




Procedure for Drawing Rooms

(proof of accountability will apply) 

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

Solicitations/Addendums

1. All construction solicitations > \$25,000 that are publicly bid for FCCJ are listed at the Department of Management Services web site myflorida.com <http://www.myflorida.com/> under the Vendor Bid System http://fcn.state.fl.us/owa_vbs/owa/vbs_www.main_menu . You may also find the solicitations under FCCJ Web Site: <http://fccj.edu/> under the purchasing bid schedules section: <http://fccj.edu/campuses/mccs/purchasing/bidschedules.html>. These listing will remain in effect for 72 hours (excluding weekends and College holidays) after the procurement has posted per Florida Statute Chapter 120. If your firm is interested in getting a copy of specs/drawings not provided electronically, you must send in a request for the document(s) in writing to:

Samuel D. Phillips
Associate Director of Purchasing
501 West State Street
Jacksonville, Fl. 32202

Or

Audrey Monroe
Buyer II
501 West State Street
Jacksonville, Fl. 32202

on your firm letter head and an authorized signature from someone in your firm authorized to sign (fax (904-632-3087) /regular mail requests only accepted). The requested specs/drawings will be provided to you at no cost with your firm being responsible for the cost of transportation.

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

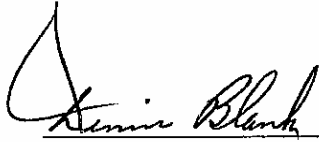
Tab Sheets

1. Tab Sheet will be posted on or around the time listed on the solicitation (see original document or latest addendum). This document will remain posted for 3 business days (excluding weekends and College holidays) at the College web site: <http://fccj.edu/campuses/mccs/purchasing/bidschedules.html> only. Note the tab sheet is not posted on the State of Florida Vendor Bid System.

2. Late request for tab sheets will be provide at a cost of \$.10 per page with the requesting firm responsible for transportation.

Plan Holders List

1. Plan holders list of contractors that have obtained the required specs/drawings from Florida Community College at Jacksonville will be the only ones posted at the FCCJ web site:
<http://fccj.edu/campuses/mccs/purchasing/bidschedules.html>. This list will be updated as required.



Dennis Blank
Purchasing Manager
Florida Community College at Jacksonville