



REQUEST FOR PROPOSALS (RFP)

RFP #25-01

MEDICAL EQUIPMENT STORAGE AND HANDLING SERVICES

Polk State College

Procurement Services Department

999 Avenue H N.E.

Winter Haven, Florida 33881-4299

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SECTION ONE

SOLICITATION DESCRIPTION

Solicitation Number: RFP #25-01

Solicitation Title: Medical Equipment Storage and Handling Services

Issue Date: September 3, 2025

Polk State College, hereafter referred to as the “College” is seeking proposals from qualified firms to provide temporary storage and handling services for incoming medical equipment, including but not limited to ultrasound machines, exam tables, wheelchairs, simulators, medical supply carts, and related items. These services are needed to support the College’s ongoing construction of a new healthcare training facility in Davenport. Due to construction timelines, equipment deliveries will arrive in advance of the facility’s readiness. As such, the selected vendor will be responsible for:

- Receiving and inspecting deliveries of sensitive medical equipment,
- Tracking and maintaining an accurate inventory of all items received,
- Storing equipment securely in a clean, climate-controlled, and access-controlled environment,
- Coordinating and performing delivery of equipment to the new facility once construction is complete,
- And, assisting with installation logistics under the direction of the College and its contractors.

The anticipated duration of services is approximately two to three (2–3) months, beginning upon the first scheduled equipment delivery and concluding with the final installation in the new facility.

The College seeks a provider who can demonstrate proven experience in handling sensitive, high-value medical equipment, and who can ensure professional coordination throughout the storage and delivery process.

PROPOSAL INSTRUCTIONS

All questions must be submitted electronically via BidNet Direct at the following link:

<https://www.bidnetdirect.com/florida/polkstatecollege>

All questions and answers regarding this RFP during the proposal preparation period will be made available to all proposers as an addendum via BidNet Direct. If any revisions, clarifications, or supplemental instructions are needed, the College will issue a written addendum. All proposers must check BidNet Direct at the link provided above at least seven calendar days prior to the proposal due date to verify whether any addenda have been issued. Submitting firms must sign, date, and return the acknowledgment page of the latest/final addendum with their response. Previous addenda will be deemed received. Hardcopy, fax, or email bid responses will not be accepted.

POINT OF CONTACT

The point of contacts below are not to be called, emailed to, or contacted in any way during the RFP proposal preparation period, unless the contact is to report possible RFP documentation errors or technical difficulties with BidNet Direct.

Procurement Services Official Point of Contact

- **Name:** Martin Chicas - **Title:** Manager, Procurement Services - **Contact:** 863-298-6838 - purchasinggroup@polk.edu
- **Name:** Angie Armbruster - **Title:** Procurement Services Specialist - **Contact:** 863-669-2918 - purchasinggroup@polk.edu

**TENTATIVE PROCUREMENT SCHEDULE FOR RFP #25-01
MEDICAL EQUIPMENT STORAGE AND HANDLING SERVICES**

| DATE | ITEM, LOCATION, AND TIME |
|--------------------|---|
| September 3, 2025 | Request For Proposal (RFP) released/advertising date |
| September 12, 2025 | Deadline to submit questions to https://www.bidnetdirect.com/florida/polkstatecollege |
| September 15, 2025 | Answers to questions and final addendum posted on https://www.bidnetdirect.com/florida/polkstatecollege |
| September 22, 2025 | Due date for proposals to be uploaded on https://www.bidnetdirect.com/florida/polkstatecollege , and compliance review (list of proposals will be posted on BidNet) |
| October 1, 2025 | Evaluation Committee shortlisting meeting Location: Room WAD 236 – Time: 9:00 AM to 12:00 PM (The College reserves the right to conduct interviews or presentations if deemed necessary). |
| October 3, 2025 | Reference checks |
| October 8, 2025 | Intent to award |
| October 22, 2025 | College Board of Trustees approval (if required) |

The above tentative schedule is subject to change. Schedule changes, if required, will be posted as a communication on

<https://www.bidnetdirect.com/florida/polkstatecollege>

SECTION TWO

SCOPE OF WORK

1 General Overview

The selected vendor will be responsible for providing secure, clean, and climate-controlled storage for new medical equipment, along with inventory management, delivery coordination, and assistance with installation as needed. Services are expected to begin around March 2026, upon receipt of the first equipment delivery, and will continue for approximately two to three (2–3) months, or until all equipment has been delivered and installed at the College’s new facility, whichever comes first. **Please note that the existing equipment listed on the attachment is not included as part of this RFP and should not be factored into any proposals or pricing.**

2 Services Required

a. Receiving Deliveries

- Accept scheduled deliveries of medical equipment on behalf of the College.
- Inspect for visible damage and verify items against shipping documents.
- Notify the College within 24 hours of receipt, including any discrepancies or damage.

b. Inventory Management

- Maintain an up-to-date inventory list of all stored equipment, including:
 - Item descriptions
 - Serial numbers (if applicable)
 - Delivery dates
 - Condition at receipt
- Provide inventory updates to the College upon request or at regular intervals (e.g., biweekly).

c. Secure Storage

- Store equipment in a facility that meets the following minimum conditions:
 - Clean and dry
 - Climate-controlled (if required by equipment type)
 - Access-controlled with reasonable security measures
- Ensure stored equipment is protected from environmental damage, theft, or mishandling.

d. Coordination of Final Delivery

- Coordinate with the College to deliver equipment to the new facility when construction is complete.
- Provide adequate notice and scheduling flexibility to align with installation timelines.
- Transport equipment using appropriate handling techniques and vehicles.

e. Installation Support (as needed)

- Provide basic on-site assistance with the positioning or uncrating of equipment upon delivery.
- Work under the direction of the College’s designated staff or contractors.
- Specialized installation (e.g., calibration or technical setup) is not required under this contract.

3 Vendor Requirements

- a. Demonstrated experience in the storage and handling of large, sensitive, or high-value equipment.
- b. Sufficient facility space, equipment, and staffing to meet the College’s needs.
- c. Ability to meet service deadlines and communicate promptly with College representatives.

INSURANCE REQUIREMENTS

Only the firm awarded the contract will be required to provide a Certificate of Insurance at the time of contract execution. The vendor must maintain **property and cargo insurance** sufficient to cover the full replacement value of any stored equipment. Additional required insurance coverage includes:

Commercial General Liability Insurance:

- Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Fire Damage \$100,000 Any 1 Fire
- Medical Expense \$5,000-\$10,000 Any 1 Person

Workers' Compensation Insurance with limits equal to Florida statutory requirements:

- \$500,000 Each Accident
- \$500,000 Each Disease Employee
- \$500,000 Each Disease Maximum

Comprehensive Automobile Liability Insurance \$1,000,000

Umbrella/Excess Coverage \$1,000,000

Certificate of Insurance Requirements and Conditions:

- List the Polk State College District Board of Trustees as an Additional Insured
- Include a specific endorsement granting Polk State College the same rights to notification of cancellation or non-renewal as provided to the first named insured (this endorsement must be attached to the certificate)
- Extend coverage to all employees and subcontractors of the vendor
- Be completed in full, indicating the producer, insured, carrier's name, and AM Best rating
- Be signed by an authorized representative of the insurance provider
- All policies must be written by insurance companies authorized to do business in the State of Florida.
- Except for Workers' Compensation, policies must be issued by companies authorized by the Florida Department of Insurance and must maintain a minimum rating of "A -" and a Financial Size Category of "VI" or better, as determined by A.M. Best Company.
- Insurance company ratings may be verified by the College at www.ambest.com.
- Workers' Compensation policies may be issued by companies authorized as group self-insurers under F.S. 440.57.
- Certificates of Insurance must include a provision stating that cancellation, non-renewal, or reduction in coverage will not be effective until at least 30 days' written notice has been attempted to be provided to Polk State College.
- All insurance policies must be written on Occurrence basis. Claims-made policies are not acceptable unless they include an extended reporting period of at least five years.
- The contractor must not commence work under this Contract until all insurance required has been obtained and approved by Polk State College.

Misrepresentation

Misrepresentation of any material fact, whether intentional or unintentional, regarding the proposer's insurance coverage, policies, or capabilities will be grounds for rejection of the proposal and may result in the rescission of any resulting contract.

PROPOSAL FORMAT

Polk State College requires all proposals to be accurate, complete, and clearly organized. Proposals must include labeled sections and tabs, with all parts, pages, figures, and tables properly labeled and numbered. Proposers are responsible for including all required information and documentation. The College reserves the right to reject any proposal deemed non-responsive due to omissions or failure to follow each of the requirements below:

Tab 01 – Letter of Transmittal

This one-page letter should provide a brief and concise summary of the proposer's commitment to perform the required work in a professional and timely manner. It must also include the following certification statement **"All information submitted is certified to be true and accurate."** The letter must be signed by an individual who is legally authorized to make such commitments and enter into a contract on behalf of the proposer.

Tab 02 – Company Information

1. Include a brief introduction of the firm submitting the proposal, including its history, date incorporated, current personnel, dates personnel joined the firm, office locations, and office opening dates.
2. Complete the Proposer Information form (Appendix A) and submit it in this section.
3. Include the Acknowledgment of Addenda of the last/final addendum issued by the College, if applicable.
4. Submit a completed W-9 form (www.irs.gov/pub/irs-pdf/fw9.pdf).
5. Complete the Non-Collusion Affidavit of Prime Proposer form (Appendix B).
6. Complete the Drug Free Workplace form (Appendix C). Per Florida Statute 287.087, if two or more proposals are determined to be equal, a proposal received from a business that completes the attached form certifying that it is a Drug Free Workplace will be given preference in the award process.
7. Identify any subsidiary or affiliated companies in which the proposer's principals have a financial interest. Include a detailed explanation of the nature of the principals' interest in this company and the nature of the business.

Tab 03 - Minimum Qualifications/Corporate Information/Licenses

1. Complete the Minimum Qualifications form (Appendix D).
2. Provide copies of the following licenses and certifications:
 - a. If proposer is a corporation, provide a copy of the certificate of good standing from the Secretary of State.
 - b. Submit a valid local business license.
3. If the response is submitted under a joint venture or other multi-party arrangement, include a power of attorney designating one principal with full authority to negotiate and execute all contract documents and amendments resulting from this RFP.

Tab 04 – Work Plan and Pricing

1. Describe how the firm will receive shipments, verify contents against packing slips, inspect for visible damage, and document the condition of equipment upon arrival.
2. Outline how equipment will be logged, tracked, and managed while in storage, including inventory systems used, frequency of updates, and how records will be shared with the College.
3. Detail the facility's storage environment (e.g., climate control, cleanliness, protection from dust/moisture), as well as security measures such as surveillance, restricted access, and alarm systems.
4. Explain how the firm will coordinate and carry out the safe delivery of equipment to the College's new facility, including notice periods, equipment handling procedures, and transportation methods.
5. As a complete list of the equipment is not available, respondents are asked to provide pricing based on a per-unit basis (e.g., per pallet, per item, or per square foot) on a monthly rate. Pricing should reflect flexible, scalable storage solutions that can accommodate changes in volume over time.

Tab 05 – Workload and Scheduling

1. Anticipated Storage Capacity and Availability - Describe the firm's available warehouse space and ability to accommodate the expected volume of medical equipment during the project period.
2. Staffing and Resource Allocation - Explain how personnel and resources (e.g., equipment, vehicles) will be allocated to manage receiving, storage, and delivery tasks efficiently throughout the contract term.
3. Project Timeline and Key Milestones - Provide a proposed timeline that includes estimated dates for receiving, storage duration, and delivery to the new facility, along with any major coordination checkpoints.
4. Flexibility and Responsiveness - Indicate the firm's ability to respond to changes in delivery schedules, accommodate unscheduled shipments, or adjust delivery timelines based on construction progress.
5. Coordination with College Personnel - Describe how the firm will maintain communication with the College regarding scheduling, delivery coordination, and any necessary adjustments.

Tab 06 – Qualifications and Experience of Firm

1. Company Credentials - Provide a brief statement of qualifications that includes the firm's size and staffing. List any industry certifications and required licenses.
2. Relevant Experience - Describe the firm's experience providing warehouse, storage, and logistics services, particularly for medical equipment or other high-value or sensitive items. Include the number of years in business and examples of similar past projects.
3. Facility Capabilities - Summarize the features of the firm's storage facility, including climate control, security measures, and handling equipment (e.g., forklifts, pallets, loading docks) relevant to medical equipment.

Tab 07 – Qualification and Experience of the Staff

1. Organizational Chart - Provide an organizational chart relevant to this contract, showing key personnel and their roles. Include position, employee name, current title, number of years with firm, and photos if possible.
2. Key Personnel - Identify key staff who will manage or perform the services, including their roles, qualifications, and relevant experience handling warehousing, inventory, and logistics for similar items.
3. Communication - Describe how the organizational structure will ensure clear communication, effective information sharing, coordinated activities, and accountability.

Tab 8 - Resolution of Litigation

1. Provide a summary of any litigation, claim, or contract disputes which have been finalized or decided by a court of law, filed by or against the firm within the past five years. Include cases related to contractual services provided in the regular course of business, such as breach of contract, deficient services, economic loss, personal injury, death, negligence, etc. Exclude traffic accidents, liens, landlord/tenant lawsuits, premises liability claims (e.g., a slip-and-fall on your premises), or improper termination of employment. The summary must include the basis of the lawsuit, litigation, claim, or contract dispute; a brief description of the case; the outcome; and the monetary amounts involved.
2. Include any pending litigation, potential litigation, or known forthcoming disputes.
3. Indicate whether your firm has ever been assessed liquidated or delay damages, and list any sanctions imposed by regulatory or licensing agencies.
4. Complete the Dispute and Disclosure form (Appendix E).

Tab 9 - Location

1. Include a simple map showing your firm's location and the specific office that will have direct responsibility for this project, in relation to the project site and the College's Winter Haven Campus. Maps are available at www.mapquest.com or www.google.com/maps.
2. Identify the geographic location of your home/corporate office. Points will be awarded based on the location of the specific office that will have direct responsibility for this contract.

| LOCATION | POINTS |
|---|--------|
| Polk County | 5 |
| Bordering County (Hardee, Highlands, Hillsborough, Lake, Osceola, Orange, Pasco, or Sumter) | 4 |
| Florida, excluding the above locations | 3 |
| Outside of Florida - Continental United States, Hawaii, and Alaska only | 2 |

Tab 10 - References – Continental United States, Hawaii, and Alaska only

1. Provide no more than five references. Do not include as a reference Polk State College staff or District Board of Trustees (DBOT) members. Reference information must be submitted on the **References form** (Appendix F).

VOLUME OF WORK PREVIOUSLY AWARDED BY POLK STATE COLLEGE

CCNA states that Polk State College shall consider the volume of work previously awarded to each firm “effecting on equitable distribution of contracts among qualified firms. Provided such distribution does not violate the principle of selection of the most highly qualified firm.” Per CCNA, F.S. 287.055, (4)(b) the amount paid to each proposer in the past five years will be evaluated. Proposers are NOT required to submit any information for this section.

EVALUATION OF CRITERIA

The Evaluation Committee will evaluate proposals using the criteria outlined below to assess the qualifications and responsiveness of each proposing firm. A consensus scoring method will be used, with proposals ranked from highest to lowest based on a maximum possible score of 100 points. The College reserves the right to accept or reject any proposal in the best interest of the College. The College also reserves the right to award the contract to the next most qualified firm if the selected firm fails to begin services within 15 days of contract execution or if an acceptable fee cannot be negotiated

EVALUATION CRITERIA FOR ELECTRONIC PROPOSALS

| Criteria for Evaluating Proposals | Maximum Points |
|--|----------------|
| Work Plan and Pricing <ol style="list-style-type: none"> 1. Proposer clearly describes the receiving, inspection, logging, tracking, and managing of the equipment 2. Adequacy of the proposed storage environment 3. Management and coordination of the final delivery of equipment 4. Pricing structure clearly aligns with the scope of services and demonstrates cost-effectiveness | 20 |
| Qualifications and experience of the Firm <ol style="list-style-type: none"> 1. Company credentials 2. Firm’s experience providing warehouse, storage, and logistics services 3. Experience handling medical equipment | 20 |
| Qualifications and Experience of Personnel <ol style="list-style-type: none"> 1. Organizational chart for personnel assigned to this project. 2. Experience of key personnel handling warehousing, inventory, and logistics for similar items 3. Organizational structure to ensure communication | 20 |
| Workload and Scheduling <ol style="list-style-type: none"> 1. Anticipated storage capacity and availability for all equipment. 2. Adequate staff and resource allocation to coordinate with College staff 3. Suitable project timeline with key milestones | 15 |
| Resolution Litigation <ol style="list-style-type: none"> 1. Summary of litigation. 2. Pending litigation and potential disputes. 3. Liquidated damages and license sanctions | 15 |
| Location: Geographic location of the office that will have direct responsibility for this contract. | 5 |
| Volume of Work Previously Awarded: Dollar value of fees received from Polk State College over the past 5 years | 5 |

SELECTION PROCESS

Ranking the Proposals

The proposals received in response to this RFP will be evaluated and ranked by the Evaluation Committee, which will be comprised of not fewer than three voting members, in accordance with the process and evaluation criteria outlined in the attached rating sheet. Various non-competing professional consultants and representatives from Polk State College's Procurement Services Department may also be present during this process as non-voting members of the committee. A ranking will be established by totaling the scores given to each proposer by all voting members of the Evaluation Committee. Upon completion of the evaluation, the Committee will shortlist the proposers with the highest scores to give an oral presentation at a later date (if needed). The shortlisted proposers will be notified via email of the time and location of the interview/presentation. Specific questions or clarifications that the Evaluation Committee would like all of the proposers to address will be included in this notification. If the evaluation criteria for the oral presentations are revised, those changes will also be included in the email.

No information will be released by the College until the selection of the shortlisted firms has been made. All submitting firms will receive notification of the proposers selected. The ranking established for shortlisting will not carry forward to the next stage of the process. In accordance with the CCNA, the College reserves the right to conduct or not conduct interviews at its sole discretion.

Non-Responsive Proposals

Non-responsive proposals will be rejected by Procurement Services and will not be distributed to the Evaluation Committee for consideration. Additionally, the Evaluation Committee may determine that one or more of the proposals are so inadequate as to be deemed non-responsive.

A proposal may be considered non-responsive due to any of the following:

1. The proposer does not meet minimum requirements.
1. Failure to follow the required format.
2. Failure to sign the proposal.
3. Failure to acknowledge addenda (unless the changes are not material, e.g., an extension of the due date).
4. Failure to provide required information or documentation as requested in the Proposal Format section.

Identical or Tie Scores

In the event that two or more proposals receive identical scores during the evaluation process, the following criteria, in order of priority, will be used to break said tie:

1. Submission of completed Drug Free Workplace form (Appendix C).
2. Proposer's place of business is located within Polk County.
3. Proposer's place of business is located within the State of Florida.
4. Coin toss.

Reference Check

Procurement Services will perform a written reference check. A reference questionnaire will be emailed to each reference listed in the proposal, and a summary of the responses will be provided to the Evaluation Committee

Oral Presentation/Interview (if needed)

Scores from the initial evaluations will not carry forward to the oral presentation/interview. Oral presentations are tentatively scheduled for the date listed. Each proposer should plan for a 20-minute presentation followed by 20 minutes of Q&A in a sit down format. The Evaluation Committee requests the attendance of individuals who will be directly involved in the contract. If using a PowerPoint presentation, which the College prefers, a flash drive must be provided to the Procurement Services Manager. The College will provide a computer and a screen, though firms may bring their own equipment if desired. Oral Presentations are exempt from the Sunshine Law, F.S. 286.011, and therefore are not open to the public; however, they will be recorded and made available for review.

Posting and Recommendation

The recommendation for ranking will be posted for review by interested parties electronically via BidNet Direct at the following link: <https://www.bidnetdirect.com/florida/polkstatecollege>, for a period of at least three working days prior to submission for acceptance to the District Board of Trustees.

The Evaluation Committee will make a recommendation to the College President and, upon her approval, to the District Board of Trustees of Polk State College at a regularly scheduled public meeting.

Negotiation and Award

Polk State College anticipates awarding a contract to the highest-ranked proposer, as judged by the College to be the most advantageous. The RFP and ranking process do not constitute an offer, agreement, or a contract with the proposer.

Once the ranking is approved, negotiations will commence. The contract will become binding upon approval by the appropriate level of authority within the College and execution by all parties. The process will be conducted in accordance with F.S. 287.055, the Consultants' Competitive Negotiation Act (CCNA).

Protests

Failure to file a protest with Polk State College's Procurement Services Department within 72 hours of the posting of the recommendation for award will constitute a waiver of proceedings.

In accordance with the CCNA, Polk State College reserves the right, at its sole discretion, to conduct or not conduct interviews.

AFFIRMATION

By submitting a response, the proposer affirms that their proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.

SECTION THREE

DEFINITIONS

- **College:** Refers to Polk State College.
- **CCNA - Florida Statute 287.055:** Consultants' Competitive Negotiations Act. Florida Statute 287.055 which prescribes the process to be utilized when public entities procure services performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper.
- **Request for Proposals (RFP):** A formal solicitation issued by an organization to request proposals from qualified firms for the provision of specific goods or services, typically including the firm's qualifications, proposed approach, timeline, and pricing.
- **Evaluation Committee:** Independent group of College staff established to review the proposals received in response to an RFP, score them based on set criteria, and make award recommendation. The Procurement Services Manager serves as the non-voting chair of the evaluation committee.
- **Proposer:** Firm submitting a formal response to a Request for Proposal (RFP).
- **Proposal:** Formal response submitted by a proposer in reply to a Request for Proposal (RFP).

GENERAL CONDITIONS FOR SUBMISSION

Pre-Proposal Conference

If reflected in the Tentative Procurement Schedule, a non-mandatory pre-proposal conference will be open to all interested parties, at which time College staff will be present to answer questions and explain the intent of the RFP documents. At this meeting, any inaccuracies, discrepancies, unclear items, or issues will be addressed. Additionally, any suggested modifications may be presented in writing, or discussed with the College's representatives, as a possible addendum to the RFP.

RFP Commitment

Issuance of the RFP does not constitute a commitment by the College to award a contract.

Proposal Acceptance/Rejection

Polk State College reserves the right to reject all proposals, to waive any informalities and technicalities, or to cancel the solicitation in its entirety, if it is deemed to be in the best interest of the College.

Accuracy of Proposal Information

Any proposal included information, which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect will be disqualified from consideration and the proposer may be disqualified from applying for other College work for a period of up to three years.

Cost of Proposal

Polk State College accepts no responsibility for any expenses incurred by proposers offering their services in the preparation of a proposal in response to this or any subsequent RFP. All expenses will be borne by the offering proposer exclusively.

Proposal Withdrawal and Ownership

Proposals may be withdrawn by notifying the College via email prior to the proposal due date. Once received, proposals become the property of the College and will not be returned to the proposer.

Awards

Polk State College reserves the right to make awards at its discretion, prioritizing the best interest of the College. In some cases, an award may be based on the top-ranked proposer and the College being able to agree on final contract terms. If for any reason the top-ranked proposer and College cannot agree on final contract terms, the College may elect to re-open the solicitation, cancel the solicitation, or award it to the second highest ranked proposer, and so on.

CCNA

Polk State College reserves the right to proceed to interview without further discussion of proposals received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).

Additional Information

No additional information may be submitted, or follow-up performed, by any proposer after the stated due date outside of a formal presentation to the evaluation committee, unless specifically requested by the College.

Request for Clarifications

Polk State College reserves the right to request clarification of information submitted and to request additional information from one or more proposers.

Contact

Proposers to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Polk State College posting the notice of intended award (excluding Saturdays, Sundays, and state holidays), any employee or officer of the College concerning any aspect of this solicitation, except via email to the authorized College Procurement Services representative.

Submission Restrictions – 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 present proposals on a contract to provide any goods or services to a public entity, may not present proposals on a contract with a public entity for the construction or repair of a public building or public work, may not present proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, 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 Section 287.017, Florida Statutes - category two for a period of 36 months from the date of being placed on the convicted vendor list. By presenting a proposal, the proposer represents that all restrictions related to public entity crimes stated in Section 287.133(2)(a), Florida Statutes, do not apply to the proposer's firm, their subcontractors or suppliers.

Gifts

Polk State College's District Board of Trustees Rule 3.32 states the following, in part: College employees may not accept or solicit any gift [see Sections 112.312 (12)(a) and 112.312 (12)(b), Florida Statutes] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who is seeking official action by the employee or College or does business (or seeks to do business) with the College.

Conflict of Interest

All proposers must disclose the name of any officer, director, or agent who is also an employee of the College and/or the name of any College employee who owns, directly or indirectly, an interest of five percent or more in the proposer's firm.

Public Records

Polk State College operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible but must be disclosed by Polk State College upon receipt of a public records request. Upon award recommendation or thirty calendar days after opening, whichever occurs first, proposals become public records and will be subject to public disclosure consistent with Sections 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP; must identify the data or other materials to be protected; and must state the reasons why such exclusion from public disclosure is necessary. Proposals may be reviewed at the College's Procurement Services Department.

License and Permits

All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes seeking to do business with the College must be on file and in good standing with the State of Florida's Department of State. It will be the responsibility of the Contractor to obtain, at no additional cost to the College, any and all licenses and permits required to complete the contractual services. These licenses and permits must be readily available for review by the College's Manager of Procurement Services.

Background Screening Requirements

As a condition of the award, the successful proposer must, at its expense, ensure that all the proposer's employees and the employees of the proposer's subcontractors who will be permitted access on College grounds when students are present meet the background screening requirements of Section 1012.465, Florida Statutes, (Jessica Lunsford Act). The proposer's failure to comply with this requirement will constitute a material breach of the contract. Information regarding the compliance procedure is available by calling the College's Procurement Services Department at (863) 297-1083.

Substitution of Key Personnel

The successful proposer must obtain approval from the College prior to reassigning any key staff involved in the performance of this service as shown in the submission. The successful proposer will also obtain approval from the College prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. The College may, with prior written substantiation, require removal of any employee(s) of the successful proposer who the College reasonably deems incompetent, careless, insubordinate, unsuitable, unacceptable, or whose continued employment on the contract it deems contrary to public interest or not in the best interest of the College.

Subcontractors

The proposer is fully responsible for all work performed under the contract resulting from this RFP. The proposer may, upon receiving prior written consent from the College's Procurement Services Manager, enter into written subcontract(s) for performance of certain of the proposer's functions under the Contract. No subcontract which the proposer enters into with respect to performance of any of its functions under the contract will in any way relieve the proposer of any responsibility.

Governing Law and Venue

Any contract resulting from this RFP will be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into, and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida, and venue will lie in the Polk County Courts.

Human Trafficking Affidavit

Upon execution of the Contract, an authorized representative of the Contractor must execute an affidavit under penalty of perjury certifying that the Contractor does not use coercion or forced labor as defined in F.S. 787.06.

Force Majeure

Neither party will be liable for loss or damage suffered as a result of any interruption, delay or failure in performance under the contract resulting from this RFP, acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

Termination

If the awarded contract is terminated within the first year of the contract period, the College may elect to negotiate/award the contract to the next ranked proposer or to issue a new RFP, whichever is determined to be in the best interest of the College.

Americans with disabilities Act

The contractor must comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

Anti-Discrimination Clause

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 provided by the Secretary of Labor are incorporated herein.

Equal Employment Opportunity Statement

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, gender transition, marital status, genetic information, disability, or pregnancy in its programs, activities, or employment.

Unauthorized Employment of Alien Workers

The College does not intend to award publicly funded contracts to those entities or affiliates who knowingly employ unauthorized alien workers, constituting a violation of the employment provisions as determined pursuant to Section 274A of the Immigration and Nationality Act.

News Releases

News releases pertaining to this procurement or contract must not be made without prior written approval from Polk State College.

Firms Offering Services

Firms submitting a response to this RFP must be registered in the State of Florida with the Department of State, Division of Corporations, at the time of finalists selection by the Evaluation Committee.

Joint ventures, if selected, will be expected to sign a form of contract making each party jointly and severally liable for its own actions and those of its co-venturer under this contract, or alternatively, to provide a copy of an executed, formal joint venture agreement that binds each party to the other.

Affirmation

By submission of a proposal, the proposer affirms that their proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. The proposer agrees to abide by all conditions of this RFP and the resulting contract.

SECTION FOUR

EVALUATION SHEET, APPENDICES LIST, AND REQUIRED APPENDIX FORMS



| SELECTION CRITERIA RATING SHEET FOR REQUEST FOR PROPOSAL | |
|--|---|
| RFP NO. 25-01 | Project Description: Medical Equipment Storage and Handling Services |
| Project Location: Polk State College, 39816 Highway 27, Davenport FL, 33837 | |
| Name of the Firm: | |

INSTRUCTIONS: Rate the information in each of the following criteria below.

| Evaluation Criteria | Maximum Points | Awarded Points |
|---|----------------|----------------|
| Work Plan <ol style="list-style-type: none"> Proposer clearly describes equipment receiving and inspection processes proposer's approach to logging, tracking, and managing equipment in storage Adequacy of the proposed storage environment Management and coordination of the final delivery of equipment | 20 | |
| Qualifications and experience of the Firm <ol style="list-style-type: none"> Company credentials Firm's experience providing warehouse, storage, and logistics services Experience handling medical equipment | 20 | |
| Qualifications and Experience of Personnel <ol style="list-style-type: none"> Organizational chart for personnel assigned to this project Experience of personnel handling warehousing, inventory, and logistics for similar items Organizational structure to ensure communication | 20 | |
| Workload and Scheduling <ol style="list-style-type: none"> Anticipated storage capacity and availability for all equipment Adequate staff and resource allocation to coordinate with College staff Suitable project timeline with key milestones | 15 | |
| Resolution Litigation <ol style="list-style-type: none"> Summary of litigation Pending litigation and potential disputes Liquidated damages and license sanctions | 15 | |
| Location Geographic location of the office that will have direct responsibility for this project | 5 | |
| Volume of Work Previously Awarded Dollar value of fees received from Polk State in the past 5 years. College generated | 5 | |
| Total Score: | 100 | |

Scorer Printed Name:

Scorer Signature:

Date:



Complete all the required Appendices

| APPENDICES LIST | | |
|-----------------|----------|---|
| Appendix | Type | Description |
| A | Required | Proposer Information |
| B | Required | Non-Collusion Affidavit of Prime Proposer |
| C | Required | Drug Free Workplace |
| D | Required | Minimum Qualifications |
| E | Required | Dispute and Disclosure Form |
| F | Required | References |
| G | Optional | Woman-, Minority-, Veteran-Owned Business Statement |
| | | |



APPENDIX A

| PROPOSER INFORMATION | | |
|---|--|--------------------------|
| Proposer (Company) Name: | Formerly: | |
| Mailing Address: | Street Address: | |
| City, State, Zip: | City, State, Zip: | |
| Type of Entity: (<i>check one</i>) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture | | |
| Contact Person: | Title: | |
| Email Address: | Website Address: | |
| Telephone Number: | Toll-Free Phone Number: | |
| Fax Number: | Cell Phone Number: | |
| Federal Employer Identification Number (FEIN): | SSN (if Sole-Proprietorship or Partnership): <i>Only required if FEIN is not provided</i> | |
| Incorporated in the State of: | Year: | |
| General Contractor License #: | | |
| Available Bonding Capacity: \$ | Aggregate: \$ | Single Project Limit: \$ |
| Surety Company: | A.M. Best Rating: | |

APPENDIX B

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of _____ County of _____, being first duly sworn, deposes and says that:

He/she is _____ of _____, Proposer that has submitted the attached Bid;
He/she is fully informed respecting the preparation and contents of the attached Bid and of all
pertinent circumstances respecting such Bid.

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of Trustees of Polk State College.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Authorized Signature (Officer).

Date

Printed or Typed Name

Title



APPENDIX C

DRUG FREE WORKPLACE

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Company Name)

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 (2), notify the employees that, as a condition of working on the commodities or contractual services that are underbid, 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 of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any 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 and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.

Authorized Signature (Officer)

Date

Printed or Typed Name

Title



APPENDIX D

MEDICAL EQUIPMENT STORAGE AND HANDLING SERVICES

MINIMUM QUALIFICATIONS

1. The proposer must confirm that it meets the following minimum qualifications. Failure to meet any of the minimum qualifications may result in the proposal being deemed non-responsive.
2. Answer the following items:

| REQUIREMENT | YES | NO |
|--|-----|----|
| a. At least 3 years of experience providing storage and logistics services | | |
| b. Experience handling medical or other sensitive, high-value equipment | | |
| c. Access to secure, clean, and climate-controlled warehouse facility | | |
| d. Ability to track and manage inventory accurately | | |
| e. General liability and property insurance coverage as specified in RFP | | |

Provide sufficient information (attachments) to clearly show that you meet or exceed the Minimum Qualifications.

Authorized Signature (Officer)

Date

Printed or Typed Name

Title



APPENDIX E

DISPUTE AND DISCLOSURE

Answer the following questions by checking the box after "YES" or "NO". If you answer "YES", please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

YES ☐ NO ☐

Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five years?

YES ☐ NO ☐

Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years?

If yes, indicate company name, contact name, and telephone number, length of service provided, and reason for early cancellation/termination of contract.

YES ☐ NO ☐

Has your firm filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five years that is related to the services your firm provides in the regular course of business?

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement:

Authorized Signature (Officer)

Date

Printed or Typed Name

Title

APPENDIX F

| REFERENCES | | | |
|---------------------------------------|----------------|---------------------|--|
| Proposer (Company) Name: _____ | | | |
| Client Name / Address | Contact Person | Telephone and Email | |
| | Name: | Phone: | |
| | | Toll Free: | |
| | | Email: | |
| | Name: | Phone: | |
| | | Toll Free: | |
| | | Email: | |
| | Name: | Phone: | |
| | | Toll Free: | |
| | | Email: | |
| | Name: | Phone: | |
| | | Toll Free: | |
| | | Email: | |

APPENDIX G

WOMAN-, MINORITY-, VETERAN-OWNED BUSINESS STATEMENT

Type of Business: *(Check as applicable)*

- ☐ Black-American Business Enterprise includes primary business ownership by persons having origins in any of the Black racial groups of Africa.
- ☐ Hispanic American Business Enterprise includes primary business ownership by persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ Native American Business Enterprise includes primary business ownership by American Indians, Eskimos, Alaskan Indians, Aleuts, and Native Hawaiians.
- ☐ Asian-Pacific American Business Enterprise includes primary business ownership by 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.
- ☐ Asian-Indian American Business Enterprise includes primary business ownership by persons whose origins are from India, the Indian Sub-Continent, and Pakistan.
- ☐ Woman-Owned Business Enterprise
- ☐ Veteran-Owned Business Enterprise includes primary business ownership by persons who are currently serving or who has been honorably discharged in the United States Armed Forces.

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least 51 percent owned by minority or women group members, or in the case of a publicly owned business, at least 51 percent 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.

Company Name:

Certified by *(name of Public Entity, if applicable)*:

Certificate Number *(attach copy, if applicable)*:

Polk State College reports M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis.