FLORIDA INTERNATIONAL UNIVERSITY
Notice to Small Trades Contractors 2026 2027 – Solicitation No.1

The Florida International University Board of Trustees announces that small trade services are required as described below:

Requested Services Locations: Continuing Services Agreements will serve all of Modesto A. Maidique Campus (MMC), Biscayne Bay Campus (BBC), Engineering Center (EC), and other properties owned or managed by FIU or any of its direct support organizations.

Requested Services Description: Small Trades Contractors will be selected to provide specialized trade services under a Continuing Services Agreement for routine maintenance, repair, renovation, alteration and minor improvement work in accordance with BOG Regulation 14.006. The specific small trades services requested for this Solicitation No.1 are the following:

GROUP A (For 2026-2027 Solicitation No. 1 only):

ST-02 FIRE ALARM SYSTEMS SERVICES
ST-06 GENERATOR AUTOMATIC & TRANSFER SWITCHES (ATS) SERVICES
ST-07 GENERATOR DIESEL FUEL TANK SERVICES
ST-08 GENERATOR SERVICES
ST-09 AIR COMPRESSORS AND VACUUM PUMPS SERVICES
ST-14 FUME HOOD CERTIFICATION (NEW)
ST-18 ROOFING REPAIRS & REPLACEMENT
ST-19 BUILDING ENVELOPE REPAIRS & REPLACEMENT
ST-28 PAINTING SERVICES - INTERIOR / EXTERIOR
ST-31 WINDOW & EXTERIOR BUILDING CLEANING

Individual projects or service purchase orders shall not exceed $500,000, provided that FIU may approve projects exceeding this amount when it is determined to be cost effective and in the best interests of FIU.

Term of Contract: For each Small Trades category, FIU anticipates awarding contracts to three (3) to five (5) qualified firms, as determined by and at the discretion of the Selection Committee. If three or fewer firms apply, all qualifying firms will advance automatically to contract award. The Selection Committee may decide to keep more than five qualified firms as required according to expected demand for services. Continuing Services Agreements provide that the contractor will be available on an as-needed basis for FIU's fiscal year (July 1 - June 30).

Continuing Services Agreements **will be awarded for an initial period of one year with the Owner's option to renew the contract, at its sole discretion, for additional one-year periods, however, in no event to exceed a total of five successive years.**

Selection Process: Selection of finalists will be made on the basis of small trades contractor qualifications, including but not limited to, technical score (previous service purchase orders, years in small trades business, personnel qualifications, quality control/administration), financial score (Labor Rates, Unit Costs, other Costs), and reference score (reference check forms, services on time/in budget, performance, and litigation history). The Selection Committee may reject all proposals and stop the selection process at any time.

Instructions: Firms desiring to provide small trades services shall submit a letter of application, obtain Attachments #1, #2 and #3, and a Litigation and Claims History Disclosure Form from website https://facilities.fiu.edu/STservices/2026-27Sol-1.htm and provide requirements included in the list below:

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- FIU-STQS 09-2026 (ATTACHMENT #1), download and fill out one per firm.
- Price Worksheet (ATTACHMENT #2) download and fill out separate form(s) for one or more small trade(s).
- FIU Small Trades Contractor Reference Check Form (ATTACHMENT #3) filled out by firm references.
- Current Florida Contractor License (if required for your trade)
- The evidence of insurability form as set forth in Section 5 of the Insurance Requirements can be found at https://facilities.fiu.edu/Planning/Documents/FormsAndStandards/FIU_Small_Trades_SOP_Insurance_Requirements.pdf.
- Current IRS form W-9
- Financial Reference or Bank Reference Letter
- EMR (Experience Modification Rate), if available
- Litigation and Claims History Disclosure Form

Submit seven (7) bound copies of the required proposal data and one electronic copy of the complete proposal in Adobe Acrobat PDF format of the above-requested data bound in the order listed. Applications that do not comply with the above instructions will not be considered. Application material will not be returned. FIU reserves the right to suspend or discontinue the selection process at any time and to reject any or all submissions of qualifications without obligation to the respondent. All small trades projects and service orders are subject to the availability of funds.

The Small Trades Contractor Qualifications Supplement (FIUSTQS) form and the **Continuing Services Fact Sheet**, which describes the selection process schedule and additional information regarding the scope of services, may be obtained from the website https://facilities.fiu.edu/STservices/2026-27Sol-1.htm. Requests for meetings by individual firms will not be granted. Once the firm acquires and reviews the required forms, including instructions, any question or explanation desired by an applicant regarding the project or any part of the process may be requested in writing to griffith@fiu.edu, cc: angpaz@fiu.edu, or call (305) 348-4090.

GENERAL REQUIREMENTS: Applicants must be licensed to practice their trade, when the trade practice requires a license, in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application. As required by Section 287.133, Florida Statutes, a small trades contractor may not submit a proposal if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected small trades contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of $15,000.00 in connection with any project for a period of 36 months from the date of their being placed on the convicted vendor list.

FIU STANDARD CONTRACT FORMS, GENERAL TERMS AND CONDITIONS AND STANDARD INSURANCE REQUIREMENTS APPLICABLE TO SMALL TRADES CONTRACTOR SERVICES PROVIDE FOR AN EFFICIENT AND EFFECTIVE PROCESS. THESE FORMS ARE AVAILABLE FOR REVIEW AND CAN BE FOUND AT http://facilities.fiu.edu/formsandstandards.htm.

ALL APPLICANTS SHOULD REVIEW THE APPLICABLE FIU CONTRACT FORM AND STANDARD INSURANCE REQUIREMENTS CAREFULLY PRIOR TO MAKING A DECISION AS TO WHETHER OR NOT TO RESPOND TO THIS ADVERTISEMENT.

Pursuant to §448.095, Fla. Stat., the selected contractor will have to certify that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor during the term of its contract with FIU. If the contractor enters into a contract with a subcontractor to perform work or provide services pursuant to its contract with FIU, the contractor shall likewise require the subcontractor to comply with the requirements of §448.095, Fla. Stat., and the subcontractor shall provide to the contractor an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. The contractor shall maintain a copy of such

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affidavit for the duration of its contract with FIU. This section serves as notice to the contractor regarding the requirements of §448.095, Fla. Stat., and FIU's obligation to terminate the contract if it has a good faith belief that the contractor has knowingly violated §448.095, Fla. Stat. If terminated for such reason, the contractor will not be eligible for award of a public contract for at least one year after the date of such termination. Further, FIU has an obligation to order the immediate termination of any contract between the contractor and a subcontractor performing work on its behalf should FIU develop a good faith belief that the subcontractor has knowingly violated §448.095, Fla. Stat. FIU reserves the right to request documentation from the contractor evidencing its compliance with §448.095, Fla. Stat. at any time during the term of the contract.

All applicants should review Section 448.095, Fla. Stat. carefully.

The **Continuing Services Fact Sheet** describes the selection process schedule for this Project and may be obtained from the project website https://facilities.fiu.edu/STservices/2026-27Sol-1.htm.

In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, direct contact with the committee members is not permitted. Requests for meetings by individual firms will not be granted. Committee members and selection schedule milestone dates can be found in the **Continuing Services Fact Sheet.**

Responses to questions and requests for information will be posted on the project website. An effort will be made to respond to all applicant questions; however, FIU is not obligated to and may choose not to answer every question.

Should a change in schedule become necessary, updated information will be posted on the project website https://facilities.fiu.edu/STservices/2026-27Sol-1.htm. All future notices will be posted on the website. Applicants should check the website daily.

SUBMIT QUALIFICATIONS TO: Selection Committee, Florida International University, Facilities Planning, Campus Support Complex, 11555 S.W. 17th St., Room #142, Modesto A. Maidique Campus, Miami, Florida 33199. Submittals must be received **between 8:30 A.M. and 12:30 P.M. OR 1:30 P.M. and 4:00 P.M. local time, Thursday, January 7, 2027.**

Third-party commercial couriers must abide by these instructions, no exceptions. In all cases, the firm will be held responsible for proof of on-time delivery to the CSC building by retaining a time-stamped delivery receipt provided by FIU Planning staff.

Submittals will not be accepted before or after the times and date stated above. Electronic submittals by email are not acceptable and will not be considered.

POSTED

11-18-2026