

# CITY OF LAKE CITY

## GATEWAY TO FLORIDA

### INVITATION TO BID ITB-008-2016

Sealed bids will be accepted by the City of Lake City, Florida until **Tuesday, March 15, 2016, 11:00 A.M.** local time in the Procurement Department located on the 2<sup>nd</sup> floor of City Hall, 205 N Marion Avenue, Lake City, Florida 32055. **Any bids delivered to any other location will not be considered received by the Procurement Department.** Bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted via fax. Bid opening will be promptly at **11:15 AM** in the City Council Chambers located on the 2<sup>nd</sup> floor of City Hall, at which time all bids will be publicly opened and read aloud for:

#### SUBMERSIBLE WASTEWATER PUMPS – LIFTSTATION 90 & LIFTSTATION 141

**All bid proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number ITB-008-2016, bid title SUBMERSIBLE WASTEWATER PUMPS – LS90 & LS141 the date and time MARCH 15, 2016 @ 11:00 AM. The bid proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All bid proposals which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the bid.**

One (1) original plus one (1) copy of your bid must be sealed and plainly marked on the outside of the envelope with the bid number, the bid name and opening date. Bids must be addressed to the following:

City of Lake City  
Attn: Karen Nelmes  
Procurement Department  
205 N Marion Avenue  
Lake City, Florida 32055

Bids must be completed in English language, signed with ink, in spaces provided on the enclosed bid forms and submitted in duplicate or bid will be subject to rejection.

Any deviation from the specifications must be explained in detail on sheets attached to the bid form and labeled "Clarifications and Exceptions," and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the

successful Bidder will be held responsible for meeting the specification. All questions must be in writing and directed to the Director of Procurement. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the form of addenda. Any and all Addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **Tuesday, March 8, 2016 at 4:00 P.M.** Questions received after this date and time will not be considered. Questions may be submitted via e-mail to [procurement@lcfla.com](mailto:procurement@lcfla.com) or by mail to City of Lake City, Procurement Department, 205 N. Marion Avenue, Lake City, FL 32055.

Bidder may not withdraw his/her bid for a period of sixty (60) days.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. **Bidder's proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.**

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County, unless prohibited by federal or state law. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

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.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within 72 hours following posting of notice of intended award. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment described in the Invitation to Bid.

B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

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Wendell Johnson  
City Manager

## TERMS AND CONDITIONS

The work included under this section consists of furnishing submersible wastewater pumps for the lift stations as specified herein. Installation will be performed by the City.

### A. SUBMITTALS:

1. Acceptable manufacturers of wastewater pump station equipment include “EMU”, “Flygt”, “Ebara”, “ABS”, “Hydromatic” or those manufacturers providing equipment of approved equal quality and workmanship.
2. Wastewater pump station equipment vendors bidding to provide equipment other than “EMU”, “Flygt”, “Ebara”, “ABS, or “Hydromatic” must submit product data demonstrating approved equal quality and workmanship. Such product data must include a complete pictorial parts breakdown and functional description of each part and types of material used. All performance charts and operating specifications are also required.
3. Factory test: The pump manufacturer must perform the following test on each pump before shipment from the factory.
  - a. Megger the pump for insulation breaks or moisture.
  - b. Prior to submergence, the pump must be dry and be checked for correct rotation.
  - c. Pumps must be run for 30 minutes in a submerged condition.
  - d. Pumps must be removed from the test tank, meggered immediately for moisture, oil plugs removed for checking lower seal, inspection plugs removed for checking of upper seal and possible water intrusion of stator housing.
  - e. A written certified test report giving the above information must be supplied with each pump at the time of shipment.
  - f. All end pump cables must then be fitted with a rubber shrink fit boot to protect cable prior to electrical installation.

### B. SUPPLIER’S QUALIFICATIONS:

1. All equipment must be furnished by a single supplier who must be responsible for the proper operation and service of the same.

2. All equipment must be manufactured by a company headquartered in the United States and have been in the submersible wastewater lift station pumps and accessories equipment business for a minimum of five (5) years. Parts for all equipment furnished must be readily available in the United States.

C. WARRANTY:

1. Manufacturer's warranty must be for a period of twelve (12) months with an optional additional one (1) year warranty from the final acceptance of the equipment by the City. The equipment manufacturer must guarantee that the equipment furnished is suitable for the purpose intended and free from defects of design, and workmanship.
2. In the event the equipment fails to perform as specified, the manufacturer must promptly repair or replace the defective equipment, provide a pump for use during the repair, with no additional cost to the City (including handling and shipping cost).

D. DELIVERY:

Delivery will be F.O.B. destination to the City of Lake City Warehouse located at 200 NE Gum Swamp Road, 32055 within fifteen (15) calendar days of Notice of Award. Contact Adam Woodham at (386) 758-5407 to coordinate delivery.

E. PAYMENT:

Payment will be lump sum within thirty (30) calendar days of acceptance by the City of Lake City.

F. INDEMNITY:

Successful Bidder will indemnify and hold City of Lake City harmless from any loss, cost, damage or injury sustained by any person(s) as a result of the actions of employees or officers of the Bidder, or the Bidders subcontractors or suppliers.

G. CONTRACT:

The proposal of the successful bidder together with the written Notice of Award and the terms, conditions and specifications contained in the Invitation to Bid will constitute the contract.

H. ADDENDUM:

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

I. REFERENCES:

Bidders must provide with their proposal, material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of (3) three references for similar projects, which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City and also become public record.

J. REQUIRED DOCUMENTS:

The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, Reference, Public Entity Crime Statement and E-verify Affirmation Statement.)

K. PUBLIC ENTITY CRIME:

Public Entity Crimes – Section 287.133 (3) (n) of the Florida Statutes requires that a vendor/contractor submit a sworn statement concerning Public Entity crimes. Bidders are required to submit the enclosed form with their bid, failure to do so may be reason for rejection of bid.

L. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY)

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program (“E-Verify Program”) developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement;

and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

M. PUBLIC RECORD:

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the Owner in order to perform the service;
2. To Provide the public with access to such public records on the same terms and conditions that the Owner would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed, except as authorized by law;
4. Meet all requirements for retaining public records and transfer to the Owner, at no cost, all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the Owner in a format that is comparable with the information technology systems of the Owner.

N. ADDITIONAL INFORMATION:

The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

## SPECIFICATIONS

### PUMPS:

#### 1. Pump Design:

Submersible sewage pumps shall be heavy duty electric submersible, centrifugal non-clog units and must be capable of handling raw, unscreened wastewater (minimum of 3" sphere). Grinder Pumps are not acceptable. The design must be such that pumping units will be automatically connected to the discharge piping when lowered into place on the discharge connection. The pumps must be easily removable for inspection or service, requiring no bolts, nuts or other fastenings to be removed for this purpose and no need for personnel to enter pump well. Each pump must be fitted with a 304 stainless steel wire rope of adequate strength and length to permit raising the pump for inspection and removal. Wire rope should be 3/8 inch by 20 foot.

### PUMP CONSTRUCTION:

1. The stator casing, oil casing and impeller must be of gray iron construction, with all parts coming into contact with sewage must be protected. All external bolts and nuts must be of 304 stainless steel. A wear ring designed for abrasion resistance must be installed at the inlet of the pump to provide protection against wear to the impeller. The impeller must be of a single or double vane, non-clog design, capable of passing minimum 3 inch diameter solids, fibrous material, and heavy sludge and constructed with long throughway with no acute turns.
2. A sliding guide bracket must be an integral part of the pumping unit and the pump casing must have a machined connecting flange to connect with the cast iron discharge connection, which must be bolted to the floor of the pump chamber and so designed as to receive the pump connecting flange without the need of any bolts or nuts.
3. Sealing of the pumping unit to the discharge connection must be accomplished by a simple linear downward motion of the pump with the entire weight of the pumping unit guided by no less than two (2) 2 inch 304 stainless steel guide bars to and pressing tightly against the discharge connection; no portion of the pump must bear directly on the floor of the sump and no rotary motion of the pump must be required for sealing. Sealing at the discharge connection by means of a diaphragm o-ring or similar method of sealing will not be accepted as an equal to a metal contact of the o-ring or similar method of sealing will not be accepted as an equal to a metal contact of the pump discharge and mating discharge connection specified and required.



## PUMP MOTOR:

### ITEM I:

The pump motor must be 15 HP (horsepower) or greater, 230 Volt, 3 Phase and pump 250 GPM (gallons per minute) at 1750 RPM (revolutions per minute) with a TDH (total dynamic head) of 83. It must have a 4" 8-bolt ANSI discharge flange and include a 40 linear foot power cord. Each pump motor is to be housed in an oil or air filled watertight casing and must have a minimum Class F insulated windings which must be moisture resistant. The temperature at any point in the windings must not exceed 155 degrees C (Celsius) at any load, which could be imposed by the pump at any point on its curve. The motor must be provided with over temperature sensors set at 125 degrees C. and must be minimum NEMA (National Electric Manufacturers Association) design B. Pump motors must have cooling characteristics suitable to permit continuous operation, in a totally, partially, or non-submerged condition. The pump must be capable of running dry continuously in a totally dry condition. The cable entrance seal must be provided by a compression fitting; epoxy fill will be unacceptable which can crack when alternately heated and cooled or can make cable replacement difficult. Cable junction box and motor must be separated by a stator lead sealing gland or terminal board which must, isolate motor from any water or solids gaining access through pump top. The pump must not load the motor beyond nominal (nameplate) rating at any point on the pump curve.

### ITEM II:

The pump motor must be 5 HP (horsepower) or greater, 230 Volt, 3 Phase and pump 114 GPM (gallons per minute) at 1750 RPM (revolutions per minute) with a TDH (total dynamic head) of 32. It must have a 4" 8-bolt ANSI discharge flange and include a 40 linear foot power cord. Each pump motor is to be housed in an oil or air filled watertight casing and must have a minimum Class F insulated windings which must be moisture resistant. The temperature at any point in the windings must not exceed 155 degrees C (Celsius) at any load, which could be imposed by the pump at any point on its curve. The motor must be provided with over temperature sensors set at 125 degrees C. and must be minimum NEMA (National Electric Manufacturers Association) design B. Pump motors must have cooling characteristics suitable to permit continuous operation, in a totally, partially, or non-submerged condition. The pump must be capable of running dry continuously in a totally dry condition. The cable entrance seal must be provided by a compression fitting; epoxy fill will be unacceptable which can crack when alternately heated and cooled or can make cable replacement difficult. Cable junction box and motor must be separated by a stator lead sealing gland or terminal board which must, isolate motor from any water or solids gaining access through pump top. The pump must not load the motor beyond nominal (nameplate) rating at any point on the pump curve.

CABLE:

1. Each pump motor cable must be 40 foot in length and suitable for submersible pump applications and the rating must be permanently embossed on the cable. Cable sizing must conform to NEC (National Electrical Code) requirement for the full load currents of the pump motors.

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PROPOSAL

THE CITY OF LAKE CITY IS ACCEPTING PROPOSALS FOR THE PURCHASE OF A TOTAL OF FOUR (4) SUBMERSIBLE WASTEWATER PUMPS FOR LIFT STATION 90 & LIFT STATION 141.

ITEM I: SUBMERSIBLE WASTEWATER PUMPS – LIFTSTATION 141

- a. Submersible pump designed to pump sewage for high rag application. Minimum requirements are: 15HP, 250 GPM @ 83 TDH, 3 phase 230V. It must have a 4” 8-bolt ANSI discharge flange and include a 40 linear foot power cord. It must have the capability to pass a minimum size of 3” solids. Pumps shall be standard construction with hardened high chrome wet end. Grinder pumps are not acceptable.

Quantity – 2 (two).

\$ \_\_\_\_\_ each      \$ \_\_\_\_\_ total

- b. Optional Additional 1 year Warranty for each pump

Quantity – 2 (two)

\$ \_\_\_\_\_ each      \$ \_\_\_\_\_ total

ITEM II: SUBMERSIBLE WASTEWATER PUMPS – LIFTSTATION 90

- a. Submersible pump designed to pump sewage for high rag application. Minimum requirements are: 5HP, 114 GPM @ 32 TDH, 3 phase 230V. It must have a 4” 8-bolt ANSI discharge flange and include a 40 linear foot power cord. It must have the capability to pass a minimum size of 3” solids. Pumps shall be standard construction with hardened high chrome wet end. Grinder pumps are not acceptable.

Quantity – 2 (two).

\$ \_\_\_\_\_ each      \$ \_\_\_\_\_ total

- b. Optional Additional 1 year Warranty for each pump

\$ \_\_\_\_\_ each      \$ \_\_\_\_\_ total

GRAND TOTAL PUMPS ONLY (I.a. & II.a.): \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS \_\_\_\_\_ CENTS

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**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 Bid No.\_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_ whose business address is\_\_\_\_\_ and (if applicable) its Federal Identification No.(FEIN) is \_\_\_\_\_. If 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:
  - b. A predecessor or successor of a person convicted of a public entity crime; or
  - c. 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 on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public, State at large

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**



**E-VERIFY AFFIRMATION STATEMENT**

RFP/Bid /Contract No:

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Project Description:

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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:

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Authorized Company Person's Signature:

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Authorized Company Person's Title:

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Date: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

# CITY OF LAKE CITY BIDDER'S CHECK LIST

**BIDS MAY NOT BE CONSIDERED** if the following documents and/or attachments are not completely filled out and submitted with your bid.

**Before sending in your bid, please make sure you have completed all of the following:**

\_\_\_\_\_ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

\_\_\_\_\_ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

\_\_\_\_\_ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

\_\_\_\_\_ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

\_\_\_\_\_ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

\_\_\_\_\_ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

## FORMS

- \_\_\_\_\_ References
- \_\_\_\_\_ Public Entity Crime Statement
- \_\_\_\_\_ Conflict of Interest
- \_\_\_\_\_ Disputes Disclosure
- \_\_\_\_\_ Drug Free Work Place
- \_\_\_\_\_ Non-Collusion Affidavit
- \_\_\_\_\_ E-verify Affirmation Statement

\_\_\_\_\_ **PLEASE INITIAL**