

03-12-13 for Promotional & Marketing Items

Introduction: The College is seeking requesting proposals from suppliers interested in providing promotional and marketing items to the College. The college intends to select up to three qualified firms to provide the items and services as described in this Request for Proposals (RFP).

Please review the checklist below to ensure all required forms have been completed. If they are not completed at the time the proposal is opened it could result in your proposal being rejected.

- Page 19 – Proposal Certification
- Page 20 – Drug Free Workplace
- Page 21 – Minority and Woman Owned Business Declaration (if applicable)
- A completed W9

Frequently Asked Questions

When will the bids be awarded?

The bid will generally be awarded within 72 hours of the submission date. This allows us adequate time to analyze the bids and determine which one is in the best interest of the College.

Where can we view the bid results?

The bid results can be viewed on the purchasing page found at <http://www.spcollege.edu/purchasing/mainBidResults.php?catID=2>

Where do we send questions regarding the bid?

All questions pertaining to the bid should be directed to Steve Young via email at young.steve@spcollege.edu

Where do we submit our bid?

All bids should be submitted to the purchasing office located at:

EpiCenter Services Bldg.

14025 58th St. North

Clearwater, FL 33760

Request for Proposal
Marketing & Promotional Items

St. Petersburg College

SPC

Due February 12th, 2013 @ 2:00 p.m.

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General Conditions

Proposers: To insure acceptance of the bid, follow these instructions.

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

DEFINITION OF "REQUEST FOR PROPOSAL": A Request for Proposal (RFP) is a purchasing need, which, due to its uniqueness, is established around general guidelines or a description of need rather than specifications written in minute detail and is used when few or no fixed criteria exist.

A sealed RFP response requires some degree of creativity from the vendor but is handled by the College in the same way as formal sealed bids. In this instance, the vendor is offering remuneration to the college in return for the privilege of providing a food service operation.

The effective difference between the two is, under competitive sealed bidding--once the judgmental evaluation is compiled--award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, in this instance, the quality of competing products or services may be compared and trade-offs made between remuneration and quality of the products or service offered.

Award in this instance is made to the responsible vendor whose Proposal is most advantageous to the College, the amount of remuneration to the college notwithstanding.

Completed proposal must be submitted sealed in an envelope. Telegraphic bids will not be accepted.

1. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative in the space provided. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals must be completed in pen and ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the bid. Any illegible entries, pencil bids or corrections not initialed may not be tabulated. 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. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP.

3. **PROPOSAL SUBMISSION:** The College will only receive hand delivered proposals at the purchasing office, 14025 58th St. N, Clearwater, FL 33760-3768 or they may be mailed to Attn: Director of Procurement, St Petersburg College P.O. Box 13489 St. Petersburg FL. 33733-3489. The outside of the sealed envelope/container must be identified as follows:
- Proposer's name
 - Return address
 - RFP number and title
 - Due date and time

Facsimile or electronic proposals are acceptable. Proposals must be hard copy sealed and properly identified on the container.

4. **DUE DATE AND TIME:** The date and time will be carefully observed. Proposal's 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/container shall not be accepted unless:

- A. The delay was due to an error on the part of St. Petersburg College in receiving delivery of the bid from the bidder and the internal failure to redeliver the bid to the Purchasing Department by the time bids are due
- B. The delay was due to an act of God rendering it impossible to submit a bid on the date bids are due prior to the stated time bids are due.

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

5. **REGISTRATION:** Proposers who obtain RFP 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 proposer's who receive RFP 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.

6. **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.
7. **CHANGES OR MODIFICATIONS:** The right is reserved, as the interest of the College may require, to revise or amend the specifications prior to the date set for opening of the RFP, such revisions and amendments, if any, will be announced by an addendum to the RFP. If the revisions and amendments are of a nature which require material changes in quantities or prices, the date set for the opening of the RFP may be postponed by such number of days as in the opinion of the Procurement Director will enable Proposers to revise their RFP. In such cases the addendum will include an announcement of the new RFP opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their bid.

Additionally, any ambiguities or inconsistencies shall be brought to the attention of the College in writing prior to the due date; failure to do so, on the part of the proposer, will constitute an acceptance by the proposer of any subsequent decision. Any such inquiries regarding this RFP outside a pre-proposal conference must be submitted in writing (via email, fax or hand delivery) to the College's procurement director. The College will provide written answers (via email) to the questions in the form of a written addendum to all proposers who have received the RFP. The College will not be responsible for any oral instructions made by any employee(s) of the College in regard to this RFP.

8. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their bid 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 bidder's firm or any of its branches.

In accordance with Section 112.313(3), Florida Statutes, no College officer or employee acting in a private capacity may rent, lease, or sell any realty, goods or services to the College, unless the transaction is otherwise exempted under Section 112.313(12), Florida Statutes. Therefore, any vendor who is a College employee or who has an interest in the vendor's firm, and the transaction is not otherwise exempted, cannot contract with the College to provide the services set forth in this RFP.

9. **COLLUSION/DISCLOSURE:** The Proposer, by affixing his/her signature to a Proposal submitted in response to this RFP, agrees to the following: "(name of vendor) certifies that his/her Proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a Proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action." Additionally, the Proposer, by affixing his/her signature to this RFP, agrees to the following: "No member of my firm's ownership,

management or staff has a vested interest in any aspect or department of the College. If you cannot agree with these statements do not submit a Proposal.

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.

10. **PROPOSAL WITHDRAWAL:** Proposers may withdraw their proposals by notifying the College in writing 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.

Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the College the services set forth in the Request for Proposals and response thereto, or until one or more of the other proposals have been awarded.

11. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in bid and/ or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder.
12. **SAMPLES:** Samples of items when required, must be furnished free of expense and if not destroyed, will upon request, be returned at the bidder's expense. Proposers will be responsible for the removal of all samples furnished within 30 days. Each individual sample must be labeled with the bidder's name, bid number, and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department. In addition the College reserves the right at any reasonable time to inspect the bidder's facilities in order to determine that bidder has a bona fide place of business and is a responsible bidder.
13. **SUBSTITUTIONS:** The College WILL NOT accept substituted shipments of any kind without prior approval from the Purchasing department. Bidder(s) is expected to furnish the brand quoted in their bid once awarded by the College. Any unapproved substitute shipments will be returned at the bidder's expense. The bidder shall bear sole responsibility for any and all costs of claims arising from any changes, adjustments, or deviations not properly executed as herein.
14. **ASSIGNMENTS & SUBCONTRACTING:** Where a vendor does not have the capability or the time to complete the work required under this bid "in house", subcontracting may be permitted only with the prior knowledge and approval of the College. Therefore, the name of any subcontractor contemplated for use will be included as part of the proposal. This process is needed so that the

- college can be assured and in agreement that the subcontractor(s) can complete the work to the desired quality and in a timely manner. The subcontractor(s) must be identified in the proposal.
15. **PROPOSAL SUBMISSION:** Proposals will be publicly opened, read and recorded on the date and time specified herein unless changed by Addendum. All Proposals received after the specified time will not be considered and will be returned to the Proposer. Fax, electronic, telegraph or telephone Proposals will not be acceptable unless so stated by the College. A Proposal may not be altered after the opening of the Proposals. A late modification of the Proposal from the otherwise successful Proposer offering more favorable prices or terms to the College will be accepted. Upon receipt of proposals, an evaluation committee 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.
 16. **CLARIFICATION'S:** The right is reserved to request clarification of information submitted and to request additional information of one or more Proposers if needed.
 17. **INSURANCE REQUIREMENTS:** The successful contractor shall supply the College with Certificates of Insurance evidencing Insurance coverage during the period the contractor's employees are providing temporary help services to the college, per the Insurance Schedule in the Technical Specifications.
 18. **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.
 19. **ADVERTISING:** In submitting a proposal, 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.
 20. **DEFAULT:** In the event of a contract award, the failure of the vendor awarded the contract to perform shall be cause to be found in default, in which event any and all re-procurement costs may be charged against your firm and may also result in your firm being removed from the list of vendors with which SPC does business.
 21. **DISCRIMINATORY VENDORS LIST:** An entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a bid or bid to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact business with any public entity.
 22. **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 on 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 attests they have not been placed on the convicted vendor list.**

23. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document pursuant to the Florida Statutes, Chapter 119. This includes materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective upon submission of proposal pursuant to the Florida Statutes, Chapter 119.
24. **ACCEPTANCES, REJECTION AND TERMINATION:** 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.

If a contract is awarded as a result of this RFP 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 RFP, whichever is determined to be in the best interest of the College.

25. **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.
26. **IDENTICAL OR TIE BIDS:** In the event two (2) or more proposers submit the exact dollar amount as their proposal offer, the following criteria, in order of importance, shall be used to break said tie: (1) Drug Free Work Place, (2) Florida proposers, (3) Bidder's place of business is within Pinellas County, (4) or by flip of coin, when all other factors are equal.
27. **EQUAL OPPORTUNITY:** All work on this project will be carried out in compliance with the College's commitment to the concept of equal opportunity; that is, there will be no discrimination on the basis of race, color, religion, sex, age national origin, marital status, or against any qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, the College shall not tolerate such conduct.
28. **ANTI-DISCRIMINATION:** The College will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual

harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Additionally, the non-discrimination clause contained 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, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

29. **ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provisions of the Americans with Disabilities Act, for attendance at the scheduled bid opening, must contact Purchasing Department at 727-341-3310 at least 72-hours in advance of your planned attendance.
30. **INDEMNIFICATION:** To the fullest extent permitted by law, the bidder shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, or any of them, 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 bidder or other person utilized by the bidder 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 bidder, without exemption, shall indemnify and save 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 bidder. Further, if such a claim is made or is pending, the bidder 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 bidder and receive reimbursement. If the bidder used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

31. **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county and local. laws and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. The laws of the State of Florida shall govern any contract resulting from this RFP.

32. **RFP TERMS:** This RFP will in all cases be evaluated as a Request for Proposal and will not be evaluated as a "Bid" that is awarded solely on the basis of lowest price or highest commission. It will be evaluated on the basis of what is in the best interest of St. Petersburg College.
33. **AWARD:** The Board of Trustees or the President or his designee will make the decision regarding a proposal award upon determining what is in the best interest of the College after considering a staff recommendation based upon the points listed within the evaluation criteria. The Board of Trustees, the President and/or the Director of Purchasing reserves the right to reject any or all proposals and to waive any technicalities or informalities in proposals received. The successful Proposer will be expected to enter into an appropriate agreement which will be prepared by the College Attorney. Any contract terms required by the vendor must be submitted with the proposal and approved by the College Attorney. The College reserves the right for any reason to withdraw this Request for Proposals prior to the date/time proposals are due and/or to make no award should circumstances change after the Request for Proposals is issued.
34. **RENEWAL:** Renewal Option, X YES NO; if yes, the terms in this ITB 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.
35. **QUESTIONS:** If you have questions about the terms, conditions and/or specifications of this RFP fax or send them electronically to Paul Spinelli, Director of Purchasing @ fax # (727)341-3368 or to spinelli.paul@spcollege.edu. Answers to your questions will be faxed or electronically sent back to you. **You may not rely on information obtained in any other manner.**
36. **TECHNICAL SPECIFICATIONS:** The Technical Specifications follow the General Conditions. To the extent there is conflict between the General Conditions and the Technical Specifications, the Technical Specifications shall control and have precedence, except for Addenda which will take precedence over any conflict.
37. **PREFERENCE TO FLORIDA VENDORS:** Pursuant to SBE Rule 6A-14.0734 when the College is required to make purchases of commodities or services through a competitive solicitation preference shall be provided to vendors with a principal place of business in Florida.
38. **SUBMITTAL:** Proposals must be submitted April 5th, 2012 @ 2:00 p.m. All sealed proposals will not be opened until then.

Proposal Number: 06-11-12
Do Not Open Until: February 12th, 2013 @ 2:00 p.m.
Proposals Will Be Opened In: Purchasing
Send Proposal to:
St. Petersburg College
Purchasing Department
14025 58th St. N
Largo, Florida 33760

Technical Specifications

1. Background: St. Petersburg College (SPC) located in Pinellas County and established in 1927, is the oldest of Florida's 28-member community college system and the first to become a 4-Year College issuing Baccalaureate Degrees beginning in 2001 (Section 1004.73, Florida Statutes.) SPC is governed by a 5-member board of trustees appointed by the Governor of Florida for four year terms. The Board appoints a president who has administrative responsibility for the operation of the College.

2. Schedule of RFP Events:

Time	Day/Date	Description
	Wednesday 1/23/13	RFP issued
3:00PM	Friday 2/1/13	Final day to submit questions pertaining to this RFP. Please email all questions to Young.Steve@spcollege.edu
2:00PM	Tuesday 2/12/13	RFP due date delivered to the purchasing office
10:00 AM	Tuesday 2/25/13	Selection committee reviews and short lists firms
	Wednesday 2/28/13	Final award made

3. Agreement/Contract: The term of the initial Agreement shall be three (2) years beginning on the date of the last party to sign the Agreement as set forth below. After the initial term, there will be two (3) consecutive options to extend the Agreement upon agreement in writing between the parties; each option shall be for a three (1) year period. Either party may terminate the Agreement at any time without cause by giving the other party not less than ninety (90) days written notice of its intent to terminate.

Proposal Specifications

The College is requesting proposals from suppliers interested in providing promotional and marketing items to the College. The college intends to select up to three qualified firms to provide the items and services as described in this Request for Proposals (RFP). Products may include, but not be limited to, mugs, key chains, pens, bags, calculators, mouse pads, pocket calendars, T-shirts, and Polo shirts, etc.

The successful suppliers shall accept payment for goods and services via the College's purchase order and/or procurement card. All orders **require** a purchase order or credit card number prior to the delivery of any merchandise.

The required turnaround time for providing quotes must be within 24 hours. In addition the department must receive the quotes prior to issuing a purchase order.

The supplier will be responsible for acceptance of all camera-ready artwork and keep the artwork on file. All approved logos and artwork will be provided by the College upon award. Any modifications to the artwork shall only come from the College Relations & Marketing Department.

The exchange, return, and restocking policies shall be at no charge to the college. If the work completed is not to the satisfaction of the requestor, the order shall be redone at no cost to the college.

The college estimates an annual expenditure in excess of \$90,000 for promotional and marketing products. This amount is only an estimate and intended to be used by firms for bidding purposes only. This amount **does not** constitute a guaranteed volume or fixed purchasing obligation on behalf of the college.

Samples, when requested by the college, shall be furnished free of charge, including freight, to and from the college. The firm shall clearly state upon delivery if samples are to be returned. The required turnaround time for providing samples must be within 3 business days.

Vendors shall provide a website that allows College departments to view and place orders online. This must include the ability to view all available items with the discounted pricing, proofing of items based on provided branding and placing the orders online. Order placement must allow usage of a PO but should also accept credit cards as well.

Suppliers shall provide a record of all items ordered and/or services rendered under this Proposal. The suppliers shall provide the college's procurement office with a "usage" report of services rendered, items ordered, quantities, and pricing, upon request. All usage reports shall include an invoice number as well as amount saved and be sent to the Purchasing Department.

Evaluation Process

The College will appoint an evaluation team consisting of a minimum of three (3) members of its staff to evaluate proposals, and to recommend award of a contract to the supplier, which meets the best interests of the College. The College shall be the sole judge of its own best interests and approval of the resulting contract. The College's decisions will be final. Non-responsive submittals will be rejected by the purchasing department, and will not be distributed to the evaluation team for consideration. Additionally, the evaluation team may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive submittals may include, but are not limited to the following:

- Failure to sign the submittal
- Failure to acknowledge addenda (unless all changes are not material)
- Failure to provide required submittals/documentation
- Submission of a late submittal
- Supplier does not meet minimum requirements

The evaluation team will evaluate all responsive written submittals to determine which proposals best meet the needs of the College based on the evaluation criteria. Upon completion of the evaluation of all written proposals, the evaluation team will recommend award to up to 3 suppliers with the highest scores. The list of short listed proposer's will be posted on the purchasing website, as well as provided electronically via email notification. To insure that all proposals are fairly evaluated, scored and ranked, it is very important that the proposals are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal. The maximum total points per evaluation committee member will be 150 for a maximum total of 600 points. All proposals will be evaluated on the following point scale. A detailed explanation of each item is provided on the next pages.

Evaluation Criteria Items		Max. Points
1.	Customer Service Programs & Procedures	25
2.	Special Service Capabilities	25
3.	Quality Control	25
4.	On Time Delivery, Delivery Procedures & Lead Time Requirements	25
5.	Discount(s) & Rebate(s) Offered	20
6.	Documented Experience of Firm	15
7.	References, Licenses & Insurance	5
8.	Supplier's Financial Strength	5
9.	Sustainability & Green Initiatives	5
Total		150

Instructions for Preparing Proposals

- I. Proposal Format
 1. For ease of evaluation
 - A. Three (3) ring binder to be used
 - B. Proposal documentation not to exceed 40 pages, excluding all College required "Basic Submittal Information"
 - C. Portrait Orientation, typewritten, clearly understood and concise
 - D. Headings and Sections provided in the order of the evaluation criteria
 - E. Headings and Sections identified by numbered tabs
 - F. Number all pages
- II. Proposal Submittal
 1. Basic Submittal Information (**Not included in 40 page count**)
 - A. Letter of Intent: This letter will summarize in a brief concise manner, the supplier understands the scope of work and make a positive commitment to perform the work/service 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.
 - B. Acknowledgement of Addenda: Include the acknowledgement page (signed and dated) of the last/final addendum issued by the College, if applicable.
 - C. Proposal Certification Form – Page 19
 - D. Drug Free Workplace Form – Page 20
 - E. W9 Form – Attachment A
 2. Corporate Information and History of Firm
 - A. Corporate Information: If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying supplier'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.
 - B. History of Firm: Indicate chronological firm history.
 - C. Bankruptcy: Indicate whether your firm has filed for bankruptcy within the previous seven (7) years.
- III. Customer Service Programs & Procedures – 25 Points
 - A. Describe in detail you're ordering procedures and customer service program including, but not limited to: on-site, local and regional representatives, placement and handling

of orders, delivery capabilities, problem resolution and evaluation of customer satisfaction.

IV. Special Service Capabilities – 25 Points

- A. Describe in detail any in-house special service capabilities such as design, tape digitizing, screen-printing, embroidery, digital imaging, engraving, name tags, etc (excluding trophies and plaques). Describe the equipment which is available for these services. Also, list what the required lead time is for each in-house service provided.

V. Quality Control – 25 Points

- A. Describe the processes and materials used to manufacture your products as well as the origin of the products. In addition describe in detail any processes that you feel may be advantageous in this area.

VI. On Time Delivery, Delivery Procedures & Lead Time Requirements– 25 Points

- A. Describe your delivery procedures and also if your company will guarantee a specific percentage of on-time delivery? If the above guarantee is not met, what is the college's remedy? For those items which are not "on-time", explain your company's backorder procedure and delivery guarantee.
- B. List what the lead time is for each of your standard items; this can be done individually or grouped by categories. Also list what the required lead time is for each service that is outsourced. Provide company names and addresses of those sub-firms that would be used for each service for this contract.

VII. Discount(s) & Rebate(s) Offered – 20 Points

- A. State whether your company uses an ABC or PQR coding system, or a combination. Describe how the discounting will be applied to the College's orders as well as how we can identify the code when placing orders or auditing invoices.
- B. List any additional discounts for bulk rate or volume purchases.
- C. Provide details on any rebates that will be offered for annual sales volume or some other metric.

VIII. Documented Experience of Firm – 15 Points

- A. Provide information pertaining to the supplier's history and structure, including, but not limited to: when the supplier was established, summary of the supplier's organizational structure and the supplier's qualification for the scope of work specified herein. Detail any information that would give the proposer an advantage in completing this project.

IX. References, Licenses & Insurance – 5 Points

- A. Provide letters of reference from a minimum of three (3) clients that the firm has successfully completed a similar scope of work to that specified herein. Reference letters shall be from clients which have used the same personnel as proposed to the College. Educational references are preferred.
- B. References should include the following:
 - Company Name
 - Address
 - Contact
 - Email Address
 - Phone and Fax Number
- C. Do not include the following as a reference:
 - References located in foreign countries
 - St. Petersburg College employees
- D. Provide copies of your current insurance certificate as well as applicable occupational licenses.

X. Supplier's Financial Strength – 5 Points

- A. Provide copies of your organization's annual reports for the last two years, including financial statements and other performance information related to the fiscal strength and resources of your organization.

XI. Sustainability & Green Initiatives – 5 Points

- A. Describe in detail any methods or materials your company uses that would be considered "green"

Statement of no Proposal

If your company does not intend to respond to this RFP, please complete and return this form prior to the date shown for receipt of Proposals to: St. Petersburg College, Purchasing Department, P. O. Box 13489, St. Petersburg, Florida 33733-3489. Fax # 727-341-3368

The undersigned declines to submit a bid on the above referenced Invitation to Bid for the following reason(s):

- ☐ Specifications are too "restrictive." (Please explain below)
- ☐ Unable to meet specifications
- ☐ Specifications were unclear. (please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of product or equivalent
- ☐ Our production schedule would not permit us to perform
- ☐ Other (please explain below)

<hr/> Company Name	<hr/> Title
<hr/> Signature	<hr/> Telephone
<hr/> Printed Name	<hr/> Fax
<hr/> Address	<hr/> City
	<hr/> State
	<hr/> Zip

Proposal Certification

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 and understand the terms and conditions of the Request for Proposal.

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 _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Proposer _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Date _____

Drug Free Workplace

The undersigned Bidder 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 bid, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or 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

Bidder hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:

Type of Business: Check applicable block(s)

- ☐ "Black American" includes persons having origins in any of the Black racial groups of Africa.
- ☐ "Hispanic American" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ "Native American" includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- ☐ "Asian-Pacific Americans" includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- ☐ "Service Disabled Veteran"

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day to day management and control of the business.

Bidder:	
Certified by (name of Public Entity, if applicable)	
City:	County:
State:	Zip Code
Certificate Number:	
Attach copy	
Signature:	Date:

Minority and Woman Owned Businesses (M/WBE) shall complete this page, and return with their submittal.