



RFP-NFC-02-2026

**REQUEST FOR PROPOSALS
for
CUSTODIAL SERVICES**

RFP SPECIFICATIONS DOCUMENT

Proposals Due: June 2, 2026, by 2:00 PM EDT

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SECTION 1: GENERAL INFORMATION & INVITATION TO RESPOND

North Florida College, hereinafter referred to as NFC or the College, is a public post-secondary educational institution and a political subdivision of the State of Florida. NFC was established by the Legislature in 1957 and is one of the 28 institutions comprising the Florida College System. The College serves the six-county geographic region of the following counties: Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor. The College is a community-based institution which provides higher education, technical and occupational training, and offers a comprehensive range of programs responsive to the needs of residents of its service district. The main campus of NFC is located at 325 NW Turner Davis Drive, Madison, Florida 32340, and has centers located in Live Oak and Perry, FL.

This RFP is identified as **RFP-NFC-02-2026**.

NFC invites competitive proposals from professional commercial custodial companies, herein after referred to as Respondent, Contractor, Proposer, Company, or Firm, for the provision of custodial services to the College. The College seeks to enter into a contract with one (1) Proposer to provide custodial services to the college's main campus located at 325 NW Turner Davis Dr., Madison, FL 32340.

Interested Proposers must be licensed in the State of Florida and meet all other requirements as may be required by law. The professional commercial custodial service Proposer must demonstrate relevant experience as later described in this RFP Specifications Document. The RFP Specifications Document contains information, requirements, the RFP schedule (timeline), terms, conditions, evaluation criteria, and procedures for submitting a response to this RFP. The RFP Specifications Document may be downloaded from the NFC website at <https://www.nfc.edu/about/procurement-and-contracts/index.php>. Proposers must adhere to all sections of this Specifications Document and are advised to thoroughly familiarize themselves with all details contained herein.

Proposers must monitor the above NFC website for information, addenda, and notifications during the entire RFP process until the status of this RFP is marked 'closed' on the webpage. The webpage will be updated with pertinent information as the RFP process progresses.

RFP responses, sealed and identified on the outside of the submission with RFP-NFC-02-2026 and the Proposer's name, **are due by 2:00 PM EDT on June 2, 2026**, to North Florida College, Attn: Tyler Coody, Executive Director of Employee Services, Building 3, Room 19, 325 NW Turner Davis Drive, Madison, FL 32340.

RFP responses may be hand delivered, sent via U.S. postal service, or via other delivery services. Faxed, emailed, conditional, improperly identified responses, or responses delivered to the wrong location, or received after the deadline for receipt by NFC will not be considered.

Failure of delivery by hand, delivery service, or U.S. mail to deliver the response by the deadline to the correct location shall not constitute an extension of the due date and time. Submissions delivered to other NFC locations are not considered "received" until they are received at the location listed above by the deadline. It is the sole responsibility of the Proposer to ensure that its submission is delivered to the correct location by the deadline date and time listed in this RFP Specifications Document unless changed by an addendum to the RFP Specifications Document. The College shall in no way be responsible for delays caused by any occurrence. NFC is not responsible for any cost incurred by the Proposer in their effort to respond to this RFP.

NFC will hold a preproposal public meeting with guided worksite tour immediately following the meeting on May 14, 2026, at 10:00 AM EDT in Building 9, Room 20, 325 NW Turner Davis Drive, Madison, FL. Attendance at this meeting by interested Proposers is strongly encouraged.

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A public meeting will be held on June 2, 2026, at 2:30 PM EDT, at NFC, 325 NW Turner Davis Dr., Madison, FL in Building 9, Room20, for the purpose of opening submissions received by the deadline and preparing a list of proposals to be considered. Only the names of the proposals received will be read aloud. This is not a proposal evaluation meeting.

A public meeting will be held on June 8, 2026, at 10:00 AM EDT at NFC, 325 NW Turner Davis Dr., Building 9, Room 20, Madison, FL at which time a committee will evaluate and rank the proposals. Respondents are invited to attend but attendance is not a requirement for RFP award.

Americans with Disabilities Act of 1990: In accordance with the Americans with Disabilities Act, any person requiring special accommodations to attend a public meeting is asked to advise NFC at least three (3) days prior to the meeting by contacting NFC at 850-973-9403.

Information and notices related to this RFP will be posted on the College webpage dedicated to this RFP at <https://www.nfc.edu/about/procurement-and-contracts/index.php>.

Point of Contact for RFP: The point of contact for this RFP is Micah Rodgers, NFC Chief Business Officer. Questions and requests for clarifications **must be directed in writing via email to procurement@nfc.edu**. Written questions will be accepted until the deadline listed in the RFP Schedule. Replies to written questions received within the window for questions will be posted on the webpage dedicated to this RFP. Questions will not be accepted, nor answers provided, via phone or in person, nor after the deadline. No other person is authorized to disseminate information regarding this RFP. Verbal responses to questions are not considered binding.

SECTION 2: RFP SCHEDULE

DATE	TIME	EVENT	LOCATION
May 6, 2026		Invitation to Respond to Request for Proposals (RFP) issued.	Public Notice Publication in Newspaper
May 8, 2026		RFP Specifications Document available for downloading from the NFC webpage.	https://www.nfc.edu/about/procurement-and-contracts/index.php
May 14, 2026	10:00 AM EDT	Public Meeting: Preproposal Meeting & Worksite Tour.	North Florida College Bldg. 9, Rm. 20 325 NW Turner Davis Dr., Madison, FL 32340
May 20, 2026	4:30 PM EDT	Deadline for written questions regarding the RFP to NFC.	Via email to procurement@nfc.edu
May 25, 2026	4:30 PM EDT	Deadline for responses to written questions.	https://www.nfc.edu/about/procurement-and-contracts/index.php

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May 25, 2026	4:30 PM EDT	Deadline for issuance of addenda which must be acknowledged on form in proposal submission. <i>Note: NFC reserves the right to issue addenda after this date.</i>	https://www.nfc.edu/about/procurement-and-contracts/index.php
June 2, 2026	2:00 PM EDT	DEADLINE FOR RFP SUBMISSION. (Note: Submissions cannot be emailed. See submission instructions.)	North Florida College Attn: Tyler Coody Bldg. 3, Rm. 19 325 NW Turner Davis Dr., Madison, FL 32340
June 2, 2026	2:30 PM EDT	Public Meeting: Proposals received by the deadline are opened & proposer names are read aloud. <u>This is not an evaluation meeting.</u>	North Florida College Bldg. 9, Rm. 20 325 NW Turner Davis Dr., Madison, FL 32340 by
June 8, 2026	10:00 AM EDT	Public Meeting: Proposals are evaluated and ranked by a committee. Ranked shortlist prepared.	North Florida College Bldg. 9, Rm. 20 325 NW Turner Davis Dr., Madison, FL 32340
June 8, 2026		Notice of Intent to Award.	https://www.nfc.edu/about/procurement-and-contracts/index.php
June 8–11, 2026		Protest Period.	
June 16, 2026		Action by DBOT to Award RFP.	Regularly Scheduled District Board of Trustees Meeting
June 17, 2026		Notice of Award.	https://www.nfc.edu/about/procurement-and-contracts/index.php

NFC reserves the right to change the schedule if it is in the best interest of the College. Schedule changes will be by written addendum to the Specifications Document and posted at <https://www.nfc.edu/about/procurement-and-contracts/index.php>. It is the sole responsibility of the Proposer to monitor this webpage during the entire RFP process for information, updates, clarifications, schedule changes, addenda, and notices. Failure to monitor this webpage for pertinent information may result in disqualification of proposal.

SECTION 3: TERMS & CONDITIONS

All Proposers submitting a response to this RFP understand and agree that the affirmative act of submitting a response constitutes acceptance, agreement, and adherence to all sections of this RFP Specifications Document. Lack of knowledge by the Proposer will in no way be cause for relief from responsibility.

Taxes: Pursuant to Chapter 212, Florida Statutes, NFC is sales tax exempt. The applicable tax exemption certificate number is 85-8012557363C-1.

Non-Discrimination: NFC does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex,

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pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

Respondents are responsible for the contents of their submission and for satisfying the requirements in all sections set forth in the RFP Specifications Document. RFP submissions that do not comply with the requirements set forth in this Specifications Document will be considered non-responsive and may be rejected.

No interpretation of the meaning of the RFP Specifications Document or correction of any apparent ambiguity, inconsistency or error therein will be made to any Proposer verbally. Requests for such interpretation or correction must be made in writing via email to the College's point of contact. Interpretation of the wording of this document shall be the sole responsibility of the College, and that interpretation shall be final.

Refer to **Section 2** for important events, dates, times, and deadlines. The entirety of Section 2 is considered terms and conditions of this RFP. Section 1 Invitation to Respond is also considered terms and conditions of this RFP.

Schedule Changes: NFC at its sole discretion may amend the scheduled dates indicated herein if it is determined to be in the best interest of NFC to do so. Schedule changes will be by written addendum to the RFP Specifications Document and will be posted on the NFC webpage at <https://www.nfc.edu/about/procurement-and-contracts/index.php>.

The time/date stamp clock located in Employee Services in Building 3, Room 19, 325 NW Turner Davis Drive, Madison, Florida 32340 shall serve as the official authority to determine receipt of the RFP submission. The submittal time and date deadline shall be scrupulously observed. Responses received after the specified time and date shall be considered non-responsive and therefore not eligible for consideration.

Errors and Omissions: Proposers are expected to comply with the true intent of these RFP specifications taken as a whole and shall not avail themselves of any errors or omissions to the detriment of the RFP process. Should any Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify the point of contact for this RFP in writing via email to procurement@nfc.edu who will issue written instructions to be followed.

Late Submissions: Proposers who do not comply with NFC's procedures or deadlines established will not be considered. NFC will retain all submissions received by the submission deadline. Proposals received after the stipulated date and time will be retained by the College unopened and will not be considered. RFP Responses that do not comply with the instructions set forth and/or do not include the qualifying information required may be considered incomplete, non-responsive, and may be rejected.

Response Withdrawal: The submission may be withdrawn only by written notice to the RFP point of contact **prior** to the deadline for submission. Withdrawn submissions will be retained unopened by the College, will not be returned, and will not be considered. Withdrawals received after the deadline date and time for RFP receipt will not be honored. No Respondent may withdraw its submission after opening without express written permission by the College.

All RFP responses received by NFC by the deadline for submission, unless withdrawn pursuant to the instructions provided in this document, will be retained by NFC and upon opening become the property of NFC. Responses received after the stipulated date and time will not be opened, will not be considered, but will be retained by NFC unopened.

Basis of Award and Rights of Refusal: NFC intends to award a contract to a single Proposer having best met the requirements and evaluation criteria in the Specifications Document, and whose proposal is deemed to be in the best interest of the College.

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NFC reserves the right to reject any, all, or part of any responses received, to waive any informalities in regards thereto, to waive any minor deviations in an otherwise valid proposal, and to accept only the proposal, or portion of a proposal, which is considered to be in the best interest of the College at the sole discretion of the College; Further, the College reserves the right to cancel this RFP, to reissue the RFP, or not. NFC shall have the right to reject any or all responses and in particular to reject a response not accompanied by data required by the RFP, or a response in any way incomplete or irregular. Conditional RFP responses will not be considered. RFP responses which are found to contain inaccurate and/or incomplete information may be deemed non-responsive and are grounds for rejection of the response. NFC is not necessarily bound to accept the lowest price if it is not in the best interest of the College.

The College Evaluation Committee will rank proposals received based on RFP specifications and the evaluation criteria in SECTION 5. The top three (3) submissions based on the evaluation rubric will be brought before the District Board of Trustees for consideration. The District Board of Trustees will make the final decision regarding award of the contract.

The College reserves the right to request additional information or clarification of any material submitted. Faxed, e-mailed, late, delivered to wrong address, and/or conditional responses will not be considered, with the exception that any additional information or clarification requested of the Proposer after the deadline for submission may be e-mailed to the point of contact for this RFP upon request by the point of contact to do so.

Should the College receive less than three (3) responses by the deadline for response receipt, the College reserves the right to determine if one or both submissions should be ranked as sufficiently qualified to be short-listed, or the College may opt to reject one or both of the responses and may opt to issue another RFP, or not. NFC reserves the right to accept or reject any or all submissions, to waive any informalities in regards thereto, and to accept only those submissions determined to be in the best interest of the College.

Confidentiality: The Proposer is hereby warned that any part of its response to this RFP or any other material marked as confidential, proprietary, or trade secret can only be protected to the extent permitted by Chapter 119, (Public Records Law), Florida Statutes. By submitting a response to this solicitation, the respondent acknowledges that all documents and information submitted to the College, including pricing information, are 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. The material submitted in response to the RFP becomes the property of NFC upon delivery to the College and may be appended to any formal document which would further define or expand any contractual relationship between the College and the Proposer related to this RFP. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07, Florida Statutes. This includes material which the Proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effectively after public opening pursuant to Section 119.07, Florida Statutes.

Contact After Release of RFP (Cone of Silence): Any Respondent or a lobbyist for a respondent is prohibited from having any communication concerning this RFP with any member of the College District Board of Trustees, the College President, any Evaluation Committee Member, or any other College employee after the release of the RFP and prior to the contract being awarded with the exception of communications with the Point of Contact for this RFP. A proposal from any Proposer will be disqualified when the respondent or a lobbyist for the respondent violates this condition of the RFP. No verbal or written information which is obtained other than by information in this Specifications Document or by Addenda to this Specification Document shall be binding on the College.

Changes in any pricing amount appearing on the outside of the RFP submission envelope will not be considered. Only the pricing and any other information shown inside the envelope will be considered. All changes, corrections, and erasures on the inside of the RFP envelope must be initialed by the person signing the proposal. The Proposer shall fill in its proposal completely, providing pricing quotation, the supporting

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documents, and required information and forms, and sign the proposal. Proposals that show any omissions, alterations, additions not authorized by the College, conditional, incomplete or irregularities of any kind, may be rejected. No changes initiated by the Proposer will be permitted after proposals have been submitted. To be considered responsive the proposal shall be signed by an authorized employee/officer with the authority to bind a contract.

Open Competition: The College encourages free and open competition among Proposers. Whenever possible, specifications, proposal invitations, and conditions are designed to accomplish this objective consistent with the necessity to satisfy the College's needs and the accomplishment of a sound economic operation. The Proposer's signature on the submission response guarantees that the Proposer, its agents, officers, or employees have not bribed or attempted to bribe or influence in any way an officer, employee, or agent of the College.

Performance Inquiry: As part of the RFP response evaluation, the College may make inquiries to determine the ability of the Proposer to provide the solicited services. The College reserves the right to reject any response if the Proposer fails to fully provide the information requested and to satisfy the College that it has the proper qualifications to satisfactorily provide the services. The College reserves the right to verify any references received and/or use an external party to conduct reference checks.

Background Screening Requirements: By submitting a response to this RFP, the Proposer if awarded a contract resulting from this RFP, agrees that as a condition of entering into the contract, the Proposer will comply with the requirement by NFC that successful level II background checks are required for any and all employees to be on site during the contract period, and the Proposer will provide proof of successful background checks to NFC **prior** to any work performed on the NFC campus by any of the Proposer's employees. Background checks are the responsibility of the Proposer, and the Proposer is responsible for all costs associated with the background checks.

Proposer's Warranty of Ability to Perform: By submitting a response to this RFP, the Proposer warrants that there is no action, suit, proceeding, inquiry or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of the Proposer's knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Proposer's obligations, or diminish the Proposer's financial ability to perform. It is understood, and the Proposer hereby agrees that it shall be solely responsible for all services that it proposes.

Proposers are required to hold their prices for 60 days after submission of a proposal.

In submitting a response, Proposer agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the College.

Addenda Acknowledgement Form: This is a required form. In the event the College finds it expedient to supplement, modify or interpret any portion of the Specifications Document prior to the RFP submittal date, such procedure will be accomplished by the issuance of written addenda to the Specifications Document. Each addendum issued by NFC prior to the deadline for issuance of addenda must be acknowledged on this form by the respondent entering the addendum number and date of issuance as compliance with each addendum as issued. If NFC issues no addenda, the respondent should indicate 'none' on the form. The form **must** be prepared and signed by the respondent.

Sovereign Immunity: NFC is a political subdivision of the State of Florida and as such, the College is entitled to sovereign immunity except to the extent of the waiver set forth in 768.28, Florida Statutes. The College's performance under any resulting agreement and any amendments thereto or attachments connected therewith, shall at all times be subject to any and all state laws, state regulations and College District Board of Trustee Rules which are

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applicable to the College's operations, commitments, and/or activities in furtherance of any terms specified herein.

Protests: Protests shall be served to Micah Rodgers, NFC Chief Business Officer, 325 NW Turner Davis Dr., Madison, FL 32340, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original, via facsimile transmittal to Micah Rodgers, at 850 973-1688. Failure to file a notice of protest, failure to file a formal written protest during the protest period shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the posting of the notice of intent to award the RFP on the NFC webpage as indicated in the RFP Schedule.

Public Entity Crimes: In accordance with 287.133 (2) (a) Florida Statutes, a person, vendor, or affiliate convicted of a public entity crime may not submit a RFP on a contract to provide any goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit a RFP on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold provided in, 287.017 Category Two, Florida Statutes, for a period of 36 months from the date of being placed on the convicted vendor list. The respondent must acknowledge compliance with this statute and its intent. Notice to Proposer: By signing the submittal forms you attest that you or those listed in Chapter 287, Florida Statutes, related to public entity crimes have not been placed on the convicted vendor list.

Drug-Free Workplace Certification: Whenever two or more proposals which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to 287.087, Florida Statutes, a proposal received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process.

Identical or Tie Proposals

In the event that two (2) or more proposals/offers are deemed equal during the evaluation process the following criteria in order of importance from the highest priority to the lowest priority will be used: (1) Drug Free Workplace certification in accordance with F.S. 287.087; (2) offer is from a Florida domicile entity, (3) if one offer is from a certified minority business enterprise, the award shall be made to the CMBE; (4) when an offer is deemed by the College to be in its best interest considering factors such as prior performance; or (5) by coin toss by an authorized purchasing official.

Laws, Ordinances, Rules, Regulations, Permits, and Licenses: Proposers shall observe and obey all the laws, ordinances, rules, regulations, and policies of the District Board of Trustees, and the federal and state governments which may be applicable to the Proposer's operation at North Florida College, and at the sole cost of the Proposer, obtain and maintain all permits and licenses necessary to comply with such requirements and standards. Proposers must be licensed to do business in the state of Florida. Proposers must submit a copy of all licenses held.

Documentation Compliance: Proposers are responsible for the submission of properly prepared forms and documents required by Federal, State of Florida, and College policies as requested in this specifications document.

Independent Contractor: Nothing herein is intended or shall be construed as in any way creating or establishing the relationship of co-partners between the parties or in any way making the Proposer the agent or representative of the College for any purposes in any manner whatsoever. The Proposer is, and shall remain, an independent Contractor with respect to all services performed.

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Conflict of Interest: Pursuant to Chapter 112, Florida Statutes, Proposers must disclose with their submission the name of any officer, director, or agent who is also an employee of the College or a member of the District Board of Trustees. Proposers must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Proposer’s business or any of its branches or dealerships.

Insurance Requirements: Proposers shall obtain, maintain, and pay for insurance in the categories listed below. The insurance coverage in each category shall meet or exceed the minimum limits set forth in this document. Limits or types of coverage may be increased by the College depending on the scope of work or services to be provided or at any time based upon the recommendation of the College’s Risk Management Consortium. The insurance shall cover the Proposer’s entire operations under an agreement with the College and shall be effective throughout the effective period an agreement or any subsequent agreement. It is not the intent of this schedule to limit the types of insurance otherwise required or that the Proposer may desire to obtain. For the purposes of this RFP, the Proposer must demonstrate insurability by providing current certificates of insurance. Proof of insurance at the required levels must be submitted with the Proposer’s response. If awarded a contract, the successful Proposer must submit a certificate of insurance at the required levels with North Florida College included as additional named insured on each applicable policy. By requiring such minimum insurance, North Florida College shall not be deemed or construed to have assessed the risk that may be applicable to the Respondent. The Respondent shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage.

Insurance Schedule:

Commercial General Liability	
Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	\$1,000,000
Personal Injury Protection	Statutory
Workers’ Compensation	
Coverage	Statutory

Severability: If any provision of this Specifications Document or any agreement resulting from this RFP is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the agreement. In the event any provision of this RFP or any agreement resulting from this RFP shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

Disqualification for Collusion or Fraud: Any RFP response may be rejected if there is a reason to believe that collusion exists between the Proposers. By submitting a response to this RFP, the Respondent attests that its response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response and is in all respects fair and without collusion or fraud.

Public Records: To the extent that Proposer meets the definition of “Contractor” under F.S. Section 119.0701,

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in addition to other contract requirements provided by law, Proposer must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes: Keep and maintain public records required by the College to perform the service.

Upon request from the College's custodian of public records, provide the College 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.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the College. Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.

THE CONTRACTOR ACKNOWLEDGES THAT NFC CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO THE CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON NFC OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT. THE CONTRACTORACKNOWLEDGES THAT ITS FAILURE TO COMPLY WITH FLORIDA LAW AND THIS AGREEMENT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND GROUNDS FOR TERMINATION.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 CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ALLISON FINLEY, AT (850) 973-1613, finleya@nfc.edu, NORTH FLORIDA COLLEGE, 325 NW TURNER DAVIS DRIVE, MADISON, FLORIDA 32340.

The successful Proposer shall maintain all records which are directly pertinent to any contract entered into under this RFP and shall provide access to those records as required under the funding guidelines for audit purposes.

Indemnification: To the fullest extent permitted by law, the Proposer shall defend, indemnify, and hold harmless North Florida College, its District Board of Trustees, its officers, agents, employees, and other representatives, individually and collectively from and against any and all claims, losses, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Proposer or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the College.

E-Verify System: Proposers must comply with Section 448.095, Verification of Employment Eligibility, Florida Statutes, requiring the use of the federal E-Verify system. Respondents are required to acknowledge that they will comply with Section 448.095, Florida Statutes.

Affidavit Regarding the Use of Coercion for Labor and Services (Human Trafficking): Section 787.06(14), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental

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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. The term “governmental entity” has the same meaning as in Section 287.138(1), Florida Statutes. Respondents are required to submit with their proposal an affidavit signed by an officer or representative of the non-governmental entity under penalty of perjury that the non-governmental entity does not use coercion for labor or services as defined in that statute.

Availability of Funds: The obligations of North Florida College under a contract awarded as a resultant of this solicitation are subject to the availability of the funds lawfully appropriated for its purpose by the State of Florida.

Contract Term: Contingent upon RFP award, the successful top ranked respondent will enter into a contract with the College based on the RFP Specifications Document and the respondent’s accepted proposal. The initial term of the contract will be five (5) years, with an option of three (3) annual one (1) year renewals.

Form of Contract: If the RFP is awarded, the resultant contract will be a contract agreed upon by the College and the successful Proposer. Any portion of the RFP Specifications Documents, addenda, and the successful Proposer’s proposal submission response may be appended to the contract directly or by reference therein for the purpose of further defining the requirements of the contract and Proposer’s obligations thereunder.

Contract Modification: Should a contract be awarded, as a result of this RFP, the awarded Proposer agrees that the contract may be modified to add or remove buildings on a square foot basis due to additional constructed buildings or due to buildings being out of commission for any reason. NFC anticipates the opening of a new community center building to be completed on or around October 1, 2026. The anticipated square footage for this building is the following:

Building Name	Building #	Gross Sq. Ft.	Interior Net Sq. Ft.	Excluded Sq. Ft. (Not to be cleaned)	Total Interior Sq. Ft. to be Cleaned
Community Center (New Construction estimated to be completed 10/1/26)	To Be Assigned	7,343	5,156	877	4,004

Notice to Proceed: Should a contract be awarded, as a result of this RFP, the awarded Proposer agrees to commence services with adequate force and equipment and meeting the conditions of the contract within thirty (30) calendar days after execution of contract and Notice to Proceed from the College.

Inspection Criteria

The Director of Physical Plant and team periodically conduct facilities inspections. Among other things, these inspections will focus on the state of housekeeping and cleanliness. Any unacceptable housekeeping issues will be noted in a work order and provided to the Proposer. Proposer is expected to resolve any such issues within the timeframe assigned / negotiated with the College. The Maintenance Department shall maintain records of each building inspection and notes on all housekeeping failure / observations for such inspections.

If overall inspection results are deemed unacceptable by the Director of Physical Plant or if trends of inspection results are negative, then the College shall call a meeting with the Proposer to review. Proposer shall have in attendance at this meeting the site supervisor and their immediate supervisor. Contractor shall submit a formal corrective action plan to address the results / concerns raised in the meeting which the College must review and approve. A follow-up meeting shall be held 90 days after the initial meeting to review the status of the corrective actions and the impact on

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recent inspection results. Proposer shall have site supervisor and their next two levels of management in attendance at this 90-day meeting. Failure to follow through on corrective action plans or support status review meetings with proper levels of attendance shall constitute a breach of contract.

Conflicts: Any dispute, controversy or claim arising out of or relating to any contract awarded the successful Proposer, or the breach thereof, which cannot be settled by good faith negotiations between the parties thereto, shall be litigation in a court of competent jurisdiction. This contract and any claims or disputes not settled by good faith negotiation between the parties hereto shall be construed in accordance with the laws of the state of Florida and enforced in the courts of the state of Florida. The Proposer and North Florida College hereby agree the venue shall be in Madison County, Florida.

Contract Termination: A contract awarded the successful Proposer may be terminated by the College, with or without cause, upon ten days written notice. If terminated without cause, the College will compensate the Proposer based upon the pro-rata portion of work completed plus fixed and unrecoverable costs.

Payments: Payments for work performed under any contract or purchase order resulting from an award of this RFP will be based on the total annual proposal price accepted by the College, divided into twelve payments and invoiced monthly.

Price Adjustments

Annual ECI Adjustment - At the end of each annual period, the Contract Price shall be increased by the lesser of two (2) percent or a percentage equal to the percentage increase in the Employee Cost Index for Civilian Workers, Compensation, 12 Month Percent Change, Seasonally Adjusted, published by the United States Department of Labor over the most recently published twelve (12) month period immediately prior to date for notice regarding annual contract renewal. Should the applicable Employee Cost Index over the most recently published twelve (12) month period decrease, the Contract Price shall not change from the previous annual period.

Assignment: No agreement, nor any duties or obligations under any agreement or contract resulting from the award of this RFP, shall be assigned by awarded Proposer without prior written consent of the College.

Venue: Any contract resulting from this RFP, and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Proposer hereby agree that venue shall be Madison, Florida.

SECTION 4: SCOPE OF WORK

Scope of Work/Frequency of Tasks

Proposer will be on-site to perform tasks 5 days per week (4 days during the College's summer schedule). During the Summer months of early May – mid August, the College operates on a 4-day work week.

A. Classrooms

- | | |
|---------------------------------|-----------------------------|
| Dust all horizontal surfaces: | As needed, at least monthly |
| Clean desks and desk tables: | As needed, at least weekly |
| Empty all trash containers: | Daily |
| Straighten desks and furniture: | As needed |
| Clean and sanitize telephones: | Weekly |

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Spot clean walls/switch plates/doors:	Twice per week
Vacuum walk off mats:	Twice per week
Dry mop/ wet mop all hard surface floors:	Twice per week, and spot mop as necessary
Vacuum/spot clean all carpeted floors:	Twice per week
Clean entrance glass:	As needed, at least weekly
Clean windows/frames/ledges:	As needed, at least monthly
Wet mop hard surface floors entirely:	Twice a week
Dust wall/ceiling air vents/ventilator covers:	Monthly

B. Offices

Dust all horizontal surfaces:	As needed, at least monthly
Clean desks and desk tables:	As needed, at least weekly
Empty all trash containers and install new liners:	Daily
Empty shredders and insert new liners:	As needed/By request
Remove any large scrap marked trash in offices:	Twice per week
Wipe and clean outside of microwaves:	Weekly
Clean and sanitize telephones:	Weekly
Spot clean walls/switch plates/doors:	Twice per week
Dry mop/spot mop all hard surface floors:	Twice per week
Vacuum/spot clean all carpeted floors:	Twice per week
Clean windows/frames/ledges:	As needed, at least monthly
Wet mop hard surface floors entirely:	Once a week
Dust wall/ceiling air vents/ventilator covers	Monthly

C. Restrooms and Locker Rooms

Empty waste and sanitary receptacles:	Daily
Refill all dispensers:	As needed, at least twice per week
Sweep/mop tile floors with germicidal:	Daily
Dust all horizontal surfaces/lockers:	Twice per week
Clean all dispensers:	Twice per week
Sanitize waste/sanitary receptacles:	Twice per week
Replace trash can liners	Daily
Clean all mirrors and glass:	Daily
Clean and sanitize walls/partitions:	As needed, at least weekly
Scrub/clean shower walls with germicidal:	As needed, at least weekly

Note: All restrooms shall have a cleaning sign off sheet posted in a visible area at restroom entry. Sheet is to be initialized daily by crew member after the restroom has been serviced. Proposer is responsible for providing and maintaining this form.

D. Common Areas*

Dust all horizontal surfaces:	As needed, at least monthly
Empty all trash containers:	Daily
Vacuum walk off-mats:	Twice per week

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Clean/sanitize water fountains:	Twice per week
Dry mop/spot mop all hard surface floors:	Twice per week
Vacuum/spot clean all carpeted floors:	Twice per week
Clean entrance glass:	As needed, at least weekly
Clean windows/frames/ledges:	As needed, at least weekly
Wet mop hard surface floors entirely:	As needed, at least once per week

*Common areas are defined as corridors, vestibules, breakrooms, lobbies, hallways, front entrances, and conference rooms, etc.

E. Building Exterior Areas

Empty outside trash receptacles:	Twice per week
Building front entrances swept/maintained:	Daily
Sweep common areas/clean tables:	Weekly
Sweep or blow off stairwells, landings, walks, and entrances to and around buildings:	As needed, at least weekly
Clean/sanitize water fountains:	Twice per week
Clean entrance glass:	As needed, at least twice per week
Clean all exterior windows:	As needed, at least annually
Clean all handrails:	Weekly
Clean/dust ledges, recesses, lights, etc.:	Monthly
Clean and sanitize all fixtures:	Daily
Sanitize doorknobs:	Daily

F. Materials and Procedures

The Proposer will be responsible for any foliage, lawn, roof, wall, carpet, or other damage to NFC resulting from custodial services performed. The Proposer shall take every precaution to protect College property. The College must be notified in writing regarding any existing damage prior to commencement of work in that area.

G. Service Schedule

It is expected that the Proposer will provide routine custodial services in accordance with the following service schedule. Changes to the following schedule may ONLY be made with the consent of the College.

1. Services should be conducted between 1:00 p.m. and 10:00 p.m. Monday through Friday (Monday through Thursday for summer schedule).
2. The Public Safety Program (Building 35) and other facilities may maintain different hours of operation. Proposer is required to work with the College to coordinate cleaning around site specific operating schedules.

H. Special Objectives

1. Maintain an environment that is clean, safe, and attractive to students, staff, and visitors at all times.
2. Concentrate on detail cleaning, including but not limited to, corners, door thresholds, ledges, spider webs, etc.
3. Concentrate on areas designated as high usage and high visibility public areas such as student lounges, courtyards, building entrances, offices, and administrative areas.
4. Replace in original arrangement all chairs, office furniture, etc. after the completion of all cleaning activities.
5. Impress upon cleaning personnel the importance of taking responsibility for the total appearance of the facilities as they are performing assigned tasks.

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6. Actively assist the College to conserve energy by utilizing lighting only in areas where custodial work is being performed.

I. Supplies, Chemicals and Equipment

The Proposer is expected to provide all supplies, chemicals, and equipment to handle the complete service. Safety Data Sheets (SDS) are required for all chemicals and cleaning products and shall be supplied to the College both at the time of product introduction. In addition, all SDS shall be maintained on-site and updated as new chemicals are introduced or discontinued. The College shall be provided with an up-to-date complete inventory summary list of all SDSs for all materials stored or used on campus locations. This up-to-date list shall be provided to the College upon request and not less than annually.

The following minimum supplies, chemicals and equipment shall be provided/supplied by the Proposer. The College reserves the right to approve of all supplies, chemicals and equipment used at the college facilities prior to their use.

- Refills for soap dispensers **must be from authorized Gojo supplier;** See NOTE below.
- Refills for sanitizer dispensers **must be from Purell supplier;** See NOTE below.
- Roll towels are required for all buildings except building 4; Building 4 requires tri-fold towels.
- Toilet tissue (2-ply)
- Urinal mats
- Deodorant blocks
- Plastic liners (inside/outside trash receptacles)
- Liners for feminine hygiene disposal receptacles
- Proposer is required to use commercial/industrial grade cleaning chemicals.

NOTE: The College supplies hand sanitizer dispensing units and soap dispensing units. Refills for each type of unit are to be supplied by the Proposer.

J. Custodial Equipment

All equipment shall be commercial grade. The Proposer shall be required to maintain in good working order all the equipment required to perform the services. For services done monthly or less frequently. Proposer may rent equipment or bring equipment from other Proposer locations to support that work (for example lifts used in cleaning of exterior windows).

k. Waste Disposal

This cleaning contract requires that Proposer move waste materials from the local receptacles within each building to larger site-wide repository on Mockingbird Trail. The College will provide one golf cart with a trailer to be used for this purpose.

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Square Footage Amounts Per Building

Building Name	Building #	Gross Sq. Ft.	Interior Net Sq. Ft.	Excluded Sq. Ft. (Not to be cleaned)	Total Interior Sq. Ft. to be Cleaned
Marshall Hamilton Library and Annex	4	13,433	12,529	650	11,879
Technology Center	5	5,299	4,695	806	3,889
College Preparatory/Mathematics	6	13,763	12,515	3,315	9,200
Business Education	7	4,870	4,347	556	3,791
General Classrooms	8	7,263	6,819	525	6,294
Student Center	9	11,925	11,041	2,246	8,795
Fine Arts	10	6,981	6,277	502	5,775
Colin P. Kelly Fitness and Wellness Center	12	29,674	26,990	17,690	9,300
Career and Technical Center	13	43,798	40,550	4,131	36,419
Testing Center	16	1,886	1,724	47	1,677
Maintenance	17	2,516	2,274	1,300	974
Morris Steen Jr. Science Learning Center	34	16,292	15,013	706	14,307
Public Safety Academy	35	9,426	8,789	2,114	6,675
CDL Tower Bathroom	Adjacent to 35	64	64	0	64
Total		167,190	153,627	34,588	119,039

SECTION 5: SELECTION PROCESS & EVALUATION CRITERIA

Members of an Evaluation Committee, organized for the sole purpose of reviewing and evaluating responsive proposals received by the deadline, will independently review each written submission. The Committee will then meet collectively in a meeting open to the public on June 8, 2026, at 10:00 AM EDT at NFC, 325 NW Turner Davis Dr., Bldg. 9, Rm. 20, Madison, FL to discuss and evaluate the responses received. Attendance by Respondents at the public meeting for RFP evaluation is welcomed but is not a requirement for consideration.

Members of the Committee will evaluate submissions for compliance with all RFP specifications, including addenda if any, and the evaluation criteria in this section. Proposals passing the mandatory requirement section with a score of 'Pass' for each item will then be ranked based on the proposal price, from lowest price to highest price, and the top three (3) lowest prices be considered the ranked short-list of Proposers.

The top three (3) submissions based on the evaluation rubric will be brought before the District Board of Trustees for action concerning award of the RFP. The District Board of Trustees will make the final decision regarding award of the contract.

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Evaluation Categories

<u>Category</u> Mandatory Requirements	<u>Requirement Evaluation Score</u> Pass=Criteria Met or Fail=Criteria Not Met
5.1 Demonstration of ability to perform the work.	Pass or Fail
5.2 Demonstrated successful performance history with the College (if applicable).	Pass or Fail
5.3 Satisfactory completion of all required forms.	Pass or Fail
<u>Category</u> Price Proposal	<u>Ranking</u> Lowest to Highest Price Proposals
5.4 Proposed Price Encompasses the Full Scope of Work	
Ranked Shortlist	Top Three Lowest Price Proposals

Evaluation Descriptions:

- 5.1 Mandatory Requirement One:** Provide a list of at least three (3) references for work of a similar nature and scope within the past five (5) years. Include name, job title, company name or public entity name, address, phone number, and email address. It should also include a brief description of the services provided, approximate square footage, and the date range (contract length) of services provided.
- 5.2 Mandatory Requirement Two:** The list of current and/or past work at NFC in the last ten (10) years is determined to be satisfactory. Any previous or current work performance by any Proposer must be or have been satisfactory in the judgement of NFC. Prior history with NFC is not a mandatory requirement; however, satisfactory performance of any past or present work is a requirement.
- 5.3 Mandatory Requirement Three:** All forms are completed to the satisfaction of the NFC Evaluation Committee.
- 5.4 Proposed Price:** The annual price proposal indicates that it encompasses the full Section 4: Scope of Work. Price proposals which are conditional and/or do not indicate full scope of work coverage will be determined to be non-responsive by the Evaluation Committee and disqualified. Successful price proposals will be ranked from lowest price to highest price, and the top three (3) lowest priced proposals will be the rank ordered short-list of Proposers.

SECTION 6: INSTRUCTIONS FOR SUBMITTAL

This section details the requirements for responding to the RFP and the organization of the written submission response materials.

Deadline for receipt by the College of the RFP submission is 2:00 PM EDT, June 2, 2026.

Submit to: North Florida College

**North Florida College
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**Attn: Tyler Coody
Building 3, Room 19
325 NW Turner Davis Drive
Madison, Florida 32340**

Responses must be submitted in a sturdy sealed package clearly marked on the outside with **RFP-NFC-02-2026** and the name of the Respondent.

Submit one (1) original and three (3) exact copies of the original.

It is the responsibility of the Responder to ensure that delivery is received at the correct location at the College by the deadline for submission.

Responses may be hand delivered or sent via U.S. postal service or other delivery service. The College is not responsible for postal, shipping or delivery fees, or any other expenses related to responding to this RFP.

Failure by hand delivery, or of a delivery service, or the U.S. mail, to deliver the response by the deadline and to the correct location shall not constitute an extension of the due date and time. The College shall in no way be responsible for delays caused by any occurrence. **Faxed, emailed, or conditional responses will not be considered.** Submissions received at the receipt location after the deadline date and time will not be considered. **It is the sole responsibility of the Respondent to ensure that its submission is delivered to the correct location by the deadline date and time.** Submissions delivered to other NFC locations are not considered "received" until they are received at the location listed above by the deadline.

Organization of Submission Materials

The RFP submission response should be submitted in the following order:

- 1) Proposer Contact Information Form
- 2) General Company Information Form
- 3) References (Refer to Section 5, 5.1)
- 4) Provide information requested in Section 5, 5.2, if applicable. If not applicable, include a page with a statement that 5.2 in Section 5 does not apply to your company.
- 5) Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes, Public Entity Crimes Form
- 6) Conflict of Interest Disclosure Form
- 7) Acknowledgement of Addenda
- 8) Drug-Free Workplace Certification Form
- 9) E-Verify System Compliance Certification Form
- 10) Non Collusion Form
- 11) Price Proposal Form
- 12) Dispute Disclosure Form
- 13) IRS Form w9
- 14) Optional: Limit of ten (10) pages of informational documents or materials (i.e., brochure or advertisement) related to your company may be included. Optional material exceeding ten (ten) pages will not be considered or reviewed.

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SECTION 7: Attachments (Required Forms)

Refer to the Table of Contents for the complete listing of required forms. Care regarding accuracy should be taken in preparing each form as well as following instructions within each. These forms should be included in the submission in the order listed in Section 6.

(FORMS BEGIN ON NEXT PAGE)

Proposer Contact Information Form and Cover Sheet

RFP #: RFP-NFC-02-2026	RFP TITLE: Custodial Services	RELEASE DATE: 05/08/2026
Due Date: TUE, 06/02/2026	TIME DUE - BY: 2:00 p.m. EDT	All proposals must include this form.

PROPOSER'S INFORMATION

Proposer's Name: _____
 Street Address: _____
 City and State: _____
 Proposer Telephone: _____ Proposer Fax: _____
 Proposer Toll Free: _____
 Contact Person: _____
 Contact Person's Address: _____
 Contact Telephone: _____ Contact Fax: _____ Contact Toll Free: _____
 Internet E-mail Address: _____ Internet URL: _____
 Proposer Taxpayer Identification Number: _____

How were you informed of this solicitation? (Please provide media name(s) in blank space):

Website: _____ Newspaper: _____ Other: _____

PROPOSAL CERTIFICATION

I hereby certify that I am submitting the following information as my company's (Proposer) Proposal, I am authorized by the Proposer to do so, and I warrant that I have legal power to bind the company on its behalf; the Proposer agrees to complete an unconditional acceptance of the contents of this document inclusive of this Request for Proposals (RFP), and all attachments, exhibits, and appendices and the contents of any Addenda released hereto; the Proposer agrees to be bound to any and all specifications, terms, and conditions contained in the solicitation, and any released Addenda and understand that the following are requirements of this solicitation and failure to comply may result in disqualification of proposal submitted; the Proposer has not divulged, discussed, or compared the proposal with other Proposers and has not colluded with any other Proposer or party to any other proposal; the Proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; and that all responses, data, and information contained in this proposal are true and accurate.

Signature of Proposer's Authorized Principal	Date
Name of Proposer's Authorized Principal	Title of Proposer's Authorized Principal

NOTE: Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this RFP Submission.

GENERAL COMPANY INFORMATION FORM

MUST BE NOTARIZED

Company Background

Company Name: _____

Street Address: _____

City, State, ZIP Code: _____

Web Address: _____

Two Points of Contact within the Company:

Name: _____

Title: _____

Phone: _____

E-Mail _____

Name: _____

Title: _____

Phone: _____

E-Mail _____

Entity Making Submittal:

Parent Company ___ Subsidiary ___ Division ___ Branch Office ___

Type of Company as listed on the W-9:

Year Company Established: _____

Parent Company (Indicate N/A if not applicable):

Name: _____

Street Address: _____

City, State, ZIP Code _____

Phone/Fax: _____

Former Names. List below all the names under which the company has done business. (Enter N/A if not applicable.)

Ownership: List any major changes in ownership, principals, or officers of the company in the last seven (7) years:

Acknowledgment:

The undersigned acknowledges that:

If any information provided by the Respondent is found to be, in the opinion of the Evaluation Committee, substantially unreliable, this RFP response may be considered non-responsive. The Evaluation Committee reserves the right to reject any or all responses and may stop the selection process at any time. It is understood that this document must be delivered to North Florida College, Bldg. 3, Rm. 18, 325 NW Turner Davis Drive, Madison, FL 32340 by 2:00 PM EDT on June 2, 2026.

Signature and Certification

Under the penalty of perjury, the undersigned declares, certifies, verifies, attests, and states to the best of his or her knowledge and belief, that the above information is true, correct, and complete and that he/she is a principal or officer of the Company applying for consideration, and is authorized to make the above acknowledgements and certifications on behalf of the Company.

Signature of Authorized Officer, Date

Name of Company Submitting

Printed Name of Authorized Officer

Federal ID Number of Company

Printed Title of Authorized Officer

STATE OF _____ COUNTY (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.

Notary Public

My commission expires _____

**FAILURE TO EXECUTE AND RETURN THIS FORM ARE
CONSIDERED GROUNDS FOR DISQUALIFICATION**

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO AND MINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of the public entity]
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

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

2. 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 bid 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.
3. 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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.
5. 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 bids or applies to bid 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.

6. 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 of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any 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.

_____ 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 THE 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.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

Or Produced identification _____ Notary Public – State of _____

(Type of Identification) My commission expires _____

(Printed, typed or stamped
commission name of notary public)

Conflict of Interest Disclosure Form

PROJECT (RFQ, RFP, ITN, BID) NUMBER: _____

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose within their submittal: the name of any officer, director, or agent who is also an employee of North Florida College. Furthermore, all respondents must disclose the name of any NFC employee who owns, directs, or indirectly, an interest of more than five percent (5%) in the respondent's firm or any of its branches.

The purpose of this disclosure statement is to give the College the information needed to identify potential conflicts of interest for screening evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any College duty or responsibility in administration, management, instruction, research, or other professional activities. The bias such conflicts could conceivably impart may inappropriately affect the goals of research, instructional, or administrative programs. The education of students, the methods of analysis and interpretation of research data, the hiring of staff, procurement of materials, and other administrative tasks at the College must be free of the undue influence of outside interests.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of instructional, research, or administrative goals, processes, or outcomes. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

Please check one of the following statements and attach necessary documents if necessary:

- To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.
- The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Legal Name of Respondent _____

Authorized Signature _____

Name (print or type) _____

Title _____

ACKNOWLEDGEMENT OF ADDENDA FORM

Name of Respondent: _____

The following Addenda are acknowledged:

Addendum # _____ Dated _____; Addendum # _____ Dated _____; or None _____

Authorizing Signature: _____

Printed Name: _____ Title _____

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 Code: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), 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 a 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: _____

INDEMNIFICATION CLAUSE FORM

MUST BE NOTARIZED

To the fullest extent permitted by law, the Respondent shall defend, indemnify, and hold harmless the College, its officials, agents and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney’s fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Respondent or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the College.

Signature _____

Printed Name _____

Title _____

Company Name _____

Address _____

Date _____

NOTARY:

STATE OF _____)

COUNTY OF _____)

Sworn and Subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

Notary Signature: _____

Drug Free Workplace Form

PROJECT (RFQ, RFP, ITN, BID) NUMBER: _____

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that

_____ does:
(Name of Firm)

- 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 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 this statement, I certify that this firm complies fully with above requirements.

Proposer's Authorized Signature

Date

E-VERIFY FORM

Name of Respondent: _____

Respondent acknowledges and agrees with the following:

Verification of Employment Eligibility, E-Verify System: Verification of Employment Eligibility, E-Verify System: For the purposes of this RFP, respondents must comply with F.S. 448.095, Verification of Employment Eligibility, requiring the use of the federal E-Verify system. By submitting this form, the above-named Respondent acknowledges that they will comply with Florida Statute 448. 095.

Company/Contractor: _____

Authorized Signature: _____

Title: _____

Date: _____

NON-COLLUSION FORM

COMPANY NAME: _____, certifies the following:

1. The submitted Proposal is genuine and is not collusive or a sham;

2. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, or employees has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, Company or person to submit a collusive Proposal in connection with this RFP. This Company has not attempted to fix the price or prices in the submitted Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the College or any person interested in responding to this RFP, and;

3. The price proposed in this Proposal is fair and proper and is not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees.

(Name) _____
(Signature)

(Printed Name) _____

(Title) _____

(Date) _____

RFP-NFC-02-2026
PRICE PROPOSAL FORM

Company Name: _____

By submitting a response to this solicitation, the undersigned Proposer below, on behalf of the above named company, agrees to provide all necessary materials, supplies, equipment, machinery, and means of transportation, labor, and services necessary to provide the full scope of work in Section 4 of the RFP-NFC-02-2026 Specifications Document for the Madison Campus of North Florida College for the annual price listed below. The Proposer agrees to hold this pricing for a period of ninety (90) calendar days after Notice of RFP Award.

PROPOSAL PRICE (Numeric): _____;

PROPOSAL PRICE (Written): _____

_____.

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" in the box after "YES" or "NO." If you answer "YES," please explain within the space provided below each question:

* * * * *

1. Has your company, or any of its officers, received a reprimand of any nature or been suspended by any regulatory agency or professional association within the last five (5) years?

YES NO

Explanation: _____

2. Has any principal of your company, or any member of your company, been declared in default, terminated, or removed from a contract or job related to the services your company provides in the regular course of business within last five (5) years?

YES NO

If yes, indicate company name, contact name and telephone number, length of service provided, and reason for early cancellation/termination of contract.

Explanation: _____

3. Has your company had files against it or filed any requests for equitable adjustment, contract claims, or litigation in the past seven (7) years that is related to the services your company provides in the regular course of business?

YES NO

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

Explanation: _____

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this RFP submittal:

Company Name _____
(Print or Type Company Name here)

Type or Print Name & Title Authorized Representative **Title**

Signature of Authorized Representative as shown above **Date Signed**

This form must be completed and returned with your RFP submittal.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6	City, state, and ZIP code	
	7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

END OF RFP-NFC-02-2026 SPECIFICATIONS DOCUMENT.