



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

**REQUEST FOR QUALIFICATIONS
2020-I**

DESIGN OR RETROFIT OF THE COUNTY EMERGENCY OPERATIONS CENTER

The Board of County Commissioners (BCC) will receive sealed proposals in the office of Commissioners, 135 NE Hernando Avenue, Post Office Box 1529, Lake City, FL 32056-1529, (386) 719-2028, until 2:00 PM on Thursday, April 23, 2020, for the following:

Design or Retrofit of the County Emergency Operations Center.

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 Qualifications (RFQ) information is available online only at: <http://www.columbiacountyfla.com/PurchasingBids.asp>.

Proposals will be publicly opened in the Commissioner's Office at 2:00 PM on Thursday, April 23, 2020 or as soon thereafter as practical. Proposers are fully responsible for the delivery of their proposal. Proposals may be withdrawn at any time prior to opening. Late proposals will not be accepted or considered. Proposals delivered in any other format other than specified in the RFQ will not be accepted under any circumstances. All questions regarding this solicitation shall be received in writing to Esther Chung at the address above or by email to echung@columbiacountyfla.com no later than Thursday, April 09, 2020 at 5:00 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 proposal. Proposals should be prepared in accordance with the instructions and will be evaluated by Columbia County as stated in the evaluation section of this document. Columbia County reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. Columbia County may withdraw all or part of this proposal 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.

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.

I. INTRODUCTION

Columbia County, hereinafter referred to as the County, is requesting qualification statements from firms that have experience in performing design services for a future new replacement or alteration, retrofit or remodeling of the existing County Emergency Operations Center (CEOC). The funds shall be used for architectural and engineering planning and design services.

II. SCOPE OF SERVICES

The building that houses the Emergency Operations Center facility is a 1-story 14,384 square foot facility. In addition to the EOC the following county departments are collocated in this facility: The County Public Safety Answering Point (PSAP), 9-1-1 Dispatch Center and administrative offices; Code Enforcement; Central Communications; 9-1-1 Addressing/GIS, and the Emergency Management administrative office. Also included in the building lay-out are two (2) break areas, two (2) restroom locations, a single person shower and several storage closets.

1. The design of the CEOC shall be capable of withstanding wind loads in accordance with the hurricane provisions of ICC 500-2014. The minimum wind design shall include:

Design Wind Speed = 160 miles per hour (3 second gust)

Exposure Category = C

Wind Directionality Factor, Kd = 1.00

The construction documents shall be titled "Columbia County Emergency Operations Center, 2020."

2. The structural engineer of record shall include a statement in the construction documents certifying to the best of their knowledge and belief the CEOC was designed to withstand wind loads according to ICC 500-2014 and ASCE/SE17- (include publication year).
3. The CEOC shall resist penetration by large windborne debris impact. At a minimum the CEOC envelope (e.g., walls, windows, doors, louvres, roofs, skylights and hatches) shall meet the hurricane provisions of ICC 500-2014, or similar performance as approved by the Division. Impact-protective systems or products that meet 200 miles per hour or greater ICC 500-2014 tornado shelter design wind speed missile criteria are acceptable.
4. The minimum floor elevation of the CEOC shall be modified from ICC 500-2014 in accordance with the following: the lowest floor used for the CEOC shall be elevated to or above the higher of the elevations determined by: 1. 100-year (one percent annual chance) base flood elevation plus three (3) feet; 2. 500-year (0.2 percent annual chance) flood elevation (if determined) plus two (2) feet; and 3. Elevation required by the AHJ (authority having jurisdiction) for the proposed location. If a proposed location is not selected for the future CEOC during the

planning and design period of performance, the lowest floor elevation determination outlined in this Section shall be incorporated into the construction documents.

5. The critical support system functional period of the CEOC shall be modified from ICC 500-2014 in accordance with the following: critical support systems shall be designed to remain functional at full emergency operations center occupant load for a minimum of 72-hours. Critical support systems shall **not** be solely reliant upon off-site services and utilities (e.g. water, natural gas fuel, electricity).

III. TASK PRODUCTS

1. One (1) copy of the site survey (if applicable); 2. Site master plan; 3. Spatial needs assessment; 4. Schematic design plan or preliminary design drawings. The spatial needs assessment and schematic design plan/preliminary design may be one document.
2. One (1) set of substantially complete (approximately 90 percent) preliminary construction drawings and specifications for the CEOC for review and comment by the Florida Division of Emergency Management (FDEM). The drawings shall include site survey information, landscaping, civil, architectural, structural, mechanical, plumbing and electrical drawings.
3. One (1) near bid-ready set of construction drawings, specifications and wind load and wind-borne debris impact product performance certifications (or test reports) for the CEOC for review and comment by FDEM. The construction drawings shall include site survey information, landscaping, civil, architectural, structural, mechanical, plumbing and electrical drawings and be signed by the applicable registered or licensed design professional(s) of record.
4. The construction documents shall demonstrate that the CEOC meets the requirements set forth in Scope of Work sections II. A – II. E. Failure to supply the required documentation, or disapproval of this documentation by FDEM, shall result in denial or reduction of funds at the sole discretion of FDEM.
5. Force protection and security measures shall be consistent with Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), Crime Prevention Through Environmental Design (CPTED) or other federal or state recognized best-practices guidelines as approved by FDEM.

IV. SUBMITTAL REQUIREMENTS

1. Proposers shall submit one (1) original, marked “Original”, four (4) 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 RFQ 2020-I Design or**

Retrofit of the County Emergency Operations Center” by 2:00 pm EST on Thursday April 23, 2020 addressed and delivered to:

**Columbia County Board of County Commissioners
135 NE Hernando Avenue, Suite 203
Lake City, FL 32055**

This solicitation and others can be located on the Columbia County Current Bids and Proposals at: <https://www.columbiacountyfla.com/PurchasingBids.asp>.

2. Interested firms or individuals shall include the following information in their submittals in the exact order listed here with separating page tabs in an 8.5 by 11-page format. The proposals shall be bound, or in a three-ring binder or equivalent folder. The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration. Each Proposer shall submit adequate documentation to certify the Proposer’s compliance with the BCC’s requirements. Submissions shall be clear and concise and provide the information requested herein.
3. Firms shall submit written qualifications and a proposed project approach which clearly demonstrates their ability to provide quality services in a timely and cost effective manner. Submittals **must include the following:**

Tab 1: Letter of Interest

- A letter stating the Proposer’s interest in this proposal signed by the person who will have contract authority over it.
- Identify the project’s principal contact and contact information
- Include a statement that the contents of the submittal are true and accurate.
- Provide an overview of the key areas of the proposal and summarize the Proposer’s position as to why the firm should be selected. The Letter of Interest shall not exceed two (2) pages in length.

Tab 2: Qualifications and Background of Firm

- General background and resources
- Documentation of experience on similar projects (include client references with contract information)
- Firms must detail their experience with: Emergency Operations Centers or similar projects, familiarity with Emergency Operations Center standards, procedures, regulations, and reporting requirements
- Current workload

Tab 3: Qualifications of Staff

- Organization and resumes of the project team personnel and sub-consultants. All professionals assigned to the project must be licensed in the State of Florida.

Tab 4: Technical Approach

- Outline of proposed project approach and schedule

Tab 5: Response Forms

- Proposers shall complete and execute the response forms specified below and found at the designated pages in this RFQ, and shall include them in the section tabbed 5:
 - Vendor Information and Signature Form
 - Non-Collusion Affidavit
 - Public Entity Crimes Form
 - Drug-Free Workplace Certificate
 - Conflict of Interest Disclosure Statement
 - Certificate Regarding Debarment, Suspension and Other Responsibility Matters
 - 44 CFR Part 18 – Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements
 - Proof of General Liability Insurance
 - Proof of Workers’ Compensation Insurance

Tab 6: Proposed Contract

Tab 7: Additional Material

- Each Respondent may, but is not required to, include 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.

V. EVALUATION CRITERIA

A committee comprised of County staff will review all submitted qualifications. A short list of firms will be determined from the responses received. The short list firms **may** be invited for an interview and department visit prior to final selection made. The evaluation criteria are as follows:

Letter of Interest	0-10
Qualifications and Background of Firm	0-25
Reference Letters	0-10
Qualifications of Staff	0-25
Technical Approach	0-20
Response Forms	0-10
TOTAL	0-100

The selection committee’s rankings will be forwarded as a recommendation to the Board of County Commissioners for their review and consideration.

VI. NOTIFICATION

The selected firm will be given written notification by the County. The County will negotiate and execute a contract with the selected firm(s) prior to the beginning of actual services. Work cannot begin until the contract has been approved by the Columbia County Board of County Commissioners. Should contract negotiations fail, the County will negotiate with one of the other highly ranked firms. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms:

1. Detailed scope of services
2. Schedule for providing services
3. Cost of services

VII. RESERVED RIGHTS

The County shall not be responsible for any of the costs associated with responding to the request for qualifications and all submitted materials shall become the property of the County. Furthermore, the County expressly reserves the following rights and options:

1. To reject any or all teams and re-advertise if deemed necessary
2. Waive any or all formalities and technicalities
3. Approve, disapprove or cancel all services associated with the project

VIII. ADDITIONAL COUNTY CONDITIONS

All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the response. However, Columbia County reserves the right to change the conditions, requirements and specifications as it deems necessary.

1. The submittal must be signed by a duly authorized official of the proposing organization or individual submitting the response;
2. No submittals will be accepted from any person or organization that is in arrears for any obligation to Columbia County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Columbia County Board of County Commissioners;
3. Columbia County is not obligated to enter into any contract as a result of the RFQ;
4. Columbia County reserves the right to reject any and all submittals or any part thereof and to select the most responsive firm that is deemed in the best interest of Columbia County;
5. Columbia County may approve or disapprove the use of specific subcontractors in any bids;
6. Columbia County reserves the right to enter into an agreement with another proposing firm in the event that the originally selected firm fails to execute a contract with the County or defaults on their contracts;

7. Columbia County reserves the right to negotiate with any, none or all of the proposing companies.
8. All costs, including travel and expenses, incurred in the preparation of this statement of qualifications will be borne solely by the proposing company;
9. The County will NOT return submittal materials to those submitting statements of qualifications;
10. The proposing firm shall complete and sign the Vendor Information and Signature Form;
11. No agreements with any selected firm shall be binding until a contract is signed and executed by the County Manager and authorized representatives of the selected firm.

IX. Vendor Certification:

The submission of a response shall be deemed a representation and certification that the proposing firm:

1. Has carefully read and fully understands the information provided by Columbia County in this RFQ;
2. Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the response submitted;
3. Represents that all of the information contained in the submitted response is true and correct;
4. Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this response;
5. Acknowledges that Columbia County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Columbia County permission to make these inquiries; and
6. Acknowledges that any response cannot be modified after its submission for any reason.

Columbia County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

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 of qualifications shall be deemed a representation and certification by the Proposing Firm that you have investigated all aspects of the RFQ, have read and understands the RFQ.

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

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 _____

Public Entity Crimes Statement

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:

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

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(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 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(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 "affiliate" as defined in section 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 thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into 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 it 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 this attachment, 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 _____ 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 _____

Drug-Free Workplace Certification

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.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in this 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 _____

Conflict of Interest Statement

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

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 _____, titled “_____”

1. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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 _____

Certificate Regarding 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 _____
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 _____

44 CFR Part 18 - Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each proposal or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge, that:

1. 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form• LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned Contractor hereby certifies and attests to the accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

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 _____

Proof of General Liability Insurance

Please attach Proof of General Liability Insurance.

W-9 Form

Please attach W-9 Form.