

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**New Escambia County Corrections Facilities - Threshold Inspections
Solicitation Identification Number PD 17-18.018**

**Letters of Interest Will Be Received Until:
11:59 p.m. CST, January 4, 2018**

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591

Board of County Commissioners

Jeff Bergosh, Chairman
Lumon J. May, Vice Chairman
Steven Barry
Grover C. Robinson IV
Douglas B. Underhill

**From:
Paul R. Nobles
Purchasing Manager**

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:

Paul R. Nobles, CPPO, CPPB, FCN, FCCM
Purchasing Manager
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
e-mail: prnobles@myescambia.com

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.

Escambia County Florida
Request for Letters of Interest
Proposer's Checklist
New Escambia County Corrections Facilities - Threshold Inspections
Solicitation Identification Number PD 17-18.018

How to Submit Your Proposal

Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

The County has implemented a new Electronic Submittal Process, which requires the use of GovernmentForms.software®. This software, which generates and posts a customized version the Standard Form (SF) 330 along with the capability to upload other required items, can be downloaded at the following address: <http://submittals.myescambia.com/>

- GSA Standard Form 330 (the following forms must be submitted in the order listed below)
 - Part II (update if already submitted)
 - Part I

The remaining forms are PDF's to be uploaded

- Letter Of Interest
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)

Note: While the following forms are attached to this solicitation. They are provided as an example only. Use the forms listed on <http://submittals.myescambia.com/>, **General Information/Sample Forms/Required Items**, they are PDF Forms.

- Certification Regarding E-Verify System
- Truth in Negotiation Certification
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet For Transactions and Conveyances Corporate Identification

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance

How to Submit a No Proposal

- If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

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I. INFORMATION PACKAGE

New Escambia County Corrections Facilities - Threshold Inspections Solicitation Identification Number PD 17-18.018

Scope of Services

Escambia County is seeking an engineering firm to provide threshold inspections as detailed in the Special Inspection Plan below for the construction of the New Escambia County Corrections Facility.

Firm(s) shall be properly licensed to practice in the State of Florida. The firm(s) shall have County-required insurance.

SPECIAL INSPECTION PLAN

A. DESCRIPTION OF THE WORK

1. The Threshold Inspector shall furnish all special inspection services for the above referenced Threshold Building including personnel, labor, materials, equipment and tools necessary for the implementation of the services to assure and verify compliance with requirements specified or indicated herein.
2. All special inspection services shall conform in all respects to the requirements of the Contract Documents including all approved amendments and addenda, and the State of Florida Threshold Law - Chapter 553 of the Florida Statutes.
3. The special inspection services shall consist primarily of observation and inspection of all structural members, frames, systems, and other building components that are required to resist and transmit vertical and lateral loads from the superstructure to the ground while maintaining structural integrity and life safety of the entire structure in parts and as a whole.

B. QUALIFICATIONS OF THE THRESHOLD INSPECTOR

1. The Threshold Inspector shall be certified as required by current State of Florida legislation. The Threshold Inspector and its authorized representative shall be experienced and knowledgeable in the structural system involved.
 - a. The Threshold Inspector shall have a minimum of seven (7) years of experience in special inspection and design of similar structures.
 - b. The Threshold Inspector authorized representative shall have a minimum of five (5) years of experience in inspection of similar structures.

- c. Resumes for both the Threshold Inspector and its authorized representative shall be submitted to the Owner, the Enforcing Agency having jurisdiction, and the Design Professional for review and approval.
 - d. Must be licensed, or registered in accordance with Chapter 471 or Chapter 481 of Florida Statutes or qualified as a building inspector under Chapter 468.
2. The Threshold Inspector shall provide insurance certificates to the Owner for all applicable coverage, i.e., professional liability specifically covering special inspection assignments, general liability, automobile coverage, workmen's compensation, and any other appropriate coverage.

C. THRESHOLD INSPECTOR RESPONSIBILITIES AND LIMITATIONS

1. General: The qualified Threshold Inspector to be retained by the Owner shall conduct special inspection services as required by the Enforcing Agency having jurisdiction. However, the presence of the Threshold Inspector does not relieve the Owner, the Enforcing Agency, the Design Professional, and the Contractor of their individual responsibilities.
2. The Threshold Inspector responsibilities shall include, but not limited to the following:
- a. Complete review and full understanding of the contract documents and its contents and design concepts in relation to the context of the special inspection services involved.
 - b. Submission of a certified affidavit attesting to a full understanding of the intent of the special inspection plan and strict compliance with all its requirements.
 - c. Attendance to a pre-inspection meeting with the Owner, the Design Professional, and the Contractor at a predetermined location and time to coordinate specific structural components and systems of the threshold building that would require special inspection.
 - d. Procurement of all approved shop drawings, and other pertinent documents from the Owner related to the special inspection services involved.
 - e. Coordination of the special inspection work and cooperation with the Contractor while refraining from dictating and running the job for the Contractor.

f. Verification that the Contractor and its subcontractors involved in providing structural work that requires special inspection, maintain appropriate methods and quality-control procedures, and review the completeness and adequacy of those procedures to perform their specific Work.

g. Interpretation of inspection results and stating in each report whether inspected work complies with or deviates from the Contract Documents.

h. Prompt notification of the Design Professional and the Contractor of any irregularities, deficiencies, and nonconformance observed in the work during a particular observation. Include portion of construction performed without inspection and/or not capable of being inspected in place.

i. Re-inspection and recertification to correct work as required.

j. Submission of a certified written report of each inspection to the Design Professional with copy to the Contractor and to the Enforcing Agency having jurisdiction.

k. Submission of a final report of special inspections at Substantial Completion, which includes a list of unresolved deficiencies.

3. The Threshold Inspector shall not be responsible for the following:

a. Make any design decisions and interpretations of the contract documents.

b. Acceptance or denial of proposed alternates by the Contractor.

c. Direct the Contractor's work.

d. Construction means and methods.

e. Inspection of building components not related to the structural integrity and durability of the structure.

f. Inspection of safety provisions related to OSHA requirements or other safety standards.

4. It is not the intent of this special inspection plan for the Threshold Inspector to be present in the site at "all times". However, the intent is to be present for "appropriate length of time" necessary to ascertain that proper procedures and practices are observed to assure that work is being done in conformance with the design intent of the contract documents.

5. Upon completion of the special inspection services and prior to issuance of the Certificate of Occupancy, the Threshold Inspector shall submit a signed and sealed statement to the Enforcing Agency, the Owner, and the Design Professional, stating that the part of the project under such inspection responsibilities has been constructed in accordance with the official contract documents per Section 553.79(7)a of the Florida Statutes.

D. SPECIAL INSPECTION REPORT REQUIREMENTS

1. Submit a structural inspection plan to the Building Inspections Department prior to building permits being issued.
2. Prepare a daily detailed written record of inspections. Such report shall include the following:
 - a. Date inspection was conducted.
 - b. Description of the work inspected including the presence and activities of the Testing Agency as applicable.
 - c. Any changes in work sequence or materials and unusual circumstances affecting performance of work.
 - d. Documentation of changes made in the field and any new or recurring deficiencies.
 - e. Identification of Threshold Inspector conducting the inspection and the Testing Agency conducting the testing as applicable.
 - f. Date inspection results were transmitted to the Design Professional.
3. Keep a copy of the daily log at the project site that summarizes all inspections made.
4. Submit inspection reports on a weekly basis under a cover letter signed and sealed by the Threshold Inspector.
5. Submit inspection reports to the County Building Inspections Department on a monthly basis.
6. Comply with the Escambia County Inspections Department Guidelines for Threshold Buildings.

E. SPECIAL INSPECTION SERVICES

1. General: The special inspection services listed herein are outlined as the minimum required and shall not be limited to such. Furthermore, it shall be

supplemented by any special requirements as that may be deemed necessary during the course of the work. The Contractor (and its subcontractors) performance and capability can affect the extent and duration of the special inspection involvement in the project.

2. Site Construction:

- a. Field observations associated with the foundation system installation.
- b. Backfill and compaction operations.
- c. Slab-on-grade installation.
- d. Consultation on on-site problems encountered related to earthwork, foundation and site concreting.

3. Cast-in-Place Concrete:

- a. Mild Steel reinforcement placement including size, quantity, spacing, bar supports and chairs, clearances, splices, and any special coating requirements.
- b. Post-tensioning steel placement including general layout of tendons, spacing, size, profiles, sheathing, grease caps, stressing, anchorages, support bar layout, observe elongation logs, submission of PT elongations for approval of PT engineer, observe cutting of PT tails after PT engineer approvals of such.
- c. Shoring and reshoring installation.
- d. Proper location of control and construction joints, pour strips, embedded items, anchors, openings, etc.
- e. Concrete placement procedures in accordance with generally acceptable standards and practices.
- f. Observation of concrete testing and curing procedures.

4. Precast Concrete:

- a. Plant visit to observe fabrication including quality control and testing procedures.
- b. Observation of precast erection at site including inspection of precast pieces for any potential structural damage prior to erection.

- c. Field-assembled connections including bearing pad setting, bolt and embed plate installation, welding, and required testing of precast connections.
- d. Precast penetrations and fenestrations in accordance with documents.
- e. Fabrication and erection tolerances.
- f. Serviceability requirements including camber, bowing, deflection and headroom clearance limits.
- g. Acceptability of completed precast connections.

5. Masonry:

- a. Masonry installation including techniques and workmanship
- b. Mortar bedding, grouting, and cleanout areas.
- c. Joint reinforcement, embedded inserts, and anchors.
- d. Special inspections required per code and/or specifications

6. Structural Steel:

- a. Structural steel grade, size, straightness and required finish.
- b. Bolted and welded connection including setting per shop drawings and special inspections that are required per specifications.

7. Retaining Walls:

- a. Installation including techniques and workmanship.

F. RELATED RESPONSIBILITIES BY OTHERS

1. Owner

- a. Arrange for all necessary contact documents including geotechnical report, material test reports, and approved shop drawings to be furnished to the Threshold Inspector in a timely manner during the progress of the work.
- b. Ensure that the Contractor provides the Threshold Inspector signed and sealed documents of all work under the Contractor's responsibility but not

limited to the shoring and reshoring plans and the precast erection sequencing and procedures.

2. Contractor

- a. Cooperate, assist, and provide free access to the Threshold Inspector at all times in performing the special inspection services as specified herein.
- b. Advise the Threshold Inspector in a timely fashion of construction schedules and planned operations to assure proper and timely observation and inspection of items specified herein.
- c. Submit a request to and obtain formal approval from the Design Professional for any deviations to the contract documents prior to commencing such work. The Contractor shall be solely responsible for correcting any installed unauthorized deviations.
- d. Provide the Threshold Inspector with appropriate office facilities at the construction site including the following minimum items: desk, chair, desk lamp, plan table, plan rack, filing cabinet, telephone, utilities, air conditioning, and janitorial services.
- e. Provide signed and sealed drawings for documents under the Contractor’s responsibility but not limited to the shoring and re-shoring plans and the precast erection sequencing and procedures.

Minimum Qualifications

Personnel must have successful experience in the design and construction administration of community centers or similar facilities as demonstrated in their RLI submittal. Refer to the selection criteria.

Firm(s) shall be properly licensed to practice in the State of Florida. The firm(s) shall have County-required insurance.

Initial Conceptual Estimates

Engineering Services Fee-\$150,000
Construction Cost - \$130,000,000

GSA Codes:

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
57	Structural Engineer

Anticipated Experience Categories (Profile Codes SF 330) for this project

Code	Description
B01	Barracks; Dormitories
C08	Codes; Standards; Ordinances
O01	Office Buildings
P08	Prisons and Correctional Facilities
S09	Structural Design; Special Structures

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firm's Letter of Interest containing all of the requested information no later than the date and time listed on the cover sheet. Submittals delivered late shall not be accepted or considered. No exceptions will be made.

A. Government Forms Software: <http://submittals.myescambia.com/>

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters, which are substantially incomplete or lack key information, may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with one additional section as described below (include in Letter of Interest). No other format will be acceptable.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short-list the firms. On-site presentations, interviews, and or discussions will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

The following policy will apply to all methods of source selection:

B. CONDUCT OF PARTICIPANTS

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

C. IDENTIFICATION OF SUBCONSULTANTS/CHANGES AFTER THE FACT

After delivering an initial proposal in response to this solicitation, all submitters are prohibited from substituting, modifying, or amending those sub-consultants identified in the initial written submittal at any time during the course of the solicitation process up to the final award of contract and including question and answer sessions, presentations or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of sub-consultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

D. FLORIDA EXECUTIVE ORDER 11-116 COMPLIANCE

III. FIRMS' EVALUATIONS AND SELECTION

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

	Points Available
Relevant experience of the Engineering Firm for the last seven years regarding jail construction or similar projects	55
Relevant experience of the firms Engineer, performing the inspections, for the last five years	45
Available to respond within short time frames	5

TOTAL: 100 points

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

IV. SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

Mailing date of proposals	December 18, 2017
Letters of Interest due date	11:59 p.m. CST, January 4, 2018
Short-Listing Meeting	3:30 p.m., CST, January 11, 2018
Discussions, Ranking Meeting	1:30 p.m., CST, January 19, 2018
Written Scope due to Committee for Review	January 25, 2018
Fee Proposal due to Committee for Review	January 30, 2018
1 st Negotiations with First Ranked Firm	9:00 a.m., CST, February 2, 2018
2 nd Negotiations with First Ranked Firm	If Required, 2:00 p.m., CST, February 5, 2018
Board of County Commissioners approval	March 1, 2018

Note: Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records of this solicitation will not be available until **February 5, 2018**.

V. SUBMITTAL REQUIREMENTS

The County has implemented an Electronic Submittal Process that utilizes GovernmentForms.software® (GFS) to generate a customized version of the Standard Form (SF) 330 in a specific format. Other items shall be in PDF format and must be submitted by electronic upload via GFS or manually via the County's web site at <http://submittals.myescambia.com/>

Required items are described below (**The following forms must be submitted electronically in the order listed below**):

1. Update Standard Form (SF) 330 – Part II (GFS format)

For those firms that have already provided an SF 330 Part II update as required

Note: The wording on the form can't be changed, but include information as though the listing reads as follows:

11. ~~ANNUAL AVERAGE~~ ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES INVOICED AND PAID BY OF FIRM FOR LAST 3 YEARS

11. a. ~~Federal~~ Escambia County Florida Board of County Commissioners

11. b. ~~Non-Federal~~ Non-Escambia County Florida Board of County Commissioners Work

2. Standard Form (SF) 330 – Part I (GFS format)

Generated by GovernmentForms.software®, includes:

- Standard Form (SF) 330 - Part I, Section A-C
- Standard Form (SF) 330 - Part I, Section D
 - For each individual shown on the organizational chart list the following:
 - Name
 - Position relative to the project
 - Firm
 - Position in the firm
- Standard Form (SF) 330 - Part I, Section E
Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F
Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G
Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H
 - The firm should provide three (3) examples of projects for government entities/municipalities indicating experience in the following:
 - Past Performance:
 - Provide at least three (3) samples showing performance records for the past five (5) years. Records should indicate:
 - Performance record
 - Background Experience
 - Technical Expertise
 - Current Work
 - Proposers shall list all currently active contracts or task orders with the following:
 - Escambia County, Florida,
 - Other Government Entities,
 - Private, and provide the following relative information
 - Contract or Task Order name
 - Current status
 - Costs
 - Original cost, to include any change orders
 - Remaining balance
 - Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
 - Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
 - Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years

Proposers shall include any additional information to represent your firm for consideration

3. Letter of Interest (PDF format)

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually (Page Limit: Total Letter of Interest length shall not exceed 20 pages).

Documents

The following forms are PDF's to be uploaded

- Letter Of Interest
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)

Note: While the following forms are attached to this solicitation. They are provided as an example only. Use the forms listed on <http://submittals.myescambia.com/>, **General Information/Sample Forms/Required Items**, they are PDF Forms.

- Certification Regarding E-Verify System
- Truth in Negotiation Certification
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances Corporate Identification

No additional information is to be included in the Letter of Interest.

Note: Failure to provide the information listed above could be reason for deeming a firm non-responsive.

Certification Regarding E-Verify System

Contractor hereby certifies compliance with the following:
Pursuant to State of Florida Executive Order No.: 11-116, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor while performing work or providing services for Escambia County. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for Escambia County on its behalf utilize the E-Verify system to verify employment of all new employees hired by subcontractor.

CONTRACTOR:

Business Name

By: _____
Signature

Name: _____
Printed

Title: _____
Printed

Date: _____

TRUTH IN NEGOTIATION CERTIFICATION

For any lump-sum or cost-plus-a-fixed-fee professional service agreement over \$60,000 the Agency requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal.

The Consultant hereby certifies, covenants and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Agency determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For purpose of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Agency, whichever is later.

Name of Consultant

By: _____
Authorized Signature

Date

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

1. This sworn statement is submitted to _____
(print name of the public entity)
- by _____
(print individual's name and title)
- for _____
(print name of entity submitting sworn statement)
- whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. 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 of 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 or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. 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 jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. 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 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.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state

or of the United States with the legal power to enter into 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.

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

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

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order).**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20_____

Personally known _____
OR produced identification _____

Notary Public - State of _____

(Type of identification)

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

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

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

**Information Sheet
for Transactions and Conveyances
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

(Please Circle One)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created: _____

Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

**Authorized to transact business
in Florida:**

Yes or No

State of Florida Department of State Certificate of Authority Document
No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Director: _____ Director: _____

Other: _____ Other: _____

Name of Corporation (As used in Florida):

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____

City, State Zip: _____

Street Address: _____

City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Federal Identification Number: _____
(For all instruments to be recorded, taxpayer's identification is needed)

Contact person for Company: _____ **E-mail:** _____

Telephone Number: _____ **Facsimile Number:** _____

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

END

(850) 488-9000 Verified by: _____ Date: _____