

**COLUMBIA COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSALS
2023-N
CDBG GRANT ADMINISTRATION**

The Board of County Commissioners (County) will receive sealed proposals in the office of Commissioners, 135 NE Hernando Avenue, Suite 203, Lake City, FL 32055, until **3:00 PM** local time on **June 13, 2023** for the following:

CDBG GRANT ADMINISTRATION

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of proposal. Proposers without a complete proposal described will be considered improper. The Request for Proposal information is available online only at: <https://www.columbiacountyfla.com/PurchasingBids.asp>

Submissions will be publicly opened in the Commissioner's Office at 3:00 PM, **June 13, 2023** or as soon thereafter as practical. Proposers are responsible for the delivery of submissions. Submissions may be withdrawn at any time prior to the opening. Late bids will not be accepted. Bids delivered in any other format other than specified in this solicitation will not be accepted. Questions regarding this solicitation must be received via email to ejones@columbiacountyfla.com no later than **June 6, 2023**, at 3:00 PM local time. Responses to those questions considered material to the solicitation shall be distributed via formal addenda.

Columbia County welcomes your response to this solicitation. Proposals should be prepared in accordance with the instructions herein and will be evaluated by the County as stated in the evaluation section of this document. The County reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. The County may withdraw all or part of this solicitation at any time to protect the interests of the County. All Proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

Only one bid set will be furnished with each company or corporation interested in bidding. The one complete bid set is to be submitted in a sealed envelope. Proposers shall indicate Bid Number, Project Title, and the name and address of the firm submitting the bid on the outside of the envelope.

All Proposers are advised that under Chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

SECTION I. INTRODUCTION

Columbia County, Florida received notification that it has been awarded a Small Cities Community Development Block Grant from the Florida Department of Economic Opportunity for Economic Development projects (Contract #TBD).

Columbia County (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 services related the CDBG grant program including grant administration. The successful party will demonstrate qualifications, experience and abilities to successfully accomplish and support all aspects of the prescribed scope of work.

Requirements for submission and the selection criteria may be obtained on the Columbia County website at <http://www.columbiacountyfla.com/PurchasingBids.asp> All questions pertaining to this Request for Proposals (RFP) should be directed, in writing, to Erica Jones, Purchasing Officer, Columbia County 135 NE Hernando Ave, Lake City 32055, or by email to ejones@columbiacountyfla.com. Any addenda to this Request for Proposal (RFP) shall be distributed to vendors on the list Columbia County distributes for this RFP.

Proposers must submit one (1) original responses marked "Original", three (3) copies marked "Copy" and one (1) flash drive in a sealed envelope clearly marked on the outside with the Proposer's name and "**Sealed Proposal for CDBG Grant Administration, Columbia County, Florida**", addressed and delivered to:

COLUMBIA COUNTY PURCHASING OFFICE

135 NE HERNANDO AVE, SUITE 203

LAKE CITY, FL 32055

All proposals must be received by the County Purchasing Office before 3:00 P.M. on June 13, 2023. Any proposals received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand-delivered or couriered. Faxed or e-mailed proposals will be automatically rejected. Hand delivered Proposals may request a receipt. If sent by mail or by courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will not guarantee specific time delivery to Lake City. It is the sole responsibility of each Proposer to ensure their proposal is received in a timely fashion.

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. ***To be compliant, the CDBG Grant Administration proposals will be considered and scored independently for each of the two grants.***

All proposals shall remain valid for a period of ninety days (90) beyond the deadline for submission and may be extended beyond that time by mutual agreement. The Board will

automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under section 287.133(3)(d), Florida Statutes. COLUMBIA County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County. An award, if made, will be made to the Respondent(s) deemed to receive the highest ranking based on the evaluation criteria included in Section 2.0 of this Request for Proposals.

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 BOCC reserves the right to reject any and all proposals, to waive informalities in any or all proposals, to re-advertise for proposals, and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the Columbia County BOCC.

SECTION II. PROJECT INFORMATION

1. About Columbia County

Located near the intersection of Interstates 10 and 75, Columbia County is home to approximately 70,000 residents. The County seat and largest city is Lake City, with a population of approximately 12,000. Lake City is located approximately 45 minutes north of Gainesville, and just over an hour west of Jacksonville. The area is largely rural, and has historically been an agriculturally based economy. The County has seen an approximate 25% increase in population growth from 2000 through 2018. The State of Florida has designated Columbia County as an Economically Distressed Rural County. The US Federal Government confirmed that census tract 1103 is now a Florida Opportunity Zone. The Opportunity Zone has a median household income of approximately \$37,000, which is lower than the median household income for the State of Florida of \$59,000.

2. Project Information

Columbia County, Florida has been awarded a Small Cities Community Development Block Grant from the Florida Department of Economic Opportunity for the 2021/22 CDBG Economic Development project. The Project is a grant for the improvements to support the expansion of the County owned package wastewater treatment plant that will provide capacity for a new Truck Service Center in the Ellisville area of Columbia County (Contract #TBD). The County has

completed the environmental review for this project. Columbia County is seeking responses from interested and qualified firms licensed to do business in the State of Florida that can provide CDBG grant administrative services.

SECTION III. SCOPE OF WORK

For this RFP, CDBG grant administrative services may include, but are not limited to the following tasks:

- Draft policies for the County to adopt to meet special conditions required by the CDBG Subgrant Agreement, HUD regulations and DEO requirements,
- Prepare list of minority and women business enterprise (MBE/WBE) firms,
- Prepare and submit public notices for publication,
- Maintain financial records related to project activities,
- Conduct a Fair Housing activity each quarter,
- Draft quarterly progress reports, Section 3 and MBE/WBE reports for submission to DEO,
- Attend pre-bid conference, bid opening or preconstruction meeting,
- Review contractor payrolls and interview employees to determine compliance with the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, and the Copeland Act,
- Review Household Income Certification Forms for households being hooked up to new utility services,
- Maintain client files,
- Attend meetings of the Columbia County Board of County Commissioners to provide progress reports on subgrant activities,
- Prepare documentation for and attend on-site monitoring visits by DEO,
- Draft responses to monitoring findings and concerns for County to submit to DEO,
- Draft requests for funds for submission by the County's authorized employee,
- Draft subgrant modification documents for the County to submit to DEO,
- Draft the Administrative Closeout Report for submission by the County,
- Respond to citizen complaints,
- Assist in the preparation of responses to monitoring findings and concerns for County to submit to DEO or HUD,
- Submit requests for funds to County to submit to DEO,
- Prepare the Administrative Closeout Report and submit to County to submit to DEO.
- Prepare documentation for and attend on-site monitoring visits by DEO as well as prepare documentation for DEO required desk monitoring.

Columbia County reserves the right to award a contract for any or all of these services or to perform any or all of these services using County staff and resources. Columbia County reserves to reject any or all responses.

Applicants shall supply the following information:

SECTION IV. SPECIFICATIONS AND DELIVERABLES

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The BOCC does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

Complete sets of Responding Documents may be obtained in the manner and at the location stated in the Notice of Calling for Proposal.

A. PROPOSAL REQUIREMENTS

One (1) original response, marked “Original”, three (3) copies marked “Copy”, and one (1) flash drive of the proposal setting forth qualifications must be received.

B. DISQUALIFICATION OF RESPONDENTS

- **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this RFP must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders, the response of all participants in such collusion shall be rejected, and no participants in such collusion will be considered in future responses for the same work.
- **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity, may not submit a response/bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit response/bids on leases 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, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Category Two: \$25,000.00.
- **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or proposal in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with his response or proposal. Failure to complete this form in every detail and submit it with your response or proposal may result in immediate disqualification of your response.
 - **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.
 - **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence, shall be prohibited regarding this particular request for proposals, or any other competitive solicitation between:
 1. Any person or person’s representative seeking an award from such competitive solicitation; and

2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action, which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes.

C. EXAMINATION OF RFP DOCUMENTS

Each Respondent shall carefully examine the RFP and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall at once notify the Purchasing Officer.

D. INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received seven (7) or more days prior to the date fixed for opening of responses will be given consideration. All such changes or interpretation will be made in writing in the form of an addendum and, if issued, will be posted on the County's Purchasing Website or sent by available means to all known prospective Respondents prior to the established response opening date. Each Respondent shall acknowledge receipt of such addenda in the space provided in the response form. In case any Respondent fails to acknowledge receipt of such addenda or addendum, the response will nevertheless be construed as though it had been received and acknowledged and the submission of the response will constitute acknowledgment of the receipt of

same. All addenda are a part of the contract documents and each Respondent will be bound by such addenda, whether or not received. It is the responsibility of each Respondent to verify all addenda issued have been received before responses are opened.

E. GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work.

F. PREPARATION OF RESPONSES

Signature of the Respondent: The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

G. SUBMISSION OF RESPONSES

The response shall be submitted in a sealed envelope, which shall be marked so as to clearly indicate its contents and the name of the Respondent. If forwarded by mail, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated in the Notice of Calling for Proposal, and preferably by special delivery, registered mail; if forwarded otherwise than by mail, it shall be delivered to the same address. Responses will be received until the date and hour stated in the Notice of Calling for Proposal.

Each Respondent shall submit the required evidence of the Respondent's qualifications and experience, as outlined in Section H and the executed forms set forth in Section B.

H. CONTENT OF SUBMISSION

The submission in response to this RFP shall be printed on 8-1/2" x 11" white paper; shall be clear and concise and provide the information requested herein. The response shall be bound, or in a three-ring binder or equivalent folder, and tabbed. Submissions shall be organized as indicated below. The Respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration. Each Respondent must submit adequate documentation to certify the Respondent's compliance with the BOCC's requirements. Respondent should focus specifically on the information requested.

The following information, **at a minimum**, shall be included in the Submittal:

I. COVER PAGE

A cover page that states **"REQUEST FOR PROPOSAL CDBG Grant Administration, Columbia County, Florida."** The cover page should contain Respondent's name, address, telephone number, and the name of the Respondent's contact person.

J. TABBED SECTIONS

TAB 1. NARRATIVE/SELF-ANALYSIS/STATEMENT OF QUALIFICATIONS

The Respondent shall provide a history of the organization, its areas of special expertise, and how the organization will fulfill the needs of the BOCC if awarded a contract pursuant to this RFP process.

Respondents shall include the following information:

- A description of your organizational structure (i.e., publicly held corporation, partnership, etc.).
- Confirm that you are a licensed in the State of Florida and provide documentation.
- Briefly describe your company’s organization, philosophy, and management. Also, please provide a brief company history.
- Describe your contractual relationships, if any, with organizations or entities necessary for your proposal’s implementation
- How long has your organization been providing these services?

TAB 2. REFERENCES

Each Respondent shall provide at least three (3) public sector references for the same or similar services during the past three (3) years. If no public sector references are available, non-public sector references may be provided. Each reference shall include, at a minimum:

Name and full address of reference organization
Name of Contact person for contract
Telephone number(s)
Date of initiation of contract reference, and time period services were provided
Brief summary of services provided to reference, and comparison of the referenced services to these proposed services

TAB 3. STAFFING

It is anticipated that the primary Respondent indicated in the response to this RFP shall be the primary person providing services to the BOCC, notwithstanding said entity may use staff to prepare work product required to fulfill the contractual obligations to the BOCC. Respondent shall include a list of the proposed staff positions and employees that will provide the work required if awarded this contract, along with the qualifications and of such staff members.

In addition, the Respondent shall indicate whether any subcontractors will be used and identify such subcontractors.

TAB 4. PENDING/PAST LITIGATION

The Respondent shall describe any pending litigation in which the Respondent is involved as a result of provision of any services which are described herein. The Respondent shall describe any litigation in which the Respondent has been involved within the past five (5) years.

TAB 5. BOCC RESPONSE FORMS

Respondent shall complete and execute the response/bid forms specified below and found at the designated pages in this RFP, and shall include them in the section tabbed 5:

Response Form
Non-Collusion Affidavit
Ethics Clause
Conflict of Interest Disclosure Statement
Drug Free Workplace Certificate

TAB 6. PRICING INFORMATION

In this section, the Respondent shall state proposed pricing information. Any proposal submitted in response to these specifications shall be binding for a period of sixty (60) calendar days after the proposal-opening day.

TAB 7. PROPOSED CONTRACT

Respondent shall provide a formed contract that may be considered by the County. Any proposed contract shall be subject to negotiation with the County and approval by the County in the event Respondent receives an award to provide the required services.

TAB 8. ADDITIONAL MATERIALS

Each Respondent may, but is not required to, include resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.). They should be clearly marked “Additional Materials”. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation except to the extent they support qualification and experience. Any out-of- scope services not covered in other sections should be included here with a description of the personnel likely to be involved.

TAB 9. MODIFICATION OF RESPONSES

Written modification will be accepted from Respondents, if addressed to the individual and address indicated in the Notice of Calling for Proposal and received prior to response due date and time.

TAB 10. RESPONSIBILITY FOR RESPONSE

The Respondent is solely responsible for all costs of preparing and submitting the response, regardless of whether a contract award is made by the BOCC.

TAB 11. RECEIPT AND OPENING OF RESPONSES

Responses will be received until the designated time and will be publicly opened and read aloud

at the appointed time and place stated in the Notice of Calling for Proposal. No responsibility will be attached to anyone for the premature opening of a response not properly addressed and identified. Respondents or their authorized agents are invited to be present.

TAB 12. DETERMINATION OF SUCCESSFUL RESPONDENT

The BOCC reserves the right to reject any and all responses and to waive technical errors and irregularities as may be deemed best for the interests of the BOCC. Responses which contain modifications or are incomplete, unbalanced, conditional, obscure, or which contain additions not requested or irregularities of any kind, or which do not comply in every respect with the instruction to Respondents, and the contract documents, may be rejected at the option of the BOCC. Final selection of the successful respondent(s) shall be made by the BOCC at a noticed public meeting.

TAB 13. INDEMNIFICATION

- The Respondent shall defend, indemnify and hold harmless the Columbia County BOCC from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by BOCC) and any other losses, damages, and expenses (including Respondent or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act of omission of the Respondent or its Subcontractors in any tier, their employees, or gents.
- The first ten dollars (\$10.00) of remuneration paid to the Respondent is for the indemnification provided for above.
- The successful Respondent agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverage, limits, including endorsements described herein. The requirements contained herein, as well as the County’s review or acceptance of insurance maintained by the Respondent is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Respondent under any resulting contract.
- Commercial General Liability insurance on an “occurrence” basis in an amount not less than \$1,000,000 combined single limit Bodily Injury and Property Damage Liability.
- Business Automobile Liability insurance in the amount of \$1,000,000, providing Bodily Injury Liability and Property Damage Liability.
- Workers’ Compensation insurance applicable to its employees, if any, for statutory coverage limits in compliance with Florida Laws including Employers’ Liability which meets all state and federal laws.
- Professional Liability/ Errors or Omissions insurance as appropriate for the type of business engaged in by the respondent shall be purchases and maintained by the Respondent with minimum limits of not less than \$1,000,000 combined single limit.

All policies must be endorsed to provide the County with written thirty (30) days notice of

cancellation or restriction except for nonpayment of premium. The Vendor shall provide the County with certificates of insurance showing the existence of coverage required by this RFP

SECTION VI. EVALUATION CRITERIA

- **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.).

C. 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 by category as set forth in the preceding section entitled “Evaluation Criteria” and based upon that scoring will rank the respondents on an ordinal scale. The resulting score sheet will be submitted to the Director of Procurement to determine the rank order of the respondents.

E. Authority to Award

Any contract negotiated as a result of this RFP will be presented to Columbia County Board of County 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.

SECTION VII. SCORING CRITERIA:

Grant/Project Wastewater Treatment Plant Expansion - Ellisville

1. The years of experience of the firm’s staff that will work on the project with administering CDBG Small Cities grants funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity. **20 points**
2. The years of experience of the firm’s staff that will work on the project with water and wastewater projects. **20 points**
3. The Firm’s proposed approach to administering the grant including an explanation of the tasks to be performed and the County’s involvement in the process. **20 points**
4. Quality of past performance as evidenced by client reference letters dated 2015 or later provided from other communities. Please note, only one (1) letter per community will be accepted. **20 points**
5. The fee or proposed fee basis. **20 points**
6. Women/Minority Business Enterprise: Points to be awarded only in the event of a tie for the highest ranking **5 points**
7. The Firm’s proposed approach to administering the grant including an explanation of the tasks to be performed and the County’s involvement in the process. **20 points**
8. Quality of past performance as evidenced by client reference letters dated 2015 or later provided from other communities. Please note, only one (1) letter per community will be accepted. **20 points**
9. The fee or proposed fee basis. **20 points**
10. Women/Minority Business Enterprise: Points to be awarded only in the event of a tie for the highest ranking **5 points**

Proposed Timeline

Tuesday, June 6: Deadline for Questions – 3:00pm

Tuesday, June 13: Bid Opening – 3:00pm

Thursday, July 6: Board of County Commission Meeting– 9:30am

3. Award/Rejection/Other

The County reserves the right to reject any and all proposals, waive any formalities, technical errors, and irregularities, and to recommend the award of a contract as may be

deemed in the best interest of the County.

All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Board and may be disposed of without notification and shall be considered public information under Chapter 119, Florida Statutes.

The applicant selected shall be expected to comply with all federal, state, and local laws and regulations in the performance of services.

SECTION VIII. FORMS

**FORM A
VENDOR INFORMATION AND SIGNATURE FORM**

| | |
|--|---|
| Vendor Name | |
| Trade License (If applicable) | |
| Contact Person(s) | |
| Street Address with City, State and Zip Code | |
| Mailing Address (If different from Above) | |
| Phone Number | |
| Fax Number | |
| E-Mail | |
| Proposer will do the work as | <input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation |
| Date and State of Incorporation | DATE: _____ STATE: _____ |
| Name of partnership or joint venture | |

By signing below, the submission shall be deemed a representation and certification by the Proposing Firm that you have investigated all aspects of the solicitation, have read and understand the solicitation, and acknowledge all addenda.

| |
|-------------------------|
| Authorized Signature: |
| Printed Name of Signer: |
| Date Signed: |
| Title of Signatory: |

BID FORM

RFP 2023-N

**GRANT/PROJECT #1 WASTEWATER TREATMENT PLANT EXPANSION - ELLISVILLE
CDBG GRANT ADMINISTRATION
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, Room 203, Lake City, FL, 32055 no later than 3:00 P. M. on June 13, 2023.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest, bid F.O.B., Columbia County, Florida.

CDBG Grant Administration

\$ _____

Signature: _____

Title: _____

Date: _____

**FORM B
NON-COLLUSION AFFIDAVIT**

STATE OF _____

COUNTY OF _____

I state that I _____ of _____,
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.

5. _____, its affiliates, subsidiaries, officers, director, and employees
(Name of Firm)
are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the Board of County Commissioners of Columbia County, Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _____ day of _____, _____.

Name of Organization: _____

Signed by: _____

Print Name: _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

The foregoing instrument was executed before me this day _____ of _____ 20____,
by _____ as _____ of _____,
_____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

FORM C
PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: 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 Proposal, ITN, or Contract Number **RFP 2023-N CDBG**

2. This sworn statement is submitted by _____ whose
[Name of entity submitting sworn statement]
business address is _____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social
Security Number of the individual signing this sworn statement: _____.

3. My name is _____ and my relationship to the above is
[Please print name of individual signing]
_____.

4. I understand that a "public entity crime" as defined in section 287.133(l)(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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(l) (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 "affiliate" as defined in section 287.133(l) (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 thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(l) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids/proposals or applies to bids/proposals 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 is active in the management of the entity, nor any affiliate of the entity have been 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 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, AND **[Please indicate which additional statement applies].**

____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted Contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted Contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that is was in the public interest to remove the person or affiliate from the convicted Contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the State of Florida, Department of Management Services.]**

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in FORM "C", Public Entity Crimes, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____
20____, by _____ as _____ of
_____, who personally swore or affirmed that he/she is authorized
to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced
_____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

**FORM D
DRUG-FREE WORKPLACE CERTIFICATE**

The drug-free certification form below must be signed and returned with the solicitation response.

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in the first paragraph.
4. In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.
7. By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in FORM "D", Drug-Free Workplace Certification, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____ of 20____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

**FORM E
CONFLICT OF INTEREST STATEMENT**

STATE OF _____

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
(Insert Title) (Insert Company Name)
in _____ and principal office in _____.
Said entity is submitting this proposal/offer to RFP 2023-N CDBG Grant Administration.
2. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
3. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
4. Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
6. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
7. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any County Office or Department.
8. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within Columbia County government.
9. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the County in writing.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____ 20____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

FORM F
CERTIFICATE REGARDING LOBBYING AND DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL – “Disclosure of Lobbying Activities”, in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67 –

- A. The applicant certifies that it and its principals:
 - I. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - II. Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - III. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of this certification; and
 - IV. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default. (b) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the duly authorized representative of the applicant, I hereby certify that applicant will comply with the above referenced certifications.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____ of 20____, by _____ as _____ of _____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

FORM G
CERTIFICATES OF INSURANCE

Please attach proof of insurance.

FORM H
W-9

Please attach W-9 form.

FORM J
PROPOSED CONTRACT

Template of Proposed Consultant Service Agreement is attached (Do not complete)