



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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P.O. Box 620, Perry, FL 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

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(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney
P.O. Box 167, Perry, FL 32348
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NOTICE OF REQUEST FOR PROPOSALS FOR FIRE ASSESSMENT FEE STUDY

The Taylor County Board of County Commissioners is soliciting sealed proposals to provide professional consulting services to develop and implement a fire services assessment program to the County.

Qualified firms or individuals desiring to provide the required services must submit the proposal packages in a sealed envelope or similar package marked "***Sealed Proposal for Fire Assessment Fee Study***" to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, or P.O. Box 620, Perry, Florida 32348, to arrive no later than **4:00 P.M.**, local time, on **February 17th 2017**. **All proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Proposals will be opened and respondents announced at **6:00 P.M.** local time, or as soon thereafter as practical, on **February 21st 2017**, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.

RFP information **MUST** be obtained from Clerk of Court, 1st Floor Courthouse located at 108 North Jefferson St. Suite 102, Perry Florida 32347, (850) 838-3506, for a \$100 non-refundable fee.

RFP information may be reviewed online at www.taylorcountygov.com/Bids/Index.htm.

The County reserves the right, in its sole and absolute discretion, to reject any or all proposals, to cancel or withdraw this request for proposals at any time and waive any irregularities in the proposal process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract based on the lowest quoted price. The County reserves the right to partially award sections of the bid. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in a maximum amount of five (5) percent of the proposed price(s), under the conditions set forth in Ordinance 2003-12. **No faxed proposals will be accepted.**

For additional information contact:

Dan Cassel – Fire Chief
Taylor County Fire Rescue
501 Industrial Park Drive.
Perry, FL. 32348
(850) 838-3522

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida

**REQUEST FOR PROPOSALS
FIRE ASSESSMENT FEE STUDY**

TABLE OF CONTENTS

<u>Subject</u>	<u>Page Number</u>
Advertisement.....	1
Table of Contents.....	2
 <u>SECTION I – SPECIAL TERMS AND CONDITIONS</u>	
Special Terms and Conditions	3
 <u>SECTION II – SCOPE OF WORK</u>	
2-1. Work Objective	6
2-2. Scope of Work	6
 <u>SECTION III – EVALUATION AND AWARD PROCESS</u>	
3-1. Process Timetable	8
3-2. Review of Proposals	8
3-3. Evaluation Process	8
3-4. Evaluation Criteria.....	8
3-5. Final Selection	9
 <u>SECTION IV – REQUIREMENTS FOR PROPOSAL PREPARATION</u>	
4-1. Proposal Format	10
4-2. Proposal Content	10
4-3. Proposal Checklist	11
 <u>SUBMITTAL FORMS/ATTACHMENTS</u>	
Proposal Form	12
Proposer Qualifications	15
Professional References	16
Drug-Free Certification.....	18
List of Proposed Subcontractors	19
Sworn Statement on Public Entity Crimes.....	20

SECTION I – SPECIAL TERMS AND CONDITIONS

1-1. INTRODUCTION:

Taylor County Board of County Commissioners is requesting proposals from experienced and qualified firms to provide professional consulting services to develop and implement a fire services assessment program. Proposers shall become familiar with any and all local conditions that may, in any manner, affect the services required. The proposer shall carefully examine the Request for Proposal terms and conditions becoming thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under any resulting agreement. No additional allowance will be made due to lack of knowledge of these conditions.

1-2. DEFINITIONS:

- **RFP:** Request for Proposal. A formal request soliciting proposals. Includes specifications or Scope of Work and all contractual terms and conditions.
- **Proposal:** An offer in response to an RFP.
- **Proposer:** Company/person that submits a proposal. An Offeror.

1-3. PROPOSAL SUBMISSION AND WITHDRAWAL:

The proposals, consisting of **one original** and **three (3)** copies shall be submitted within a sealed envelope or package clearly marked on the outside of the package as follows: **FIRE ASSESSMENT FEE STUDY**. The package shall also include the proposer's return address. Proposals must be received **by 4:00 pm on February 17th, 2017** at the following address:

**Taylor County
Clerk of Courts**
108 North Jefferson Street, Suite 102
Perry, Florida 32347
Or
P.O. Box 620
Perry, Florida 32348

The proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium. The County assumes no responsibility for proposals received after the advertised closing or at any office or location other than that specified herein, whether due to mail delays or other reasons. Proposals may not be faxed or submitted electronically. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the proposer. Telephone confirmation of timely receipt of the proposal may be made by calling (850) 838-3506, before the proposal closing time.

Proposers may withdraw their proposals by notifying the County in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of ninety (90) days. Once opened, proposals become a record of the County and will not be returned to the proposers.

Proposal must be completed and manually signed by the authorized representative in the space provided. If the proposal is made by an individual, his name and post office address shall be shown. If made by a firm or partnership, the name and post office address of each member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was incorporated, also the names and business addresses of its president, secretary and treasurer. The proposal shall bear the seal of the corporation attested by the secretary. Any one signing the proposal as agent shall file with the proposal, legal evidence of his authority to do so. The proposal format is outlined in Section V of this RFP.

1-4. COMPETENCY AND MINIMUM QUALIFICATIONS OF PROPOSERS:

Proposals will only be considered from proposers which are regularly engaged in the business of providing services as described in this RFP and who can provide evidence that they have established a satisfactory record of performance in meeting the minimum and technical qualification requirements established in the RFP. The County reserves the right to inspect the proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine proposer's ability to perform. The County reserves the sole right to determine if

a proposer can sufficiently and efficiently provide the required services/commodities in a timely and satisfactory manner as will be required by the specifications herein.

The proposer shall submit the following information with the proposal. This information, along with any other data the County considers pertinent, will be used in determining if the proposer is qualified to provide the work specified.

- A. Verification of the number of continuous years the proposer has been in business under the same ownership and management. Proposals will only be considered from proposers in business for a minimum of five (5) continuous years under the same ownership and management providing the services specified in the RFP document.
- B. A minimum of five (5) references for similar work with other governmental entities shall be provided. Provide a list and brief description of similar contracts of similar size, with location, dates of contract service, contact name, phone number, type of services provided, and address of proprietor(s). Proposer is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered.

1-5. INSURANCE REQUIREMENTS:

The awarded proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the firm's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing agreement.

The proposer shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Professional Liability Insurance, Workers' Compensation Insurance, and Comprehensive General Liability Insurance with minimum coverage amounts acceptable to the County. All policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida. Firm shall specifically protect the County by naming Taylor County Board of County Commissioners as an additional insured under the Policy or certificate.

Professional Liability Insurance: The limits of liability provided by such policy shall be no less than one million dollars (\$1,000,000.00).

Workers' Compensation Insurance is to apply for all employees in compliance with the Workers' Compensation Law of the State of Florida, the state where work is performed and all applicable federal laws.

Comprehensive General Liability Insurance with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- Premises and/or Operations.
- Independent Contractors.
- Broad Form Property Damage.
- Broad Form Contractual Coverage applicable to this specific agreement.

Personal Injury Coverage with Employee and contractual Exclusions removed with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

The proposer shall provide to the County prior to the effective date of the agreement a Certificate of Insurance or a copy of all insurance policies required including any subsection there under. The County reserves the right to require a certified copy of such policies upon request. All endorsements and certificates shall state that the County shall be given thirty (30) days notice prior to expiration or cancellation of the policy.

Proposer hereby acknowledges and agrees that any and all risk of loss regarding the services identified hereunder shall be solely borne by Proposer.

1-6. AGREEMENT AWARD & TERM:

The County anticipates entering into an agreement with the proposer who will be the most responsive, responsible proposer whose proposal is determined to be the most advantageous to the County and in accordance with the criteria established in the RFP. The recommendations of the selection committee for the final ranking of Proposers will be presented to the Board of County Commissioners for approval. Any agreement issue as a result of this RFP will be for an initial term of one (1) year with options for three (3) additional one-year renewals with the mutual agreement of both parties. This could result in a four (4) year agreement. Any renewal will be subject to the appropriation of funds by the Board of Commissioners.

The proposer understands that this RFP does not constitute an offer or agreement with the proposer. An offer or agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the County, and executed by all parties.

The County reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals. The County reserves the right to cancel the RFP or portions thereof without penalty. The County reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals.

The proposals will be evaluated and assigned points, the firm with the highest number of points will be ranked first; however, nothing herein will prevent the County from assigning work to any firm deemed responsive and responsible.

The County reserves the right to further negotiate any proposal, including price, with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, the County reserves the right to negotiate and recommend award to the next highest proposer or subsequent proposers until an agreement is reached.

All terms and conditions of this RFP, any addenda, proposer's submissions and negotiated terms, are incorporated into the agreement by reference as set forth herein. **Any additional contract or agreement requested for consideration by proposer must be attached and enclosed as part of the proposal.**

1-7. CONTRACT COORDINATOR:

The Contract Coordinator for this project will be Dan Cassel, Fire Chief, and the telephone number is (850) 838-3522. After an agreement has been executed, all communications and correspondence shall be directed to Dan Cassel, 501 Industrial Park Drive, Perry, FL 32348, DCassel@taylorcountygov.com

1-8. VENDOR SERVICE REPRESENTATIVE:

The proposer shall submit with their proposal the name, address, and phone number of the person(s) to be contacted for the coordination of service.

SECTION II – SCOPE OF WORK

2-1. WORK OBJECTIVE:

As part of enhancing Fire Rescue services and exploring revenue sources, the County is seeking to retain the services of professional, experienced and qualified firms to develop and implement a fire services assessment program.

2-2. SCOPE OF WORK:

The scope of work requested in this RFP consists of the preparation of a Fire Assessment Fee Study with deliverables in accord with the schedule in Section 3-1. The Scope of Work will include two phases of work consisting of the following tasks:

Phase I

1. Evaluate Data Pertaining to Fire Rescue Services: Evaluate existing County documents, ad valorem tax roll information, fire call data, agreements, reports, levels of service, five-year budget requests, projected long-term capital needs and other data pertaining to the provision of the fire services.
2. Review and Evaluate Outstanding Issues: Research, identify and evaluate outstanding funding issues that need to be addressed during the development of the fire services funding options and apportionment methodology and assist the County in identifying policy decisions necessary to implement a County assessment program for Fiscal Year 2017-18.
3. Determine Full Costs of Service: Evaluate the full cost of fire service delivery, using the County's most current financial information including direct and indirect costs.
4. Analyze Call Data and Correlate with Property Data: Evaluate a minimum of two years of the County's fire incident reports, correlate the fixed property uses on the reports to comparable property uses on the tax roll. Analyze all property use categories within the County to determine which parcels receive a special benefit from the provision of Fire Rescue Services.
5. Develop Apportionment Methodology: Develop a fair and reasonable method of apportionment and accurate classification of parcels using the current ad valorem roll and fire incident data reports. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Create a preliminary assessment roll database using the current tax roll and apply the apportionment methodology to the database to test validity and legal sufficiency.
6. Identify Service Delivery Issues: Identify and analyze any potential service delivery issues that may affect the apportionment methodology.
7. Determine Assessment Rates: Calculate a proforma schedule of rates based on the developed apportionment methodology and revenue requirements for the assessment program using the developed assessment roll.
8. Identify Revenue Requirements and Alternative Revenue Sources: Advise the County in determining the total fire department service assessment revenue requirements to ensure recovery of the costs of net fire service delivery revenue requirement, implementing the program and collecting the assessment. Identify alternative sources of revenue to fund the service delivery costs.
9. Review Legal Sufficiency of Assessment Methodology: Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Ensure that the data approach used is the data needed for the tax bill collection method in recurring years.

10. Present Results to County: Prepare a draft Assessment Report that identifies the apportionment methodology, benefited properties, proforma assessment rates, and alternatives for funding fire services. The report will also include a cost analysis, revenue generation options, and the steps and timetable for implementing the fire assessment on the November 2017 tax bill. Present the draft report to County staff for input, revise as necessary, produce a final report, and present the report to the Taylor County Board of County Commissioners.

Phase 2

11. Assist with Ordinance Development: Advise and assist with the legal requirements for the calculation, development and adoption of the final assessment rate ordinance and certification of the tax roll in accord with Florida Statutes.
12. Produce Accurate Inventory and Tax Roll: After verification of the final rates for the assessment program, create the notice roll by applying the rates to the assessment roll. Develop the first class notice and assist in its distribution to affected property owners. Alternatively, produce the data exports needed for the production of TRIM notices by the Property Appraiser and provide to Property Appraiser based on their specifications.
13. Certify, Export and Transmit Final Assessment Roll: Update the tax roll and submit to the Taylor County Tax Collector for 2017-18 fiscal year. The tax roll data will be provided in the electronic medium and format required by the County Tax Collector and be suitable for merger into the ad valorem tax roll files.
14. Provide County with Source Files: Provide all source files to the County in Microsoft Word and Excel.
15. Additional Services: The successful consultant may be required to provide additional services to the County on public education workshops, informational brochures, challenges, public protests, administrative hearings or similar matters. At a separate hourly fee, the consultant shall be available to represent the County, serve as an expert witness and provide supporting documentation as necessary.

SECTION III – EVALUATION AND AWARD PROCESS

3-1 PROCESS TIMETABLE:

a. Advertisement	January 23rd, 2017
b. Proposals due no later than 4:00 P.M.	February 17th, 2017
c. Opening of sealed bids by County Board	February 21 st , 2017
d. Approval of Rankings by County Board	March 6th, 2017
e. Completion of Study (Phase 1)	April 23rd, 2017
f. Presentation to City Council	May 1st, 2017 (estimate)
g. Completion of Study (Phase 2)	July 7th, 2017
h. Adoption Hearings	July 18 th , 2017 (estimate)

3-2 REVIEW OF PROPOSALS:

A Selection Committee, consisting of County personnel, will convene, review, and discuss all proposals submitted. The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The proposal with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible. The County shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement.

3-3 EVALUATION PROCESS:

The purpose of the Evaluation Process is to judge the proposals submitted in response to the Request for Proposal to establish the highest ranked Proposer. Each proposal will be evaluated by the selection committee using the criteria outlined herein to rank the proposers and develop a shortlist of top ranked proposers.

The County may conduct such investigations as deemed necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and the ability of the proposers to do the work in accordance with the RFP documents to the County's satisfaction.

During the evaluation process, the highest ranked proposers may be requested to provide an oral presentation to the selection committee. The selection committee will establish a final ranking of the proposers based on the criteria in the RFP. The Proposer with the highest number of points will be ranked first; however, nothing herein will prevent the County from assigning work to any Proposer deemed responsive and responsible.

3-4 EVALUATION CRITERIA:

Proposals will be evaluated using the set of criteria listed below. Proposers meeting the mandatory criteria will have their proposals evaluated and ranked. A sample of the form that will be used in assigning points for specific criteria in the evaluation process is attached hereto.

- A. Capabilities and Experience of Assigned Staff
- B. Experience and Past Record of Firm
- C. References
- D. Fee structure
- E. Technical Proposal/Understanding of the Project

3-4 FINAL SELECTION:

The County will select the proposal deemed most qualified based on the evaluation criteria. Upon selection, the County will enter into agreement negotiations with the successful proposer. The County reserves the right to further

negotiate any proposal, including price, with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, the County reserves the right to negotiate and recommend award to the next highest proposer or subsequent proposers until an agreement is reached.

The County reserves the right, without prejudice, to reject any or all proposals. The County also reserves the right to waive any informalities, irregularities, and technicalities in proposals submitted. The Board of commissioners will select a firm based upon the recommendation of the Selection Committee. The County reserves the right to choose the "best value" to the County. All decisions of the County are final.

SECTION IV – REQUIREMENTS FOR PROPOSAL PREPARATION

Proposals without sufficient submittal data to provide a complete evaluation will be considered nonresponsive. See the instructions below for specific submittal requirements. Any exceptions taken to the proposal specifications or sample agreement must be indicated separately with an itemization of each exception taken.

4-1. PROPOSAL FORMAT:

The proposal should be submitted on 8½" x 11" paper, portrait orientation, with headings and sections numbered appropriately. It is suggested that each copy of the proposal be included in a 3-ring binder. Ensure all information is written legibly or typewritten.

4-2. PROPOSAL CONTENT:

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein.

1. An original copy (so marked) of the proposal and three (3) copies must be sealed in one package and clearly labeled "**SEALED PROPOSAL FOR FIRE ASSESSMENT FEE**" on the outside of the package.
2. Title Page showing the request for proposal number, subject, the firm's name and address, the contact person's name and address, and the date of the proposal.
3. The Table of Contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.
4. Transmittal Letter summarizing in a brief and concise manner the proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for ninety (90) days. An authorized agent of the proposer must sign the Letter of Transmittal indicating the agent's title or authority.
5. Proposal Forms: Include executed copies of the following forms attached to this Request for Proposal: Proposal Form, Proposer Qualifications, Professional References, Drug Free Workplace, Cooperative Purchasing (optional), List of Proposed Subcontractors (if applicable).
6. Technical Proposal/Understanding of Project
7. Capabilities and Experience of Assigned Staff
8. Experience and Past Record of Firm
9. Fee Structure: Provide an itemized fee proposal for Phase 1 Services, Phase 2 Services, and a schedule of hourly rates for additional services.
10. Copy of executed addendum receipt form(s) if applicable.
11. All proposals must be signed by an officer or employee having authority to legally bind the proposer(s).
12. Any corrections of pricing must be initialed. This includes corrections made using correction fluid (whiteout) or any other method of correction.

4-3. PROPOSAL CHECKLIST

All proposals shall be submitted on the County provided RFP package forms. Failure to do so may cause the proposal to be rejected. All blanks on the proposal forms must be completed. Supplemental information may be attached to the RFP package forms. Proposer shall return a complete set of all RFP package forms. Check each item below and

make sure all of the required information is included the proposal. Failure to submit the required documents may result in your proposal being considered non-responsive.

- | | | |
|--|-----------|----------|
| 1. Original (so marked) and three (3) copies | Yes _____ | No _____ |
| 2. Title Page | Yes _____ | No _____ |
| 3. Table of Contents | Yes _____ | No _____ |
| 4. Transmittal Letter | Yes _____ | No _____ |
| 5. Proposal Form(s) | Yes _____ | No _____ |
| 6. Proposer Qualifications form | Yes _____ | No _____ |
| 7. Professional References form | Yes _____ | No _____ |
| 8. Drug Free Workplace form | Yes _____ | No _____ |
| 9. Sworn Statement " Public Entity Crimes | Yes _____ | No _____ |
| 10. List of Proposed Subcontractors form | Yes _____ | No _____ |
| 11. Technical Proposal/Qualifications/Etc. | Yes _____ | No _____ |
| 12. Capabilities and Experience of Assigned Staff | Yes _____ | No _____ |
| 13. Experience and Past Record of Firm | Yes _____ | No _____ |
| 14. Fee Structure | | |
| a. Phase 1 | Yes _____ | No _____ |
| b. Phase 2 | Yes _____ | No _____ |
| c. Schedule of Hourly Rates for Additional Services | Yes _____ | No _____ |
| 15. Minimum Qualifications of Proposers included in the proposal | Yes _____ | No _____ |
| 16. Manually signed by an authorized representative | Yes _____ | No _____ |
| 17. Copy of applicable insurance policies | Yes _____ | No _____ |
| 18. Vendor Service Representative has been identified | Yes _____ | No _____ |
| 19. Copy of State of Florida License | Yes _____ | No _____ |
| 20. Copy(ies) of any other applicable license(s)/certificates(s) | Yes _____ | No _____ |
| 21. Any other information relevant to the scope of work | Yes _____ | No _____ |

PROPOSAL FORM
(Page 1 of 3)

FEE STRUCTURE: PHASE 1		
ITEM		COST
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

GRAND TOTAL FOR PHASE 1 \$ _____

FEE STRUCTURE: PHASE 2		
ITEM		COST
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

GRAND TOTAL FOR PHASE 2 \$ _____

PROPOSAL FORM
(Page 2 of 3)

FEE STRUCTURE: HOURLY RATES FOR ADDITIONAL SERVICES		
ITEM		RATE
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

Note: Please attach additional pages if more line items are needed.

PROPOSAL FORM
(Page 3 of 3)

The undersigned, as proposer, hereby declares that the only person or persons interested in the RFP Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the proposal to which the work pertains; that this proposal is made without connection or arrangement with any other person, company, or parties submitting a proposal; and that the proposal is in all respects fair and made in good faith without collusion or fraud.

The proposer further declares that the RFP proposal document, in its entirety, including the Scope of Work specifications for the work to be done and the other documents relating thereto have been examined. Proposer affirms that all exhibits, attachments, and addenda have also been read prior to the RFP closing and that proposer is satisfied fully, relative to all matters and conditions with respect to the work to which this RFP Proposal pertains. Proposer has given the County written notice of all conflicts, errors, or discrepancies that have been discovered in the proposal documents and the written resolution thereof by the County is acceptable.

The proposer agrees, if this proposal is accepted, to contract with the Taylor County Board of County Commissioners, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, and labor necessary to complete the work specified in the RFP Proposal and the Contract in the manner specified.

Acknowledgement is hereby made of the following Addenda received since issuance of RFP Documents:

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

The undersigned hereby certifies that he/she is an authorized representative of the Company who may legally bind the Company:

***SIGNATURE:** _____ **DATE:** _____

Name: _____ Title: _____
Printed

Company Name: _____
Legal Name

Address: _____

City, State, Zip: _____

Telephone No.: _____ Fax No.: _____

Federal I. D. #: _____

***Failure to affix signature will result in disqualification of proposal.**

PROPOSER QUALIFICATIONS

The proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. Each proposer MUST complete the following information and submit with their proposal in order for the proposal to be considered:

1. Legal Name and Address:

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____ Fax: _____

The length of time (continuous) in business under the above stated legal name: _____ years.

2. Check One: Corporation () Partnership () Individual ()

3. If Corporation, complete:

Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:

5. The length of time (continuous) in business: _____ years

6. Length of time (continuous) in business in Florida: _____ years

Name and Title of Principal Officers:

Date Elected:

Note: Information requested herein and submitted by the Proposers will be analyzed by the County of Greenacres and will be a factor considered in awarding any resulting agreement. The purpose is to ensure that the Proposer, in the sole opinion of the Taylor County BOCC, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject agreement.

PROFESSIONAL REFERENCES

Complete the form below with at least five (5) *current and pertinent* professional references that the County can contact in relation to proposer's qualifications and experience in completing similar projects. Failure to furnish this information may be grounds for rejection of the proposal.

1. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	

Scope of work/ Project Description:

Average response time for repairs:

2. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	

Scope of work/ Project Description:

Average response time for repairs:

3. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	

Scope of work/ Project Description:

Average response time for repairs:

4. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	

Scope of work/ Project Description:

Average response time for repairs:

PROFESSIONAL REFERENCES – CONTINUED

5. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	
Scope of work/ Project Description:		
Average response time for repairs:		

6. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	
Scope of work/ Project Description:		
Average response time for repairs:		

7. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	
Scope of work/ Project Description:		
Average response time for repairs:		

8. Name and Address of Firm, City, County, or Agency	Date(s):	
	Status:	
	Bid Number:	
	Contact:	
	Telephone No:	
	Email:	
Scope of work/ Project Description:		
Average response time for repairs:		

Company Name: _____ Signature: _____

Printed Name & Title: _____ Date: _____

DRUG-FREE WORKPLACE CERTIFICATION

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the Taylor County B.O.C.C. for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or nolo contendere to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by _____ the
(Individual's Name)

_____ of _____
(Title/Position with Company/Vendor) (Name of Company/Vendor)

Who does hereby certify that said Company/Vendor has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Date

Signature

LIST OF PROPOSED SUBCONTRACTORS

The undersigned proposer hereby designates, as follows, all major subcontractors whom he/she proposes to utilize for the major areas of work for the project. The proposer is further notified that all subcontractors shall be properly licensed and shall be required to furnish the County with a Certificate of Insurance in accordance with the contract general conditions. Failure to furnish this information may be grounds for rejection of the proposer’s proposal. **(If no subcontractors are proposed, state “None” on first line below.)**

Name and Address of Subcontractor	Scope of Work/Phase(s)	License #
1.		
2.		
3.		
4.		
5.		

Signature and Date _____

Title/Company _____

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____
for _____

2. This sworn statement is submitted by _____
(Name of entity submitting sworn statement)

Whose business address is _____
_____ and

(if applicable) its Federal Employer Identification Number (FEIN) is _____,

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

3. My name is _____ and my relationship to the entity
name above is _____.

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime: or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day
of _____, _____.

NOTARY PUBLIC
My commission expires: _____ FORM PUR 7068 (Rev. 11/89)