



## **CITY OF LAKE CITY**

**RFP-011-2010**

### **FLEET LEASING AND MANAGEMENT PROGRAM**

**DATE OF PUBLIC OPENING:  
March 18, 2010 @ 3:00 P.M.**

**LOCATION FOR PUBLIC OPENING  
City Hall  
Council Chambers  
2<sup>nd</sup> Floor  
205 North Marion Avenue  
Lake City, FL 32055**

<http://www.lcfla.com/purchasing.htm>

**All responses must be date and time stamped received no later than 3:00 P.M. on March 18, 2010 to be considered responsive.**

Wendell Johnson, City Manager: \_\_\_\_\_

Posted on DemandStar:

Advertised in LCCR:

Advertised <http://www.lcfla.com/purchasing.htm>

## REQUEST FOR PROPOSALS

Sealed proposals marked "REQUEST FOR PROPOSALS FOR FLEET LEASING AND MANAGEMENT PROGRAM" will be received by the City of Lake City, Florida until 3:00 P.M. on March 18, 2010, at the office of Purchasing and Contracting, 205 North Marion Ave. Lake City, FL 32055, at which time all proposals will be opened and only names of offeror's will be read aloud. All received proposals will be time and date stamped, and absolutely no proposals will be accepted after the aforementioned date and time. Scope of Work may be obtained from the Purchasing & Contracting Department website [www.lcfla.com](http://www.lcfla.com) or by calling (386) 719-5818 or (386) 719-5816.

All services must be performed in accordance with the request for proposals, requirements, and any other documents prepared for this request. **Proposers must submit one (1) original, clearly marked "original" and seven (7) copies, clearly marked "copy", total of eight (8) of their proposals.**

The City of Lake City reserves the right to reject any and all proposals, to re-advertise, and to enter into contract determined to be in its best interest.

### **SCOPE OF PROGRAM AND GENERAL REQUIREMENTS:**

The City of Lake City is seeking proposals for the leasing, fleet management, and potential additional services as defined in Scope of Services section, of up to approximately one hundred and six (106) vehicles over a five (5) year period. **THIS IS A NON-GUARANTEED AMOUNT CONTRACT.** The City reserves the right to order any amount of leased vehicles and additional services it deems in the best interest of the city.

The City intends to award a multiple year contract lease that will allow ordering to occur throughout a one (1) year period with five (5) one (1) year option period(s) upon mutual agreement with the successful bidder and the City of Lake City. Replacement or additional vehicles will be ordered under line items, and at prices applicable to the ordering period current at the time the replacement is made. Prices for future year ordering periods will be presented to the City by the awarded vendor in a timely fashion near the beginning of each ordering period. The City will accept or reject in future order period pricing through amendment to the original agreement. Bidders will only submit pricing for the first ordering period time response to this RFP.

The City is soliciting a proposal to assess the approach it deems most cost effective for the needs of the City. The City will either award a sole-source contract to a vendor that can provide all services requested in this proposal or to multiple vendors that can demonstrate an effective and efficient partnership pertaining to the delivery of services under this contract. Be advised that lease arrangements contemplated to extend more than one year will be subject to availability of appropriations.

The City will tentatively select a successful bidder by April 19, 2010 and will finalize a negotiated agreement within 30 days thereafter. Proposers will be given the opportunity to

propose a phase-in schedule for initial vehicle deliveries. Replacement schedules for vehicles ordered under the contract will be established based on the conditions of the selected alternative.

**EVALUATIONS:**

The City intends to evaluate bids based on initial written presentations and to make a tentative selection of a successful offeror with whom the City will then engage in negotiations to finalize a contract. The City reserves the right to reject any or all submittals, to waive technicalities, to readvertise, to proceed otherwise when in the best interest of the City.

**PROPOSAL CONTENT AND REQUIREMENTS:**

Proposals should be submitted under company letterhead stationery with the information required in this RFP. **Each section must be labeled and in the order listed below.** Failure to comply may deem proposal non responsive. As a minimum, proposals must include the following.

**INDEX:**

**COVER LETTER:**

The cover letter shall be addressed to:

City of Lake City  
Mr. Wendell Johnson, City Manager  
205 N. Marion Avenue  
Lake City, Fl 32055

The cover letter must consist of:

1. Identification of Proposer, including name, address and telephone number.
2. Acknowledgement of receipt of all RFP addenda, if any.
3. Name, title, address and telephone number of contact person during the period of proposal evaluation.
4. Signature of a person authorized to bind Proposer to the terms of this proposal.

**TECHNICAL PROPOSAL**

1. Qualifications, related experience and a minimum of three (3) references of the proposer on the form provided herein. This section of the proposal should establish the ability of the proposer to satisfactorily perform the lease and fleet management services by reason of:
  - a. Experience in performing work of a similar nature.
  - b. Demonstrated competence in the services to be provided.
  - c. Strength and stability of the firm.

- d. Staffing capability.
  - e. Supportive client references.
2. Proposers shall provide a brief profile of the individual or firm, the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.
  3. Proposers shall provide a detailed description of the fleet management services offered as described in the Scope of Services including but not limited to:
    - a. Open-ended lease.
    - b. Maintenance program.
    - c. Physical damage program.
    - d. Vehicle resale process.
    - e. Ability of proposer to sell vehicles in the city's current fleet.
  4. Proposers shall provide a general description of the individual or firm's financial condition and identify any conditions; e.g., bankruptcy, pending litigations, planned office closures, impending merger, which may impede proposer's ability to provide lease and fleet management services.
  5. Proposer shall describe the firm's experience in performing like services if a similar nature for public transportation agencies, municipalities, or other government agencies.
  6. Proposers shall identify subcontractors (maintenance facilities) by name, address and telephone number.

**WORK PLAN:**

1. Proposers shall provide a narrative that addresses the services they are proposing as outlined in the Scope of Work. The narrative should show the Proposer's understand of the City's needs and requirements. Throughout the narrative, the Proposer shall include references for each area of services they are proposing. This section should also address the Proposer's plan to fulfill its obligations for the services.

**COMPLETED LEASE AND POTENTIAL ADDITIONAL SERVICES PRICING FORMS.**

**ITEMIZED RATE SCHEDULE FOR LEASE EXPENSES PER VEHICLE AND SPECIFICATIONS OF PROPOSED VEHICLES.**

**CERTIFICATION AND/OR ACKNOWLEDGEMENT FORMS REQUIRED BY THE CITY**

**COPY OF CONTRACTOR'S STANDARD LEASE AGREEMENT AND OTHER RELATED CONTRACT DOCUMENTS.**

**PROPOSAL QUESTIONS**

All questions concerning this RFP must be submitted in writing to:

Debbie Garbett  
Director of Purchasing Telephone: (386) 719-5818  
205 North Marion Avenue Fax: (386) 755-6112  
Lake City, FL 32055  
[garbettd@lcfla.com](mailto:garbettd@lcfla.com)

**There will be no communication, written or verbal, with any City employee, Elected Official, Board Member, or City representative during the course of this solicitation other than through writing to the Purchasing Department. All questions must be submitted in writing to the Purchasing Department who will obtain the answers and issue in the form of addenda. The deadline for submitting questions is Friday, March 12, 2010 at 4:00 P.M.** Failure to have all information as requested may cause the respondent's bid to be rejected. All and any addenda are to be signed and returned with the original bid to be considered responsive.

**NEGOTIATIONS**

Based on the written proposals, the City may elect to enter into negotiations with one or more of the proposer's.

**CONTRACT AWARDS**

The City anticipates entering into a contract with the Proposer who submits the proposal judged by the City to be most advantageous.

**PROPOSAL SUBMISSION AND WITHDRAWAL**

Eight completed responses to this RFP must be submitted to the City in sealed envelopes or boxes marked "**FLEET LEASING AND MANAGEMENT PROGRAM**"

Proposals will be received at:

City of Lake City  
Attention: Purchasing and Contracting  
205 North Marion Avenue  
Lake City, FL 32055

Proposals are due by 3:00 PM, Thursday, March 18, 2010. Proposals received after that time will be returned to the sender unopened. Due to the irregularity of the mail, the City cautions Proposers to assure actual delivery of proposals prior to the deadline. Once opened, proposals become the property of the City and cannot be withdrawn.

## **SCOPE OF SERVICES**

The City requires vehicles on a lease basis satisfying the specifications described in this section and may potentially require the additional services described in this section on an “as needed” basis. Proposers are expected to submit proposals that address all portions of this section. If a Proposer is unable to satisfy every element of this section but chooses to submit a proposal anyway, it must clearly identify the element(s) it is unable to satisfy and the reason it cannot meet the requirement. The City will review any exceptions taken but, at its sole discretion, may determine the proposal not responsive to the City’s requirements and remove it from further consideration.

### **A. LEASE REQUIREMENTS**

For evaluation purposes, the City is requiring all Contractors to use the following lease parameters. Upon award, the City will negotiate with the awarded vendor the appropriate lease parameters the City deems necessary for each individual vehicle leased.

The following represents the City’s requirements for a lease:

- Five (5) year Open-Ended Lease with no mileage restrictions.
- Vehicles must be depreciated at 1.5% per month with a 10% Residual Book Value.
- Contractor must supply End of Term Balance at the end of the 60-month term.
- List all other applicable fees and charges.
- Maintenance as specified in “Scope of Maintenance” based on 5 years and 60,000 miles.
- Define reporting capabilities including monthly management reports, comprehensive invoicing, maintenance notification, and electronic capabilities.

### **B. SERVICE AND MAINTENANCE REQUIREMENTS**

The City shall keep and maintain each vehicle in normal operating condition and be responsible for making sure all service, maintenance, and repair are performed to maintain the warranty. As the City deems necessary it may request maintenance services to be included on select leased vehicles.

Does your company provide a program in which the maintenance costs are billed back to the City as they occur?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your company provide a program in which the maintenance costs are fixed and guaranteed during the life of the lease?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes to either of these questions please include the cost of program(s) in the pricing section and provide detail on program(s) including but not limited to:

- Location of facilities that will perform services
- Monitoring, tracking, and service needed notification capabilities / procedures
- Included and excluded items / coverage
- Compatibility with manufacture's warranty
- Qualification requirements for those performing work on leased vehicles

**C. RISK MANAGEMENT / PHYSICAL DAMAGE REQUIREMENTS (Loss of, Theft, or Damage Coverage)**

As THE CITY deems necessary it may request this service to be included in select instances.

Does your company provide this program: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes please include the cost of this program in the pricing section and provide detail on your program including but not limited to:

- Deductibles
- Location(s) of service

**D. DESCRIPTION/WORK STATEMENT**

**Project Organization and Management**

The Contractor shall establish and maintain an appropriate organizational structure to enable local management of this contract. Documentation supporting the Contractor's ability to service the contract (including but not limited to office locations) should be included with the bid submission. All ordering will originate directly from the City.

**Vehicle Quantities and Locations**

The City fleet targeted to be satisfied by this lease contract consists of approximately up to one hundred and six (106) vehicles. **THIS IS A NON-GUARANTEED AMOUNT CONTRACT,** The City reserves the right to order any amount of leased vehicles and additional services it deems in the best interest of the City. Attached in a separate document is the list of the City fleet.

**Vehicle Mileage and Term**

The Contractor shall be able to support vehicle return and replacement as specified in the contract. The awarded Contractor may propose, and the City may consent to, a desired timeframe or mileage interval different than levels requested by the City, if such intervals provide advantages to the Contractor, the City, or both, such as lower lease prices due to better vehicle resale potential.

## **Vehicle Inspection**

All vehicles leased under this contract shall be inspected, at which point vehicle inspection documentation will be provided indicating the general condition of the vehicle.

## **Condition of Leased Vehicles**

Each vehicle furnished under this contract shall be of good quality and in safe operating condition. The City shall accept or reject the vehicles promptly after receipt. If the City determines that any vehicle is defective or unsafe at delivery, the City shall promptly inform the Contractor in writing.

## **DELIVERIES OR PERFORMANCE**

### Term of Contract and Period of Performance

This contract consists of a one (1) year period with four (4) 1-year option period(s). Vehicles ordered at any point under this contract are expected to remain in use for approximately 5 years. The Contractor's responsibilities under this contract and period of performance will cease when the last vehicle furnished under the contract has been returned to the Contractor, provided there are no remaining issues in dispute.

### **Ordering Periods**

The ordering periods under this contract will extend as follows. Exact dates will be specified in the contract upon award.

- \* First Ordering Period - Date of award through model year
- \* Second Ordering Period - Expiration of First Ordering Period through one calendar year
- \* Third Ordering Period - Expiration of Second Ordering Period through one calendar year
- \* Fourth Ordering Period - Expiration of Third Ordering Period through one calendar year
- \* Fifth ordering Period - Expiration of Fourth Ordering Period through one calendar year

### **Option to Extend the Term of the Contract**

The City may extend the term of this contract by written notice to the Contractor within 60 days prior to the expiration of the current initial contract. If the City exercises this option, the extended contract shall be considered to include this option clause. The total duration of this contract, including the exercise of any options under this clause, shall not exceed ten (10) years.

### **Delivery Schedule**

The Contractor proposes to deliver vehicles within the following period after receipt of an order for a given vehicle:\_\_\_\_\_. In the event delivery cannot be completed within this period, the Contractor shall notify the City when it becomes aware it cannot meet the schedule and shall indicate the reason for delay and a projected delivery date. The City reserves the right to cancel the order at that time without cost to the City. In any event, the City's obligation to pay



does not commence until the City accepts delivery of a vehicle from the Contractor.

### **Reporting Requirements**

The third and ninth months in each ordering period, the Contractor shall meet with the City to discuss a contract status report. This report shall cover all vehicles delivered, or otherwise in the possession of the City at any time during the previous six-month period. A separate section of the report shall address outstanding undelivered orders. The reports shall include, at a minimum, the following information for each vehicle: vehicle year, make and model; vehicle identification number; cost center (assigned by the City); date of delivery; months in service. This report should be presented in spreadsheet product compatible with Microsoft Excel and is preferred to be accessible online monthly. The Contractor shall provide two hard copies and two electronic copies of the report. The City will review this information and compare it to the City records to detect potential inconsistencies requiring resolution.

The City may also request additional meetings with the Contractor in relation to this agreement. The Contractor will work in good faith to meet with the City for any additional meetings in a timely fashion.

### **End of Lease Options (Open-End Lease)**

At the end of lease term, the City may:

- (1) Offer the vehicle for sale to a third party
- (2) Purchase the vehicle from the Contractor for the end of term obligation (Reduced Book Value plus other charges)
- (3) Turn the vehicle in to be disposed of by Contractor

When turning vehicles into the Contractor, the Contractor will:

- (1) Check vehicle in with a written report
- (2) Within four weeks, Contractor will communicate to the City a minimum market value for vehicle based on at least two offers or bids.

### **Funding Information**

This contract does not, in itself, order any specific vehicles, nor does it create an obligation of funds. The City obligates funds through issuance of separate documents labeled “purchase orders.” Prior to placement of orders, the City expects to issue purchase order(s) containing sufficient funding to cover the projected need through the end of the then-current ordering period. If additional orders create the need for funding in excess of amounts previously obligated, the City will obligate additional funding to cover the shortfall. The Contractor and the City will each monitor funding levels to ensure adequate funding is always in place to make payments required under this contract. In the event the Contractor believes a potential shortfall exists, the Contractor shall immediately notify the City and the parties shall take necessary action to address the situation.

### **Notice Regarding Availability of Annual Appropriations**

Orders placed under this contract will be funded by annual appropriations. Regulations permit agencies to obligate annual appropriations for a period not exceeding twelve months, and the

City is budgeting resources for this program and intends to obligate amounts sufficient to cover projected payments over twelve-month periods coinciding with the ordering periods. Depending on the negotiated alternative selected, orders may be subject to availability of appropriations for future fiscal years. Federal law prohibits agencies from obligating the District to make payments in advance of appropriations, i.e., beyond the permitted 12-month window. Notwithstanding the City does indicate, by placement of orders under this contract, its intent to continue to lease the ordered vehicles for the length of time specified in the contract. Other than for reasons of default or convenience as authorized by applicable termination clauses, the parties acknowledge that orders will be cancelled, and obligations of the parties will cease, only in the event of non-appropriation or if the City's requirement no longer exists.

### **Invoice Instructions**

Detailed invoicing instructions will be negotiated between the City and the tentatively selected contractor. Any credits due the City shall be separately identified on the invoice and shall be applied against outstanding charges due to the Contractor.

### **SPECIAL CONTRACT REQUIREMENTS**

#### **Insurance and Liability**

- (a) The City is insured for liability coverage. The City shall be responsible for damage to:
  - (1) Leased vehicles where such damage is not beyond economical repair, but the Contractor shall be liable for the following:
    - i. normal wear and tear,
    - ii. loss or damage caused by the negligence of the Contractor, its agents, or employees, and
    - iii. damage covered by the manufacturer's warranty or damage attributable to a manufacturing defect; and
  - (2) Property of third persons, or the injury or death of third persons, where such damage results from the fault, negligence, or wrongful act or omission of the Government, its agents, or employees.
- (b) The Contractor shall provide and maintain insurance covering its liabilities in amounts of at least \$1,000,000.00 combined single limit.
- (c) The Contractor shall certify to the Purchasing & Contracting Department in writing that the required insurance has been obtained. The policies evidencing required insurance should contain an endorsement to the effect that any cancellation or any material change adversely affecting the contract is to be performed as prescribed, or until 30 days after written notice to the Purchasing & Contracting Department, whichever period is longer. The policies shall exclude any claim by the insurer for subrogation against the City by reason of any payment under the policies.

**SIGNATURE SHEET**

**City of Lake City**

**RFP-011-2010: FLEET LEASING AND MANAGEMENT PROGRAM**

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my proposal accordingly. I have submitted all documentation required.

Company Name: \_\_\_\_\_

Principal Location of the Company: \_\_\_\_\_

Authorized Principal in Charge of Project: \_\_\_\_\_

Type or print name as signed above: \_\_\_\_\_

Direct telephone: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Local Location if different from above: \_\_\_\_\_

Authorized Person in Charge of Project at this Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Type or print name as signed above: \_\_\_\_\_

Direct telephone: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**PROPOSER 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-011-2010 described as Request for Proposal Fleet Leasing and Management Program.
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 any one 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 any one 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 COMPLETED AND RETURNED WITH YOUR 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 Proposal 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:
  - 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 management of the entity, nor any affiliate of the entity have been charged with an 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 COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

**NON-COLLUSION AFFIDAVIT OF PROPOSER**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_ the proposer  
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 proposer, 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 proposer, firm, or person to fix the price or prices in the attached proposal or any other proposal, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, 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 proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public, State of Florida My Commission Expires:\_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR 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 COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

#### REFERENCES

As per the General Specifications Section, below is a list of at least 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: \_\_\_\_\_  
Length of time services provided: \_\_\_\_\_
2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Length of time services provided: \_\_\_\_\_
3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Length of time services provided: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## Fleet List

Year	Make	Model	Acquisition Date	Current Mileage		Year	Make	Model	Acquisition Date	Current Mileage
2002	Chevrolet	Tahoe	9/23/2002	84997		2001	Chevrolet	C-1500	12/29/2000	123091
1997	Ford	Crown Victoria	2/24/1997	112538		2002	Ford	F-550	5/9/2002	103405
2000	GMC	Sonoma	4/4/2000	68239		2003	Ford		2/25/2003	
1994	Pontiac	SunBird	6/3/1994			2004	Ford	F-350	7/7/2004	35224
1991	Chevrolet		2/27/1990	67960		2007	Ford	F-150	4/18/2007	15950
1982	Ford	Ranger	5/22/1992			1984	GMC		5/31/1984	15642
1995	Ford	F-150	3/7/1995	88444		1992	Ford	F-150	8/28/1992	194470
2003	Chevrolet	Silverado	3/7/2003	56303		1995	Ford	F-150	2/28/1995	
2004	Ford	F-150	12/30/2003	43441		1996	Dodge		3/6/1996	175251
2008	Ford	F-150	4/16/2008			1998	Chevrolet	C-1500	1/29/1998	144969
1985	Ford		4/3/1985	96281		1999	Dodge	Ram	1/6/1999	
1985	Ford		8/14/1985	98253		2004	Ford	F-150	1/30/2004	67633
1988	Dodge	Ram	4/18/1988	384		2004	Ford	F-150	1/30/2004	74661
1990	Ford	F-350	2/9/1990	78922		2004	Ford	F-350	3/30/2004	43225
1990	Ford	Van	8/30/1990	41751		2004	Ford	F-250	11/25/2003	38903
1991	Ford	F-800	2/14/1991	78335		2004	Ford	F-150	12/3/2003	82554
1997	Ford	L9501	12/27/1996	20981		2006	Ford	F-350	3/15/2006	27212
1997	Chevrolet		2/5/1997	149561		2007	Ford	F-150	5/17/2007	31925
1998	Chevrolet		1/19/1998	79133		2007	Ford	F-150	4/4/2007	19804
2002	Ford	F-550	3/27/2002			2008	Ford	F-150	3/6/2008	8732
2002	Ford	F-550	5/9/2002	67929		1991	Chevrolet	1500	12/11/1990	85295
2002	Chevrolet	Silverado	6/6/2002	85357		2003	Ford	Explorer	5/16/2003	18758
2004	Ford	F-150	12/30/2003	67198		1991	FORD	F-150		583
2006	Freightliner	2106	3/24/2006	2307		2002	FORD	F-150		61185
2006	Ford	F-550	5/30/2006	24209		2004	FORD	F-550		31066
1993	Ford		9/9/1993	100481		2004	FORD	F-150		95697
1995	Ford	F-350	5/25/1995	71572		1995	Ford	F-350	10/17/1995	135019
1997	Chevrolet	C1500	5/5/1997	68976		1997	Chevrolet	S-10	1/28/1997	72482
1998	Chevrolet		12/29/1997			1998	Chevrolet		1/23/1998	112814
1999	Chevrolet		1/12/1999	94208		1999	Dodge	Ram	1/6/1999	113453
1999	Ford		2/9/1999	104911		2002	Ford	F-550	5/9/2002	108644
1999	Chevrolet	Silverado	10/1/2001	109612		2002	Ford	F-550	5/9/2002	822569
2002	Ford	F-250	3/20/2002	66346		2002	Ford	F-250	4/23/2002	93927
2003	Ford	F-250	3/21/2003	50362		2003	Ford	F-150	2/25/2003	121887
2006	Ford	F-150	1/19/2006	6755		2003	Ford	F-250	3/21/2003	42579
2004	Ford		1/6/2004	48517		2003	Ford	F-750	6/4/2003	21853
2006	Ford	F-150	2/14/2006	16169		1989	Chevrolet	S-10	10/1/1991	98821
2007	International		12/21/2007			2001	Dodge	Ram	12/19/2000	63056
1995	Ford	F-150	2/28/1995	151241		1994	Ford	F-700	7/26/1994	72641
1997	Dodge	B-3500	1/31/1997	47176		1998	Chevrolet		12/18/1997	91524
2001	Chevrolet		2/7/2001	58259		2002	Ford	F-250	4/23/2002	61185

2002	Chevrolet		6/5/2002	28421		2002	Ford	F-250	4/23/2002	89243
2006	Ford		3/23/2006	47471		2008	Ford	F-550	3/27/2008	14006
1985	GMC		10/1/1995	56810		1990	Ford	F-250	1/23/1996	76301
1998	Ford	F-250	11/6/1997	64392		1987	Ford	F-350	8/26/1987	
2002	Ford	F-150	7/19/2002	40546		1990	Chevrolet		2/7/1990	37662
2003	Ford	F-150	3/11/2003	52257		1999	Ford	F-250	1/11/1999	170990
2004	Ford	F-550	4/21/2004	36785			Ford	F-150	5/17/2007	13344
1995	Ford	F-150	10/2/1995	84542		1980	Kenworth		11/19/1987	32174
	GMC	Jimmy	3/7/2000	57217		1989	Ford		2/22/1989	
2004	Ford	F-150	3/24/2004	36417		1983	Ford		9/28/1993	142468
2006	Ford	F-250	1/19/2006	17214		1995	Chevrolet	S-10	8/11/1995	18419