REQUEST FOR PROPOSAL
(RFP)
For
MOBILE TRAINING TRAILER
RFP No. 01-2026/2027
Issue Date: July 16, 2026

1000 College Blvd. Room 737
Pensacola, FL 32504-8998

____

Clark Puckett
Director of Purchasing

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1.0 RFP Solicitation Schedule

The following is the scheduled calendar of events with important dates and times. The College, at its sole discretion, may delay the scheduled dates if it is in the College's best interest to do so. If the College determines that it is necessary to change these dates/times prior to the Proposal due date, the change will be announced via an addendum.

Action:	Date:
RFP Released	Thursday, July 16, 2026
Questions Due Date	Tuesday, July 28, 2026 @ 2:00 p.m., CST
Proposal Due Date and Time	Thursday, August 13, 2026 @ 2:00 p.m., CST
Review and Evaluation of Proposals	Thursday, August 13, 2026 @ 2:00 p.m., CST
Board of Trustees Approval (as needed)	Tuesday, September 22, 2026 @ 5:00 p.m., CST

2.0 General RFP and Federal Terms and Conditions

2.1 ADDENDA:
Any addendum issued prior to the RFP opening date for the purpose of modifying the specifications, terms, conditions, or related documents, or to clarify their meaning, shall become part of and be binding as though originally incorporated into the RFP. It is the sole responsibility of each proposer to regularly monitor the Pensacola State College website and obtain all addenda issued for this solicitation prior to submitting a proposal. Failure to acknowledge or incorporate issued addenda will not relieve the proposer of any obligations contained therein. While Pensacola State College may, as a courtesy, distribute addenda to known prospective proposers, the College assumes no responsibility for a proposer's failure to receive, review, or respond to any addendum.

2.2 PUBLIC BID OPENINGS:
Pensacola State College will conduct a Public bid opening on the date and time listed above at the Pensacola State College Board Room, 1000 College Blvd. Pensacola, FL 32504 Room 736. The College may choose to only open the individual bids and publicly announce who a bid was received from. The actual bid prices submitted will not be a public record until the date of posting or 30 days after the opening of bids, proposals, or final replies, whichever is earlier, as defined in FS 119.071. Immediately following the bid opening, the Bid Evaluation Committee will evaluate the bids. This may require additional time for review by the committee or representative.

Pensacola State College is a political subdivision of the State of Florida and, as such, is exempt from all Federal and State taxes. Pensacola State College reserves the right to reject any portion or all bids, to resolicit bids or not, and to waive informalities as deemed in the best interest of Pensacola State College. The bid shall remain in force for thirty (30) days after the time of opening.

2.3 PURCHASE ORDER TERMS & CONDITIONS:
All terms and conditions included hereafter are part of this bid request. Pensacola State College

purchase order terms and conditions and federal purchase terms and conditions are available at http://www.pensacolastate.edu/business-psc/. These terms and conditions are hereafter incorporated by reference. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

2.4 DAVIS-BACON ACT:
As amended in 40 U.S.C. 3141-3148, when required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

2.5 ANTI-COLLUSION STATEMENT:
The Bidder, by signing and submitting a bid, has not divulged to, discussed, or compared his/her bid with any other Bidders and has not colluded with any other Bidders or parties to a bid whatsoever. (NOTE: No premiums, rebates, or gratuities have been paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of the award of any resulting contract from this bid and the Bidder being debarred for not less than three (3) years from doing business with Pensacola State College.)

2.6 E-VERIFY REQUIREMENTS:

- Pursuant to s. 448.095, Fla. Stat., beginning January 1, 2021, Pensacola State College and every contractor and subcontractor providing labor, supplies or services to PSC must register with and use the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to verify the work authorization status of all newly hired employees.

- Contractors must require subcontractors to provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract with PSC.

- If PSC, contractor or subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Fla. Stat., then they shall terminate the contract with the person or entity. This termination is required by Florida law and is not a breach of contract and may not be considered as such. A contractor will be liable for any additional costs incurred by PSC as a result of the termination of a contract.

- If PSC has a good faith belief that a subcontractor knowingly violated the E-Verify requirements set forth in s. 448.095, Fla. Stat., but the contractor otherwise complied with the relevant law, PSC will promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor. This termination is required by Florida law and is not a breach of contract and may not be considered as such. A contractor will be liable for any additional costs incurred by PSC as a result of the termination of a contract.

- For more information on the State of Florida statutes, click here.

2.7 DEBARMENT AND SUSPENSION:
In accordance with 2 CFR Part 180 and the Office of Management and Budget (OMB) guidelines implementing Executive Orders 12549 and 12689, as amended, Pensacola State College shall not enter into a contract with any vendor or contractor that is debarred, suspended, or otherwise excluded from participation in federally funded transactions.

By submitting a response to this solicitation and/or executing a resulting contract, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions by any federal department or agency, as listed in the System for Award Management (SAM) at SAM.gov.

The Contractor further agrees to immediately notify Pensacola State College in writing if, at any time during the term of the contract, the Contractor becomes debarred, suspended, excluded, or otherwise ineligible to participate in federally funded transactions.

2.8 BYRD ANTI-LOBBYING AMENDMENT:
In accordance with 31 U.S.C. §1352, Contractors applying for or bidding on an award exceeding $100,000 shall file the required certification regarding lobbying activities.
By submitting a response to this solicitation and/or executing a resulting contract, the Contractor certifies, to the best of its knowledge and belief, that no federally appropriated funds have been paid or will be paid by or on behalf of the Contractor to any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, loan, or cooperative agreement.
The Contractor further agrees to disclose any lobbying activities conducted with non-federal funds in connection with obtaining any federal award, as required by law.
The Contractor shall require this certification language to be included in all applicable subcontract agreements exceeding $100,000 funded in whole or in part with federal funds.
This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. Submission of this certification is a prerequisite for making or entering into this transaction pursuant to 31 U.S.C. §1352, as amended by the Lobbying Disclosure Act of 1995. Any person who fails to file the required certification may be subject to civil penalties as provided by law.

The Contractor further acknowledges that the provisions of 31 U.S.C. §3801 et seq. apply to this certification and any related disclosures.

2.9 EQUAL EMPLOYMENT OPPORTUNITY:
The Contractor shall comply with all applicable federal, state, and local equal employment opportunity laws, regulations, and executive orders, including but not limited to Executive Order 11246, as amended. The Contractor shall not discriminate against any employee or applicant for employment based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected classification under applicable law.

2.10 SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968:
For any contract funded in whole or in part with Community Development Block Grant–Disaster Recovery (CDBG-DR) funds, the Contractor agrees to comply with Section 3 of the Housing and Urban Development Act of 1968 and the requirements in 24 CFR Part 75. Section 3 requires that, to the greatest extent feasible, job opportunities, training, and contracting generated by CDBG-DR projects be directed toward:
(i)Section 3 Workers (local workers with low or moderate income), and
(ii)Section 3 Business Concerns (local businesses meeting Section 3 criteria).

Contractor agrees to:
(i)Make a good-faith effort to hire Section 3 Workers and use Section 3 Businesses when feasible.
(ii)Keep simple documentation showing the steps taken to reach out, recruit, or contract with Section 3 individuals or businesses.
(iii)Include this Section 3 requirement in all lower-tier subcontracts paid with CDBG-DR funds.
(iv)Provide any Section 3-related information or reports requested by the Subrecipient/Recipient or by Florida Commerce.
(v)Cooperate with monitoring activities and maintain all Section 3-related records for at least five (5) years after the project ends.

Failure to meet Section 3 requirements may result in corrective actions or other remedies allowed by applicable federal regulations.

2.11 CONFLICT OF INTEREST:
The College requires that the Proposers provide professional, objective, and impartial advice and at all times hold the College's interest's paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. The Proposers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the College, or that may reasonably be perceived as having this effect.
If the College, in its sole discretion, determines that a conflict of interest exists, such Proposer may not be considered for award of this Contract. Failure to disclose said situations may lead to the disqualification of the Proposer or the termination of an awarded Contract. Any such interests on the part of the Proposer or their employees must be disclosed in writing to the College as part of the proposer's submittal. The Proposer confirms knowledge of the conflict of interest laws of the State of Florida and agrees that they shall fully comply in all respects with the terms of said law.

2.12 FLORIDA'S PUBLIC RECORDS ACT:
Proposals or replies received by the College pursuant to this solicitation will remain confidential and

are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Thereafter, by submitting a response to this solicitation, the proposer acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act, and may be disclosed to third parties upon request notwithstanding any confidentiality clauses or labels contained in such documents. Please direct any inquiries to the College contact listed herein. Contractor shall be in full compliance with public records laws regarding access to public records as stated in Florida Statute 119.0701 (2) (a) through (d) and defined below for contracts for services with a public agency for which it is acting on behalf of the public agency as provided under Florida Statute 119.011(2).

2.13 POLITICAL SUBDIVISION:
Proposers acknowledge that the College, as a political subdivision of the State of Florida, is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. A proposer will not be allowed to designate its entire submittal as confidential. The proposer is required to cite/reference the specific Florida statutes exempting specific portions of submission from public disclosure.

2.14 BANNED TELECOMMUNICATIONS COMPANIES:
Proposer(s) attest that it is in full compliance with the Secure Networks Act-Section 2(a) of the Secure and Trusted Communications Networks Act of 2019, Pub. L. No. 116-124, 133 Stat. 158 (2020) (codified as amended at 47 U.S.C. §§ 1601–1609) --List of Equipment and Services Covered by Section 2 of the Secure Networks Act. Click here for the listing of companies determined to pose an unacceptable risk to the national security of the United States or the security and safety of United States persons.

2.15 RECORD RETENTION:
Pensacola State College shall retain all records relevant to this contract for a period of five (5) years from the date of Rebuild Florida submission of the final expenditure report on this federal award to HUD, or for federal awards that are renewed quarterly or annually, from the date of Rebuild Florida submission of the quarterly or annual financial report, respectively, as reported to HUD.

2.16 DOMESTIC PREFERENCES:
In accordance with 2 CFR 200.322, the Contractor shall, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, and materials produced in the United States for all work performed under any contract funded in whole or in part with federal funds.

For purposes of this requirement, "produced in the United States" includes:

Iron or steel products manufactured in the United States;
Manufactured products assembled or substantially transformed in the United States; and
Construction materials mined, produced, or manufactured in the United States.

The Contractor agrees to incorporate this requirement into all applicable subcontractor agreements and procurement transactions related to the performance of this Contract. The Contractor shall maintain appropriate documentation and records demonstrating compliance with this provision, when applicable.

2.17 FAMILIARITY WITH LAWS:
The bidder is assumed to be familiar with all Federal, State of Florida, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility. Any resultant award shall include requirements that the resultant contract shall be governed by the laws of the State of Florida. Pensacola State College is a political subdivision of the State of Florida and as such is exempt from all Federal and State taxes.

2.18 MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE) AND LOCAL DEVELOPMENT BUSINESS (LDB):
Minority, Women, Disabled Veterans and Local Developing Businesses are encouraged to participate in all solicitations conducted by the College. The College is required to report MWBE expenditures to the State of Florida's Office of Supplier Diversity and the District Board of Trustees. Category definitions may be reviewed in Chapter 288.703 of the Florida Statutes. Awarded Contractors may be required to submit quarterly spend to the College on minority and women owned businesses and LDB sub- contractors.

2.19 CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT:
Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

2.20 CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:
Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

2.21 RECOVERED MATERIALS:
In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (RCRA), and 2 CFR § 200.323, the Contractor shall, to the greatest extent practicable, procure and use products containing recovered materials when such products are available, competitively priced, and meet performance requirements. The Contractor shall comply with all applicable requirements related to the procurement of recovered materials and shall ensure compliance by any applicable subcontractors.

3.0 Overview and Proposal Preparation

3.1 OVERVIEW:
Pensacola State College is soliciting qualified bids from qualified firms to provide products and services defined in the scope of work section of this bid.

3.2 PREPARATION OF PROPOSALS:
All bids must be mailed or delivered to the attention of the Director of Purchasing, and be received in the Purchasing Office, Pensacola State College, building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site. If mail or delivery is selected, please submit the original and three (3) copies and a digital file. All bids must be submitted not later than the date and time indicated and shall be clearly marked with the RFP name and number indicated. Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with the delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. Questions must be submitted no later than 2:00 P.M., Central Time, on July 28, 2026, to purchasing@pensacolastate.edu.

3.3 COMMUNICATION:
In order to maintain a fair and impartial competitive process, Pensacola State College shall avoid any oral communication with prospective bidders other than through the purchasing office during the bid process. However, all solicited bidders will be provided a copy of all written questions submitted and Pensacola State College's responses to them, unless the written inquiry pertains to an administrative or procedural matter. Send all inquiries to purchasing@pensacolastate.edu. All written questions and inquiries are due no later than 2:00 PM, local time, July 28, 2026.

3.4 MODIFICATION OF BID:
Bid modifications will be accepted from Bidders if addressed to the Owner at the place where Bids are to be received and if received prior to the opening of the Bids. Modifications may be in written or electronic form. Modifications will be acknowledged by the Owner before the opening of formal Bids.

3.5 WITHDRAWAL OF BIDS:
Bids may be withdrawn by written or electronic requests received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened.

3.5 LATE PROPOSALS:
Proposals received by the College after the date and time specified for receipt will not be considered. Late proposals will be declared non-responsive and will not be scored. Proposers shall assume full responsibility for the timely delivery of the Proposals to the location designated for receipt of Proposals.

3.6 AWARD:

As deemed in the College’s best interest, the College reserves the right to:

a. Reject any or all bids submitted.
b. To re-solicit bids or not.
c. To award any portion(s) of this RFP.
d. To waive informalities.
e. To issue to all responsive bidders’ request for information (RFI’s).
f. To evaluate and determine technical equivalents.
g. To award this RFP on a Lot-by-Lot basis to the responsive low bidder meeting specifications.
h. To award on an outright purchase or lease basis.

3.7 TABULATION:

Bid tabulations with recommended awards will be posted on the purchasing web page http://www.pensacolastate.edu/business-psc/ . Unless changed by addendum, they will remain posted for a period of 72 hours (not including Saturdays, Sundays, and legal holidays). Any notice of protest of award or recommendation of award shall be filed in writing to the Director of Purchasing, within 72 hours after the posting of the ITB/RFP/RFQ bid tabulation.

3.8 DISPUTES AND PROTEST:

Any person adversely affected by the College's decision or intended decision may file a Notice of Protest within seventy-two (72) hours after the posting of the notice of intended award or decision. A formal written protest stating with particularity the facts and law upon which the protest is based must be filed within ten (10) calendar days after the Notice of Protest is filed.

Protestors shall comply with all requirements of Section 120.57(3), Florida Statutes, including the timely filing of any required bond or security. Failure to timely file a Notice of Protest, formal written protest, or any required bond or security shall constitute a waiver of protest proceedings.

Sealed bids and proposals shall remain exempt from public disclosure until the College provides notice of an intended decision or until ten (10) days after the public opening, whichever occurs first. Thereafter, solicitation records may be inspected during normal business hours in accordance with Florida public records laws and College procedures.

3.9 PREPARATION COST:

The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP. Regardless of the outcome of this RFP, all proposals submitted in response to this RFP and visits to Pensacola State College are at the sole expense of the Respondent.

4.0 Purpose

Pensacola State College is seeking bids from qualified manufacturers and/or vendors to design, fabricate, deliver, and support a mobile workforce training laboratory that will provide hands-on technical education and workforce development training opportunities throughout Escambia County and surrounding service areas, with a focus on underserved and low- to moderate-income populations. This project supports economic recovery and workforce development efforts in areas impacted by disaster.

This project is funded in whole or in part through the Community Development Block Grant–Disaster Recovery (CDBG-DR) program and must support eligible program activities. The mobile training laboratory will increase access to workforce training, support skill development, and improve employment opportunities for participants.

The selected contractor shall provide a turnkey mobile training solution consisting of a self-powered 53-foot gooseneck multi-use trailer designed for transportation without requiring a Commercial Driver's License (CDL). The mobile training laboratory shall be equipped with industry-relevant instructional modules supporting National Center for Construction Education and Research (NCCER) Level 1 Certifications-aligned training in Heating, Ventilation, and Air Conditioning (HVAC), Plumbing, and Carpentry.

The mobile training laboratory shall include a combination of wall-mounted and mobile training systems that can be utilized both within the trailer and in traditional classroom environments. The design shall provide adequate workspace, storage, and instructional accommodations for up to ten (10) students and one instructor.

The selected contractor shall be responsible for all design, engineering, fabrication, assembly, installation, testing, delivery, and commissioning of the mobile training unit and associated training equipment. The contractor shall ensure that all components are fully operational upon delivery and comply with applicable federal, state, and local regulations and safety standards

5.0 Scope of Work

The scope of work shall include, at a minimum, the following requirements:

5.1 MOBILE TRAINING TRAILER REQUIREMENTS:

- One (1) 53-foot gooseneck multi-use training trailer.
- Non-CDL towing configuration.
- Self-powered operation utilizing an onboard power generation and/or electrical system with sufficient capacity to safely and continuously operate all installed training equipment under full load conditions.
- Climate-controlled interior suitable for year-round educational use.
- Integrated storage for tools, consumable materials, and instructional equipment.
- Workstations and instructional space accommodating up to ten (10) students and one instructor.

5.2 TRAINING EQUIPMENT REQUIREMENTS:

The trailer shall include training equipment and instructional modules aligned with NCCER curriculum standards in the following disciplines:

- HVAC

- Plumbing
- Carpentry

Equipment shall consist of:

- Permanently mounted instructional trainers.
- Mobile/rolling trainers capable of deployment in classroom settings outside of the trailer.
- Hands-on learning stations supporting practical skill development.

5.3 PERFORMANCE REQUIREMENTS:

The completed mobile training unit shall:

- Operate safely and reliably.
- Support simultaneous instructional use for up to ten (10) students and one instructor.
- Provide sufficient power capacity for all equipment under full use conditions.
- Maintain a climate-controlled instructional environment.
- Be delivered fully functional and ready for immediate use.

5.4 DELIVERY:

The vendor shall provide delivery, setup, operational testing, and acceptance demonstration at a location designated by Pensacola State College.

The delivery schedule shall not exceed twelve (12) weeks from receipt of purchase order unless otherwise approved in writing.

Delivery shall be considered complete upon successful testing, demonstration, and acceptance by the institution.

5.5 ACCEPTANCE CRITERIA:

Acceptance shall be based on verification that:

- All systems are fully operational.
- All training equipment functions as specified.
- The unit meets all requirements outlined in this RFP.

The institution reserves the right to reject nonconforming deliverables.

5.6 DOCUMENTATION & TRAINING:

The Vendor shall provide:

- Operating manuals
- Maintenance documentation
- Training for institutional personnel
- Documentation sufficient to support federal compliance and audit requirements

5.7 WARRANTY:

The Vendor shall provide manufacturer warranties for all major components and a minimum one (1) year comprehensive warranty covering defects in materials and workmanship.

5.8 COMPLIANCE:

All components shall comply with applicable federal, state, and local laws, regulations, codes, and safety standards.

6.0 Proposal Submission Requirements

6.1 TECHNICAL APPROACH & COMPLIANCE:

The proposer shall provide a detailed narrative describing its approach to delivering the required mobile training trailer. The response shall include:

- Description of the proposed solution and how it meets or exceeds all requirements in the Scope of Work
- Description of the trailer systems, training equipment, and functionality
- Explanation of how the solution will operate as a fully integrated, turnkey system
- Identification of any exceptions or deviations from the specifications

6.2 EXPERIENCE & QUALIFICATIONS:

The proposer shall demonstrate relevant experience and organizational capability. The response shall include:

- Company background and years of experience
- Description of at least three (3) similar projects completed within the last five (5) years
- Experience with mobile training units, specialty trailers, or workforce training environments
- Reference information for similar projects (contact name, organization, phone/email)
- Qualifications and roles of key personnel assigned to the project

6.3 DESIGN & FUNCTIONALITY OF TRAILER

The proposer shall describe the design and functional aspects of the proposed mobile training unit. The response shall include:

- Proposed trailer layout, including floor plan, renderings, or diagrams (if available)
- Description of workspace configuration for students and instructor
- Integration of HVAC, plumbing, and carpentry training systems
- Description of mobility, flexibility, and usability for both on-board and off-board training
- Safety features, accessibility, and environmental controls (e.g., climate control)

6.4 PROJECT MANAGEMENT & SCHEDULE

The proposer shall submit a project implementation plan. The response shall include:

- Proposed timeline from award through delivery and acceptance
- Key milestones (design, fabrication, delivery, testing, and training)
- Description of project management approach and coordination
- Delivery, setup, testing, and commissioning plan
- Identification of any risks and proposed mitigation strategies

6.5 COST/PRICE PROPOSAL

The proposer shall provide a complete cost proposal. At a minimum, include:

- Total proposed price (as identified in the Bid Form)
- Optional: cost breakdown (e.g., trailer, equipment, delivery, training, warranty)
- Description of what is included in the price
- Identification of any optional or additional costs

7.0 Evaluation Criteria

Proposals will be evaluated by a Selection Committee using a best-value approach, with emphasis on the quality, functionality, and effectiveness of the proposed mobile training solution.

The evaluation will consider technical, managerial, and cost factors.

The College reserves the right to:

- Shortlist top-ranked firms
- Request presentations or clarifications
- Negotiate with the highest-ranked proposer

Evaluation Bid Review	**Points**
Technical Approach & Compliance • Evaluation of the proposer’s understanding of the project requirements and the extent to which the proposed solution meets or exceeds the specifications outlined in the Scope of Work. Emphasis will be placed on completeness, clarity, and the ability to deliver a fully functional, turnkey mobile training solution.	25

Experience & Qualifications • Evaluation of the proposer's relevant experience, organizational capabilities, and past performance on similar projects. Consideration will be given to demonstrated success with mobile training environments, specialized trailers, or workforce development projects, as well as the qualifications of key personnel.	20
Design & Functionality of Trailer • Evaluation of the overall design, layout, and functionality of the proposed mobile training unit. Factors include usability for instruction, integration and accessibility of training systems, flexibility for multiple training environments, safety features, and overall effectiveness as a learning space.	20
Project Management & Schedule • Evaluation of the proposer's implementation approach, including project timeline, delivery schedule, and coordination of design, fabrication, delivery, and commissioning. Emphasis will be placed on the proposer's ability to meet required timeframes and provide a clear, well-organized execution plan.	15
Cost/Price Proposal • Evaluation of the overall cost in relation to the value of the proposed solution. Consideration will include total price, cost realism, completeness of pricing, and the extent to which the proposal provides a cost-effective, high-quality solution that meets the College's needs.	20

8.0 Attachments

The proposer shall complete and submit all required forms included in this solicitation, including but not limited to:

- Bid Form
- MWBE Certification (if applicable)
- Public Entity Crimes Statement
- Drug-Free Workplace Certification
- Any other required federal or state certification

Failure to submit required forms may result in disqualification.

BID FORM

Total Price for item(s) in Scope of Work as specified $ __________

<table>
<tr><td colspan="2">Name</td><td colspan="2">DBA Name (if applicable)</td></tr>
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<tr><td>State</td><td colspan="2">Zip</td></tr>
<tr><td colspan="3">Email Address</td></tr>
<tr><td rowspan="3">Remit to Address</td><td>Street/PO Box</td><td colspan="2">City</td></tr>
<tr><td>State</td><td colspan="2">Zip</td></tr>
<tr><td colspan="3">Email Address</td></tr>
<tr><td rowspan="2">Contact Person</td><td>Name</td><td colspan="2">Phone #</td></tr>
<tr><td colspan="3">Email Address</td></tr>
<tr><td rowspan="2">Address of Parent Company (if applicable)</td><td>Street/PO Box</td><td colspan="2">City</td></tr>
<tr><td>State</td><td colspan="2">Zip</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4">Name   Signature   Date</td></tr>
</table>

Firms certify by their signature they have read and understand the conditions and specifications of this Invitation to Bid and they have the authority, capacity, and capability to perform all conditions and specifications of this Invitation to Bid.

MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE CERTIFICATE

I HEREBY DECLARE AND AFFIRM that I am the ___________________________ (Title) representative of the firm of ____ (Company Name) minority business enterprise (MBE/WBE)___________________ (Minority Type) as defined by Pensacola State College in the specifications for ____(RFP Name & Number) that I will provide information requested by PENSACOLA STATE COLLEGE to document this fact. The foregoing statements are true and correct and include all material necessary to identify and explain the operations of ___________________________________ (Company Name) as well as the ownership thereof. Further, the undersigned does agree to provide PENSACOLA STATE COLLEGE current, complete and accurate information regarding actual work performed on the project, the payment therefor and any proposed changes in any of the arrangements hereinabove stated and to permit and audit an examination of the books, records and files of the above named company by authorized representative of PENSACOLA STATE COLLEGE. It is recognized and acknowledged that the statements herein are being given under oath and material misrepresentation will be grounds for terminating any contract which may be awarded in reliance hereon. Termination is understood to forfeiture of payment for all work not performed at time of notification.

I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

____

Signature of Company's Authorized Representative

State of ______ County of ________________City of ________________.

On this ________________ day of ____________________, 20_____, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

In witness thereof, I hereunto set my hand and official seal.

Signed: ____ (SEAL)

Notary Public

My commission Expires:

Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership). "Minority/Woman Business Enterprises that file false misrepresentation of their MBE/WBE status shall be found guilty of a felony of the second degree and be debarred from bidding no less than 36 months pursuant to 287.094 Florida Statute".

Pensacola State College does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, disability, sexual orientation and genetic information in its educational programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Institutional Diversity at (850)484-1759, Pensacola State College, 1000 College Blvd. Pensacola, Florida 32504

PUBLIC ENTITY CRIMES

Any person submitting an Invitation to Bid in response to this invitation must execute the enclosed for PUR 7068, SWORN STATEMENT UNDER PARAGRAPH 287.133(3)(A), FLORIDA STATUTES**,** ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with the said statement. However, if you have provided the completed form to the submittal address listed in this invitation and it was received on or after January 1, 2009, another completed form is not required for the remaining calendar year.

THIS FORM **MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC** OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to:

____

(print name of the public entity)

By____

(Print name of entity submitting sworn statement)

Whose business address is

____

And (if applicable) its Federal Employer Identification No. (FEIN) is:

____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:________________________

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes**,** means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime: or

An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement **(indicate which statement applies).**

______Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

______The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

______The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list **(attach a copy of the final order).**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this_____day of_____________________________20______

Personally known____

OR Produced identification__________________________________Notary Public - State of_____________

_________________________________. My commission expires___________(Type of identification)

____

(Printed, typed and/or stamped commissioned name of Notary Public)

A person or affiliate who has been placed on the convicted Firm list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Firm, supplier, Sub-Firm, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted Firm list.

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

BIDDING FIRM OR ENTITY NAME: ____

SIGNATURE OF VENDOR REPRESENTATIVE: ____

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE: ____

DATE: ____

STATE OF FLORIDA AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Respondent Vendor Name:____

Vendor FEIN: ________________________

Vendor's Authorized Representative Name and Title:____________________________

Address:____

City:_________________________State: ___________ZIP:____________________

Phone Number: _______________________________________

Section 787.06(14), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as security for the debt, if the value of the labor or services, as reasonably assessed, is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: ____

AUTHORIZED SIGNATURE

Print Name and Title:____

Date:_______________________