



CITY OF LAKE CITY

RFP 022-2013

Utilities Office Renovation

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

CITY OF LAKE CITY

RFP 022-2013

Utilities Office Renovation

Table of Contents

Section I	Request for Proposals
Section II	Instruction to Proposers
Section III	Technical Proposal Requirements
Section IV	Technical Proposal Evaluation Criteria
Section V	Proposal Documents
Attachment A	Proposed Renovation Plan
Attachment B	Existing Floor Plan
Attachment C	Proposed Plans
Attachment D	Asbestos Survey

SECTION I
Request for Proposals

Utilities Office Renovation

The City of Lake City, Florida (City) will accept sealed proposals until **11:00 A.M.**, local time, on October 15, 2013 in the Procurement Department, at City Hall, 205 N. Marion Avenue, Lake City, FL 32055. **One (1) original, three (3) copies and one (1) digital copy** of proposal should be submitted and clearly marked:

RFP-022-2013
Utilities Office Renovation

SCOPE OF WORK:

Design, permitting, interior demolition and renovation of the existing structure formerly known as the Southside Recreation Center located at 692 SW St. Margarets Road, Lake City, Florida.

Include all appurtenances necessary to provide functional additions and renovations. All construction and enhancements are to meet current Florida Building Code, City Building Code, ADA requirements and all other applicable standards and be designed with building safety and functionality in mind. Permanent and/or temporary utility relocations will be included in the scope. The contractor will secure all necessary permits; only City fees will be waived. All other permit fees to agencies outside of the City will be paid by the contractor.

Sealed Proposals must be received and date/time stamped by **11:00 A.M., local time, on October 15, 2013**. All proposals received will be opened shortly thereafter at which time only the names of the respondents will be read aloud. Any proposals received after 11:00 A.M., local time, on said date will be rejected. All proposals must be sealed and clearly marked **“RFP-022-2013 Utilities Office Renovation”** on the exterior of the package submitted. Any uncertainty regarding the time a proposal is received will be resolved in favor of the City.

There will be a **MANDATORY pre-proposal conference on Monday, September 23, 2013 at 10:00 A.M.** at City Hall, City Council Chambers, located at 205 N. Marion Avenue, Lake City, Florida. A **MANDATORY site visit will be conducted immediately thereafter**. Failure to attend the conference and site visit shall result in disqualification for non-responsiveness.

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

SECTION II
INSTRUCTIONS TO PROPOSERS

1. **GENERAL:** The following instructions are given for guiding Proposers in properly preparing their proposals.

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, Monday, October 7, 2013.

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.

2. **SCOPE OF WORK: Utilities Office Renovations:** Design, permitting, interior demolition and renovation of the existing structure formerly known as the Southside Recreation Center located at 692 SW St. Margarets Road, Lake City, Florida

All construction and enhancements are to meet the Florida Building Code, City Building Code, ADA requirements and all other applicable standards and be designed with building safety and functionality in mind. Permanent and/or temporary utility relocations will be included in the scope. The contractor will secure all necessary permits. City permit fees will be waived. All other permit fees to agencies outside of the City will be paid by the contractor.

The work to be performed will include but is not limited to the following (see Attachment A Proposed Renovation Plan):

- a. Renovate the existing structure to comply with all Federal, State, Local Codes and Ordinances.

b. Attachment B provides the existing floor plan; Attachment C provides the proposed floor plan and locker room plan. These plans are to be used as a guideline only and as such, may not be the final design as proposed by the successful Proposer.

c. All finishes will need to be approved by the Owner's Representative. The design will be reviewed by City of Lake City, appropriate departments, and all regulatory agencies before construction. The Proposer will submit as part of its proposal, a complete general description, dimensions, layout and time-line schedule for the proposed facility improvements including materials suggested. The Proposer will also submit the primary members of its design and construction team and experience, qualifications, and copies of contractors' and all sub-contractors' licenses; engineers', architects', and companies' registrations certification and licenses in Florida.

3. LOCATION OF WORK: Project is located at the former Southside Recreation Center, 692 SW. St. Margarets Road, Lake City, Florida.
4. PERSONAL INVESTIGATION: Proposers will satisfy themselves by personal investigation and by such other means as they may think necessary or desirable, as to existing, future, unforeseen, natural (weather, storm, etc.), war, government emergency, tort, riot, arson, sabotage, strike, inflation, material availability, conditions affecting the proposed work and the cost of it. No information derived from maps, drawings, soil borings, and specifications or from the City officials will relieve the contractor from any risk or from the fulfilling of all terms of the contract. The Proposer will be responsible for all weather planning, unforeseen delays, and adequate time scheduling, required in the development of the project. The Proposer will be responsible for all fees and permits required for this project.
5. INTERPRETATIONS, CLARIFICATIONS, QUESTIONS, REQUEST ADDITIONAL INFORMATION: No interpretation of the meaning of the drawings, specifications or other contract documents will be made orally to any Proposer. Prospective Proposers must request such interpretations, in writing, from the Procurement Department procurement@lcfla.com. To be considered, questions and requests shall be received by 4:00 PM on October 7, 2013.
6. PRINTED FORM OF PROPOSALS: All proposals must be made upon Proposal Documents, attached and should give the price in figures for the item satisfactorily described and the aggregate amount for the work and must be signed and acknowledged by the Proposer according to the directions in this Request for Proposal (RFP). This is beyond other required documents herein. Design documents and all other materials relating to the design portion of this proposal may be submitted in the contractor's chosen format.
7. ACCEPTANCE OR REJECTION OF PROPOSALS: The City, in its sole discretion, reserves the right to accept or reject any proposal in the best interests of the City. Proposals are subject to review and evaluation.
8. SELECTION: The City shall review the Proposals submitted by each firm and the Evaluation Committee shall establish a technical score for each firm based on the evaluation criteria listed in Section V.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more Proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide Proposers with an opportunity to answer any questions the City may have on a Proposer's submittal.

In general, the City wishes to avoid the expense to the City and to Proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no top-ranked firm(s) can be clearly identified by review of the written submittals alone, then the City may schedule the top ranked firm(s) for oral presentations/interviews.

9. TIME FOR BEGINNING AND COMPLETING THE WORK: The City anticipates starting this project immediately after award of the project. The Proposer is required to submit their anticipated schedule to complete the project. Project schedules will be included in the criteria for selection.
10. PRICE: The price is to include the furnishing of all materials, equipment, tools, utilities, acquisition of all permits, approvals, authorizations, certificates, including applicable taxes, all items or matter for which the Proposer is responsible for herein and all facilities and the performance of all labor and services, including design costs necessary or proper for the completion of the work, except as may be otherwise expressly provided in the contract documents. Partial payments may be made on a progress basis. Any payment schedule shall include a provision for retainage.
11. POSTPONEMENT OF DATE FOR SUBMITTING PROPOSALS: The City reserves the right to extend the date for the receipt of proposals and will give ample notice of any such postponement to each prospective Proposer.
12. INDEMNIFICATION: The Proposer will indemnify and save harmless the City, its officers, agents and employees, from or because of any injuries or damages received or sustained by any person or persons during or because of any operations connected with the design, planning, investigation or construction of this project; or, by or in consequence of any intentional act, negligence (excluding negligence of City), concerning the same; or by use of any improper materials, design, work, construction or by or due to any act or omission of the said Proposer or its subcontractor, agents, servants or employees. The Proposer agrees to indemnify and save harmless the City from all such claims and fees, and from any and all suits and actions of every name and description that may be brought against the City due to any claims, fees, royalties or costs for any invention or patent, and from any and all suits and actions that may be brought against the City for the infringement of any and all patents and rights claimed by any person, firm or corporation.

The indemnification provided above will obligate the Proposer to defend, at its own expense, or to provide for such defense, at the City's option, any and all claims of liability and all suits and actions of every name and description that may be brought against the City that may result from the operations and activities under this contract whether the construction operations are performed by the Proposer, contractors, subcontractors or by anyone directly or indirectly employed by any of them.

13. INSURANCE REQUIREMENTS: The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.
- 13.1 Without limiting Contractor's indemnification, it is agreed that the successful Contractor 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 Contractor'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.
- 13.1.1 Professional liability for any architect and/or engineer for one million dollars (\$1,000,000).
- 13.1.2 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.
- 13.2 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.
- 13.3 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.
- 13.4 The official title of the owner is "City of Lake City." This official title will be used in all insurance documentation.
14. 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.
15. PROPOSER'S EXPERIENCE RECORD: The City will have the right to investigate the financial condition, experience record, and equipment of each Proposer and determine to its satisfaction the competency of each to undertake the project.

16. UTILITIES: It will be the Contractor’s responsibility to preserve all existing utilities. If utility conflicts are encountered by the Contractor during construction, they will give sufficient notice to their owners so that they may make the necessary adjustments. Damage to any utilities that, in the opinion of the City is caused by carelessness by the Contractor will be repaired at the Contractor’s expense.
17. TAXES: The Contractor will pay all applicable sales, consumer use and other similar taxes required by law. The Contractor is responsible for reviewing the pertinent state statutes involving the sales tax and complying with all requirements.
18. DEFINITION: All references to Proposer will include the contractor and all references to the contractor will include Proposer.
19. PROPOSAL SUBMISSION AND OPENING: Sealed proposals will be received by the Procurement Department, City of Lake City, 205 N. Marion Avenue, Lake City, Florida until 11:00 A.M on October 15, 2013, at which time only the names of the respondents will be read aloud. One (1) original, three (3) copies, and one (1) digital copy of proposals must be presented in a sealed envelope and identified with the following information: “**Utilities Office Renovation, “RFP-022-2013,”**” dated October 15 2013. If proposals are submitted via an express package service (FEDEX, UPS, USPS, etc.) the mailer package must show the name of the proposal.
20. PRE-PROPOSAL CONFERENCE: There will be a **MANDATORY pre-proposal conference on Monday, September 16, 2013 at 10:00 A.M. at City Hall, City Council Chambers, 205 N. Marion Avenue, Lake City, Florida. A MANDATORY site visit will be conducted immediately thereafter.** Failure to attend the conference and site visit shall result in disqualification for non-responsiveness.
21. SCHEDULE OF RFP EVENTS
- | | |
|---|-------------------------------|
| a. Request for Proposal Advertised | September 1, 2013 |
| b. Pre-Proposal Conference | September 23, 2013 (10:00 AM) |
| c. Last date for submission of questions or requests for additional information | October 7, 2013 (4:00 PM) |
| d. Final addendum issued (if necessary) | October 10, 2013 |
| e. Proposal Due Date | October 15, 2013 (11:00 AM) |
| f. Evaluation of Proposals | October 21-25, 2013 |
| g. Recommendation to City Council | TBD |

All dates are tentative and subject to change.

SECTION III
Technical Proposal Requirements

1. PURPOSE; This section sets forth the information which the Proposer must include in their Technical Proposal for the Utilities Office Renovation.
2. GENERAL; Each firm being considered for this project is required to submit a Technical Proposal. The proposal shall include sufficient information to enable the City to evaluate the capability of the Firm to provide the desired services. The data shall be significant to the project and shall be innovative, when appropriate, and practical. Discussions of past performances on other projects shall be minimized except as they relate to the proposed work.

Information to be provided in the Technical Proposal is listed in Items 3 through 10.

3. APPROACH AND UNDERSTANDING OF THE PROJECT: The Proposer shall present a plan for completing the specified work. The efficient use of manpower and materials shall be considered. Innovative approaches for providing the services may be discussed in the Technical Proposal.
4. SCHEDULE OF EVENTS: A schedule of anticipated major milestones and their associated phasing with other activities shall be provided in the Technical Proposal.

At a minimum, this schedule must address the following items:

- Design Schedule
 - Design Reviews by the City
 - Permitting (By each permit and its anticipated acquisition time frame)
 - Design Review/Approval Milestones
 - Start of Construction
 - Demolition Schedule (For the removal of certain interior walls, wall and floor tile and any other facilities to be removed per Proposer's design)
 - Substantial Completion Date
 - Final Completion
5. STAFFING PLAN: The Proposer shall submit a staffing plan which clearly illustrates the key elements of the organizational structure proposed to accomplish the management, technical, construction and administrative services required. Project management and key personnel within each area of required services shall be identified and past experience of each, as it relates to this project, shall be discussed.
 6. RESPONSIBLE OFFICE: Firms being considered for this project may have more than one office location. The office assigned responsibility for the work shall be identified in the Technical Proposal. If different elements of the work will be done at different locations, those locations shall be listed.

7. OTHER APPROPRIATE DATA: Other data demonstrating the ability of the Proposer to provide the desired services may be included in the Technical Proposal.
8. COORDINATION: During the performance of the services, coordination must be maintained with the City and/or other regulatory agencies. A suggested method for assuring proper coordination shall be addressed in the Technical Proposal.
9. SUBMITTAL REQUIREMENTS: The Technical Proposal shall be submitted in a bound volume on standard 8½" x 11" paper. Charts and exhibits may be of larger size but must be folded to the standard size. Preliminary plans shall be reduced to 11" x 17" folded and bound with the Technical Proposal (or bound in a separate volume depending on quantity).

Preliminary design plans included with the Technical Proposal shall include the following minimum information:

- a. General plan and elevation showing the following:
 - Demolition Plan
 - Floor Plan
 - Miscellaneous Details
 - Finish Materials: Wall, Floor, Plumbing Fixtures, Washroom Accessories, etc.
 - b. Preliminary specifications
 - c. Technical reports
10. PROPOSAL DOCUMENTS: Included in Section IV are Proposal Documents which must be completed by the Proposer. The following must be completed and submitted in order for the proposal to be considered:
 - Proposal
 - Proposal Form
 - References
 - Public Entity Crime Statement
 - Conflict of Interest
 - Disputes Disclosure
 - Drug Free Work Place
 - Non-Collusion Affidavit
 - E-verify Affirmation Statement

SECTION IV
Proposal Evaluation Criteria

The Evaluation Committee shall review the Technical Proposal submitted by each firm and shall establish a technical score for each firm based on the following criteria:

Project Cost: (50 points)

- a. Project costs will be significant factors in evaluating the proposals submitted.

Project Schedule (Realism of schedule and time to complete): (20 points)

- a. Project schedule shall include start and finish dates for Design, Permitting, and Construction tasks.

Technical Criteria: (15 points)

- a. Quality of Project Components Selected
- b. Aesthetics
- c. Maintainability
- d. Understanding of Scope of Work and Services

Management Criteria: (15 points)

- a. Qualifications
- b. Experience
- c. Location
- d. Staffing

SECTION V Proposal Documents

PROPOSAL FORM

PROPOSER will complete the Work in accordance with the PROPOSAL Documents for the following price(s):

STIPULATED-SUM PROPOSAL PRICE: \$ _____ dollars

(Signature) _____

(Print or Type Name)

(Email Address)

(Company Name)

(Company Address)

(City, State, Zip Code)

(Company Phone)

(Company Fax)

(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 RFP 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:

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: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL