

REQUEST FOR PROPOSAL  
RFP-007-2023  
AIRPORT APPRAISAL SERVICES REBID

City of Lake City  
205 N. Marion Ave.  
Lake City, FL 32055

RELEASE DATE: March 17, 2023  
DEADLINE FOR QUESTIONS: March 31, 2023  
RESPONSE DEADLINE: April 17, 2023, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/lcfla>

City of Lake City  
REQUEST FOR PROPOSAL  
Airport Appraisal Services Rebid

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## 1. THE CITY OF LAKE CITY FLORIDA

### 1.1. Request for Proposal

RFP-007-2023

Airport Appraisal Services Rebid

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, ProcureNow, until 2:00 pm, local time, on Monday, April 17, 2023. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the names of the respondents will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the ProcureNow Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, March 31, 2023 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda must be accessed through ProcureNow.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City 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 City.

CITY OF LAKE CITY, FLORIDA

Paul Dyal  
City Manager

## 2. INTRODUCTION

### 2.1. Summary

The City of Lake City is requesting proposals from qualified firms for the appraisal of one of their Aeronautical properties. The firm must complete an appraisal for Fair Market Rent for the property located at the City of Lake City Gateway Airport, 3524 E. US Hwy 90, Lake City, FL 32055. This property is leased currently by Haeco Airframes Services, LLC.

**Legal Description** for the requested proposal is: Commence at the Southwest corner of the N 1/4, Section 1, Township 4 South, Range 17 East, and run South 17 degrees 45 minutes 26 seconds West, 671.01 feet; thence North 6 degrees 15 minutes East, 1,725.00 feet; TO THE POINT OF BEGINNING: thence continue North 6 degrees 15 minutes East 1,275.00 feet; thence North 84 degrees 01 minute West, 430.00 feet TO THE POINT OF BEGINNING, in Columbia county Florida.

### 2.2. Background

The Lake City Gateway Airport is a General Aviation (GA) Airport located in Columbia County, Florida. The Airport is owned and operated by the City of Lake City. It functions as a self-sustaining enterprise fund without or with very little local tax support from the City of Lake City. Airport operating revenues are generated by both aviation and non-aviation tenants including fixed base operator (FBO), flight schools, hangar tenants, commercial properties, HAECO Americas, office tenants, and numerous short term lease use agreements. Under both State and Federal grant assurances the Airport is required to lease all Airport land and facilities for fair market rental value in order to keep the Airport as self-sustaining as possible. The Airport's Federal Aviation Administration (FAA) Compliance Manual provides detailed and specific policy guidance from the FAA concerning these requirements and may be reviewed by visiting [www.faa.gov](http://www.faa.gov) and searching for U.S. Department of Transportation Federal Aviation Administration National Policy Order 5190.B dated September 30, 2009. In 1947 the Airport property was deeded to the City of Lake City by the Federal War Assets Administration following World War II, when the Airport was operated as a Naval Air Station (NAS) training facility under Federal ownership.

This deed contains numerous on-going deed restrictions which grant the Federal government considerable latitude and authority concerning Airport real estate issues.

Under current Federal policy guidelines, applicable laws and regulations, City of Lake City is required to operate the Airport on a self-sustaining basis by leasing property, facilities or commercial activities in such a manner as to obtain fair market value rental payments for use of Airport land and facilities. All long term aeronautical and non-aeronautical lease agreements are required to be reviewed and approved by the FAA to ensure fair market rental value payment is obtained. Therefore obtaining professional and qualified appraisal service is an important component for the Lake City Gateway Airport and the City to remain in compliance with FAA and State grant assurances.

### 2.3. Contact Information

**Dee Johnson**  
Procurement Coordinator

205 N. Marion Avenue  
Lake City, FL 32055  
Email: [johnsond@lcfla.com](mailto:johnsond@lcfla.com)  
Phone: [\(386\) 719-5816](tel:(386)719-5816)

**Department:**  
Procurement

## 2.4. Timeline

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

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

<b>Issue RFP Notice</b>	March 17, 2023
<b>Last Date for Receipt of Written Questions</b>	March 31, 2023, 4:00pm
<b>Addendum Issued (If Applicable)</b>	April 3, 2023
<b>Proposal Due Date</b>	April 17, 2023, 2:00pm
<b>Evaluation Committee Meeting</b>	April 24, 2023 City Manager's Conference Room City Hall 2nd Floor 205 N. Marion Ave. Lake City, FL 32055
<b>Recommendation Presented for Approval</b>	May 22, 2023

### **3. INSTRUCTION TO PROPOSERS**

#### **3.1. Proposal Response**

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, ProcureNow, until 2:00 pm, local time, on Monday, April 17, 2023. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

#### **3.2. Questions**

All questions related to this RFP shall be submitted in writing via the ProcureNow Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, March 31, 2023 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include section referenced for each question in order to ensure that questions asked are responded to correctly.

#### **3.3. Method of Source Selection**

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

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

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

#### **3.4. Pre-Proposal Conference**

There is no pre-proposal conference for this solicitation.

#### **3.5. Proposal Due Date**

Sealed Proposals must be received via the City's e-Procurement Portal, ProcureNow, no later than 2:00 pm, Local Time, Monday, April 17, 2023. Proposals received after this date and time will not be considered.

### 3.6. [Public Opening](#)

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

### 3.7. [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.

## 4. SCOPE OF WORK

### 4.1. Scope of Work

The City of Lake City is seeking proposals from qualified and experienced firms, licensed to practice in the State of Florida, with demonstrated skills and experience in the Appraisal of Airport property for Fair Market Rent of the location leased by Haeco of Americas. Legal Description is enclosed.

### 4.2. Scope of Service

A general description of the scope of professional services required is, but not limited to the following:

Determine the Fair Market Rental Value of the one aeronautical rental property by comparing our airport to similar aviation properties serving the same functions throughout the state. These are some of the key factors that should be used but are not limited to identify comparable properties/airports for use in this comparison:

- a. Size of the metropolitan area and population.
- b. Location of airport.
- c. Airport classification, size and function. (It should be general aviation only)
- d. Number of operations and other activity statistics.
- e. Number of based aircraft.
- f. Other factors necessary to provide an accurate appraisal

### 4.3. Minimum Standards for Airport Appraisals

Respondents must have a minimum of five (5) years of professional experience with valuing airport property. Appraisal standards for Airport property shall be based on best practice of determining the fair market rent of land, hangars, office or warehouse rentals for one of our aeronautical properties.

To be considered qualified to complete Airport appraisal work, appraiser must be certified as a Member of the Appraisal Institute (MAI) and licensed by the State of Florida with all appraisal reports submitted as a final work product certified by an MAI appraiser. The respondents shall have an active license and Certification from the State of Florida to perform real estate appraisals with a copy of the State Certificate to be submitted with the response to this RFP. Appraisals prepared by real estate sales associates or real estate brokers certified by the Florida Department of Business and Professional Regulation without MAI certification and current State Certification for real estate appraising will be not be considered under this RFP. Qualified respondents under this RFP, shall also agree to be guided by recognized appraisal standards supported by the American Institute of Real Estate Appraisers and have a background of experience in Airport property appraising. The Appraisal Report requested for the Airport appraisals shall be in a Summary Appraisal Report format. The Appraisal Report should provide the City of Lake City with the Fair Market Rental Value for all Aviation and Non-Aviation property at the Lake City Gateway Airport.



#### 4.4. Structure of Response

The proposals must include the following:

Cover Letter (2 pages maximum).

The name, address and telephone number, and e-mail of firm and of one (1) individual who will serve as the Project / Program Manager to whom all future correspondence and/or communications will be directed.

Firm background, including past experience with appraising similar airport properties for Fair Market Rent value.

Statement of relevant qualification and experience of the firm and staff, including resumes of the Project / Program Manager and key personnel; current workload and record of similar professional accomplishments. References from at least five (5) government aviation agencies.

A copy of your Florida State Certification and MAI Certificate.

Evidence of the interested firm's or individuals ability to provide the following insurance coverage, either under existing policies or by virtue of a project specific policy: (A) Professional Liability - \$1,000,000; (B) Automobile Liability - \$500,000 CSL; (C) Worker's Compensation – Statutory/\$100,000; and (D) Comprehensive General Liability - \$1,000,000 CSL.

The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

#### 4.5. Evaluation and Selection Process

Selection Criteria

After the evaluation process the award will be made to the most responsive and responsible respondent that offers the Lake City Gateway Airport the greatest value based on an analysis involving criteria which includes, but is not limited to:

- a. Understanding and approach to the project
- b. Experience of firm with similar airport properties
- c. Client references
- d. Location of Primary Office
- e. Cost and projected hours to complete scope of work

Contractor Selection

Proposals will be evaluated for their overall responsiveness to the requirements set forth in this RFP. Top candidates may be invited to present and discuss their proposal with the Evaluation Committee. Following the evaluation and oral interviews (if deemed necessary), a recommendation will be made to the City of Lake City, City Council. The selected contractor will be required to honor the terms,

conditions, and scope contained in this RFP. The City of Lake City, City Council will make the final approval of the contract.

Ranking Criteria:

**EVALUATION CRITERIA MAX POINTS**

Understanding and Approach to the Project 25

Experience of Firm with Similar Airport Properties in Florida 25

Client references 25

Location of Primary Office 10

Cost and Projected Hours to Complete Scope of Work 15

TOTAL POSSIBLE POINTS 100

## 5. FORMAT AND CONTENT

### 5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

### 5.2. Incurred Expenses

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

### 5.3. Proprietary Information

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.  
A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes
- B. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City 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 City.

### 5.4. Requirements

- A. Proposals will be evaluated based on the information provided in the response. All documents should be 8 1/2 x 11 format and must not be more than 25 pages.
- B. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents which provides clear identification of the material by section.

## 5.5. [Delivery of Proposals](#)

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

## 5.6. [Evaluation Criteria](#)

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is identified in the "[Evaluation Criteria](#)" section of the solicitation.

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

## 5.7. [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 City 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 City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

### D. Ranking

The Committee will evaluate and rank the Proposers as set forth in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

E. Authority to Award

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

F. Reserved Rights

1. The City, 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. The City does not guarantee the award of any Contract as a result of this solicitation process.

## 6. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Understanding and Approach to the Project</b>	0-100 Points	25 <i>(25% of Total)</i>
2.	<b>Experience of Firm with Similar Airport Properties in Florida</b>	0-100 Points	25 <i>(25% of Total)</i>
3.	<b>Client references</b>	0-100 Points	25 <i>(25% of Total)</i>
4.	<b>Location of Primary Office</b> Within 100 miles to the Airport Location - 10pts  Within 101 - 200 miles to Airport Location - 5pts  Over 200 miles to Airport Location - 2 pts	0-100 Points	10 <i>(10% of Total)</i>
5.	<b>Cost and Projected Hours to Complete the Scope of Work</b>	0-100 Points	15 <i>(15% of Total)</i>

## 7. PRICING PROPOSAL

### TOTAL FOR APPRAISAL

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Lump Sum Total of Appraisal	1	LS		
TOTAL					

## **8. TERMS AND CONDITIONS**

### **8.1. CDBG Guidelines**

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.

### **8.2. Contract Award**

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

### **8.3. Questions Regarding the Solicitation or Proposal Process**

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

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

Any questions relative to interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

### **8.4. Additional Information**

The City 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 City.

### **8.5. Addendum to Request for Proposals**

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



## 8.6. Execution of Contract

Unless such time is extended by the City, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, 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.

## 8.7. 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.

## 8.8. Indemnification

The Respondent agrees to indemnify and hold the City 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 City from any and all increased expenses resulting from such delay.

## 8.9. 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 City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City 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 "City of Lake City". This official title will be used in all insurance documentation.

#### 8.10. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies 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 City thirty (30) days' notice of cancellation and / or restriction.

#### 8.11. Public Records

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential

and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 719-5826 OR (386) 719-5756, CITYCLERK@LCFLA.COM, CITY CLERKS OFFICE, 205 N MARION AVE., LAKE CITY, FL, 32055.**

#### **8.12. Employment Eligibility Verification (E-Verify)**

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

## 9. VENDOR QUESTIONNAIRE

### 9.1. .... [Table of Contents\\*](#)

Please upload your Table of Contents here.

\*Response required

### 9.2. .... [Documents Requiring Notorization\\*](#)

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Conflict of Interest Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)

\*Response required

### 9.3. .... [Disputes Disclosure Form\\*](#)

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

*Select all that apply*

- ☐ 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?
- ☐ 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?
- ☐ 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?
- ☐ None of the Above

\*Response required