



**Invitation to Negotiate (ITN)
17ITN-05BP
Commercial Washer and Dryer Laundry Operations**

April 17, 2018

TO: Potential Participants

The University of West Florida (hereinafter referred to as University or *UWF*) is soliciting responses to an Invitation to Negotiate for the right to operate laundry operations at all on-campus residential facilities located in Pensacola, Florida and to enable the University of West Florida (UWF) Board of Trustees to enter into a contract with a Vendor to furnish all the equipment, related payment solutions technology (i.e. debit card readers), labor, services, and supplies necessary to set up and to conduct a first-class laundry enterprise, including, but not limited to: coin-operated washers, coin-operated dryers, debit card readers and laundry equipment service, repair and replacement.

Carefully review this Invitation to Negotiate, it provides specific technical information to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required copies of the requested information and return proposal binders and a sealed box/envelope directly to the Procurement and Contracts office before 2:00 p.m. CST, May 8, 2018.** For more information refer to "ITN Information and Instructions" below. **Late or incomplete responses will not be accepted.**

Respondents are fully responsible for obtaining the complete solicitation, including all attachments, addenda (if applicable), and other information by visiting the UWF Procurement and Contracts web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. After the posting of award, Respondents may view the ITN files by contacting the Procurement and Contracts representative.

The name of the vendor and other information may be disclosed at a public proposal closing. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, Respondents should be aware that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the UWF Board of Trustees.

Bob Pacenta
Assistant Director, Procurement & Contracts
Phone: 850-474-2627
Fax: 850-474-2090
E-mail: rpacenta@uwf.edu

**UNIVERSITY OF WEST FLORIDA
OFFICE OF PROCUREMENT AND CONTRACTS**

**INVITATION TO NEGOTIATE # 17RFP-05BP
*Commercial Washer and Dryer Laundry Operations***

SUBMITTAL DUE DATE: May 8, 2018 2:00 p.m. CST

Section I

OVERVIEW

A. General Information and Summary

At the University of West Florida, we believe in the power of higher education to drive change: on campus, in our region, across the state and around the world. We are equipping today's students with the knowledge and skills needed to become tomorrow's leaders, blazing new paths, shaping their environment and creating an even brighter future. Based in Pensacola, Florida with additional locations in the region, UWF is home to five academic colleges, offering a variety of bachelor's and master's degree programs, as well as specialist degrees and a doctorate in education. With a student population of nearly 13,000 and an average class size of less than 40, UWF is committed to providing a close-knit academic experience and is consistently named a top "military friendly" University. UWF is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. Additional information, which may be useful to the Respondent, may be obtained by visiting the University's website: <http://uwf.edu/>.

The intent of this ITN is to award a contract to a responsible Vendor whose proposal, conforming to this ITN is most advantageous to the University, price and other factors considered. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed to be in the University's best interest.

Timetable

The anticipated schedule and deadlines for this ITN and contract approval are projected as follows:

Activity	Time (Central Time)	Date
Issue ITN		April 17, 2018
Written request for explanation due date	12:00 pm CT	April 25, 2018
Estimated issuance of explanation due date	3:00 pm CT	April 30, 2018
Submittal Due Date	2:00 pm CT	May 8, 2018
Estimated Initial Evaluation Meeting		May 15, 2018
Presentations, if applicable		TBD
Negotiations		TBD
Estimated Notice of Intent to Award		TBD
Estimated Contract Begins		June 15, 2018

B. Contact Person

The Procurement and Contracts Facilitator and sole contact for this ITN is:

Bob Pacenta, Assistant Director
Email: rpacenta@uwf.edu
Phone: 850-474-2627
Web address: <http://uwf.edu/offices/procurement>

Respondents are advised that from the date of release of this ITN until award of the contract, **no contact with University personnel related to this ITN is permitted. All communications are to be directed to the Procurement and Contracts Facilitator listed above. Any such unauthorized contact will result in the disqualification of the Respondent's submittal.** Respondents are fully responsible for obtaining the complete ITN, including all attachments, addenda (if applicable), and any other related information by visiting our web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. It is recommended that you bookmark this web site and visit it frequently.

Explanation(s) desired by Respondent(s) regarding the meaning or interpretation of this ITN must be requested from the above contact person, by e-mail prior to the written request for explanation due date as stated in above Timetable. The explanation response will be issued in the form of an Addendum and posted to the Procurement and Contracts web site as identified above. All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.

Any changes or clarifications to requirements resulting from a pre-submittal conference or subsequent written questions shall be issued by official addendum. Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the ITN and any addenda issued, the last written addendum shall prevail.

C. Attachments

- Attachment A – ITN Certification Form
- Attachment B – ITN Information and General Conditions
- Attachment C – Sample Agreement
- Attachment D – Minimum Insurance Requirements
- Attachment E – Certification Regarding E-Verify System
- Attachment F - Campus locations of machines

D. Response Submission

The University is subject to Section 119.07, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Material submitted in response to this solicitation may become a public document unless a specific exemption to section 119.07 exists. Submitted material, which is marked as confidential, will be treated as confidential by the University to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Section 119.07, Florida Statutes, or other applicable law.

In order for the information to be considered covered by trade secret exemption of the Public Records law, you must take measures to assert the exemption by placing the information provided in your submission that meets the criteria of a trade secret in the "confidential information" tab noted below in Section IV, "ITN Information and Instructions."

Submittals including the signed ITN Certification Form must be received by the University of West Florida's Office of Procurement and Contracts Office by the due date and time as stated in the above Timetable. All addenda, if applicable, shall be signed and submitted as part of your response. Late of incomplete responses will not be accepted. See Section IV, "ITN Information and Instructions" and Attachment B, "ITN Information and General Conditions" for additional instructions.

Each response is to be submitted in a three-ring binder using index tabs with the appropriate tab identification as requested within this ITN. See Section IV, "ITN Information and Instructions" for more information.

Submit:

- One (1) original, clearly marked as original, which shall contain the original manual signature of the authorized person signing the proposal.
- Three (3) hard copies of the original
- One (1) identical digital electronic copy on USB flash drive or CD of the original
- Additionally, one (1) original Financial Proposal is to be submitted in a separate, sealed envelope, clearly marked as "Financial Proposal". **Do not include the Financial Proposal in the three-ring binders.**

Failure to include the original and all signed copies shall be grounds for rejection of your response without further evaluation.

The outer carton of the response shall include the ITN number, ITN name, and due date.

Each response is to be submitted in a spiral bound or three-ring notebook using index tabs with the appropriate tab identification as requested within this ITN.

Your response shall include the information and required submittals described in the Section IV, "ITN Information and Instructions", and be numbered with all information appearing in the Tab in which it was requested.

All information and required submittals requested shall be in hardcopy form and included in your written response. Responses shall not refer the University to electronic media such as website, cd's, disks, or tapes in order to obtain the required information or submittals.

Information submitted that is not requested by the University may be considered to be supplemental, and not subject to evaluation by the committee members.

Any information or required submittals, which due to size or binding cannot be incorporated following the proper tab, may be submitted separately. The location of the information should be provided following the numbered tab.

All required signed and completed copies of the response with the signed ITN Certification Form must be either mailed or delivered to:

UNIVERSITY OF WEST FLORIDA
Office of Procurement and Contracts
ATTN: Bob Pacenta
Bldg. 20W Room 159
11000 University Parkway
Pensacola, FL 32514

CAUTION: The executed ITN Certification Form (Attachment "A") must be signed and submitted as part of your response. Failure to do so will disqualify your response.

All addenda shall be signed and submitted with response. Failure to do so may disqualify your response.

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Section II

SCOPE OF SERVICES

A. Background

The company is to provide, manage and operate the University's laundry service program in the on-campus residence and apartment facilities using the University Debit Card (Nautilus Card-declining balance) program. Such services and equipment shall be of the highest caliber and professional in all respects.

B. General Requirements

Provide and install all new equipment at the locations, types, and quantities designated in Attachment F. Any installation charges that may be incurred as a result of the Company's wish to reconnect or modify running pipes or wiring to machine locations will be the responsibility of the Company.

Note: It is the sole responsibility of the Company to operate on its own credit and furnish at its own expense all materials and services necessary for the performance of the contract. Under no circumstances shall any purchases made by the Company be invoiced to UWF.

Future placement of laundry equipment, subsequent to contract date, shall be jointly agreed to by Company management and the University representative. Unilateral placement or removal of laundry machines by Company is not authorized. The University reserves the right, at its sole discretion, to remove from the University property any laundry equipment.

Maintain and service all laundry equipment on a current and continual basis.

Maintain all laundry equipment and accessories in a state of cleanliness.

All expenses for installation or removal of washer and dryer machines shall be borne by the Company.

Provide and prominently post in each laundry area the toll-free telephone number for customers to call directly for service assistance. Instructions for use of equipment shall be posted in each laundry room. Company will be responsible for refunding money to students for failure of equipment to operate.

Damage Reimbursement: The Company is responsible for reimbursing customers as necessary for damage to their clothing due to equipment malfunction. Company must submit a policy statement relating to customer reimbursement for damage to clothing due to equipment malfunction in the proposal. UWF representative is the sole arbitrator of any disputes between the Company and machine user over clothing value/loss, and the arbitrator's judgment relating to this matter shall be absolute and binding.

The Company shall be on-site and respond to requests for non-emergency service assistance within twenty-four (24) hours, excluding weekends and University holidays.

The Company shall provide a toll-free telephone number for emergency assistance that will be staffed twenty-four (24) hours per day, seven (7) days per week.

The Company shall be on-site and respond to requests for emergency assistance within twenty-four (24) hours.

The Company will notify the University representative in a timely fashion after service or emergency assistance matters have been resolved/corrected.

The Company agrees to provide, at no cost, some form of unlimited access/machine usage to the housekeeping section for emergency situations (floods, spills, etc.). Such use of the Company's equipment shall be expressly limited to "official University business use only".

C. Limitations

Sub-contracting of any part of this work is prohibited.

Commodities and Services Excluded from Company's Operation: Only card operated washers and dryers are included in this agreement. Other machines such as those dispensing sanitary napkins, food items, postage stamps, newspaper, laundry detergent products and other nonfood items, laminating equipment and copy machines, to name a few, are expressly excluded from this contract.

The Company that is awarded the contract shall have exclusive vending rights for laundry service within the residence halls and apartments on the Pensacola campus of the University of West Florida.

The liability for all machines and contents shall remain the sole responsibility of the Company. Under no circumstances shall any liabilities whatsoever be accrued against UWF for damages, pilferage, acts of violence, fire or theft, including merchandise or money stored within the machines. This includes liability for damages and injury.

D. Service

Repair of machines located on UWF premises shall be the highest priority of the Company's maintenance operations. The response time for requests for service shall apply to any service call between the hours of 8:00 a.m. and 5:00 p.m. Central Time, Monday through Friday. Service calls after 5:00 p.m. shall be coordinated with the University representative. Repair or service of machines shall not be required on any day between 5:00 p.m. and 8:00 a.m. Central Time nor on weekends or University holidays (Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day and Independence Day). Service technicians must report to Building 46, housing maintenance, prior to servicing equipment. Service technicians are to be escorted by housing staff at all times.

Company shall be responsible for maintaining the equipment in a consistent, reliable, working condition. The Company will replace any laundry machine that is out of service for longer than forty-eight hours, or which has a history of malfunction, and replace it with comparable equipment of like quality, subject to University authorization. Replacement washers and dryers must be the same model, color and functionality as those already in place on the UWF campus.

All machines are to be cleaned with each service. Card reader mechanisms will be cleaned and adjusted with each service. Preventative maintenance and regular replacement of worn, damaged, or malfunctioning equipment shall be instituted and carried out by the Company. This will include inside and outside cleaning, cleaning of the vent system, and machine rehabilitation (if necessary). UWF shall not perform maintenance or repair on any of the Companies equipment. The Company will perform preventative maintenance on all machines between July 1st and August 1st, and during the winter holiday break in December to ensure all machines are in working order for the students return for the fall and spring semesters.

Company shall remove any refuse caused by the installation and maintenance of the machines and dispose of it off UWF campus; no material shall be left in UWF dumpsters, waste containers or recycling receptacles. This includes, but is not limited to, cardboard boxes, plastic retainers, and wrapping. In the circumstance of the Company's failure to do so, the Company agrees to pay UWF all expenses for such removal.

Excessive and repetitive "same kind" customer complaints shall be the cause of notice of contract termination.

All service vehicles and maintenance vehicles operated on University property shall have appropriate company signage. Company shall initially report to the UWF Department of Parking and Transportation Services located in Building 91 for a UWF Vendor Parking Permit. Parking for normal services will be instructed by Parking and Transportation when Parking Permit is received.

All service and maintenance personnel shall wear appropriate company uniform with nametag when conducting company business on University property.

From time to time, the Company shall do promotions/customer sales incentives:

- As market action dictates.
- At least yearly.
- Subject to University approval.

Service trucks should be stocked with spare parts for most common repairs so that multiple trips for the same repair call will not be necessary.

F. Equipment

All laundry equipment shall be new at the time of initial installation and all sites will meet ADA requirements. All machines shall be U.L. listed and conform to commercial quality standards.

All washing machine equipment shall:

Be front loading and energy efficient or acceptable alternative as determined by UWF. All washers and dryers shall be of the same manufacturer and model numbers. Color and height will be uniform in each location. UWF must approve any subsequent model substitutions; however, substitutions must be of a quality equal to or better than the original model as determined by UWF.

Have the ability to interface with the UWF Nautilus Card system and must (1) facilitate special features for discount pricing/time-of-day pricing, (2) maintain a record of revenue and cycles, (3) display prices, time in cycle remaining and customer directions. Maintenance of the readers shall be the responsibility of the Company and response time for maintenance of readers will be the same as for washers and dryers.

All drying machine equipment shall:

Be front-loading, uniform in height and color, or acceptable alternative as determined by UWF. "Double stack" units may be utilized or acceptable alternative as determined by UWF. UWF must approve of any subsequent model substitutions; however, substitutions must be of a quality equal to or better than the original model as determined by UWF.

Have the ability to interface with the UWF Nautilus Card system and must (1) facilitate special features for discount pricing/time-of-day pricing, (2) maintain a record of revenue and cycles, (3) display prices, time in cycle remaining and customer directions, (4) allow for a "top-off" feature for extra cycle time. Maintenance of the readers shall be the responsibility of the Contractor and response time for maintenance of readers will be the same as for washers and dryers.

All machines will have an on-resetting meter/cycle counter secured inside a key locked meter case.

All machines will remain the property of the Company.

Upon commencement of contract, machines shall be maintained on a location and machine type basis as contained in Attachment F.

Machinery in each location shall also be sequentially numbered with three-inch numbers for identification when customer reports repair requirement.

The Company shall maintain a continual program of equipment replacement in high volume locations where obsolescence becomes a factor resulting in potential service or sales reduction, subject to University authorization.

All equipment must also come equipped with the necessary machine interface device for interfacing with the UWF Nautilus Card system, the University's declining balance card system. All University staff and students are issued a card. Company will provide all equipment to utilize cards.

Company agrees to connect laundry machines to the UWF Nautilus Card system using compatible declining balance card readers. Company will purchase compatible card readers first from the previous contractor until they no longer have readers available-assuming a mutually agreeable selling price is determined, then from the University's supplier of card readers. Company is responsible for all costs associated with the purchase, maintenance and interface of card reader equipment. This also includes any maintenance fees accessed by card reader vender.

Card reader vendor is:

Heartland Campus Solutions
Deb Hoefler
Sales Specialist
deborah.hoefler@e-hps.com
970-261-5146

Monies transferred by the UWF Nautilus Card system to the account of the Company will be distributed monthly by the University to the Company within ten (10) business days of the end of the month. Company shall include these payments in the monthly accounting to the University and in the annual certification of sales and commissions.

Maintenance of the card reader equipment shall be the responsibility of the Company and response times for maintenance shall be the same as for any other equipment repairs. The University will work cooperatively with the Company to troubleshoot problems and isolate the cause of any outages.

Maintenance of the network and network wiring will be the responsibility of the University.

G. Responsibility of the University

UWF will furnish the following:

The space designated in the ITN for location of machines.

Necessary water and electricity for operating the machines at no expense to the Company.

Note: UWF does not guarantee an uninterrupted supply of water, electricity, air conditioning or heat; nor does UWF guarantee uninterrupted service in providing said utilities, except that it shall be diligent in restoring service following an interruption insofar as it has the ability to effect such restoration; and UWF shall not be liable to the Company or others for any loss, management cost, or expense which may result from the interruption or failure of such service.

Necessary janitorial service for cleaning the washer/dryer area.

Note: This service will not include any assistance whatsoever in cleaning or servicing machines, which shall be entirely the responsibility of the Company. The Company

assumes the responsibility for cleaning areas immediately after the machines, vents, or hoses are serviced or repaired.

H. Pricing

The prices shown herein shall remain in effect for a period of twelve months, beginning with the effective date of the contract and under no circumstances shall be changed. If the Company deems price increases necessary, they shall follow the procedures set forth below:

The Company shall notify the Director of Procurement and Contracts in writing three (3) months prior to the anniversary date of the contract that the price increases/decreases are deemed necessary for the subsequent year of the contract and set forth specifically why such increases are necessary.

UWF, upon receiving such request from the Company, will review said adjustment and notify the Company of its decision with thirty (30) days of receipt of the prices increase request.

The rejection of an adjustment request by UWF is not a notification of termination of the contract.

Provide the following information with your Financial Proposal (see Section IV Financial Proposal):

Prices to be charged user for the use of machines are as follows:

<u>Machine</u>	<u>Service</u>	<u>Price</u>
Washer	Complete Cycle	_____
Dryer	Complete 45 min Cycle	_____
Dryer	"Top-Off" feature*	_____

* Top off feature allows an additional 15 min. of time after a complete cycle.

Changes in either drying time or prices must be agreed to by both the Company and UWF before changing.

I. Commission Payments

Commission payable by the Company to UWF shall be earned on "gross sales" based on the agreed to percentage rate. The difference between the beginning and ending meter readings per unit will determine Gross Sales. Any loss in coin shortage will be absorbed by the Company. Company shall submit commission payments and accompanying statements monthly.

In the event of any damage to the University, or of assertion of a claim for damages against the University or Board of Trustees, arising out of or in connection with the Company's performance under this contract or renewal thereof, the University will apply the deposit against such damage or claim and the Company will make a deposit of an additional sum so that the claim is satisfied and the amount held in deposit is not less than \$5,000.00.

In the event of the Company's default of payment or other breach of this contract, the deposit will be applied towards any sums, which are due or become due the University or the Board of Trustees.

The amount held in deposit (less and deductions as provided herein) shall be returned to the Company when the contract is terminated or is completely performed in accordance with its terms, whichever first occurs.

J. Payments

The Company shall pay to UWF the monthly commission earned on or before the twentieth (20th) day of the following month. A statement shall accompany this payment with a detailed explanation of sales by each machine and machine type, location and location number as listed in Attachment F. Abnormal revenue deviations shall be noted by the Company as part of these statements. The monthly statements shall also reflect aggregate commissions by machine type.

All monthly commission statements and payments shall be sent to:

Controller's Office
University of West Florida
Bldg. 20E
11000 University Parkway
Pensacola, FL 32514

Commission payments should be made by either check or direct deposit to the University of West Florida.

Section III

SPECIAL TERMS AND CONDITIONS

A. Term of Contract

The proposal is to cover an initial period of five (5) years with an option to renew services for five (5) additional one (1) year periods. UWF and the Vendor will agree upon renewals in writing.

B. Insurance

Each Respondent shall include written evidence of insurance coverage in the amounts specified in Attachment D, "Minimum Insurance Requirements" with the proposal.

Upon notification of intent of award to the successful Respondent, an original ACORD certificate of insurance for the coverage described above must be received by UWF's Office of Procurement and Contracts, which shall be in accordance with Attachment D – "Minimum Insurance Requirements". During the term of the contract, the successful Respondent must provide, pay for and maintain such insurance.

C. Public Records

This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.

Further, Contractor agrees that, to the extent, it may meet the definition of a "contractor" within the meaning of Section 119.0701, Florida Statutes, it will:

- A.** Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement.
- B.** Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

- C. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.
- E. Failure of Contractor to comply with the provisions set forth herein shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

D. Background Checks

A Level II background check is required to be performed by the successful Respondent for each employee engaged in providing the services or activities described in this ITN. The successful Respondent must represent that each employee it assigns to provide the services or activities described in this ITN has successfully passed a Level II background check.

The successful Respondent shall also include in any related subcontracts a requirement that subcontractors providing work or services for the University on its behalf perform a Level II background check for each employee engaged in providing such work or services. Any and all subcontractors must represent that each employee it assigns to provide the work or services described in this ITN has successfully passed a Level II background check.

E. Tobacco-Free Campus Policy

The University of West Florida is a tobacco-free campus. The use of cigarettes (electronic or traditional) or other tobacco products is prohibited in all UWF-owned buildings and outdoors on all UWF campus properties. The Contractor must fully comply with this tobacco free policy.

Section IV

ITN INFORMATION AND INSTRUCTIONS

A. ITN Information

Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates provided therein.

Respondents shall be of known reputation and shall have sufficient experienced and qualified personnel to adequately perform the prescribed service.

By submitting a proposal, the Respondent agrees to be governed by the terms and conditions as set forth in this document to include all attachments. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.

All provisions of this ITN and the successful Respondent's proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement.

UWF ITN document, including all attachments

All addenda issued pursuant thereto

Respondent's proposal

UWF Contract to include all clarifications & negotiated modifications to Respondent's proposal

B. Submittal Instructions

Respondents shall format their responses utilizing the following Tab, Topics, Lettering, and Numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy. Each copy is to be submitted in a three-ring binder using index tabs with the appropriate tab identification.

Tab A Essential Documents

- Signed ITN Certification Form (see Attachment A)
- Signed Certification Regarding E-Verify System (see Attachment E)
- Signed addenda (if applicable)
- Contact information, including name(s) and title(s), for the individual(s) responsible for Vendor's proposal and negotiations during this process. As well as contact information for the individual(s) who should receive any notices related to this contract if awarded to Vendor.

Tab B Vendor Profile and Experience

- Summary of company history.
- Company/Organization legal name and state of incorporation; if incorporated in a state other than Florida, then provide a certificate of good standing from the state of incorporation.
- Provide a complete list of past clients and current clients including but not limited to:
 - Size of organization
 - Length of contract
 - Summary statement of work performed
- Minimum of three (3) professional references within the last five (5) years.
- Any additional information relevant to vendor's ability to provide high quality services as required by UWF.
- Information on Vendor's financial resources, conditions and stability.
- Disclose if the company has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees' name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
- Attach detailed information regarding any litigation or claims of more than \$5,000.

Tab C Service Description

- List all aspects of services regarding the operation of Laundry Services at the University.
- Confirm acceptance of the UWF Card and provide a clear breakdown of the online monitoring and reporting solutions web application's functionality and requirements for connectivity to the washer/dryer equipment and any specifications for the supported end-user access devices (browser versions, mobile platforms, etc.)
- Training details, including hours for the online solution.
- Samples of data reports that can be generated.
- The guarantee maintenance response time and the Respondent's security procedures.
- Complete service/maintenance procedures and communication procedures.
- Services to be provided by assigned account representative and detail on any other proposed service.

Tab D Equipment and Implementation Plan

- The Respondent's list of proposed Laundry Equipment. (Must include detailed information about washers, dryers and debit card readers.)
- Milestone schedule detailing process and delivery to begin operations after receipt of contract award. Include ability to meet the current and future demands for Laundry Services by the UWF Housing and Residence Life department growth and expansion during the length of this contract.

Tab E Accounting Procedures

Provide Respondent's policies, processes and procedures on collection, payment, refund and record keeping of the gross receipts.

Tab F Contract

- See Attachment C for the University's standard contract to be executed with the successful Respondent. If applicable, list any objections to specific contract terms and provide requested replacement contract language. The University reserves the right to accept or reject any suggested replacement contract language. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful Respondent will be required to execute the University's agreement.
- The sample Agreement, Exhibits and General Terms and Conditions (see Attachment C are provided as samples only and will be modified prior to execution to match the scope of services as stated in the ITN. Where there appears to be a conflict between the sample contract documents and the ITN, the ITN shall prevail.

Tab G Confidential Information

Any information provided in your submission that meets the criteria of a trade secret as defined under Florida law or meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law must be placed in Tab G, Confidential Information.

Tab H Supplements

Any information provided in your submission that was not directly requested by the University will be considered supplemental and must be placed in Tab H, Supplements. Supplemental information may not be subject to evaluation by the Evaluation Committee.

Financial Proposal

Respondents are to submit the following information in one (1) separate, sealed envelope identified as "Financial Proposal" with the firm's name and ITN # 17ITN-05BP clearly marked. Do not include the Financial Proposal in the 3-ring binders.

Provide a breakdown of the Commission for the complete ten (10) year term inclusive of renewals. (Initial five (5) year term and the subsequent five (5) one-year renewals.)

NOTE: UWF shall not incur any cost for the provision of Laundry Services.

Indicate any other financial considerations to be provided to University.

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Section V

EVALUATION, NEGOTIATION, AND CONTRACT AWARD

A. Evaluation Process and Criteria

Each response will be reviewed by the Office of Procurement and Contracts to determine whether it is responsive to the submission requirements outlined in the ITN. A responsive submittal is one which has followed the requirements of the ITN, includes all documentation (including, but not limited to, the signed ITN Certification Form and all other essential documents in Tab A), is submitted in the format outlined in the ITN, was submitted prior to the due date and time, and has the appropriate signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as “non-responsive”.

Submittals fulfilling the basic requirements shall be referred to an Evaluation Committee for review and further consideration. The responses to this ITN will be independently evaluated by an Evaluation Team based on the written submittals and additional written information as requested. If they are determined to be necessary, the Evaluation Team will conduct additional oral interviews or presentations. The evaluation will utilize the following broad criteria:

B. Evaluation Criteria and Weights

1. Experience and qualifications of firm (20%) – Committee shall consider relevant experience, qualifications and success in providing services described in this ITN; personnel that shall be assigned to UWF; any information provided in Tab B and other information provided in proposal relevant to vendor’s experience and qualifications.
2. Proposed equipment and implementation plan (35%) – Committee shall consider the proposed implementation plan, the level of detail provided, the Respondent’s timeliness in completing the project as outlined in Tab D and any other information from the Respondent’s proposal deemed relevant to equipment and implementation.
3. Proposed accounting procedures and services (15%) – Committee shall consider scope of services, online monitoring tool, methodology, accounting procedures and all details outlined in Tab C and E and any additional information provided in proposal relevant to this criterion.
4. Financial proposal (30%) – Respondent’s Financial Proposal will be reviewed as outlined in the Financial Proposal submitted in separate envelope.

The Evaluation Team will carefully review the responses and each member shall independently review all responses relative to the above listed criteria. The Team shall meet to collectively discuss their analyses of the responses and to then formulate a recommendation. Using the process above, the Evaluation Team may recommend that one or more firms be invited to participate in negotiations with the Negotiation Team.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information and/or any other information may be requested at any time during the evaluation process. Internal staff analysis and presentations, outside consultants and any other resources may be utilized to assist in the selection of the Best Value Respondent(s).

UWF may, at its sole and absolute discretion, reject any and all, or parts of any and all responses; re-advertise this ITN; postpone or cancel the ITN process; or waive any irregularities in the responses received as a result of this ITN. All expenses involved with the preparation and submission of a response to UWF, or any work performed in connection therewith, shall be borne by the Respondent. No payment will be made for any responses received, or for any other effort required of or made by

Respondent prior to commencement of work as defined by a contract approved and executed by UWF.

C. Negotiations and Contract Award

The Negotiation Team will evaluate each financial proposal within the context of each Respondent's complete response. The Negotiation Team may enter into negotiations with one (1) or multiple Respondents in order to achieve the most effective contract for the University. The University reserves the right to negotiate concurrently or separately with competing Respondents. The award recommendation will be made on a Best Value basis to the firm deemed to have the most advantageous "Best and Final Offer" presented.

The University will not be required to select the lowest cost Respondent. UWF may award a contract based on initial offers received, without discussion. Therefore, each initial offer should contain the Respondent's best terms from a cost, price and technical standpoint. The University reserves the right to award without negotiation if deemed in the best interest of the University.

Negotiations offer an opportunity for the selected Respondents to discuss their offers with the UWF negotiators and ultimately present a "Best and Final offer" and details that support their business model. The goal of this negotiation process is to identify the optimal outcome or the solution that best meets the needs of UWF.

Representatives of the Respondent(s) selected to participate in negotiation(s) shall be first **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations and as contained in the offeror's best and final offer.** Such authorization will be requested prior to meeting with the Negotiation Team, and the provision of such authorization will be a prerequisite to continuation in the ITN process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Companies are reminded that the University may elect not to solicit a best and final offer from any company whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.

If the University determines that a company awarded a contract based on this ITN does not honor all agreements reached during the negotiations, and as contained in the subsequent "Best and Final Offer", the University reserves the right to immediately cancel the award, and to place the company on the University's suspended Vendor list.

Time is of the essence and therefore the University retains the right to cease negotiations with any/all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the proposed equipment/service, which best meets its required needs, quality levels, and budget constraints.