



How to Submit a Successful Bid

In partnership with USF Office of Supplier Diversity and
Manasota Black Chamber of Commerce



UNIVERSITY OF
SOUTH FLORIDA



Agenda

Introduction

Community Engagement

Phases of Construction

ITB - What Is This?

Discovering Bid Opportunities

Bidding Process Overview

How Do I Win?

You Didn't Win - What Now?

Closing

Meet Your Hosts



Terrie Daniel
Assistant Vice President
USF Office of Supplier Diversity



Tarnisha Cliatt
President/Founder, CEO
Manasota Black Chamber



Gabrielle Howard
Director of Diversity, Envision



Chris Claytor
Senior Project Manager, Beck



Ryan Toth
Regional Director, Beck



Allen Greene, II
Managing Director, Envision



Allen Greene, Sr.
Managing Director, Envision

About USF OSD

University of South Florida SUPPLIER DIVERSITY



WHAT WE DO

- Connect small-, minority-, women-, and veteran-owned businesses to opportunities within USF.
- Work with USF purchasing agents, departmental buyers, tier 1 suppliers and Facilities, Planning and Construction.
- Provide educational tools and resources to promote the economic development and sustainability of diverse businesses.
- Empower those who have purchasing authority and encourage them to utilize diverse businesses when making purchases.

WHY WE DO IT

- Support the USF Board of Trustees approved strategic initiative to increase spend with diverse suppliers.
- Drive competitive pricing, expanded product categories and service offerings in some cases.
- Help USF's supply chain better reflect the demographics of our community.

HOW TO DO BUSINESS WITH USF



Check your State of Florida Registration

Make sure you are registered and able to do business with the state of Florida. To confirm your status and for more information, visit: www.sunbiz.org



Register with USF Procurement Services

Please email supplierssetup@usf.edu to receive an invitation to register as a supplier interested in doing business with USF.



Connect with USFOSD

Let us know about your business! You'll be added to our diverse vendor listing. For more information visit our page: www.usf.edu/osd



Attend USFOSD Events

Take advantage of the opportunities to meet USF buyers by attending USFOSD events, find a complete listing at: www.usf.edu/osd

CURRENT OPPORTUNITIES

Looking for information on USF's business opportunities? All current opportunities can be found at one of these sites:

Florida Administrative Register www.flrules.org	— PRO TIPS — Subscribe for notifications
USF Procurement Services www.usf.edu/purchasing	Search: <i>current bids</i>
USF Facilities Management www.usf.edu/facilities	Search: <i>design construction</i>

TIPS FOR SUCCESS

- 1 Get Certified!**
If you are an eligible diverse-owned business, get certified with one of the state's certifying entities.
- 2 Your Hit List**
Create a targeted list of colleges and departments you want to do business with. Invest time in the research.
- 3 Network, Network, Network**
Build business relationships. Identify who you should know: buyers, tier 1 suppliers, executives and others.
- 4 Plan for the Future**
Identify ways your business has potential for future scalability. Create strategic partnerships to compete.
- 5 You Make the Difference!**
Remember, diverse-owned businesses can have a game-changing economic impact for USF.

WHAT IS OUR GOAL?



USF's goal for diverse business utilization is 13 - 20% of total addressable spend*, upon full pro-program implementation.

*Addressable spend is defined by USFOSD as spend that has the potential to be competitively sourced.



About Manasota Black Chamber of Commerce



www.manasotabcc.org



About Manasota Black Chamber of Commerce



Thinking of MBCC



Commonly Used Competitive Bid Types

Invitation to Negotiate (ITN): A flexible procurement process that is used when highly specialized or variable services or products are required. Negotiations offer an opportunity for selected vendor(s) to discuss their responses with an evaluation committee. The goal of this comprehensive process is for identification of the optimal solution that best meet the needs of the University. Only representatives of the participating vendor(s) who are authorized to negotiate and sign binding agreements shall be involved in negotiations with USF.



About Manasota Black Chamber of Commerce

Focus

Our Focus

- **Educational Opportunities**
 - Executive Level Training with Industry Experts- Match Making
 - Professional Development Workshops- Career Fairs
 - Mentoring from Senior Members - Identify key Young Black Professionals and senior level company employers to match the two.
 - Employment Networking with Corporate Partners-Job Fairs
 - Career Transition Programs
- **Networking Opportunities**
 - Small Biz Fair
 - Interaction with Other Professional Organizations
 - Formal & Informal Gatherings
- **Marketing**
 - Facebook
 - Instagram
 - LinkedIn
 - Website

About Manasota Black Chamber of Commerce

Social Media



Please visit us at
[Manasota Black Chamber of Commerce | Facebook](#)



Please visit us at
[Manasota Black Chamber \(@manasota_bcc\) • Instagram photos and videos](#)



Please visit us at
[\(13\) Manasota Black Chamber of Commerce | LinkedIn](#)

Website: www.manasotabcc.org

FROM SUCCESS TO SIGNIFICANCE

Practicing significance over success means everyone participates; we're not leaving people or communities behind.

-Fred Perpall, FAIA
CEO of The Beck Group



COMMUNITY ENGAGEMENT

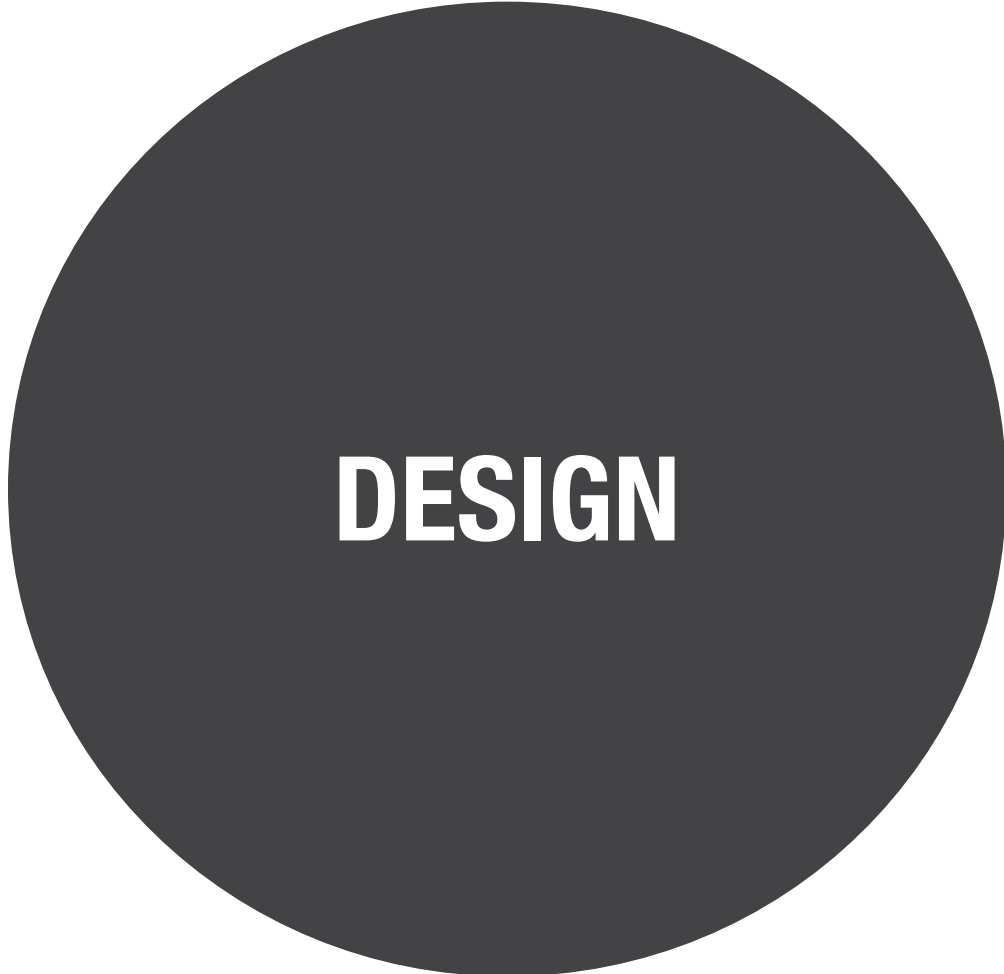


true partnership.

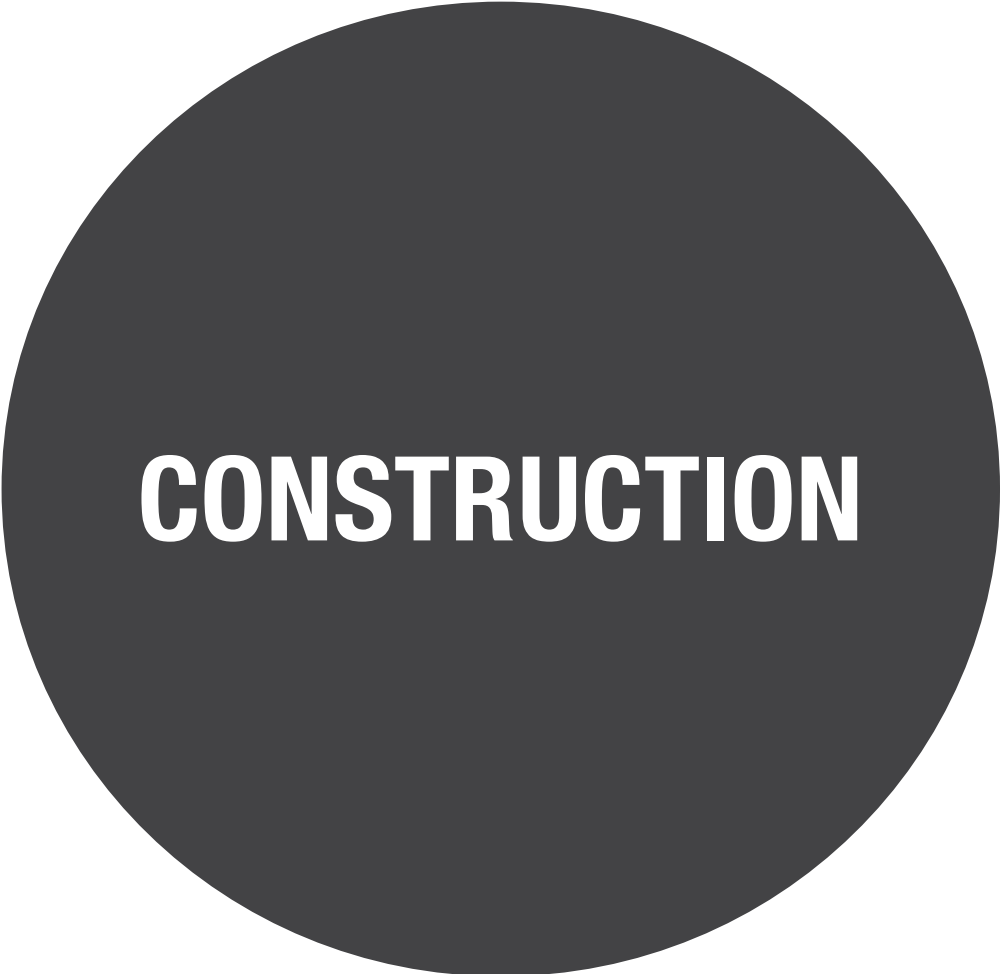
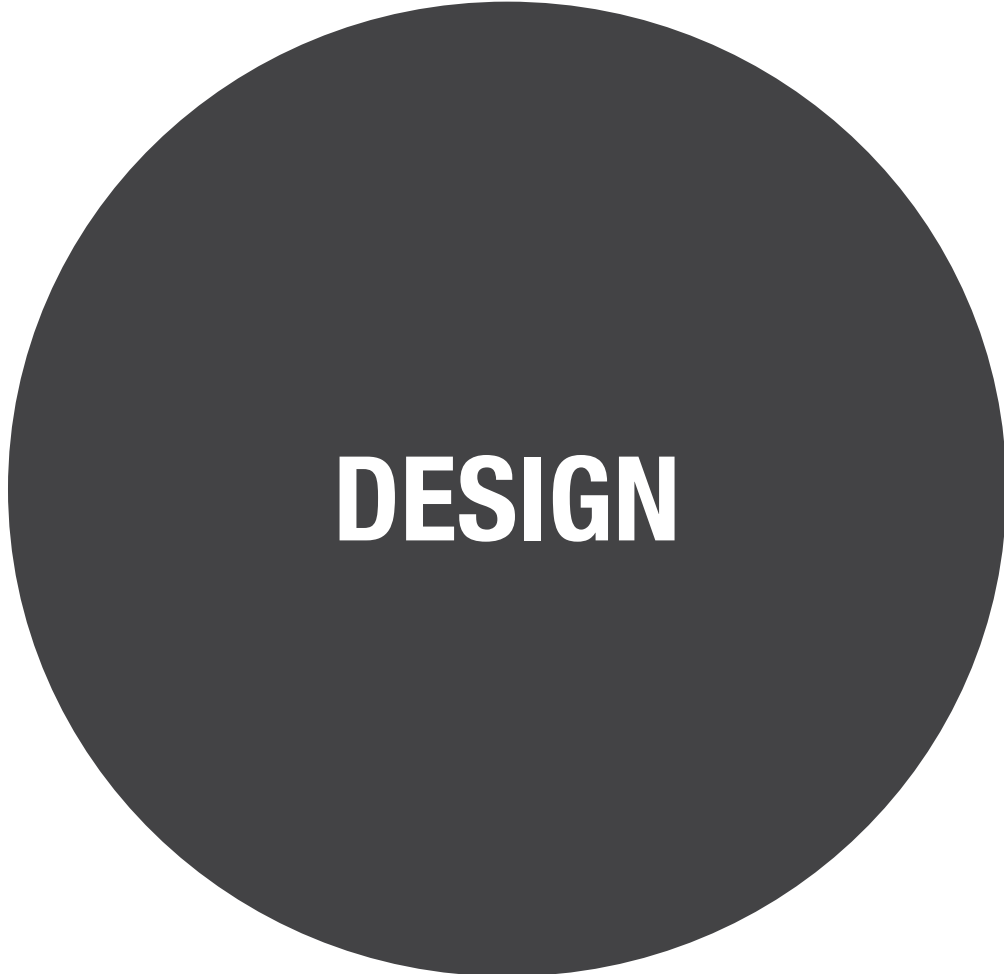


The Phases of Construction

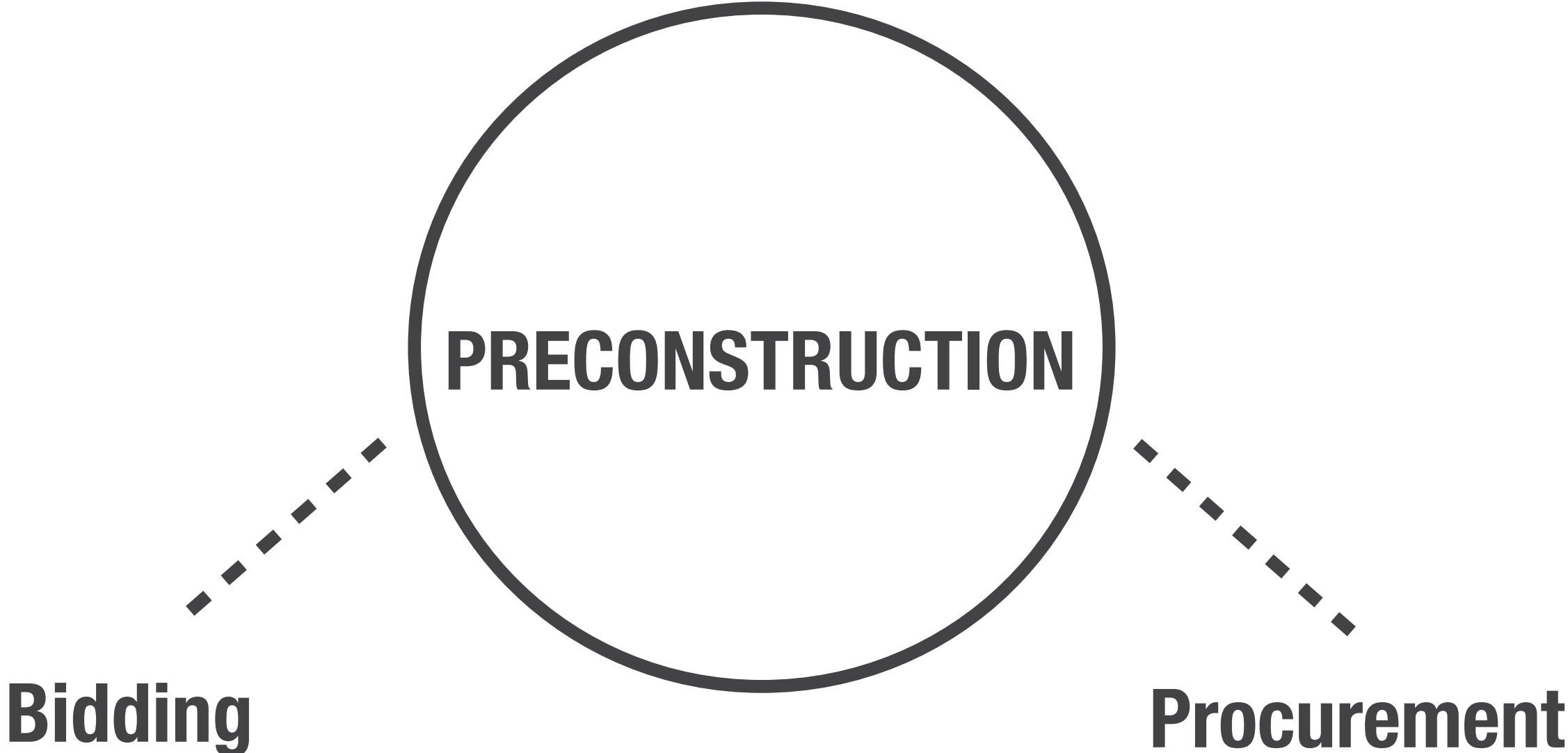
The Phases of Construction



The Phases of Construction



The Phases of Construction



ITB: What is This?



UNIVERSITY OF
SOUTH FLORIDA

BECK ENVISION



Invitation to Bid (ITB):

an announcement that requests a company (subcontractor, consultant, potential partner) to provide detailed written specifications, including all the terms and necessary conditions for work on the specific project it wants to contract out.

What's included in an ITB?

Prequalification

- Get prequalified ASAP - Do not wait for an opportunity.
- Typically, this is renewed on a yearly or bi-yearly basis.
- Ask questions! Most GC/CM/Design-Builders will have a dedicated person who can assist with this process.
- If you do not meet the criteria, there are other ways for you to get involved on the project.



Dear Bidder:

The Beck Group has prioritized your company as a subcontractor to be prequalified for an upcoming project.

If you have not yet registered, please click the registration link below to begin:

<https://compass-app.com/auth/register>

To qualify with the Beck Group, please register to COMPASS and complete the COMPASS IForm in full.

For any questions about how and when to update your prequalification status, please contact;

-
Michael Spencer, Subcontractor Qualification Manager
michaelspencer@beckgroup.com

We appreciate your cooperation as our valued partner and look forward to your support of this new prequalification process.

What's included in an ITB?

Prequalification

Typical Items that will be requested with a prequalification:

- Company Bank Statements
- Yearly Financial Audits
- Liability and Debt Constraints
- Current Work in Progress Commitments
- Current Staffing and Resource Management



Dear Bidder:

The Beck Group has prioritized your company as a subcontractor to be prequalified for an upcoming project.

If you have not yet registered, please click the registration link below to begin:

<https://compass-app.com/auth/register>

To qualify with the Beck Group, please register to COMPASS and complete the COMPASS IForm in full.

For any questions about how and when to update your prequalification status, please contact:

-
Michael Spencer, Subcontractor Qualification Manager
michaelspencer@beckgroup.com

We appreciate your cooperation as our valued partner and look forward to your support of this new prequalification process.

What's included in an ITB?

Subcontractor Default Insurance (SDI)

- Utilized in place of traditional Payment and Performance Bond
- Enrollment based on Subcontractor Qualification Statement (SQS)
- Allows for flexibility and quick response if a claim is required
- No cost impact to Subcontractor

What's included in an ITB?

Bid Forms


- The format will vary.
- Pay close attention to any instructions on how to complete the bid form.
- Fully complete ALL sections within the bid form.
- Double check all calculations for accuracy.
- If you aren't sure about a section on the form, ask, do not assume.

UNIVERSITY OF SOUTH FLORIDA - JUDY GENSHAFT HONORS COLLEGE		COMPANY NAME:
SCOPE: DRILLED PIERS		
The following, without limitation, further describes The "Work", any Unit Prices applicable to the Work, and any and all qualifications and clarifications with respect to the Work. The scope of work shall include, but is not limited to those items listed below:		
157	Surveying	\$ _____
158	Drilled Pier Cut-Off	\$ _____
159	Subtotal	\$ _____
160	Sales Tax	\$ _____
161	Proposal Amount	\$ _____
DURATIONS		
162	Submittal Duration	_____
164	Concrete Mix Designs	_____ work days
165	Rebar Shop Drawings	_____ work days
166	Load Testing	_____ work days
167		
168		
Fabrication Lead Times		
170	Rebar	_____ work days
171	Load Test Equipment	_____ work days
172		
Overall Scope Duration		
173	Load Test, Microscopic to Results	_____ work days
175	Installation of Production Shafts	_____ work days
176	Demobilization	_____ work days
177	Cut-Off Activity	_____ work days
178		
179		
D/WMBE CERTIFICATION		
181	The project will track minority /woman-owned business participation (M/WBE). The project has a goal of 30% and participation will have a direct effect on subcontractor selection. The Drilled Piers Scope has a goal of 10%. M/WBE participation may be achieved through tier subcontracting or materials/equipment purchasing through registered vendors. Applicable certificates shall be provided upon request. M/WBE percentage will be a contractual requirement that will be monitored through each month's Pay Application. The agreed percentage may only change by issuance of a Change Order with a clearly defined new total percentage. Beck has provided a minimum M/WBE % Goal for each scope of work. This Subcontractor acknowledges the specific trade goal shall be met.	Y <input type="checkbox"/> N <input type="checkbox"/>
182	M/WBE % participation of the Subcontract Amount above	_____ %
ALTERNATES		
184	ADD ALTERNATE: Increased M/WBE Participation: _____ % (New total)	\$ _____
185	DEDUCTIVE ALTERNATE: Composite Cleanup Crew	\$ _____
186	ADD ALTERNATE: Payment and Performance Bond	\$ _____
187	DEDUCTIVE ALTERNATE: Remove all foot (DP-4) Piers and replace with less (DP-2) @ 2'-0" diameter, 30' length 30' embedment, 12 #9 bars and a load of 800K. Existing DP-1A in this area is relocated. See 3D PDF titled "2020-10-16 Elevator 03 Revision" for reference.	\$ _____
188	DEDUCTIVE ALTERNATE: Remove the 200% concrete seepage factor for all Drilled Piers.	\$ _____
UNIT PRICES		
The following unit prices will be used in Change Orders to adjust the Subcontract value up or down for scope changes. The following unit prices include all labor, material, equipment, temporary casings, incidentals, insurance, fees and OHP markups. Unit price shall apply to both additive and deductive scopes. Rate provided shall be per LF.		
191	34" Diameter with (8) #7 rebar	\$ _____ / LF
192	30" Diameter with (8) #9 rebar	\$ _____ / LF
193	30" Diameter with (12) #9 rebar	\$ _____ / LF
194	36" Diameter with (12) #9 rebar	\$ _____ / LF
195	42" Diameter with (14) #9 rebar	\$ _____ / LF
196	6,000 #31 Concrete per CY	\$ _____ / CY
197	Equipment & Crew - Hourly Rate	\$ _____ / HR
198	Equipment & Crew - Daily Rate	\$ _____ / DAY
199	Additional Pile Cutting Mobilizations	\$ _____ / EA

What's included in an ITB?

Scope Specific Breakdown

- Start here - but don't end here.
- Carefully read all sections. Project requirements are indicated throughout.
- Scope breakdown or exhibit will likely become the basis of award.
- Know the scope - be the expert.



GENERAL & SPECIFIC SCOPE SHEET & BID FORM

UNIVERSITY OF SOUTH FLORIDA - JUDY GENSHAFT HONORS COLLEGE		COMPANY NAME:
SCOPE: DRILLED PIERS		
The following, without limitation, further describes the "Work", any Unit Prices applicable to the Work, and any and all qualifications and certifications with respect to the Work. The scope of work shall include, but is not limited to those items listed below:		
1	GENERAL SCOPE OF WORK	Included
2	Subcontractor shall include all supervision, labor, materials, tools, equipment, transportation, clean-up, insurance and warranties necessary to furnish and install a complete and functional Drilled Piers scope of work in strict accordance with the Project Bid Manual, Bid Documents, inclusive of the Contract Documents and Specifications, addendums, clarifications, and any other applicable appendices or reference information.	<input type="checkbox"/> Acknowledged
SUBCONTRACT DEFINITIONS & CLARIFICATIONS		
4	The "Owner" is hereby defined as The University of South Florida Facilities Management located at 4202 E. Fowler Avenue, PPC 110 Tampa, FL 33620-3550	<input type="checkbox"/> Acknowledged
5	The "Architect" is hereby defined as Flatschman Garcia Architecture located at 324 South Hyde Park Avenue Suite #300, Tampa FL 33606 in partnership with Montebello Architects located at 151 W. 17th Street Suite 1200 New York, NY 10001	<input type="checkbox"/> Acknowledged
6	The Project Location is University of South Florida Tampa Campus, 4202 E. Fowler Ave, Tampa FL 33620	<input type="checkbox"/> Acknowledged
7	If Contractor's agreement with the Owner is terminated by Owner pursuant to Article 15 of Prime Contract, this Subcontract Agreement, at the option of Owner, shall be assigned by Contractor to Owner, or to such other entity as Owner may direct. In such event, Owner or its designees shall assume all of Contractor's obligations hereunder arising from and after the date of the assignment, provided, however, that nothing contained herein shall be deemed to release Contractor from liability to Subcontractor with respect to claims arising from Work performed prior to the effective date of such assignment.	<input type="checkbox"/> Y <input type="checkbox"/> N
8	It is agreed and understood that the Subcontractor has reviewed the standard Subcontract and exhibits and will execute the contract without exception. Any contract language constraints need to be communicated clearly and prior to issuing Subcontractor pricing. Standard Subcontract is included in Section 7 of the Bid Manual.	<input type="checkbox"/> Y <input type="checkbox"/> N
9	Comply with Standard Subcontract language regarding sub-tier Subcontractors and vendors. This Subcontractor is to manage and monitor any sub-tier Subcontractors sufficiently at all times.	<input type="checkbox"/> Acknowledged
10	Owner - Contractor agreement will be provided upon request.	<input type="checkbox"/> Acknowledged
11	The University of South Florida Direct Purchase Program: USF "Owner Direct Purchase Program", binds material purchase for this Subcontract. The successful bidder will be required to utilize USF Purchase Order System whereby materials purchased through the University (with assistance of the Subcontractor) and a deductive change order written against the subcontract agreement for the value of materials and sales tax. All costs associated with the use of the Direct Purchase System is included in the bid amount. This program shall apply to all purchases over \$5,000 in value. USF shall have 30 days to issue Purchase Orders to corresponding vendors, this Subcontractor shall submit all DQPD information in a timely manner to allow for this process without delay to the Project Schedule.	<input type="checkbox"/> Y <input type="checkbox"/> N
GENERAL PROJECT REQUIREMENTS		
13	Subcontractor shall comply with all policies and procedures set forth by Contractor and/or Owner and their respective agents, including but not limited to: Safety Policies, Mold Mitigation Policies, Quality Programs, Materials Recycling Programs, and general operating, security, and access policies.	<input type="checkbox"/> Y <input type="checkbox"/> N
14	The Back Safety Manual as outlined in section 8 will be followed without exception. Subcontractor has reviewed manual and fully understands requirements contained herein.	<input type="checkbox"/> Y <input type="checkbox"/> N
15	Subcontractor shall submit proof of insurance and a site specific safety plan prior to mobilization. (See Form 1.A.1. in Zero Accident Plan in Safety Manual)	<input type="checkbox"/> Y <input type="checkbox"/> N
16	Subcontractor's employees are to dress and behave in a professional manner at all times. Inappropriate clothing, remarks or gestures will not be allowed and can be cause for dismissal from the project.	<input type="checkbox"/> Acknowledged
17	This contractor and it's employees shall adhere to all Beck COVID protocols including but not limited to: Single point of entry, temperature checks, screening questions, and spacing of workers to achieve distancing guidelines.	<input type="checkbox"/> Y <input type="checkbox"/> N
18	Subcontractor will replace all access panels, guardrails, toe-boards, scaffold members, floor covers, safety fence/caution tape, ceiling tiles, etc. removed by Subcontractor's forces during the execution of the Work. Subcontractor shall notify Contractor's Superintendent any time temporary safety measures are removed, replaced or altered in any manner.	<input type="checkbox"/> Y <input type="checkbox"/> N
19	Storm water pollution prevention (SWPPP) controls will be installed around the site. Prior to removing or altering SWPPP controls, Subcontractor will notify Contractor. Any removal or damage to SWPPP controls will be the Subcontractor's responsibility to replace and/or repair as needed to fully restore. All repairs or replacement to be inspected by Contractor when completed.	<input type="checkbox"/> Y <input type="checkbox"/> N
20	Subcontractor has accounted for any and all material price increases from escalation that may occur during the construction of the project. Proposal pricing shall be good for ninety (90) days from date of submittal to Contractor.	<input type="checkbox"/> Y <input type="checkbox"/> N
21	All PPE shall be worn 100% of the time as outlined in the Beck Safety Manual (Section 8 of Bid Manual). This Project will require Safety Vests or High Visibility Shirts for all personnel in the Project Site, regardless of activity being performed. Subcontractor acknowledges and agrees to all required PPE.	<input type="checkbox"/> Y <input type="checkbox"/> N
22	Subcontractor will provide potable water and/or ice on-site for their employees.	<input type="checkbox"/> Y <input type="checkbox"/> N

What's included in an ITB?

Bid Timelines

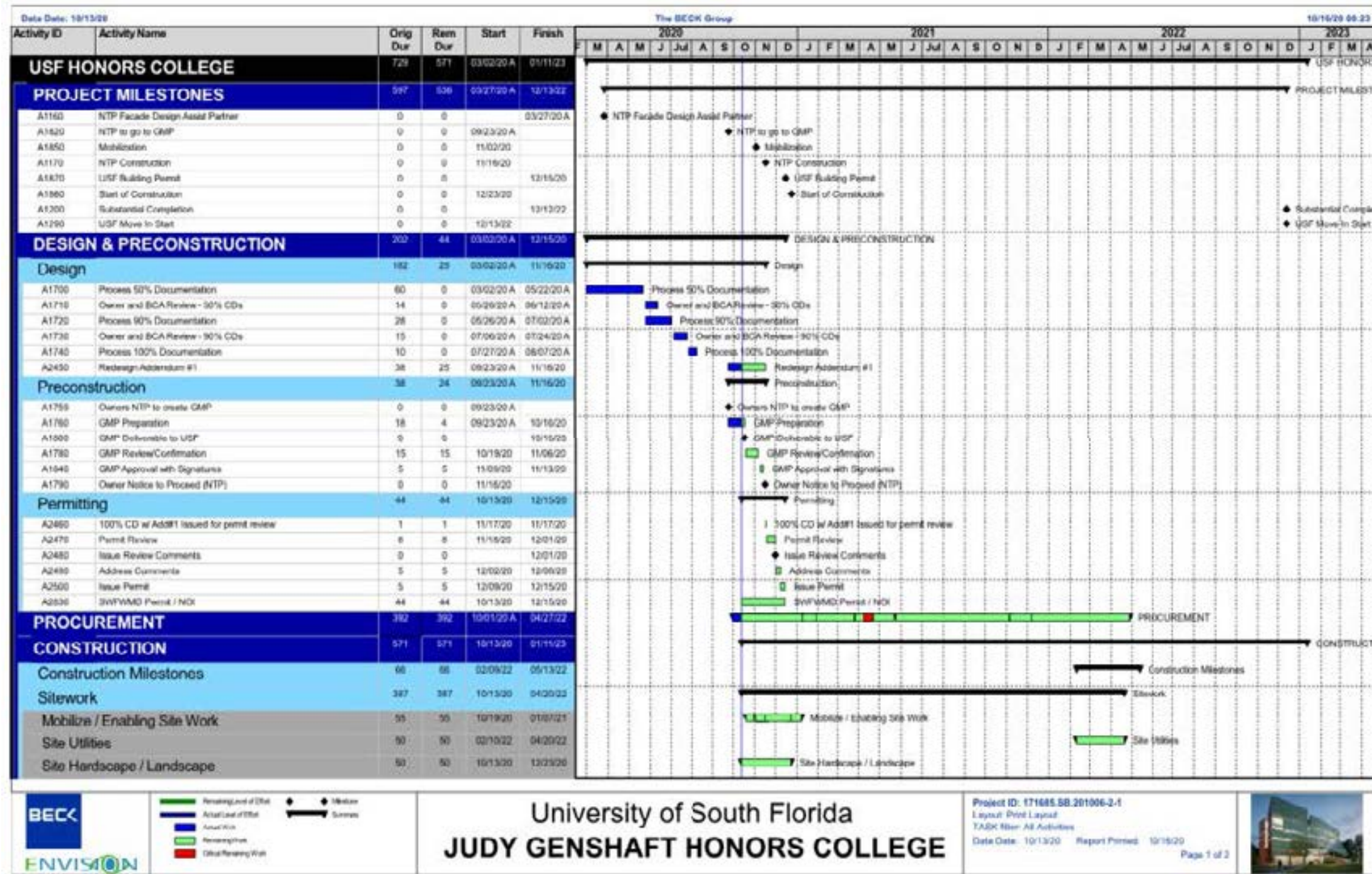
- It is important to be aware of and follow the established bid schedule.
- Communicate early on if you have concerns or questions regarding the bid timeline.
- Typical Critical Dates:
 - Mandatory Pre-Bid Meetings
 - RFI Cutoff Date
 - Bid Submission Date

Section 1 – Notice to Bidders

Project:	University of South Florida Judy Genshaft Honors College
Location:	Tampa, Florida
Owner:	University of South Florida
Construction Manager:	HCBeck, Ltd.
Construction Manager Partners:	Envision CS
Bid Package Issue Date:	December 11, 2020
Pre-Bid Meeting:	December 17, 2020 @ 10:00 – 11:00 AM
Last Day for RFIs/Questions:	January 6, 2021 @ 2:00 PM
Bid Proposal Due Date & Time:	January 13, 2021 @ 2:00 PM
Construction Start:	December 2020

What's included in an ITB?

Schedule



What's included in an ITB?

Subcontract Agreement

- It is **vitaly** important to review the contract language during bidding to ensure your proposal covers any inclusions required.
- If you are unsure about terms in the contract, consult with your attorney.
- If there is a condition in the agreement which you feel is too constraining, openly communicate that concern to the Construction Manager in advance of the bid submission.

SUBCONTRACT			BECK
Subcontract Date: January 01, 1999	Vendor Code: SAM9999	Subcontract #: SAMPLE	
FOR VALUE RECEIVED, the receipt and sufficiency of which is hereby acknowledged, this agreement is made and entered into effective as of the date written above ("Subcontract Date") between:			
CONTRACTOR/CONSTRUCTION MANAGER: HCBeck, Ltd. ("Contractor")			
Address for Notices: <<Beck District Office Street Address>> <<Suite Field>> <<Beck District Office City>>, TX 99999			
Attention: <<Address Tab - Contact Name>> Telephone Number: 999.999.9999 Facsimile Number: 888.888.8888			
and, <<Sample Business Partner>> ("Subcontractor") a			
Address for Notices: <<Sample Street>> <<Sample City>>, TX			
Attention: <<Sub>> <<Contact>> Telephone Number: 214.444.9999 Facsimile Number: 214.444.9998			
Federal Employer Identification No: <<BP Registration Code>> Subcontractor's State Tax No: <<Sub State Tax #>> Subcontractor's State License No: <<Sub State License>> Subcontractor's City License No: <<Sub City License>>			
Project Name: <<Sample Project for Printing/Copying ONLY, dont edit data>>			Subcontract Amount: \$ 99,999.99
ARTICLE 1: DEFINITIONS AND GENERAL PROVISIONS			
1.1	Application for Payment. The term "Application for Payment" means a request for progress payment or final payment submitted by Subcontractor to Contractor in accordance with Article 6 or Article 7 of this Subcontract.		
1.2	Application for Payment Date. The term "Application for Payment Date" means the date, set forth on EXHIBIT "B" to this Subcontract or in a Letter of Authorization, for submission by Subcontractor of an Application for Payment.		
1.3	Architect. The term "Architect" means the respective person or entity identified on EXHIBIT "B" of this Subcontract providing architectural design services for the Project described in this Subcontract or in a Letter of Authorization.		
1.4	Change Order Request. The term "Change Order Request" means a detailed cost estimate submitted by the Subcontractor to the Contractor outlining a modification, alteration, addition or deletion in the Work and the savings or additions in costs or time associated with the change.		
1.5	Change Order. The term "Change Order" means a written agreement between the Contractor and Subcontractor agreeing to the terms of a modification, alteration, addition or deletion in the Work.		
1.6	Contract Documents. The term "Contract Documents" means: (1) this Subcontract; (2) to the extent it pertains to the Subcontractor's Work, but expressly excluding its payment terms, the prime contract between the Owner and the Contractor for the Project and any general, supplementary and special conditions thereto (the "Prime Contract"); (3) all drawings, specifications, addenda and other changes comprising the prime contract between Owner and Contractor that are issued prior to the Subcontract Date and all modifications thereto issued subsequent to the Subcontract Date, including, without limitation, those documents listed in EXHIBIT "A" to this Subcontract; (4) any Letter or Letters of Authorization; and (5) all Change Orders and other modifications to the terms of this Subcontract or a Letter of Authorization that are executed by Contractor and Subcontractor. By commencing work, Subcontractor acknowledges and agrees that the Contract Documents, including, without limitation, documents identified in an executed Letter of Authorization have been fully and carefully reviewed by Subcontractor and that any errors, omissions, discrepancies or ambiguities that relate to the Work have been resolved with Contractor.		
BPM05-05 01-01-12 NGD		Page 1	Initial _____

What's included in an ITB?

Subcontract Agreement

Key items to keep an eye out for when reviewing agreements:

- Liquidated Damage Clauses
- Consequential Damages Clauses
- Schedule Considerations
- Required Timelines and Methods for Communication and Notices
- Limits of Liability
- Insurance Requirements

SUBCONTRACT			BECK
Subcontract Date: January 01, 1999	Vendor Code: SAM9999	Subcontract #: SAMPLE	
FOR VALUE RECEIVED, the receipt and sufficiency of which is hereby acknowledged, this agreement is made and entered into effective as of the date written above ("Subcontract Date") between:			
CONTRACTOR/CONSTRUCTION MANAGER: HCBeck, Ltd. ("Contractor")			
Address for Notices: <<Beck District Office Street Address>> <<Suite Field>> <<Beck District Office City>>, TX 99999			
Attention: <<Address Tab - Contact Name>> Telephone Number: 999.999.9999 Facsimile Number: 888.888.8888			
and, <<Sample Business Partner>> ("Subcontractor") a			
Address for Notices: <<Sample Street>> <<Sample City>>, TX			
Attention: <<Sub>> <<Contact>> Telephone Number: 214.444.9999 Facsimile Number: 214.444.9998			
Federal Employer Identification No: <<BP Registration Code>> Subcontractor's State Tax No: <<Sub State Tax #>> Subcontractor's State License No: <<Sub State License>> Subcontractor's City License No: <<Sub City License>>			
Project Name: <<Sample Project for Printing/Copying ONLY, dont edit data>>			Subcontract Amount: \$ 99,999.99
ARTICLE 1: DEFINITIONS AND GENERAL PROVISIONS			
1.1	Application for Payment. The term "Application for Payment" means a request for progress payment or final payment submitted by Subcontractor to Contractor in accordance with Article 6 or Article 7 of this Subcontract.		
1.2	Application for Payment Date. The term "Application for Payment Date" means the date, set forth on EXHIBIT "B" to this Subcontract or in a Letter of Authorization, for submission by Subcontractor of an Application for Payment.		
1.3	Architect. The term "Architect" means the respective person or entity identified on EXHIBIT "B" of this Subcontract providing architectural design services for the Project described in this Subcontract or in a Letter of Authorization.		
1.4	Change Order Request. The term "Change Order Request" means a detailed cost estimate submitted by the Subcontractor to the Contractor outlining a modification, alteration, addition or deletion in the Work and the savings or additions in costs or time associated with the change.		
1.5	Change Order. The term "Change Order" means a written agreement between the Contractor and Subcontractor agreeing to the terms of a modification, alteration, addition or deletion in the Work.		
1.6	Contract Documents. The term "Contract Documents" means: (1) this Subcontract; (2) to the extent it pertains to the Subcontractor's Work, but expressly excluding its payment terms, the prime contract between the Owner and the Contractor for the Project and any general, supplementary and special conditions thereto (the "Prime Contract"); (3) all drawings, specifications, addenda and other changes comprising the prime contract between Owner and Contractor that are issued prior to the Subcontract Date and all modifications thereto issued subsequent to the Subcontract Date, including, without limitation, those documents listed in EXHIBIT "A" to this Subcontract; (4) any Letter or Letters of Authorization; and (5) all Change Orders and other modifications to the terms of this Subcontract or a Letter of Authorization that are executed by Contractor and Subcontractor. By commencing work, Subcontractor acknowledges and agrees that the Contract Documents, including, without limitation, documents identified in an executed Letter of Authorization have been fully and carefully reviewed by Subcontractor and that any errors, omissions, discrepancies or ambiguities that relate to the Work have been resolved with Contractor.		
BPM05-05 01-01-12 NGD		Page 1	Initial _____

What's included in an ITB?

Insurance Requirements

- Don't skip this step! Check to ensure you can comply with all insurance requirements.
- Cover associated costs in proposal, if necessary.
- No insurance, no job.

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTRACT DATE	PHONE (BUS. OR EXT.)	FAX (BUS. OR EXT.)
		EMAIL ADDRESS	
	INSURER A:		NAIC #
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES: _____ CERTIFICATE NUMBER: _____ REVISION NUMBER: _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	AGG. LIMIT	PER POLICY	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY					EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA. OCCUR) \$ 50,000 MED. EXP. (EA. OCCUR) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP. OP. AGG. \$ 2,000,000
AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA. OCCUR) \$ 1,000,000 BODILY INJURY (EA. OCCUR) \$ _____ BODILY INJURY (EA. ACCIDENT) \$ _____ PROPERTY DAMAGE (EA. ACCIDENT) \$ _____
UMBRELLA LIAB. EXCESS LIAB.					EACH OCCURRENCE \$ if required AGGREGATE \$ _____
WORKERS COMPENSATION AND EMPLOYERS LIABILITY					E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA. EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule, if more space is required)

1) General Liability, Automobile Liability, Excess Liability and Worker's Compensation Policies are endorsed to provide that the carrier waives its right of subrogation against HCBeck, Ltd., all limited partners, general partners and all affiliated companies, and shareholders, directors and officers of the foregoing entities, the Owner and/or others as identified in prime contract.

2) General Liability, Automobile Liability and Excess Liability Policies are endorsed to name HCBeck, Ltd., all limited partners, general partners and all affiliated companies, and shareholders, directors and officers of the foregoing entities, the Owner and/or others as identified in prime contract as additional insureds, and that the policy is primary and non-contributory over any other applicable insurance.

CERTIFICATE HOLDER	CANCELLATION
HCBeck, Ltd. 220 West 7 th Ave., Suite 200 Tampa, Florida 33602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05) © 1988-2010 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD.

Questions?



Discovering Bid Opportunities



UNIVERSITY OF
SOUTH FLORIDA

BECK ENVISION



Public Advertisements



Client Distributions

PROCORE[®]

The screenshot shows the website for the Office of Supplier Diversity, a division of Business & Finance at the University of South Florida. The page is titled "For Vendors" and includes a navigation menu with links for "ABOUT US", "FOR VENDORS", "DEPARTMENTS", "NEWS & EVENTS", "RESOURCES", and "CONTACT US". The main content area is divided into two columns. The left column lists "FIND & CONTACT AT USF", "FIND OPPORTUNITIES", "REGISTER WITH USF PURCHASING", "BUSINESS RESOURCES", "RECOGNIZED CERTIFICATIONS", and "REGISTER WITH USF OSB". The right column features "FIND OPPORTUNITIES" with a sub-section for "MYFLORIDAMARKETPLACE", which includes a recommendation to visit the marketplace for purchasing opportunities and a list of "Useful tips" such as "Register as a State of Florida vendor through the Florida Department of Management Services, see registration requirements" and "You can search active solicitations by agency, 'University of South Florida', and commodity codes." At the bottom, there is a section for "CURRENT USF BID OPPORTUNITIES" with a link to the public solicitation portal.

 **BUILDINGCONNECTED**

The screenshot shows the Florida Department of State website for the Florida Administrative Code & Florida Administrative Register. The page features a header with the state seal and navigation links for "Home", "Advanced Search", "MyFLRules", and "Rules Open for Comments". The main content area is divided into several sections. On the left, there is an "I Want To" section with links for "Leave a Comment", "Subscribe for notifications", "Create a MyFLRules account", "Learn about Rulemaking", and "Find an agency on MyFlorida.com". Below this is a "For Agencies only" section with links for "Submit a Rule/Notice" and "Find Publication Dates". The "Related Resources" section includes links for "Laws of Florida", "Florida Statutes", "Florida Constitution", "Division of Administrative Hearings", and "Joint Administrative". The central "Full Text Search" section includes a search box with a dropdown menu set to "F.A.C.", a "Search" button, and instructions to "Type in rule number (e.g., 1B-11.004), or keyword (e.g., condominium, education)". Below the search box are two search options: "Search for Agency Rules By Chapter Number" and "Search for Reference Material By Chapter Number", both with "GO" buttons. The "Most Recent FAR Issue" section displays a thumbnail of a rulebook. The "MyFLRules" section includes a login form with fields for "Username:" (containing "lgreene@usf.edu") and "Password:" (masked with asterisks), a "Login" button, and links for "Create an account" and "Forgot your password?". At the bottom, there is an "Advanced Search" section with a "To search by:" label.

Networking Events



Touch Points

Establish relationships ahead of time!

- Client/Owner - Office of Supplier Diversity
- GC/CM/Design-Builder - at all levels
- Other trade partners - mentor/mentee tier opportunities

HERE'S WHY IT WORKS

Our program is not just words, it's action. Beck and Envision partnered small businesses with larger subcontractors so that the mentoring multiplies.

WHY ENVISION CHOSE BECK

"Our company began to grow at an accelerated rate and we learned very quickly that we could not expand without first connecting with a partner who's been there before. Our search brought us to Beck. With their guidance, we have been able to speak to our community businesses from a place of empathy, thus producing a much more fruitful mentorship."

- Allen Greene, Sr., Co-Founder, Envision



GET INFORMED



Questions?



Bidding Process Overview

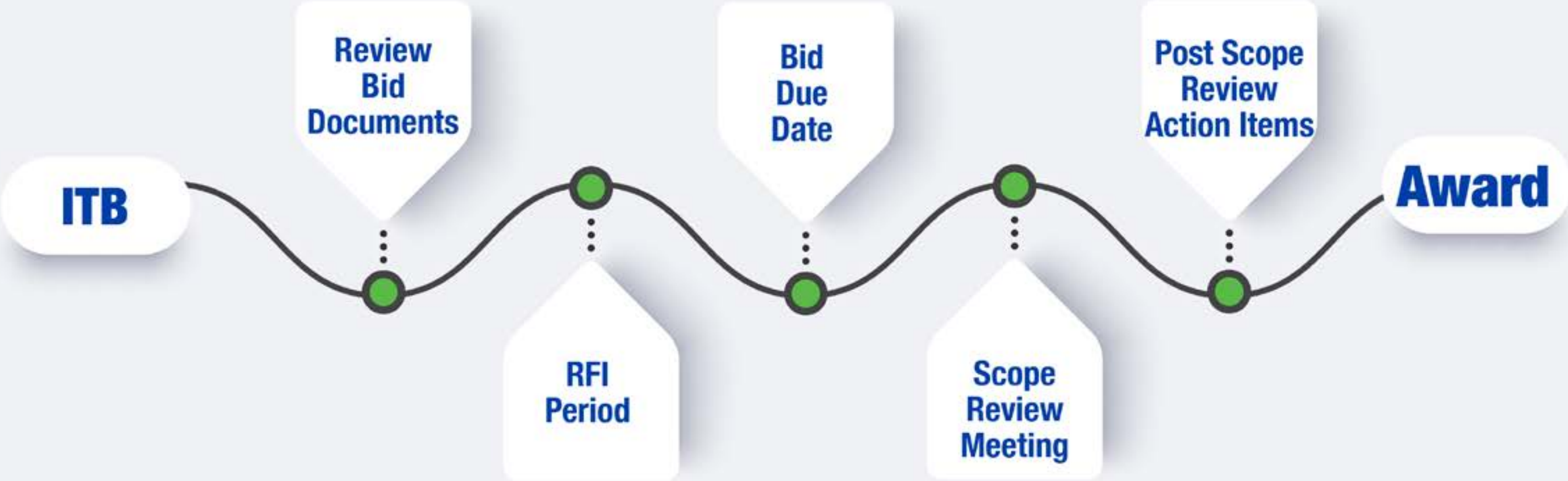


UNIVERSITY OF
SOUTH FLORIDA

BECK ENVISION



The Road map: From ITB to Award



Questions?

How Do I Win?



How Do I Win?

Focusing on the following are critical to winning a bid:

- Prequalification
- Your overall experience
- Qualifications specific to respective scope
- Capability and capacity
- Successful completion of similar projects
- Completeness of bid proposals
- Identification of deficiencies in plans, specs

You Didn't Win - What Now?



UNIVERSITY OF
SOUTH FLORIDA

BECK ENVISION



You Didn't Win - What Now?

Request Review

1



Ask for feedback - request a proposal review with the GC/CM/Design-Builder.

Explore Partnership Opportunities

2



Consider requesting the successful bidder list to possibly work under another subcontractor.

Stay in Touch

3



Stay in contact with the GC/CM/Design-Builder for future opportunities.

You Didn't Win - What Now?

Key Things to Remember:

- Don't be afraid to ask questions.
- Elevate if you're not getting answers.
- Contact OSD if you're not getting what you need.

Questions?



UNIVERSITY OF
SOUTH FLORIDA

BECK ENVISION





Contact Us



Gabrielle Howard
Beck-Envision
gabrielle@envision-cs.com



University of South Florida
Office of Supplier Diversity
osd@usf.edu | 813.974.5052