

Procedure for Drawing Rooms

(Proof of accountability will apply)

Thank you for your interest in Florida State College at Jacksonville results of construction bids, RFP's, and RFQ's. All recommendations of ranking / award will be posted on or about the date set in the solicitation (refer to the original solicitation document or latest addendum). Listed below is the procedure for obtaining any tab sheet/bid documents/specifications as listed in each solicitation for construction.

Solicitation/Addendums

1. All construction solicitations > \$65,000 that are publicly bid for Florida State College at Jacksonville are listed at the Department of Management Services web site (<http://www.myflorida.com>) under the Vendor Bid System (http://www.myflorida.com/apps/vbs/vbs_main_menu). You may also find the solicitations under the Florida State College at Jacksonville web site (<http://fscj.edu>) under the purchasing bid schedules section: <http://www.fscj.edu/bids>. If your firm is interested in getting a copy of specs/drawings not provided electronically, you must send in a request for the document(s) in writing to:

Audrey B. Monroe
Associate Director of Purchasing
Construction Contracts Coordinator
501 West State Street
Jacksonville, FL 32202

On your firm's letterhead and an authorized signature from someone in your firm authorized to sign (Fax: 904-632-3087 / Email: amonroe@fscj.edu / regular mail written requests only accepted). The requested specifications / drawings will be provided to you at no cost with your firm being responsible for the cost of and providing transportation.

2. All addendums will be posted under the same conditions above.

Tab Sheets

1. Tab Sheet will be posted on or around the time listed on the solicitation (refer to the original solicitation document or latest addendum). This document will remain posted for three (3) business days (excluding weekends and College holidays) at the College web site (<http://www.fscj.edu/bids>) only. Note the tab sheet is not posted on the State of Florida Vendor Bid System.
2. Late request for tab sheets will be provided at a cost of \$0.15 per page with the requesting firm responsible for transportation.

Plan Holders List

1. Plan holders list of contractors that have obtained the required specifications/drawings from Florida State College at Jacksonville will be the only ones posted at the Florida State College at Jacksonville's web site: <http://www.fscj.edu/bids>. This list will be incorporated with each addendum issued for the respective project. In accordance with the State Requirements of Educational Facilities (SREF), Chapter 4, Section 4.2, General Contract Procedures (2)(b); "The last such notice shall appear at least seven (7) days prior to the date set for the bid opening."

Randi Brokvist
Executive Director, Purchasing Manager and Auxiliary Services
Florida State College at Jacksonville

Florida State College at Jacksonville is a member of the Florida College System.
Florida State College at Jacksonville is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ("SACS") to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.