

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS



GRANT WRITING AND ADMINISTRATION SERVICES

RFP 2016-02

BAKER COUNTY BOARD OF COUNTY
COMMISSIONERS ADMINISTRATION OFFICE

55 N THIRD STREET
MACCLENNY, FL 32063

PHONE: 904-259-3613

EMAIL: kennie.downing@bakercountyfl.org

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
1. INTRODUCTION/OVERVIEW	6
2. BACKGROUND	6
3. INQUIRIES	7
4. PRE-PROPOSAL CONFERENCE	7
5. PROJECTED TIME TABLE	7
6. SCOPE OF WORK	7
7. MINIMUM QUALIFICATIONS	8
8. PROPOSAL PREPARATION AND FORMAT	9
9. PROPOSAL DUE DATE AND TIME	11
10. METHOD OF SELECTION	11
11. EVALUATION CRITERIA	12
12. QUESTIONS REGARDING SOLICITATION OR PROPOSAL PROCESS	13
13. ADDENDUM TO REQUEST FOR PROPOSALS	13
14. EXECUTION OF CONTRACT	13
15. PROPOSER'S GUARANTEE	14
16. INDEMNIFICATION	14
17. INSURANCE REQUIREMENTS	14
18. PROOF OF INSURANCE	15

<u>REQUIRED FORMS</u>	<u>PAGE</u>
PUBLIC ENTITY CRIMES	16
CONFLICT OF INTEREST	19
DISPUTES DISCLOSURE	20
DRUG FREE WORKPLACE	21
NON-COLLUSION AFFIDAVIT	22
E-VERIFY AFFIRMATION	23
CHECK LIST	24

REQUEST FOR PROPOSAL
RFP 2016-02
GRANT WRITING AND ADMINISTRATION SERVICES

The Baker County Board of County Commissioners, Florida (County) will receive sealed proposals until **5:00 p.m.** local time, on **October 12, 2016** at the County Administration Office located at 55 N. Third Street, Macclenny, Florida 32063. Proposals delivered to any other location will not be considered received by the Administration Office. 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.

A clearly marked original, five (5) copies and one (1) digital copy must be sealed in an envelope and clearly marked **“RFP 2016-02 Grant Writing and Administration Services”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Administration Office. Facsimile or e-mail questions are acceptable. The Administration Office 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 **3:00 p.m. on October 10, 2016.**

Baker County Board of County Commissioners
Administration Office
55 N. Third Street
Macclenny, Florida 32063
kennie.downing@bakercountyfl.org
904-259-3613

It will be the sole responsibility of the Proposer to contact the Administration Office 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 County holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Administration Office or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The Baker County Board of County Commissioners reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the County.

BAKER COUNTY BOARD OF COUNTY
COMMISSIONERS, FLORIDA

Kennie Downing
County Manager

Request for Proposals

Grant Writing and Administration Services

I. Introduction/Overview

The Baker 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, research funding opportunities, make applications for funding and manage projects from public grants or loan sources at the discretion of the County Commission.

The County seeks to award a one-year contract, with the option to renew on a year-to-year basis, not to exceed two (2) additional years.

Procurement and contracting for all services shall conform to grant 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 requirements.

The County is seeking services to hire a consultant; we are not seeking to hire an individual to serve as an employee during the first year of the contract. Prior to any extension to the contract, the County will discuss with the consultant the option of retaining the consultant or retaining the consultant's staff as an employee. 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.

1) Background

Baker County is one of Florida's First Coast counties located in Northeast Florida, only a short distance from the Jacksonville beaches on the Atlantic Ocean. The county borders the state of Georgia, is 140 miles from the Florida Capital in Tallahassee, and 45 miles from the University of Florida in Gainesville.

There are 585 square miles in Baker County and the current population is 27,000. Macclenny, the county seat with a population of 5,000, is expected to keep up with the county projection.

Baker County is growing rapidly due to its prime location and the availability of five interchanges on Interstate 10, which crosses the county from east to west.

The Baker County Board of County Commissioners operates under a County Commission - County Manager form of government and provides a full range of government services including but not limited to: general government administration, fire protection, EMS Services, animal control, public works, building permits, etc.

2) Inquiries

Direct questions related to this RFP shall be in writing to Kennie Downing, County Manager, at kennie.downing@bakercountyfl.org 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 and posted on the County website.

3) Pre-Proposal Conference

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

4) 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.

Event	Date
Issue RFP Notice	9/23/2016
Last Date for Receipt of Written Questions	10/10/2016
Addendum Issued (If Applicable)	10/11/2016
Proposal Due Date	10/12/2016
Evaluation Committee Meeting	10/13/2016
Recommendation Presented to Board for Approval	10/18/2016

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

II. Scope of Work

The County 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.

SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES:

1. Funding Needs Analysis/Strategic Outreach. Work with County staff to review grant needs identified by County departments; assess the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based

on funding viability. Assist County staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the County's funding request.

2. Grant Funding Research. Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the County's funding needs and priorities including but not limited to the following areas: road improvements; water quality and other environmental initiatives; community/economic development; health and human services; housing programs; infrastructure development and maintenance; technology; parks, recreation and trail development.

On a quarterly basis, provide the County with summaries of potential funding opportunities related to priority areas. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.

3. Grant Proposal Development and Review. Provide general grant proposal writing services associated with the completion of grant applications annually on the behalf of the County, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, provide ongoing technical review of grant applications prepared and submitted by staff when requested. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the Baker County Board of Commissioners. Fees for grant applications prepared by the Consultant annually will be negotiated on a case by case basis.

4. Technical Assistance and Program Administration services shall include, but not be limited to: Grant application assistance, conducting required environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, insuring Davis-Bacon management and record-keeping requirements are met, coordinating any property or easement acquisition to meet Uniform Relocation Act compliance when required, managing any bid/contract grant requirements, technical support on any other requirements or criteria required for project implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.

5. Annual Report. Provide an annual summary of grants the County has applied for with the grant writer's assistance and the outcome of each grant request.

III. MINIMUM QUALIFICATIONS

1. The Consultant must be actively in business performing grant writing and administrative services for at least the past two (2) years.
2. The Consultant must have a minimum of two (2) years of experience writing and/or administering Federal and/or State government grant and/or loan programs.
3. The Consultant must have a minimum of two (2) years of experience working with local governments in Florida writing and/or administering State and/or Federal grant and/or loan programs.
4. The Consultant's staff assigned to the County must have a minimum of three (3) years of experience writing grant and/or loan proposals.

IV. Proposal Preparation and Format

a. Preparation

All documents should be type written, 8 1/2 x 11 format and should be properly identified by name of respondent and marked with "RFP 2016-02 Grant Writing and Administration Services". Proposals must not exceed 25 pages.

Proposals should address all items under "Proposal Format" below. 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 Format

1) Cover letter / statement of interest including e-mail address of person to be notified of award, manually and duly signed by the individual authorized to bind the company into any contract with the County. Include physical address of primary proposer.

2) Provide an outline of your experience with grant writing services, to include at a minimum the following.

- Number of years the firm has been in business
- Examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals from the past two (2) years.
- Examples of successful proposals in the areas listed in the Scope of Services.
- A minimum of three (3) references from Cities, Counties or other municipalities/governmental entities for which you have provided grant writing services. Include the name of the organization, brief description of the project, name of contact person and telephone number.

- 3) Provide resumes of individuals who will be assigned to work with the County including their background, directly related experiences and past successes (not included in the 25 page limit)
- 4) Provide a detailed description of how your organization will perform the following grant writing services.
 - Funding needs analysis/strategic outreach
 - Grant funding research
 - Grant proposal development and review

c. Proposal Reproduction

Submit one (1) clearly marked original copy, five (5) exact copies, and an electronic copy of the complete proposal in CD, DVD or flash drive in Microsoft® or Adobe® PDF.

d. Incurred Expenses

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

e. Proprietary Information

- i. 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 they consider confidential and/or proprietary and 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 Administration Office 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.

- ii. All Proposals received from Proposers in response to this Request for Proposal will become the property of the Baker County Board of County Commissioners 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.

V. Proposal Due Date and Time

Proposals shall be submitted in a sealed envelope or package. All Proposals submitted must be received in the Administration Office by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received in the Administration Office 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.

a. Proposal Due Date

Sealed Proposals must be received at the Baker County Board of County Commissioners Administration Office, no later than **October 12, 2016 by 5:00 p.m.**

b. Public Opening

There is no public opening of the proposals.

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.

VI. Method of 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. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) County employees will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP).

Proposals will be evaluated based on the following criteria:

1. Demonstrated knowledge of sources of grant funds available to similarly situated municipal governments – **25 points**
2. Demonstrated proficiency in obtaining funds for similarly situated communities – **25 points**
3. Demonstrated capability of proposed project management team – **15 points**
4. Firm years of experience writing and managing grants and/or loans for local governments in Florida– **20 points**
5. Quality of local government references provided – **15 points**

During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

The highest ranked firm shall be determined by a tally of the total number of points given to each firm by each review selection committee member. The selection process shall be open to the public and records maintained in accordance with all grant requirements.

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.

A. 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.

B. Authority to Award

Contracts negotiated as a result of this RFP will be presented to County Commission for final award.

C. Reserved Rights

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.

VII. 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 must be made through the Administration Office.** 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 Administration Office 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.

VIII. Addendum to Request for Proposals

Any interpretation, revision, or amendment to this RFP 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.

IX. 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 Baker County Board of County Commissioners, Administration Office, 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.

X. 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.

XI. 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.

XII. 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 Baker County Board of County Commissioners will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the County naming the Baker 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 "Baker County Board of County Commissioners". This official title will be used in all insurance documentation.

XIII. Proof of Insurance

The Proposer will furnish to the Administration Office Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days

after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before the date of their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the County thirty (30) days' notice of cancellation and / or restriction.

Agreement Cancellation: The contract may be terminated by agreement or upon sixty (60) days notice in writing given by either party. If the County exercises this right to terminate, the services allowed to be performed by the consultant during the remaining sixty (60) days shall be approved by the County Manager. If the consultant exercises this right to terminate, the consultant must attempt to complete as many projects pending as requested by the County Manager.

[The balance of this page has been left intentionally blank]

**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 _____.

County & State
County & State
2. The above named entity is submitting a Proposal for the Baker County Board of County Commissioners **RFP 2016-02** 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 Baker County Board of County Commissioners.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the Baker County Board of County Commissioners.
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 Baker County Board of County Commissioners.

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 Baker 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 _____

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 Baker County Board of County Commissioners, Florida 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

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

Authorized Company Person's Signature:

Authorized Company Person's Title:

Date: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

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 RFP is included.
- All applicable forms have been signed and included.
- Any addenda have been signed and included.
- The mailing envelope has been addressed to:

Baker County Board of
 County Commissioners
 Administration Office
 55 N. 3rd Street
 Macclenny, Florida 32063

- 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

County, 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

BAKER COUNTY BOARD OF
COUNTY COMMISSIONERS
ADMINISTRATION OFFICE
55 N. 3RD STREET
MACCLENNY, FLORIDA 32063

RFP-2016-02
GRANT WRITING and ADMINISTRATION SERVICES

DEADLINE DATE/TIME:

October 12, 2016 by 5:00 p.m.