



# Jackson County Board of County Commissioners

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GRANT WRITING AND ADMINISTRATIVE SERVICES**

**RFP-1718-22**

JACKSON COUNTY BOARD OF COUNTY  
PROCUREMENT DEPARTMENT  
2864 Madison Street  
MARIANNA, FL 32448  
PHONE: 850-482-9633  
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**REQUEST FOR PROPOSAL**  
**RFP-1718-22**  
**CDBG GRANT WRITING and**  
**ADMINISTRATIVE SERVICES**

The Jackson County Board of County Commissioners will receive sealed proposals until **2:00 PM, CST.,** on **Friday, June 8<sup>th</sup>, 2018** in the Purchasing Department, located in the County Administration Building at 2864 Madison Street, Marianna, FL 32448. Proposals delivered to any other location will not be considered received by the Purchasing Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer. Proposals will not be accepted via fax.

At 2:00 pm, CST or shortly thereafter, only the names of the respondents will be read aloud.

A clearly marked original, five (5) copies and one (1) digital copy must be sealed and clearly marked **“RFP-1718-22 - Grant Writing and Administrative Services”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Purchasing 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, June 1, 2018.**

Jackson County Board of County Commissioners  
Purchasing Department  
2864 Madison Street  
Marianna, FL 32448  
[jaustin@jacksoncountyfl.com](mailto:jaustin@jacksoncountyfl.com)  
(850) 482-9633

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

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 Purchasing Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The Jackson County Board of County Commissioners reserves the right 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 County.

Clayton O. Rooks, III  
CLERK OF CIRCUIT COURT

Board of County Commissioners  
By: Eric Hill  
BOARD CHAIRMAN

**Request for Proposals  
Grant Writing and Administrative Services Related to a  
FFY2017 Community Development Block Grant (CDBG)**

**1) Introduction/Overview**

The Jackson County Board of County Commissioners (herein after, "County") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide grant writing and administrative services related to grant and/or loan funded projects during the FFY 2017 Fiscal Year. A FFY 2017 Florida Small Cities Community Development Block Grant Application for up to \$750,000 is anticipated in one or more of the following categories: Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and/or Economic Development. Additional services may be requested of the consultant on an ongoing basis to research funding opportunities, make application for funding and manage projects from other public grant or loan sources at the discretion of the Board of Commissioners

The types of improvements the CDBG and/or other public funding sources may be utilized for include, but may not be limited to, potable water system improvements, sanitary sewer system improvements, storm water improvements, street paving improvements, street resurfacing improvements, streetscape and crosswalk improvements, the development of public off street parking, and other public improvements as may be decided upon.

Grant Writing and Administration Services shall include, but not be limited to: identifying project/program needs, formulating appropriate grant solutions, developing leveraging strategies, reviewing existing policies to insure grant compliance, developing new policies that are required as part of the grant submission process, grant writing and application development, preparing environmental review(s), coordination with all funding agencies, coordination with all agency contract(s), coordinating the drawdown of program funds, tracking and managing program funds in compliance with program guidelines and acceptable accounting practices, providing reports and technical assistance, insuring Davis Bacon and other federal and state record-keeping requirements are met, reviewing change orders and pay requests for compliance with grant requirements, attendance at all pre-construction conferences and providing the engineer or architect designing the project with developmental support for the project. Developmental support shall include but not be limited to, providing the project engineer and/or architect with an electronic version of the standard document guide, the supplemental conditions for the grant, a list of state approved WBE/MBE firms and the wage decision for the project.

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in this RFP.

## **2) Background**

Jackson County, Florida is approximately 955 square miles in size and serves a population of approximately 48,330. Jackson County is a rural county located in the Panhandle of Florida

The legislative branch of the County is composed of an elected five-member Board of County Commissioners.

Jackson County operates under a Board of Commissioners-County Administrator form of government and provides a full range of municipal services including: general government administration, law enforcement, emergency services and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities.

## **3) Inquiries**

Direct questions related to this RFP in writing to Judy Austin, Purchasing Agent at [jaustin@jacksoncountyfl.com](mailto:jaustin@jacksoncountyfl.com) Please include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the County will be the one stated in writing. All questions asked, along with the answers rendered that affect the scope of work will be issued in the form of an addendum.

## **4) Method of Source Selection**

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The County may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the County from selecting a single, qualified firm to provide both services.

## 5) Pre-Proposal Conference

A pre-proposal conference is not applicable for this solicitation.

## 6) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The County reserves the right to adjust this timetable as required during the course of the RFP process.

<u>Event</u>	<u>Date</u>
Issue RFP Notice	May 18, 2018
Last Date for Receipt of Written Questions	June 1, 2018 @ 4:00 pm, CST
Addendum Issued (If Applicable)	June 4, 2018
Proposal Due Date	June 8, 2018 @ 2:00 pm, CST
Evaluation Committee Meeting	TBD - Week of June 11, 2018
Recommendation Presented for Approval	NLT – June 26, 2018

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

## 7) Scope of Work

Jackson County Board of County Commissioners is seeking proposals from qualified and experienced firms, licensed to practice in the State of Florida, with demonstrated skills and experience in providing grant writing and/or program administration services related to grant and/or loan funded projects during the CDBG FFY 2017 Fiscal Year.

Proposals received for the requested services shall be evaluated separately using the following criteria:

### A) For Grant Writing Services:

1. The years of experience of the firm's staff with obtaining CDBG Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and/or Economic Development grants funded through the State of Florida Department of Community Affairs and/or Florida Department of Economic Opportunity. **20 points**
2. The experience of the firm's management group with the State of Florida Community Development Block Grant Program. **20 points**
3. The firm's approach to developing a CDBG application, including an explanation of the tasks to be performed, the County's involvement in the application process and thoroughness of the approach presented **20 points.**
4. Number of favorable client reference letters dated 2011 or later provided from other communities. Please note, only one (1) letter per community will be accepted. **20 points**

5. The quality of the response from the client references provided from other local governments. **15 points**
6. The fee or proposed fee basis. **5 points**

**B) For Grant Administration Services:**

1. The years of experience of the staff with administering CDBG Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and Economic Development grants funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity. **20 points**
2. The experience of the firm's management group with the State of Florida Community Development Block Grant Program. **20 points**
3. The Firm's approach to meeting local project needs including an outline of the tasks to be performed and the thoroughness of the approach presented. **20 points**
4. Number of favorable client reference letters dated 2011 or later provided from other communities. Please note, only one (1) letter per community will be accepted. **20 points**
5. The quality of the response from the client references provided from other local governments. **15 points**
6. The fee or proposed fee basis. **5 points**

**8) Proposal Due Date and Time**

**A) Proposal Due Date**

Sealed Proposals must be received at the Jackson County Purchasing Department, no later than **2:00 p.m., CST, on June 8, 2018**. Proposals received after this date and time will not be considered.

**B) Public Opening**

There is no public opening of the proposals. Only the names of the respondents will be publicly read aloud.

**C) Public Record**

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.



## **9) Proposal Preparation and Format**

### **A) Preparation**

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected. To help facilitate the review process, properly label each section or tab to correspond with your submittal information.

### **B) Proposal Reproduction**

Please submit an original and six (6) copies of the Proposal package as follows: One (1) clearly marked original and five (5) exact copies and an additional complete copy in electronic format, e.g. single CD-ROM or flash drive containing the submittal formatted to be read with Microsoft® software products or Adobe® PDF software.

### **C) Incurred Expenses**

The COUNTY is not responsible for any expenses which Proposers may incur in preparing or submitting proposals, including presentations and any other expenses called for in this Request for Proposal.

### **D) Proprietary Information**

1. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

A generic notation that information is “confidential” is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

2. All Proposals received from Proposers in response to this Request for Proposal will become the property of the County and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the County.

## 10) Required Proposal Submittals

- A. Proposals will be evaluated based on the information provided in the response. All documents should be type written, bound, 8 1/2 x 11 format and should be properly identified by name of respondent and marked with "RFP# 1718-22 CDBG Grant Writing and Administrative Services" to facilitate effective evaluation by the County, proposals must not be more than 25 pages.
- B. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents which provides clear identification of the material by section and by page number:

## 11) Delivery of Proposals

Proposals shall be submitted in a sealed envelope or package. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received in the Procurement Department by the due date and time. **The County shall not be responsible for delays caused by any occurrence.** Proposals received by the County after the time specified for receipt will not be considered.

## 12) Evaluation Criteria

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is identified in section 7A & 7B on pages 8- 9 of the solicitation.

The scoring mechanism will be used by individual Evaluation Committee members to rank firms. Rankings from all Evaluation Committee members will then be summed for each Proposer in order to establish the overall rank order.

## 13) Proposal Evaluation Committee and Evaluation Process

- A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

- B. **Presentations**  
The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The County will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).
- B. **Award without Presentations**  
The County may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.
- D. **Ranking**  
The Committee will evaluate and rank the Proposers as set forth in the preceding section entitled "Evaluation Criteria" and submit the proposed rank order to the Purchasing Director.
- E. **Authority to Award**  
Contracts negotiated as a result of this RFP will be presented to Board of Commissioners for final award.
- F. **Reserved Rights**
  1. The County, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.
  2. CDBG and other program contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies. The County does not guarantee the award of any Contract as a result of this solicitation process.

#### **14) Questions Regarding the Solicitation or Proposal Process**

To ensure fair consideration for all Proposers, the County prohibits communication to or with any officer, elected official, department, division, office or employee of the County, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

**All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the County must be made through the Purchasing Department.** Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to interpretation of the solicitation or the Proposal process shall be addressed in writing as indicated below. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the

Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all prospective Proposers no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to contact the Procurement Department prior to submitting a Proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the Proposal.

**15) Additional Information**

The County reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the County.

**16) Addendum to Request for Proposals**

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

**17) Execution of Contract**

Unless such time is extended by the County, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the County, Procurement Department, sign and enter into a Contract with the County, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

**18) Proposer's Guarantee**

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

**19) Indemnification**

The Respondent agrees to indemnify and hold the County harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents. In the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the County from any and all increased expenses resulting from such delay.

## **20) Insurance Requirements**

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

- A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer 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 Proposer's policy contains higher limits, the County will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the County naming the Jackson County Board of County Commissioners as additional insured. These certificates must provide a ten (10) calendar day notice to the County in the event of cancellation, non-renewal or a material change in the policy.
1. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).
  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.
  3. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) 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.
  4. Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than one hundred thousand dollars (\$100,000) per person, three hundred thousand dollars (\$300,000) per occurrence and one hundred thousand dollars (\$100,000) property damage.
- B. The official title of the owner is "Jackson County Board of County Commissioners". This official title will be used in all insurance documentation.

## **21) 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 contained, 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 County thirty (30) days' notice of cancellation and / or restriction.

**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) it's Federal Identification No. (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133 (1) (c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members and agents who are active in management of an entity.

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

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in 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 and on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large  
My Commission Expires:

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

**CONFLICT OF INTEREST STATEMENT**

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_ and principal office in \_\_\_\_\_.  

City & StateCity & State
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-004-2016** described as **Grant Writing and Administrative Services**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED: this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_.

Identification type: \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

Printed, typed, or stamped commissioned name of notary public.

My commission expires \_\_\_\_\_.

**THIS FORM MUST BE 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 Jackson County Board of County Commissioners.

\_\_\_\_\_  
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**

**NON-COLLUSION AFFIDAVIT**

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

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

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

1. He/She is \_\_\_\_\_ of \_\_\_\_\_, the Bidder,  
Title Company Name  
that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such Proposal is genuine and is not a collusive or sham proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the Jackson County Board of County Commissioners or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

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**

**PROPOSER CHECK LIST**

**IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Proposal.**

Proposer should check off each of the following items as the necessary action is completed:

- \_\_\_\_\_The Proposal has been signed.
- \_\_\_\_\_All information as requested in the Proposer’s Qualification Form is included.
- \_\_\_\_\_All applicable forms have been signed and included.
- \_\_\_\_\_Any addenda have been signed and included.
- \_\_\_\_\_The mailing envelope has been addressed to:

Jackson County Board of County Commissioners  
 Attn: Judy Austin  
 Purchasing Department  
 2864 Madison Street  
 Marianna, FL 32448

\_\_\_\_\_ **The mailing envelope must be sealed and marked with RFP Number, Title and Due Date.**

\_\_\_\_\_The Proposal will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposal cannot be considered.)

**ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER, TITLE AND DUE DATE ON THE OUTSIDE OF THE COURIER PACKET**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax No.

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

Cut and use this label for PROPOSAL Package

JACKSON COUNTY BOARD OF COUNTY  
COMMISSIONERS, PURCHASING DEPT  
ATTN: JUDY AUSTIN  
2864 MADISON STREET  
MARIANNA, FL 32448

**RFP# 1718-22**  
**GRANT WRITING and**  
**ADMINISTRATIVE SERVICES**

DEADLINE DATE/TIME:

JUNE 8, 2018  
2:00 PM, CST