

**Request for Quotation-This is not an Order**

<b>Florida Polytechnic University</b> <b>4700 Research Way</b> <b>Lakeland, FL 33805</b>  <b>Department: Procurement</b> <b>Contact: Laura Marrone</b> <b>Tel: 863-874-8591</b> <b>Email: <a href="mailto:bids@floridapoly.edu">bids@floridapoly.edu</a></b>	<b>Respondent:</b> _____ <b>Contact:</b> _____ <b>Email:</b> _____	
	<b>Request date:</b> 10/31/2022 @ 2pm	<b>RFQ No.:</b> <b>23-038</b>
	<b>Closing date:</b> 11/4/2022 @ 2pm	<b>Subject of the RFQ:</b> Jedi, Mind, and Body Training

**BACKGROUND:**

This Request for Quote is to seek a diverse range of suppliers that offer various Jedi training maneuvers coupled with mind and body-focused instruction for Florida Poly students. The Respondent should be able to provide hourly rates and/or daily rates for each of the classes offered. The Respondent should be able to provide proof of insurance and demonstrated success for each of the classes offered (i.e., past experience). The Respondent should provide the maximum number of people each class can accommodate.

It is the intent to of Florida Poly to award a contract to a pool of qualified Respondents to ensure that a variety of services are available to the University, as needed. It will be at Florida Poly's sole discretion to determine which vendor is in the best interest of the University. A contract award is not an automatic guarantee for services.

**UNIVERSITY REQUIREMENTS:**

1. The Respondent should provide hourly rates and/or daily rates for each of the classes offered.
2. The Respondent should provide the types of classes offered and their duration.
3. The Respondent should provide a sample of copy of their Certificate of Insurance with a minimum of \$1,000,000 General Liability Insurance (sample provided).
4. The Respondent should provide a summary of experience with their workshop/training success and how their program will benefit Florida Poly students.

Florida Poly reserves the right to inspect any temporary structure on university property to ensure it meets the requirements of the Florida Fire Prevention and Building Code. Any structure found to pose a risk to health and safety, placed without an approved permit, or installed with a questionable structural assembly will be denied occupancy and removed at the Respondent's expense.

**CONTRACT TERM:** The contract will have an initial term of one year. The university may at its sole discretion choose to renew this contract for two one-year periods. At no time during the entire contract term can services exceed \$75,000.



The Respondent commits to supply to the University the goods and/or services listed below at the rates provided and agree to the terms and conditions in this Request for Quotation and any addendum annexed hereto:

Item No.	Services	Hourly Rate	Rate per Course	Notes
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14				

If extra space is needed, please include an attachment.

Respondent: Please include any Additional Services Offered:

- Quotation must be delivered on or before **November 4, 2022, at 2:00 p.m. EST**
- Any proposal not supported by the information requested in this RFQ, or not complying with this RFQ, may not be considered.
- This RFQ is part of a competitive procurement process, which helps to serve the best interests of the University. The award will be made to the Respondent(s) whose proposal is determined to be the most advantageous to the University.
- The University reserves the right, at the time of evaluation of any proposal to request any additional information that it deems necessary in order to make a decision on any proposed offer.
- The University reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that the University, in its own best interest at this time, has determined not to pursue this issue. The University may at its own discretion, invite one or more Respondent (s) to participate in a competitive negotiation process.
- This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the above address. This request does not commit the university to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by Respondent. Any representations and/or certifications attached to this Request for Quotation must be completed by the Respondent.
- Successful Respondent will be required to execute the attached University agreement.
- Successful Respondent should review the attached contract. If applicable, list any deviations to specific contract terms and provide suggested replacement language as an attachment. The University reserves the right to accept or reject any suggested replacement language.
- I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer as/on behalf of the Respondent:

<b>Authorized Official (Print Name)</b>	<b>Phone No.:</b>	<b>Signature:</b>	<b>Date:</b>
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