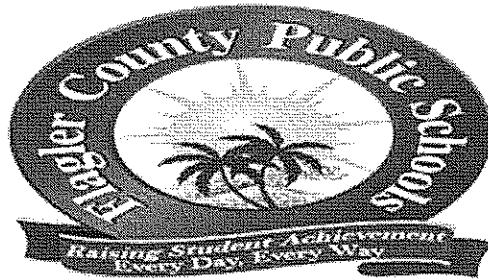


# School Board of Flagler County, Florida

## Administrative Offices

1769 East Moody Blvd, Bldg #2  
Bunnell, Florida 32110



## **RFQ # 12-02**

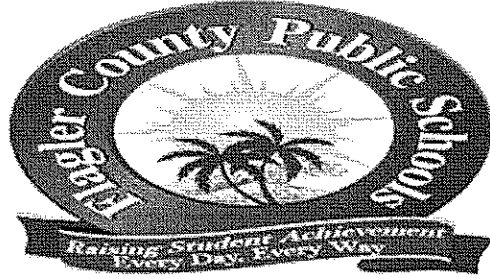
Mechanical, Electrical & Plumbing  
Engineering Services

Submit Proposals in Person or by Mail to:

### **RFQ #12-02**

Purchasing Department  
Attn: Carmen Campanella, Director of Purchasing  
Flagler County School Board  
1769 East Moody Boulevard, Bldg #2  
Bunnell, Florida 32110

Proposals Due No Later Than:  
**Friday September 23, 2011 @2pm**



RFP # 12-02 Mechanical, Electrical, Plumbing Engineers (M.E.P.)  
Due: Friday September 23, 2011 @2pm

**SPECIAL CONDITIONS**

1. **Intent** : The intent of this bid is to secure a M.E.P.(s) to work with the Flagler County School District on various small projects during the contract period.
2. **Length of Contract** : Contract is to be for one (1) year commencing after School Board approval and contract signing.
3. **Award**: The award will be made to the Firm(s) that in the determination of the School District will provide the best overall services to the District.
4. **Renewal**: The Flagler County School Board reserves the right to renew this bid or any portion of it for two (2) additional one (1) year contract periods upon mutual agreement in writing by both parties.
5. **Termination**: The contract entered into between the parties may be terminated by the board upon occurrence of the following conditions:
  - Lack of available funds by the School Board
  
6. **No vendor or employee is to contact any School Board member or School District employee other than those listed regarding this RFP. If it is determined that this has occurred your bid may be considered void and will be removed from further consideration.**
  
7. Questions regarding this RFP must **only** be submitted in writing to:

Flagler County Public Schools  
Attn: Mr. Carmen Campanella  
Director of Purchasing  
PO Box 755  
Palm Coast, Florida 32164

Or Via email to:  
campanellac@flaglerschools.com

The following information will be needed in your RFQ submittals at a minimum for your submittal to be accepted:

Interested parties may submit statement of qualifications to Mr. Carmen Campanella, Director of Purchasing, Flagler County School District, 1769 East Moody Blvd., Bldg. #2, Bunnell, Florida, 32110, no later than 2pm September 23, 2011. Those firms, which are short listed, may be required to make presentations to the School Board. Selections and negotiations shall be in accordance with Florida Statute 287.055 (Consultants Competitive Negotiation Act). The School Board reserves the right to reject any and all proposals.

1. Do you have local presence in Flagler County (Physical address, no PO Box, etc).
2. Past Flagler County School Board Projects (list date and projects)
3. Key personnel (Relevant Experience) who would be working on our project(s).
4. Example projects completed (school district or government work, or private)
5. Current Workload (ability to Engage new projects) time frame to start(immediately, 1 week, 2 weeks, 3 weeks or more).
6. Supervision on site availability ( same day, 2-3 days, 4-5 days, more than 5 days)
7. Current Professional Qualifications Supplement (PQS) which includes forms SF 330
8. Copy of firm's current professional liability insurance certificate. The firm's selected by the School Board must possess professional liability insurance and submit a certificate of insurance prior to negotiations of contract.
9. Florida State Board registration number or Certificate of Authorization.
10. PLEASE SEND 5 COPIES WITH YOUR SUBMITTAL

Tentative Timeline for the completion of this RFQ:

3 weeks of consecutive advertising (starting)	Wednesday August 31, 2011
RFQ Submittals due in Purchasing	2pm Friday, September 23, 2011
Committee Reviews	September 26, 2011- October 7, 2011
Board Approval on Committee Selected	
Companies and begin Negotiations	Tuesday October 18, 2011
Commence Negotiations	October 19, 2011- October 24, 2011
Final Board Approval	Tuesday November 1, 2011

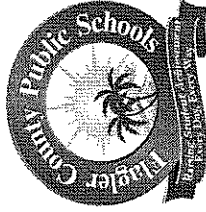
# RFQ 12-02 M.E.P. Engineering Services

APPLICATION FOR CERTIFICATION AS  
A CONSULTANT

TO PROVIDE PROFESSIONAL SERVICES IN ACCORDANCE WITH

THE CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT

Section 287.055, Florida Statutes



RETURN TO;  
Carmen Capanella  
Purchasing Department  
1769 East Moody Blvd.  
Bunnell, FL 32110

**FLAGLER COUNTY SCHOOL DISTRICT  
APPLICATION FOR CERTIFICATION AS A CONSULTANT**

**TO PROVIDE PROFESSIONAL SERVICES IN ACCORDANCE WITH THE**

**CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT**

**Section 287.055, Florida Statutes**

**We wish to submit our application for certification in order to provide professional services required by Flagler County School District.**

We hereby certify that all statements submitted by our firm are true and accurate.

We authorize and request any public official, engineer, architect, contractor, surety company, material or equipment manufacturer or distributor or any person, firm or corporation to furnish any necessary information requested by Flagler County School District, to verify statement regarding our standing and general reputation.

We further authorize the School Board and its designated personnel (who are authorized to receive data relating to certification) to disclose any and all information provided with our application to any designated personnel of the School Boards in the State of Florida without any liability whatsoever.

\_\_\_\_\_  
Name of Firm

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

\_\_\_\_\_  
Title

**PROFESSIONAL QUALIFICATION SUPPLEMENT (PQS)**

**PURPOSE:** This form (PQS) is to furnish information regarding the qualifications of interested firms to provide professional services to Flagler County School District for a specific project and also when applying or renewing for a Certificate of Qualification.

**INSTRUCTIONS:** (A) Type accurately

(B) For the APPLICANT ONLY, attach to the PQS a Reproduction of the current Florida Professional Registration Certificate(s) with the appropriate Board(s) for each of the registration numbers listed In Number 3 and a designation of the professionals qualifying any corporation to practice Architecture, Mechanical Electrical Engineering, and Structural.

1. Provide the complete name of the APPLICANT, the address and the telephone number.

Firm Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address of proposed office in charge \_\_\_\_\_

\_\_\_\_\_

2. Indicate number of registered personnel and fee per person (registered personnel).

Number of registered personnel: \_\_\_\_\_ (Florida Registration Only)

3. For the APPLICANT and the PROPOSED CONSULTANTS, complete as follows:

(a) Indicate (X) the service(s) to be provided on the project.

Services Offered (Discipline)	In- House (X)	<i>In-House Individual in Charge</i>		Local Presence Consultant Firm & City in Which Work Will Actually be Done (and no. of staff)	Incor- porated in FL yes/no	FL State Prof. License of Firm (Cert. Author. No.)	Responsible Registered Professional FL NO. & City
		Name	Residence Address (City & Street)				
Plumbing							
Electrical Engineering							
Mechanical Engineering							

(b) Insert the firm's\* appropriate professional Florida State Board registration number (or Certificate of Authorization).

\*Use the registration number in accordance with the name of the individual registration number when applicable.



5. Designate the Key Personnel of the proposed team to be used on the Project for the applicant and consultants. For each individual listed, show their disciplines(s) of registration/training and their city of residence.

<u>Name</u>	<u>Discipline</u>	<u>Florida Registration No.</u>	<u>Residence City and Address</u>
Applicant's Principal(s) in charge:			

Consultant(s) or in-house staff:
Principal(s) in charge:

# PLEASE INSERT FIRM'S STANDARD FORM 330 - HERE

PLEASE NOTE THE OWNER'S REQUEST FOR INCLUSION OF THE FOLLOWING INFORMATION IN SECTION H:

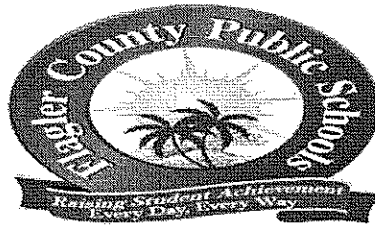
- > LIST THE NAME AND NUMBER OF PROJECTS PREVIOUSLY COMPLETED FOR THE DISTRICT.
- > LIST RESPONSE TIME IN DAYS TO REQUESTS FOR ON-SITE CONTRACT ADMINISTRATION.
- > NOTE YOUR RESPONSE TIME TO START NEW PROJECT DESIGN.

**Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.**

**SEALED BID – DO NOT OPEN**  
**RFQ # 12-03 TITLE: M.E.P. Services**  
**DUE DATE/TIME: Friday September 23, 2011 @2pm**

Submitted by \_\_\_\_\_  
(Name of Company)

**Deliver to: Flagler County Public Schools**  
**Director of Purchasing**  
**1769 East Moody Boulevard**  
**Bunnell, Florida 32110**



**DRUG-FREE WORKPLACE  
CERTIFICATION FORM**

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

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

\_\_\_\_\_  
COMPANY NAME

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

**Flagler County School District**

**Sworn Statement-New Contracts**

**Sworn Statement Pursuant to Section 1012.465,  
Florida Statutes as Amended by  
HB 1877, the Jessica Lunsford Act**

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

1. This sworn statement is submitted to the School Board of Flagler County, Florida  
(Hereinafter "Board" or "School Board")

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_ whose  
(Print Name of entity submitting statement)

business address is \_\_\_\_\_  
\_\_\_\_\_

and its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

If the entity has no FEIN, include the Social Security Number (SSN) of the  
individual signing this sworn statement and so indicate.

2. I, \_\_\_\_\_, am duly authorized to make this sworn  
(Print individual's name and Title)

statement on behalf of \_\_\_\_\_  
(Print Name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (herinafter "The Act" or "Act") was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.
4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school employees or **"contractual personnel"** by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening", and further I understand the Act defines **"contractual personnel"** to include any vendor, individual or entity under contract with the Board.
5. I understand that pursuant to section 1012.465, Florida Statutes as amended by Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.
6. I understand that as a \_\_\_\_\_ (e.g. A private bus contractor) all contractual personnel, as defined in section 1012.465, Florida Statutes must meet level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with The School Board of Flagler County.  
(Type of Entity)
7. I understand that "level 2 screening requirements", as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.
8. I understand that the School Board will implement local procedures to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04. I understand that my company must comply with these local procedures as they are developed.
9. I understand that any costs and fees associated with the required background screening will be borne by my company.
10. I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), shall not be permitted to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted

11. direct contact with students, and shall not be permitted to have access to school district funds.

12. I understand that the failure of any of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board of Flagler County.

13. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY THE HB 1877, THE JESSICA LUNSFORD ACT.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF FLAGLER COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, 1012.465 AND 435.04, FLORIDA STATUTES.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification)

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

**The School Board of Flagler County, Florida  
Sworn Statement Pursuant to Section 287.133(3),  
Florida Statutes Public Entity Crimes**

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

This sworn statement is submitted to: **The School Board of Flagler County, Florida** by:

(Print Company Official's Name)	(Official's Job Title)		
(Print Name of Entity Submitting Sworn Statement)	(Print Entity Business Address)		
(Federal Identification Number)	City	State	Zip Code

**This Sworn statement is submitted to the School Board of Flagler County, Florida.** I certify that I have read and understand Florida Statutes, section 287.133 regarding Public Entity crime; denial or revocation of the right to transact business with public entities... I understand that:

“Public entity crime” as defined in Paragraph 287.133 of the Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or agency or political subdivision of any other state or with the United States, including but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving anti-trust, fraud, theft, bribery, collusion, racketeering, conspiracy or misrepresentation.

Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **Please mark (X) next to the statement which is applicable to your entity.**

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

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**a copy of the final order is required; please attach**).

\_\_\_\_\_  
(Authorized Signature)

Sworn to and Subscribed before me on this _____ day of _____, 2009
--

(Signature of Notary Public)	State of Notary	Commission Expiration
(Type of Identification Used)		