



INVITATION TO PARTICIPATE

**PLEASE EMAIL THIS DOCUMENT
BACK TO THE PURCHASING
DEPARTMENT.**

ttaylor@jacksoncountyfl.com

.....
Notice is hereby given to all interested persons or firms that Jackson County will be accepting sealed bids for the following:

BID NUMBER: 1920-21

BID NAME: Land Surveying Services

GENERAL INFORMATION: The Jackson County Board of County Commissioner's is seeking registered, qualified consultant firms in the State of Florida with experience in Surveying Services required in support of the county's Engineering Department.

BID DEADLINE DATE: Thursday, May 28, 2020

DEADLINE TIME: 2:00 PM CST

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN (MAIL OR FAX) THIS FORM IMMEDIATELY

WE DO INTEND TO PARTICIPATE IN THIS BID REQUEST		
We DO NOT intend to participate in this Bid request; however we would like to remain on the Jackson County Vendor listing.		
IF THIS PROJECT REQUIRES A CONTRACTOR MEETING (see page 2)		
WE WILL ATTEND	WE WILL NOT BE ATTENDING	

Please indicate with a "*" if there are any changes to the following information

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Voice Telephone Number: _____ Fax Number: _____ Email: _____

Contact Person: _____

PRINTED NAME

SIGNATURE

Please return this Invitation to Participate immediately upon receipt.

This form can be sent via email to ttaylor@jacksoncountyfl.com



IMPORTANT NOTICE
CONTRACTOR MEETING NOTIFICATION

Project #: **1920-21**

Project: **Land Surveying Services**

Contractors Pre-bid Meeting:

Meeting Location:

SPECIAL NOTE: Additional information may be handed out at this meeting. This additional information WILL NOT be mailed out to any vendors not responding to this meeting.

**THIS PROJECT DOES NOT INVOLVE A
CONTRACTOR'S MEETING**

QUESTION & RESPONSE FORM

BID NUMBER: 1920-21

BID NAME: Land Surveying Services

NOTE: We understand that questions may arise from this bid packet or the specifications pertaining to this project. We will make every attempt to answer your questions in a timely manner. However, all questions must be in written format and on this form. You can submit your question via email to ttaylor@jacksoncountyfl.com . Please be sure that all of the requested information has been provided. Once the question has been answered, I will email the response back to you and to only those firms that have returned the INVITATION TO PARTICIPATE to the Purchasing Dept.

IMPORTANT: YOU MUST EMAIL THE “NOTICE TO PARTICIPATE” TO ttaylor@jacksoncountyfl.com AS REQUESTED AS SOON AS POSSIBLE. Only those firms responding with the NOTICE TO PARTICIPATE will receive any response to questions asked.

FIRM REQUESTING INFORMATION: _____

PERSON MAKING REQUEST: _____

ADDRESS **PHONE #** **FAX #**

QUESTION: _____

ANSWER:: _____

PERSON RESPONDING TO QUESTION: _____



**BID PACKET
CONTENTS**

BID NUMBER: 1920-21

BID NAME: Land Surveying Services

THIS PACKET CONTAINS THE FOLLOWING DOCUMENTS.

NOTE: SOME OF THESE DOCUMENTS NEED TO BE RETURNED. PLEASE READ AND FOLLOW THE SUBMISSION REQUIREMENT SO THAT YOUR BID WILL NOT BE DISQUALIFIED.

<u>DESCRIPTION</u>	<u>SUBMISSION REQUIREMENT</u>
• IMPORTANT NOTICE (if a contractor meeting has been set, the information will be given on page 3).	
• INVITATION TO PARTICIPATE -----	<u>EMAIL THIS DOCUMENT BACK IMMEDIATELY</u>

BID PACKET CONTENTS RETURN AS INDICATED

• BID DOCUMENT-----	DO NOT RETURN
• EXPLANATION & PROCEDURE-----	DO NOT RETURN
• GENERAL CONDITIONS AND SPECIFICATIONS -----	DO NOT RETURN
• PUBLIC ENTITY CRIMES FORM-----	SUBMIT ONE COPY WITH BID
• BID SPECIFICATIONS-----	DO NOT RETURN
• BID RESPONSE FORM-----	SUBMIT THREE COPIES WITH BID
• VENDOR INFORMATION-----	COMPLETE AND RETURN WITH BID RESPONSE PACKET
• COPY OF FORM W-9-----	SUBMIT ONE COPY WITH BID
• STATEMENT OF EXPERIENCE-----	RETURN IF THIS IS REQUIRED ON THE BID RESPONSE FORM
• SUBCONTRACTOR LIST-----	RETURN IF SUBCONTRACTORS WILL BE USED

ADDITIONAL DOCUMENTS REQUIRED IN CONJUNCTION WITH THIS BID

Documents that are in **BOLD ARE** required for submission. Documents **NOT in BOLD** are **NOT** required.

- BID BOND
- PAYMENT BOND
- PERFORMANCE BOND – **must be presented when contract is signed**
- **PROOF OF WORKMAN’S COMPENSATION INSURANCE**
- **PROOF OF CURRENT LIABILITY INSURANCE (County may, if necessary request an increase)**

DOCUMENTS WHICH WILL BE ISSUED UPON AWARD

1. **CONTRACT**
2. **NOTICE OF AWARD**
3. CERTIFICATE OF FINAL COMPLETION
- 4.

CERTIFICATE OF FINAL COMPLETION – Must be completed and submitted to Purchasing Dept. or final payment will not be made

BID DOCUMENT
EXPLANATION & PROCEDURES CONTINUED

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WARNING - THESE PROCEDURES WILL BE FOLLOWED

If an attempt to circumvent this process is made and the invoice for payment is sent directly to the Finance Department, the Finance Department will forward the invoice to the Purchasing Department. If a Notice of Final Completion is not on file with the Purchasing Department, the Contractor will immediately be notified to initiate the Final Completion process.

If the total project cost is more or less than that provided on the Bid response, the Purchasing Department will review the records for an approved Change Order form. If one does not exist, PAYMENT WILL NOT BE MADE. Any and all change orders MUST be approved by the Jackson County Board of County Commissioners or authorized representative. If in the event a Change Order was not found, the Purchasing Department will require the contractor to complete in detail a Change Order form. The Department will then present the Change Order to the Board of Commissioners at their next regular meeting. This does not guarantee that this Change Order will be approved. The Department will follow the direction that the Board of Commissioners dictates.

GENERAL The procedures listed here will be followed by everyone responding to a Bid Request. Failure to comply with these procedures COULD RESULT IN DISQUALIFICATION

PUBLIC ENTITY CRIMES - SWORN STATEMENT FORM - RETURN WITH BID RESPONSE PACKET

State law dictates that all individuals or firms doing business with a Governmental Agency must provide that agency with written documentation that they have not been convicted of any crimes which would prohibit them from conducting business with a Government Agency.

BID BOND – CONSTRUCTION BIDS \$50,000.00 AND OVER-RETURN WITH BID RESPONSE PACKET

Bid Bonds are insurance agreements in which a third party agrees to be liable to pay a certain amount of money in the event that a specific bidder, if the bid is accepted, fails to accept the contract as bid. NOTE: unless otherwise noted, this bid bond requirement is primarily for construction type bids and NOT for PRODUCT type bids.

ADDENDUM FORMS

Changes are made from time to time pertaining to the Bid. These changes or additional information will be provided to everyone that has returned the Invitation to Participate. If the Invitation to Participate has not been returned, the Purchasing Department will make the determination that your firm does not wish to respond to this Bid request. As a result, any Addendum's will NOT be sent to your firm.

CONTRACT The Contract provided in the Bid packet is a sample document and is representative of the actual contract.

RECIPIENT OF THE BID AWARD Failure to strictly adhere to the procedures listed here could result in delays for any or all payment requests.

NOTICE OF AWARD - RETURN THIS DOCUMENT WITHIN 15 DAYS

This document will be sent to the successful bidder as notification of the award of the bid. The contractor must return this document within 15 calendar days. Return two copies of the Contract along with the Notice of Award. No work on the project is to occur until the Contractor has received the NOTICE TO PROCEED. However Contractor may take the necessary steps to prepare for the work to begin. These steps could include but not be limited to scheduling, ordering items/equipment etc. The contractor shall also send the remainder of the required documents, Performance Bonds, Insurance requirements Etc. at this time.

PERFORMANCE BOND - BIDS \$50,000-00 A" OVER -RETURN WITH THE NOTICE OF AWARD This is a contract of guaranty executed subsequent to award by a successful bidder to protect the government from loss due to contractor inability to complete the contract as agreed.

The firm receiving the Bid award shall execute a Performance Bond for the entire amount of the bid itself and naming Jackson County Board of County Commissioners as recipient. Once this has been accomplished, the Notice of Award and Performance Bond must be sent to the Purchasing Department.

NOTE: unless otherwise noted, this bid bond requirement is primarily for construction type bids and NOT for PRODUCT type bids.

NOTICE TO PROCEED - RETURN THIS DOCUMENT UPON EXECUTION

The Notice to Proceed will be sent only after all the required forms have been received by the Purchasing Department. The Notice to Proceed will specify a starting date on which the contractor shall start work. This document will also specify the total amount of days allowed for the completion of this project and will identify the date in which this project should conclude.

TIME ZONE

Jackson County is in the Central Time Zone. Any and all reference to time is made in the Central Time zone. Those responding to this Request for Bid are responsible for responding correctly.

CERTIFICATE OF FINAL COMPLETION

NOTE: This procedure MUST BE FOLLOWED. This document MUST be on file in the Purchasing Department or final Payment will not be processed for Payment by the Department.

The purpose of this document is a final inspection of the project. The Contractor shall notify the Purchasing Department via the Notice of Final Completion only when the Contractor has fully completed the project. The Purchasing Director will schedule a date for both the Owner and Contractor to complete a final inspection of the project. The results of this final inspection will be either a listing of items which remain to be completed or agreement between both parties as to the completeness of the project. The contractor will receive the final signed copy of the Notice of Final Completion once the work has been completed and released. Contractor should then provide the Purchasing Department with the final invoice for payment. The Purchasing Department shall process said invoice and deliver the invoice for payment to the Finance Department.



PROJECT NUMBER: : 1920-21

PROJECT NAME Land Surveying Services

GENERAL CONDITIONS AND SPECIFICATIONS

GENERAL

- A. These documents constitute the complete set of specification requirements and forms. The Proposal including all sheets and attachments must be filled in, executed and submitted in a sealed envelope bearing the RFQ number on the outside and mailed or presented to the Purchasing Office on or before the specified time and date. The face envelope shall contain the return address, the date of RFQ opening, the RFQ number and title.
- B. It is the sole responsibility of the respondent to ensure that his or her response reaches the Purchasing Office on or before the closing date and time. The County of Jackson shall in no way be responsible for delays, caused by any other occurrence. Offers by telephone, telegram or facsimile shall not be accepted unless otherwise specified.
- C. All responses must be typewritten or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm.
- D. **Provide one original signed copy and four additional copies** of any Response pages which have to be prepared by your firm as directed in response to this request. The original copy of the RFQ must contain an original, manual signature of an authorized representative of the company.
- E. Respondents shall not be allowed to modify their packets after the opening time and date. RFQ files may be examined during normal working hours, after the opening, by appointment only.
- F. The RFQ packets will be publicly opened by the Purchasing Department of the Board of County Commissioners of Jackson County. This will take place at 2864 Madison Street, Marianna, Florida 32448 on the date and time indicated in RFQ packet.

ALL RESPONDENTS OR THEIR REPRESENTATIVES ARE INVITED TO BE PRESENT

For information concerning this project, please contact:

Traci Taylor, Purchasing Agent
COUNTY OF JACKSON
PURCHASING DEPARTMENT
COUNTY ADMINISTRATION BUILDING
2864 MADISON STREET
MARIANNA, FLORIDA 32448
VOICE—850-482-9633 FAX 850-482-9682

LEGAL REQUIREMENTS

Respondents are required to comply with all provisions of Federal, State and County laws and Ordinances, rules and regulations that are applicable to the items being requested. Lack of knowledge by the respondent shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

PUBLIC ENTITY CRIMES

Any person submitting a proposal in response to this invitation must execute the enclosed SWORN STATEMENT UNDER SECTION 287.133 (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s) in the space(s) provided, and enclose it with the proposal.

No award will be executed with any person affiliate identified on the Department of General Services “Convicted Vendor” list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and

purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes for Category Two (2) (currently \$10,000.00) with any person or affiliate on the “Convicted Vendor” list for a period of thirty-six (36) months from the date that person or affiliate was placed on the “Convicted Vendor” list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f) Florida Statutes.

DRUG FREE WORKPLACE PROGRAMS

Preference shall be given to business with Drug-Free Work Place programs, whenever two or more packets which are equal with respect to quality, and service are received by the County of Jackson for the procurement of commodities or contractual services.

PROCUREMENT REGULATIONS

This request is governed by the Jackson County procurement Regulations. A copy of the Procurement Regulations is available for your review at the County Purchasing Office.

PROTESTS OR DISPUTES

Any protests or disputes pursuant to this request and/or contract award shall be governed by the procedures noted in the Procurement Regulations.

FEDERAL AND STATE TAX

The County of Jackson is exempt from Federal and State Taxes for tangible personal property. The Purchasing Department will supply the successful respondent with an exemption certificate if required. Vendors or contractors doing business with Jackson County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Vendor/Contractor be authorized to use the County Tax Exemption Number in securing such materials.

ACCEPTANCE/REJECTION

The County reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of firms in order to make a determination as to the forgoing. Jackson County reserves the right to waive any irregularities and technicalities and may, at its discretion, request re-advertise this RFP.

ALTERNATIVES/APPROVED EQUAL DEVIATIONS

Unless otherwise specified, the mention of the particular manufacture’s brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the response. The determination as to whether any alternate product or service is or is not equal shall be made by Jackson County and such determination shall be final and binding upon all responses.

The respondent shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items requested. Any deviation from specifications listed herein must be clearly indicated, otherwise it will be considered that items offered are in strict compliance with these specifications, and the successful respondent will be held responsible therefore; deviations must be explained in detail on an attached sheet(s) and itemized by number. Any item or items that do not meet County specifications upon delivery will not be accepted and if the item cannot be brought up to specifications in a reasonable time, the firm will be required to compensate the County for difference in price entailed in going to the next low firm.

NO RESPONSE

Where more than one item is listed, any items not included in the response shall be indicated by a written “NO RESPONSE” beside the item. If no items are represented, a “Statement of NO RESPONSE” should be returned, with the envelope plainly marked “NO RESPONSE” and with the RFP number. Failure to comply will be an indication that the firm does not wish to be considered for future requests.

NON-COLLUSION

Firm certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to or after any delivery of material or provision of service. Any such violation may result in contract cancellation, return of materials or discontinuation of services and possible removal from the vendor list(s).

CONFLICT OF INTEREST

The award is subject to provisions of State Statutes and County Ordinances if any. All respondents must disclose with their response the name of any office, director, or agent who is an employee of Jackson County. Further, all firms must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its branches.

UNIFORM COMMERCIAL CODE

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the County for any terms and conditions not specifically stated in this Invitation.

AVAILABILITY OF FUNDS

The obligations of Jackson County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and Jackson County.

EEO STATEMENT

Jackson County is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age and sex.

SUBCONTRACTING

If a vendor subcontracts any portion of a contract for any reason, he must submit the name and address of the subcontractor and the name of the person to be contracted. Jackson County reserves the right to accept or reject any or all responses wherein a subcontractor is named and to make the award to the firm, who, in the opinion of the County, will be in the best interest of and/or most advantageous to the County. Jackson County also reserves the right to reject a response of any firm if the response names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award. Jackson County reserves the right to make the determination as to the foregoing.

REQUIREMENTS FOR ALL INFORMATION TECHNOLOGY HARDWARE, SOFTWARE, SERVICES, OR ELECTRONIC EQUIPMENT

All Electronic equipment shall be **YEAR 2000 COMPLIANT**. Any firm responding to this request shall supply the County with a statement that the electronic equipment being offered is in fact **YEAR 2000 COMPLIANT**.

QUESTIONS PERTAINING TO THE PROJECT

No questions regarding this project will be answered unless said question is in written form. Questions pertaining to the specifications of this project will be delivered to the Purchasing Agent via Fax, Mail or hand delivered. The original question along with the answer will be sent via Fax or Mail to every firm who has returned the Invitation to Participate.

NEGOTIATIONS

Negotiations will be conducted in accordance with Florida State Statute 11.45.



**BID
SPECIFICATIONS**

Please, if you have any questions, please ask. Thanks

BID NUMBER: 1920-21

BID NAME: Land Surveying Services

Procedures for having questions answered:

1. All questions will be directed to the Purchasing Agent unless otherwise indicated
2. All questions will be in written form utilizing the provided question form or emailed to ttaylor@jacksoncountyfl.com
3. Questions can be either:
 - A. Emailed to the Purchasing Agent at ttaylor@jacksoncountyfl.com
4. All questions will be distributed along with the answer to ONLY THOSE respondents which have returned the INVITATION TO PARTICIPATE.
5. Please read ALTERNATIVES/APPROVED EQUAL DEVIATIONS regarding product specifications.

IMPORTANT INFORMATION:

- **Once this project has been awarded, the contractor/vendor will have 30 days to begin delivery of services starting on the issuance of the Notice of Award**

Special note:

SCOPE OF PROJECT: The Jackson County Board of County Commissioners is seeking qualified vendors to provide Land Surveying Services on various county projects.

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PART 2. SCOPE OF SERVICES – SURVEY

PART 3. EVALUATION CRITERIA

PART 4. TERMS & CONDITIONS

PART 5. AFFIDAVITS AND ACKNOWLEDGEMENTS

PART 1. INTENT AND GENERAL INFORMATION

1.1 The Jackson County Purchasing Department on behalf of the Board of County Commissioners is soliciting letters of interest and statements of qualifications from registered, qualified Survey firms in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide survey services for the various road construction and other county projects for “Annual Survey Services” (see section 2.5 for details).

1.2 Jackson County expects that interested individuals and firms will make every effort to assemble a team with the requisite expertise and qualifications to perform the required services. An original and six (6) copies for a total of seven (7) copies of each submission must be received in a sealed envelope (or package) prominently marked on the outside with the words “RFQ#: 1920-21, Land Surveying Services.”

1.3 DEADLINE for receipt of submittals in response to this Request is May 28, 2020 at 2:00 p.m., Submittals should be mailed or hand delivered to: Traci Taylor, Purchasing Agent, 2864 Madison Street, Marianna, Florida 32448. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be considered, but will be held unopened for the record.

1.4 All individuals and firms who are furnished a copy of this Solicitation but who decide not to offer a submittal to the County for consideration are requested to submit a negative reply clearly indicating such in their cover letter.

1.5 PROHIBITION OF LOBBYING IN PROCUREMENT MATTERS. Except as (if) expressly set forth in the Jackson County Procurement Ordinance during the blackout period, which is the period between the time the submittals for invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, are received at the Jackson County Purchasing Department, and the time the Board awards the contract. No proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, either any member of the Board, or any county employee other than the Purchasing Department staff. Violation of this provision may result in disqualification of violating party.

PART 2. SCOPE OF SERVICES

2.1 The managing authority for this project shall be the Public Transportation Director, Scotty Taylor or his authorized designee.

2.2 The Jackson County Board of County Commissioners reserves the right to accept or reject any and/or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the County in accordance with the CCNA.

2.3 The Contract for Survey Services will be for various road construction and other county projects. The work may include roads, utility projects, buildings, parcel sketches, legal descriptions, and other. Work will be assigned by task order.

2.4 Consultant Firms must demonstrate expertise in the following areas:

Survey for design and construction projects in accordance with Florida Statutes

Data Collection and topographical maps

Drawings in AutoCAD

Preparing Legal Descriptions

Demonstrate competent personnel by licensing and experience of the proposed personnel to perform the required Survey Services

2.5 Service to be performed may include, but not be limited to: collection of survey point data (coordinates and elevations), prepare and submit signed and sealed survey drawings in hard copy and AutoCAD, report on progress of activities and schedule, verify and ensure that survey information and records are accurate, research records as needed, prepare parcel sketches and legal descriptions and testify (if needed) for eminent domain cases, checking of contractors layout of projects, verify or prepare As-Built drawings, and other survey activities as directed by the County Engineer or as needed to complete the projects.

2.6 Company/Firm shall be licensed by the State of Florida to perform the services required under this contract and shall meet all requirements of the State to provide survey services in accordance with State of Florida and FDOT standard requirements for right of way acquisition. All work shall comply with applicable Florida Statutes and Jackson County Codes.

PART 3. EVALUATION CRITERIA

3.1 Submittals will be evaluated on a WEIGHTED BASIS, (See attached SAMPLE Score Sheet). The following criteria will be used in the evaluation process to determine the successful respondent:

A. COMPANY/FIRM QUALIFICATIONS AND CAPABILITIES

The overall ability and capability of firm to perform the required Survey services, based on personnel, past work history, references, and other information that consultant submits including statements from references and letters of reference from previous clients. Maximum weight for this category is Twenty Five (25).

B. QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL

All personnel who will work under this agreement must be identified to include organization profile and proposed Surveyor(s); specific names and functions of personnel assigned to the project; resumes of personnel assigned to the project (to include years of experience, licenses, and years with the submitting company). Maximum weight for this category is Twenty Five (25).

C. CLIENT REFERENCES FOR SIMILAR PROJECTS

To include number of references included, type of work identified in the reference, and entity submitting the letter of reference. Maximum weight for this category is Twenty Five (25).

D. SURVEY EXPERIENCE ON SIMILAR PROJECTS

Each similar project description must include a list of the proposed team members who worked on the similar project. Maximum weight for this category is Twenty Five (25).

PART 4. TERMS AND CONDITIONS

4.1 Conformity and adherence to the terms and conditions of this solicitation shall be a condition considered by the Selection Committee as part of its review process.

4.2 Individuals or firms submitting Letter of Interest and Statements of Qualifications for this RFQ shall not contact individual members of the Board of County Commissioners, nor the members of the Professional Services Selection Committee during the evaluation and interview process (excepting only if required regarding other work with the County, but shall not discuss this RFQ). The Selection Committee may include any of the five County Commissioners (Clint Pate (Chairman), Dr. Willie Spires (PHD), Jim Peacock (Vice Chairman), Eric Hill, and Chuck Lockey), and may include the County Administrator (Wilanne Daniels), the Public Transportation Director (Scotty Taylor). Individual committee members will be removed from the committee if unable to participate in all reviews, and scoring will be based on scores by the remaining committee members. Any and all questions must be directed, in writing, to the Public Transportation Director and Purchasing Department Director as indicated above.

4.3 In determining submission acceptance, any data submitted or related to the offeror's proposal, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the County, including the conduct of the offeror or any representative of the offeror with regard to any county official or employee.

4.4 Submittals in response to this Solicitation will be reviewed against the criteria listed herein above, and award of contract(s) shall be made in accordance to standard purchasing procedures, the Jackson County Procurement Code and applicable regulations of the State of Florida.

4.5 Submittals will be evaluated on the basis of submitted materials, references, and interviews as applicable.

4.6 A selection committee appointed and approved in accordance with the Jackson County Procurement Code and CCNA will review all Requests for Qualifications and make a recommendation to the Board of County Commissioners based on the established proposal evaluation criteria. A selected group of Consultants may be required to make an oral presentation to the Selection Committee and/or to the Board of County Commissioners. If needed, such a presentation will provide an opportunity for the Consultants to clarify the information provided in their proposal. If an oral presentation is required, the final decision of the Selection Committee will be based on the overall tabulation from the oral presentation. The Professional Services Selection Committee will present its recommendations to the Board of County Commissioners, which has the authority to make the final determination and award contracts.

4.7 An original and six (6) copies for a total of seven (7) of each submission or alternate submission must be received in a sealed envelope (package) prominently marked on the outside with the words "RFQ# 1920-21 Land Surveying Services"

4.9 Solicitation by Jackson County to consultants, firms and individuals is based on this advertisement, along with the information contained in the RFQ. Firms or individuals submit responses on a voluntary basis, and therefore are not entitled to compensation of any kind. The County, its officers and agents, assume no liability or indebtedness for any cost or inconvenience incurred by any individuals or firms in the preparation, submission, presentation or documentation of any response or proposal.

4.10 The deadline for receipt of submittals or alternate submittals in response to this request is as indicated above. Submission by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, but will be returned unopened to the sender at the sender's expense. Final determination of closing time and acceptance or rejection of submittals will be determined by the Purchasing Director.

4.11 A notarized Drug Free Work Place Certification must accompany each submission, in accordance with the Florida Administrative Code, Department of Management Services, and Division of Purchasing. Those responding to this Solicitation may submit certification by statement of their letterhead or elect to submit the State of Florida Certificate, showing compliance with the minimum State of Florida requirements.

By submitting a response to this solicitation, the responder acknowledges that any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

4.12 The consultant selected may be required to demonstrate that the consultant has no vested, fiscal or financial interest in a business, firm or corporation which would directly or indirectly gain, profit or benefit from the activities, tasks, design work, reports, records or recommendations of such consultant.

4.13 Marianna Time (Central Time) is hereby established as the Official Time of Jackson County Board of County Commissioners, in accordance with the Jackson County Procurement Code.

4.14 Unlike the private sector, the public sector which is funded by public money requires complex procedures and systems by law. In order to ensure that the public funds are well spent, as well as to maintain credibility of the public entity, those systems and procedures are sealed and confidential until opened and evaluated, following which they are documented and audited periodically, being subject to public scrutiny and accountability.

By its very nature, a comprehensive evaluation process of many submissions by an approved Professional Services Selection Committee, including verification of performance records, references, and related issues, is a complex and lengthy process. As a result, telephone or fax request for "status reports" and ranking results cannot be honored during the evaluation process.

Upon request, ranking results will be faxed or emailed to all individuals and firms submitting a response to this Solicitation following conclusion and tabulation of the evaluation scores. Each Board-approved, short-listed firm will be notified by fax or email following the preliminary and final scoring and tabulation process.

4.15 No oral interpretations will be made to any Proposer as to the meaning of the Proposal/Contract Documents. Any inquiry or request for interpretation received at least 72 hours prior to the submittal time indicated above to by the Jackson County Engineer will be given consideration. All such changes or interpretations will be made in writing by email in the form of an addendum and, if issued, will be distributed by email or sent by other available or electronic means to all attending prospective proposers prior to the established due date. Each Proposer shall acknowledge receipt of such addenda in the Proposal.

4.16 Evidence of registration and statement of professional liability insurance.
Evidence of current professional registration (engineering) in the State of Florida

A Certificate of Insurability acceptable to the County shall accompany each proposal or alternate proposal in the amounts as prescribed by State and County.

Professional Liability Insurance: The Vendor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Vendor's operations under the terms and conditions of the RFQ. Liability insurance shall be obtained at the Vendors expense and in his name as the insured, which Certificate shall show Jackson County as an additional named insured. Liability insurance on a form approved by the County (M&D, CGL, etc.) and including endorsements for contractual liability and such other endorsements appropriate for the Work required by this Bid as may be required by the County. The limit of liability for this coverage shall not be less than \$250,000.00 CSL per occurrence.

General Liability, with combined single limits of not less than \$1,000,000 per occurrence. The only aggregate limit acceptable is a "project aggregate" and the Certificate must show an appropriate endorsement (ISO CG2501) or equal.

Business Auto Liability Insurance, with combined single limits of not less than \$200,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, not-owned and hired automobiles and employee non-ownership use.

Workers' Compensation Insurance, as required by the State of Florida.
\$100,000 each accident and \$100,000 each employee
\$500,000 policy limit for disease

Surveyor Professional Liability with an occurrence limit of not less than \$250,000.

Note that these insurance requirements will change from time to time. Amounts of insurance will meet the minimum amounts and limits required by the State of Florida and Jackson County.

4.17 The Proposer and all subcontractors must be licensed and registered as applicable in Jackson County and the State of Florida to perform the work required by this Project. The Proposer shall furnish the County with a list of all sub-contractors performing work on this project. The successful vendor is required to have proper license as required by the State of Florida and Jackson County and present a copy of such license to the County Purchasing Department and County Engineer. It will be the vendor's responsibility to determine through these organizations, which type of licensing is required.

4.18 Statement of Qualifications shall be prepared utilizing the following format. Each of the required qualifications sections must begin on a new page and be separately tabbed or identified.

The format is as follows:

1. Submittal Cover Sheet
2. Firm qualifications and capabilities
3. Qualifications, resumes, certifications, and licenses of proposed professional personnel
4. Client references for similar projects
5. Experience on similar projects
6. Evidence of registration and statement of professional liability insurance and license(s)
7. Affidavits and Acknowledgements

SAMPLE SCORE SHEET – TO BE USED BY SELECTION COMMITTEE

RATING CRITERIA

All proposals received in accordance with this RFQ will be evaluated using the following worksheet.

	Score	x	Weight=	Rating
1. Firm's Qualifications and Capabilities (includes ability to follow directions)	_____		25	_____
2. Qualifications and Abilities of Professional Personnel	_____		25	_____
3. Client References for Similar Projects	_____		25	_____
4. Experience on Similar Projects	_____		25	_____

SCORE:

- 0 Non-Responsive – Included no information on subject criteria.
- 1 Poor
- 2 Fair
- 3 Average – Included only minimum of what was asked for on subject criteria.
- 4 Good
- 5 Excellent

Name of Consultant Being Scored:

Name of Scorer:

Signature of Scorer:

Date: _____

**BID PACKET
BID RESPONSE FORM**

BID NUMBER: 1920-21

BID NAME: Land Surveying Services

DELIVERY: Prices quoted will include delivery F.O.B. Jackson County Florida. The equipment will NOT be shipped with the BOCC, Jackson County as consignee.

DELIVERY COST/CHARGES: All delivery costs or charges must be included in the bid price.

ACCEPTANCE: Jackson County will not be responsible for any equipment until fully delivered and accepted after a complete inspection by both the purchasing department and the requesting department. The Purchasing Department MUST be notified immediately preferable prior to but if necessary, upon delivery. A "Certificate of Final Completion" will be issued upon such acceptance.

BID AWARD: The County reserves the right to award the contract on a split-order, lump-sum, or individual-item basis, or such combination as shall best serve the interest of the County unless otherwise specified.

EQUIPMENT PURCHASE: The vendor shall at County's discretion, Jackson County to purchase all equipment it deems necessary.

	YES	NO	IF YES – EXPLAINED?	
			YES	NO
Have exceptions or alternatives been taken for any of the specifications given in this Bid request				

	DAYS
This bid price is good for how long after bid opening	
How many days after notification of award, will installation begin	

By signing this form, you attest that all information provided by you is true and correct to the best of your knowledge.

Company name _____

Address _____

_____ CITY STATE ZIP

Phone numbers _____ VOICE FAX E-MAIL

Authorized representative _____
PRINTED NAME SIGNATURE

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

.....
This SWORN statement is submitted with bid number:

1.

By: _____
(PRINT INDIVIDUALS NAME AND TITLE)

For: _____
(PRINT NAME OF ENTITY SUBMITTING SWORN STATEMENT)

whose business address is _____
CITY STATE ZIP VOICE PHONE

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

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 of political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand “convicted” or “conviction” as defined in Paragraph 287.133 (a)(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 or record relating to charges brought by indictment or information after July 1, 1989, as a result of a 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 a 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 had 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 no one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the proceeding 36 months shall be considered an affiliate.

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 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.

1. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this SWORN statement.

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES - CONTINUED**

[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 as a 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**).

STATEMENT OF UNDERSTANDING

I understand that the submission of this form to the contracting officer for the Public Entity Identification in Paragraph one (1) 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 (2) of any change in the information contained in this form.

AUTHORIZED SIGNATURE

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

Personally known _____ OR Produced identification _____
SHOW TYPE OF IDENTIFICATION PROVIDED

Notary Public-State of _____ My commission expires _____

(PRINTED / TYPED/ OR STAMPED COMMISSIONED NAME OF NOTARY PUBLIC)

**EXPERIENCE STATEMENT
TO BE SUBMITTED WITH RESPONSE PACKET**

BID NUMBER : 1920-21

BID NAME: Land Surveying Services

List at least three references for work of a similar nature performed within the last three years.

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

**SUBCONTRACTOR LIST
TO BE SUBMITTED IF SUBCONTRACTORS WILL BE USED**

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION: