



**ADDENDUM TO SOLICITATION/OFFER AND AWARD**

1. ADDENDUM 1	2. EFFECTIVE DATE 2/18/2026	3. SOLICITATION NUMBER RFQ 25-1	4. SOLICITATION DESCRIPTION Pre-Qualified Contractors List
5. ISSUED BY:  COLLEGE OF CENTRAL FLORIDA TONY DENIS, DIRECTOR OF PURCHASING 3001 SW COLLEGE ROAD FOUNDERS HALLS/BLDG. 1/ROOM 109 OCALA FLORIDA 34478-1388  TELEPHONE: (352) 873-5815      FAX: (352) 291-4423		6. MAIL TO:  COMPANY NAME:  CONTACT:  COMPANY ADDRESS:  TELEPHONE:	

**7. TYPE OF ACTION REQUESTED**

Check one:

- A. THE CHANGE ORDER IS ISSUED TO INCREASE/DECREASE FUNDING AMOUNT AS SET FORTH IN ITEM 8 BELOW:
- B. THE ABOVE NUMBERED SOLICITATION IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES SET FORTH IN ITEM 8 BELOW:
- C. OTHER (Set forth in Item 8 below)

**IMPORTANT: BIDDER  IS NOT  IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY(IES) TO THE ISSUING OFFICE.**

**8. DESCRIPTION OF ADDENDUM:**

The purpose of this addenda is to clarify and answer the following questions submitted for RFQ 25-1 Pre-qualified Contractors List and to introduce attachment 1 (Conflict of Interest Disclosure) and attachment 2 (Drug Free Workforce Certification)

1. Is the executed Signature Page intended to serve as the signed Statement of Qualifications? **Yes. The executed Signature Page will serve as the signed Statement of Qualifications.**
2. Is there an available Conflict of Interest Disclosure form that can be provided? **Yes. The Conflict-of-Interest Disclosure form is included as Attachment 1 to this Addendum.**
3. As a Construction Manager, do we need to provide the List of Sub-Firms (Section G), or is this intended for design firms? **Construction Managers should provide a list of commonly utilized subcontractors. All subcontractors performing work on College property must meet applicable College requirements and guidelines and may be subject to review and approval.**
4. Do we need to provide references in addition to those listed on the Vendor Registration form? **The Vendor Registration Form must be completed in its entirety. Respondents may provide additional references if they believe it will assist in demonstrating qualifications. The College will evaluate submissions based on the information provided.**

5. Are we being evaluated based on the Evaluation Criteria on page 25 or the list of requirements on page 28? **The items listed on page 28 are mandatory submittal requirements. Failure to provide required documentation may result in a determination of non-responsiveness and removal from further consideration. Once mandatory requirements are verified, evaluations will be conducted using the criteria outlined on page 25.**
6. Is there a Drug-Free Workplace form missing, or does the Identical Tie Qualification Form cover this? **The Drug-Free Workplace form is included as Attachment 2 to this Addendum. Respondents must utilize the form provided.**
7. Are financial statements required with the RFQ? **Yes. Financial documentation is required in order for the College to evaluate a firm's financial capacity and stability.**
8. Will a bonding capacity letter and a letter from the contractor's financial institution provide adequate evidence of financial stability? **Bonding capacity letters and financial institution references may be included; however, respondents are encouraged to provide sufficient financial documentation to demonstrate overall fiscal health.**
9. Is a Fee Schedule required with the RFQ? **No. This solicitation is for prequalification purposes only. Project-specific pricing, if applicable, will be addressed at the time of individual project solicitations.**
10. How do we submit this (in person, via email, online through your website)? **Please refer to page 3 of the RFQ for detailed submission instructions. Submittals must comply strictly with the stated delivery requirements.**
11. What time is it due on the 20th? **All submittals are due by 2:00 PM EST on February 20, 2026. Late submittals will not be accepted.**
12. As a privately held construction management firm, we do not typically disclose full financial statements. What level and type of financial documentation is the College seeking? **As a public institution, the College is required to verify both insurance coverage and financial capability prior to placing a firm on a prequalified list. Respondents must submit documentation sufficient to demonstrate financial stability and capacity to perform public construction work. Such documentation may include, but is not limited to: audited or internally prepared financial statements, balance sheets, income statements, bonding capacity letters from a licensed surety, bank or credit references, and evidence of available credit or annual revenue. Because this solicitation is for the establishment of a prequalified list, the financial information provided will be used to evaluate overall fiscal capability and may be considered when determining the type and size of projects for which a firm may be eligible. The College reserves the right to request additional financial documentation at the time of a specific project assignment in order to verify capacity appropriate to the scope and risk of that project.**

13. What should be included in the Statement of Qualifications? Should we address the Evaluation Criteria listed on page 25?

**Respondents should structure their Statement of Qualifications to address the Evaluation Criteria listed on page 25. Once mandatory submittals are reviewed for compliance, the evaluation team will assess and rank firms based on the stated criteria, which include:**

**Contractor Experience (30%)**

**Capacity & Resources (20%)**

**Safety Record (15%)**

**Financial Stability (15%)**

**Past Performance & References (20%)**

**It is the respondent's responsibility to ensure that sufficient detail is provided to support evaluation under each criterion.**

14. We're finalizing our prequalification deliverable and had a quick question. Is the criteria listed on page 25 'Section I Evaluation Criteria' for what you expect us to include with our prequal package or is this for future RFPs? **This is what will be used to generate our list. Please note, at the time a job is awarded, additional requirements may be requested at the time.**

15. Is proof of Professional Liability insurance required at the time of submission, or only upon short-listing/award of individual projects that require professional liability insurance such as CMAR with preconstruction/Value Engineering in the scope of work? We previously carried and can reactivate but do not currently carry a Professional Liability policy. For reference, our current coverage meets or exceeds the stated requirements, including a \$5 million Umbrella policy (see attached sample certificate). **For the purpose of pre-qualifying, insurance is a mandatory requirement. Different requirements may be re-requested upon issuance of a work assignment due which will align with the risk levels the College has listed.**

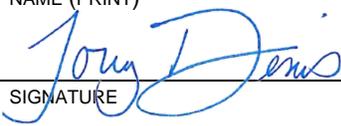
16. We would appreciate clarification regarding the requested Design/Fee Schedule information listed in item #19.0 on page 14 of 31 in the RFQ 25-1. Is this required as part of the initial RFQ submission, or only from short-listed or selected firms when a potential project is available? – **This will be a requirement of a finalist when assigned a job but not mandatory as part of the pre-qualification process.**

17. Should the fee proposal include General Conditions, overhead, and profit? – **Although this is a prequalified list, to meet certain statutory competitive requirements, you may be asked to submit a quote to compare with other pre-qualified candidates. Your firms profit is not something we would take into consideration when comparing like quotes for work.**

18. Is the College requesting a percentage-based fee (based on cost of work), hourly billing rates for staff, or another format? **At the time of a potential job assignment, the college does not have a preferred format for quoting of requested work. We ask all quotes be as concise as possible as to avoid any change orders at a later date.**

19. If required at this stage, what level of detail should be provided and what type/size project should the fee be based on? **Pricing is not required as part of this RFQ. This solicitation is intended to establish a prequalified list of firms based on qualifications. Project-specific scope and fee proposals will be requested and negotiated at the time of project assignment.**
20. Does the College currently maintain a list of prequalified trade contractors? **No, this is the first prequalified list the college is formulating**
21. If we are selected as Prime Contractor or CM, are we required to utilize only prequalified subcontractors? If so, could you provide the current list? **The college requests contractors which you have worked with and can provide a positive reference. It would be odd to list contractors and not work with them. The college will require that all subcontractors meet all requirements and it is the responsibility of the prime contractor to use subs that will.**
22. For Section G (Subcontractor Listing), are we expected to provide a comprehensive list of all subcontractors, or only key/major trades typically utilized? **The college requests contractors which you have worked with and can provide a positive reference. We do not have a list to provide you as that would indicate an endorsement.**
23. On page 25 under Evaluation Criteria, it lists Financial Stability and asks for "Financial Statements." In past RFQ's this requirement has included a specific request for "Prior 3 fiscal year end audited balance sheets and Prior 3 fiscal year end audited statement of operations." Are there any specifics regarding the type and number of years of financial statements you are looking for in this submittal? **No, as this is a pre-qualification, not a guarantee of work. Your financial criteria should be able to demonstrate your fiscal capabilities for work. At the time of assigned work, additional information/details may be required or requested.**

9. AUTHORIZED SIGNATURES REQUIRED

_____		TONY DENIS	DIRECTOR OF PURCHASING
NAME (PRINT)	TITLE	NAME (PRINT)	TITLE
_____			2/18/2026
SIGNATURE	DATE SIGNED	SIGNATURE	DATE SIGNED

**Conflict of Interest Disclosure Form**

All vendors interested in conducting business with College of Central Florida must complete and return the “Conflict of Interest Disclosure Form” in order to be eligible to be awarded a contract. Please note that all vendors/contractors are subject to comply with College of Central Florida’s conflict interest policies as stated within the certification section below.

If a vendor/contractor has a relationship with a College of Central Florida school official or employee or an immediate family member of a College of Central Florida official or employee, the vendor shall disclose the information required below.

**Certification:** I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No College of Central Florida official or employee or College of Central Florida employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No College of Central Florida official or employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
3. No retired or separated College of Central Florida official or employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in vendor’s company.
4. No College of Central Florida official or employee is contemporaneously employed or prospectively to be employed with the vendor.
5. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any College of Central Florida official or employee to obtain or maintain a contract.
6. Please note any exceptions below:

Vendor/Contractor Name	Vendor/Contractor Phone Number
<b>Conflict of Interest Disclosure</b>	
Print below the name of College of Central Florida school official, employees or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee _____ <input type="checkbox"/> Interest in vendor company _____ <input type="checkbox"/> Other _____

I certify that the information provided is true and correct by my signature below:

\_\_\_\_\_  
 Signature of Authorized Representative                      Date                      Printed Name of Authorized Representative

**This form must be completed and returned with your submitted proposal.**

**REPRESENTATIONS AND CERTIFICATIONS**

**DRUG FREE WORKFORCE CERTIFICATION**

The undersigned Proposer/Offeror in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

*(Name of Business)*

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 proposed 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 *novo contend ere*, to any violation of Chapter 893, or of any controlled substance law of the United States or any state for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Company Name \_\_\_\_\_  
(Print or Type Company Name here)

\_\_\_\_\_  
Type or Print Name & Title Authorized Representative  
*as shown on Page 1, Solicitation/Offer and Award* Title

\_\_\_\_\_  
Signature of Authorized Representative as shown above Date Signed

NOTARY \_\_\_\_\_

SEAL

DATE SIGNED \_\_\_\_\_