

# Tallahassee Community College

Request for Qualifications (RFQ)

For

## **ANNUAL ARCHITECTURAL SERVICES FOR NEW CONSTRUCTION, RENOVATION & REMODELING PROJECTS**

**RFQ 2022-11**



Solicitations Due – **November 4, 2022** - 1:45 p.m. EST

Solicitation Opening – **November 4, 2022** - 2:00 p.m. EST

<http://www.tcc.fl.edu/about/college/administrative-services/purchasing/>

## Table of Contents

GENERAL CONDITIONS .....	3
GENERAL INFORMATION.....	11
PROPOSAL SPECIFICATIONS (SPECIAL CONDITIONS).....	12
EVALUATION PROCESS.....	13
INSURANCE REQUIREMENTS .....	16
INSTRUCTIONS FOR PREPARING PROPOSALS .....	18
PROPOSAL RESPONSE FORM.....	24
PROPOSAL CERTIFICATION.....	25
DRUG FREE WORKPLACE .....	26
MINORITY AND WOMAN OWNED BUSINESS DECLARATION.....	27
ADDENDUM ACKNOWLEDGEMENT FORM .....	29

## GENERAL CONDITIONS

**PROPOSERS:** To insure acceptance of the proposal, follow these instructions.

**SEALED PROPOSALS:** The number of the proposal and the date of opening shall be shown on the envelope/box containing each proposal. Proposers are requested to show their name and address on the envelope/box. All proposals are subject to the terms and conditions specified herein and on the attached proposal documents.

Completed proposal **MUST** be submitted in a sealed envelope/box. **Telegraphic (fax, e-mail, telephone, telegraph) proposals will not be accepted.**

1. **EXECUTION OF PROPOSAL:** Proposals must contain an original manual signature of an authorized representative. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals must be completed either handwritten in ink or typewritten. No erasures are permitted. If a correction is necessary, draw a single line through the entered information and enter the corrected information above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed may not be considered. The original conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letterform, signed by proposers and attached to the proposal.
2. **NUMBER OF COPIES:** Proposers must submit five (5) complete electronic sets on a USB flash media in PDF format. Each USB must have signatures and all supporting documentation and be uploaded as one document. The USB's are to be in a sealed envelope/box marked as stated in the Proposal Submission clause. This quantity is **required** so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.
3. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFQ.
4. **PROPOSAL SUBMISSION:** The College will receive proposals at the Purchasing Office. The outside of the sealed envelope/box must be identified as follows:
  - Proposer's name
  - Return address
  - RFQ number and title
  - Due date and time
5. **DUE DATE AND TIME:** The date and time will be carefully observed. Proposals received after the specified date and time shall be returned unopened. The College will not be responsible for late deliveries or delayed mail.  
**Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the proposer to provide the above**

**information on the outside of the envelope/box shall result in the rejection of the proposer's proposal.**

The proposer may submit the proposal in person or by mail/courier service. The College cautions proposers to assure actual delivery of mailed or hand delivered proposals prior to the deadline set for receiving proposals. Confirmation of receipt of proposal can be made by calling the College Purchasing Office.

6. **SUPPLIER REGISTRATION REQUIREMENTS:** Proposers who obtain RFQ documents from other sources must officially register with the College's Purchasing Office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to proposers who receive RFQ documents from other sources.

Failure to register as a prospective proposer may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

Prior to the award of this solicitation, supplier(s) must be registered in TCC's Workday Supplier database. If you previously submitted these forms and received your **TCC Workday Supplier ID** number, you will not need to re-submit, just reference this number on the **Proposal Response Form. Example of a Workday Supplier ID is SU 00000123**

If you are not a registered TCC supplier, prior to award of this solicitation you will need to complete our online TCC Vendor Application Form and W-9 at: [Welcome To Tallahassee Community College Supplier Site - Workday \(myworkdaysite.com\)](http://www.tcc.fl.edu/myworkdaysite.com)

These forms are submitted electronically which protects your information. Once your forms have been submitted and information has been processed by Purchasing, you will receive an e-mail containing your TCC Supplier ID Number.

If you are unsure about your registration status in TCC's database, please E-mail Kelly Martin, [Kelly.Martin@tcc.fl.edu](mailto:Kelly.Martin@tcc.fl.edu) or Dustin Frost [Dustin.Frost@tcc.fl.edu](mailto:Dustin.Frost@tcc.fl.edu).

7. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.
8. **REVISIONS AND AMENDMENTS:** The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of RFQ, such revisions and amendments, if any, will be announced by an addendum to the RFQ. If the revisions and amendments are of a nature which requires material changes in quantities or prices, the date set for the opening of the RFQ may be postponed by such number of days as in the opinion of the Purchasing Director that will enable Proposers to revise their RFQ. In such cases the addendum will include an announcement of the new RFQ opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their proposal.

9. **CONFLICT OF INTEREST**: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the College. Further, all proposers must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
10. **DISQUALIFICATION**: Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.
11. **PROPOSAL WITHDRAWAL**: Proposers may withdraw their proposals by notifying the College in writing or email at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the proposers.
12. **POSTING OF RESULTS**: Proposal tabulations with recommended awards will be posted for review by interested parties on the TCC Purchasing website [Solicitation Documents - Tallahassee Community College \(fl.edu\)](#) on or about **November 21, 2022** and will remain posted for a period of 72 hours.

**Interested parties are responsible for monitoring these sites for new or changing information relative to this procurement.**

**PROTEST OF SOLICITATIONS SPECIFICATIONS PROCEDURE**: Tallahassee Community College Procedure for Contract Solicitation or Award Bid Protest procedures may be obtained from the TCC Purchasing Office or accessed by going to the TCC Purchasing website using this link: [TCC-Bid-Protest-Procedures-9.12.22.pdf \(fl.edu\)](#)

13. **ADDITIONAL INFORMATION**: No additional information may be submitted, or follow-up performed by any proposer after the stated due date of a formal presentation to the evaluation committee, unless specifically requested by the College.
14. **PUBLIC RECORDS**: Upon award or ten (10) days after opening, whichever is earlier, proposals become "public records" and shall be subject to public disclosure consistent with chapter 119.07(3) (m), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the proposal, and must identify the data or other materials to be protected, and must state reasons why such exclusion from public disclosure is necessary. Any financial statements that are submitted are exempt from becoming public record [FS 119.07(3)(t)].
15. **INQUIRIES/INTERPRETATIONS**: All proposers shall carefully examine the RFQ documents. Proposers are expected to examine the terms and conditions, specifications, scope of work, delivery schedule, proposal prices, extensions and

all instructions pertaining to supplies and services. Any interpretation of or changes to the RFQ will be made in the form of a question and answer acknowledgement form or an addendum to the RFQ if the technical specifications change and will be furnished to all proposers.

Such inquiries regarding this RFQ outside a pre-proposal conference must be submitted in writing via email to the College's Purchasing Director at [Dustin.Frost@tcc.fl.edu](mailto:Dustin.Frost@tcc.fl.edu) . The College will provide written answers via email to the questions to all proposers who have received the RFQ. The College will not be responsible for any oral instructions made by any employee(s) of the College in regard to this RFQ.

16. **PUBLIC OPENING/EVALUATION**: Proposals shall be publicly opened and recorded on the date and time specified herein unless changed by addendum. No other information or pricing will be read or discussed at the opening. All proposals received after the specified time will not be considered and will be returned to the proposer. Fax, e-mail, telegraph or telephone proposals will not be accepted. A proposal may not be altered after the opening of the proposals. Upon receipt of proposals, an evaluation committee if required will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
17. **ACCURACY OF PROPOSAL INFORMATION**: Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
18. **ADVERTISING**: In submitting a proposal, the proposer agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
19. **LIABILITY, INSURANCE, LICENSES AND PERMITS**: Where proposers are required to enter or go onto the College property to deliver materials or perform work or services as a result of a proposal award, the proposer will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance. The proposer shall be liable for any damages or loss to the Board occasioned by negligence of the proposer (or agent) or any person the proposer has designated in the completion of the contract as a result of his or her proposal.
20. **DRUG FREE WORKPLACE**: Whenever two or more proposals which are equal with respect to price, quality, and service are received by the College for the procurement of commodities or contractual services, a proposal received that has completed the Drug Free Workplace form, certifying that it is a drug free workplace, shall be given preference.
21. **CANCELLATION**: In the event the contractor violates any of the provisions of this proposal, the Board shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the board for immediate cancellation.

Tallahassee Community College reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days written notice to the other party.

22. **TERMINATION**: If a contract is awarded as a result of this RFQ and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract to the next ranked proposer or to issue a new RFQ, whichever is determined to be in the best interest of the College.

The supplier will serve at the will and pleasure of the College. Either party may cancel the contract with thirty (30) days advanced written notice. However, at the College's sole option, a termination for convenience by the College may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole. The College shall be liable for goods or services delivered and accepted. In the event of termination by either party, the supplier will have, in no event, any claim against the College for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the College, the supplier shall:

- Stop orders/work on the date and to the extent specified.
- Terminate and settle all orders and/or sub-contracts relating to the performance of the terminated work. All costs incurred for canceled projects will be billed to the College.
- Transfer all work in progress, completed work, and other materials related to the terminated work as directed by the College.
- Continue and complete all parts of the work that have not been terminated.

23. **PUBLIC ENTITY CRIMES**: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-proposer or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**Note: By signing the proposal, the supplier attests they have not been placed on the convicted vendor list.**

24. **ACCEPTANCES AND REJECTION**: The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who

has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of proposer's in order to make a determination as to the foregoing.

25. **JOINT VENTURES**: Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this RFQ.
26. **DISPUTES & PROTESTS**: In the case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties. Failure to file a protest within the amount of time prescribed in FS 120.57(3) shall constitute a waiver of proceedings under chapter 120, Florida Statutes.
27. **FAMILIARITY WITH LAWS**: All proposers are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this RFQ. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20) Education Code (Educational Facilities), OSHA regulations, and all Civil Rights legislation.
28. **EQUAL OPPORTUNITY**: Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities. The proposer agrees to make no distinction in its employment practices on the basis of race, color, ethnicity, genetic information, national origin, religion, gender sexual orientation, marital status, age or disability in such practices. Proposer agrees to adhere to any and all applicable State and Federal Civil Rights Laws.
29. **ANTI-DISCRIMINATION**: The proposer certifies that he or she is in compliance with the non-discrimination clause in Section 202, Executive Order 11246, as amended by executive order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.
30. **OSHA**: The proposer warrants that the product supplied to the College shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract. (MSDS Statement)
31. **AFFIRMATION**: By submission of a proposal, the proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. **Proposer agrees to abide by all terms and conditions of this RFQ and the resulting contract. No outside terms and conditions will be considered unless approved by the College.**



32. **RENEWAL:** Renewal Option, **X YES NO**: If yes, the terms in this RFQ will automatically renew for one (1) year increments for up to an additional three years unless terminated, with 30 days written notice, by either party.

33. **INDEMNIFICATION:** To the fullest extent permitted by law, the proposer shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the proposer or other person utilized by the proposer in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, Florida Statutes.

The proposer, without exemption, shall indemnify and hold harmless the College, its employees and/or any of its Board of Trustees Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or non-patented invention, process or item manufactured by the proposer. Further, if such a claim is made or is pending, the proposer may, at its option and expense, procure for the College the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the College agrees to return the article, on request, to the proposer and receive reimbursement. If the proposer used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

34. **VERIFICATION OF EMPLOYMENT:** In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

35. **PROHIBITION AGAINST CONTINGENT FEES:** Vendors/Suppliers are hereby notified that any contract entered into by Tallahassee Community College will contain a prohibition against contingent fees as follows: "The vendor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the College shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage,

gift, or consideration, and to disqualify the vendor from future contracts with Tallahassee Community College for a period up to five (5) years.

36. **SPECIAL CONDITIONS**: Any and all special conditions and specifications attached here to which vary from these general conditions shall have precedence.
37. **INVOICING AND PAYMENT**: Payment will be made by the College in accordance with the Administrative Procedures defined by the College. All Architect invoices must be Board approved prior to payment.
38. **SUBMITTAL**: Proposals must be received by the TCC Purchasing Office by **November 4, 2022** at 1:45 pm EDST.

Proposal Number: **RFQ 2022-11**

Proposals will be opened: **RFQ 2022-11** at 2:00 pm EDST

Proposals Will Be Opened in the TCC Purchasing Office (see address below)

**Send Proposal to:**

Tallahassee Community College

Purchasing Department

Administration Building 27, Room 193

444 Appleyard Drive

Tallahassee, Florida 32304-2895

## GENERAL INFORMATION

Each public agency desiring to accept these proposals, and make an award thereof, shall do so independently of any other public agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by the virtue of this RFQ.

### 1. SCHEDULE OF RFQ EVENTS:

Date	Time	Description
October 6, 2022	8:00 AM	Release of RFQ to Public, Posted on VBS & TCC Purchasing Website
October 13, 2022	5:00 PM	Last Day for Written Inquiries and Notice of Intent to Propose
October 20, 2022	5:00 PM	Anticipated Date that answers to Written Inquiries in the form of a Question and Answer Form will be posted on VBS & TCC Purchasing website
November 4, 2022	1:45 PM	Proposals Due
November 4, 2022	2:00 PM	Proposal Opening
November 4, 2022		Anticipated Commencement of Proposal Evaluations
November 7, 2022	10:00AM	Proposal Evaluations Meeting, Support Services Building Room 106
November 8 – November 18, 2022	TBD	Formal Presentations from Selected Architects
November 21, 2022	1:00 PM	Anticipated date that the intended award will be posted
January 2023	2:30 PM	Staff Recommendation to the Board of Trustees

**PROPOSAL SPECIFICATIONS**  
**(SPECIAL CONDITIONS)**

**1. SCOPE OF SERVICES SOUGHT**

**A. Background**

Since 1966, Tallahassee Community College has offered high-quality post-secondary education for the citizens of Leon, Gadsden and Wakulla counties, along with students from throughout the state, nation and abroad. With excellent academic support, classroom facilities and Web-based classes, TCC offers a variety of instructional methods to ensure student success.

The College has grown from one building and 698 students in 1966 to now an important provider of post-secondary education within Gadsden, Leon and Wakulla counties with more than 8,000 students. In addition to providing service to the three-county area, the College is the institution of choice for many academically talented students in the state. The College's athletic teams, the Eagles, enjoy a high level of achievement in men's and women's basketball, baseball, and softball.

**B. Overview**

The Tallahassee Community College (College) invites proposals to provide Architectural / Engineering services for minor construction, renovation and remodeling projects as per Section 287.055, Florida Statutes. The selected firms will provide professional services for each individual project up to \$4,000,000 and for each individual study up to \$500,000 for a term not to exceed three years.

**C. Statement of Qualifications**

The Request for Proposal (RFQ) is issued for the purpose of soliciting proposals from qualified architectural firms to provide architectural / engineering services for minor construction, renovation and remodeling projects at all sites of Tallahassee Community College.

TCC intends to select the top scoring companies for projects on Main Campus and other Leon County locations, Gadsden and/or Wakulla County locations. Work will be assigned on a rotating basis. The firms must be licensed Architects in the State of Florida and meet all other requirements as may be required by law.

**2. TERM OF CONTRACT**

It is anticipated that the initial term of any Contract Agreement resulting from this RFQ shall be for one (1) year. If it is deemed to be in its best interest, the College has the option, not the obligation, to renew the contract. The renewal shall be on a yearly basis of not more than two additional (2) years, predicated on satisfactory performance by the firm during the initial term. This contract may be canceled anytime by either party subject to a thirty (30) day written notice with contract start date to be determined.

## **EVALUATION PROCESS**

### **1. EVALUATION METHOD:**

- A. This evaluation will consist of a two-part process. PART ONE will consist of an Evaluation Committee composed of TCC staff members, selected by the College's Vice President for Administrative Services, that will conduct an initial evaluation of all proposal responses. Based on evaluation of the submitted proposals, the companies scoring the highest will be selected for presentations for the second part of the evaluation process.
- B. PART TWO of the evaluation process will invite these top scoring companies to make a formal presentation in person at a later scheduled time. The presentation should elaborate in more detail on prior submitted proposals and answer any questions that arise during presentation.
- C. The evaluation committee will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria. Upon final evaluation of formal presentations, the selection committee will make final recommendations for Architects based on all proposals, presentations and in the best interests of the College.
- D. The College shall be the judges of this project's best interests, the proposals, and approval of the resulting contract. The College's decision will be final. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract.

### **2. NON-RESPONSIVE AND/OR DISQUALIFIED PROPOSALS:**

- A. Non-responsive and/or Disqualified proposals will be rejected by the Purchasing Department, and will not be distributed to the evaluation committee for consideration. Additionally, the evaluation committee may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive and/or disqualified. Non-responsive and/or Disqualified proposals may include, but are not limited to the following:
  - i. Failure to sign the proposal
  - ii. Failure to acknowledge addenda
  - iii. Failure to provide required submittals/documentation/**Mandatory Forms**
  - iv. Submission of a late proposal
  - v. Submission of a proposal that contains conflicting terms and conditions than those listed by the College
  - vi. Proposer does not meet minimum mandatory requirements

**3. STATEMENT OF QUALIFICATION:**

To ensure that all RFQ's are fairly evaluated, scored and ranked, it is very important that the RFQ's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

**A. Proposal Criteria**

- i. **Evaluation Criteria / References** - The total amount of points recorded shall be utilized in the evaluation of the written proposals' presentations. The Selection Committee may choose to use consensus scoring in the initial review/evaluation of the written proposals in order to develop a smaller number of proposals to be afforded extensive individual and collective review.
- ii. **Evaluation Criteria for Written Proposals** - The following shows the maximum number of points that may be awarded for each part of the submitted Proposal:

CRITERIA	DESCRIPTION	
1. Letter of Intent & Other (5 Points)	Did the firm submit a letter of intent and other information as specified in the "Proposal Submittal Format and Submission Requirements" section of this RFQ?	
2. Proposer's Business/Corporate Background & Statement of Surety (5 Points)	Did the firm submit a (narrative) synopsis of the Proposer's Business/Corporate background and Statement of Surety?	
3. Adequacy of Management & Technical Staff (10 Points)	Is the firm appropriately staffed to conduct operations in a business-like manner with registered professional personnel in appropriate disciplines?	
4. Current Location (10 points maximum)	Is the firm presently located in relatively close proximity to the college?	
Leon, Wakulla, Gadsden		10 points
State of Florida		04 points
All others		01 points
5. Current/ Projected Project Workload & List of Contracts (10 points)	Did the firm list the required project and contract information and does the workload appear to be reasonable for its size?	

6. Experience in Similar Work (15 Points)	Has the firm had adequate experience in postsecondary educational facilities design and construction?
7. Understanding of Scope (10 points)	Does the firm have a good understanding of a colleges Capital Improvement Program (CIP), Master Plan for projects and planning?
8. Innovative Approaches (10 points)	Does the firm's design work reflect incorporation of innovative concepts? Explain and/or provide example(s).
9. Financial Statement & Fee Structure (10 points)	Is the firm's financial condition satisfactory? What is the firm's fee schedule for service, hourly design rates and project fees for services?
10. Written References (15 points)	Did the firm include Past performance evaluations from representative clients?
11. Minority Status (5 points)	Is the firm a certified minority company? Are any of your planned sub-consultants minorities? (Sections 11 and 15)

## **INSURANCE REQUIREMENTS**

### **1. REQUIREMENTS:**

During the performance of the services under this contract, Architect shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

#### **A. Minimum Limits:**

- i. General Liability Insurance with all of the following:
  - a. Bodily injury limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
  - b. Property damage limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
- ii. Automobile Liability Insurance with all of the following:
  - a. Bodily injury limits of not less than \$500,000 for each person
  - b. Not less than \$500,000 for each incident
  - c. Property damage limits of not less than \$500,000 for each accident
- iii. Workers' Compensation Insurance in accordance with statutory requirements, as well as the following:
  - a. Employer's liability insurance with limits of not less than \$100,000 for each accident
  - b. \$100,000 for each disease
  - c. \$500,000 aggregate
- iv. Professional Liability, when applicable for services provided, not less than \$1,000,000 per occurrence/\$2,000,000 aggregate

#### **B. Conditions:**

- i. Policies must be written by an insurance company authorized to do business in Florida.
- ii. Policies other than Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a rating of "A" or better and a Financial Size Category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.



- iii. The College's Purchasing Director/Risk Manager may verify ratings at A.M. Best's website: [www.ambest.com/](http://www.ambest.com/) (regarding item 1B2 above)
- iv. Deductible amounts shall not exceed 5% of the total amount of required insurance in each category. Should any policy contain any unusual exclusion, said exclusions shall be so indicated on the Certificate(s) of Insurance.
- v. Architect shall furnish the College Certificates of Insurance that shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to the College.
- vi. Architect shall include the College as an additional insured on the General Liability and Automobile Liability insurance policy required by the contract. All of the Architects' sub-contractors shall be required to include the College and contractor as additional insured on their General Liability insurance policies.
- vii. If an "ACCORD" Certificate of Liability Insurance form is used by the contractor's insurance agent, the words "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" in the "cancellation" paragraph of the form shall be deleted.
- viii. The Architect shall not commence work under this contract until all insurance required as stated herein has been obtained and the College has approved such insurance.
- ix. "Claims made" insurance policies are not acceptable.

## **2. MISREPRESENTATION:**

Misrepresentation of any material fact, whether intentional or not, regarding the proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.

## **3. GOVERNMENTAL ENTITIES:**

In the event the proposer is a governmental entity, different insurance requirements may apply.

## INSTRUCTIONS FOR PREPARING PROPOSALS

### 1. PROPOSAL FORMAT:

- A. The proposal should be divided into sections with references to parts of the RFQ done on a section-by-section basis.

### 2. PROPOSAL SUBMITTAL FORMAT AND SUBMISSION REQUIREMENTS –

Failure to provide information required in this Proposal response portion of this RFQ packet shall result in a score of zero (0) for that portion of the evaluation and may result in a disqualification of entire proposal.

#### A. **SECTION 1 - Letter of Intent - Mandatory**

- i. **Letter of Intent:** This letter will summarize in a brief concise manner; the proposer understands the Scope of Services Sought and make a positive commitment to perform the services in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length and should be inserted under **SECTION 1** of the Proposal.
- ii. **Corporate Information:** If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the State of Florida. All applicants must have a copy of and include in **Section 1** a current State of Florida Architect License.
- iii. The proposer shall provide for both the firm and firm's personnel, copies of any and all documents regarding **complaints filed** (civil, criminal and/or regulatory), investigations made, warning letters or inspection reports issued, or any disciplinary action imposed by Federal or State oversight agencies within the past ten (10) years.
- iv. **Proposer shall also indicate whether firm or firm's personnel have ever been convicted** of fraud or of deceit or unlawful business dealings whether related to the services contemplated by this RFQ or not, or entered into any type of settlement agreement concerning such findings or other charges of fraud, or any other type of dealings contrary to federal, state, or other regulatory agency regulations. Proposer shall provide copies of all records in this regard and shall identify the amount of any payments made as part of any settlement agreement, consent order or conviction.

**B. SECTION 2 – Executive Summary of Proposer’s Business/Corporate Background – Mandatory**

The Proposal shall include a (narrative) synopsis of the Proposer’s Business/Corporate background addressing the following requirements and insert under **SECTION 2** of the Proposal.

**i. Business/Corporate Background**

The background of the Proposer and each sub consultant (if subcontracting is indicated), which, at a minimum, shall include:

- a) Date established;
- b) Ownership (public company, partnership, subsidiary, etc.);
- c) Primary type of business and number of years conducting primary business;
- d) List of all officers of the firm indicating the percentages of ownership of each officer, and the names of the Board of Directors, if applicable; and
- e) National accreditations, memberships in professional associations or other similar credentials.
- f) Proof of higher education experience.

- ii. Statement from Surety:** Attach a letter of intent from a surety company indicating the applicants’ ability to be bonded for projects up to \$4,000,000. The surety shall acknowledge that the firm may be bonded for a project of \$4,000,000. The surety company must be licensed to do business in the State of Florida, must have an A.M. Best rating of “A”, and a required financial size of “VII”. Firms selected shall maintain, during the life of the contract, workman’s compensation, contractor’s commercial liability coverage, and automobile liability for company vehicles. Insert under **SECTION 2** of the Proposal.

Note: The College reserves the right to use all information provided in determining responsibility of Supplier, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

**C. SECTION 3 - Adequacy of Management & Technical Staff - Mandatory**

List all management, administrative and technical personnel employed with your firm and include the below for each (if applicable) and insert under **SECTION 3** of the Proposal.

- i. Names
- ii. Education
- iii. Years with firm
- iv. Business title(s)
- v. Office/Branch location
- vi. Technical achievements
- vii. Professional certificates or licenses
- viii. National accreditations, memberships in professional associations or other similar credentials

- D. **SECTION 4 – Current Location – Mandatory**  
Firm should identify physical location (address) of all fully operational branches and insert under **SECTION 4** of the Proposal.
- E. **SECTION 5 – Current and Projected Project Work Load - Mandatory** Include the following for the current and future anticipated services duration and insert under **SECTION 5** of the Proposal.
- i. **A list of current contracts.** If voluminous, at least 10 contracts related to the scope of service, shall be listed. The list shall include names of the entity contracted with, addresses, phone numbers, e-mail addresses, name of Contact or senior official responsible for the Contract.
  - ii. **A list of contracts the proposer has provided services under that were terminated or cancelled** prior to original expiration date by any party or for which proposer requested termination or cancellation, or reached mutual agreement on termination or cancellation prior to the original contracted expiration date, and all reasons for such actions. If no contracts have been so terminated or cancelled, the proposer shall provide a statement to that effect. Provide complete, detailed information about the circumstances leading to termination as well as the name and contact information for the other party to each terminated contract.
  - iii. **Summary of any penalties or sanctions** imposed or findings or convictions for fraud, or for any other offenses (including pleas of nolo contendere) of any kind brought by any federal, state, or other regulatory agency against the proposer, proposer's corporate staff, or any entity affiliated with the proposer, including, but not limited to a parent company and/or divisions or subsidiary companies controlled by parent company that have worked with the proposer's entity including work as a partner, joint venture or subcontractor (proposer shall identify the amount of any payments or fines imposed in regard to any of the foregoing).
  - iv. **Summary of any exemplary or qualitative findings,** recommendations, or other validations, demonstrating operation experience (i.e., specialized accreditations, grant awards, etc.).
- F. **SECTION 6 – Experience in Similar Work – Mandatory**  
Provide a list of projects within the last 5-10 years where the firm provided Architectural services for postsecondary educational facilities for design and construction similar in nature to the services specified in this RFQ. Projects listed should include the Name of project and Description of project/scope as it relates to post-secondary education.

G. **SECTION 7 – Understanding of Scope – Mandatory**

Describe the firm's understanding of a Colleges Capital Improvement Program (CIP), Master Plan for projects and any other planning reporting requirements for Florida Colleges and insert under **SECTION 7** of the Proposal.

H. **SECTION 8 – Innovative Approaches – Mandatory**

Describe the firm's Architectural style(s), innovative concepts, approaches and/or ideas for the design of projects. Explain and/or provide example(s) in detail and insert under **SECTION 8** of the Proposal.

I. **SECTION 9 – Proposer's Financial Statement & Fee Structure –**

**Mandatory** The purpose of this subsection is to provide the College with a basis for determining the proposer's financial strength, competence and experience. Unless otherwise stated, the proposer shall supply the following information for the legally qualified corporation, partnership or other business entity submitting the proposal under this RFQ that will be performing as "the Architect" and insert it under appropriate Section.

- i. **Fee Structure:** List the firm's fee schedule for service, hourly design rates, project fees and any other Fees that would pertain to design services.
- ii. **Financial Statement:** The most recently issued audited financial statement (or if unaudited, reviewed in accordance with standards issued by the American Institute of Certified Public Accountant). All statements shall include the following for the most recently audited (immediate past) year:
  - a. auditors' reports;
  - b. balance sheet;
  - c. statement of income;
  - d. statement of retained earnings;
  - e. statement of cash flows;
  - f. notes to financial statements; and any written management letter issued by the auditor to the management, the board of directors or the audit committee, or, if no management letter was written, a letter from the auditor, stating that no management letter was issued and that there were no material weaknesses in internal control or reportable conditions otherwise to report.

Failure to provide any of the aforementioned financial information may result in proposal disqualification.

**NOTE:** The College acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the proposer is a privately held corporation or other business entity whose financial statements ARE audited, such

audited statements shall be provided. If the privately held corporation or other business entity does not have audited financial statements, then unaudited statements or other financial documentation sufficient to provide the same information as is generally contained in an audited statement, and as required below, shall be provided.

The College also acknowledges that a Proposer may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is requested to assist the College in determining whether the proposer has the financial capability of performing the Contract to be issued pursuant to this RFQ.

The proposer **MUST** provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the proposer itself.

All documentation provided will be reviewed by the college and should, be of the type and detail regularly relied upon by the certified public accounting industry in making a determination or statement of financial capability. The proposer shall include the Financial Statement and insert under **SECTION 9** of the Proposal.

**J. SECTION 10 – Written References – Mandatory**

Provide a minimum of ten (10) references where the firm was the architect for project and responsible for design services. These projects should be similar in nature to the type of work for the continuing contracts for TCC. References should include contact information for the owner's project representative, name of project, project budget, completion date, etc. The proposer shall include and insert under **SECTION 10** of the Proposal.

**J. SECTION 11 – Minority Status Sub-Consultants – Mandatory**

Firm should identify if any of their planned sub-consultants are a certified minority company and insert under **SECTION 11** of the Proposal.

**K. SECTION 12 - Proposal Response Form – Mandatory**

The proposer shall complete and return the Proposal Response Form of this RFQ and insert under **SECTION 12** of the Proposal.

**L. SECTION 13 – Proposal Certification Form – Mandatory**

The proposer shall complete and return the Proposal Certification Form of this RFQ and insert under **SECTION 13** of the Proposal.

**M. SECTION 14 – Drug-Free Work Place Form – Mandatory**

The proposer shall complete and return Drug-Free Work Place Form of this RFQ and insert under **SECTION 14** of the Proposal.

N. **SECTION 15 – Minority, Woman & Veteran Owned Business Declaration Form – Mandatory**

The proposer shall complete and return the Minority, Woman & Veteran Owned Business Declaration Form of this RFQ and insert under **SECTION 15** of the Proposal.

O. **SECTION 16 – Addendum Acknowledge Form – Mandatory**

It is mandatory that the proposer complete and return all Addendum Acknowledgement Form(s) for this RFQ and insert under **SECTION 16** of the Proposal.

Should any revisions/clarifications/supplemental instructions be needed, the College will issue a written addendum to all proposers who received an RFQ package from the Purchasing Department. It is the proposers' responsibility to check with the Purchasing Department website prior to submitting a proposal to make sure they have not missed any issued addendums.

The College will also post all addenda and materials relative to this procurement on the Purchasing website:

[Solicitation Documents - Tallahassee Community College \(fl.edu\)](#)

and the State of Florida's eProcurement System [MyFloridaMarket Place Vendor Information Portal](#)

Interested parties are responsible for monitoring these sites for new or changing information relative to this procurement.

**PROPOSAL RESPONSE FORM**

Proposers are required to complete and submit this form. Proposers must submit five (5) copies of proposal electronically on a USB flash media in PDF format of the proposal complete with all supporting documentation, in a sealed envelope/box marked as noted in the General Conditions of the RFQ. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Toll Free Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of Business: \_\_\_ Corporation      \_\_\_ Partnership  
                                 \_\_\_ Sole Partnership \_\_\_ Joint Venture

Incorporated in State of \_\_\_\_\_ Date: \_\_\_\_\_

Number of Years \_\_\_\_\_

SSN (If Sole Proprietorship or Partnership): Only required if FEIN is not provided  
\_\_\_\_\_

**I have submitted the required TCC vendor application and W9 form online and have obtained my TCC Workday Supplier ID # which is SU \_\_\_\_\_ .**

Name of Company Representative:

Printed \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



**PROPOSAL CERTIFICATION**

I, the undersigned, having the authority to bind my company for this proposal, hereby certify that I understand and accept the conditions as set forth in this request for proposal.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read, understand and will comply with all of the terms and conditions of the Invitation to Bid.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum \_\_\_\_\_ Dated \_\_\_\_\_

PROPOSER'S LEGAL NAME \_\_\_\_\_

FEDERAL ID NUMBER \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

TELEPHONE #(\_\_\_\_) \_\_\_\_\_ FAX #(\_\_\_\_) \_\_\_\_\_

BY SIGNATURE (Manual) \_\_\_\_\_

BY SIGNATURE (Typed) \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE \_\_\_\_\_

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Qualifications, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFQ. Each responding firm shall submit only one proposal.

**NOTE:** Please return to Tallahassee Community College with your proposal.

**DRUG FREE WORKPLACE**

Drug-Free Workplace: \_\_\_\_\_ Yes      \_\_\_\_\_ N/A

**If Yes please complete this form.**

The undersigned Proposer in accordance with Florida Statute 287.087 hereby certifies

that \_\_\_\_\_ does:

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 proposed 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 proposal, 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 any controlled substance law of the United States or any state 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 an 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.

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

**MINORITY AND WOMAN OWNED BUSINESS DECLARATION**

Minority/Woman Owned Business: Yes \_\_\_\_\_ N/A \_\_\_\_\_

If **Yes** please complete the form.

Proposer hereby declares that it is a Minority/Woman Owned Business Enterprises, as defined by section 288.703. Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- African American    Hispanic American    Native American    Asian American  
 American Woman

**Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.**

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statues 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employee 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up

or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) "Minority person" means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
  - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
  - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
  - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
  - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

**ADDENDUM ACKNOWLEDGEMENT FORM**

RFQ # TBD  
ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE  
444 Appleyard Drive  
Tallahassee, Florida 32304-2895  
850.201.8520  
[www.tcc.fl.edu](http://www.tcc.fl.edu)

Sample

Bid No: RFQ # TBD  
Bid Title: SAMPLE PROJECT  
Opening Date: TBD @ 2:00 p.m.  
ADDENDUM NO: One (1) Date: XXXXXXXX, 00, 2021

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFQ:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFQ.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: \_\_\_\_\_ BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_