

FSCJ ITN #	2016-03	ISSUE DATE:	August 24, 2015
ITN TITLE:	NORTH CAMPUS DINING SERVICES		
BID OPENING DATE & TIME:	September 22, 2015 , 2:00 PM EDST*		
PURCHASING AGENT:	Dennis Blank 904-632-3301 dblank@fscj.edu		
FLORIDA STATE COLLEGE AT JACKSONVILLE 501 WEST STATE STREET Suite 305 JACKSONVILLE, FL 32202-4068 FAX Submissions not allowed		INVITATION TO NEGOTIATE (ITN) For Florida State College At Jacksonville:  Dennis Blank Executive Director, Purchasing & Auxiliary Services	

VENDOR INFORMATION & NO ITN Proposal BLOCKS *Jacksonville FL local time

Each supplier desiring to be maintained in the College's computerized bidders list for future solicitations is requested to return this single form (only) when **not** submitting an ITN Proposal.

☐ ITN Proposal (see attached) ☐ No ITN Proposal/ Reason for Not Submitting an ITN proposal:

COMPANY SUBMITTING ITN Proposal :			
MAILING ADDRESS:			
FEDERAL ID #			
CITY:			
STATE:	ZIP:	TEL: ()	
FAX: ()	EMAIL:		

Minority Business Enterprise Type: # Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership). Minority Solicitation & Participation: It is Florida State College at Jacksonville "Minority (MBE) Outreach Monitoring Policy" to encourage maximum solicitation (invitation to negotiate) and participation by minority firms in its purchase contracts. To this end, minority and non-minority firms bidding as general contractors are encouraged to conduct similar outreach efforts in its subcontract processes as your efforts will be monitored by the College's District Board of Trustees. While the College does not establish specific goals for minority "set-asides", it does have a 25% minority solicitation (invitation to negotiate) monitored goal with awards being to low bidder meeting specification. Since implementation of the College Minority Outreach Program in December 1, 1991, minority/small business solicitations have been provided to 25% W/MBE firms, and awards to minorities have increased considerably on College purchase contracts.
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"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"

IMPORTANT!! SIGNATURE BLOCK

I certify that this ITN proposal is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined higher educational discounted prices that are fair and without collusion or fraud. I agree to abide by all conditions of this ITN and certify that I am authorized to sign this ITN for the company submitting it.

Officer's Authorized Signature	Officer's Typed Name & Title
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TO BE RESPONSIVE, SIGNATURE OF OFFICER AUTHORIZED TO BIND THE COMPANY SUBMITTING THIS ITN PROPOSAL IS REQUIRED

POST DATE:	October 19, 2015	REMOVE DATE:	October 22, 2015
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GENERAL CONDITIONS

Contractors are to review Florida State College at Jacksonville's General Conditions (which are incorporated by reference) by visiting: <http://www.fscj.edu/discover-fscj/gov-admin/purchasing/forms-and-standard-contracts/>

INSTRUCTIONS FOR W-9 FORM:

Contractors can obtain the W-9 Form and Instructions by visiting: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

The W-9 form is requested to be completed and returned with your ITN proposal submittal:

Request for Taxpayer Identification Number and Certification

Give Form to the
requestor. Do not
send to the IRS.

Print or type See Specific Instructions on page 2	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☒ 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 FATCA reporting code (if any) <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)		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 Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we released it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS 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-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), 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.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 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?* on page 2 for further information.

FLORIDA STATE COLLEGE

AT JACKSONVILLE™

FORM 1 ACCOUNTS PAYABLE

MAILING ADDRESS:

COMPANY NAME: _____

ATTN: _____

SUITE #: _____

PO BOX: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP+4 _____ - _____

IF YOUR REMITTANCE ADDRESS IS DIFFERENT FROM YOUR MAILING ADDRESS PLEASE USE THE SPACE BELOW TO PROVIDE YOUR REMIT TO ADDRESS. IT IS NECESSARY THAT THIS SECTION BE FILLED OUT COMPLETELY.

VENDOR'S REMIT TO MAILING ADDRESS (INCLUDE ZIP CODE):

COMPANY NAME: _____

ATTN: _____

SUITE #: _____

PO BOX: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP+4 _____ - _____

FEDERAL TAX ID #: _____

CONTACT NAME: _____

TELEPHONE: (_____) _____

FAX: (_____) _____

ACH PAYMENT INFORMATION:

REMITTANCE ADVICE EMAIL: _____

ACCOUNT NAME: _____

BANK NAME: _____

ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

TYPE OF ACCOUNT: _____

PLEASE SUMMIT THIS FORM TO THE FOLLOWING:

FLORIDA STATE COLLEGE AT JACKSONVILLE
501 WEST STATE STREET
JACKSONVILLE, FL 32202
ATTENTION; MS. EILEEN SHAMMO
OR VIA E-MAIL TO emshammo@fscj.edu

COMPANY NAME

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PROPOSAL'S CHECKLIST

THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING AN ITN PROPOSAL AND MAY BE USED TO ASSIST ENSURING SECTIONS OF YOUR ITN /PROPOSAL ARE PROPERLY COMPLETED AND RETURNED. A COPY OF THIS SHEET WILL BE RETAINED IN FLORIDA STATE COLLEGE AT JACKSONVILLE FILES AS A RECORD OF YOUR RESPONSE TO THIS ITN.

ON THE INVITATION TO NEGOTIATE SHEET (Page #1 of this ITN) HAS your company:

1. Listed you company name, mailing address, telephone, FAX number and Federal ID# which are all correctly entered on the page #1 Invitation to Negotiate Sheet?
Yes ___ or No ___?
2. Listed on this page #1 your companies Minority Business Enterprise Type #
Yes ___ or No ___?
3. If not submitting an ITN, have you noted: "No ITN" on page #1? Have you stated the reason(s) for not submitting an ITN proposal?
Yes ___ or No ___?
4. Is your total ITN submission less than the defined total maximum page count?
Yes ___ or No ___?
5. Is your ITN (page #1) signed by an authorized officer of the company submitting this ITN?
Yes ___ or No ___?
6. Have you completed submitted with your ITN proposal both a copy of the Request for Taxpayer Certification (W-9) form and also on page #1 notated your tax employer identification number (or SSN) in the appropriate block? Yes ___ or No ___?

ITNS RETURNED UNSIGNED MAY BE CONSIDERED NON-RESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR ITN/PROPOSAL PAGE #1 IS SIGNED BY AN AUTHORIZED OFFICER FOR THE COMPANY.

CAUTION:

All contractors are alerted to pay special attention to all sections contained in the ITN which state they "To Be Responsive" or "Shall be completed and submitted as part of the ITN response" to the solicitation in order for your proposal to be considered responsive. Listed below is an overview of those Sections.

Section	Page
1.03 – 1.06	8
4.0	13
Conflict of Interest	19

Please review and submit your formal ITN proposals by the date and time shown on page #1 cover of this ITN document to:

SEALED ITN #2016-03

Dennis Blank

Executive Director, of Purchasing & Auxiliary Services

Florida State College at Jacksonville

501 West State Street

Suite 305

Jacksonville, FL 32202-4068

Please **boldly** indicate **ITN #2016-03** on the outside of your sealed ITN proposal envelope to assist the College in identifying your ITN.

As defined herein reference to the word Contractor is defined as the contractor awarded a resultant 2016-03 contract.

The College reserves the right to reject any portion or all proposals, to re-solicit ITNs or not, and to waive informalities as deemed in the best interest of the College.

Having carefully examined the terms, general conditions, general specifications of this solicitation and special conditions by signing and submitting a formal ITN proposal thereto with the following commitment and agreement:

ANTI-COLLUSION STATEMENT: The Contractor by signing and submitting a proposal has "not" divulged to, discussed or compared his/her ITN proposal with any other Contractor(s) and has not colluded with any other Contractor(s) or parties to an ITN whatsoever.

NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this ITN and may result in the Contractor being debarred for no less than three (3) years of doing business with the College.)

Cone of Silence:

From the time the public advertisement of this (ITN, RFQ, RFP, ITB, or other) takes place until the (ITN, RFQ, RFP, ITB, or other) is awarded and approved by the Board of Trustees, a vendor shall not contact any other College personnel or members of the College's District Board of Trustees, or Administrative staff either directly or indirectly, to discuss the selection process or in an attempt to further their interest in being selected. Failure to abide by the Cone of Silence policy is grounds for disqualification from this (ITN, RFQ, RFP, ITB, or other) process and vendor will not receive further consideration in reference to this (ITN, RFQ, RFP, ITB, or other).

1.0 OPPORTUNITY

- 1.01 Florida State College at Jacksonville (College) has a requirement for which your company may be qualified to submit a formal ITN proposal in response to this Invitation to Negotiate ITN #2016-03.
- 1.02 This ITN solicits the submittal of priced proposals from qualified firms that can partner with the College to provide Dining Services for students, faculty, and staff at the North Campus location at 4501 Capper Road, Jacksonville FL 32218
- 1.03 **To be considered responsive**, contractors shall deliver before 2:00 p.m. EDST. on 9/22/15 one (1) original fully *executed hard copy* and provide one thumb drive or CD with "all" documentation including the original ITN proposal in a **pdf** format.

Note: Original binder must be marked **ORIGINAL** and must have original signatures. The thumb drives or CD may be placed inside the binder. Please strive to label each thumb drive or CD with the College's solicitation number **2016-03**, and your company's name. (i.e. "Copy" 2016-03 ACME).

It is the contractor's responsibility to guarantee the thumb drive or CD is 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy will prevail.

Proposal **shall not exceed 75 total pages** in length to include not only all required FSCJ forms and attachments but any documents* that you include in your submittal to:

Dennis Blank
Executive Director, of Purchasing & Auxiliary Services
Florida State College at Jacksonville
501 West State Street
Suite 305
Jacksonville, FL 32202-4068

Note: Seventy Five (75) page total maximum submission limit includes all of the College's forms and any or all attachments. *The table of contents, FSCJ addendum signature sheet and tab sheets are Not counted in your maximum 75 pages. If your proposal in total exceeds this 75 page limit, **only the first 75 pages** (including any referred to pages) of your proposal will be evaluated.

- 1.04 Your proposal must be signed by an authorized employee/officer with the authority to bind a contract.
- 1.05 **Public bid opening**; Florida State College at Jacksonville will conduct a Public ITN/proposal opening at 2:00pm EDST on 9/22/15 at the Colleges Administrative Offices Bldg. Room #305, 501 West State Street. Pursuant to HB 7223 /FS 119.071, **the College will not be reading aloud the individual ITN prices at the Public Opening and only open the individual ITNs/proposals and publicly announce who an ITN /proposal was received from.** The actual ITN prices submitted will not be a public record until the date of posting (defined herein) or the number of days as defined in FS 119.071."
- 1.06 Any proposal submitted shall have prices firm for at least 120 days from public opening to allow adequate time for college evaluation, board of trustee approval as well as, contract negotiation and execution.

- 1.07 A **non-mandatory pre-proposal meeting** will be held 9/3/15 at 1:00 in building C, room 136 of the North Campus located at 4501 Capper Road, Jacksonville Fl 32218. This meeting will allow proposers to view the current facility and ask for clarification as to the solicitation. Any explanation desired by a contractor regarding the meaning or interpretation of the ITN, Form of Agreement, etc. must be requested in writing from the College's Executive Director, Purchasing and Auxiliary Services with sufficient time prior to the define established deadline as defined in Section #6 to allow for a reply to reach all contractors before the response submission due date of their proposals. Any interpretation made will be in the form of a written addendum which will be furnished (mailed) to all known prospective contractors. Its receipt by the contractor is to be acknowledged by one of the means set forth in the addendum. ORAL EXPLANATIONS OR INSTRUCTIONS given either at a pre proposal conference or before the submittal of proposals or prior to award of the resultant contract will **NOT** be binding on the College.

ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.

If necessary, an addendum will be mailed or delivered to all who are known by the Purchasing Department to have received a complete set of proposal documents.

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective contractors other than through the Colleges Purchasing Department during the proposal preparation and evaluation period. However, all contractors will be provided a copy of all written questions (submitted prior to the defined deadline) of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquiries by email to the attention of:

Dennis Blank
Executive Director, Purchasing and Auxiliary Services
Phone: 904-632-3301
Email: dblank@fscj.edu

All written questions are due no later than 4:00 p.m. 9/11/15.

2.00 BACKGROUND/REQUIREMENTS :

2.01 Florida State College at Jacksonville located in North East Florida has Five Campuses and multiple education centers located in Duval and Nassau County

2.02 The College has under separate agreements (not part of this solicitation) contracted out management of the dining services on the following campuses and center (that provides the College not only access to quality dining service options for our students and staff but also remits to the College rent/commission) :

A. Contracted out Managed by Chartwells (division of Compass Group)

➤ *** South Campus Cafe 11901 Beach Blvd Jacksonville FL**

➤ *** Kent Campus Cafe 3939 Roosevelt Blvd. Jacksonville FL**

➤ *** Downtown Campus Café 101 West State. Jacksonville ,FL (and a Quizno's)**

*** =Includes a "Starbucks Freshly Brewed Here" managed by Chartwells on all 3 campuses.**

B. The Colleges' Open Campus/Deerwood Center 9911 Old Baymeadows Rd, Jacksonville FL includes a Subway

Note: The College has awarded under separate College-wide Beverage Pouring Rights contract to Coca-Cola and vending contract to Canteen Vending.

2.03 The Colleges North Campus currently self-operate/manage at 4501 Capper Road, Jacksonville FL. 32218 both:

A. FSCJ's North Campus Dining Service Café: (staffed /managed by College employees)

B. FSCJ's "Mallard Room" fine dining restaurant that is open to the Public for limited weeks each term and at limited times each week) as an extension of our Culinary Arts Program (staffed by both faculty, staff and students used as a clinical lab to train our Culinary Arts Program students)

2.04 This ITN solicits the submittal of proposals to potentially contract out management/staffing of the North Campus Dining Service Cafe where the College would continue to self-operate/manage the "Mallard Room".

2.05 The College would prefer the awarded contractor consider employment of the Colleges current café staff for a period of 1 year after which the awarded contractor would retain the right to consider each employees performance as to continued employment there-after.

2.06 The College has included the following attachments to provide Proposers additional supporting information:

Attachment Number	Description
A	Summer term 2015 prices (3 pages)
B	North Campus demographics which includes: • number of employees/students • hours of operation • number of miles distance to off campus competitors
B-1	Current equipment list and summer term employee work schedules
C	North Campus cafeteria sales by month July 2014 – March 2015
D	North Campus cafeteria spreadsheet of past two years cafeteria revenue, food/supply expenses, and annual salaries of FSCJ staff managing and operating the cafeteria
E	Set of drawings of the North Campus Building E floor plans
F	Overview of Renovations to the North Campus that FSCJ Plans to implement over the next few months as to opening up additional seating as well as renovations to the Servery Cashier Station area.
G	Photographs of the North Campus café seating ,servery, and kitchen
H	College Calendar listing dates when College is closed.

3.00 CONTRACTING OVERVIEW

3.01 Term/ Renewal: This ITN solicits proposals preferably for an initial 3 year term preferably commencing January 4, 2016.

3.02 The resultant agreement will include:

A. Reserved right for both parties to negotiate additional two(2) year renewal term(s) based on mutually agreed retail prices, terms, conditions, rent/commissions.

B. Termination for cause provision where by the non-defaulting party must serve written notice to the defaulting party of conditions of “material” default to the agreement providing them 21 days to cure the conditions of default . If the defaulting party does not cure the conditions of default in the 21 day period the non-defaulting party retains the right to serve written termination notice upon 21 days written notice.

C. Require the awarded contractor provide FSCJ an insurance certificate listing FSCJ as an additionally insured for General Liability Coverage with at least \$1.0 Million Per incident Limit.

D. Requirement that the awarded contractor shall indemnify and hold harmless the Colleges District Board of Trustees for negligence of Contractors, employees and their agents.

E. Requirement that the awarded contractor shall at all times maintain State of Florida and local licenses including but not limited to the Board of Health and County Business Tax Receipts.

F. Requirement that awarded contractor employees and agents at all times comply with College policies and procedures including but not limited to Smoke Free Campus, Sexual Discrimination Rules, etc.

G. Requirement for selling Coca-Cola brand carbonated and non-carbonated beverages to be in compliance with the Colleges 100% pouring right contract.

H. Requirement for providing the College monthly sales report preferably both by day, by hour and by product sold.

I. Requirement for payment of rent /commissions monthly by the 21st of the following month.

3.03 The College is Responsible to :

Provide awarded Contractor at no additional cost the following utilities/services:

- HVAC
- Power
- Water
- Sewer
- On Campus Security Staff
- Contracted Pest Control
- Solid Waste dumpster to use
- Use of and maintenance of existing Kitchen/Servery equipment, storage areas, and Dining Room Tables and chairs
- Cleaning of Grease Traps, Range Hood etc.
- FSCJ staff to provide scheduled Deep Cleaning of floors in both Dining Room /Servery and Kitchen where awarded contractor would be responsible during hours of operation for wiping up spills, busing /washing down tables / emptying trash receptacles into College defined solid waste dumpster.

4.00 ITN Proposal Requirements:

4.10 Proposals shall include the following:

A. Overview of your company unique qualifications

Name of contractor: _____

Primary contact person: Name _____

Phone No. (____) _____

Fax No. (____) _____

Email address: _____

Location of your company's nearest example of similar services provided as outlined in this ITN:

Year contractors _____ business started? _____

Year contractor began providing _____ for higher educational clients? _____

Year contractor began providing services as specified herein? _____

Is _____ your primary business? Yes__ No__.

What percentage of your business is the result of _____ services? _____ %.

What are your company's national annual gross sales in _____ services? \$ _____.

B. Proposed Scope of Services /Proposed Hours of Operation/ Proposed Start up Timeline

to include but not limited to:

- What national brand dining service offerings your proposal includes, such as Subway, Fire House Subs, Chick Filet, Starbucks etc.
- Proposed Hours of Operation Days / Hours each Day (as per Attachment "B")
- Proposed # of weeks after award of contract for your company to complete the transition to your company as to managing the College's North Campus Café

C. Proposed Menu/Retail Prices

- Please include a brief description of each item, portion size and retail price for the 1st year of the resultant contract.
- Please include any combo meal deals you propose to offer student and staff.

D. Proposed Leasehold Improvements to the North Campus Café that defines in detail:

- What your company proposes to fund
- Which ones you propose the College pay for.
 - Include definition of the estimated cost to the College for each proposed Leasehold Improvement that you propose that FSCJ would be expected to pay for(i.e. install a lockable door to separate the café kitchen/server from the FSCJ Culinary Arts Kitchen).

E. Proposed Equipment Requirements

- Define in detail and estimated cost the proposed equipment improvements your proposes to provide at your cost or which you propose FSCJ provide.

F. Proposed Staffing Plan

- Please define your pro forma staffing plan by day/by hour of day
- Please define your company willingness to interview the College's current café staff for potential employment with your company.

G. Proposed Rent:

- Please define in your proposal the proposed monthly rent your company would pay the college for providing the utilities and services defined above in section # 3.03 above

H. Proposed Commission:

- Please define in your proposal what annual % commission on sales you propose to pay the College at different annual aggregate net sales

I. References:

- Please provide 3 related client references your company currently provides similar services for. Please define the client name, contact person name, phone # and email address.

College shall retain the right to terminate the resultant agreement upon College failing to continue to receive adequate appropriations from the State of Florida Legislature.

Label this part of the proposal Response to Section 4.56

The College's or State of Florida Auditor General or Federal US Inspector General representative shall be permitted to examine and audit, during ordinary business hours, those portions of Contractors records and books of account pertaining or Colleges agreement .

Pursuant to Florida Statute 112.313(7) and FSCJ Board Rule # 6Hx 7-2.9 (4), College Employees, while acting in a private capacity, are not allowed to do business with the College. This also applies to the buying or selling of goods or services to the College from any business entity of which the employee or their spouse or child is an officer, partner, director, or proprietor or otherwise has a material interest. This may include private instructional services provided to the College from a full time or adjunct faculty member.

As such does your company have any employee or their Spouse that owns > 5% of your company and is also a FSCJ full time/ part time or adjunct employee of the College?
Yes ___ No ___ (If Yes, Define below the name of the employee and or Board member as well as detail below their relationship with your company and the College):

5.00 EVALUATION/AWARD:

5.01 Evaluation:

The College intent is to establish an evaluation committee to evaluate responsive ITN proposals timely delivered to the College.

5.02 Evaluation Criteria

The College evaluation committee will evaluate responsive ITN proposals and assign evaluation points for each proposal using the following criteria

ITN Section #	Evaluation Criterion	Maximum Evaluation Points	Proposer	Proposer	Proposer
4.10 A	Company Unique Qualifications	0-10 Points			
4.10 B	<u>Proposed Scope of Services /Proposed Hours of Operation/ Proposed Start up Timeline</u>	0-20 points			
4.10 C	<u>Proposed Menu/Retail Prices</u>	0-20 points			
4.10 D+E	<u>Proposed Leasehold and Equipment Improvements</u>	0-20 points			
4.10 F	<u>Proposed Staffing Plan</u>	0-20 points			
4.10 G	<u>Proposed Rent;</u>	0-10 points			
4.10 H	<u>Proposed Commission</u>	0-10 points			
	<u>Written SubTotal</u>	0-110 Points			
4.10 I	<u>Finalist References</u>	0-10 Points			
5.02 D	Finalist Optional Interview/Web X/ Conference Call	0-30 Points			
5.02 G	Evaluation of Best and Final Offers if any	0-10 Points			
5.02 J	Evaluation of Negotiations	0-40 Points			
	Grand Total	0-200 Points			

5.02 As deemed in the College best interest the College reserves the right to:

- a. Waive informalities**
- b. Issue Addendums to modify the specifications/requirements of this ITN**
- c. Evaluate timely delivered responsive proposals assigning evaluation points**
- d. Schedule optional interviews with all finalist firms**
- e. Complete reference checks of all finalist firms**
- f. Issue Requests for Information (RFI) to proposers**
- g. Issue all finalist firms Best and Final (BAFO) Offers**
- h. Reject any portion of any ITN proposal**
- i. Reject any /all ITN proposals submitted**
- j. Conduct simultaneous negotiations with the top ranked 2 finalist firms**
- k. Award a resultant agreement to the overall top ranked firm.**

The contractor, by submitting a proposal agrees the awarded contractor agrees the resultant contract will include:

- A. Providing on a "turnkey" basis all North Campus Dining services defined herein.
- B. Be an "independent contractor" providing all supervision of staff including paying all wages and salaries for personnel specified, including payment of all insurance as specified in special condition 8.02.
- C. Agree to a 180-day right of either party to request in writing termination of contract without cause.
- D. Agree the resultant contract will include a hold harmless statement that the awarded contractor would defend and hold the College District Board of Trustees harmless from any third party as the result of contractor's, employees', subcontractors' or agents' errors omissions or negligence.
- E. A requirement that performance of work/contract requirements shall be governed by the laws of the State of Florida.
- F. Provide and maintain during all terms of this agreement a \$100,000 performance and payment bond (see special condition 10.05) guaranteeing faithful performance during all terms of Agreement

#2016-03

Does your Company Agree to all A-F above ? Yes___ No _____

Is no, please define below your proposed deviations:

6.00 ITN Schedule/ Time Line

The College has scheduled the following mtgs. dates :

Date/ Time	Description	Location
8/24/15	ITN 2016-03 is publicly advertised and released	
9/3/15 1: 00 PM	Non Mandatory Attendance Pre-proposal meeting /Site Visit of the North Campus Café	FSCJ North Campus 4501 Capper Road Jacksonville FL 32218 Bldg # C Room # 136
4:00PM 9/11/15	Deadline for proposers to email to dblank@ fscj.edu Requests for Clarification	
2:00PM 9/22/15	Deadline for delivering ITN Proposals to be responsive/ Public ITN Proposal Opening	FSCJ Administrative Offices attn.: Dennis Blank , Purchasing Dept. 501 W State Street, Jacksonville FL 32202 Room # 305
9/22/15- 9/28/15	College evaluation committee members individually evaluate responsive ITN Proposals timely delivered	
1:00 – 4:00 PM 9/28/15	Public Evaluation Meeting Committee members to score evaluation points for responsive ITN proposals	FSCJ North Campus 4501 Capper Road Jacksonville FL 32218 Bldg # C Room # 136
10/5/15	Estimated date for Finalist Interviews	TBD
10/12/15 1:00 – 5:00 PM	Estimated date for simultaneous Negotiations with the top 2 ranked firms	FSCJ North Campus 4501 Capper Road Jacksonville FL 32218 Bldg # A Rooms 116 - 117
10/15/15	Planned date College Senior Management would reach a decision to recommend award of contract to the top ranked firm	
10/19/15	Planned Posting Date*	
10/26/15	Planned date College Administration would complete agreement negotiations	
1/4/16	Planned date awarded contract would commence	

* College protest APM # 05-0601

Protest of Award or Attended Award:

Proposers are directed to the following College link for procedures the College will follow in case of a protest of award: <http://www.fscj.edu/discover-fscj/gov-admin/policies-and-procedures/apm/> . Select Volume 5, then Chapter 6, and then APM 05-0601 Procedure for Contract Solicitation or Award Bid Protest.

Best and Final Offer(s)

The evaluation committee will evaluate Best and Final Offer(s) (if issued) and assign as deemed in the Colleges best interest up to 10 points based on Proposers BAFO proposal(s) submitted

8.012 ** AWARD **

AWARD WILL BE ON AN 'ALL-OR-NONE' BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED, HOWEVER, FOR ACCOUNTING PURPOSES EVEN THOUGH PROPOSED ON AN ALL-OR-NONE BASIS.

Disclosure of Employee Relationship with Potential or Existing Florida State College at Jacksonville Vendors

RFQ/RFP/ITN# _____ Purchasing Agent _____

Solicitation Title: _____

Conflict of Interest Policy:

The District Board of Trustees and College Board Rules and APM's govern business transactions involving conflict of interest situations and relationship between employees and vendors.

Please see: <http://www.fscj.edu/discover-fscj/gov-admin/policies-and-procedures>

FSCJ has established procedures in accordance with the Board of Trustees, policies on conflict of interest of individuals participating in purchasing decision making. If any of the conditions below apply to you, you cannot participate on a solicitation evaluation committee or in the decision making process on a College solicitation.

☐ I DO NOT have a relationship with one or more of the proposing vendor's employees, a financial affiliation, or principles.

☐ I have a relationship with one or more of the proposing vendor's employees, a financial affiliation, or principles. Include the vendor name and type of relationship below. If you have a relationship with any vendor, include information for each vendor relationship. The types of relationship included:

- Spouse/Partner is employed by vendor.
- Financial relationship with vendor.
- Personal relationship with vendor employees or the vendor principles.

Company	Type of Relationship (Please Explain)

Definitions:

Spouse/Immediate Family Member/Partner is employed by the vendor: Employee means a paid employee of FSCJ where the employee's spouse/domestic party, and any firm of which any of those persons is a partner or sole proprietor, as well as any corporation of which any of those persons holds 5% or more stock or ownership either directly or indirectly.

Financial relationship: A financial relationship means a partnership or other commercial relationship involving a joint venture between the faculty or staff member and another person. Examples are: Research Grants, consultancies, honoraria and travel, self-managed equity interest in a company, employment of an immediate family member in a company and/or other benefits or substantial gifts from a company.

Personal relationship: A personal relationship means a relationship with another sufficiently close that a reasonable person would believe that it would be difficult for a faculty or staff member to deal with the person as he or she would deal with a stranger.

Signature

Date

Print Name

Department

Attachment "A"

**Florida State College at Jacksonville
North Campus
Cafeteria**

Café Menu	Retail	Cost
BREAKFAST		
Omelette	\$ 2.05	\$ 0.81
Assorted Cereal	\$ 1.35	\$ 0.62
Pop Tarts	\$ 1.00	\$ 0.77
Oatmeal	\$ 1.25	\$ 0.48
Assorted bread	\$ 1.05	\$ 0.45
Assorted donuts	\$ 0.65	\$ 0.55
Large Danish	\$ 1.60	\$ 1.12
Small Danish	\$ 0.70	\$ 0.45
Assorted Muffins	\$ 1.05	\$ 0.55
Breakfast Specials- 2 eggs, grits or potato, 3 bacon or 2 sausage	\$ 3.75	\$ 1.25
Eggs	\$ 0.85	\$ 0.17
Bacon	\$ 0.60	\$ 0.20
Sausage	\$ 0.85	\$ 0.35
Link	\$ 1.70	\$ 0.65
Potato or Grits	\$ 0.95	\$ 0.23
Pancakes	\$ 1.40	\$ 0.38
Specialty Pancake	\$ 1.70	\$ 0.50
Bagel	\$ 0.95	\$ 0.41
Cream Cheese	\$ 0.70	\$ 0.25
Biscuit	\$ 0.60	\$ 0.25
Toast - per slice	\$ 0.50	\$ 0.09
Cheese	\$ 0.50	\$ 0.27
Bacon & Egg	\$ 2.00	\$ 0.55
Sausage & Egg	\$ 2.30	\$ 0.65
Ham & egg	\$ 2.45	\$ 0.95
Steak or chicken biscuit	\$ 1.70	\$ 0.75
Biscuit & Gravy	\$ 1.90	\$ 0.74
Half-order	\$ 0.90	\$ 0.32
French Toast- single	\$ 1.00	\$ 0.31
French Toast - two slices	\$ 2.00	\$ 0.61
Corn Beef Hash	\$ 1.80	\$ 0.62
Sausage Biscuit	\$ 1.15	\$ 0.51
Bacon Biscuit	\$ 1.35	\$ 0.54
Croissant Sandwich	\$ 3.40	\$ 0.72
Boiled Egg ea.	\$ 0.85	\$ 0.17
Bowl of fruit	\$ 1.45	\$ 0.31
Cottage Cheese	\$ 1.45	\$ 0.35

Grapefruit	\$	1.40	\$	0.71
Orange	\$	0.90	\$	0.29
Apple	\$	0.90	\$	0.44
Banana	\$	0.65	\$	0.49
french Toast- Stick (5)	\$	1.45	\$	0.15
Bagel/Egg/Cheese	\$	2.34	\$	1.08

BEVERAGES

Foam cup drinks (coffee,
Cappuccino, tea, soft drinks and
assorted juices)

8 oz	\$	0.85	\$	0.11
12 oz	\$	0.90	\$	0.13
16 oz	\$	1.00	\$	0.15
24oz	\$	1.25	\$	0.26
Crystal Light	\$	0.65	\$	0.25
Tea Bag	\$	0.75	\$	0.06
** cup of Water any size	\$	0.27	\$	0.05

CAN AND BOTTLES DRINKS

Yoo Hoo	\$	1.50	\$	0.79
Naked	\$	2.75	\$	0.92
V8 bottles	\$	1.45	\$	1.00
Milk	\$	0.85	\$	0.32
Assorted juice cans	\$	0.70	\$	0.50
V8 Splash	\$	1.90	\$	1.00
Honest Tea	\$	2.05	\$	1.18
Bottled Water	\$	1.55	\$	0.52
Silk Milk (Soy)	\$	1.10	\$	0.93

LUNCH

Grilled Ham and Cheese	\$	3.85	\$	0.93
Grilled Cheese	\$	1.85	\$	0.49
Hamburger	\$	2.90	\$	0.90
Cheeseburger	\$	3.15	\$	1.17
Bacon Cheeseburger	\$	3.40	\$	1.37
Veggie burger	\$	2.90	\$	1.66
Grilled Chicken	\$	2.95	\$	0.80
Grilled Chicken with cheese	\$	3.35	\$	1.02
Corn Dog	\$	1.55	\$	0.75
Onion Rings	\$	1.75	\$	1.06
Hot Dogs ea	\$	1.35	\$	0.54
French Fries	\$	1.75	\$	0.36
Lunch Special Meat, Veggie Starch)	\$	4.60	\$	1.97
Side Veggie	\$	1.45	\$	0.47
Roll	\$	0.50	\$	0.28
Cornbread	\$	0.85	\$	0.14
Chicken Tenders	\$	0.85	\$	0.47
Drummettes	\$	0.60	\$	0.44
Egg Salad	\$	2.05	\$	0.25

Roast Beef	\$	3.45	\$	0.50
Ham	\$	3.16	\$	0.66
Turkey	\$	3.16	\$	0.82
Tuna Salad	\$	3.05	\$	0.90
Chicken Salad	\$	3.05	\$	0.96
Club	\$	4.60	\$	2.27
Sub Roll	\$	4.60	\$	1.54
Small Soup	\$	1.75	\$	0.53
Large Soup	\$	2.30	\$	0.84
per ounce	\$	0.32	\$	0.32
Chef Salad	\$	4.00	\$	1.15
Pre-made salad	\$	1.75	\$	0.85
Pre-made salad w/meat	\$	2.00	\$	0.92
BLT	\$	2.15	\$	0.85
BAKED GOODS				
Cinnamon Rolls	\$	1.70	\$	0.43
Cake Premium	\$	1.85	\$	0.91
Assorted Cookies-each	\$	0.35	\$	0.19
Brownies	\$	1.70	\$	0.37
Premium Sliced Breads	\$	1.25	\$	0.22
MISCELLANEOUS				
Small salad container	\$	0.32	\$	0.14
Large salad container	\$	0.80	\$	0.32
Extra Salad dressings & Specialty				
sauses	\$	0.40	\$	0.31
Assorted Chips	\$	1.00	\$	0.44
Sabra Hummus	\$	2.50	\$	2.32
Whole Pickle	\$	1.00	\$	0.65
Cheese crackers	\$	1.00	\$	0.23
Assorted Breakfast Bars	\$	1.00	\$	0.60
Rice Krispy Treats	\$	1.00	\$	0.52
Pop Corn	\$	1.00	\$	0.55
Ice Cream cup	\$	1.45	\$	0.31
Ice Cream Sandwich	\$	1.25	\$	0.33
Yogurt	\$	1.20	\$	0.38
Greek Yogurt	\$	1.30	\$	0.45
Fried Corn Nuggets	\$	1.85	\$	0.51
Fried Orka	\$	1.85	\$	0.42
Personal Pan Pizza	\$	1.65	\$	1.04
Fried Fish	\$	2.25	\$	0.97
Fried Frish Sandwich	\$	3.16	\$	1.20
Large Sausage Dog	\$	2.05	\$	0.91

Attachment “B” to ITN #2016 -03
Florida State College at Jacksonville
North Campus Demographics
Chartwells

B. Demographics

- a. # of employees at North Campus FT and PT
 - i. Full-time – 217
 - ii. Part-time – 60
 - iii. Student Assistants – 61
- b. # of employees at Criminal Justice Center(CJC) FT and PT
 - i. CJC employee count included in the North Campus totals above
- c. Campus Hours of operation/instruction 6 days a week

Term	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20142	7:30a – 9:15p	7:00a – 10:00p	7:00a – 10:00p	7:30a – 9:40p	7:30a – 8:00p	8:00a – 4:30p	NA
20143	7:30a – 9:00p	7:00a – 10:00p	7:00a – 10:00p	7:30a – 9:40p	8:00a – 7:30p	8:00a – 4:30p	NA
20151	8:00a – 9:30p	7:00a – 11:00p	7:30a – 10:00p	8:00a – 11:00p	8:00a – 7:00p	8:00a – 1:15p	NA
20152	7:30a – 11:20p	7:00a – 11:00p	7:00a – 10:00p	7:30a – 9:40p	7:30a – 9:00p	8:00a – 1:00p	NA
20153	7:30a – 9:15p	7:00p – 11:00p	7:00a – 9:00p	8:00a – 11:00p	7:30a – 2:40p	8:00a – 12:45p	NA

- d. # of unduplicated on campus student head count per semester for the last 12 months for North Campus and CJC
 - i. 20142 – 5,237
 - ii. 20143 – 3,407
 - iii. 20151 – 5,127
 - iv. 20152 – 4,895
 - v. 20153 – 2,565 (to date, term started 5/6/15)
 - vi. CJC student totals are included in the NC totals above
- e. Distance in miles from campus to local fast food restaurants
 - i. Wendy’s – 3.22 mi.
 - ii. Subway – 3.35 mi
 - iii. McDonalds – 2.68 mi
 - iv. Taco Bell – 3.47 mi
 - v. Arby’s – 3.82 mi
 - vi. Burger King – 3.91 mi
 - vii. Pizza Hut – 3.68 mi

**Attachment "B" to ITN #2016 -03
Florida State College at Jacksonville**

North Campus Demographics

Chartwells

- viii. Popeye's – 3.47 mi
- ix. Captain D's – 3.47 mi
- x. KFC – 3.68 mi
- xi. Hardees – 4.38 mi

Attachment "B-1 " to ITN #2016 -03

A) Equipment list

3 Reach in coolers	1 three basin sink
1 Reach in freezers	2 prep tables
1 oven	1 double fryer
1 lowboy sandwich cooler	1 char broiler
1 flat top	1 self – serve slide cooler
1 hotdog roller grill	1 self-serve heated slide
2 soup wells	1 slide door milk cooler
1 display cabinet for baked goods	1 small refrigerated drop in well
1 medium refrigerated drop in well	1 large refrigerated salad bar
1 toaster	1 shared dry storage
1 hot line with 4 heated wells and 2 chilled	

B) POS system is a Datasym 6,000 x 2 with 1 scale and 2 VeriFone credit card machines

C) Current employees work schedule for the summer hours

Prissy Kellam, Full-time Clerical Specialist/ Cashier 6:30 - 4:00

Edna Bakhos part – time Cashier 9:00 - 4:30

Cornelia Graham part-time cooks helper 8:30 – 4:00

Charles Ries part-time cooks helper 6:30 – 2:00

Jeremy Griner part – time cooks helper 8:30 – 4:00

Mike Seals part - time cooks helper 7:30 – 3:00

Vivian Collins retiring

Café Sales -- 100000 110000 46613

	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	Total Revenue
1,355.17	07/11/14	08/02/14	\$973.99	\$3,423.46	\$1,646.27	\$315.96	\$588.78	\$1,767.39	\$1,851.36	03/05/15
2,584.76	07/11/14	08/05/14	\$3,101.02	\$1,750.58	\$2,002.99	\$770.18	\$1,009.15	\$1,664.14	\$2,896.95	03/05/15
575.51	07/11/14	08/06/14	\$773.24	\$2,115.88	\$2,527.61	\$1,659.71	\$1,994.90	\$1,542.78	\$3,448.84	03/07/15
897.43	07/11/14	08/08/14	\$1,183.65	\$1,688.94	\$1,590.90	\$2,065.86	\$1,937.10	\$1,980.84	\$661.10	03/10/15
2,103.52	07/11/14	08/09/14	\$2,869.26	\$1,443.27	\$1,373.31	\$1,373.31	\$3,311.31	\$1,370.90	\$4,475.21	03/11/15
983.78	07/11/14	08/12/14	\$1,328.48	\$1,716.67	\$1,261.59	\$1,261.59	\$1,346.12	\$4,978.55	\$1,512.58	03/12/15
310.34	07/15/14	08/13/14	\$538.40	\$1,321.33	\$1,379.34	\$1,310.42	\$1,717.15	\$2,191.95	\$2,816.91	03/14/15
1,033.47	07/15/14	08/16/14	\$2,935.95	\$1,786.97	\$1,214.41	\$1,098.87	\$1,254.73	\$2,879.44	\$1,667.15	03/25/15
1,971.21	07/15/14	08/19/14	\$2,521.05	\$1,444.26	\$3,117.44	\$881.31	\$2,600.19	\$1,960.05	\$2,954.60	03/25/15
919.92	07/15/14	08/20/14	\$539.10	\$1,454.26	\$1,305.50	\$1,037.61	\$3,304.57	\$2,620.21	\$2,083.18	03/28/15
209.09	07/22/14	08/21/14	\$1,110.80	\$566.55	\$1,251.29	\$344.46	\$1,202.14	\$1,391.74	\$1,399.85	04/01/15
1,170.56	07/23/14	08/27/14	\$1,761.56	\$1,882.02	\$621.02	\$58.19	\$1,391.74			**E
1,894.16	07/25/14	08/29/14	\$2,853.49	\$1,477.81	\$2,210.37	\$1,726/14				
803.46	07/29/14	08/30/14	\$522.40	\$1,454.71	\$906.66	\$1,271/14				
1,538.01	07/30/14		\$1,427.78	\$1,380.30	\$1,67.40	**E				
2,053.05	08/01/14			\$1,566.71	\$1,029/14					
				\$1,280.88	10/31/14					

Total	Monthly
19,898.44	12,597.50
\$75,401.68	\$30,175.12
	\$22,923.52
	\$12,898.43
	\$20,744.99
	\$22,893.72
	\$22,578.89
=	\$389,546.29

Attachment "D"

Cafeteria spreadsheet - Revenue and expenses for 2013-2014 & 2014-2015

	<u>Revenue</u>	<u>Food/Supply Expenses</u>	<u>Net**</u>
Jul 2013-Jun 2014	\$ 260,160.32	\$ 226,914.79	\$ 33,245.53
Jul 2014-Apr 2015	\$ 202,366.60	\$ 165,836.04	\$ 36,530.56

****NOT INCLUDED IN EXPENSES ABOVE ARE ANNUAL SALARIES NOT INCLUDING BENEFITS:**

	Bill Mccool, Food Service Mgr**
Full-time	\$ 25,944 Prissy Kellam, Clerical Specialist/CASHIER
Full-time	\$ 27,936 Vivian Collins, Cook
RPT	\$ 15,792 Edna Bakhos, Warehouse Clerk 1/CASHIER
RPT	\$ 13,076 Cornelia Graham, Cooks Helper
RPT	\$ 13,076 Charles Ries, Cooks Helper
RPT	\$ 12,670 Jeremy Griner Cooks Helper
TPT	\$ 12,348 Mike Seals, Cooks Helper
	<u>\$ 120,842</u>

* Our Food Services Manager manages both the North Campus Café and the Mallard Room and will retain being a College employee managing only the Mallard Room

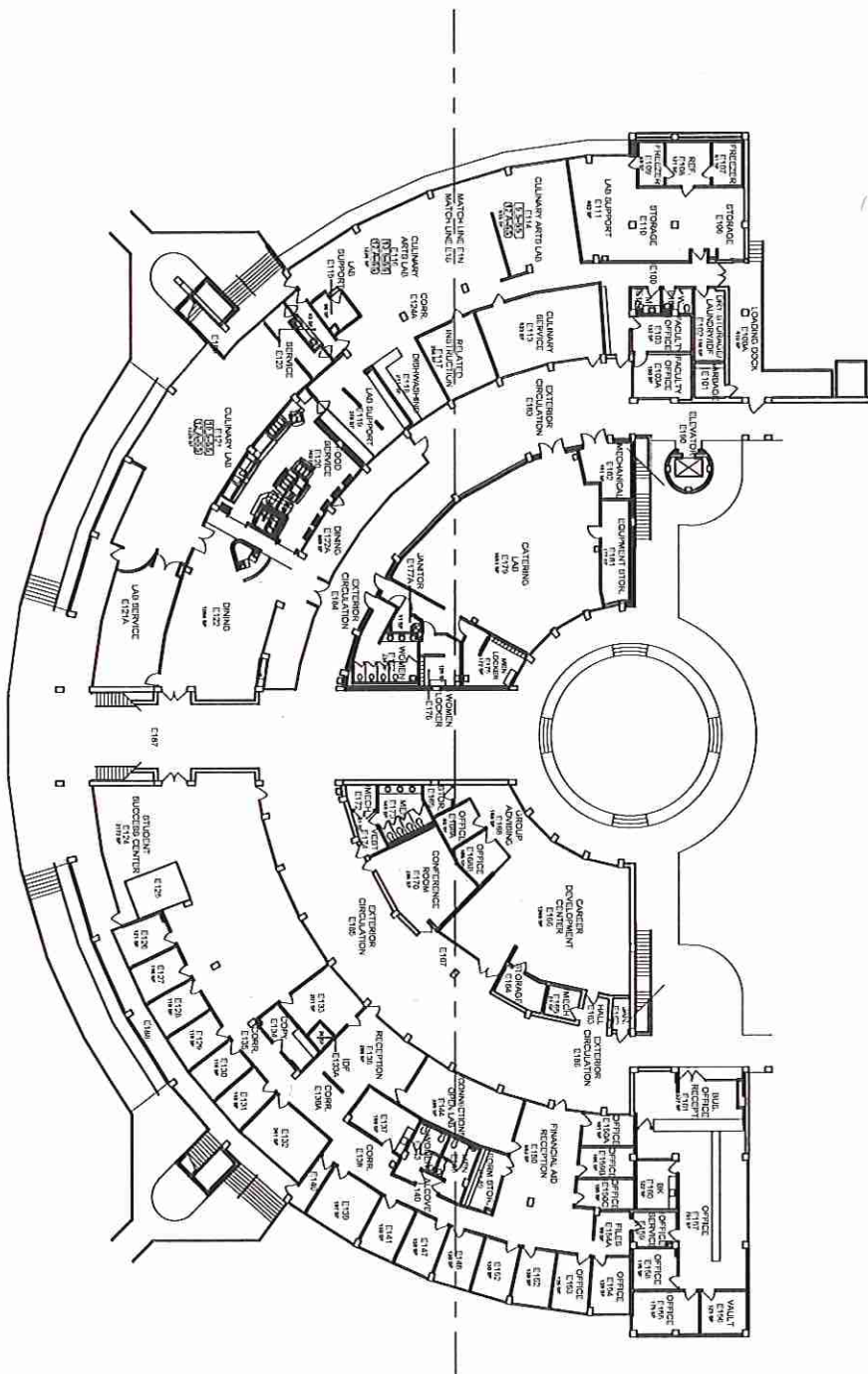
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NORTH CAMPUS, FAC 213, SITE 2

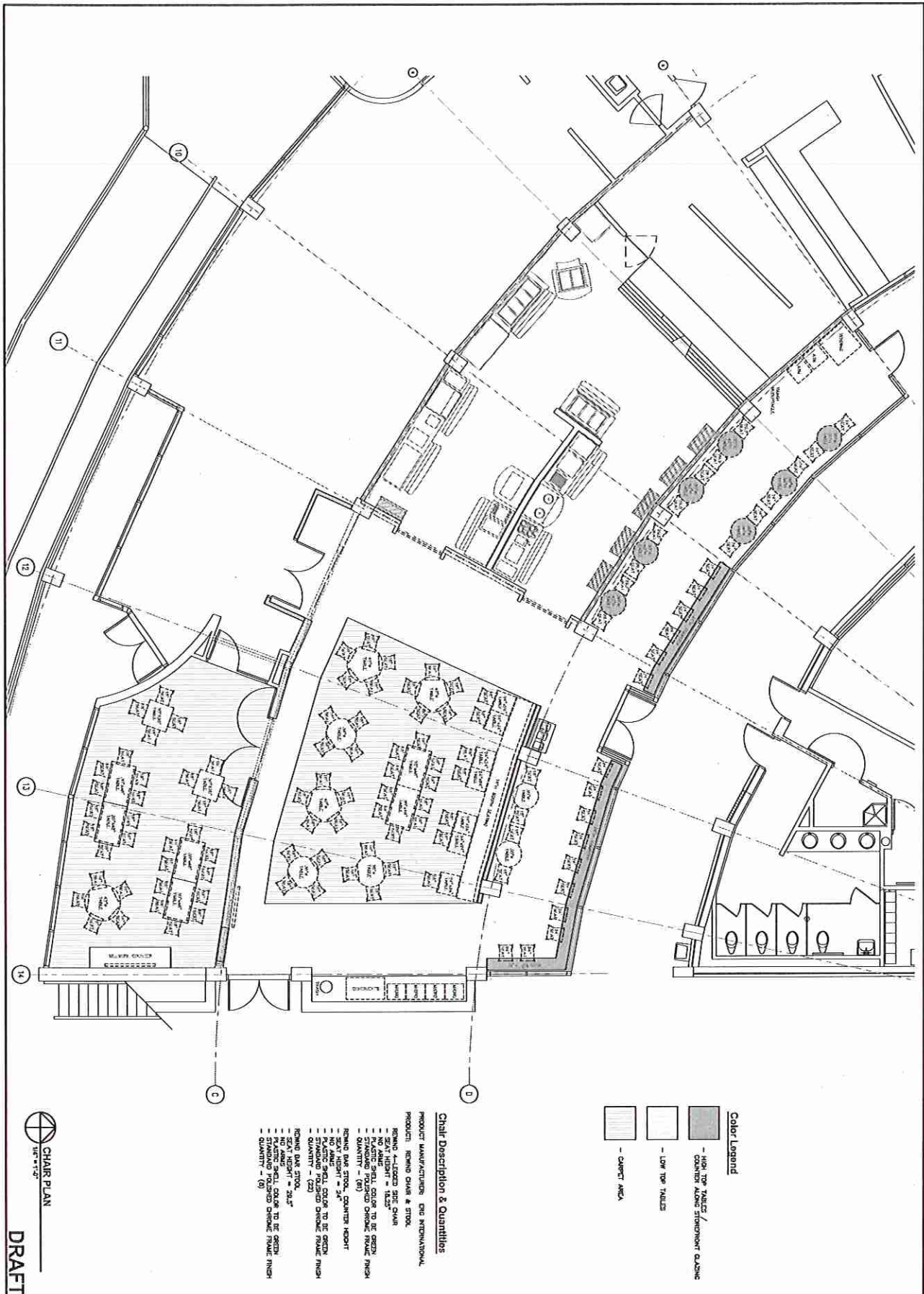


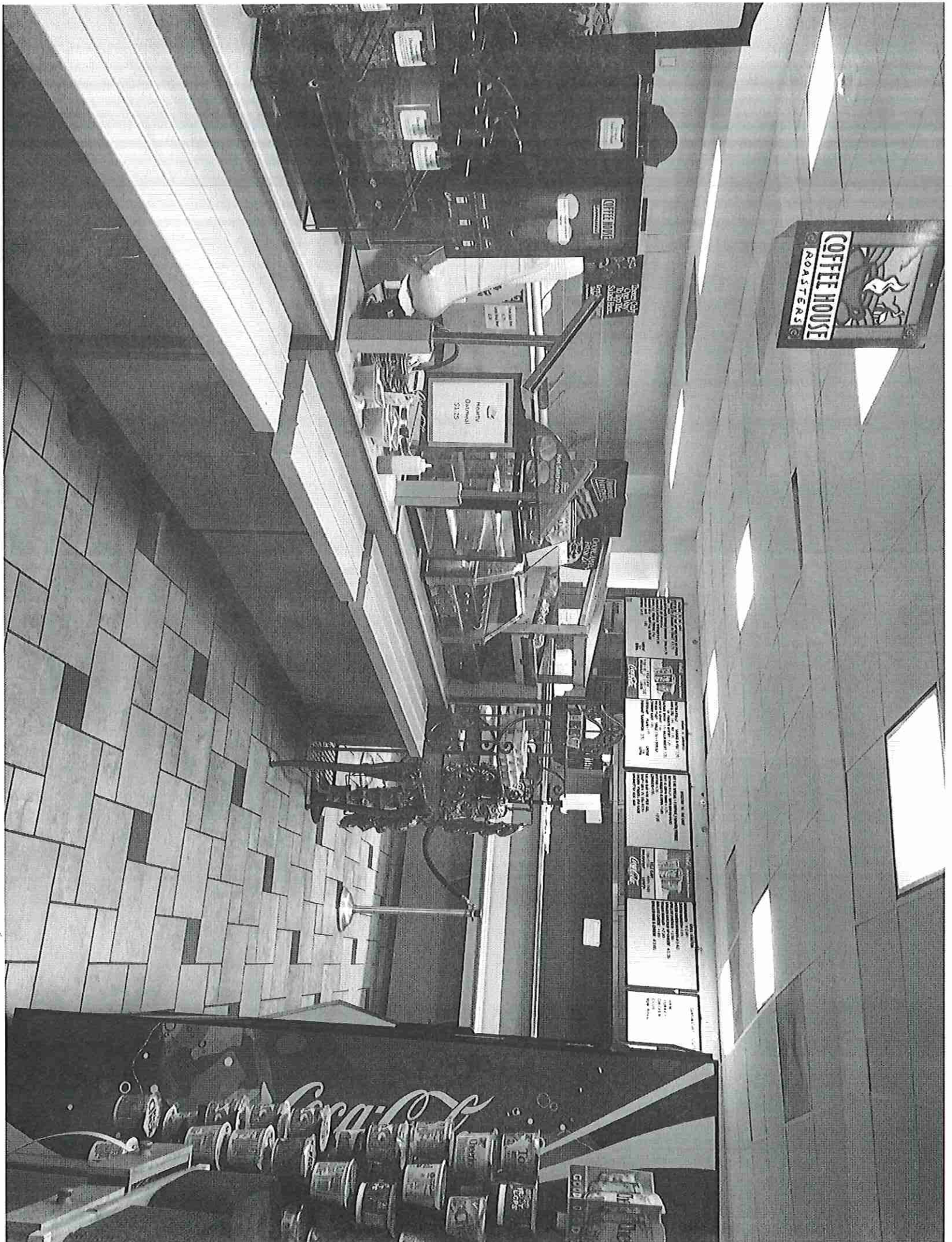
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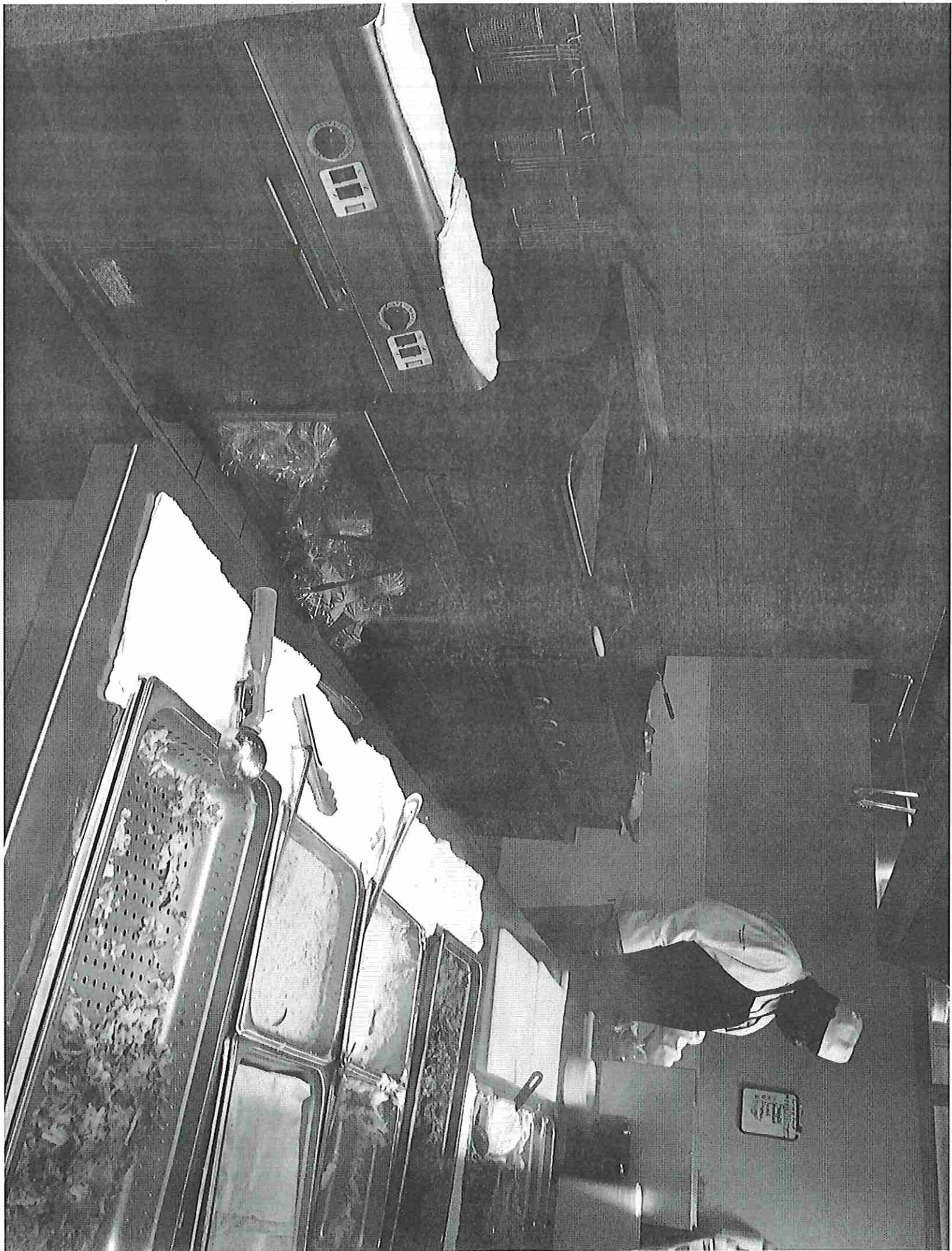
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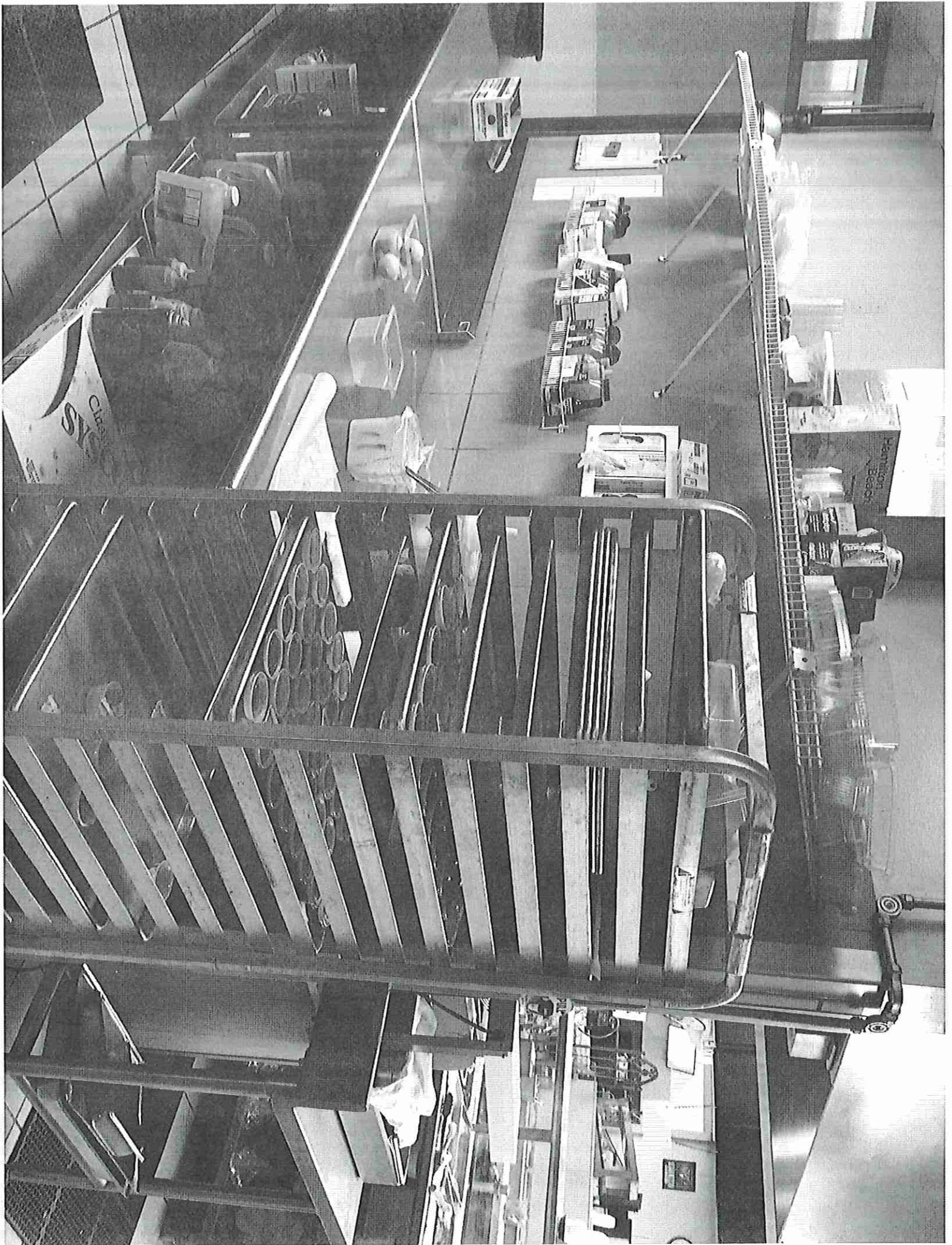




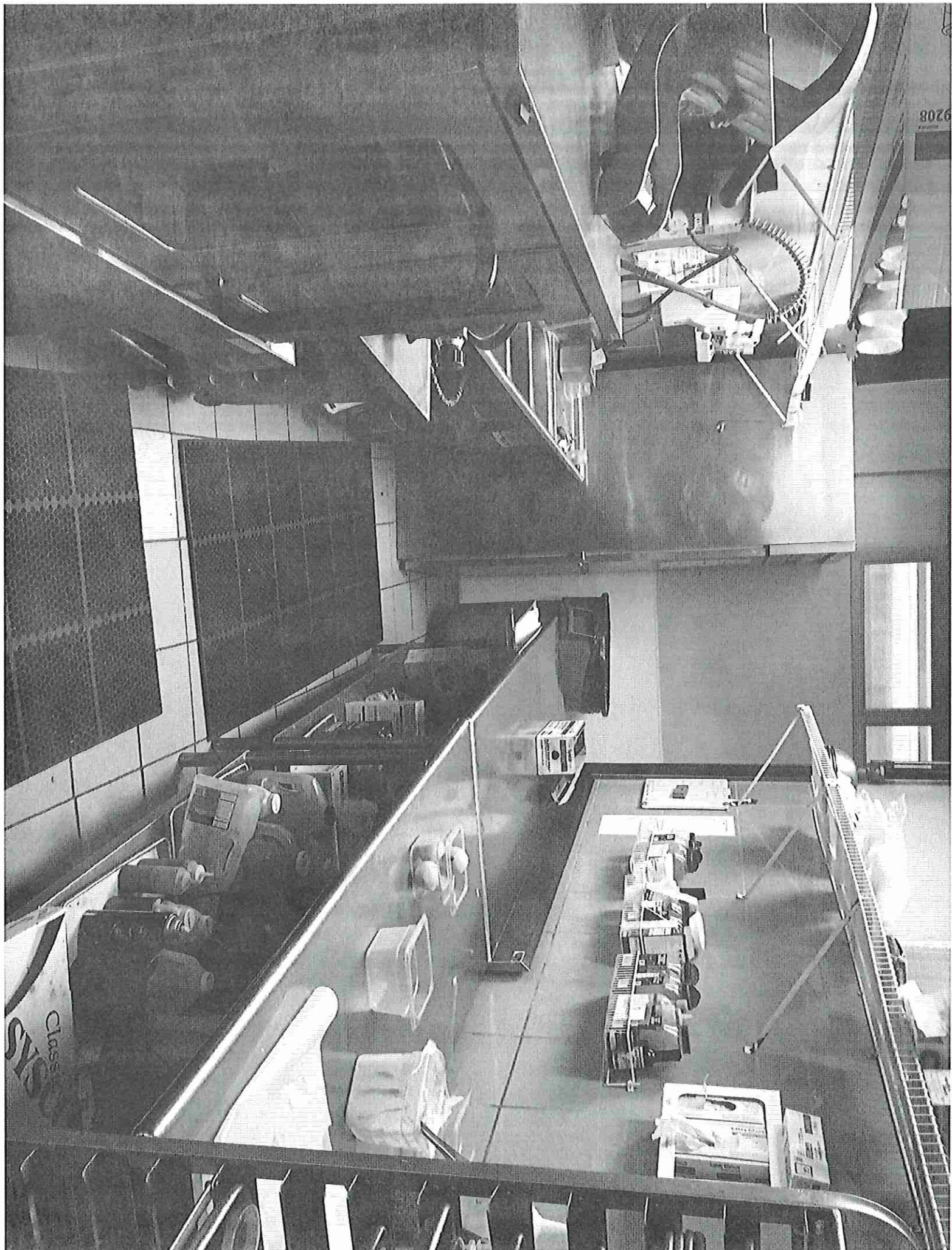












Florida State College at Jacksonville
2015-2016 ACADEMIC CALENDAR

201600050

FALL (16 Weeks)

2015

August 24	(M)	Classes begin
September 7	(M)	Labor Day Holiday (College closed)
November 11	(W)	Veteran's Day Holiday (College closed)
November 26-29	(Th-Su)	Thanksgiving Holiday and Break (College closed)
December 5	(Sa)	Final examination period begins
December 11	(F)	Final examination period and term ends
December 15	(T)	Grade submission deadline
December 23-31	(W-Th)	Winter Break (College closed)

SPRING (16 Weeks)

2016

January 1	(F)	New Year's Day Holiday and Break (College closed)
January 4	(M)	College Reopens
January 6	(W)	Classes begin
January 18	(M)	Martin Luther King, Jr. Holiday (College closed)
February 15	(M)	Presidents' Day Holiday (College closed)
March 21-27	(M-Su)	Spring Break (College closed)
April 23	(Sa)	Final examination period begins
April 29	(F)	Final examination period and term ends
May 3	(T)	Grade submission deadline
May 5	(Th)	Commencement
May 6	(F)	College designated holiday (College closed)
June 9	(Th)	Adult High School Graduation

SUMMER (14 Weeks)

2016

May 2	(M)	16 week classes begin
May 16	(M)	14 and 7 week classes begin
May 30	(M)	Memorial Day Holiday (College closed)
July 4	(M)	Independence Day Holiday (College closed)
August 13	(Sa)	Final examination period begins
August 19	(F)	Final examination period and term ends
August 23	(T)	Grade submission deadline

Proposed Fall 2016

August 25	(Th)	Convocation
August 29	(M)	Classes begin
September 5	(M)	Labor Day Holiday (College closed)
November 11	(F)	Veteran's Day Holiday (College closed)
November 24-27	(Th-Su)	Thanksgiving Holiday and Break (College closed)
December 10	(Sa)	Final examination period begins
December 16	(F)	Final examination period and term ends
December 20	(T)	Grade submission deadline
December 23-31	(F-Sa)	Winter Break (College closed)

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

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, or genetic information in its programs or activities. Inquiries regarding the non-discrimination policies may be directed to the College's Equity Officer, 501 West State Street, Jacksonville, Florida 32202 | (904) 632-3221 | equityofficer@fscj.edu.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.