



RFQ#

Request for Quotation-This is not an Order

Florida Polytechnic University 4700 Research Way Lakeland, FL 33805 Department: Procurement Contact: Tel: 863-874-8428 Email: Bids@Floridapoly.edu	Respondent: _____ Contact: _____ Email: _____	
	Request date: _____	RFQ No.: _____
	Closing date: at 02:00 P.M. EST	Subject of the RFQ: _____

Scope of Work:

UNIVERSITY REQUIREMENTS:

BACKGROUND:

CONTRACT TERM: This agreement begins on _____ and continues through _____ with one (1), one (1) year option to renew. This term will continue as long as mutually agreed upon or until Services are fully rendered, whichever is later.

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

Item No.	Supplies/Services	Unit of Measure	Rate	Notes
1				
2				
3				
4				
5				
6				
7				
8				

If extra space is needed, please include an attachment.

Respondent: Please include any Additional Services Offered:

- Quotation must be delivered on or before 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 and agree to [University standard terms & conditions.](#)
- 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:

Authorized Signature (Print Name)	Phone Number	Signature	Date



FLORIDA POLYTECHNIC UNIVERSITY

PERSONAL/PROFESSIONAL SERVICES CONTRACT

This CONTRACT is made and entered into this _____ day of _____, 20__ by and between The Florida Polytechnic University Board of Trustees ("UNIVERSITY") 4700 Research Way, Lakeland, Florida 33805, and _____ with a principal place of business at _____ ("Contractor").

RECITALS

Contractor has proposed to provide _____ services for UNIVERSITY.

- 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.
2. Services. Contractor agrees to perform and provide to UNIVERSITY the following services ("Services") :
3. Contractor's key personnel for the purposes of this Agreement is/are _____. Contractor may reassign or substitute key personnel upon written consent of University; such consent will not be unreasonably withheld.
4. Term. This agreement begins on _____ and continues through _____ or if mutually agreed upon, until Services are fully rendered, whichever is later.
5. Fee for Services. As full compensation, inclusive of any and all expenses, for the Services to be provided by Contractor in this Agreement, University agrees to pay Contractor an all-inclusive maximum not to exceed fee of _____. Contractor will submit to University invoices for the Fee for those Services rendered, in arrears. University will designate a representative to serve as University's point of contact for the Contractor's submission of invoices and questions concerning payment status.
6. Payment. Contractor must submit bills for compensation for services or expenses in sufficient detail for a pre- and post-audit, and in accordance with Payment Schedule which is labeled as Exhibit II.
1. Contractor is responsible for any taxes due under this Agreement. University will make payment within 30 days of receipt of a proper invoice.

2. If University does not issue payment within 30 days of receipt of a proper invoice, University will pay to Contractor an interest penalty at the rate established pursuant to section 55.03(1) Florida Statutes if the interest exceeds \$1.00.
3. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s), may be contacted at 863-874-8448.
4. University may make payment to Contractor via the University's EFT/ACH payment process. Vendor must provide the necessary information to University upon request.

7. Public Records, Contract for Services: Compliance with section 119.0701, Florida Statutes.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**Florida Polytechnic University
Attention: General Counsel
4700 Research Way
Lakeland, FL 33805
ogc@floridapoly.edu
(863) 874-8412**

To the extent that Contractor meets the definition of "contractor" under section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, Contractor must comply with public records laws, including the following provisions of section 119.0701, requiring Contractor to:

1. Keep and maintain public records required by University to perform the service.
2. Upon request from the University's custodian of public records, provide the University with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law.

3. Ensure that confidential information or records that are exempt from public records disclosure are not disclosed except as authorized by law for the duration of this agreement, renewals, and following completion of the contract if Contractor does not transfer the records to University.
4. Upon completion of this Agreement, transfer, at no cost, to University all public records in possession of Contractor or keep and maintain public records required by University to perform the service.
 - 1) If Contractor transfers all public records to University upon completion of the contract, Contractor must destroy any duplicate confidential information or records that are exempt from public records disclosure.
 - 2) If Contractor keeps and maintains public records upon completion of this Agreement, Contractor must meet all applicable requirements for retaining public records.
 - 3) All records stored electronically must be provided to University, upon request from the University's custodian of public records, in a format that is compatible with the information technology systems of the University.
5. Third parties requesting to inspect or copy public records relating to this agreement must be made directly to University. If University does not possess the requested records, University will notify Contractor of the request, and Contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
6. The University may inspect the:
 - 1) Financial records, papers, and documents of the Contractor that are directly related to the performance of the contract or the expenditure of state funds.
 - 2) Contractor's programmatic records, papers, and documents which the University determines are necessary to monitor the performance of this agreement or to ensure that the terms of this agreement are being met.
 - 3) The Contractor must provide such records, papers, and documents requested by the University within 10 business days after the request is made.
 - a) The right of access in this provision is not limited to the required retention period but lasts as long as the records are retained.
7. The terms of section 6 are material terms of this agreement, and failure to comply may result in termination and/or civil penalties.

8. Indemnification.

1. Contractor agrees to release, indemnify, defend, and hold harmless: (1) Florida Polytechnic University or The University Board of Trustees; (2) The Florida Board of Governors; (3) The State of Florida and their respective trustees, officers, employees and agents from:
 - a) any and all liability, fines, royalties, fees, taxes, suits, claims, demands and actions, costs, attorney's fees and expenses of any kind or nature whatsoever ("Losses") for any loss of life, personal, bodily or economic injury or damage or loss to property arising out of the negligent or intentional acts, errors or omissions of Contractor, its officers, agents, employees and contractors; and from and against any orders, judgments or decrees which may be entered pursuant thereto.
2. Nothing in this agreement may be construed as an indemnification of the Contractor by the University or as a waiver of sovereign immunity beyond that provided in section 768.28, Florida Statutes.
3. This provision will survive the termination of this agreement.
4. Due to its sovereign immunity, University will not indemnify Contractor.

9. Copyright and Intellectual Property.

1. If Contractor uses copyrighted materials or documents not owned by University ("Copyrighted Materials") in Contractor's performance of the agreement, Contractor represents and warrants that it owns, or is licensed to use and to authorize others to use, the Copyrighted Materials.
2. Contractor will, at its expense, defend any suit brought against University and will indemnify University against an award of damages and costs, including attorney's fees, made against University by a settlement or final judgment that is based on a claim that University's use of the Copyrighted Materials infringes a trademark or copyright of a third party.
3. This provision will survive the termination of this agreement.
4. Any reports or deliverables provided to the University pursuant to this agreement are considered as works for hire, and the University may use such reports or deliverables for any purposes.

10. Termination.

1. Termination at Will. This Agreement may be terminated by University by providing written notice to Contractor of such intent to terminate at least 10 days prior to the effective date of such termination.

2. Termination for Cause. Notwithstanding the provisions of subsection 10(A) above, University may, upon 5 days' written notice to Contractor set forth with specificity the basis for the termination to terminate this Agreement for Cause. For purposes of this Agreement, "cause" is defined as Contractor's failure to perform the Services within the time specified herein or any extension thereof or Contractor's failure to adhere to any of the material terms of this Agreement.
3. If this Agreement is terminated, University will only be liable for payment of goods received and services rendered prior to the date of termination and accepted by University.

11.Availability of Funds. University's financial obligations continue under this Agreement are conditioned upon the appropriation of funds on an annual basis, which is not controlled by the University. In the event that the entities controlling such funding fail to appropriate funds or to allow University to use funds and University has determined, in University's sole discretion, that there are insufficient funds available to cover University's obligation under this Agreement, University will have the right to terminate this Agreement for the upcoming year without damage, penalty, cost, or further obligation. University will notify Contractor at least 30 day in advance of a termination pursuant to this provision; University must pay for all services rendered until the date of termination.

12.Insurance. During the term of this contract, Contractor shall maintain in full force at its own expense amounts of insurance that at a minimum cover the Contractor's (or subcontractors') exposure in performing this Agreement. University is self-insured and will provide its Certificate of Insurance upon request; University is not required to obtain additional insurance for this Agreement.

13.Force Majeure. Neither party will be deemed to be in default of its obligations if and so long as it is prevented from performing its obligations by an act of war, terrorism, labor strike, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

14.Compliance with Law. Contractor will comply with all statutes, ordinances, rules, regulations, orders, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority over it. If this agreement is funded in any part with federal funds, the terms of section 202 of Executive Order 11246, as amended, are incorporated as if fully set forth in this agreement. The hyperlink in this agreement is for convenience only and any failure of it to function does not relieve the Supplier of any obligations of this clause.

15. Annual Appropriations. Annual Appropriation. Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this agreement is contingent upon sufficient appropriation by the Florida Legislature and other entities' allowance of the University to use such funds."

16. Contractor. Contractor is retained by University only for those purposes and to the extent set forth in this Agreement, and Contractor's relation to University will, during the term of this Agreement, be that of independent Contractor. Contractor is not and will not be considered as having an employee status. Contractor is responsible for the payment of any taxes on any monies received by Contractor.

17. Prohibitions. Unless expressly and specifically authorized in writing by University in advance, Contractor is prohibited from engaging in any of the following:

1. Incurring any debt or obligation on behalf of University;
2. Entering into any contract, arrangement, or transaction which binds University to any extent or creates any obligation on University; and/or
3. Utilizing University's name, credit, reputation, goodwill, resources, and/or assets for any purpose.

18. Travel. Not applicable for this contract.

19. Notices. Any notice to either party must be in writing and signed by the party giving it, and served:

1. By hand notice; or
2. Through the United States Mail, postage prepaid, registered or certified, return receipt requested; or
3. Through expedited mail or package service, if a receipt showing the delivery has been retained; or
4. By e-mail and addressed as follows:

To UNIVERSITY:

The Florida Polytechnic University
Board of Trustees
Address: 4700 Research Way
Lakeland, FL 33805

Attn: University Procurement
E-mail: procurement@floridapoly.edu

To CONTRACTOR:

Name: _____

Address: _____

Attn: _____

E-mail: _____

CONTRACT MANAGER:

Attn: _____

Email: _____

Notice is effective upon receipt.

- 20.Assignment.** This agreement may not be assigned by Contractor without the express written consent of University.
- 21.Governing Law.** This agreement and any amendments to it are governed by the laws of the State of Florida and venue for any actions arising out of this agreement must be in the state courts in Polk County, Florida.
- 22.Software.** If Contractor is providing software, University may create and retain a copy of the software and related documentation for backup and disaster-recovery purposes, and for archival purposes for use after this agreement is terminated.
- 23.Survival.** Any provision of this agreement providing for performance by either party after termination of this agreement survives termination and continues to be effective and enforceable.
- 24.E-Verify.** All terms defined in section 448.095, Florida Statutes are adopted and incorporated into this provision. Pursuant to section 448.095, Florida Statutes, Contractor certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of this agreement. If Contractor enters into a contract with a subcontractor to perform work or provide services pursuant to this agreement, Contractor must also require the subcontractor to comply with the requirements of section 448.095, Florida Statutes. The subcontractor must provide to Contractor an affidavit stating that the subcontractor does not employ, contract with, or

subcontract with or to any unauthorized alien. Contractor must maintain a copy of such affidavit for the duration of the contract. University may terminate this agreement immediately upon notice to Contractor for any violation of this provision.

25. Confidentiality of Information. If Contractor is exposed to University's confidential information (such as donor information), Contractor will keep such information confidential and will act in accordance with any guidelines and applicable laws including the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley Act.

26. Conflicts of Interest. Acceptance of this Agreement certifies that Firm is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. Firm certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by Firm is a ground for cancellation of this Agreement.

27. Work for Hire. Any work specifically created for the University under this Agreement by the Firm or anyone working on behalf of Firm (the term *Firm* encompasses both) is considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") are and remain the property of the University, and, unless otherwise specifically set forth herein, are considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Firm who created, produced, developed or fabricated the Materials hereunder assigns all of his/her right, title and interest in the Materials to the University. The University owns all right, title and interest in the Materials. The Firm agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials must be to the University's satisfaction and are subject to the University's approval. The Firm bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University is entitled to return, at the Firm's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Firm's services hereunder, the Firm must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or

trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials. The Firm hereby represents and warrants that the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and that no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The provisions of paragraph 12 (indemnification) of this Agreement expressly apply to these regarding (a) the performance or non-performance of the University's order by the Firm, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Firm's agreements or representations and warranties herein.

28. Civil Rights. The Firm and any subcontractors must abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a) prohibiting discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender, identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sexual orientation, gender identity, national origin, protected veteran status or disability.

29. Entire Agreement. This agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and supersedes all prior oral or written statements or agreements. This agreement may only be amended by signed written amendments.

30. Exhibits. All exhibits listed below are incorporated into this agreement.

- A. Exhibit I – Scope of Work (from RFQ Response)
- B. Exhibit II - Payment Schedule

UNIVERSITY:

CONTRACTOR:

The Florida Polytechnic University
Board of Trustees

Signature

Signature

Print Name

Print Name

Date

Date

EXHIBIT I
Scope of Work

EXHIBIT II

Start Date	End Date	Service	Unit	Rate	Additional Notes