



Procurement and Contracts  
11000 University Parkway  
Bldg. 20W, Rm. 159  
Pensacola FL 32514

**Request for Qualifications  
17PQS-03SN  
Campus Electrical Contractor**

April 5, 2018

TO: Potential Respondents

The University of West Florida ("UWF" or "the University") and its Board of Trustees announce that it is soliciting responses to a Professional Qualifications Solicitation (PQS) for licensed electrical contractors to establish multi-year, non-exclusive job order contracts on an as-needed basis at the University of West Florida in Pensacola, Florida.

Carefully review this PQS, as it provides specific information necessary to aid responding firms in formulating a thorough response. **Should you elect to participate, complete an original and the required number of copies of the requested information and return submittals in a sealed box directly to the University of West Florida Office of Procurement and Contracts by 2:00 p.m. Central Time on May 10, 2018. Late or incomplete responses will not be accepted.**

**A mandatory pre-submittal meeting will be held on Tuesday, April 17, 2018 at 9:00 a.m. Central Time in Building 92, Room 110 on the University of West Florida main campus in Pensacola, FL. Submittals will be rejected from any firm not directly represented at the mandatory meeting by an employee or agent of the firm.**

Interested firms 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 <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notices/>. After the posting of award, respondents may view the solicitation files by contacting the Procurement and Contracts representative.

Respondent names and other information may be disclosed at the public solicitation closing. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful respondent(s) shall understand that portions (potentially all) of their submittal (including any final contracts) will become public record after its acceptance by the UWF Board of Trustees.

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**Scott Nutial  
Senior Buyer  
Phone: 850/474-2633  
E-mail: [snutial@uwf.edu](mailto:snutial@uwf.edu)**

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

**REQUEST FOR QUALIFICATIONS # 17PQS-03SN**  
**Campus Electrical Contractor**  
**DUE DATE: May 10, 2018**

**Section 1**

**OVERVIEW**

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**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're equipping today's students with the knowledge and skills needed to become tomorrow's leaders, blazing new paths, shaping the 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 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 constantly named a top "military friendly" University.

**The University intends to enter into multiple contracts with the selected contractors for Electrical Services. We encourage both large and small contractors to submit proposals.**

Therefore, The University of West Florida is requesting submittals from qualified firms that are interested in providing licensed electrical services for, University of West Florida main campus, Pensacola, FL.

**B. Timetable**

The anticipated schedule and deadlines for this solicitation and contract award are projected as follows:

<b>Activity</b>	<b>Time Central Time</b>	<b>Date</b>
Issue Solicitation		4/5/2018
Mandatory pre-submittal meeting	9:00 AM	4/17/2018
Written request for explanation due date	2:00 PM	4/25/2018
Estimated issuance of explanations	2:00 PM	5/2/2018
<b>Submittal Due Date</b>	<b>2:00 PM</b>	<b>5/10/2018</b>
Estimated Evaluation Meeting	9:00 AM	5/22/2018
UWF Closed for Memorial Day		5/28/2018
Contract Effective		7/1/2018

**C. Attachments**

The following attachments are hereby incorporated by reference and made part of this PQS:

- Attachment A – PQS Certification Form
- Attachment B – PQS Information and General Conditions
- Attachment C – Sample Agreement
- Attachment D – Minimum Insurance Requirements
- Attachment E – E-Verify Form
- Attachment F – Cost Proposal

#### **D. Contact Person**

**The Procurement and Contracts representative and sole contact for this solicitation is:**

Scott Nutial, Senior Buyer  
Email: snutial@uwf.edu  
Phone: 850-474-2633

Respondents are advised that from the date of issuance of this solicitation until award of the contract, **no contact with University personnel related to this solicitation is permitted. All communications are to be directed to the Procurement and Contracts representative listed above. Any such unauthorized contact will result in the disqualification of the Respondent's submittal.**

Respondents are fully responsible for obtaining the complete solicitation, Addenda (if applicable), and other information, by visiting our web site: <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notices/>. 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 solicitation must be requested from the above named contact person in writing via email prior to the "Written request for explanation due date" as stated in the above Timetable. The explanation response will be issued in the form of an Addendum and posted to the UWF 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 the mandatory pre-submittal meeting 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 solicitation and any addenda issued, the last addendum issued shall prevail.

#### **E. Insurance**

Each respondent shall include written evidence of insurance coverage in the amounts specified in Attachment D, "Minimum Insurance Requirements" with the response. Upon notice of intent of award contract to the successful respondent(s), an original ACORD certificate of insurance must be received by the University of West Florida 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(s) must provide, pay for and maintain such insurance.

#### **F. Public Records**

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.

Ordinarily, information contained in bid submissions is available to the public upon request. If you believe any of the information provided in your submission meets the criteria of a trade

secret and you wish to protect it, you must write the word "confidential" on each page, either on the bottom, top or as a watermark BEFORE you provide the submission to the University.

#### **G. 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 Vendor must fully comply with this tobacco free policy.

### **Section II – General Information**

#### **A. Term**

The University anticipates the term of the resulting agreement(s) will be three (3) years with an option to renew for three (3) additional one (1)-year periods.

#### **B. Standards**

All services are to be performed in a professional and workmanlike manner by a licensed professional.

#### **C. Quantities**

The amount of work at The University of West Florida will depend on state funding as well as other factors.

#### **D. Project Assignment**

The University will assign projects based upon responsiveness and ability to perform the project type at the time of the request. The University of West Florida reserves the right at any time to obtain separate bids on any project and not utilize the campus service job order contract.

#### **E. Background Checks**

A Level 2 background check is required to be performed by Contractor for each employee engaged in performing the services described in the PQS. The Contractor must represent that each employee it assigns to perform the services described in this PQS will have successfully passed a Level 2 background check.

Contractor shall also include in any related subcontracts a requirement that a Level 2 background check be performed by the subcontractor for each employee engaged in performing the work described in the Scope of Work. Any and all subcontractors must represent that each employee it assigns to perform the work described in the Scope of Work has successfully passed a Level 2 background check.

### **Section III - Scope of Services**

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Examples of typical types of projects for which electrical services are anticipated to be provided under the resulting agreement(s) include, but are not limited to the following:

#### **A. Typical Types of Work anticipated includes;**

- Repair/replace/install primary (12,470v) distribution, switches, transformers, manholes, duct banks, conductors and medium voltage terminations serving campus buildings. Also includes related work to some overhead line segments still in place.

- Repair/replace/install secondary (480v/208v) distribution in campus buildings including main panels, sub-panels, conduit, conductors, grounding etc.
- Repair/replace/install campus site lighting including poles, bases, light fixtures, conduit, conductors, hand holes, grounding and lighting controls.
- Repair/replace/install campus building electrical systems to include building lighting fixtures, power circuits to outlets, conduit, conductors, fixtures and grounding.
- Repair/replace/install fire alarm systems and devices.
- Repair/replace/install electrical starters and controls devices.
- Some building project types may be larger in scope to include demolition of an existing electrical system or part of the system and replaced or upgraded with new systems.
- Smaller projects may involve a single room where an electrical outlet needs to be relocated or an additional outlet added.
- Larger more complex projects are typically designed by an electrical engineer. Smaller less complex projects may be design-build working with the electrical contractor.

*Successful respondents will be responsible for ensuring that all employees, including employees of any applicable subcontractor(s), engaged in performing the services described in this PQS hold appropriate certifications/licenses related to the services they perform.*

#### **Section IV Submittal Information and Instructions**

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Submittals must be made in the official name of the firm or individual under which business is conducted. All documents requiring signature, including the “PQS Certification Form” (see Attachment A) and “Certification Regarding E-Verify System” (see Attachment E), must be signed by a person duly authorized to legally bind the person, partnership, company or corporation responding to this solicitation.

**Submit one (1) original, three (3) hard copies, and one (1) electronic copy** of your response directly to the University of West Florida Office of Procurement and Contracts at the following address:

University of West Florida  
Office of Procurement and Contracts  
ATTN: Scott Nutial  
Building 20W, Room 159  
11000 University Parkway  
Pensacola, FL 32514

All required signed and completed copies of the response must be received by the University of West Florida Office of Procurement and Contracts by the due date and time as stated in the above Timetable. **Late or incomplete submittals will not be accepted.**

**CAUTION:** The “PQS Certification Form” (see Attachment A) and “Certification Regarding E-Verify System Form” (see Attachment E) must be signed and submitted as part of your response. **Failure to**

**do so will disqualify your response.** Additionally, all addenda (if applicable) shall be signed and submitted as part of your response.

**The original response is to be submitted in a three ring binder with the appropriate tab identification as requested in this solicitation. All copies must also be securely bound in three ring binders, with appropriate tab identification. The original and all copies including the electronic copy must be submitted in a sealed box. The outer carton of the sealed box shall include the firm name and address, solicitation number and name, and due date.**

Responses must be complete; partial or incomplete responses may not be considered. Responses should be clear, concise, and relevant, and shall not refer the University to electronic media such as websites, compact discs, or tapes in order to obtain the required information or submittals. Information submitted that is not requested by the University may be considered supplemental, and not subject to evaluation.

- **CAUTION: The executed Certification Form (Attachment “A”) must be signed and submitted as part of your response. Failure to do so will disqualify your response.**
- **See Attachment B, for “PQS Information and General Conditions” for additional information.**
- **See Attachment D, “Minimum Insurance Coverage and Requirements”.**

#### **Formatting Instructions**

Respondents shall format their responses utilizing the following tab system with requested information contained in each. The original and all copies must be submitted with the appropriate tab identification. Failure to comply may result in a negative review of your response and may place your response in jeopardy.

UWF is subject to Chapter 119, 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 Chapter 119, Florida Statutes exists. Submitted material which is marked as confidential will be treated as confidential by UWF to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Chapter 119, 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 response that meets the criteria of a trade secret in Tab G, “Confidential Information”.

#### **Tab A Essential Documents**

- Signed “PQS Certification Form” (see Attachment A).
- Signed “Certification regarding E-Verify System Form” (see Attachment E).
- Signed addenda (if applicable).
- A copy of the respondent’s current Professional License from the appropriate governing board. The respondent must be properly registered at the time of submittal to practice its profession in the State of Florida.
- If the respondent is a corporation, limited liability company, or limited partnership, provide a copy of the Florida Department of State Certificate of Status.

- Proof of ability to provide insurance coverage in the amounts specified in Attachment D, "Minimum Insurance Requirements". Such proof may take the form of a draft 'ACORD' certificate or a letter of intent from the respective carrier or agent.

**Tab B Description of Firm**

- Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; website; and a primary contact relative to this submittal.
- Provide the number of years the firm has been in business, form of ownership, and the state of residency or incorporation. If the firm has multiple offices, primarily include information about the office that will provide the services described herein.
- Provide the firm's organizational chart.
- Describe the history and growth of your firm as succinctly as possible, and detail the firm's core vision and values.
- Include any appropriate equipment list, such as in bucket trucks, man lifts, etc...

**Tab C Experience/References**

- Describe any project experience with a University or similar client.
- Provide a **minimum of three (3)** references, including project name and services provided for each reference.
- Describe your firm's approach to providing quality and responsive customer service. Specifically describe how your company will be responsive when performing the following services:
  - Provide estimates, change orders, and communicate effectively through the use of email, etc.
  - Work with the University Project Manager and staff to provide necessary paperwork for project completion
  - Provide close-out documents (e.g. final waivers of lien, warranty information, as-built sketches, text reports, O&M manuals, etc.)
  - Describe any past mediation, arbitration or litigation experience with owners, architects or
  - subcontractors. List any active or pending mediation, arbitration or litigation and explain. Has the Firm been involved in any litigation in the past five (5) years?

**Tab D Personnel**

- Include résumés for all key staff and discipline heads. Add roles/disciplines as needed.
- List by role the respondent's key staff and major discipline heads. For all individuals listed, note whether or not they are licensed with years of experience.
- Include all personnel that will be working on the University Property.

**Tab E Service Description**

- Describe respondent's ability to respond quickly, meet short timeframes, and manage multiple projects simultaneously.

**Tab F Safety Information**

- Confirm the existence of a comprehensive safety program and briefly describe how it has been effectively used.
- Provide your Experience Modification Rate (EMR)/accident rate for the past three years.
- List the contact persons, addresses, and phone numbers for the firm's insurance carrier and agent.

## Tab G Confidential Information

Any information provided in your response 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 Contracts

**See Attachment C, "Sample Contractor Agreement" to be executed with the successful Respondents. 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.**

## Tab I Supplements

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

### **Separate Sealed Envelope – Cost Proposal**

The template to be used to submit your pricing for this PQS is included in attachment F, "Cost Proposal". **DO NOT MAKE ANY CHANGES TO THE FORMATTING OF THE COST PROPOSAL. Failure to submit pricing as requested may disqualify your response.**

Respondents are to submit the completed Cost Proposal in one (1) separate, sealed envelope identified as "Cost Proposal" with your firm's name, the solicitation name and number. Do not include the Cost Proposal in the three-ring binders.

## Section V

### **EVALUATION, NEGOTIATION, AND CONTRACT AWARD**

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#### **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 this solicitation. A responsive submittal is one which has followed the requirements of the solicitation, includes all documentation (including, but not limited to, the essential documents requested in TAB A), is submitted in the format outlined in the solicitation, 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 the Evaluation Committee for review and further consideration. Responses will be independently evaluated by Evaluation Team Members on the basis of the written responses and additional written information as requested. The evaluation will utilize the following broad scoring categories:

#### **EVALUATION CRITERIA**

	<b>Weights</b>
1. Description of Firm including equipment list (Tab B)	15
2. Firm Experience (Tab C)	10



3.	Personnel (Tab D)	15
4.	Ability to Provide Responsive Service (Tab E)	25
5.	Safety – EMR Rating (Tab F)	15
7.	Pricing	20

Evaluation Team members will independently review the responses and assign a score to each criterion for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent by the Team.

The Procurement and Contracts representative will facilitate and record the scores and/or rank assigned by each evaluator and then an overall Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee.

A short-list of one to three respondents may be selected to participate in interviews with the Evaluation Team. Evaluation Team members will score the short-listed firms based on refined criteria during the firm's presentation. The University will award based on ranking. Total scores will be used to break a tie in the ranking

## **NEGOTIATIONS AND CONTRACT AWARD**

At the conclusion of the interviews, the University intends to negotiate with the top ranked firms to provide Electrical Contracting services.

If the University is unable to negotiate a satisfactory contract with the highest scoring or top ranked firm(s), it will terminate negotiations with that firm and may undertake negotiations with the next highest scored or ranked firm. This process will continue until the University is able to negotiate a satisfactory contract(s).

Failing to do so, the University may select additional firms, reinstate negotiations following the original order of priority, award without negotiation or may withdraw this solicitation and pursue other alternatives without attempting to negotiate with all responding firms as deemed in the best interest of the University.

The University reserves the right to reject any and all submittals or portions thereof. The University reserves the right to withdraw this solicitation or a portion of this solicitation without making an award. The award recommendation will be made on a Best Value basis.

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 offer's best and final offer.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the negotiation 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.

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. The University may reject offers that are determined to not be reasonably supportable. The University reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels, and budget constraints.

If the University determines that a company awarded a contract based on this solicitation 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 contractor list.