.edu)

Bonfire Website:

<https://famu.bonfirehub.com/portal/?tab=openOpportunities>

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## 1.0 SPECIAL CONDITIONS

### 1.1 Statement of Objective

The objective of this Request for Quotes (RFQ) is to enable the Florida A&M University (FAMU) to enter into an agreement with multiple vendors to provide painting, cleaning, and pressure washing services for all buildings at FAMU. **This project is to be awarded to multiple vendors. THE AMOUNTS TO BE AWARDED UNDER THIS RFQ WILL BE “NOT-TO-EXCEED” AMOUNTS. HOWEVER, THERE IS NO GUARANTY OF A CERTAIN DOLLAR VALUE OF WORK TO BE AWARDED.**

The successful Proposer (s) will provide the services consistent with all local, state and federal rules and regulations applicable to the business they are in and must adhere to professional standards and use due care in performing all services required under this agreement in a manner consistent with generally accepted procedures.

### 1.2 Contract Award

- A. FAMU intends to award a contract or contracts resulting from this solicitation to the responsible proposer(s) whose quote represents the best value after evaluation in accordance with the criteria in this solicitation. **This project is to be awarded to multiple vendors.**
- B. FAMU may reject any or all quotes if such action is in FAMU's best interest.
- C. FAMU may cancel or withdraw the award when deemed in its best interest.
- D. FAMU may waive informalities and minor irregularities in quotes received.
- E. FAMU reserves the right to evaluate quotes and award a contract without negotiations with proposers. Therefore, the proposer's initial quote should contain the proposer's best terms from a cost or price and technical standpoint.
- F. FAMU reserves the right to conduct negotiations with the highest ranked proposer(s).
- G. A written notice of award will be posted on FAMU Office of Procurement Services Website.

### 1.3 General Information

#### Background

Florida Agricultural and Mechanical University is a public, fully accredited member of the State University System of Florida. FAMU is a doctoral/research institution and is the premier school among historically black colleges and universities. We are fully accredited by the Southern Association of Colleges and Schools.

FAMU offers 54 bachelor's degrees and 29 master's degrees. The University also offers a juris doctorate at its College of Law in Orlando. FAMU offers the following doctoral programs: chemical engineering; civil engineering; electrical engineering; mechanical engineering; industrial engineering; biomedical engineering; physics; pharmaceutical sciences; educational leadership; and environmental sciences.

The University also has several satellite campuses including the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences has sites in Miami, Jacksonville, Tampa, and Crestview.

#### History

FAMU is dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at

the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community.

#### 1.4 **Authorized FAMU Representative/Public Notices/FAMU Discretion**

Proposer's response to this RFQ must be submitted via the Bonfire Portal at <https://famubonfirehub.com/portal/?tab=openOpportunities>.

Any communications and/or inquiries by Proposer during this RFQ process must be submitted in writing to the individual and address stated below. **Communications and/or inquiries are preferred via email.** FAMU will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 1.5, "Approximate Calendar of Events." To the extent FAMU determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and posted on the Bonfire Website. FAMU shall not accept or consider any written or other communications and/or inquiries (except a Quote) made between the date of this deadline and the posting of an award, if any, under this RFQ.

**Jenifer Frye, Office of Procurement Services**  
**2380 Althea Gibson, Suite 214**  
**Tallahassee, FL 32307**  
[procurement.officer@famuedu](mailto:procurement.officer@famuedu)  
**Phone (850) 599-3203 Fax: (850) 561-2461**

Advance notice of public meetings regarding this RFQ, if FAMU determines in its sole discretion whether any such meetings will be held, will be posted on the Bonfire website:

<https://famubonfirehub.com/portal/?tab=openOpportunities>

FAMU reserves the sole discretion over the conduct of such meetings and the extent, if any, that public attendees may participate in such meetings. FAMU also reserves the right and sole discretion to REJECT any quote at any time on grounds that include, without limitation, either that a quote is nonresponsive to the RFQ or is incomplete or irregular in any way, or that a responsive quote is not in FAMU's best interest.

#### 1.5 **Approximate Calendar of Events**

Listed below are the dates and times by which stated actions should be taken or completed. If FAMU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFQ. All listed times are Eastern Standard Time (EST).

<b>Date/Time</b>	<b><u>Action</u></b>
<b>12/12/2025</b>	Request for Quote Advertised / Released
<b>12/17/2025</b>	Mandatory Site Visit: (Include Plant Operations and Maintenance 2380 Althea Gibson Way, POM Trailer A, Tallahassee, Florida 32307 at 9 am.)
<b>12/23/2025</b>	Deadline for submitting questions and/or inquiries or requests for changes by 2:30 PM in writing only; preferably by email to <b>Jenifer Frye:</b> <a href="mailto:procurement.officer@famuedu">procurement.officer@famuedu</a> ; <a href="mailto:brianna.dunlap@famuedu">brianna.dunlap@famuedu</a>

<b>01/08/2026</b>	Responses to inquiries and Addenda, if any, Posted on Bonfire Website or Procurement Email:  <a href="https://famu.bonfirehub.com/portal/?tab=openOpportunities">https://famu.bonfirehub.com/portal/?tab=openOpportunities</a>  <a href="mailto:procurement.officer@famu.edu">procurement.officer@famu.edu</a>
<b>01/14/2026</b>	Deadline for <b>Quote submission at 2:00PM</b> NOTE: All RFQ Responses must be submitted via the Bonfire website: <a href="https://famu.bonfirehub.com/portal/?tab=openOpportunities">https://famu.bonfirehub.com/portal/?tab=openOpportunities</a>  <b>RFQ Opening Via Zoom:</b>  <a href="https://famu.zoom.us/j/97278928926">https://famu.zoom.us/j/97278928926</a>
<b>01/20/2026</b>	Posting of the Intent to Award (or other Notice(s) as Appropriate)
<b>01/23/2026</b>	End of 72-hour Protest Period
	<b>DATES SHOWN ARE ESTIMATES AND ARE SUBJECT TO CHANGE</b>

## 1.6 Proposers' Communications and/or Inquiries

- A. FAMU is not liable for interpretations/misinterpretations or other errors or omissions made by the Proposer in responding to this RFQ. The Proposer shall examine this RFQ to determine if FAMU's conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this RFQ, the Proposer believes there are any conditions or requirements which remain unclear or which restrict competition, the Proposer may request, in writing, that FAMU clarify or change condition(s) or requirement(s) specified by the Proposer. The Proposer must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Proposer. The Proposer also must provide detailed justification for a change and must recommend specific written changes to the specified condition(s) or requirement(s). Requests for changes to this RFQ must be received by FAMU not later than the date shown in Section 1.5., entitled "Approximate Calendar of Events," for the submittal of written communications and/or inquiries. **The Proposer's failure to communicate, inquire, or request changes by the date described above shall be considered the Proposer's acceptance of all of FAMU's conditions and requirements. Proposers shall not be silent on concerned conditions and requirements before submittal of quote with the hope of negotiating a change of those conditions and requirements after award of a contract resulting from this RFQ. Proposers disagreeing with any conditions and requirements shall act to resolve the difference prior to quote opening. Failure to accept said conditions and requirements after contract award is grounds for rejection of that quote and the university may seek to award the contract to the next favorable proposer.** FAMU shall in its sole discretion determine what requested changes to this RFQ are acceptable. FAMU shall issue an Addendum reflecting the acceptable changes to this RFQ, if any, which shall be posted on the Bonfire Website as specified in Section 1.4.
- B. Any communications and/or inquiries from the Proposer concerning this RFQ in any way must be submitted in writing to the Authorized FAMU Representative listed in Section 1.4 as set forth in the Approximate Calendar of Events. Inquiries must be intelligible and concise and must clearly identify the Proposer who is submitting the inquiry.



### **1.7 Proposers' Conference and Site Visit**

Mandatory Site Visit and Surveys: As set forth in Section 1.5 Approximate Calendar of Events. All interested proposers must attend, if event is listed.

### **1.8 Written Addenda**

Written Addenda to this RFQ along with an Addenda Acknowledgment Form will be posted on the Bonfire Website. The Addenda Acknowledgment Form shall be signed by an authorized representative of the Proposer, dated and returned with the quote.

### **1.9 Quote Due Date**

Proposer's response to this RFQ shall be prepared in accordance with Section 3.0., "Required Quote Format". Quotes are due at the time and date specified in Section 1.5., "Approximate Calendar of Events" and must be received, via Bonfire Website or [procurement.officer@famuedu](mailto:procurement.officer@famuedu), no later than **2:00 PM**, on the date set forth in the Approximate Calendar of Events, according to the time clock in FAMU's Office of Procurement Services.

Quotes or amendments to quotes that arrive after the date and time set forth in the Approximate Calendar of Events, will not be accepted/considered for any reason whatsoever. Telephone, including facsimile and electronic mail, and/or amendments to quotes shall not be accepted at any time.

Quotes will be accepted up to 2:00 PM, as set forth in the Approximate Calendar of Events, and no quotes may be withdrawn after the deadline for quote submission time and date shown above. Quotes must be submitted to <https://famubonfirehub.com/portal/?tab=openOpportunities> or [procurement.officer@famuedu](mailto:procurement.officer@famuedu). The quote must be submitted in a **PDF format**.

### **1.10 Quote Opening Date**

Quotes will be opened, via Bonfire Portal, in FAMU's Procurement Office as set forth in the Approximate Calendar of Events.

### **1.11 Posting of Intent to Award**

The intent to award a contract, if any, for this RFQ will be posted for review by interested parties in Bonfire and on the FAMU Office of Procurement Services Website (see links below) and will remain posted for a period of seventy-two (72) hours (three (3) business days).

<https://famubonfirehub.com/portal/?tab=openOpportunities>  
<http://www.famuedu/index.cfm?Purchasing&NoticeofPosting>

A. If the Proposer desires to protest the recommendation to award a contract, if any, the Proposer must file with FAMU:

1. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. FAMU shall not extend or waive this time requirement for any reason whatsoever.
2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. FAMU shall not extend or waive this time requirement for any reason whatsoever.

- B. Failure to file in writing either a notice of intent to protest or a formal protest by petition within the time prescribed in FAMU Regulation 6.005 and Section 120.57 (3), Florida Statutes, shall constitute a waiver of all proceedings under the aforementioned authority.
- C. A formal written protest by petition must be accompanied by a Protest Bond payable to FAMU in the amount of \$10,000 or 10% of FAMU's estimate of the total value of the proposed contract, whichever is less. The form of the Protest Bond shall be a cashier's check or money order made payable to FAMU.
- D. In addition to all other conditions and requirements of this RFQ, FAMU shall not be obligated to pay for information obtained from or through the Proposer, or any of proposer's expenses associated with responding to the RFQ.

#### **1.12 Quote Validity Period**

Any submitted quote, shall in its entirety, remain a valid quote for one hundred twenty (120) days after the quote submission date.

#### **1.13 Disposition of Quotes**

All quotes become the property of the FAMU, and the FAMU shall have the right to use all ideas, and/or adaptations of those ideas, contained in any quote received in response to this RFQ. Any parts of the quote or any other material(s) submitted to FAMU with the quote that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements" of Chapter 119, Florida Statutes, but only to the extent expressly authorized by Florida law. FAMU's selection or rejection of a quote will not affect this exemption.

#### **1.14 Economy of Presentation**

Each quote shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the conditions and requirements of this RFQ. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each quote must be on completeness and clarity of content. To expedite the evaluation of quotes, it is **mandatory** that Proposers follow the format and instructions contained herein. FAMU is not liable for any costs incurred by any Proposer in responding to this RFQ including, without limitation, costs for oral presentations requested by FAMU, if any.

#### **1.15 Restricted Discussions/Submissions**

From the date of issuance of the RFQ until FAMU takes final agency action, the Proposer must not discuss the quote or any part thereof with any employee, agent, or representative of FAMU except as expressly requested by FAMU in writing. Violation of this restriction will result in REJECTION of the Proposer's quote.

#### **1.16 Verbal Instructions Procedures**

No negotiations, decisions, or actions shall be initiated or executed by the Proposer as a result of any discussions with any FAMU employee. Only those communications that are in writing from the authorized FAMU representative identified in Section 1.4 of this RFQ. Only communications/inquiries from the Proposer that are signed in writing and delivered on a timely basis, i.e., not later than **2:00PM, EST** as set forth in the Approximate Calendar of Events will be recognized by FAMU as duly authorized expressions on behalf of the Proposer.

### 1.17 State Licensing Requirements

All corporations seeking to do business with the State of Florida shall, at the time of submitting a quote in response to this RFQ, either be on file or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to FAMU when submitting the quote. The successful Proposer, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this RFQ, if any. Similarly partnerships seeking to do business with the State shall, at the time of submitting such a quote, have complied with the applicable provisions of Chapter 620, Florida Statutes.

A Certificate of Status shall be required indicating that the Proposer is a corporation or other legal entity. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the Proposer shall contact the Florida Secretary of State's Office at: Corporations (850) 245-6052, option 2; limited liability or partnership companies (850)245-6051; or [www.sunbiz.org](http://www.sunbiz.org)

### 1.18 Parking

The successful Proposer, if any is selected by FAMU, shall ensure that all vehicles parked on campus for purposes relating to work resulting from this RFQ shall have proper parking permits. All vehicles must be registered with FAMU's Parking Services Department, and Proposer must purchase parking permits. Proposer's vehicles shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all FAMU's parking rules and regulations could result in tickets and/or towing at the expense of Proposer or Proposer's employee. For additional parking information, contact FAMU's Parking Services Department at (850) 561-2205.

### 1.19 Definitions

**FAMU'S Contract Administrator** - The University's designated liaison with the Proposer. In this matter FAMU's Contract Administrator will be the Authorized FAMU Representative listed in Section 1.4.

**Proposer** - Anyone who submits a timely quote in response to this RFQ.

**Successful Proposer** - The firm or individual who is the recommended recipient of the award of a contract under this RFQ.

**Contract** - The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this RFQ, Vendor's quote, and State and University mandated terms.

**Contract Manager** - After contract award a liaison from the user department will oversee the contractor's performance and report as needed to the contract administrator.

### 1.20 Procurement Rules

A. FAMU has established for purposes of this RFQ that the words "shall," "must," or "will" are equivalent in this RFQ and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by FAMU. A deviation is material if, in FAMU's sole discretion, the deficient response is not in substantial accord with this RFQ mandatory conditions requirements.

- B. The words “should” or “may” are equivalent in this RFQ and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a quote but may result in the quote being considered as not in the best interest of FAMU.
- C. **The Proposer must agree to abide by each mandatory condition and requirement included in this RFQ.**
- D. The Proposer is solely responsible for the accuracy and completeness of its quote. The Proposer’s errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for FAMU’s REJECTION of the quote.

#### **1.21 Force Majeure**

No default, delay or failure to perform on the part of FAMU shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either FAMU’s reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond FAMU’s reasonable control, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of FAMU.

#### **1.22 Limitation of Remedies, Indemnification, and Insurance**

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any quote by Proposer to limit the Proposer’s liabilities to the State or to limit the State’s remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer’s quote.
- B. As an agency of the State of Florida, FAMU’s liability is regulated by Florida law. Except for its’ employees acting within the course and scope of their employment, FAMU shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, FAMU’s liability and indemnification obligations under this RFQ and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring FAMU to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

Under this RFQ and the resulting contract, if any, the Proposer must hold FAMU and those in privities with FAMU, and their governing boards, officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the Proposer and those under the Proposer’s supervision and control; provided, however, such indemnification shall not include any amounts for consequential damages and shall be limited to proven damages in an amount not to exceed the required insurance policy limits of the Proposer.

- C. The Proposer shall obtain, maintain, and pay for insurance in the categories listed in the following insurance schedule. It is not the intent of this schedule to limit the types of insurance otherwise required by this RFQ or that which the Proposer may desire to obtain.

The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule below. All such insurance policies must be with insurers qualified to do business in Florida. The insurance shall cover all of the Proposer's operations under the contract resulting from this RFQ, if any, and shall be effective throughout the effective period of such contract. FAMU, its Board of Trustees, the Florida Department of Education, and the State of Florida, shall be included as additional named insured on each of Proposer's policies. **The Proposer shall furnish FAMU proof of Proposer's insurance coverage by original ACCORD certificates of insurance no later than five (5) days after the contract resulting from this RFQ, if any, is executed. Before commencement of work under the contract resulting from this RFQ, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in the following schedule.** See also Section 1.32 below entitled "Subcontracts." FAMU shall always be exempt from, and in no way be liable for, any sums of money which may represent a deductible in any of Proposer's or Proposer's subcontractors' insurance policies. The payment of such deductible shall be the sole responsibility of the Proposer and/or Proposer's subcontractor that obtained the insurance. The Proposer shall always promptly notify FAMU of any change in insurance coverage or carrier by it or any of its subcontractors. See also Section 1.32 entitled "Subcontracts."

### **SCHEDULE:**

#### Policy

#### Worker's Compensation

#### Statutory

#### \*Comprehensive General Liability Insurance:

- |                               |                           |
|-------------------------------|---------------------------|
| (1) Bodily Injury Liability   | \$1,000,000 each accident |
| (2) Property Damage Liability | \$1,000,000 occurrence    |
|                               | \$1,000,000 aggregate     |

#### (3) Comprehensive Automobile Liability Insurance:

- |                               |                             |
|-------------------------------|-----------------------------|
| (a) Bodily Injury Liability   | \$500,000 each person       |
|                               | \$2,000,000 each occurrence |
| (b) Property Damage Liability | \$500,000 each occurrence   |

#### (c) Excess Umbrella Liability

- |                                     |                              |
|-------------------------------------|------------------------------|
| Combined Single Limit Bodily Injury | \$10,000,000 each occurrence |
| Injury and/or Property Damage       | \$10,000,000 aggregate       |

#### \*Comprehensive Liability to include but not be limited to:

- (1) Consumption or Use of Products
- (2) Existence of Vehicles, Equipment or Machines on Location
- (3) Contractual Obligations to Customers

#### **D. WORKER'S COMPENSATION - Limit of liability as provided by Worker's Compensation Law, State of Florida**

The contractor shall secure and maintain during the life of this agreement, Worker's Compensation Insurance for all his employees connected with the work of this project and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees

engaged in hazardous work under this contract at the site of the project is not protected under Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the purchaser, for protection of his employees not otherwise protected. If there is an instance where the Contractor is subcontracting the required services with a vendor who is not required by Florida Statute to cover their employees by Worker's Compensation, the Contractor must obtain prior approval of the subcontractor by the Florida A&M University.

### **1.23 Term of Contract**

Each contract resulting from this RFQ, if any, will be for a three (3) year period with an effective date no later than February 2, 2026, or upon execution, whichever is earlier; having the option to renew for an additional two (2) one (1) year periods pending mutual consent.

### **1.24 Cancellation /Termination of Contract**

Any contract established as a result of this RFQ may be unilaterally canceled by FAMU for refusal by Proposer to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Proposer in conjunction with this RFQ or the resulting contract. FAMU also may terminate such contract resulting from this RFQ, if any, without cause on thirty (30) days advanced written notice to the Proposer. The parties to such contract may terminate the contract at any time by mutually consenting in writing, either party may terminate such contract immediately and also for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party.

### **1.25 Assignment and Amendment of Contract**

Neither the contract resulting from this RFQ, if any, nor any duties or obligations under such contract shall be assignable by the Proposer without the prior written consent of FAMU. Any contract resulting from this RFQ may be amended only in writing signed by the Proposer and FAMU with the same degree of formality evidenced in the contract resulting from this RFQ.

### **1.26 Independent Parties**

Except as expressly provided otherwise in the contract resulting from this RFQ, if any, FAMU and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

### **1.27 Performance Investigations**

As part of its evaluation process, FAMU may make investigations to determine the ability of the Proposer to perform under this RFQ. FAMU reserves the right to REJECT any quote if the Proposer fails to satisfy FAMU that it is properly qualified to carry out the obligations under this RFQ.

### **1.28 Severability**

If any provision of the contract resulting from this RFQ, if any, 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 provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

### **1.29 Notices**

All notices and all other matters pertaining to the contract resulting from this RFQ, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail,

return receipt requested, and shall be deemed to have been duly given when received by the addressee at the address listed below:

Avery McKnight, General Counsel  
Office of General Counsel  
1601 S. Martin Luther King, Jr. Blvd  
300 Lee Hall  
Tallahassee, FL 32307

Mattie Hood, Chief Procurement Officer  
Office of Procurement Services  
2380 Althea Gibson,  
Suite 214  
Tallahassee, FL 32307

### **1.30 Governing Law and Venue**

This RFQ and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. FAMU and Proposer hereby agree that this RFQ and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Leon County, Florida.

### **1.31 Liaison**

FAMU's liaison with the successful Proposer, if any, shall be Mattie Hood, Chief Procurement Officer.

### **1.32 Subcontracts**

The Proposer is fully responsible for all work performed under the contract resulting from this RFQ, if any. The Proposer may, with the prior written consent of FAMU, enter written subcontract(s) for performance of certain of its functions under such contract. The subcontractors and the amount of the subcontract(s) shall be identified in the Proposer's response to this RFQ. No subcontract shall be implemented or effective until approved in writing by FAMU. No subcontract(s), which the Proposer enters under the contract resulting from this RFQ, if any, shall in any way relieve the Proposer of any responsibility for performance of its duties under such contract. Proposer is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract and applicable law. All payments to subcontractors shall be the sole responsibility of the Proposer.

### **1.33 Employment of FAMU Personnel**

The Proposer shall not, without FAMU's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this RFQ and any resulting contract, any individuals who are or have been FAMU employees at any time during such period, except for FAMU's regularly retired employees, or any adversely affected State employees.

### **1.34 Equal Opportunity Statement**

The State of Florida and FAMU subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination based on race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Proposer commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this RFQ, if any, regardless of value.

- B. The Proposer, if any, awarded a contract under this RFQ shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- C. If the Proposer anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this RFQ, Proposer must complete a Certificate of Non-Segregated Facilities form and attach the form to the quote. A sample certificate is attached as **APPENDIX V**.
- D. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFQ, and employs more than 50 people, the Proposer must complete and file prior to March 1 of each year a standard form 100 (EEO-1).
- E. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFQ, and employs more than 50 people, the Proposer must maintain a written program for affirmative action compliance that is accessible for review upon request by FAMU.
- F. Proposers shall identify its company's government classification at time of quote submittal. Proposer's identity will not foster special consideration during this RFQ process; this is only for informational purposes for reporting.

### **1.35 Waiver of Rights and Breaches**

No right conferred on FAMU by this RFQ or resulting contract, if any, shall be deemed waived and no breach of any such contract excused, unless such waiver of right or excuse of breach shall be in writing and signed by FAMU's signatory. FAMU's waiver or excuse of a breach by the other party shall not constitute a waiver or excuse of any other breach.

### **1.36 Headings Not Controlling**

Headings used in any contract resulting from this RFQ are for reference purposes only and shall not be considered to be a substantive part of such contract.

### **1.37 Employee Involvement/Covenant Against Contingent Fees**

In accordance with Section 112.3185, Florida Statutes, the Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of FAMU who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFQ or goods or services there under. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFQ or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence shall have been known by the State to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, FAMU shall, subject to Proposer's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this RFQ without liability, to deduct from the charges otherwise payable by FAMU under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to FAMU under such contract, at law or in equity.



### **1.38 Site Rules and Regulations**

Proposer shall use its best efforts to assure that its employees and agents, while on FAMU's premises, shall comply with the State's, Florida Board of Governors (BOG) and FAMU's Board of Trustees (BOT) site rules and regulations, if any.

Contractor will assure that any employee to be present on any FAMU site, for any reason whatsoever, is not a registered sex offender or sexual predator. The contractor will not allow persons to enter University property if their backgrounds indicate they would be a threat to others. All employees of contract must be identified by wearing uniform and name tags.

### **1.39 Travel Expense**

Proposer shall not under this RFQ or any resulting contract charge FAMU for any travel expenses, meals, and lodging without FAMU's prior written approval. Upon obtaining FAMU's prior written approval, Proposer may be authorized to incur travel expenses payable by FAMU to the extent and means provided by Section 112.061, Florida Statutes. Any expenses in excess of the prescribed amounts shall be borne by the Proposer.

### **1.40 Taxes**

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Proposer shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this RFQ.

### **1.41 Contractual Precedence**

The agreement that results from this RFQ and any attachments and/or addenda that are executed by University's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include but are not limited to FAMU Request for Quotes ("RFQ") including all the University's RFQ specifications, and the Proposer's RFQ response. In the event of any conflict or inconsistency between the aforementioned documents, the order of precedence is:

- A. The Agreement
- B. University's RFQ and RFQ specifications
- C. Proposer's RFQ response
- D. Any other attached document signed by the University's official signatory at the time of Agreement is executed.

### **1.42 Use of Contract by Other Government Agencies**

At the option of the vendor/contractor, the use of the contract resulting from this solicitation may be extended to other Universities, governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for good or services ordered, received, and accepted. No agency receives any liability by virtue of this RFQ and subsequent contract award.

### **1.43 Annual Appropriations**

FAMU's performance and obligation to pay under any contract resulting from this RFQ will be subject to and contingent upon the availability of funds appropriated by the Florida Legislature or otherwise lawfully expendable for the purposes of such contract for the current and future periods (Section 287.0582, Florida Statutes). FAMU shall give notice to Proposer of the non-

availability of such funds when FAMU has knowledge thereof. Upon receipt of such notice by Proposer, Proposer shall be entitled to payment only for those services performed prior to the date notice is received.

#### **1.44 Price Preference for Florida Vendors**

For purchases of tangible personal property, the 2012 Florida Legislature enacted economic development laws establishing certain conditions and circumstances which, when applicable, require the granting of price preferences to businesses whose “principal place of business” is the State of Florida.

- A vendor’s principal place of business” is determined as follows:
  1. If the vendor is an individual or a sole proprietorship, its “principal place of business” is in the state where the vendor’s primary residence is located.
  2. If the vendor is a business organization, its “principal place of business” is in the state where the majority of the vendor’s executive officers direct the management of the vendor’s business affairs.
- Personal Property: When the lowest responsible and responsive quote is submitted by a proposer whose principle place of business is in a state or political subdivision outside the State of Florida, which grants a preference for the purchase of commodities when awarding the bid or calculating the cost in a quote, the University must apply a preference which is equal to the preference granted by the state or political subdivision in which the lowest responsible and responsive proposer has its principle place of business. If the lowest responsive and responsible proposer in that state does not grant a preference in competitive solicitation to companies having a principal place of business in that state, the preference granted to the lowest responsible and responsive proposer having a principal place of business in Florida shall be five (5) percent.
- Proposers whose principal place of business is outside the state of Florida must include, with their RFQ response document, a written statement, signed by an attorney at law licensed to practice in the proposer’s state (referred to as their "principal place of business" in the law), detailing geographical price preferences, if any or none, granted by the laws of that state or political subdivision.

#### **1.45 Evaluation Criteria and Selection Process**

A. FAMU reserves the right to conduct negotiations with the highest ranked proposer(s). Discussions with proposers after receipt of a quote do not constitute a rejection or counteroffer by FAMU.

In the event the Vice President of Finance and Administration in consultation with the President determines it to be in FAMU’s best interest to enter negotiations, the following shall apply:

1. Establish an evaluation committee tailored for the acquisition that includes appropriate expertise to ensure a comprehensive evaluation of quotes. The Committee will review all responsive quotes and develop a ranked order of proposers based on the points given each evaluation criteria contained herein.
2. Develop the acquisition plan (strategy to award with or without negotiations) after review of quotes.

3. Ensure consistency among the solicitation requirements, notices to proposers, quote preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements.
  4. Ensure that quotes are evaluated based solely on the evaluation criteria contained in the solicitation.
  5. Consider the recommendations of the evaluation committee in determining which proposer(s) to enter into negotiations; and
  6. Select the negotiation team. This can be the evaluation team or any other individual(s) the Vice President of Finance and Administration deems necessary for the acquisition. The negotiation team will invite the highest ranked proposer(s) falling within the desired competitive range to enter into negotiations.
- B. All quotes shall be initially evaluated based on weighted criteria set forth in the table below by members of an evaluation committee. Each evaluation committee member shall function independently of all persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this RFQ and any aspect thereof including, without limitation, the quotes and their content with any other individual whatsoever. After thoroughly reading and reviewing this RFQ, each evaluation committee member shall conduct an independent evaluation of the quotes in accordance with the weighted evaluation criteria set forth in the following Table A:

**Table A – Evaluation of Responses**

Criteria	Max Points
Qualifications; Experience with a University	25
Staffing Plan	15
Equipment List	5
References	5
Total Cost	50
Evaluation of Responses Points Total	100

The recommendation of the Evaluation Committee will be submitted to the Chief Procurement Officer, along with the final agreed upon terms, for review and approval and to the designated decision maker for a final decision regarding award. The University Official considers the Evaluation Committee's recommendation and final agreed upon terms, as applicable, and determines which vendor(s) to enter into a Contract with.

If an award is made as a result of the RFQ, an Intent to Award will be posted to the FAMU Office of Procurement Services website for seventy-two (72) hours once the decision maker makes the final decision.

FAMU is not obligated to make an award under or as a result of this RFQ or to award such contract, if any, on the basis of lowest cost or highest commission proposed. FAMU reserves the right to award such contract, if any, to the Proposer(s) submitting a quote that FAMU, in its sole discretion, determines is in FAMU's best interest.

#### **1.46 Supervision**

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative. Florida A & M University will manage this contract and reserve the right to overrule any decision made by the Contractor.

#### **1.47 Damages**

Contractor shall be responsible for the repair/replacement to the satisfaction of Florida A & M University's representative of any damage to the facility caused by any employee of the contract.

#### **1.48 Contractor's Representative**

A representative of the Contractor shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary by the Contractor for purposes of reporting problems, requesting schedule changes, etc.

The proposer shall be allowed twenty-four (24) hours to correct any inspection deficiency or complaint for repair or services that does not interrupt the building operations or results in health and/or safety hazards to buildings and/or occupant.

#### **1.49 Submittal**

Please refer to the submittal instructions titled **Submission Instructions for Suppliers**, listed on our Bonfire website, to submit your RFQ Response. Quotes not submitted on the forms included with these solicitation documents shall be rejected.

- a. Request for Quotes Acknowledgement form, completed and signed
- b. Three (3) references; including name of company, contact person and phone number.
- c. Notice of Conflict of Interest
- d. Price Sheet
- e. Non-Collusion Affidavit
- f. State of No Involvement
- g. Certificate of Non-Segregated Facilities form (if applicable; see Section 2.31C)
- h. Acknowledgment of Amendments Issued by the University
- i. Florida Department of State Certificate of Status

Each Proposer is responsible for ensuring that its quote is delivered at the proper time, as stated in Section 1.5 Approximate Calendar of Events. The University shall not consider late quotes. QUOTES MUST BE RECEIVED VIA THE BONFIRE WEBSITE before 2:00 P.M. on the date specified in Section 1.5 Approximate Calendar of Events.

## **2.0 SCOPE OF WORK**

FAMU seeks to engage vendors to provide custodial, painting, and pressure washing services on an as-needed basis for all buildings on the Main Campus of FAMU located in Tallahassee, Florida. The scope of services will comprise, but not be limited to, the following:

- Custodial Services – comprehensive interior cleaning and sanitation of academic, administrative, housing, and auxiliary facilities.
- Painting Services – interior and exterior painting of University-owned buildings.
- Pressure Washing / Power Washing / Soft Washing Services – cleaning of sidewalks, walls, and exterior surfaces.

Level of Cleanliness: The contractor will be responsible for providing housekeeping services for individual locations, in accordance with the Association of Higher Education Facilities Officers (APPA) Level 2 standards, as an educational institution, focusing on sanitation, public relations, and protection of the physical facility. Therefore, this quote request aims to approach this matter from a cleanliness concept perspective.

### **A. BUILDINGS**

#### **INSTRUCTIONAL AND ADMINISTRATION/SUPPORT BUILDINGS**

The instructional and administrative/support buildings consist of over 60 buildings. These areas house the main activities of faculty and student operations on campus. The majority of these buildings feature a combination of classrooms, offices, various academic spaces, and laboratories. All science buildings, such as the College of Pharmacy and Jones Hall, contain a combination of classrooms, offices, and labs that may require specialized cleaning techniques due to the presence of hazardous chemicals and lab equipment. The Administration Buildings, along with Coleman Library and University Commons, are similar in that each primarily houses classrooms, office spaces, and other common and study areas that require daily maintenance. Some important items to note are that the FAMU Police Department is a 24-hour facility and that the Student Health Services, located on the 1st floor of the FAMU Center for Access and Student Success (CASS) Building, requires APPA level 1 cleaning services due to its classification as a medical facility. In total, the Instructional and Administration/Support Buildings are approximately 750,000 gross square feet and require year-round custodial maintenance to ensure campus operations run efficiently.

#### **STUDENT HOUSING BUILDINGS**

Currently, FAMU has eight (8) residence halls, with over 3,000 students in campus housing. FAMU offers courses during the Fall, Spring, and two (2) Summer sessions. The residence halls offer three (3) options: Suites, Apartments, and Traditional.

- Suites and Apartment Housing: FAMU Towers, Rattler Pointe Apartments, Palmetto Street South Apartments, Palmetto Street Phase III Apartments, and Venom Landing. All apartments consist of entrance door, living room, dining area, kitchen, bathrooms, closets, and hallways. Additionally, Palmetto Street South Apartments feature a typical building with a lobby, an activities room, a laundry room, a computer lab, and two offices. Palmetto Street Phase III Apartments also have a common building with a lobby, activities room, laundry room, computer lab, conference room, and two offices.

- Traditional Housing: FAMU Villages, Sampson Hall, and Young Hall. Both traditional housing consists of single and double bedrooms, lobbies, community bathrooms, offices, computer labs, and laundry rooms. Additionally, Sampson Hall has a game room.

## **ATHLETICS AND RECREATIONAL BUILDINGS**

FAMU is a member of the Southwestern Athletic Conference. It offers sixteen (16) intercollegiate sports, including baseball, basketball, football, golf, swimming, tennis, track and field, bowling, cheerleading, softball, and volleyball. Our Athletics and Recreation buildings consist of wellness facilities, locker rooms, a general-use Fitness Center, meeting rooms, and the Al Lawson Jr. Multipurpose Center, a 135,000 sq. ft. building that houses our basketball arena, along with locker rooms, therapy/rehab areas, media workrooms, and additional offices.

### **B. ADDITIONAL DETAILS**

In addition to standard housing and facility cleaning, some specialty cleaning situations for certain areas should be considered and included in the RFQ, **Attachment B, Section Scope 1.0**.

**Attachment A Florida A&M University Campus Building Inventory:** includes a list of all included buildings, indicating each building's overall square and net cleanable square footage, physical location, and building usage.

**Attachment B General Conditions and Cleaning Specifications:** is a statement of work outlining the services, materials, and special items required to perform custodial functions on the FAMU campus.

**Attachment C APPA Cleaning Level Standards:** includes APPA's cleaning standards from the APPA Custodial Staffing Guidelines for Educational Facilities and requirements highlighted for the cleaning of the FAMU campus.

**Attachment D Price Sheet:** shall be completed in its entirety by the vendor to provide detailed pricing for the services requested. All pricing must be clearly indicated on the provided form, as incomplete or alternative formats may result in disqualification.

**Attachment E Campus Map:** includes a map of the Florida A&M University campus.

### **3.0 REQUIRED FORMAT**

#### **3.1 Introduction**

The Proposer shall not alter the RFQ in any way and shall not reproduce all or any part of the RFQ in its quote document. The contract, if any, resulting from this RFQ shall attach the entire RFQ and incorporate the RFQ by reference.

To facilitate analysis of its quote, the Proposer must prepare its quote in accordance with the instructions outlined in this section. If Proposer's quote deviates from these instructions, such quote may, in FAMU's sole discretion, be REJECTED.

#### **3.2 Table of Contents**

Please clearly outline and identify the material and responses by tab and page number. Outline in sequential order the major areas of the quote, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

#### **3.3 Response Content**

The University will take into account the capabilities of Contractors to serve the needs of the University community as described in the specifications, by considering the size, scope and nature of the Contractor's overall operation and the Contractor's prior responsible experience in comparable situations. Failure to provide written responses to items indicated in the RFQ will be interpreted by the University as an inability by the Contractor to provide the requested service and may result in the rejection of the response.

The Response to this RFQ shall be submitted in the following order and include the information requested: (Insert your customized tabs, if different than below.)

##### **Tab 1 Qualifications; Experience with a University**

- A. Provide an overview of company's background philosophy in providing similar services.

##### **Tab 2 Staffing Plan**

- A. Provide organizational charts recommended for this project.
- B. Provide resumes for key corporate and site employees, including project manager.
- C. Staff management and contingency plan
- D. Subcontractors (if applicable)

##### **Tab 3 Equipment List**

- A. Provide a list of equipment to include your policy of replacement repairs

##### **Tab 4 References**

- A. Provide list of current University customers to include contact name, address, phone number, length of service, and dollar volume of each account. Additionally, please provide a minimum of three (3) current references from an educational institution of comparable size and type of operation to FAMU.

##### **Tab 5 Total Cost**

##### **Tab 6 All Requested Documents**

Attachment A  
Florida A University Campus Building Inventory

SITE NUMBERS	BUILDING NUMBER	BUILDING NAME	STREET ADDRESS	CITY	COUNTY	STATE	ZIP CODE	GASF	NASF
		SITE #1 - MAIN CAMPUS							
1	0001	LEE HALL	1601 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	50,052	23,138
1	0002	JACKSON DAVIS HALL	1617 S.MARTIN LUTHER KING JR.BLVD	TALLAHASSEE	LEON	FL	32307	17,473	8,629
1	0003	UNIVERSITY COMMONS	1610 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	57,062	25,590
1	0006	SCHOOL OF BUSINES & INDUSTRY SOUTH	500 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	55,385	27,278
1	0007	CARNEGIE CENTER	445 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	32,544	19,019
1	0008	LUCY MOTEN TRANSITIONAL OFFICES	444 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	12,989	4,004
1	0009	WARE-RHANEY NURSING BUILDING	334 PALMER AVE. W.	TALLAHASSEE	LEON	FL	32307	33,633	16,410
1	0010	TRACK & FIELD OBSERVATION TOWER	1835 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	1,205	691
1	0011	ATHLETIC STORAGE BLDG	1601 PERRY STREET	TALLAHASSEE	LEON	FL	32307	450	300
1	0012	GEORGE W CONOLY GREENHOUSE	1940 PINDER DR.	TALLAHASSEE	LEON	FL	32307	7,697	6,210
1	0013	PRESIDENT'S HOME	1810 S. ADAMS ST.	TALLAHASSEE	LEON	FL	32307	5,557	3,828
1	0014	TUCKER HALL	515 ORR DR.	TALLAHASSEE	LEON	FL	32307	77,572	40,287
1	0015	HONOR HOUSE	1523 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	5,248	2,623
1	0016	SCHOOL OF ARCHITECTURE	1938 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	126,824	54,497
1	0018	FAMU RECYCLING CENTER	644 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	3119	3,098
1	0019	UNIVERSITY COUNSELING CENTER	636 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	2,327	1,494
1	0021	GAITHER GYMNASIUM COMPLEX	1755 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	33,823	21,486
1	0022	GAITHER OFFICE & CLASSROOM	1835 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	28,903	15,303
1	0023	L S BARTLEY WOMENS ATHLETICS COMPLEX	1835 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	6,696	4,754
1	0024	UNIVERSITY SOFTBALL DUGOUT	1901 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	945	430
1	0025	HAZARDOUS WASTE STORAGE - C	2400 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	625	625
1	0026	MOORE-KITTLES BASEBALL DUGOUT	2300 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	945	430
1	0029	HANSEL E. TOOKES SR. RECREATION CENTER	2101 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	96,707	42,499
1	0030	USDA TELECONFERENCE CENTER	2010 PINDER DR.	TALLAHASSEE	LEON	FL	32307	6,099	2,981
1	0032	M S THOMAS INDUSTRIAL ARTS LAB	1600 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	7,717	5,516
1	0034	FACULTY SENATE	664 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	2,247	1,207
1	0035	UNIVERSITY BAND STORAGE	2041 BALTZELL STREET	TALLAHASSEE	LEON	FL	32307	2,510	2,200
1	0036	SCH OF BUS & INDU - WEST (N&W)	500 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	67,269	33,042
1	0037	CONTINUING EDUCATION	668 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	2,115	1,192
1	0038	CENTRAL CHILLED WATER PLANT	1660 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	10,838	284
1	0040	SCH OF JOURNALISM MEDIA and GRA	510 ORR DR.	TALLAHASSEE	LEON	FL	32307	104,500	63,292
1	0041	UNIVERSITY ACTIVITIES CENTER - FAMU CLUB HOUSE	2412 S. ADAMS ST.	TALLAHASSEE	LEON	FL	32307	2,708	1,431
1	0049	COLEMAN LIBRARY	525 ORR DRIVE	TALLAHASSEE	LEON	FL	32307	129,445	81,571
1	0050	SCHOOL OF BUSINESS & INDUSTRY EAST	500 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	39,000	15,918
1	0052	CENTRAL HEATING PLANT	1660 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	6,006	637
1	0054	FOOTE-HILYER ADMINISTRATION CENTER	1700 LEE HALL DR.	TALLAHASSEE	LEON	FL	32307	81,251	43,602
1	0055	JONES HALL	1530 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	51,318	34,534
1	0056	FRED S. HUMPHRIES SCIENCE RESEARCH FACILITY	1515 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	94,738	45,547
1	0057	OFFICE OF EQUAL OPPORTUNITY PROGRAMS	674 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	1,972	1,201
1	0058	HOWARD HALL*	1750 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	22,354	16,949
1	0067	BENJAMIN L. PERRY JR. GENERAL CLASSROOMS	1744 PINDER DR.	TALLAHASSEE	LEON	FL	32307	45,409	21,698
1	0068	FOSTER-TANNER MUSIC CENTER	1660 FOSTER TANNER LANE	TALLAHASSEE	LEON	FL	32307	33,598	18,740
1	0069	FOSTER-TANNER CERAMIC CENTER	1640 PINDER DR.	TALLAHASSEE	LEON	FL	32307	29,178	9,306
1	0070	FOSTER-TANNER ART CENTER	1630 PINDER DR	TALLAHASSEE	LEON	FL	32307	15,936	8,428
1	0071	GORE EDUCATION COMPLEX	501 ORR DR	TALLAHASSEE	LEON	FL	32307	71,366	32,124
1	0073	FOSTER -TANNER BAND BUILDING	1680 FOSTER TANNER LANE	TALLAHASSEE	LEON	FL	32307	19,532	13,915
1	0074	DYSON PHARMACY BLDG	1520 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	53,614	32,123
1	0075	COPPS RESEARCH CENTER PHASE I	1415 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	62,771	38,819
1	0080	PLANT OPERATIONS & MAINTENANCE - A	2400 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	24,287	11,350
1	0081	PLANT OPERATIONS & MAINTENANCE - B	2380 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	27,003	22,230
1	0082	PLANT OPERATIONS & MAINTENANCE - C	2390 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	23,700	15,390



Attachment A  
Florida A University Campus Building Inventory

1	0083	HAZARDOUS WASTE STORAGE - A	2390 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	707	342
1	0084	HAZARDOUS WASTE STORAGE - B	2390 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	204	196
1	0085	PLANT OPERATIONS MAINTENANCE SHOP - E	2390 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	6500	6500
1	0086	PLANT OPERATION MECHANICAL CHILLER	2400 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	782	634
1	0087	PLANT OPERATION & MAINTENANCE STORAGE	2390 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	6,040	4,977
1	0093	UNIVERSITY WELCOME CENTER	1420 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	1,978	1,150
1	0094	FOSTER-TANNER BAND OBSERVATION TOWER	2041 BALTZELL STREET	TALLAHASSEE	LEON	FL	32307	1,203	399
1	0096	MOORE-KITTLES BASEBALL FIELD LOCKER & OFFICES	2370 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	3,360	2,685
1	0098	RECREATION CENTER STORAGE LOCKER BUILDING	2101 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	2,325	640
1	009A	LEWIS-BECK ALLIED HEALTH BUILDING	334 PALMER ST.	TALLAHASSEE	LEON	FL	32307	61940	39089
1	0103	PHYSICAL PLANT STORAGE - A	640 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	6,070	5,644
1	0104	TRIO	640 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	19,844	14,676
1	0105	NORTHERN ELECTRICAL SUBSTATION	1418 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	1,750	1,680
1	0113	BENJAMIN BANNEKER - C	1409 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	6,724	4,454
1	0114	BENJAMIN BANNEKER - D	1415 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	6,724	4,511
1	0124	GIBBS COTTAGE	2414 S. ADAMS ST.	TALLAHASSEE	LEON	FL	32307	3,577	3,302
1	0131	UNIVERSITY SCHOLARSHIP HOUSE - A*	101 PALMETTO ST.	TALLAHASSEE	LEON	FL	32307	1,532	-
1	0132	UNIVERSITY SCHOLARSHIP HOUSE - B*	101 PALMETTO ST.	TALLAHASSEE	LEON	FL	32307	1,532	-
1	0133	UNIVERSITY SCHOLARSHIP HOUSE - C*	101 PALMETTO ST.	TALLAHASSEE	LEON	FL	32307	1,532	-
1	0134	EDUCATIONAL REASEARCH CENTER FOR CHILD DEVELOPMENT	459 FAMU WAY	TALLAHASSEE	LEON	FL	32307	13,526	7,872
1	0168	SOUTHERN ELECTRICAL SUBSTATION	200 ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	1,750	1,680
1	0170	STUDENT SERVICES CENTER	601 ROBERT AND TRUDIE PERKINS WAY	TALLAHASSEE	LEON	FL	32307	71,521	30,524
1	0171	PARKING GARAGE - I	1546 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	131,040	120,254
1	0183	RECREATION CENTER- TOILET ROOM BUILDING	2109 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32310	1,536	1,022
1	0184	WILL PACKER AMPHITHEATER	1675 S. MARTIN LUTHER KING JR. BLVD	TALLAHASSEE	LEON	FL	32307	5,147	4,021
1	0185	FAMU DINING HUB	467 RUDY HUBBARD WAY	TALLAHASSEE	LEON	FL	32301	11,450	1,975
1	0188	FAMU CENTRAL ENERGY PLANT*	471 RUDY HUBBARD WAY	TALLAHASSEE	LEON	FL	32301	8,500	-
1	0189	SOUTH-CENTRAL CHILLER PLANT*	481 RUDY HUBBARD WAY	TALLAHASSEE	LEON	FL	32301	10,625	-
1	0206	UNIVERSITY POLICE STORAGE	2370 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	1,600	1,300
1	0235	FAMU CENTER FOR ACCESS AND STUDENT SUCCESS	1735 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	89,493	47,117
1	0252	FAMU FOOD PANTRY	614 EUGENIA STREET	TALLAHASSEE	LEON	FL	32310	1,364	915
1	0253	ALLIED HEALTH PROFESSIONS LEARNING CENTER*	1550 MELVIN STREET	TALLAHASSEE	LEON	FL	32301	3,822	-
1	0300	BRAGG STADIUM	1601 PERRY STREET	TALLAHASSEE	LEON	FL	32307	144,935	106,447
1	0305	GALIMORE-POWELL ATHLETIC FIELD HOUSE	100 BOB HAYES CIRCLE	TALLAHASSEE	LEON	FL	32307	26,816	7,345
1	0315	AL LAWSON MULTI- PURPOSE CENTER	1800 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	152,971	51,429
1	0561	PAIGE BUILDING	1740 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	19,551	10,091
1	0562	PERRY BUILDING	1740 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	64,893	34,717
1	0601	STUDENT UNION OFFICE & ACTIVITIES	1628 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	6,149	3,435
1	0602	STUDENT UNION MULTIUSE BUILDING	1628 S. MARTIN LUTHER JR. BLVD	TALLAHASSEE	LEON	FL	32307	25,411	15,345
1	0603	CUNNINGHAM BUILDING	1676 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	11,786	4,740
1	0604	STUDENT UNION GRAND BALLROOM & BOWLING	1625 S. MARTIN LUTHER KING JR.BLVD.	TALLAHASSEE	LEON	FL	32307	27,518	12,547
1	0701	NEW D.R.S GYMNASIUM	400 WEST ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	20,209	15,867
1	0702	NEW D.R.S ADMINISTRATIVE BUILDING	400 WEST ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	9,953	6,810
1	0703	NEW D.R.S ELEMENTARY SCHOOL	400 WEST ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	26,030	18,536
1	0704	NEW D.R.S CAFETORIUM	400 WEST ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	14,832	11,320
1	0705	NEW D.R.S MIDDLE SCHOOL	400 WEST ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	19,618	13,305
1	0706	NEW D.R.S HIGH SCHOOL	400 WEST ORANGE AVE.	TALLAHASSEE	LEON	FL	32307	25,932	18,305
1	0707	NEW D.R.S FIELD HOUSE	2507 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	1,296	642
1	075B	COPPS RESEARCH CENTER PHASE II	1415 S. MARTIN LUTHER KING JR. BLVD	TALLAHASSEE	LEON	FL	32307	89,103	24,111
1	137A	POM TRANSITIONAL MODULAR A	2392 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	506	431
1	138B	POM TRANSITIONAL MODULAR B	2394 ALTHEA GIBSON WAY	TALLAHASSEE	LEON	FL	32307	670	432
1	75AA	COPPS RESEARCH WING	1415 S. MARTIN LUTHER KING JR. BLVD.	TALLAHASSEE	LEON	FL	32307	19,156	9,468
		<b>SITE #2 - INNOVATION</b>							

Attachment A  
Florida A University Campus Building Inventory

2	0027	FAMU-FSU COLLEGE OF ENGINEERING A	2525 POTTS DAMER ST.	TALLAHASSEE	LEON	FL	32310	126,488	74,633
2	0077	FAMU-FSU COLLEGE OF ENGINEERING B	2525 POTTS DAMER ST.	TALLAHASSEE	LEON	FL	32310	98,520	56,961
2	0420	COLLINS BUILDING	2051 E PAUL DIRAC DRIVE	TALLAHASSEE	LEON	FL	32310	26,382	17,076
2	0421	KNIGHT BUILDING	1736 W PAUL DIRAC DRIVE	TALLAHASSEE	LEON	FL	32310	2,779	2,054
2	0600	CENTENNIAL BUILDING	2077 EAST PAUL DIRAC DRIVE	TALLAHASSEE	LEON	FL	32310	34,376	24,547
		<b>SITE #3 - QUINCY FARMS</b>							
3	0053	USDA COOPERATIVE TELE CONF	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	6,045	2,858
3	0500	USDA CARETAKER HOUSE	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	4,705	4,180
3	0501	USDA YOUTH PAVILION	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	3,685	2,372
3	0502	USDA FIELD OFFICE	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	1,000	1,330
3	0503	USDA HORSE TRAINING FACILITY	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	5,220	4,235
3	0505	USDA STORAGE SHED	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	540	360
3	0506	USDA PUMP SHED	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	96	64
3	0507	USDA MODULAR CLASSROOM	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	9,570	5,717
3	0508	USDA GOAT FACILITY	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	5,380	3,313
3	0509	USDA CATTLE FACILITY	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	4,200	4,200
3	0510	CHICKEN COOP A	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	201	201
3	0511	CHICKEN COOP B	4259 BAINBRIDGE HWY	QUINCY	GADS	FL	32352	201	201
3	0512	CHICKEN COOP C	4259 BAINBRIDGE HIGHWAY	QUINCY	GADS	FL	32352	201	201
3	0513	GREENHOUSE	4259 BAINBRIDGE HIGHWAY	QUINCY	GADS	FL	32352	1,423	1,423
		<b>SITE #5 - FAMU VINEYARDS</b>							
5	0060	VITICULTURE CENTER	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32307	15,104	10,919
5	0169	FAMU VITICULTURE FIELD HOUSE	6359 MAHAN DRIVE	TALLAHASSEE	LEON	FL	32308	1,722	1,024
5	0172	GREENHOUSE A	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	4,877	2,752
5	0173	GREENHOUSE B	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	4,876	4,772
5	0174	SCREEN HOUSE A	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	3,330	3,317
5	0175	SCREEN HOUSE B	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	3,330	3,317
5	0176	SCREEN HOUSE C	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	423	423
5	0177	SCREEN HOUSE D	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	2,011	1,998
5	0178	GREENHOUSE C	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	946	946
5	0179	GREENHOUSE D	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	946	946
5	0180	GREENHOUSE E	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	946	946
5	0181	GREENHOUSE F	6391 MAHAN DR. (HWY. 90)	TALLAHASSEE	LEON	FL	32308	946	946
5	0182	FAMU VINYARD STORAGE BUILDING	1888 WINERY WAY	TALLAHASSEE	LEON	FL	32308	1,571	1,571
		<b>SITE #6 - DOWNTOWN CHALLENGER CENTER</b>							
6	0095	FAMU/FSU CHALLENGER LEARNING C	200 S. DUVAL ST.	TALLAHASSEE	LEON	FL	32301	31,978	19,208
		<b>SITE #10 - FAMU LAW SCHOOL</b>							
10	0039	COLLEGE OF LAW	201 BEGGS AVE	ORLANDO	ORAN	FL	32801	160,385	101,324
		<b>SITE #11 - CRESTVIEW PHARMACY</b>							
11	0091	DURELL PEADEN JR RURAL PHARMACY EDUCATION CAMPUS	153 WEST WOODRUFF AVE.	CRESTVIEW	OKAL	FL	32536	40,000	24,202
		<b>SITE #12 - BROOKSVILLE RESEARCH STATION</b>							
12	0191	BROOKSVILLE LABORATORY	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	2,944	2,127
12	0192	BROOKSVILLE ADMINISTRATION BUILDING	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	3,667	2,282
12	0193	BROOKSVILLE OFFICE BUILDING	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	1,470	982
12	0194	STORAGE SHED 1	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	620	599
12	0195	STORAGE SHED 2	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	950	901
12	0196	PROPERTY MANAGER HOUSE	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	1,500	1,500
12	0197	FEED SHED	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	800	764
12	0198	FEED MIXING BUILDING	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	2,000	485
12	0199	AUCTION BARN	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	3,400	3,383
12	0208	ROBINS DONATION-PUMP HOUSE 1	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	200	192
12	0209	CATTLE FEED LOT	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	8,500	5,586
12	0210	TRACTOR SHED	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	2,400	2,113

## Attachment A

## Florida A University Campus Building Inventory

12	0211	BUILDING MATERIAL SHED	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	724	724
12	0212	HAY BARN	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	4,800	4,732
12	0213	MECHANIC/TOOL SHOP	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	1,700	1,657
12	0214	LAKESIDE LODGE	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	2,000	1,443
12	0215	POLE BARN	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	450	437
12	0216	CATTLE TUB	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	5,050	5,035
12	0217	ANIMAL HEALTH SHED	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	750	724
12	0218	MULE SHED	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	3,800	654
12	0219	POLE BARN - BANKHEAD JONES 1	13500 BROAD STREET	BROOKSVILLE	HERN	FL	34601	500	437
12	0220	PUMP HOUSE - BANKHEAD JONES 1	13500 BROAD STREET	BROOKSVILLE	HERN	FL	34601	200	384
12	0221	CATTLE FEED LOT - BANKHEAD JONES 2	27178 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	2,600	1,141
12	0222	WELL PUMP - BANKHEAD JONES 2	27170 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	200	192
12	0223	MECHANIC SHOP - BANKHEAD JONES 2	27170 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	3,800	3,762
12	0224	HAYSHED 1 - BANKHEAD JONES 2	27170 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	3,400	3,382
12	0225	HAY SHED 2 - BANK HEAD JONES 2	27170 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	3,400	3,383
12	0226	HAY SHED 3 - BANKHEAD JONES 2	27590 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	3,400	3,383
12	0227	HAY SHED 4 - BANKHEAD JONES 2	27488 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	3,400	3,383
12	0228	CATTLE FEEDLOT - BANKHEAD JONES 1	13500 BROAD STREET	BROOKSVILLE	HERN	FL	34601	2,449	2,124
12	0229	CHEMICAL MIXING SHED - BANKHEAD JONES 2	27590 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	437	437
12	0230	POLE BARN ROBINS DONATION 2	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	437	437
12	0231	POLE BARN - BANKHEAD JONES 2	27590 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	437	437
12	0232	PUMP HOUSE ROBINS DONATION 2	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	192	192
12	0233	RESIDENT HOME - BANKHEAD JONES 2	27590 LAKE LINDSEY ROAD	BROOKSVILLE	HERN	FL	34601	1,527	1,527
12	0234	BROOKSVILLE WELCOME CENTER GAZEBO	22271 CHINSEGUTHILL ROAD	BROOKSVILLE	HERN	FL	34601	923	906
		<b>SITE #13 - DAVIE PHARMACY</b>							
13	0800	SOUTH FLORIDA PHARMACY PRACTICE CENTER*	10650 W STATE ROAD 84	DAVIE	BROW	FL	33324	23,143	-
		<b>SITE #15 - JACKSONVILLE PHARMACY</b>							
15	0802	NORTHEAST FLORIDA PHARMACY PRACTICE CENTER*	2050 MUSEUM DRIVE	JACKSONVILLE	DUVA	FL	32207	7,328	-

\* Upon contract award, FAMU will provide all missing and relevant data necessary

HOUSING BUILDINGS	ADDRESS	LAYOUT
RATTLER POINTE APARTMENTS	<b>BLDG. A</b> 1220-1230 CONKLIN ST, TALLAHASSEE, FL <b>BLDG. B</b> 1119, 1123, 1130, 1135 CONKLIN ST <b>BLDG. C</b> 636 EUGENIA ST TALLAHASSEE, FL 32310 <b>BLDG. D</b> 600 EUGENIA ST TALLAHASSEE, FL 32310	<b>BLDG. A</b> (40) 2 BEDROOMS/ 2 BATH UNITS <b>BLDG. A</b> (12) 1 BEDROOM/ 1 BATH UNITS <b>BLDG. B</b> (24) 3 BEDROOMS/ 3 BATH UNITS <b>BLDG. C</b> (42) 3 BEDROOMS/ 3.5 BATH UNITS <b>BLDG. D</b> (116) 2 BEDROOMS/ 2 BATH UNITS
PALMETTO STREET SOUTH APARTMENTS	255 PALMETTO ST TALLAHASSEE, FL 32307	SINGLE BEDROOM APARTMENTS: 29 DOUBLE BEDROOM APARTMENTS: 40
PALMETTO STREET PHASE III APARTMENTS	277 PALMETTO ST, TALLAHASSEE, FL 32307	SINGLE BEDROOM APARTMENTS: 35 DOUBLE BEDROOM APARTMENTS: 36
SAMPSON HALL	1599 GIBBS HALL TRAIL TALLAHASSEE, FL 32301	DOUBLE BEDROOM: 78
YOUNG HALL	1599 GIBBS HALL TRAIL TALLAHASSEE, FL 32301	DOUBLE BEDROOM: 43
FAMU VILLAGES	667 ROBERT AND TRUDIE PERKINS WAY, TALLAHASSEE, FL 32310	SIX (6) FLOOR TWO (2) TOWER FACILITY WITH: TWO (2) SINGLE BEDROOMS AND ONE (1) BATHROOM SUITES (FAMU VILLAGE HAS 388 TWO-BEDROOM SUITES) ONE (1) SINGLE BEDROOM AND ONE (1) BATHROOM SUITES (FAMU VILLAGE HAS 20 ONE-BEDROOM SUITES)
FAMU TOWERS	451 RUDY HUBBARD WAY, TALLAHASSEE, FL 32301	THREE (3) FLOOR TWO (2) TOWER FACILITY WITH: NORTH TOWERS (7) SINGLE BEDROOMS AND ONE (1) BATHROOM SUITES (FAMU NORTH HAS 175 TWO-BEDROOM SUITES) SOUTH TOWERS (7) SINGLE BEDROOM AND ONE (1) BATHROOM SUITES (FAMU SOUTH HAS 175 TWO-BEDROOM SUITES)
VENOM LANDING	475 & 479 RUDY HUBBARD WAY, TALLAHASSEE, FL 32301	SINGLE BEDROOM APARTMENTS: 14 DOUBLE BEDROOM APARTMENTS: 350

## **ATTACHMENT B**

### **GENERAL CONDITIONS AND CLEANING SPECIFICATIONS**

The general conditions of these specifications, including amendments and additions thereto, apply to each and every heading included in these specifications with the same force as though repeated in full under each heading respectively.

#### **1.0 SCOPE STATEMENT OF WORK PURPOSE**

This Statement of Work is intended to outline the services, materials and special items required to perform custodial and housekeeping functions on the campus of Florida A&M University.

#### **HOURS OF OPERATION AND ACADEMIC CALENDAR**

FAMU Campus: The Academic and Administrative buildings are primarily used from 7:00 a.m. to 6:00 p.m.

Residential buildings are used 24-hours a day. Residence Halls should not be entered until 9:00 a.m. daily, unless otherwise noted or requested. All contractors must be accompanied by Housing staff members.

#### **WEEKEND DUTIES, EMERGENCY CALLS, SUMMER RESIDENCE HALL CLEANING, AND SCHOOL EVENT SUPPORT**

##### **WEEKEND DUTIES**

FAMU has (8) full residence halls and will require weekend coverage and support for general cleaning of common bathrooms, pulling of trash/recycling receptacles and trash chutes and occasional hall event support. Weekend shift work should not start earlier than 9:00 a.m. Weekend services occur throughout the entire school year and summer, unless a hall is closed for an extended break or summer.

##### **EMERGENCY CALLS**

Additionally, week/weekend emergencies may arise during and after business hours and custodial support services may be required for those emergency calls. Custodians are expected to respond to any minor emergency with no additional charge (i.e., spills, minor restroom overflows, etc.). If a major emergency happens and custodial support is needed, the Contractor and FAMU Administration will meet to discuss if additional staff, resources, or an extra charge is needed to abate the emergency.

##### **SUMMER AND WINTER BREAK RESIDENCE HALL CLEANING**

Each summer and winter break, all residence halls must be deep-cleaned and turned over for the next school year or semester and occasionally for the next summer session or camp. It is expected that Contractors will work with FAMU to determine the need for additional custodian staff supports. Contractor will provide move out cleaning of all halls when vacated at the end of each academic year in May to prepare rooms in support of summer camps and summer school sessions.

The Contractor shall submit in writing the proposed work hours and Supervisor name that will need access to the designated clean areas. Access cards will be issued to the Contractor's management staff only.

Summer cleaning includes the following, but not limited to:

- The Contractor shall also be responsible for removing trash throughout the entire building after the students have moved out.
  - Any items left behind by students, shall be documented and placed in a central area for the Housing Staff to review before the items are discarded.
  - Once the items are discarded, contractor employees cannot return to retrieve any of the items, or it will be considered theft.

## **EVENTS**

FAMU has a large amount of school related events, academic and athletic, that occur each day and some periodic large-scale events of 1,000 or more guests. It is imperative that the Contractor adequately provide coverage for all school events when requested by FAMU. The Contractor shall support the events per FAMU's instructions, which may include, pre-cleaning, mid-event cleaning and post-event clean-up activities, sometimes on very short notice. Whenever possible, the Contractor shall strive to use its existing staff, during their normal work hours, to handle events.

FAMU recognizes that the Contractor will, from time to time, need to use additional labor to handle special requests, events and extra services such as home basketball games, orientation, graduations, large receptions, etc. In these instances, the Contractor can bring in temporary staff or provide overtime to current staff at no additional cost to FAMU.

## **PRIVATE EVENTS**

In these instances, the Contractor shall invoice for events and extra services based on the pre-established all-inclusive hourly price for extra work. This hourly rate applies only to events and extra services that require extra labor hours outside of the required contract for community and private (non-school related) events.

## **2.0 QUALITY ASSURANCE AND PERFORMANCE-BASED CRITERIA**

### **QUALITY IMPROVEMENT PLAN**

The Contractor shall provide a Quality Improvement Plan within one week following each audit, regardless of the QSP attained.

### **EMERGENCY RESPONSE**

FAMU understands that the Contractor, at times, is required to reassign staff to respond to an emergency. In these cases, the facility that had the reduced available staffing shall not be inspected for two days in order to give the Contractor a chance to catch up on the cleaning of that facility.

#### **Service/Emergency Calls**

Service/emergency calls include, but are not limited to, such items as:

Cleaning up after floods  
Cleaning up spills  
Cleaning muddy or wet entrances  
Cleaning up broken glass  
Water Intrusion

### Bio-Hazard Services

The Contractor shall provide FAMU with adequate staffing to complete cleaning and disinfecting services of bio-hazard incidents as they occur. This is to include, but is not limited to: blood spills, vomit and other bodily fluids/waste, and moisture extractions due to floods/water intrusions. These services shall be conducted in accordance with current OSHA and FAMU standards. Disposal of the contaminated materials associated with these cleanings will be conducted in accordance with current OSHA and DOT standards and regulations.

### ACCOUNT MANAGEMENT

FAMU reserves the right to ask for team member changes at any time. Contractor shall put in place an Account Management Team that will have the responsibility to manage the FAMU account at all buildings. This Account Management Team shall consist of (but may not be limited to) the following individuals who will be responsible for the assignments designated below:

#### Director of Operations

Is available 24 hours, 7 days a week (as appropriate)

Is a full-time (40 hours per week minimum) employee that is exclusive to the FAMU contract

Responds to emergencies within one hour

Has ultimate overall responsibility for all activities within the FAMU account

Functions as the primary contact with the FAMU Project Manager and other key personnel as identified

Institutes escalation procedures necessary to meet the service and quality requirements outside the standard terms of the contract

Visits FAMU buildings as appropriate

Coordinates FAMU's requirements within the Contractor's organization consistent with FAMU's needs and quality expectations

Updates the FAMU Project Manager with potential changes in products, services and enhancements to the current program

Provides FAMU Project Manager information on resources, educational opportunities and industry trends

Assists FAMU Project Manager with other program requirements as directed

#### Manager(s) and On-Site Supervisor(s)

Coordinates and acknowledges all activities

Acts as a key interface with FAMU designee(s)

Coordinates and tracks all activities ensuring compliance to agreed upon schedules, requirements and quality expectations

Coordinates all corrective activity

Responds to calls within 10 minutes

Makes sure each crewmember understands his or her daily assignment, placing special emphasis on the cleaning specification, complaints and special project assignments

### REPORTING

The Contractor must provide various management reports to Florida A&M University. The reports specified below represent the minimum reporting requirements. All reports shall be submitted to the FAMU Project Manager.

### Daily

Communicate all events and issues to FAMU Project Manager and other designated FAMU personnel, including attendance, injuries, damages (i.e.: missing items/furniture, broken furniture, torn carpets, stair treads, etc.), security, building intruders, etc.

The employees of the Contractor shall be responsible to immediately notify the FAMU Police Department office of any inappropriate or illegal activities that they witness while on campus.

### Monthly

Current staffing information, indicating employee names, shift times, position titles and areas of responsibility

Month-to-date actual hours worked and associated payroll and payroll-related costs

Quality inspection scores, including:

Overall monthly average score (KPI)

Scores per area type and/or floor

Corrective action plans and follow-up results

Quality trend reports

### Quarterly

A dashboard report indicating high-level KPI's and data. For example: quality control scores (overall and by group), supply purchase amounts and/or KPI's, training hours, and open action items

A copy of the equipment, consumables and chemical logs, illustrating:

Current YTD breakout % of sustainable vs. non-sustainable items (indicate cost and quantity subtotals)

Costs for the month, and costs YTD

Equipment purchases/repairs

Up-to-date chemical/equipment list

Training logs, indicating topics covered and hours per employee

Project Schedule ("Cycle Report"): 12/4/3/2/1 (frequencies per year) cycle task schedule to be updated weekly showing completed tasks. Project schedule reports not received will indicate that work was not completed

Contractor shall provide a report summarizing the status of open special projects/cleaning duties and restorative cleaning tasks

### Annual Contractor Review

Contractor shall provide FAMU with:

Status of the Contractor's major cleaning activities and projects

Cost saving and process enhancement opportunities

Industry trends and outlook

## **3.0 CONTRACTOR PERSONNEL AND RELATED REQUIREMENTS**

### **SECURITY**

The names and addresses of all contract employees shall be provided to the Project Manager prior to the start of work and immediately if changes in staffing occur.

The personnel employed by the Contractor shall be capable employees, trained and background-checked, all Contractor employees shall undergo a pre-employment drug screening paid for by the Contractor prior to being allowed to start work and qualified in custodial and related work.



All Contractor employees shall undergo a security check paid for by the Contractor prior to being allowed to start work.

The Contractor shall submit a report to the Project Manager that security checks returned no information on criminal history or moving violations. If the Contractor wishes to use an employee on this contract that has a history of criminal activity or moving violations, the Project Manager must approve the use of that employee. FAMU can supply the name of the firm currently doing this security check work for the University; however, the Contractor is free to use any firm desired.

Contractor will be responsible for turning off all lights and securing all prescribed interior doors and exterior entrances upon completion of work assignments.

When notified by FAMU of an act of theft or dishonesty by Contractor personnel, and such act is not reasonably in dispute, the Contractor shall immediately reimburse FAMU for the amount of FAMU's resulting loss without consideration of any potential reimbursement or recovery from Contractor's fidelity carrier. Contractor will remove any Contractor personnel from assignment at FAMU that are deemed by FAMU to be unsatisfactory for any reason.

Contractor shall maintain a disaster recovery and pandemic response service plan to ensure safety, business continuity and minimum disruption to FAMU.

Contractor represents and warrants that all Contractor employees designated to perform services at FAMU locations are either citizens or legally eligible to work in the United States. Contractor also represents and warrants that it has and will comply with all applicable immigration laws and regulations relative to those employees.

#### **UNIFORMS AND PROTECTIVE GEAR**

All personnel will receive close and continuing first-line supervision by the Contractor. Contractor employees must wear identifiable uniforms (must be approved by FAMU) and FAMU ID Badges (current cost to Contractor \$25.00 each) while on duty or on campus. Contractor employees must also wear proper Personal Protective Equipment (PPE) at all times where required. Contractor shall supply all uniforms, badges and PPE per FAMU's requirements.

University-provided keys used by Contractor in conjunction with its duties shall be kept secure at all times by the Contractor. Keys shall not be taken off campus except when permission is granted by FAMU. Keys must be stored in a secure electronic key watcher box while not in use and must be kept in possession of Contractor personnel on their person and securely attached at all times. If keys are misplaced or lost by Contractor personnel, Contractor shall incur full cost to rekey building/buildings.

#### **PERSONNEL RESPONSIBILITIES**

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. Contractor shall provide all training at no additional cost to FAMU.

The contractor will be in compliance with the "Jessica Lunsford Act" while executing this contract. No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Any employee that has pleaded no contest to, or been convicted of, a first-degree misdemeanor or a felony cannot be assigned to work on this contract. Similarly, any convicted sex offender cannot be assigned to work on the FAMU campus. The contractor shall be responsible for the submission of police criminal history investigation clearance record within 24 hours upon request and FAMU has the right to refuse the employment of anyone assigned to work on this contract by the contractor.

Contractor will pay at least the minimum wage rate. Contractor will pay all taxes pertaining to his employees as required by law.

Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon written request of the authorized FAMU's representative.

### **VEHICLES**

All vehicles must be in new to near-new good operational status at all times and must have company logo. FAMU reserves the right to approve all vehicles prior to usage at FAMU campus. Contractor shall park only at locations to be designated by FAMU. Any and all non-operable vehicles are to be removed from University's campus.

All staff and company vehicles must have a FAMU parking tag. All staff must purchase a campus parking permit yearly, none will be provided by the University.

## **4.0 PERFORMANCE REQUIREMENTS**

### **SPECIFIC SERVICES AND FREQUENCY**

A summary of the cleaning requirements and frequency, by building are outlined in this Attachment. It should be understood that it is not the intention to mention herein each and every minor item required. It shall be the responsibility of the Contractor to be familiar with good housekeeping procedures and practices and to perform same. The Contractor shall be familiar with the requirements of the various areas and shall have examined the premises and understand the conditions under which Contractor will be obligated to operate.

### **EQUIPMENT AND SUPPLIES**

All contractor furnished equipment shall be engraved or otherwise permanently identified so that ownership can be readily determined. All Contractor equipment shall completely be serviceable at contract start date and maintained via a written and auditable preventative maintenance schedule to ensure equipment continues to operate at manufacturer recommended specifications, and should be kept clean and in good, safe working order. All equipment should be inspected daily to ensure it is in proper and safe operating condition and in case of any safety/operating flaw, should be immediately taken out of service, tagged with service performed within 48 hours. Contractor should provide and maintain adequate equipment inventory ON SITE at all times to perform the requisite daily periodic and emergency services that are considered routine at any college/university and should not rely on equipment being transported from offsite to perform these services. Contractor should maintain an adequate inventory of backup equipment for uninterrupted services at all times.

In addition to the aforementioned, all interior/exterior transition mats will be furnished and maintained by the Contractor. The University will furnish secured storage areas (i.e., Janitorial

Storage Closets) for all of the Contractor's general equipment and supplies and will be controlled by the Contractor. The University assumes no responsibility for equipment and supplies provided by the Contractor.

Equipment provided by Contractor should be of grade and quality considered to be "best in quality" that clearly demonstrates the ability to effectively and efficiently clean but also promote the protection of the asset/surface that it is being used to clean.

Chemical products/materials or supplies shall not be used in performance under this Contract (or placed or stored on University property), until approved by the appropriate FAMU EHS official. Products will be approved based on submission and review of the appropriate Material Safety Data Sheets (MSDS). Cleaning agents containing potential pollutants such as amines, aldehydes, and others listed in the ASHRAE Applications Handbook Ch. 21 Table 2 are not permitted.

## **5.0 CLEANING DUTIES AND TASKS SCHEDULE**

### **ENTRANCES, LOBBIES & CORRIDORS:**

Entranceways (access and egress points) shall be said to include a twelve (12) foot perimeter on the outer side of said entranceways.

Daily cleaning includes the following, but not limited to:

- Entranceways (access and egress points) shall be said to include a twelve (12) foot perimeter on the outer side of said entranceways. The Contractor shall be responsible for the cleaning of this entire area to include removal of trash, emptying of trash cans, and sweeping daily to ensure the area is maintained in a clean, litter-free manner. Pressure washing to remove gum and other residue to be performed once per quarter. High dusting/web removal should be performed up to a height of 12' at building entryways (interior and exterior).
- Clean entrance mats with an upright carpet vacuum or a stiff broom and lobby pan. During inclement weather, clean entrance mats with a tank-type vacuum and damp mop entrance areas to remove tracked-in water and soil.
- Empty waste receptacles that are full or nearly full into waste bag. Remove gum, stickers/advertisements from receptacles. Damp wipe soiled waste receptacles. Replace plastic liners as needed. Pack the contents of other receptacles that are not nearly full with a lobby pan or similar tool.
- Clean smudges and soil from glass partitions and doors, using glass cleaner in a spray bottle, and clean lint free cloth or paper towel. Clean partitions and door frames to remove smudges and dust. Remove tape/adhesive from glass.
- Dust all windowsills, ledges, and furniture tops using treated cloth, dusting mitts, or dust mops with short handle up to a height of 12'.
- Spot clean to remove handprints, smudges, and other obvious soil using a cloth or sponge and neutral detergent solution from a plastic spray bottle, on walls, doors, door facings, door frames, columns, and other building surfaces. Rinse with sponge and clear water and plastic bottle as needed.
- Clean water fountains with germicidal detergent or crème cleaner. Wipe off with dry cloth.
- Clean fire extinguisher boxes – Remove trash and damp wipe surfaces.
- Clean elevator cabs, walls, vacuum carpets or sweep & mop floors. Elevator thresholds should be clean and free of debris.

- Wipe baseboards.
- Vacuum any carpets or mats and check carpet for spot cleaning, removing spots with only approved carpet spotting solution. Report any spots that cannot be removed readily with spotting kit to university representative so that a deep clean carpet work order can be prepared for prompt attention.
- Dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan.
- Remove gum or other sticky soil from floors. With a lightly damp mop or use of an automated scrubber, completely clean floors to remove heavy soil and spills.
- Collect and remove any litter.
- Straighten chairs, tables and other furnishings to present a clean, organized appearance.

Weekly cleaning includes the following, but not limited to:

- Clean corners, edges, and behind doors to remove all dust and soil.
- Clean vents.
- Spot wash walls as needed.
- Using a floor machine and buffing pads, spray buff or high-speed burnish floors. After buffing, dust mop the floor as necessary.

#### **STAIRWAYS:**

- Spot clean to remove handprints, smudges, and other obvious soil using a cloth or sponge and neutral detergent solution from a plastic spray bottle, on walls, doors, door facings, door frames, columns, and other building surfaces. Rinse with sponge and clear water and plastic bottle as needed.
- Dust handrails and any windowsills or ledges. Using a small treated dust mop, dust mop floor landings, trends, and stair risers to remove soil. Pick up soil and litter at the bottom of the stairs with a dustpan.
- Using a damp mop, mop tiled floor landings, stair treads to remove heavy soil from surfaces.
- Using a brush, agitate and clean concrete stairs and landings to remove any spots/stains.
- Machine polish tiled landings once per week to remove scuff marks.
- Vacuum clean carpets and spot clean as necessary.

#### **LOUNGE/VENDING AREA/CAFETERIA:**

- Collect and remove any litter.
- Empty waste receptacles that are full or nearly full. Damp wipe soiled waste receptacles. Replace plastic liners as needed. Pack the contents of other receptacles with a lobby pan or similar tool.
- Remove trash from tables, ledges, and other building and furniture surfaces.
- Damp wipe soiled surfaces.
- Spot mop floors to remove spills.
- Spot vacuum carpeted areas where needed and check carpet for spot cleaning, removing spots with only approved carpet spotting solution. Report any spots that cannot be removed readily with spotting kit to university representative so that a deep clean carpet work order can be prepared for prompt attention.

#### **OFFICES, CLASSROOMS, LABS, AND CONFERENCE ROOMS/AUDITORIUMS:**

Daily cleaning includes the following, but not limited to:

- Empty waste receptacles which are full or nearly full. Do not reach into receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liner when needed. Pack the contents of other receptacles with a lobby pan or similar tool.
- Dust clear areas of furniture tops, shelves, windowsills, and ledges. Use treated cloth or dusting mitt. (Dust horizontal surfaces only).
- Spot clean glass doors and partitions. Use a soft, clean cloth or paper towel with glass cleaner in a spray bottle. Wipe dry as needed.
- Clean any sink or other restroom fixture in office in accordance with the restroom cleaning procedure listed in this document.
- Erase & Clean chalkboards and whiteboards daily unless identified "Do Not Erase" per VII. "Responsibilities of The University", Section F.
- Dust mop smooth floors with a treated dust mop. Sweep wooden or concrete floors, which are too rough to dust mop.
- Using a dampened mop with a mild detergent disinfectant solution, mop all floors (except carpeted floors) to remove soil.
- Vacuum clean traffic patterns on carpeted floors four days each week. (Vacuum clean the entire carpeted area one day each week) and check carpet for spot cleaning, removing spots with only approved carpet spotting solution. Report any spots that cannot be removed readily with spotting kit to university representative so that a deep clean carpet work order can be prepared for prompt attention.
- Return furniture to its original position.
- Collect and remove any litter.

Weekly cleaning includes the following, but not limited to:

- Check all ceilings for cobwebs and remove as necessary.
- Clean corners, edges, and behind doors to remove all dust.
- Damp wipe all doors and door frames.
- Polish all push plates and kick plates.
- Clean all telephones.
- Thoroughly mop all smooth floor surfaces with a mild sanitizing solution.
- Using a floor machine and buffing pads, spray buff or high-speed burnish floors. After buffing, dust mop the floor as necessary.
- Completely vacuum carpeted areas, moving all furniture, and rearranging as needed.

### **COMMON SPACE RESTROOMS, RESIDENT HALL RESTROOMS:**

Resident Hall restrooms will be thoroughly sanitized during the day shift. Common space restrooms will be thoroughly sanitized in the evening shift and spot cleaned in the mid-morning and mid-afternoon.

Daily cleaning includes the following, but not limited to:

- Collect all trash and litter from the floor and other surfaces and place it in a waste receptacle or waste collection bag on the cart. Remove all trash collected to a collection point.
- Empty waste receptacles which are full or nearly full. Pack the contents of other receptacles with a lobby pan or similar tool.
- Re-supply toilet paper, paper towels, and hand soap dispensers, as needed.
- Clean shower areas, removing body oil, and soap film build-up, sanitize all surfaces, and

clean all water drains of debris.

- Check all basins and sinks and rinse or wipe clean those which are soiled. Clean all soap dishes. Dust all ledges, vents, partitions, and light fixtures above basins and sinks. Polish all mirrors and brightwork.
- Check all urinals, flush as needed, and clean those which are soiled. Check unoccupied stalls, flush fixtures as needed, clean those which are soiled, Check to be sure all plumbing is operational; that there are no stoppages, or leaks. Report any problems to the maintenance department.
- Disinfect all plumbing fixtures, including all shower nozzles and heads, lavatory and shower faucets, basins, bowls, sinks, toilets and urinals, inside and outside, toilet seats to be sanitized on both sides. Clean chrome as needed.
- Spot clean all walls, and doors. Remove graffiti. Damp wipe and clean all soiled partitions and stall doors with disinfectant.
- Sweep and clean wet or heavily soiled floor areas with a mop and germicidal detergent solution and sanitize floors with germicidal disinfectant cleaner.

Weekly cleaning includes the following, but not limited to:

- Clean all corners, edges, and behind doors to remove dust and soil.
- Polish push plates and kick plates.
- Damp wipe all vertical surfaces with a mild sanitizing disinfectant.

#### **ELEVATORS:**

Daily cleaning includes the following, but not limited to:

- Spot clean interior walls, buttons, and doors.
- Spot vacuum carpeted areas where needed and check carpet for spot cleaning, removing spots with only approved carpet spotting solution.

Weekly cleaning includes the following, but not limited to:

- Clean interior walls and doors
- Clean elevator tracks

#### **FLOOR SERVICE:**

This section describes the frequencies for floor services to be performed unless a specific frequency is given in Attachment "D". If frequency is stated in the Attachments, it will override these general frequencies.

Vinyl entrance lobby floors and corridors will also be stripped, re-waxed, four coats burned in, twice per year or as needed.

#### **Floor Refinishing**

- All floors are to be vacuumed, swept, or dust mopped daily, except as noted in carpet requirements.
- Entrance lobby floors are to be spray buffed or high speed burnished daily.
- All corridor floors are to be spot cleaned daily, and top scrubbed every two weeks.
- Vinyl, and asphalt tile floor, other than corridor floor are to be buffed twice per month, stripped and re-waxed twice per year or as needed to maintain a clean, polished appearance.
- Concrete floors are to be scrubbed at least monthly or as needed.
- Classroom or Office areas should be deep scrubbed and recoated twice a year or as

needed.

#### Carpet Shampooing and Extraction

- Carpet shampooing in heavy traffic and main walkways shall occur quarterly and all other areas semi-annually.
- Office spaces extractions shall occur once a year or as needed.

### **MISCELLANEOUS**

#### Upholstered Furniture

The contractors will professionally clean all fabric furniture (steam clean). All wood surfaces on furniture will be cleaned using the chemical compound specified in the manufacturers' material tag and treated with an oil-based polish.

### **SPECIAL INSTRUCTIONS**

- Do not use any University equipment, office machines or supplies other than custodial.
- Do not remove any material, equipment, supplies, office machines, books, papers or furniture from any location without a work order except that material in wastepaper basket or that which is clearly marked "TRASH".
- Report to the university representative any material found in a wastepaper basket such as books, office machines or unused supplies.
- Report any broken furniture, missing or burned-out lamps or broken glass to the university representative.
- All trash containers will be kept in a clean and sanitary condition at all times.
- The use of deodorant blocks will not be allowed.
- Foreign matter e.g., chewing gum, tar, skid marks, etc., will be removed from concrete, tile and carpeted areas when noted.
- All scheduled work to be accomplished by night crew must be completed and must not be left for scheduled day employees to perform.
- Scheduled work force will be expected to move furniture and equipment from time to time when major cleaning is being done.
- Do not use any University equipment, refrigerators, microwaves, office machines or office supplies other than custodial.

### **6.0 PAINTING DUTIES AND TASKS SCHEDULE**

The contractor will protect all surfaces not subject to painting including smoke detectors, sprinkler heads, fire rating labels, electrical ports, switches, flooring, and room or apartment numbers. The contractor will correct all painting related damages by properly cleaning, refinishing or replacing at no cost to FAMU and at FAMU's choice of correction. Corrections may be requested up to 3 months after completion of project. Contractor will reframe from cleaning equipment (i.e., paint cans, brushes, rollers, etc.) in kitchen and/or bathroom sinks. The contractor will dispose of used buckets, brushes, rollers, and paint properly. Do not pour paint down storm drains or on lawn and do not place used buckets in roll offs.

The contractor will provide all painting materials and supplies. All paint colors must be approved by the FAMU Project Managers prior to start of project. Contractor must match existing paint colors unless otherwise specified and utilize latex semi-gloss paint.

Bidders are required to meet or exceed the specification, as applicable, below.

### Prepare Surfaces for Painting

- Scraping
- Caulking & spackling
- Priming

### Drywall Repairs

- Holes in ceiling
- Holes in walls
- Remove popcorn ceilings as needed treat with stain kill and paint as specified
- Paint

### **Special Instructions**

- All surfaces to include furniture must be protected
- Paint must adhere to the specifications
- Screens should not be removed from windows
- Windows should be closed when a unit is completed
- The University has a right to add and/or subtract any amount of square footage to be included in the painting scope.
- Contractors will restore all furniture to its original location
- M1 mildew-cide is an additive; per manufactures specifications 1.5 ounces per gallon is required

### **7.0 PRESSURE WASHING DUTIES AND TASKS SCHEDULE**

The contractor will protect all surfaces not intended for pressure washing, including electrical fixtures, exterior lighting, security cameras, signage, and fire protection equipment. Any damage caused by pressure washing must be corrected by properly cleaning, repairing, or replacing affected items at no cost to FAMU and at FAMU's choice of correction. Contractor will refrain from disposing of wastewater or cleaning equipment (e.g., hoses, nozzles, tanks) in campus storm drains, sinks, or other unauthorized areas.

The contractor will provide all necessary pressure washing equipment, materials, and cleaning agents. All cleaning solutions and detergents must be approved by the University prior to the start date and must comply with environmental and safety regulations applicable to campus facilities.

Bidders are required to meet or exceed the specifications, as applicable, below.

- Pressure wash all Facilities exterior, sidewalks, breezeways, and stairwells; Prep for painting.
- Pressure washing requirements for Apartments Facilities include: exterior of buildings, hallways, sidewalks, breezeways and stairs. Contractor must seal doors to prevent water intrusion into the apartments during pressure washing. Surfaces should be pretreated and pressure washed with chemical composition of sodium metasilicate and sodium phosphate, tribasic or a chemical compound of sodium metasilicate pentahydrate and alcohol ethoxylate. Contractor must secure an industrial lift for this part of the project.
- As part of proper painting preparation, pressure wash the areas that require it.
- The University has a right to add and/or subtract any amount of square footage to be included in the cleaning scope.



## **ATTACHMENT C**

### **APPA's CLEANING LEVEL STANDARDS**

APPA's cleaning standards from APPA's Custodial Staffing Guidelines for Educational Facilities.

Under the Association of Physical Plant Administrators (APPA) there are five levels of cleaning. Please reference below for standards for each level.

APPA Staffing Service Levels (subset used for example). Figures in sq.ft. per custodian.

#### **Level 1 – Orderly Spotlessness**

- Floors and base moldings shine and /or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights- all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### **Level 2 – Ordinary Tidiness**

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls. But there can be up to two days' worth of dust, dirt, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust smudges and fingerprints are noticeable upon close observation. Lights- all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### **Level 3 – Causal Inattention**

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.

- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps- all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### Level 4 – Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and /or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamps (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

#### Level 5 – Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt, scuffed, and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust ball and flies. Many lamps (more than 5 percent) are burned out.
- Trays containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

## ATTACHMENT D

### Price Sheet

#### SECTION A – HOUSING FACILITIES DEEP CLEANING

Area / Task	Unit of Measure	Frequency	Unit Price (\$)
Lobbies & Multipurpose Rooms (strip/wax, steam carpets, furniture polish)	Per Room	Summer/Winter	
Living Room/Dining Areas (walls, blinds, furniture, strip/wax)	Per Room	Summer/Winter	
Kitchens (appliances, cabinets, grease removal, strip/wax)	Per Kitchen	Summer/Winter	
Bathrooms (fixtures, exhaust vents, tile scrub, mildew removal)	Per Bathroom	Summer/Winter	
Bedrooms (furniture, closets, mattresses disinfect, strip/wax)	Per Bedroom	Summer/Winter	
Computer Labs	Per Lab	Summer/Winter	
Community Rooms	Per Room	Summer/Winter	
Offices	Per Office	Summer/Winter	
Game Rooms	Per Room	Summer/Winter	
Hallways/Stairwells	Per 100 LF	Summer/Winter	
Laundry Room	Per Room	Summer/Winter	

#### SECTION B – FACILITIES CLEANING

Area	Unit of Measure	Frequency	Unit Price (\$)
<b>Classrooms</b>			
Classrooms	Per Sq. Ft.	Daily	
Classrooms	Per Sq. Ft.	Weekly	
Classrooms	Per Sq. Ft.	Monthly	
Classrooms	Per Sq. Ft.	Semi-Annual	
<b>Labs</b>			
Labs	Per Sq. Ft.	Daily	
Labs	Per Sq. Ft.	Weekly	
Labs	Per Sq. Ft.	Monthly	
Labs	Per Sq. Ft.	Semi-Annual	
<b>Lobbies/Common Areas</b>			
Lobbies/Common Areas	Per Sq. Ft.	Daily	
Lobbies/Common Areas	Per Sq. Ft.	Weekly	

Area	Unit of Measure	Frequency	Unit Price (\$)
Lobbies/Common Areas	Per Sq. Ft.	Monthly	
Lobbies/Common Areas	Per Sq. Ft.	Quarterly	
Lobbies/Common Areas	Per Sq. Ft.	Semi-Annual	
<b>Offices/Conference Rooms</b>			
Offices/Conference Rooms	Per Sq. Ft.	Daily	
Offices/Conference Rooms	Per Sq. Ft.	Weekly	
Offices/Conference Rooms	Per Sq. Ft.	Monthly	
Offices/Conference Rooms	Per Sq. Ft.	Semi-Annual	
<b>Restrooms</b>			
Restrooms	Per Restroom	Daily	
Restrooms	Per Restroom	Weekly	
Restrooms	Per Restroom	Monthly	
<b>Lounge/Vending/Cafeteria</b>			
Lounge/Vending/Cafeteria	Per Sq. Ft.	Daily	
Lounge/Vending/Cafeteria	Per Sq. Ft.	Weekly	
Lounge/Vending/Cafeteria	Per Sq. Ft.	Monthly	
Lounge/Vending/Cafeteria	Per Sq. Ft.	Semi-Annual	
<b>Stairwells</b>			
Stairwells	Per Stairwell	Daily	
Stairwells	Per Stairwell	Weekly	
<b>Elevators</b>			
Elevators	Per Elevator	Daily	
Elevators	Per Elevator	Weekly	

#### SECTION C – COVID-19 / DISEASE OUTBREAK CLEANING

Service	Unit of Measure	Frequency	Unit Price (\$)
Daily High-Touch Surface Disinfection	Per 1,000 Sq. Ft.	2–3x Daily	
Electrostatic Sprayer – Common Spaces	Per Room	Daily	
Electrostatic Sprayer – Office Spaces	Per Room	On-Call	
Hand Sanitizer/Chemical Station Maintenance	Per Station	Daily	
Quarterly Fogging of Common Spaces	Per Sq. Ft.	Quarterly	
Outbreak Response (Isolation & Deep Treatment)	Per Room	As Needed	

**SECTION D – PAINTING SERVICES**

<b>Task</b>	<b>Unit of Measure</b>	<b>Frequency</b>	<b>Unit Price (\$)</b>
Surface Prep (scraping, caulking, priming)	Per Sq. Ft.	As Needed	
Drywall Repair – Holes (walls/ceilings)	Per Sq. Ft.	As Needed	
Popcorn Ceiling Removal/Treatment	Per Sq. Ft.	As Needed	
Interior Painting – Walls	Per Sq. Ft.	As Needed	
Interior Painting – Ceilings	Per Sq. Ft.	As Needed	
Exterior Painting – Walls	Per Sq. Ft.	As Needed	
Exterior Painting – Trim/Doors	Per Sq. Ft.	As Needed	
Painting – Railing	Per Sq. Ft.	As Needed	

**SECTION E – PRESSURE / POWER / SOFT WASHING SERVICES**

<b>Service</b>	<b>Unit of Measure</b>	<b>Frequency</b>	<b>Unit Price (\$)</b>
Sidewalks (general campus)	Per Sq. Ft.	Annual/Semi-Annual	
Breezeways & Stairwells	Per Sq. Ft.	Annual/Semi-Annual	
Administrative/Classroom Building Exterior	Per Sq. Ft.	Annual/Semi-Annual	
Residence Hall Exteriors	Per Sq. Ft.	Annual/Semi-Annual	
Apartment Exteriors	Per Sq. Ft.	Annual/Semi-Annual	
Pretreating Surfaces (chemical application)	Per Sq. Ft.	As Needed	
Lift Rental (for multistory exterior washing)	Per Day	As Needed	

**SECTION F – ON-CALL / EMERGENCY SERVICES**

<b>Service</b>	<b>Unit of Measure</b>	<b>Response Time</b>	<b>Unit Price (\$)</b>
Emergency Janitorial (biohazard, flood, spill)	Per Hour	< 2 hrs	
Emergency Painting	Per Hour	< 24 hrs	
Emergency Sanitization	Per Sq. Ft.	< 4 hrs	

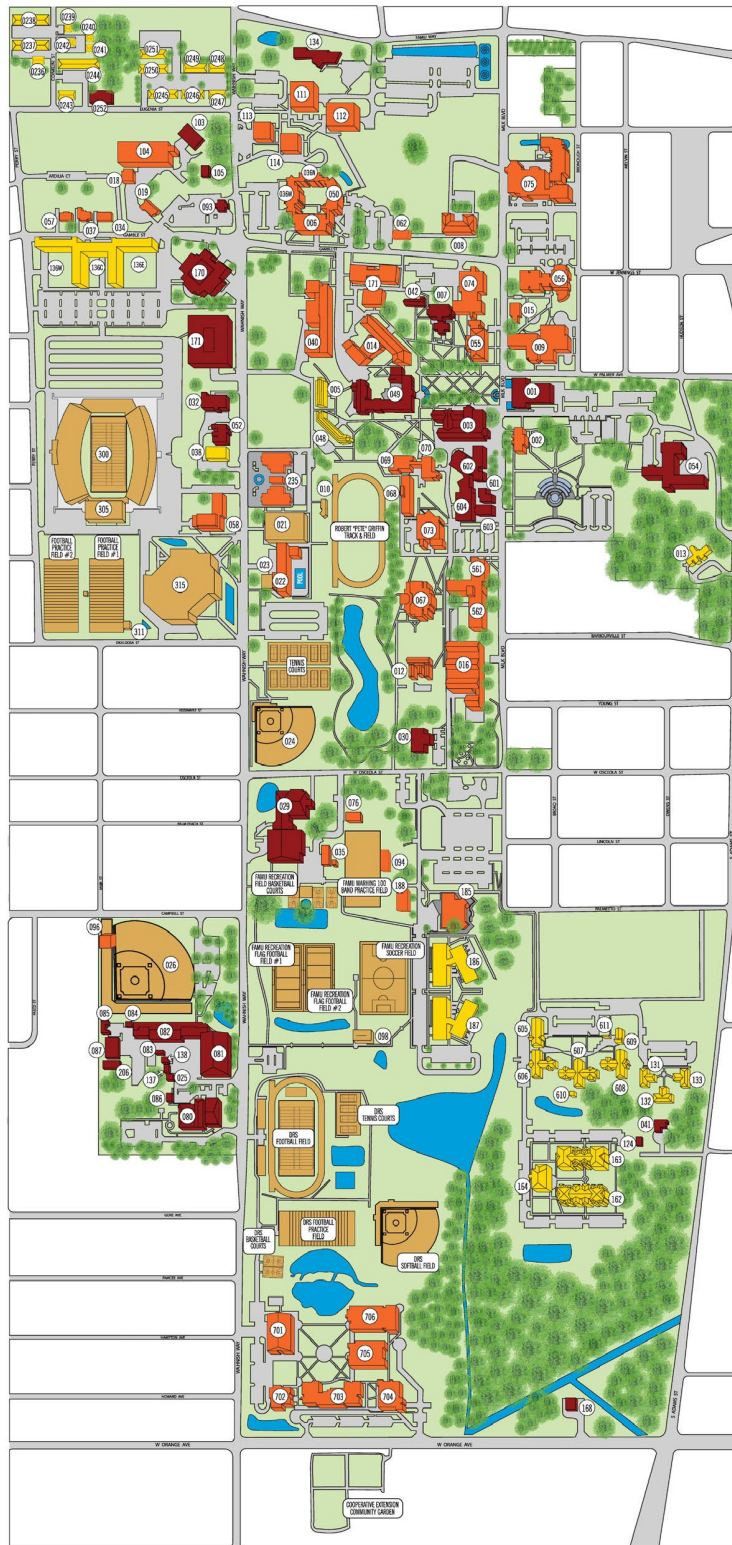
**SECTION G – STAFFING**

<b>Service</b>	<b>Unit of Measure</b>	<b>Frequency</b>	<b>Unit Price (\$)</b>
Day Porter Staffing	Per Staff/Hour	As Needed	
Night Shift Staffing	Per Staff/Hour	As Needed	
Supervisor/Project Manager	Per Staff/Hour	As Needed	

\*Contractor may be contacted to support additional services as needed by FAMU relating to routine building upkeep\*

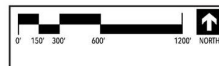


# FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY



## MAIN CAMPUS MAP LEGEND

INSTRUCTIONAL RESIDENTIAL STORMWATER  
ADMINISTRATION/SUPPORT ATHLETIC PARKING/ROAD



## BUILDING KEY

- 001 LEE HALL
- 002 JACKSON DAVIS HALL
- 003 UNIVERSITY COMMONS
- 005 N.B. YOUNG HALL
- 006 SCHOOL OF BUSINESS & INDUSTRY SOUTH
- 007 CARNEGIE CENTER
- 008 LUCY MOTEN
- 009 WARE RHANEY NURSING & ALLIED HEALTH
- 010 TRACK & FIELD OBSERVATION TOWER
- 011 ATHLETIC STORAGE BUILDING
- 012 GEORGE CONNOLLY GREENHOUSE
- 013 PRESIDENT'S HOME
- 014 TUCKER HALL
- 015 HONOR HOUSE
- 016 SCHOOL OF ARCHITECTURE
- 018 MAIN GARAGE
- 019 ENVIRONMENTAL SCIENCES INSTITUTE
- 020 SWIMMING POOL LOCKER HOUSE
- 021 GAITHER GYMNASIUM
- 022 GAITHER OFFICE & CLASS ROOM
- 023 L.S. BARTLEY ATHLETIC COMPLEX
- 024 UNIVERSITY SOFTBALL FIELD
- 025 HAZARDOUS STORAGE C
- 026 UNIVERSITY BASEBALL FIELD
- 028 PUMP HOUSE & STORAGE
- 029 MULTI PURPOSE RECREATION CTR.
- 030 USDA TELECONFERENCE CENTER
- 032 M.S. THOMAS BUILDING
- 034 CONT. EDUCATION CONF. CENTER FACULTY SENATE
- 035 UNIVERSITY BAND STORAGE
- 036 S.B.L. WEST & NORTH
- 037 CONTINUING EDUCATION
- 038 CENTRAL CHILLED WATER PLANT
- 040 SCHOOL OF JOURNALISM
- 041 UNIVERSITY ACTIVITIES CENTER - FAMU CLUB HOUSE
- 042 COUNSELING CENTER
- 048 SAMPSON HALL
- 049 COLEMAN LIBRARY
- 050 S.B.L. EAST
- 052 CENTRAL HEATING PLANT
- 054 FOOTE-HILLYER ADMINISTRATION CENTER
- 054 JONES HALL
- 056 SCIENCE RESEARCH FACILITY
- 057 OFFICE OF EQUAL OPPORTUNITY PROGRAM
- 058 HOWARD HALL
- 062 OLD D.R.S. - TRANSITIONAL
- 067 GENERAL CLASSROOM
- 068 FOSTER-TANNER MUSIC CENTER
- 069 FOSTER-TANNER CERAMIC CENTER
- 070 FOSTER-TANNER ART CENTER
- 071 CORE EDUCATION COMPLEX
- 073 FOSTER-TANNER BAND BUILDING
- 074 DYSON PHARMACY
- 075 COLLEGE OF PHARMACY
- 076 SMALL ANIMAL LAB
- 080 PLANT OPERATIONS BUILDING A
- 081 PLANT OPERATIONS BUILDING B
- 082 PLANT OPERATIONS BUILDING C
- 083 PLANT OPERATIONS HAZARDOUS STORAGE-A
- 084 PLANT OPERATIONS HAZARDOUS STORAGE-B
- 085 PLANT OPERATIONS MAINTENANCE SHOP-E
- 086 PLANT OPERATIONS MECH. CHILLER
- 087 PLANT OPERATIONS P.O.M. STORAGE
- 088 CEDAR - MAIN OFFICE
- 089 CEDAR - ACCESS CENTER
- 093 WELCOME CENTER
- 094 FOSTER-TANNER OBSERVATION TOWER
- 096 BASEBALL FIELD LOCKER ROOM/OFFICES
- 098 RECREATION STORAGE LOCKER BUILDING
- 103 PHYSICAL PLANT STORAGE - A
- 104 TROJASAP
- 105 ELECTRICAL SUBSTATION - NORTH
- 111 BENJAMIN BANNER BUILDING A
- 112 BENJAMIN BANNER BUILDING B
- 113 BENJAMIN BANNER BUILDING C
- 114 BENJAMIN BANNER BUILDING D
- 124 GIBBS COTTAGE
- 131-133 SCHOLARSHIP HOUSES
- 134 CHILD CARE CENTER
- 134E 800 BED (EAST WING)
- 136W 800 BED (WEST WING)
- 137 TRANSITIONAL MODULAR
- 138 TRANSITIONAL MODULAR
- 142 PALMETTO HOUSING PHASE III
- 143 PALMETTO HOUSING PHASE III
- 144 PALMETTO COMMONS/LAUNDRY
- 146 ELECTRICAL SUBSTATION SOUTH
- 170 STUDENT SERVICES CENTER
- 171 PARKING GARAGE-1
- 185 FAMU DINING FACILITY
- 186 FAMU TOWERS NORTH
- 187 FAMU TOWERS SOUTH
- 188 CENTRAL ENERGY PLANT
- 188 CENTRAL ENERGY PLANT
- 204 ABS ELECTRONIC CLASSROOM
- 206 POLICE STORAGE
- 207 BANDO TOWER II
- 235 CENTER FOR ACCESS & STUDENT SERVICES (CASS)
- 300 BRAGG STADIUM
- 305 GALMORRE POWELL ATHLETIC FIELD/HOUSE
- 315 MULTI-PURPOSE GYMNASIUM
- 541 PAIGE BUILDING
- 542 PERRY BUILDING
- 601 STUDENT UNION OFFICE BUILDING
- 602 STUDENT UNION MULTI-USE BUILDING
- 603 STUDENT UNION CAREER CENTER
- 604 STUDENT UNION GRAND BALLROOM
- 605 SOUTH PALMETTO BUILDING A
- 606 SOUTH PALMETTO BUILDING B
- 607 SOUTH PALMETTO BUILDING C
- 608 SOUTH PALMETTO BUILDING D
- 609 SOUTH PALMETTO COMMONS BUILDING E
- 610 SOUTH PALMETTO MECH. BUILDING F
- 611 SOUTH PALMETTO BUILDING G MAILBOXES
- 701 NEW D.R.S. GYMNASIUM
- 702 NEW D.R.S. ADMINISTRATION BUILDING
- 703 NEW D.R.S. ELEMENTARY SCHOOL
- 704 NEW D.R.S. CAFETERIA
- 705 NEW D.R.S. MIDDLE SCHOOL
- 706 NEW D.R.S. HIGH SCHOOL
- 0236 RATTLER POINT A-1
- 0237 RATTLER POINT A-2
- 0238 RATTLER POINT A-3
- 0239 RATTLER POINT B-1
- 0240 RATTLER POINT B-2
- 0241 RATTLER POINT B-3
- 0242 RATTLER POINT B-4
- 0243 RATTLER POINT C-1
- 0244 RATTLER POINT C-2
- 0245 RATTLER POINT D-1
- 0246 RATTLER POINT D-2
- 0247 RATTLER POINT D-3
- 0248 RATTLER POINT D-4
- 0249 RATTLER POINT D-5
- 0250 RATTLER POINT D-6
- 0251 RATTLER POINT D-7
- 0252 FAMU FOOD PANTRY

**APPENDIX I  
REFERENCE SHEET**

**COMPANY** \_\_\_\_\_

I \_\_\_\_\_ being of \_\_\_\_\_  
(Name and Title) (Name of Company)

<b>REFERENCE</b>
Company Name:
COMPANY ADDRESS:
CONTACT PERSON:
PHONE NUMBER:
FAX NUMBER:
Email Address:

- If specially created to respond to this RFQ, please include affiliate references

## APPENDIX II

### NOTICE OF CONFLICT OF INTEREST

Company or Entity Name

\_\_\_\_\_

For the purpose of participating in the Request for Quotes process and complying with, the provisions of Chapter 112, *Florida Statutes*, and University Regulation 6.002, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the Florida A & M University or Users:

_____	_____
_____	_____
_____	_____

The persons listed below are current University employees who own an interest of five percent (5%) or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

The above information is true and correct to the best of my knowledge. Signed on this \_\_\_\_\_, day of, \_\_\_\_\_, 202\_\_\_\_

Signature

\_\_\_\_\_  
Print Name and Title



## APPENDIX III

### **STATEMENT OF NO INVOLVEMENT**

I, \_\_\_\_\_, as an authorized representative of the aforementioned company, certify that neither member of this firm nor any person having any interest in this firm has been involved with the Florida A&M University to assist it in:

- 1) Developing this Request for Quotes; or,
- 2) Performing a feasibility study concerning the Scope of Work contained in this Request for Quotes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**APPENDIX IV**  
**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I state that I \_\_\_\_\_ of \_\_\_\_\_,  
(Name) (Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm, and its owner, directors, and officers. I am the person responsible in my firm for the price(s), the amount of this Response, and the preparation of the Response. I state that:

1) The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential Provider, bidder, or potential bidder.

2) Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, bidder, or potential bidder, and they will not be disclosed before bid opening.

3) No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the price(s) in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.

4) The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.

5) \_\_\_\_\_, its affiliates, subsidiaries, officers, director, and employees  
(NAME OF FIRM)

are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations, are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any mis-statement in this affidavit is and shall be treated as fraudulent concealment from the State of Florida of the true facts relating to the submission of Responses for this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
Signature of Notary

STATE OF \_\_\_\_\_

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_

## APPENDIX V

### CERTIFICATE OF NON-SEGREGATED FACILITIES

We, \_\_\_\_\_ (Company)  
Certify that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that breach of this certification is a violation of Equal Opportunity clause required by Executive Order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise.

We further agree that (except where we have obtained identical certifications from proposed Subcontractors for specific time periods) we will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed Subcontractors (except where the proposed Subcontractors have submitted identical certifications for specific time periods).

**NOTICE TO PROSPECTIVE SUBBUILDERS OF REQUIREMENT FOR CERTIFICATION OF NON-SEGREGATED FACILITIES.** A certification of non-segregated facilities as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted from the provisions either for each subcontract or for all subcontracts during a period (i.e., quarterly, semi-annually, or annually).

**NOTE:** Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

## APPENDIX VI

### AMENDMENTS ISSUED BY THE UNIVERSITY

Failure to acknowledge receipt and compliance with the amendments issued by the University will result in disqualification.

Amendment No. \_\_\_\_\_ Dated \_\_\_\_\_  
YOUR INITIALS

\_\_\_\_\_  
COMPANY'S NAME

\_\_\_\_\_  
TYPE THE NAME OF THE AUTHORIZED REPRESENTATIVE  
TO BIND THE COMPANY INTO A CONTRACT/PURCHASE  
ORDER

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
FEID NO./SOC. SEC. NO. (ENTER APPLICABLE NUMBER)

\_\_\_\_\_  
Phone number Fax number

\_\_\_\_\_  
Email address

## **APPENDIX VII**

### **Florida Department of State Certificate of Status**