



CLASSIFICATION AND COMPENSATION STUDY

RFP-016-2015

CITY OF LAKE CITY
PROCUREMENT DEPARTMENT
205 N MARION AVE
LAKE CITY, FL 32055
PHONE: 386-719-5816
EMAIL: burksl@lcfla.com

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REQUEST FOR PROPOSAL
RFP-016-2015
CLASSIFICATION AND COMPENSATION STUDY

The City of Lake City, Florida (City) will receive sealed proposals until **11:00 A.M.**, local time, on **Tuesday, June 16, 2015** in the Procurement Department, located on the 2nd floor in City Hall, 205 N. Marion Avenue, Lake City, FL 32055. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer. Proposals will not be accepted via fax.

At 11:01 a.m. or shortly thereafter, only the names of the respondents will be read aloud.

A clearly marked original, three (3) copies and one (1) digital copy must be sealed and clearly marked **“RFP-016-2015 Classification and Compensation Study”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Procurement Department. Facsimile or e-mail requests are acceptable. The Procurement Department will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this Request for Proposal. Questions must be received no later than **4:00 PM, June 16, 2015**.

City of Lake City
Procurement Department
205 N. Marion Avenue
Lake City, Florida 32055
procurement@lcfla.com
(386) 719-5816 or (386) 719-5818

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Wendell Johnson
City Manager

Request for Proposals
CLASSIFICATION AND COMPENSATION
STUDY

1) Introduction/Overview

The City of Lake City (herein after, "City") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide **CLASSIFICATION AND COMPENSATION STUDY** in accordance with the specifications stated and/or attached herein/hereto.

It is the City's intent to conduct a comprehensive review of its classification and compensation program conducted in 2007. The selected firm will be working with City Staff in this comprehensive review.

If awarded, a contract to provide these services will be effective on the date contract is approved by the City of Lake City, City Council (herein after, the "Council") and executed by all required parties.

The specifications included herein are based on requirements to ensure that the lowest practical cost and highest practical quality of Classification and Compensation Study services are obtained at quality prices using the latest technology.

Termination or cancellation of the contract will not relieve the bidder of any obligations for any deliverables or liabilities entered prior to termination of the contract. The Bidder may cancel the resulting contract with a one hundred and twenty (120) days written notice.

The City will notify the bidder in writing of any deficiencies or defaults in the performance of his/her duties under the Contract.

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP.

2) Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,000. The City of Lake City is an urban city located in Columbia County, Florida, a rural community. The City's fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds of each department. The Comprehensive Annual Financial Report for the City of Lake City for the Fiscal Year can be found on the City's website, <http://www.lcfla.com>.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government and provides a full range of municipal services including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

The City has approximately 250 full-time and part-time positions. The City's workforce consists of administrative, professional and clerical staff, police officers, firefighters, airport, building and permitting, recreation/parks personnel and maintenance staff. The normal work week is 40 hours. The City provides a full range of services to include, police and fire protection; the construction and maintenance of streets, sidewalks, parks, stormwater, and other infrastructure; engineering; planning and community development; code enforcement; general administration and support services; and recreational and cultural events.

Personnel are funded through the general fund, water and sewer fund, fire assessment and airport fund. The City has two collective bargaining units (fire and police).

The City provides health insurance benefits on a fully-insured basis. Other benefits include retirement, dental, life insurance, leave programs, to include but not limited to sick leave, personal leave, paid holidays, and other benefit programs. Plan details are provided.

3) Inquiries

Direct questions related to this RFP in writing to Laurette Burks, Director of Procurement, at burksl@lcfla.com. Please include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the City will be the one stated in writing to burksl@lcfla.com. All questions asked, along with the answers rendered that affect the scope of work will be issued in the form of an addendum.

4) Method of Source Selection

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

5) Pre-Proposal Conference

A pre-proposal conference is not applicable for this solicitation.

6) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Event	Date
Issue RFP Notice	May 14, 2015
Last Date for Receipt of Written Questions	June 9, 2015 @ 4:00 pm
Addendum Issued (If Applicable)	June 10, 2015
Proposal Due Date	June 16, 2015 @ 11:00 am
Evaluation of Proposals	TBD - Week of June 22-26, 2015
Notification of Recommendation	July 6, 2015

Note: Dates are subject to change.

7) Scope of Work

The City of Lake City is seeking proposals from qualified and experienced firms, licensed to practice in the State of Florida, with demonstrated skills and experience in conducting a Classification and Compensation Study.

A) Performance Specifications- Scope of Services

1. Conduct a comprehensive evaluation of the City's 2007 Compensation and Classification Study and the Wage and Pay Plan created in 2010 as foundational to this project. Details are provided.
2. Conduct a job audit of all positions, including general task analysis by department, which may include interviews with department directors, division directors and other key personnel and/or employees to determine the essential functions of each role.
3. Review and make any necessary recommendations regarding the City's current job descriptions. Prepare new job descriptions and update existing job descriptions at the City's request. Assess FLSA designation for each classification shall be included in the review.
4. Review current compensation rates and ranges for multi-incumbent non-bargaining unit, bargaining unit and executive positions.
5. Recommend pay grades; grade pricing and salary ranges for all classifications including non-bargaining unit, bargaining unit and executive.
6. Recommend an appropriate salary structure including minimum, midpoint, maximum and the difference between each salary step.
7. Conduct a comprehensive compensation survey of those entities considered as the appropriate labor market within the City's competitive area, to include employer provided benefits.
8. Identify potential pay compression issues and provide alternate solutions.
9. Meet with staff, management and City Council members as needed to fully complete the objectives of this RFP.

8) Proposal Due Date and Time

A) Proposal Due Date

Sealed Proposals must be received at the City of Lake City Procurement Department, no later than **11:00 a.m., Local Time, on June 16, 2015**. Proposals received after this date and time will not be considered.

B) Public Opening

All proposals received will be opened shortly thereafter at which time only the names of the respondents will be publicly read aloud.

C) Public Record

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

9) Proposal Preparation and Format

A) Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected. To help facilitate the review process, properly label each section or tab to correspond with your submittal information.

B) Proposal Reproduction

Please submit an original and four (4) copies of the Proposal package as follows: One (1) clearly marked original and three (3) exact copies and an additional complete copy in electronic format, e.g. single CD-ROM or flash drive containing the submittal formatted to be read with Microsoft® software products or Adobe® PDF software.

C) Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting Proposals, including presentations and any other expenses called for in this Request for Proposal.

D) Proprietary Information

1. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

A generic notation that information is “confidential” is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification

including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

2. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

10) Required Proposal Submittals

- A. Proposals will be evaluated based on the information provided in the response. All documents should be type written, bound, 8 1/2 x 11 format and should be properly identified by name of respondent and marked with "RFP-016-2015 Classification and Compensation Study" to facilitate effective evaluation by the City, proposals must not be more than 25 pages.
- B. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include the following tabbed section and include a Table of Contents which provides clear identification of the material by section and by page number:

1. Tab I, Management Summary

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Proposer's certification that the Proposer will accept any awards made to him as a result of said submission of the terms contained therein.

2. Tab II, Experience

The proposal should state the size of the firm, years of experience, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff available for this contract. The firm should identify the individuals who will provide the services, including resume and experience in similar work as well as the name of one individual who will act as coordinator or primary contact for Consultant to resolve any and all issues that may arise during the term of

the contract. This section should include a description of the firm's recent experience in providing salary survey and/or compensation plan reviews to municipalities, focusing on municipalities in Florida. Additionally, please provide a current listing of municipalities for which the firm is providing or has provided these services, the scope of such service, and the time periods of such service. Please provide a contact person, address and phone number, as the Evaluation Committee may contact any or all of them for references.

3. Tab III, Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

4. Tab IV, Fee Proposal

Provide a detailed cost for providing the services listed herein. The City is prepared to pay a fixed fee to be paid upon the receipt and approval of the final report by the City. The stated fee shall include all costs associated with the performance of the services. There shall be no hidden costs associated with this request. Full disclosure of nature and amount of all fees and charges is mandatory. The City shall not be responsible for the reimbursement of any costs not specifically set forth in the firm's proposal and mutually agreed upon in advance in writing. The City reserves the right to accept any part or all of the proposer's fee schedule.

5. Tab V, Other Related Services

A detailed description of any additional services the firm can provide to the City, such as training in current compensation policies and philosophies, integration of benefits within compensation plan, etc.

6. Tab VI, Deliverable/Timeline

A description that outlines the approach to be taken to meet the objectives of this RFP. This should include a description of deliverable products and a projected timeframe for providing products.

7. Tab VII, Other

Firm promotional material may also be included as supplemental information; however, it will not be considered as a substitute for the proposal.

8. Tab VIII, Documents

- Professional Certifications/Licenses
- Affiliations and/or memberships

9. Tab IX, Required Form Submittals
 - a. References
 - b. Public Entity Crimes
 - c. Conflict of Interest
 - d. Disputes Disclosure
 - e. Drug Free Workplace
 - f. Non-Collusion Affidavit
 - g. E-Verify Affirmation Statement
 - h. Proposal Check List

11) Delivery of Proposals

Proposals shall be submitted in a sealed envelope or package addressed to the Director of Procurement, at the address listed below. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received in the Procurement Department by the due date and time. **The City shall not be responsible for delays caused by any occurrence.** Proposals received by the City after the time specified for receipt will not be considered.

All Proposals shall be mailed or delivered to the office of Procurement Department at the address listed below. Sealed proposals are to be addressed as follows:

City of Lake City
Procurement Department
City of Lake City
205 North Marion Avenue
Lake City, Florida 32055

12) Evaluation Criteria

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is as follows:

Criteria	Maximum Points
Qualifications of Firm and Project Staff <ul style="list-style-type: none"> <input type="checkbox"/> Provide qualifications and experience <input type="checkbox"/> Provide organizational chart <input type="checkbox"/> Proposer's current and projected workload/availability 	30
Approach to Work <ul style="list-style-type: none"> <input type="checkbox"/> Understanding of Scope and implementation, including any innovative methods and concepts <input type="checkbox"/> Provide description of ability to coordinate and expedite work to ensure quality control under accelerated schedule 	20
Fee for Services <ul style="list-style-type: none"> <input type="checkbox"/> Fee Proposal 	30
Projected Timeline <ul style="list-style-type: none"> <input type="checkbox"/> Projected timeline for completion 	10
References <ul style="list-style-type: none"> <input type="checkbox"/> Provide a minimum of three (3) references 	10
TOTAL	100

Note that the above scoring mechanism will be used by individual Evaluation Committee members to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer in order to establish the overall rank order.

13) Proposal Evaluation Committee and Evaluation Process

A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

B. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

C. Award without Presentations

The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

D. Ranking

The Committee will evaluate and rank the Proposers as set forth in the preceding section entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

E. Authority to Award

Contracts negotiated as a result of this RFP will be presented to City Council for final award.

F. Reserved Rights

1. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.

2. The City does not guarantee the award of any Contract as a result of this solicitation process.

14) Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (**including the Mayor and City Council**), department, division, office or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to interpretation of the solicitation or the Proposal process shall be addressed in writing as indicated below. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all prospective Proposers no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to contact the Procurement Department prior to submitting a Proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the Proposal. Direct all inquiries to:

Laurette Burks
Director of Procurement
City of Lake City
205 N. Marion Avenue
Lake City, Florida 32055

Telephone: (386) 719-5816
Fax: (386) 755-6112
Email:burksl@lcfla.com

15) Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

This includes information which indicates financial resources as well as ability to provide and maintain the system and/or services. Moreover, the City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not be limited to, a background investigation conducted by the City of Lake City Police Department.

16) Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

17) Execution of Contract

Unless such time is extended by the City, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

Failure to comply with the established deadline for submittal of required

documents may be grounds for cancellation of the award.

18) Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

19) Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents. In the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

20) Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.

1. Professional liability for any architect and/or engineer for one million dollars (\$1,000,000).
2. Workers' compensation insurance to apply for all employees of the contractor, sub-contractors and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.
3. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors,

products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

4. Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

B. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

21) Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before the date of their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and / or restriction.

PROPOSAL FORM
RFP 016-2015
CLASSIFICATION AND COMPENSATION STUDY

TOTAL PROPOSAL PRICE

\$ _____ (in figures)

(in words)

The City of Lake City reserves the right to accept or reject any or all bids deemed in the best interest of the City.

The City of Lake City is exempt from any and all state, local and federal taxes.

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

THIS FORM MUST BE INCLUDED WITH PROPOSAL

REFERENCES

List three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

**SWORN STATEMENT UNDER SECTION
287.133(3)(n), 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 RFP No. _____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) it's Federal Identification No. (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 named 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 misrepresentations.
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 of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury 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 active 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) (c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision 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 neither management of the entity, nor any affiliate of the entity have been charged with or 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, shareholders, employees, members or agents who are active in management of the entity, or an affiliate 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 officer 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, _____ who after first being sworn by me, affixed his/her signature in the space provided above and on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____
with a local office in _____ and principal office in _____

City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-016-2015** described as **(Classification & Compensation Study)**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED: this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Firm Date

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida

County of _____

Sworn to and subscribed before me this ____ day of _____ 20__.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____, the Bidder,
Title Company Name
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

Sworn to and subscribed before me this ____ day of _____ 20__.
Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

Authorized Company Person's Signature:

Authorized Company Person's Title:

Date: _____

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PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Bid.

Proposer should check off each of the following items as the necessary action is completed:

- The Proposal has been signed.
- All information as requested in the Proposer's Qualification Form is included.
- All applicable forms have been signed and included.
- Any addenda have been signed and included.
- The mailing envelope has been addressed to:

City of Lake City
Procurement Department
205 N Marion Avenue
Lake City, Florida 32055

- The mailing envelope must be sealed and marked with Bid Number, Bid Title "BID NAME" and Due Date.**
- The Bid will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Bid cannot be considered.)

ALL COURIER-DELIVERED BIDS MUST HAVE THE BID NUMBER, BID TITLE "BID NAME" AND DUE DATE ON THE OUTSIDE OF THE COURIER PACKET

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

THIS FORM MUST BE INCLUDED WITH PROPOSAL

Cut and use this label for PROPOSAL Package

**CITY OF LAKE CITY
PROCUREMENT DEPARTMENT
205 N MARION AVENUE
LAKE CITY, FL 32055**

**RFP-016-2015
CLASSIFICATION AND COMPENSATION STUDY**

OPENING DATE/TIME:

**June 16, 2015
11:00 AM**