

**REQUEST FOR QUALIFICATIONS (RFQ) 2022-12**  
**ELECTRICAL SERVICE PROVIDERS**  
**for**  
**FLORIDA HOUSING FINANCE CORPORATION**

**September 19, 2022**

## **SECTION ONE INTRODUCTION**

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified firms to provide electrician services in accordance with the terms and conditions set forth in this Request for Qualifications (RFQ), and any other term and condition in any contract subsequently awarded. Respondents will be selected and determined through Florida Housing’s review of each response, considering the factors identified in this RFQ. Florida Housing expects to select one or more Respondents that propose to provide all of the services specified in this RFQ.

## **SECTION TWO DEFINITIONS**

For purposes of this document, the following terms will be defined as follows:

“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed Florida Housing employees established pursuant to Rule 67-49.007, Fla. Admin. Code.
“Contractor”	A person or entity providing the professional services described in Section Four of this RFQ.
“Days”	Calendar days, unless otherwise specified.
“Effective Date”	The date the last party signs the contract that is awarded as a result of this RFQ.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“OEM”	Original Equipment Manufacturer.
“Respondent”	Any person or entity who has the capability in all respects to perform fully the requirements contained in this RFQ, and submits a response to this RFQ.
“Response”	The written submission by a Respondent to this RFQ.
“Response Time”	Amount of time between the notification of an emergency and the arrival of a licensed electrician at 227 N. Bronough Street, Tallahassee, FL 32301.

“RFQ” This RFQ, including all exhibits referenced in this document and all other documents incorporated by reference.

“Website” The Florida Housing Finance Corporation’s website, the URL of which is [www.floridahousing.org](http://www.floridahousing.org).

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. Respondents will submit their Response to:

<https://www.floridahousing.org/legal/procurements/rfq-2022-12-document-upload>

Florida Housing must receive the entire Response on or before 2:00 p.m., Eastern Time, on October 19, 2022, as Responses will be opened at that time. Any Responses received after the deadline will be considered non-responsive. One complete copy of the response in PDF format is preferred unless specified otherwise in Section Six below, and the file name must contain a reference to both the solicitation number (RFQ 2022-12) and the name of the Respondent. Please note that the website will ask for the Respondent's contact information and the solicitation number prior to being able to upload the Response. Florida Housing will not accept a mailed or faxed Response.

B. This RFQ does not commit Florida Housing to award a contract to any Respondent or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the contract awarded are to be performed solely by employees of the Contractor, unless subcontracted or assigned with the prior written approval and consent of Florida Housing.

D. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFQ;
3. Obtain information concerning any or all Respondents from any source;
4. Request an oral interview before the Board from any or all Respondents;
5. Select for contract negotiation or for award a Response other than (or in addition to) that with the highest score in order to serve the best interests of Florida Housing and the public; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the contract.

E. In order to familiarize themselves with the location and current environment, Respondents will be given the opportunity to visit Florida Housing's offices for a site visit at 2:00 p.m. on Thursday, September 29. This visit is not mandatory and will be recorded. A copy of the recording will be made available on Florida Housing's website by close of business on Friday, September 30.

F. Any interested party may submit any question regarding this RFQ in writing via e-mail to the Contract Administrator at [Contract.Admin@floridahousing.org](mailto:Contract.Admin@floridahousing.org). All questions must be submitted no later than 2:00 p.m., Eastern Time, on October 6, 2022. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on October 12, 2022. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

<http://www.floridahousing.org/legal/procurements/request-for-qualifications>.

Only written responses or statements from the Contract Administrator that are posted on our website will bind Florida Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from Florida Housing.

G. Between the release of the solicitation and the end of the 72-hour period following the posting of the notice of intended award, respondents to this solicitation or persons acting on their behalf may not contact any member of Florida Housing's Board of Directors or any Florida Housing employee concerning any aspect of this solicitation, except in writing to the Contract Administrator. Violation of this provision may be grounds for rejecting a response.

H. Any person who wishes to protest the specifications of this RFQ must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

I. The term of the contract will be for three years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the contract may be renewed once for an additional three years.

J. Florida Housing is not required to use the services of any selected Contractor or to assign any work to such provider, may directly purchase electrical and related services as required, and may terminate the contract with any selected Contractor without cause and without penalty.

K. Pursuant to Rule 67-49.004, Fla. Admin. Code, Florida Housing may modify the terms of the RFQ at any point prior to the due date for Responses. A notice of such modification will be posted on Florida Housing's Website. Any Respondent will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Response.

L. The terms of this RFQ, and any modifications thereto, will be incorporated into any contract offered as a result of this RFQ. Failure of a successful Respondent to accept these obligations in the final contract may result in cancellation of the award.

## **SECTION FOUR SCOPE OF SERVICES**

### **A. Overview**

Florida Housing Finance Corporation seeks to place one or more firms under contract to provide electrician services on an as-needed basis. The Corporation leases space from TSO City Centre Tallahassee, LP on Floors 5 – 7 of the City Centre Building, located at 227 N. Bronough Street, Tallahassee, FL 32301. Annual expenditures are expected to be between \$10,000 and \$50,000 over the term of the resulting agreement. This amount is an estimate only, based on past use and projected usage.

### **B. Site Inspection**

It is the Respondent's responsibility to become fully informed on the nature and the extent of the work required and its relation to other work being performed in the area. Any failure by the Respondent to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither Florida Housing nor TSO City Centre Tallahassee, LP assume any responsibility for any conclusions or interpretations made by the proposer on the basis of the information made available by Florida Housing.

### **C. Contractor Requirements**

The Contractor shall:

1. Provide qualified, licensed electricians to perform electrical services at Florida Housing.
2. Require and ensure that employees, agents, and/or representatives providing services under this RFQ undergo a Florida Criminal History Record Check prior to contract execution and at least annually thereafter. The Contractor is responsible for the associated expenses with the record check, and based on the results, Florida Housing will pre-approve each employee that will be allowed on the property. For additional information on requesting record checks, please visit: <https://www.fdle.state.fl.us/Criminal-History-Records/Florida-Checks.aspx>.
3. Under a non-emergency request, provide an estimate for any requested services within five business days of a request for service from Florida Housing. Upon Florida Housing's acceptance of the estimate, the Contractor shall begin work at a mutually agreeable time, or within five business days. Under an emergency request, the Contractor shall

immediately begin work, keeping detailed material and hourly records, and shall provide an invoice within five days of the completion of its work.

4. Provide in the estimate for each engagement all required equipment, materials, tools, labor, and services required for a complete installation of the various types of electrical work specified for each engagement. This includes any necessary fire caulking, drywall/insulation patching, painting, etc. to provide a finished and functioning installation.

5. Provide and install only new and unused material and equipment.

6. Maintain insurance coverages as specified in item D., below throughout the term of the contract.

7. Maintain all licensures necessary to perform the duties outlined in this RFQ as well as the scope of each engagement performed under a resulting contract.

8. Provide all necessary dust control and protective equipment and, at all times, guard against damage or any loss of property belonging to Florida Housing; TSO City Centre Tallahassee, LP; other contractors or subcontractors. This includes protection of all property in the immediate work area, as well as access to the work area through the building. The awarded Contractor will replace or repair, at its cost, any loss or damage arising out of its activities unless caused by Florida Housing; TSO City Centre Tallahassee, LP; other contractors, or subcontractors. Florida Housing may withhold payment or make such deductions as may be deemed necessary to ensure reimbursement for loss or damage to property resulting from the Contractor or its agents' activities.

9. Keep its work area, including any storage areas being used by the Contractor, free from the accumulation of waste material or rubbish. The Contractor shall remove all debris/waste material resulting from its work after each work day. Upon the completion of the work, the Contractor will leave the premises neat and clean, to the satisfaction of Florida Housing and/or TSO City Centre Tallahassee, LP. Florida Housing reserves the right to withhold payment, at its sole discretion, for any additional cleaning or waste removal required during, or at the completion of, the Contractor's work. .

10. Coordinate any permitting requirements with Florida Housing's Facility Manager, The Contractor's estimate for each engagement shall include all permitting and inspection time and costs.

11. Provide Florida Housing's Facility Manager with any and all Material Safety Data Sheets (MSDS) expected to be used as a part of each engagement.

12. Fully comply with the National Electrical Codes, Florida Building Codes, Florida Fire Prevention Code, and any other Federal, State of Florida, and local laws, ordinances, rules, and regulations that in any manner affect the work.

#### **D. Insurance Requirements**

Awarded Contractor(s) must submit a current Certificate of Insurance to Florida Housing's Facility Manager prior to commencing work on each engagement. The certificate shall be TSO City Centre Tallahassee, LP as primary insured, and have a minimum A.M. Best rating of A-. The certificate must reference RFQ 2022-12, name Florida Housing Finance Corporation, The Simpson Organization, Inc., and Ciminelli Real Estate Services as an additional insured, and be effective for the term of the resulting contract, inclusive of optional renewal terms or extensions thereof. These policies shall be endorsed such that should any of the policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to TSO City Centre Tallahassee, LP, and Florida Housing. A copy of the Contractor's actual notice of cancellation endorsement as issued on the policy(ies) signed by an authorized representative of the insurer(s) shall also be provided.

By requiring such minimum insurance, neither Florida Housing nor TSO City Centre Tallahassee, LP, shall be deemed or construed to have assessed the risk that may be applicable to the Contractor under this contract. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Required insurance coverage and minimum limits of liability are outlined in the following sample Certificate of Liability Insurance. The Contractor will be responsible for builders' risk/loss for the raw materials/equipment supplied for the project up until the Florida Housing accepts and takes possession of the project.

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Required

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  <b>Name and Address of Insurance Provider</b>	CONTACT NAME: <b>Contact Name</b>	PHONE (A/C, No. Ext): <b>Contact Phone #</b>	FAX (A/C, No):
	E-MAIL ADDRESS: <b>Contact Email Address</b>		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A: <b>Required</b>			<b>Required</b>
INSURER B:			
INSURER C:			
INSURER D:			
INSURER E:			

INSURED  <b>Name and Address of Insured/Vendor</b>	<b>INFORMATION ONLY</b>	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Required</b>			EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Required</b>			COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/>	<b>Required</b>			<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
TSO City Center Tallahassee, LP, The Simpson Organization, Inc., Ciminelli Real Estate Services, and Florida Housing Finance Corporation are included as additional insured with respect to General Liability and Auto Liability as required by written contract on a primary and non-contributory basis. A Waiver of Subrogation applies to TSO City Centre Tallahassee, LP, The Simpson Organization, Inc., Ciminelli Real Estate Services, and Florida Housing Finance Corporation with regards to General Liability, Auto Liability and Workers Compensation.

<b>CERTIFICATE HOLDER</b>  TSO City Center Tallahassee, LP The Simpson Organization, Inc. Ciminelli Real Estate Services 5400 Glenwood Avenue, Suite 300 Raleigh, NC 27612	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <b>Must be signed by Insurance Company Representative</b>
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## **E. Sales Tax Exemption**

Florida Housing is State of Florida tax-exempt entity. From time to time, the Contractor may recommend the purchase of raw materials/equipment of significant cost, and in all cases the parties will attempt to identify materials that can be purchased without the payment of sales taxes for Florida Housing to purchase directly. Significant cost is defined for these purposes as an amount of materials or equipment in excess of \$5,000.00. The parties agree to use their best efforts to identify these items prior to each applicable engagement.

If either party determines that the item(s) should not be purchased in a tax-exempt manner, then the purchase of the item will be made by the Contractor as contemplated in the quotation provided prior to the applicable engagement. In no case shall Florida Housing pay Contractor the cost of any item, or the tax associated with its purchase, if Florida Housing has directly purchased the item under its tax-exempt authority.

## **F. Reuse of Existing Plans**

Upon completion of each applicable engagement, all drawings, plans, specifications or other materials, whether in print or electronic format, prepared by the Contractor, and/or subcontractors in relation to the engagement shall become the property of TSO City Centre Tallahassee, LP. TSO City Centre Tallahassee, LP owns all rights, including all intellectual property rights, in all original materials it makes available to the contractor or its employees during the delivery of services under this agreement. TSO City Centre Tallahassee, LP shall have the right without additional cost to use these documents or make unlimited reproductions thereof at will as it may desire for remodeling, renovation and/or additions, without further obligation to the Contractor and without further liability on the part of the Contractor with respect to the reuse of the documents. All drawings, plans, or specifications must be made available in PDF format.

## **G. Manuals**

Whenever applicable, the Contractor will provide Florida Housing with instruction manuals for all new equipment installed. The instruction manual will describe the technical operation of the equipment and define its capabilities.

## **H. Warranty and Service**

Contractors must fully warranty all items furnished against defects in materials and workmanship for a period of one year from date of final acceptance by Florida Housing. Should any defect appear during the warranty period, the Contractor shall provide all necessary repairs or replacement equipment at no cost to Florida Housing within 48 hours after notice.

## **I. Time of Essence/Failure to Perform**

Respondents understand and agree that the time of completion of each engagement is an essential condition to any resulting Contract. If the Contractor fails to complete its services within the time specified for the applicable engagement, Florida Housing may, at its sole discretion, hire another contractor to supplement the Contractor's services in order to complete the work and the Contractor agrees to pay Florida Housing any sums expended to complete the Contractor's work. If the Contractor will be delayed in the completion of their work by reason of unforeseeable acts of nature the period herein specified for the completion of their work shall be extended by a mutually agreed upon such time. The contractor shall, within seven calendar days from the beginning of such delay, notify Florida Housing's point of contact in writing of the delay, and request a schedule extension. Florida Housing will notify the contractor within a reasonable time of Florida Housing's decision regarding the schedule extension.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection I, of this RFQ, each Respondent certifies that:

A. The Respondent submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response will be an exception so long as the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFQ is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, but only after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 30 days after the Response is opened, whichever is earlier.

C. The Respondent, if awarded a contract under this RFQ, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., "Prohibited Business Solicitation Communications" is defined by Section 420.503(33), Fla. Stat.

D. The Respondent further affirms it is in compliance with Section 420.512(5)(c), Fla. Stat.

E. The Respondent is in compliance with Section 287.133(2)(a), Fla. Stat.

F. The Respondent is in compliance with Section 448.095, Fla. Stat.

G. The Respondent understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

H. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Respondent, if awarded a contract under this RFQ, will be required to comply with public records laws, specifically to:

1. Keep and maintain public records required by Florida Housing to perform the service.

2. Upon request from Florida Housing's custodian of public records, provide Florida Housing with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to Florida Housing.

4. Upon completion of the contract, transfer, at no cost, to Florida Housing all public records in possession of the contractor or keep and maintain public records required by Florida Housing to perform the service. If the contractor transfers all public records to Florida Housing upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Florida Housing, upon request from Florida Housing's custodian of public records, in a format that is compatible with Florida Housing's information technology systems.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:**

**Corporation Clerk  
227 N. Bronough Street, Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: [Corporation.Clerk@floridahousing.org](mailto:Corporation.Clerk@floridahousing.org)**

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph will only apply if and when the Contractor is acting on behalf of Florida Housing.

I. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Respondent other than for the compensation agreed upon in the contract that results from this RFQ, unless that Respondent has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

J. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent,

or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Respondent will provide written notification (Notice of Conflict of Interest) to Florida Housing’s Contract Administrator within 10 working days for review by Florida Housing’s Executive Director in consultation with the Ethics Officer. If the Respondent is found to be in non-compliance with this provision, any compensation received in connection with this contract will be subject to forfeiture to Florida Housing.

K. The Respondent acknowledges that the electrical services are being performed on private property owned by TSO City Centre Tallahassee, LP. The building’s owners may have specific requirements relating to attire and conduct. These requirements will be communicated to the awarded Contractor prior to arriving to the site for work.

L. The Respondent, in submitting this Response, acknowledges and agrees that the terms and conditions of this RFQ, as well as any modifications thereto, will be incorporated into any contract offered as a result of this RFQ.

M. CERTIFICATION STATEMENT:

**The following will be repeated in the Respondent’s Response and signed by an individual authorized to bind the Respondent. This is a mandatory item. Failure to include the certification statement bearing an original signature, exactly as stated and without any additions, deletions or caveat language, will result in rejection of the response.**

“I agree to abide by all conditions of RFQ 2022-12 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Respondent and that I am in compliance with all requirements of the RFQ, including but not limited to, the certification requirements stated in Section Five of this RFQ.”

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Authorized Signature (Original)

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Print Name and Title

## **SECTION SIX INFORMATION TO BE PROVIDED IN RESPONSE**

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one attachment. Responses to the items must be included immediately after the restated items without any reference to any appendix.

### **A. COVER LETTER**

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information.

1. The name, job title, address, office and cellular telephone numbers, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Include the Respondent's legal business status (individual, partnership, corporation, etc.), primary address, and telephone number.

### **B. GENERAL INFORMATION**

1. Provide a copy of the Respondent's Florida Electrical Contractors License.
2. Provide evidence that the Respondent meets the minimum insurance coverage as outlined in Section Four, item D., of this RFQ.
3. Describe the Respondent's presence in Tallahassee, ability to be accessible to Florida Housing for consultations on potential engagements, and average time to commence work on new projects.

### **C. EXPERIENCE AND RESOURCES**

1. Describe the Respondent's experience providing the services or engaging in activities as they relate to the work being requested in Section Four of this RFQ.
2. Provide a proposed project staffing plan or organizational chart that defines the proposed full- and part time employees that will work on Florida Housing engagements. Include a short bio/resume for each person that defines their licenses, certification(s) earned, formal education degrees earned, past related/unique related work experience and number of years they have worked for your firm.
3. Provide a statement of any other qualifications or services, which the Respondent considers to be significant, innovative or otherwise relevant to Florida Housing.

D. RESPONSE TIME

1. Indicate whether the Respondent has 24/7 emergency call availability.
2. Provide the Respondent’s Response Time from time of call during standard working hours, Monday through Friday, 7:00 a.m. to 5:00 p.m.
3. Provide the Respondent’s Response Time from time of call during non-standard working hours, Monday through Friday, 5:01 p.m. – 6:59 a.m.
4. Provide the Respondent’s Response Time from time of call during non-standard working hours on Saturday, Sunday and state holidays.

E. FEES

1. Using Table 1 below, provide the proposed fees to be charged in connection with the services described in Section Four of this RFQ.

<b>TABLE 1 Fees</b>						
<b>Severity Level</b>	<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Est. Annual Hours</b>	<b>Est. Annual Cost</b>
Routine (Standard Hours)	Licensed Electrician Hourly Rate	\$	\$	\$	60	\$
	Helper Hourly Rate	\$	\$	\$	60	\$
Emergency (Standard Hours)	Licensed Electrician Hourly Rate	\$	\$	\$	10	\$
	Helper Hourly Rate	\$	\$	\$	10	\$
Emergency (Non-Standard Hours)	Licensed Electrician Hourly Rate	\$	\$	\$	10	\$
	Helper Hourly Rate	\$	\$	\$	10	\$
<b>Total Estimated Cost</b>						<b>\$</b>

2. Fees proposed must include all charges relating to the services required under the contract and all out-of-pocket expenses, including, but not limited to, telephone, postage and shipping, printing and/or copy costs, and travel. No costs will be reimbursed under the contract.

*FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.*

F. DRUG-FREE WORKPLACE

If the Respondent has implemented a drug-free workplace program, the Respondent must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of the Respondent, under the terms of RFQ 2022-12, that the Respondent has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

G. MINORITY BUSINESS ENTERPRISE

If the Respondent is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Respondent must submit the following certification:

I hereby certify on behalf of the Respondent, under the terms of RFQ 2022-12, that the Respondent is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

H. CERTIFICATION (Mandatory Item)

**FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFQ BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.**

**SECTION SEVEN  
EVALUATION PROCESS**

The individual Committee members will independently evaluate the Responses by reviewing the answers to each of the items identified in Section Six of this RFQ and assigning points up to the maximum points allowed for each item. The points available for items in Section Six are to be evaluated are as follows:

<u>Item Reference</u>	<u>Maximum Points</u>
B. General Information.....	10
C. Experience and Resources .....	20
D. Response Times .....	20
E. Fees .....	50
<b>Total Points Available.....</b>	<b>100</b>

For Item E.1., Fees, the Respondent with the lowest proposed total estimated cost from Table 1, will receive the maximum allowable points (50 points). The remaining respondents will receive a percentage of the maximum points, rounded to the nearest whole number, based on the following formula:

$\frac{\text{Lowest Proposed Total Cost}}{\text{Current Respondent's Proposed Total Cost}}$	=	%	x	50	=	Total Points Awarded for that "Total Estimated Cost" (Rounded to the nearest whole number)
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In the event of a tie, Florida Housing will give preference in the award process to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

The Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee's recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Responses, the Committee's scoring, the non-scored items in the Responses, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Respondents to whom to award a contract.



## **SECTION EIGHT AWARD PROCESS**

Florida Housing will provide notice of its decision, or intended decision, for this RFQ on Florida Housing's Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.