



HILLSBOROUGH COUNTY AVIATION AUTHORITY

REQUEST FOR QUALIFICATIONS

FOR

SMALL PROJECT CONTRACTORS

SOLICITATION NUMBER: 12-534-011

ISSUE DATE: December 28, 2011

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1.0 Background

The Hillsborough County Aviation Authority (“Authority”), a public body corporate, is soliciting responses from Contractors interested in pre-qualifying for work on various small projects over a two-year period in the following trade categories: electrical, painting, plumbing, roofing, fire sprinkling, telecommunications, air conditioning (minimum of Class B license) and General Contractor. Contractors who qualify in each category will be eligible to provide quotes on various small projects over a two-year period and would be expected to perform the work with not less than 75% of their own forces with the exception of the General Contractor category.

The intent of the General Contractor category will be for turn-key, renovation-type projects involving coordination of multiple trades. The General Contractor may utilize their own forces and subcontractors and may subcontract to any of the other qualified trade categories. General Contractors may not participate in this program for qualification in singular trade-specific categories.

2.0 Authority’s Rights

- 2.01 The Authority reserves the right to investigate and to determine the qualifications of the Contractor before and after responses are received. Some criteria which the Authority may use to determine if a Contractor is non-responsive or non-responsible include the following:
- A. Failure to comply with any pre-qualification requirements of the Authority, including failure to supply such accurate information as the Authority may require in evaluating the qualifications of the responsive Contractors.
 - B. Failure of the Contractor or any affiliated or related entity to pay or satisfactorily settle all bills for labor and materials on any former contract.
 - C. The outstanding obligations of the Contractor, whether previously assumed or to be assumed in the future.
 - D. Unsatisfactory, defective, or non-conforming work on any previous contract.
 - E. Any present unsatisfactory relationship between the Authority and the Contractor including the existence of any unresolved disputes arising out of past contracts.

2.02 Each Contractor must certify that it holds all licenses and certifications required to perform the work in the specific category in which the Contractor wishes to be qualified. A copy of current Florida Contractors license in each trade category must be included in the response to this RFQ.

3.0 RFQ Schedule

Scheduled Item	Scheduled Date
RFQ posted on Authority website (www.TampaAirport.com)	Wednesday, December 28, 2011
Mandatory pre-qualification meeting	Thursday January 19, 2012, 10:00 a.m.
Question/clarification deadline	Thursday, January 26, 2012, 2:00 p.m.
Final Addenda post on Authority website	Tuesday, January 31, 2012
Response deadline	Tuesday, February 14, 2012, 2:00 p.m.
Contractors notified as to the results of the selection process	Friday, February 24, 2012
Selection and Award by Authority Board of Directors	Thursday, April 5, 2012

All listed times are U. S. Eastern Time (EST, EDT).

4.0 Minimum Qualifications

- 4.01 The Contractor will have been in continuous business for at least three years prior to the RFQ posting date.
- 4.02 The Contractor will have completed a minimum of at least \$1,000,000 worth of work in the respective category during the three years immediately preceding the RFQ posting date, except for the painting trade category which requires the Contractor to have completed a minimum of at least \$500,000 worth of work in the respective category during the three years immediately preceding the RFQ posting date.
- 4.03 The Contractor will have a minimum of five full time employees of which not more than one may be in a management position, except for the painting trade category requires the Contractor to have a minimum of three full time employees of which not more than one may be in a management position.

- 4.04 The Contractor must have completed five projects, in the specific category in which the Contractor wishes to be qualified, at least three years prior to the RFQ posting date.

5.0 General Terms and Conditions

5.01 Supplier Registration

Contractors are required to register with the Authority as a supplier prior to submitting a response. The on-line Supplier Registration application is located on the Authority's website at www.tampaairport.com > Quick Links-Airport Business > Supplier Registration. For general questions on the application process, contact the Supplier Registration Helpline at 813-870-8796.

5.02 Public Entity Crimes

In accordance with Florida State Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not transact business with any public entity in excess of the threshold amount provided in 287.017(2), Florida Statutes for a period of 36 months from the date of being placed on the convicted vendor list.

5.03 Compliance

Contractor must comply with all Authority, local, State and federal directives, orders, policies and laws as applicable to this RFQ and any subsequent Agreement.

5.04 Cone of Silence

To ensure a proper and fair evaluation, the Authority has established a cone of silence applicable to all competitive procurement processes, including this RFQ. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences prior to award of a contract by the Authority Board of Directors. The cone of silence will be imposed on this RFQ beginning with advertisement for the same and ending with the Board's selection.

A. The cone of silence prohibits any communications regarding this RFQ between:

- (1) A potential Contractor (which includes vendors, service providers, bidders, proposers, lobbyists and consultants) and/or their representative(s) and Authority staff, except for communications with the Authority's procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters of the RFQ.

- (2) A potential Contractor and/or their representative(s) and a Board member.
 - (3) A potential Contractor and/or their representative(s) and any member of the technical evaluation committee.
 - (4) A Board member and any member of the technical evaluation committee.
- B. Unless specifically provided otherwise above, the cone of silence does not apply to:
- (1) Communications with the Authority's Legal Affairs Department.
 - (2) Oral communications at the pre-qualification meeting.
 - (3) Oral communications during publicly noticed technical evaluation committee meetings including those specifically for presentations, demonstrations or interviews.
 - (4) Oral communications during any duly noticed Board meeting.
 - (5) Communications relating to protests made in accordance with the Authority's Procurement Protest Policy.
 - (6) Communications with the Authority's DBE Program Manager.
- C. Any person who knows of a violation of the cone of silence should immediately report such violation to the Authority's Legal Affairs Department. Any violation of the cone of silence may render voidable the response as well as any agreement awarded.
- D. Any communications regarding matters of process or procedure from a potential Contractor or lobbyist must be submitted to Tim Shoby, Purchasing and Materials Manager, by one of the following methods:
- (1) Mail: Tampa International Airport, Procurement Department, Administrative Offices Bldg., 2nd Floor, PO Box 22287, Tampa, FL 33622
 - (2) E-mail: TShoby@TampaAirport.com
 - (3) Phone: 813-870-8730
 - (4) Fax: 813-870-8787

5.05 Non-Exclusivity of Agreement

The Contractor understands and agrees that any resulting contractual relationship is non-exclusive and the Authority reserves the right to contract with more than one Contractor or seek similar or identical services elsewhere if deemed in the best interest of the Authority.

5.06 Collusion

More than one response from the same Contractor under the same or different names will not be considered. Joint responses will not be accepted. Reasonable grounds for believing that a Contractor is submitting more than one response will cause the rejection of all responses in which the Contractor is involved. Those responses will be rejected if there is reason for believing that collusion exists among Contractors, and no participant in such collusion will be considered in any future solicitations for the provision of goods or services for a period of six months following the response deadline for this RFQ.

5.07 Public Disclosure

All responses and other materials or documents submitted by a Contractor in response to this RFQ will become the property of the Authority. The Authority is subject to the open records requirements of Florida State Statute Chapter 119, and as such, all materials submitted by the Contractor to the Authority are subject to public disclosure. The Contractor specifically waives any claims against the Authority related to the disclosure of any materials if made under a public records request. A Contractor has the right to redact any information not applicable to the Authority's selection decision.

5.08 Procurement Protest Policy

Failure to follow the procurement protest policy set out in the Authority's policies constitutes a waiver of the Contractor's protest and resulting claims. A copy of the procurement protest policy may be obtained on the Authority's website at <http://tampaairport.com> > Quick Links-Airport Business > Notice of Solicitations.

5.09 Woman and Minority Owned Business Enterprise (W/MBE) Participation

It is the policy of the Authority that woman and minority owned business enterprises as defined herein will have full and fair opportunities to compete for and participate in the performance of non-federally funded contracts or in the purchase of goods and services procured by the Authority. Business concerns certified as disadvantaged business enterprises under the Florida Unified Certification Program and woman and minority owned business enterprises certified with Hillsborough County, the City of Tampa, or the State Office of Supplier Diversity ("DBEs, WBEs, MBEs") (collectively, "W/MBEs") will be eligible to participate on Authority funded contracts as a W/MBE.

No specific goal for W/MBE participation has been established for this RFQ and resulting Contract. However, Contractor agrees to make a good faith effort throughout the term of the Contract to incorporate W/MBE

participation by utilizing firms in the area of goods and services, which includes material suppliers. W/MBE enterprises are business concerns certified as a woman or minority-owned business by Hillsborough County, City of Tampa, State of Florida, Department of Management Services and Office of Supplier Diversity or certified as a DBE under the Florida Unified Certification Program (UCP). W/MBEs must be listed in the directories of the respective certifying agencies. Links to each certifying agency's W/MBE directory are posted on the Authority's website at www.TampaAirport.com, Airport Business, Disadvantaged Business Enterprise (DBE). The Authority encourages all Contractors, including those owned and controlled by one or more socially and economically disadvantaged individuals that can provide the desired product or service, to submit responses.

Contractors whose business is owned and controlled by one of more socially and economically disadvantaged individuals and not currently certified as a DBE or W/MBE firm, may contact the Authority's DBE Program Manager at (813) 870-8738 for more information on how to become certified.

- 5.10 A mandatory pre-qualification meeting will be held in the Authority's Lobby B, Administrative Offices, as specified in Section 3.0, RFQ Schedule. Questions relating to this RFQ will be addressed at that time. Responses submitted by Contractors not in attendance at this scheduled mandatory pre-qualification meeting will not be accepted. Questions regarding the RFQ may be submitted no later than the deadline as specified in Section 3.0, RFQ Schedule to Tim Shoby, Purchasing and Materials Manager at tshoby@tampaairport.com. Any changes or exceptions to instructions outlined herein will be posted on the Authority's website, www.tampaairport.com, notice of solicitations, as an addendum by close of business on January 31, 2012.

6.0 Response Requirements

6.01 General Instructions

Contractors are advised to carefully follow the instructions in order to be considered fully responsive to this RFQ. Any response received after the response deadline as specified in Section 3.0, RFQ Schedule, will be not be evaluated and will be returned to the Contractor unopened.

Contractors must carefully review all information in this RFQ as well as respond to all items contained in all attachments.

6.02 Number of Responses

- 1 Hard Copy Original (clearly marked “ORIGINAL”); and
- 5 Duplicate Hard Copies (clearly marked “COPY”); and

6.03 Delivery of Responses

The Authority’s office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m., EST, excluding major holidays.

The delivery of the response to the Authority prior to the response deadline is solely and strictly the responsibility of the Contractor. Responses must be delivered to the physical location listed below prior to the response deadline, as specified in Section 3.0, RFQ Schedule. This location is not serviced by the U.S. Postal Service via regular mail. The Authority will in no way be responsible for delays caused by delivery services or for delays caused by any other occurrence. If you have any questions concerning the delivery of your response, contact Tim Shoby, Purchasing and Materials Manager via e-mail at tshoby@TampaAirport.com or phone at 813-870-8730.

All responses must be sealed and labeled on the outside of the package as follows:

SEALED RFQ RESPONSE: SMALL PROJECT CONTRACTORS RFQ No. 12-534-011

Responses must be delivered via courier or hand delivery as follows:

Hillsborough County Aviation Authority
Tampa International Airport
4100 George J. Bean Pkwy, Suite 3311
Main Terminal, 3rd floor, blue side
Tampa, Florida 33607
Attn: Tim Shoby, Purchasing and Materials Manager

Responses will be given a time and date receipt by Authority staff.

6.04 RFQ Process

This RFQ will in no manner be construed as a commitment on the part of the Authority to award an Agreement. The Authority reserves the right to reject any or all responses; to waive minor irregularities in this RFQ process or in the responses thereto; to re-advertise this RFQ; to postpone or cancel this RFQ process; to negotiate, select or procure parts of services; to change or modify the RFQ schedule at any time.

6.05 Cost of Preparation

All costs associated with preparing and delivering a response to this RFQ will be borne entirely by the Contractor. The Authority will not compensate the Contractor for any expenses incurred by the Contractor as a result of this RFQ process.

6.06 RFQ Compliance

It is the responsibility of each Contractor to examine carefully this RFQ and to judge for itself all of the circumstances and conditions which may affect its response. Any data furnished by the Authority is for informational purposes only and is not warranted. The Contractor's use of any such information will be at the Contractor's own risk. Failure on the part of any Contractor to examine, inspect, and be completely knowledgeable of the terms and conditions of this RFQ and all its attachments, appendices, exhibits and addenda, the operational conditions, or any other relevant documents or information, will not relieve the Contractor from fully complying with this RFQ. Responses submitted early by Contractors may be withdrawn or modified prior to the response deadline. Such requests must be in writing to tshoby@TampaAirport.com. Modifications received after the response deadline will not be considered.

6.07 RFQ Inquiries and Addenda

A. Each Contractor must examine this RFQ, which incorporates all its addenda, appendices, exhibits and attachments, to determine if the requirements are clearly stated. All questions concerning the RFQ documents, such as discrepancies, omissions and exceptions to any term or condition, must be submitted in writing to: tshoby@TampaAirport.com. If the Contractor requests modifications to the RFQ documents, the Contractor must provide detailed justification for each modification requested. The Authority will determine what changes will be acceptable to the Authority and changes approved by the Authority will be issued in a written addendum as outlined below. No oral interpretation or clarification of the RFQ documents will be made to any Contractor. It is the responsibility of the Contractor to verify the Authority received its question or modification request concerning this RFQ. To be given consideration, questions and modification requests must be received prior to the question/clarification deadline as stated in Section 3.0, RFQ Schedule.

B. All interpretations of and modifications to this RFQ, including all its addenda, appendices, exhibits and attachments, and any supplemental instructions, will be in the form of a written addendum in order that all Contractors will be given the opportunity of responding to the

same specifications. Any issued addenda will be posted on the Authority's website by the close of business on the date specified in Section 3.0, RFQ Schedule. Each Contractor will be responsible for monitoring the Authority's website at <http://tampaairport.com> > Quick Links-Airport Business > Notice of Solicitations for new or changing information relative to this RFQ and for including all issued addenda in its response submission.

6.08 Prospective Contractors will carefully review and address all of the pre-qualification criteria outlined in this RFQ and all Attachments.

6.09 Required Attachments to Contractors RFQ Response

A. Small Project Contractors Checklist

B. Attachment 1: Small Project Contractors Qualifications Form

C. Attachment 2: Contractor's Equal Opportunity Report Statement

D. Attachment 3: Certificate of Non-Segregated Facilities

E. Copy of current Florida Contractors license in the qualifying category under which the Contractor operates.

F. Copy of Florida business license (certificate of authority).

G. Attachment 6: Woman and Minority Owned Business Enterprise Assurance and Participation Letter of Intent, if applicable.

H. Copy of Supplier Registration

6.10 Supplemental Information

The Authority reserves the right to request any supplementary information it deems necessary to evaluate the prospective Contractor's experience and qualifications, or to clarify or substantiate any information contained in the Contractor's response.

7.0 Small Project Contractors Checklist

****Please complete and attach the below checklist with submittal.****

YES	NO	ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	Copy of current Florida Contractors license in the qualifying category under which the company operates.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of qualified Florida business license (certificate of authority).
<input type="checkbox"/>	<input type="checkbox"/>	Completed all sections of qualification form.
<input type="checkbox"/>	<input type="checkbox"/>	Contractor can meet all insurance requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Supplied documentation on five projects per Attachment No. 1 "Small Projects Contractor Qualifications Form".
<input type="checkbox"/>	<input type="checkbox"/>	Contractor has been in continuous business for the last three years.
<input type="checkbox"/>	<input type="checkbox"/>	Minimum of \$1,000,000.00 of work over the past three years in the following categories: electrical, plumbing, roofing, fire sprinkling, telecommunications, air conditioning and General Contractor. Minimum of \$500,000.00 of work over the past three years in the following category: painting.
<input type="checkbox"/>	<input type="checkbox"/>	Minimum of five full-time employees, counting not more than one in management for the following categories: electrical, plumbing, roofing, fire sprinkling, telecommunications, air conditioning and General Contractor. Minimum of three full-time employees, counting not more than one in management for the following category: painting.
<input type="checkbox"/>	<input type="checkbox"/>	Woman and Minority Owned Business Enterprise Assurance and Participation Letter of Intent, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Supplier Registration.