



Board of County Commissioners Escambia County, Florida

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Vice-Chair

Lumon J. May
District Three

Robert D. Bender
District Four

Steven Barry
District Five

REQUEST FOR LETTERS OF INTEREST

Design Services Chandler Street Drainage Project ENG 551 Solicitation Identification Number PD 21-22.101

**Letters of Interest Will Be Received Until:
4:00 p.m. CT, 8/09/2022**

Escambia County Office of Purchasing
213 Palafox Place, Second Floor
Pensacola, FL 32502

Board of County Commissioners
Jeff Bergosh, Chairman
Douglas B. Underhill, Vice Chairman
Steven Barry
Lumon J. May
Robert Bender

From:

Jeffrey Lovingood
Deputy 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:

Buzz Roggenbuck
Sr. Purchasing Coordinator
Tel: 850-595-4878
Email: abroggenbuck@myescambia.com

Office of Purchasing
2nd Floor, Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502

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
Chandler Drainage Project ENG 551**

Solicitation Identification Number PD 21-22.101

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.

Chandler Drainage Project ENG 551
Solicitation Identification Number PD 21-22.101

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INFORMATION PACKAGE

Chandler Drainage Project ENG 551

Solicitation Identification Number PD 21-22.101

I. SCOPE OF WORK

The Construction Management Division of the Escambia County Engineering Department requests the existing 90% construction plans for The Chandler Street Drainage Improvements to be updated to current design standards, incorporate the infrastructure improvements recently completed by the FDOT Contract T3359/FM 218603-1-52-SR 95 (US 29) from SR 8 (I-10) to N. of Nine Mile Rd (Holsberry retention pond) project that are within the scope of this project, and be developed to 100% construction plans. This project improvement area shall be bound by Nine and A Half Mile Road on the north, the north boundary of Parcel 3405-1-1 on the south, Old Palafox Highway on the west, and the Burlington Northern Railroad on the east. The drainage improvements will be designed for placement within the right-of-way of Chandler Street and Chauncey Street with some improvements across private property east of Chandler Street and across the Burlington Northern Railroad Track for connection to the Holsberry regional retention pond. This project shall improve drainage conditions with the evaluation area. A&E services shall provide Final construction plans (including alignment, pond siting, roadway cross-section, etc), Wetland permitting, public involvement, Property acquisition assistance, Geotech, and survey. The A/E will be responsible for acquiring the certified Boundary and Topographic Survey that meets the current Florida Minimum Technical Standards as set forth by the Board of Professional Surveyors and Mappers.

Description of Work Activities

The consultants and/or its sub-consultants will perform the following activities in completing the construction plans:

Task 1 - Data Collection & Review:

1.1 Surveying services necessary for the design of the project shall be created based upon, but not limited to, the following:

- Five certified copies of a Topographical Survey that meets the current Florida Minimum Technical Standards as set forth by the Board of Professional Surveyors and Mappers.
- Minimum of two Benchmarks referenced to NAVD 1988 Datum. Maximum distance between Benchmarks shall not to exceed 1000 feet.
- Cross-section data intervals shall not exceed 100 feet. Where possible, topographical data shall exceed the right-of-way width by a minimum of 15 feet to ensure complete DTM coverage of right-of-way.

- Road rights-of-way and parcel lines depicted on topographical survey shall be based on field located property corners, where such corners exist. If property line data is acquired from the Escambia County Property Appraiser, a note shall be placed on the survey that these lines are approximate.
- Electronic files submitted shall be based on State Plane Coordinates, NAD 83/90, and North Florida Zone.
- Prepare R/W acquisition map, legal and sketches of acquisitions and any easements that are needed stake R/W and Easements that are being acquired.
- Coordinate with County Surveyor and staff for the collection of surveying data for project.

1.2 Additional data collection

- Meet with Engineering and Public Works staff for input or maintenance and historical complaints.
- Provide Geotechnical Reports on Soil Data
- Attend public meetings with residents to receive input from the residents regarding drainage and paving issues.

Task 2 - Plan Preparation, and Permitting:

- Attend public meetings with residents to receive input from the residents regarding drainage and paving issues.
- Meet with Public Works and Engineering staff for input or maintenance and historical complaints.
- Provide Geotechnical Reports on Soil Data
- Coordinate with County Surveyor and staff for the collection of surveying data for project.
- Provide 90% plans update, and final plans for each project phase for review by County, and FDOT when applicable.
- Provide for all required regulatory permitting, including permit fee allowances.
- Plans should be reproducible to 40 scale on 11"x17" and 20 scale on 24" X 36" sheets size plans.
- Utility Coordination and Plans-in-hand walk through with Utility companies at all phase submittals.
- Submit cost estimates 90% Plans Update, Final Pricing Agreement or Bid Tab Sheet at 100%).

Task 3 - Bidding Estimates:

- Prepare all bid documents through bidding process.
- Attend pre-bid meeting with Engineering and Purchasing Departments.
- Respond to all Request for Information and issue any necessary addendums.
- Tabulate bids or pricing agreement totals.

Task 4 - Post Design Services (Limited Allowance Based upon actual time):

- Verify all control points utilized for survey are still in place. If they have been disturbed, replace as appropriate.

- Consultant will attend a Preconstruction Conference.
- Provide geotechnical support as needed for situations that arise during construction.
- Consultant will prepare as-built certification based upon contractor mark-ups & post construction meetings and inspections.
- Consultant will be available on an as-needed basis during construction to address issues with design or any unforeseen construction issues. and as needed to monitor construction and prepare as-built drawings. The County, or CEI, will inspect all construction improvements. All post services provided by the consultant shall be established as an allowance.

Anticipated Disciplines (Function Codes SF 330) for this project

	Code	Description
<u>Primary</u>	12	Civil Engineer
	60	Transportation Engineer
<u>Secondary</u>	02	Administrative
	08	CADD Technician
	15	Construction Inspector
	16	Construction Manager
	18	Cost Engineer/Estimator
	24	Environmental Scientist
	27	Foundation/Geotechnical Engineer
	29	Geographic Information System Specialist
	38	Land Surveyor
	48	Project Manager
55	Soils Engineer	

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

	Code	Description
<u>Primary</u>	T03	Traffic and Transportation Engineering
	S13	Stormwater Handling and Facilities
<u>Secondary</u>	C14	Conservation and Resource Management
	C15	Construction Management
	C16	Construction Surveying
	C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
	E09	Environmental Impact Studies, Assessments or Statements
	E11	Environmental Planning
	G04	Geographic Information System Services: Development, Analysis, and Data Collection
	H07	Highways; Streets; Airfield Paving; Parking Lots
	L02	Land Surveying
	P06	Planning (<i>Site, Installation and Project</i>)
	R11	Rivers; Canals; Waterways; Flood Control
	S05	Soils and Geologic Studies; Foundations
	S10	Surveying; Platting; Mapping; Flood Plain Studies
	T04	Topographic Surveying and Mapping
	W02	Water Resources; Hydrology; Ground Water

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:

1. Rejection/disqualification of submittal
2. Termination of contracts; or
3. 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:

Selection Criteria	Points
1. Experience with design of Highways or Roads and associated infrastructure. The firm's experience preparing roadway design and plans for Escambia County is a consideration. The firm should be familiar with the Florida Green Book, Escambia County Technical Specifications, FDOT Design Standards, FDOT Standard Specifications for Road and Bridge Construction, Federal Highway Administration, AASHTO, and MUTCD requirements	25
2. Experience with drainage design and basin studies. The firm's experience preparing drainage designs &	20

<p>plans for Escambia County is a consideration. The firm should be familiar with drainage basin studies and how such basin studies are performed. Does the firm have experience preparing drainage basin studies or drainage designs for Escambia County or other municipalities? Does the firm have experience modeling stormwater designs?</p>	
<p>3. Ability to handle environmental permitting and utility coordination. The firm shall be familiar with Environmental Resource Permitting requirements of the Northwest Florida Water Management District, as well as the requirements of Florida Department of Environmental Protection, and the Army Corps of Engineers. The firm's response should demonstrate such experience in their response. The firm should also be familiar with and have an understanding of the utility companies that may be impacted during the design and construction of the project.</p>	<p>20</p>
<p>4. Recent and current workloads. The firm's recent and current workload should be considered in the selection criteria, such as how many projects and how much the firm is currently under contract with Escambia County. How many projects are listed in the firm's response? How many projects are active? The intent of this selection criterion is to provide a fair distribution of projects without loading any one firm up with a majority of the projects.</p>	<p>15</p>
<p>5. Past record and performance, background experience & technical expertise of firm & individual team members. Past records of performance shall be considered in the selection criteria. Consultant evaluation records should be of a positive nature. Any negative consultant evaluations reflecting poor performance should be strongly considered with a low ranking. The firms should also be ranked based upon the record of performance reflected in their response. A firm without any past Escambia County evaluation records should not reflect a poor score. Record of performance should be clearly documented in their response. The qualifications of the firm and individuals within the firm shall be considered with respect to the GSA Codes identified above for this project. The primary Civil Engineering discipline (function code 12), CADD Technician discipline (function code 08), and experience category for designing Stormwater Handling and Facilities (profile code S13) are a</p>	<p>15</p>

<p>requirement of the firm. Firm needs to also have the capability to work with survey data provided by the County's Surveying Division having staff knowledgeable in surveying and CADD. Secondary GSA codes listed above should improve the firms ranking scores, but not all of the secondary codes are necessarily a requirement of the firm.</p>	
<p>6. Ability to communicate effectively with County Staff, Contractors, or Residents, when required. The firm should have the ability to effectively communicate with County Staff concerning any issues that may arise during design or in the construction phase. The firm should have an understanding of general practices of construction to be able to communicate with the contractor in the event changes to the plans need to be made during the construction phase. The firm should have the ability to effectively communicate with the general public throughout all phases of the project when they express their concerns of the project. This communication also extends to those firms with local and in-house disciplines should receive a higher ranking, than those utilizing a team due to the accessibility.</p>	<p>5</p>

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 request for Letter of Interest	7/19/2022
Letters of Interest due date	4:00 pm CT, 8/09/2022
Short-Listing Meeting (Tentative)	1:00 pm CT, 8/17/2022
Discussions, Ranking Meeting (Tentative)	8:00 am CT, 8/23/2022
Board of County Commissioners approval	10/06/2022

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 **9/08/2022**.

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**):

A. 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 cannot be changed, but include information as though the listing reads as follows:

11. ~~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

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

Generated by GovernmentForms.software@, includes:

1. Standard Form (SF) 330 - Part I, Section A-C
2. Standard Form (SF) 330 - Part I, Section D

For each individual shown on the organizational chart list the following:

- a) Name
 - b) Position relative to the project
 - c) Firm
 - d) Position in the firm
3. Standard Form (SF) 330 - Part I, Section E

Page Limit: 20 pages/resumes

4. Standard Form (SF) 330 - Part I, Section F

Page Limit: 10 pages/projects

5. Standard Form (SF) 330 - Part I, Section G

Page Limit: 1 page

6. Standard Form (SF) 330 - Part I, Section H

The firm should provide three (3) examples of past performance on projects for government entities/municipalities indicating experience in the following:

- a) Performance record
- b) Background Experience
- c) Technical Expertise

Current Work: Proposers shall list all currently active contracts or task orders with the following:

- a) Escambia County, Florida,
- b) Other Government Entities,
- c) Private, and provide the following relative information
 - 1) Contract or Task Order name
 - 2) Current status
 - 3) Costs
 - i. Original cost, to include any change orders
 - ii. 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

C. 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

1. Letter of Interest
2. Letter from Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
3. 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.

4. Certification Regarding E-Verify System
5. Truth in Negotiation Certification
6. Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
7. Drug-Free Workplace Form
8. 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

Signature

Printed Name

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

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 _____

_____ My commission expires _____

(Type of identification)

(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

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)

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

(Spelled exactly as it would appear on the instrument)

END

Verified by: _____ Date: _____