

Florida Polytechnic University
University Procurement
4700 Research Way
Lakeland, FL 33805

REQUEST FOR PROPOSAL- TRAILER/MODULAR LEASE

1. REQUEST DATE: <input type="text" value="April 12, 2024"/>	2. REQUESTING <input type="text" value="Department: University Procurement on behalf of Facilities & Safety Services"/>	
3. SERVICES: Trailer/Modular Lease Successful Respondent shall provide to Florida Polytechnic University Board of Trustees ("University") proposals for trailer/modular leases as described in the RFP. Contractor will report to the University's Assistant Vice President of Facilities & Safety Services as the manager of this Contract.		
4. DUE DATE: <input type="text" value="May 1, 2024"/>	5. TIME: <input type="text" value="2:00 PM (ET)"/>	6. EMAIL <input type="text" value="procurement@floridapoly.edu"/>

Proposals should include background information, references and a complete description of all costs for services, including hourly rates if applicable. **7. All proposals must be submitted to procurement@floridapoly.edu no later than May 1, 2024, 2:00 PM (ET).**
The bottom portion of this form is to be completed by the vendor.

The University's General Terms and Conditions and Instructions to Respondents, viewable at [Purchase Order Terms and Conditions - Florida Polytechnic University](#) apply to this Request for Proposal (RFP).

SIGNATURE REQUIRED: I hereby swear (or affirm) under penalty:

1. That attached Submitted Proposal has been without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Submitted Proposal designed to limit independent competition.
2. That I have fully informed myself regarding the accuracy of the statements made above.
3. I am the Respondent, a partner or an Officer or employee of the Respondent with authority to sign on its behalf (if the Respondent is a firm).
4. The information provided in this document is accurate and complete.
5. Respondent is legally entitled to enter into contracts with the Florida Polytechnic University Board of Trustees.
6. Respondent is aware of and has complied with the requirements of the Conflicts of Interests Rules and filed with the State of Florida.
7. Respondent's Response remains valid for six (6) months after the Response Due Date

In submitting this proposal, it is expressly agreed that upon proper acceptance by Florida Polytechnic University, of any or all items proposed, a Contract shall thereby be created with respect to the service accepted.

SIGNED BY: _____ Telephone: _____ Email: _____
PRINT NAME: _____
FIRM: _____
ADDRESS: _____

SPECIFICATIONS:

1. Scope of Services:

Florida Polytechnic University Board of Trustees ("University") is seeking proposals from financially sound, qualified firms to provide proposals for the attached 3 concepts for trailer leases.

Attachment A – TSM Modular Plan

Attachment B – Trailer for Facilities

Attachment C – Trailer for Police Department

Proposals should be for a 2-year lease with the option to renew for one additional, one (1) year period.

Trailers must be set up, installed and ready for occupancy no later than July 31, 2024.

University will be responsible for all utilities and infrastructure.

Provide a sample copy of proposed agreement with terms and conditions.

Please submit any value add/optional services and opportunities that could assist the university in the selection of a partner.

The University reserves the right to award multiple respondents, therefore, please provide proposals for all three trailers as well as a proposal for each individual solution.

2. Informational Background:

The University currently has three (3) trailers on campus being used to house the Information Technologies Department, University Police Department and Facilities and Safety Services. One of the trailers could be reused however, if proposals come in/under budget, our preference would be to award one contractor for three (3) new trailers.

3. Questions:

All questions regarding this RFP shall be made electronically via e-mail in writing and directed to procurement@floridapoly.edu no later than April 23, 2024; 5:00 PM, ET. The subject of the e-mail shall be "QUESTION - RFP 24-078". Failure to provide the correct RFP number in the email may deem the question unanswerable and may not be considered as part of any addenda. Any questions submitted after the dates and times may not be considered or answered. Questions properly submitted in writing prior to the due date will be addressed. Answers to all properly submitted written questions will be posted on Florida Polytechnic University Department of Procurement website Current Solicitations (floridapoly.edu).

4. Pre-Proposal Conference/Site Visit

A non-mandatory pre-proposal conference/site-visit will be held on April 19, 2024; 10:00 AM (ET) in the Facilities Trailer Conference Room.

5. Method of Award:

The recommendation for award will be submitted to Assistant Vice President of Facilities & Safety Services by the University Procurement Official overseeing this solicitation. The award will be based on the following evaluation criteria:

Lead Time and Availability Offeror Qualifications
Program Plan – Services Defined
Sample Copy of Proposed Agreement
References and Past Experience Financial Proposal
Value Add/Optional Services

6. Contract Period:

The Contract resulting from this RFP and the Successful Respondent's Proposal will have an initial two (2) year period with an option to renew for one additional one (1) year periods. Annual renewal will be contingent upon the University's needs and satisfaction with the services performed and the overall performance of the Contractor. • Provide a sample copy of proposed agreement with terms and conditions.

The University reserves the right to renegotiate any term and/or condition as may be necessary to meet requirements for any renewal period. The Successful Respondent will be advised of any proposed revisions prior to the renewal period.

7. References and Past Experience:

Respondent shall supply the names, addresses, telephone numbers and complete contact information of at least three (3) references for which work has been accomplished within the last five (5) years. Include a complete description of the types of services provided. References should be relevant with regard to the scope of services outlined in this RFP. By submitting a Proposal, the Respondent grants permission to the University to contact references.

8. Proposal Submission and Deadline

Offeror must provide one (1) electronic copy to procurement@floridapoly.edu . The Proposal and copies must be submitted prior to 2:00 PM(ET); April 17, 2024.

Note: Proposals received after the closing date and time will not be considered.

Note: There will be no public opening of Proposals. All Proposals will be kept confidential until such time that a contract is awarded. After a contract is awarded, all Proposals will become public record, as described.

9. Insurance

Contractor shall procure and maintain for the term of the agreement, at its expense, the following minimum insurance coverage, naming Florida Polytechnic University Board of Trustees as Certificate Holder and Additional Insured, insuring all services, work activities, and contractual obligations undertaken in this Contract. These insurance policies must be with insurers acceptable to the University.

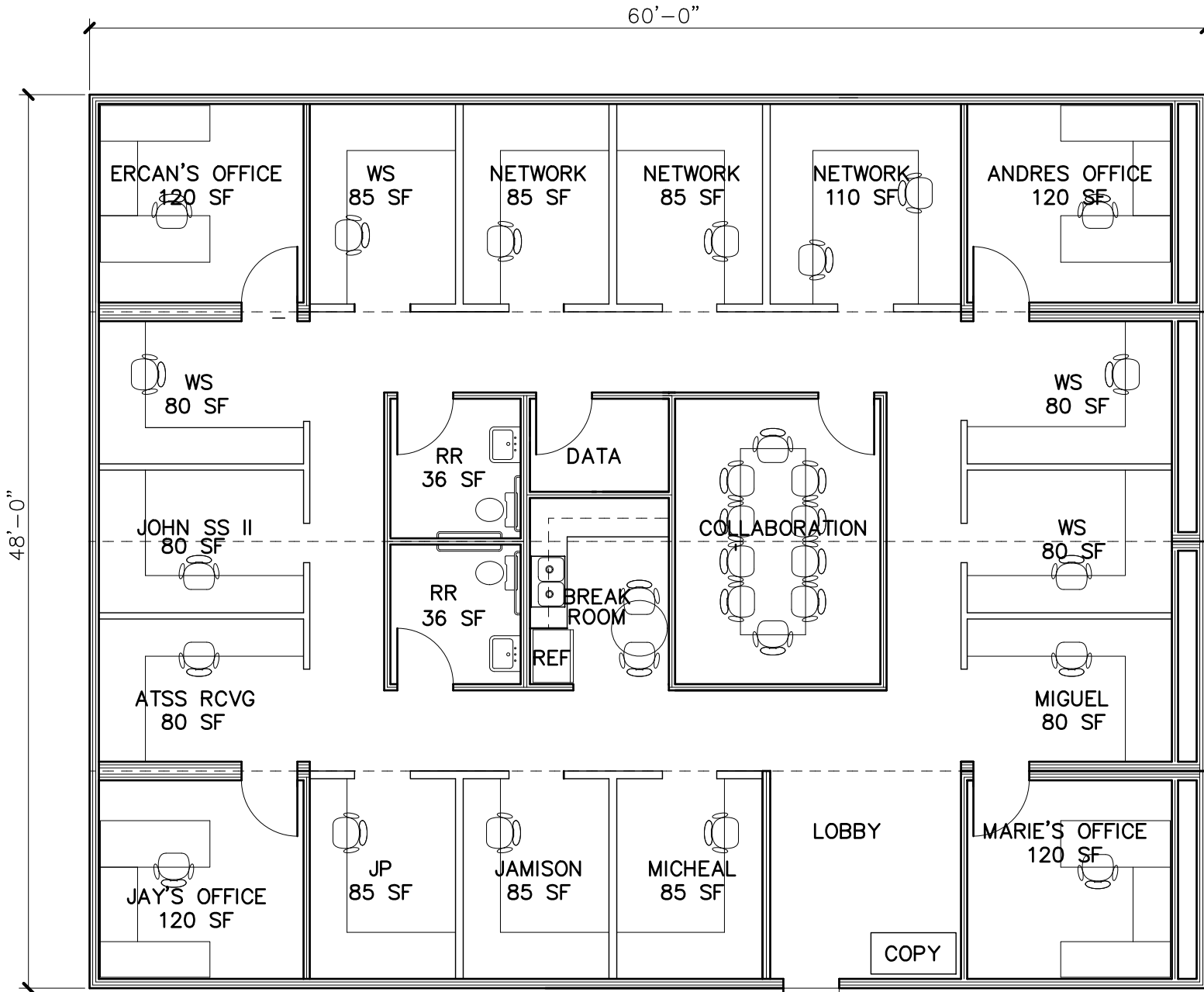
Workers' Compensation \$1,000,000

General Liability \$1,000,000

Excess Liability \$1,000,000

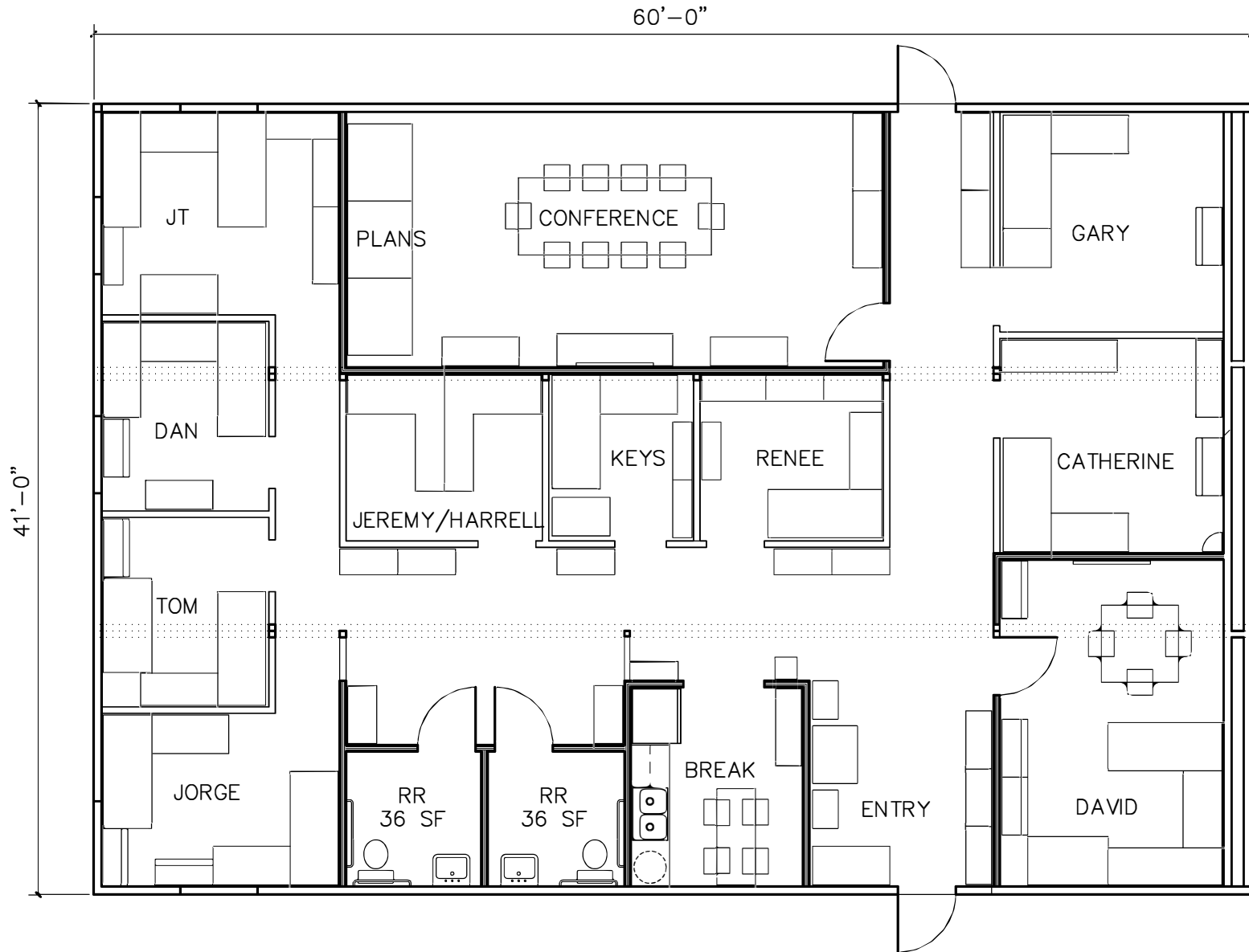
Business Automobile Liability \$1,000,000 (each occurrence, any auto owned, non-owned, hired, or borrowed)

ATTACHMENT A



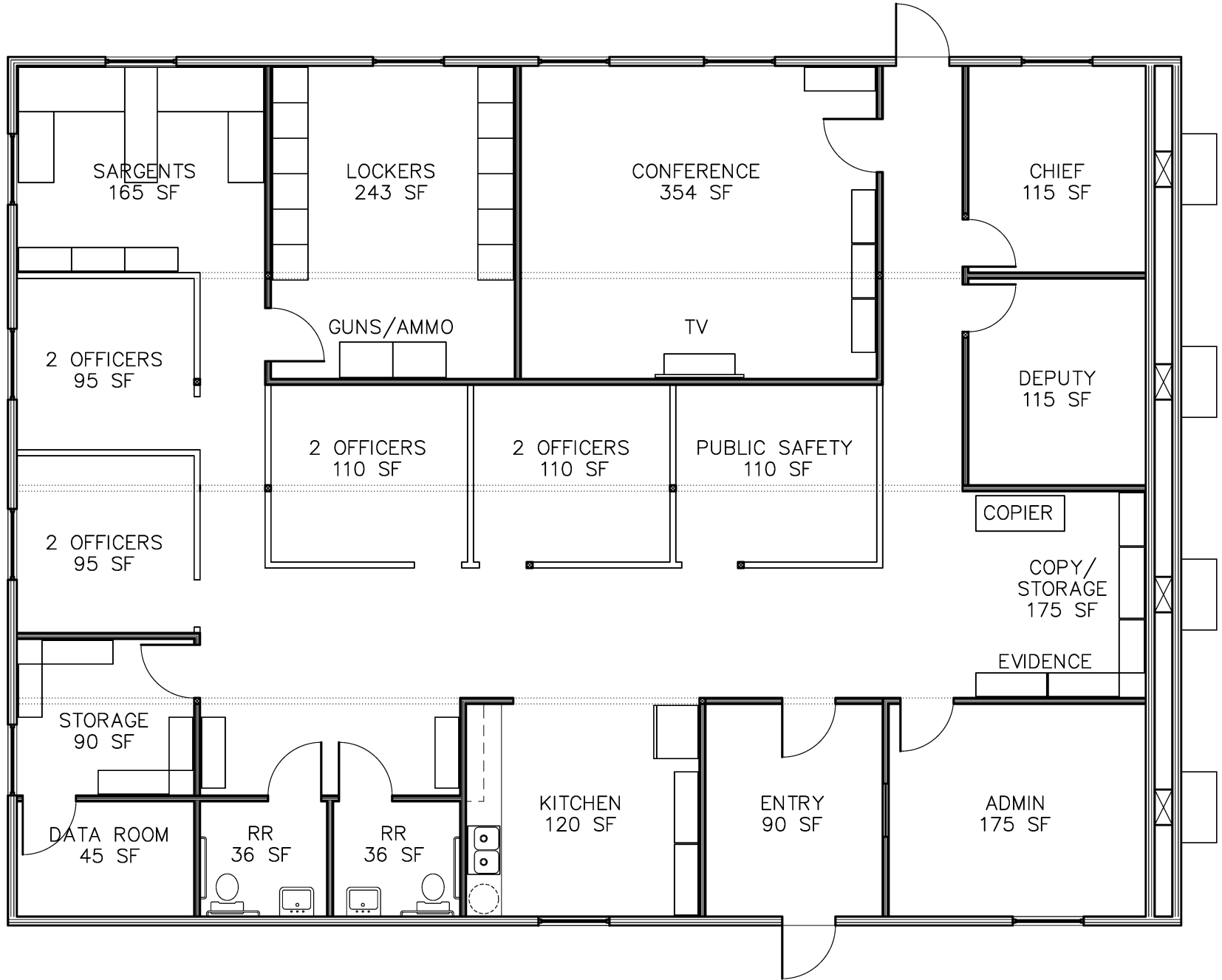
TSM MODULAR - 2886 GSF

ATTACHMENT B



FACILITIES MODULAR – 2460 GSF

ATTACHMENT C



POLICE MODULAR – 3168 SF