



REQUEST FOR PROPOSALS
For
CAMP BLANDING OSF (CANOPY PAINTING & REPAIRS)

RFP-SF-01-0-2016/TB

Publication Date: March 04, 2016

Due Date: April 26, 2016

Space Florida (“SF”) is dedicated to fostering the growth and development of a sustainable and world-leading aerospace industry in the State of Florida. SF promotes aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs. SF is an independent special district and a subdivision of the State of Florida and is governed by Part II of Chapter 331 of the Florida Statutes.

STATEMENT OF WORK

SF is seeking to contract with a vendor for competitive written proposals from qualified vendors to recondition the interior surfaces of the Covered Access Roadway and the transition area to the Segment Storage Facility at SF Camp Blanding location: 5629 State Road 16 W. Building 6038, Starke, FL 32091-9703. Refer to Attachment B for complete description and specifications of work to be accomplished.

Procurement Manager: All vendor communications concerning this solicitation should be directed **in writing** to the Procurement Manager listed below.

Name: Art Robbins
Address: Space Florida
505 Odyssey Way, Suite 300
Exploration Park, FL 32953
Telephone: 321-730-5301, Extension 210
E-Mail: arobbinst@spaceflorida.gov

Prospective vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFP with any SF employee or SF board or committee member, other than the Procurement Manager. Any such communication initiated by a prospective vendor may be grounds for disqualifying the prospective vendor from consideration for award of this RFP.



INSTRUCTIONS TO VENDORS

Deadline and Delivery of the Proposal: All proposals must be received by the Procurement Manager no later than 12:00 Noon (EST) on Tuesday, April 26, 2016. Unless otherwise specified herein, proposals must be sealed in one package and clearly labeled “REQUEST FOR PROPOSALS FOR RFP-SF-01-0-2016/TB Camp Blanding OSF (Canopy Painting & Repairs)” on the outside of the package. Late proposals will not be accepted by the Procurement Manager. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.

Local Laws and Requirements: The vendor should become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to contracting with SF, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.

Withdrawal of Proposals: A vendor may request a proposal be withdrawn from consideration prior to the date and time the proposals are due. Proposals that have been submitted to SF become a public record, subject to public record retention requirements.

Preliminary Schedule: These dates are estimates only and are subject to change by SF.



Event		
Legal Notice sent to Florida Today (2 days prior to posting to SF Website)	3/1/2016	11:00 A.M.
RFP Posted on SF's Website and DemandStar	3/04/2016	12:00 Noon
Mandatory Site Visit Registration Deadline: All Participants must RSVP so that they can receive directions and permission to enter the secured gate. Send requests to: tbeerman@spaceflorida.gov	3/18/2016	12:00 Noon
Mandatory Site Visit	3/22/2016	11:00 AM
Question Submission Deadline*	3/24/2016	12:00 Noon
Question Responses Posted	4/05/2016	12:00 Noon
Proposals Due	4/26/2016	12:00 Noon
Proposals Evaluated – Procurement Manager (PC) (Stage 1)	4/26/2016 – 4/27/2016	N/A
Proposals Evaluated – Evaluation Committee (Stage 2)	4/28/2016 – 5/11/2016	N/A
Notice of Intent to Negotiate (3 day dispute period verbiage is required)	5/12/2016	N/A
Notice of Intent to Award (3 day dispute period until contract initiation may commence)	TBD	TBD
Award Announcement	TBD	TBD

*All questions must be submitted by e-mail to the Procurement Manager. All answers will be posted to the SF and DemandStar websites.

Site Visit: All interested vendors must attend the vendor site visit which will be held at: SF Camp Blanding OSF, 5629 State Road 16 W., Building 6038, Starke, Florida, 32091-9703, on Tuesday, March 22, 2016 at 11:00AM. All attendees must contact Ted Beerman at tbeerman@spaceflorida.gov no later than noon on 3-18-16 so that a list can be provided to the security gate personnel at Camp Blanding. If a vendor shows up at the gate without being on this list, they will not be able to access the site or the meeting.

Submittal Instructions: The proposal must be submitted on 8-1/2" X 11" paper, Times New Roman, 12-point font. Vendors must submit four (4) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format.

The proposal is limited to 10 one-sided pages.



Vendor's proposal shall specifically identify and address and include, in the same order presented below, each of the following Sections A-G, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as "not applicable" or "there is no information that we wish to present". Failure to follow these instructions may result in a proposal being deemed non-responsive.

A. Title Page: Identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact's title and e-mail address for receipt of notifications and date of submittal.

B. Table of Contents: Provide identification of the material by section and by page number.

C. Letter of Transmittal: The letter must be signed by a representative authorized to contractually bind the vendor, and include the title or authority of the representative. The letter shall not exceed two pages and it shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:

1. Type of business (sole proprietorship, partnership, corporation, etc.)
2. State of incorporation.
3. Headquarters location and whether offices are located in the state of Florida, and if so, where.
4. The names and contact information of the persons who will be authorized to make representations for the vendor.

D. Profile and Qualifications: Experience and qualifications of the firm and staff:

1. Give a brief history of the organizational structure of the firm, including the organization's inception. Indicate number of employees, and identify if the firm has a minority, women, and/or service disabled veteran business status with the state of Florida.
2. Provide proof of legal entity and authorization to do business within the State of Florida.
3. Provide biographies of proposed project lead and other key members of the staff that will be assigned to this effort. The biographies shall include their position, years of experience, and similar success to SF's requirements.
4. Provide information on current or past performance in similar activities. Include three specific references with appropriate contact information, period of performance for specific engagement, and the value of services performed.
5. Indicate financial wherewithal and stability of firm.



6. Indicate any potential conflicts of interest with SF or at the vendors firm, office, or engagement team level.
7. Describe the firm's single distinctive competency compared to other firms and include the three top factors which the vendor believes are key for a successful relationship.
8. Outline the proposed teaming arrangement, listing all team members and outlining how the team will be structured. State if the work will be performed using solely in-house resources.

E. Approach to RFP: The vendor shall clearly describe the proposed approach to providing the Statement of Work described above. The vendor should include a description of the method of preparing to work, how the surface will be cleaned and prepared, methods of material application, and the materials to be used.

F. Pricing of Services: The vendor shall provide a fixed price fee for all services and expenses including any out of pocket and travel expenses associated with the services to be performed as outlined in the Statement of Work.

G. Additional Data: Since data not specifically requested should not be included in the foregoing proposal sections, provide any additional information considered to be helpful in the selection process in this section. Published manufacturers' cut sheet and materials data may be included in this section and would NOT count toward the 10 page proposal limit.

Rating Proposals and Award: Proposals will be evaluated in a two-stage process:

- **Stage One:** Proposals shall be reviewed based on the submittal instructions identified herein. All vendors who qualify based on the required submittal instructions shall proceed to the next stage.
- **Stage Two:** Proposals shall be ranked in accordance with SF's RFP Evaluation Criteria which shall be determined by at least three SF employees acting and scoring in an individual manner. Proposals received will be evaluated and ranked in accordance with the RFP evaluation criteria. A ranking will be established by totaling the sum of the scores. The RFP Evaluation Criteria Score Sheet for Stage Two is attached hereto as **Attachment A**.
- **Optional:** SF may interview the vendors or request that the vendors make presentations.

Right to Reject Proposals: SF reserves the right to make an award it determines to be in its best interests or to reject any and all proposals. Further, SF, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any vendor submitting a proposal. Failure to provide requested information may result in the rejection of the proposal.

Notice of Intent to Award: The Notice of Intent to Award will be posted on the SF and DemandStar websites.



Disputes: Failure to file a protest within the time prescribed in subsection 120.57(3) of the Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120 of the Florida Statutes.

Property of SF: All information submitted by vendor will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All proposals and accompanying documentation will become the property of SF and will not be returned.

Trade Secrets and Information Confidential and Exempt from the Public Records Act: Trade secrets and information confidential and exempt from Subsection 119.07(1) of the Florida Statutes and Subsection 24(a) of Article I of the Florida Constitution, is not solicited nor desired, as information to be submitted with proposals. The Florida Statutes and the State Constitution govern whether information in a proposal is confidential or exempt from the Public Records Act. If information is submitted in the proposal which the vendor deems to be a trade secret or confidential and exempt from the Public Records Act, the information shall be submitted with the proposal in a **separate, clearly marked envelope referencing the specific statutory citation for such exemption.** Submitted proposals which are marked “confidential” (or other similar language) in its entirety or those in which a significant portion of the submitted proposal is marked “confidential” may be deemed non-responsive by SF. SF is not obligated to agree with the vendor’s claim of an exemption and, by submitting a reply or other submission, the vendor agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The vendor agrees that it shall protect, defend, and indemnify, including attorney’s fees and costs, SF for any and all claims and litigation (including litigation initiated by SF) arising from or relating to vendor’s claim that the separately marked portions of its reply are not subject to disclosure. If the vendor fails to separately mark portions of its proposal, or mark its proposal “confidential” (or other similar language) in its entirety, SF is authorized to produce the entire document, data or record submitted by the vendor in responding to a public records request.

Compliance with Laws: Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFP and the conduct of vendor’s business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the vendor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran’s status. The selected vendor understands and will comply with subsection 20.055(5) of the Florida Statutes.

Convicted Vendors: Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.



Discriminatory Vendors: Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the discriminatory vendor list.

Vendor's Representation and Authorization: In submitting a proposal, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).

1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. The prices and amounts in the proposal have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the proposals.
6. Neither the vendor nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
 - a. Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - b. Has within the preceding three years of this certification had one or more Federal, State, or local government contracts terminated for cause or default.

Vendor's Cost to Develop Proposal: Costs for developing proposals responsive to this RFP are entirely the obligations of the vendor and shall not be chargeable in any manner to SF.



Attachment A

RFP Evaluation Criteria Score Sheet for Stage Two



Evaluation Criteria Score Sheet: Vendors will be evaluated on the following criteria:

Item #	Selection Criteria	Score Range
1.	Profile and Qualifications- Vendors and Subcontractor (if any) qualifications, financial soundness and relevant experience.	25
2.	Background/Key Personnel- Vendor's experience, qualifications of key personnel and references.	25
3.	Proposed Approach- Vendor's proposed approach to providing the services as described in the Scope of Services.	35
4.	Schedule/Timeline- Does the vendor's proposed schedule and timeline meet the goals of Space Florida?	10
5.	Other Relevant Factors/Additional data - As set forth in subsection 287.055(4) of the <i>Florida Statutes</i> . Additional information relevant and pertinent to the proposal.	5
	Total	100 Possible



Attachment B

Statement of Work



Statement of Work

Camp Blanding Covered Access Roadway (CAR) Painting

PART 1 - GENERAL

1.01 Facility Description

- A. The work to be performed at the Operational Storage Facility owned by Space Florida and located at Camp Blanding Joint Training Center. The Covered Access Roadway (CAR) is approximately 1031 feet long, 26 feet wide, and 22 feet high at the interior roof peak. There is also a Staging Area that is approximately 109 feet long, 60 feet wide, and 25 feet high.
- B. The facility is used for the movement, transfer, and storage of solid rocket motors and is an active facility with explosive ordinance present. All safety protocols must be strictly followed at all times.

1.02 General Description of Work

- A. Because this is an active site, there will be times when the facility is unavailable and will need to be in a condition where operations can occur. Advanced noticed of two weeks will be provided.
- B. All work will be interior
- C. Properly prepare surface, by sanding and other means, removing dirt, oils, and flaking original paint. Apply primer and paint as recommended by the paint manufacturer.
- D. Cover and protect the floor, electrical outlets and switches, exit lights, alarm pull stations, fan control boxes, interior doors, and fan boxes.

1.03 Quality Assurance

- A. Acceptable Manufacturers: PPG Industries, Sherwin Williams, Benjamin-Moore, or Devoe.

1.04 Submittals

- A. Product Data: Submit manufacturer's printed literature, spec/data sheets, descriptive data, application instructions and color chip selection kit.
- B. Maintenance Materials: Furnish extra paint in the amount of two gallons for each type and color used on the project.

1.05 Product Delivery, Storage, and Handling

- A. Delivery of Materials: All paint shall be factory mixed and packaged and delivered to the job site in original sealed containers with manufacturer's labels intact and legible.
- B. Storage: Store paint in enclosed structures and protect from contamination and temperatures exceeding the manufacturer's recommendations.



1.06 Job Conditions

- A. Environmental Requirements: Comply with manufacturer's recommendations as to environmental conditions under which coatings and coating systems may be applied.
- B. Conditions Prohibiting Application of Prime and Finish Coats:
 - 1. When interior temperature is below 50°F.
 - 2. Interior surfaces which are damp, rooms where damp or dust laden atmosphere exists, or areas not broom clean prior to painting.
 - 3. Any condition not acceptable to the manufacturer's specifications.
- C. Protection: Provide drop cloths and other protective means for structure and equipment against droppings, splatters, and brush marks, including damage caused by workmen, tools or equipment engaged in this Work. Remove all finish hardware, exposed parts with other than paint finish, electrical plates and similar items before painting. Replace same at completion.

PART 2 - PRODUCTS

2.01 Materials

- A. Unless specified otherwise, materials used shall be the product of a single manufacturer.
- B. Colors of paints shall be Federal Standard 595 #27875 (RGB Hex Code EDF2F8) referred to as "Insignia White" with a semi-gloss sheen.

PART 3 - EXECUTION

3.01 Inspection

- A. Examine surfaces that are to receive paint finishes for conditions that will adversely affect execution, permanence, or quality of work and which cannot be put into an acceptable condition through preparatory work as included in Para. 3.02, "Surface Preparation".
- B. Do not proceed with surface preparation or coating application until conditions are suitable.

3.02 Surface Preparation and Pre-Treatment

- A. Apply paint on properly prepared and treated surfaces only. For specific surface to receive one of the following preparations, see the appropriate column under Para. 3.05, "Paint Finish Systems".

3.03 Application

- A. Coating application shall be done in strict accordance with manufacturer's written directions, by skilled mechanics in a workmanlike manner.



- B. Apply coatings with suitable brushes or rollers. Use of spray equipment shall be approved by Space Florida. Application devices shall be clean, dry and free from contaminants, as suitable for finish required.
- C. Apply coatings evenly with uniform film thickness and smooth finish, free from brush marks, laps, sags, runs, crawls, skips or holidays.
- D. Thin and mix to conform to the manufacturer's printed instructions for the material used.
- E. During application, keep paint materials at a uniform consistency, thoroughly mixed and stirred. Painter's buckets and open containers should not contain any settled or unused pigment or other solids when depleted.
- F. Comply with recommendations of manufacturer for drying time between succeeding coats.
- G. All finishes shall be uniform in color, sheen and texture.
- H. Do not apply additional coats until completed coat has been inspected by Space Florida. Only inspected coats of paint will be considered in determining number of coats applied.
- I. Do not paint over UL labels, manufacturer's serial number plates, other identification plates, or hardware with finish other than painted.

3.05 Adjustment and Cleaning

- A. Touch-up and restore finish where damaged. Repaint unacceptable surfaces as directed by Space Florida.
- B. Remove spilled, splashed or spattered paint from all surfaces. Do not mar finish or item being cleaned.
- C. Leave storage space clean.