

The City of Lake Worth



REQUEST FOR PROPOSALS

RFP # NO. 15-207

PURCHASE OF CITY OF LAKE WORTH SURPLUS PROPERTIES



Where the Tropics Begin



Where the Tropics Begin

FINANCE OFFICE
7 North Dixie Hwy.
Lake Worth, FL 33461
TEL: 561-586-1674
FAX: 561-586-1673

RFP # 15-207

PURCHASE OF CITY OF LAKE WORTH SURPLUS PROPERTIES

The City of Lake Worth is seeking proposals from individuals or legal entities to purchase properties declared surplus by the City of Lake Worth. Interested individuals and legal entities are invited to submit a complete proposal for consideration. The proposal must address the items requested, clearly and concisely. The City intends to negotiate a sale of each property upon selection of the individual or entity that best satisfies the evaluation criteria and is in the best interests of the City.

Time is of the essence and any proposal received after 3:00 p.m., on Thursday, November 5, 2015, whether by mail or otherwise will not be opened. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Each proposer is responsible for insuring its proposal is delivered and stamped by the City's Finance Office personnel by the deadline indicated. The City reserves the right in its sole discretion to reject any or all proposals and/or to waive all nonmaterial irregularities on any and all proposals. All costs and expenses, including reasonable attorney's fees, incurred by any person or entity in preparing and responding to this RFP are the sole responsibility of the proposer including without limitation any and all costs and fees related to a protest.

Interested parties may obtain a copy of the RFP by contacting the Finance Office at (561) 586-1674 or from the City's website at www.lakeworth.org, Purchasing Opportunities. All proposals must be hand-delivered or mailed to:

City of Lake Worth Finance Office – 2nd Floor
7 North Dixie Hwy
Lake Worth, FL 33461

ENVELOPE MUST BE IDENTIFIED AS RFP # 15-207.

BY: *Hirut Darge*
Hirut Darge, Finance Office

PUBLISHED: October 4, 2015
West Palm Beach Post

GENERAL INFORMATION

1. PROJECT OBJECTIVE AND CITY REQUIREMENTS

A. **Project Objective.** Through the issuance of this Request for Proposal (“RFP” hereafter), the City of Lake Worth (“City” hereafter) is seeking proposals from individuals or legal entities (“proposers” hereafter) to purchase one or more city owned properties that have been declared surplus. A complete list of properties and related conditions is incorporated into this RFP as **Exhibit “A”**.

B. **City Requirements.** In accordance with the City’s Code of Ordinances, surplus property may only be sold to a person or entity which is in good standing. “Good standing” is defined in this RFP as a proposer that is not subject to and does not have any outstanding City code enforcement fines, special assessments, taxes, judgments, administrative costs or liens of any kind assessed or recorded against the proposer or property owned by the proposer. The Code of Ordinances also specifies that surplus properties be sold at 100% of the total market value as reported by the Palm Beach County Property Appraisers Office. The City Commission has also expressed a desire to establish single family, owner occupied homes, as appropriate to the specific zoning.

The successful proposer for each property shall be responsible for all costs associated with the purchase and development of the property, including, but not limited to, all closing costs, title insurance, survey, abstracting, permitting, etc.

Once the property is sold to the successful proposer, if the property has code violations or other issues requiring improvement, the successful proposer must improve the property by applying for building permits within 12 months of the purchase and completion of the improvement within 24 months of the purchase. The City Commission may grant a time extension in accordance with established procedures. All improvements to the property must be accomplished in accordance with proper approvals and permits and all applicable laws, ordinances and regulations.

All properties are being sold “as is” and subject to any encumbrances of record.

2. SUBMITTAL OF PROPOSALS

Proposers are invited to submit a complete proposal for consideration addressing the information requested, clearly and concisely. Time is of the essence and any proposal received after **3:00 p.m., on Thursday, November 5, 2015**, whether by mail or otherwise will not be opened. The City will in no way be responsible for delays caused by any occurrence. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is delivered and stamped by Finance office personnel by the deadline indicated. At the designated time and place, the City Finance Official or designee will record the proposals for the record. Proposals shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail. Each envelope containing a proposal will be stamped by the Finance Office personnel with the date and time received. The time of receipt shall be determined by the time clock located in the Finance Office. All proposals must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Proposer. Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.

The City reserves the right in its sole discretion to reject any or all proposals and/or to waive all nonmaterial irregularities on any and all proposals. All costs and expenses, including reasonable attorney’s fees, incurred by any Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer firm including without limitation any and all costs and fees related to a protest. The documents

included or incorporated in this RFP constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the Proposer to insure that all pages are included. All Proposers are advised to closely examine this RFP and monitor the City's website for updates related to this RFP.

3. REGISTRATION

Each Proposer seeking to submit a proposal is requested to **register** with the Finance Office in order to directly receive any addenda to this RFP. Proposers should complete the Registration form attached as **Exhibit "B"** and mail, fax or e-mail to the Finance Office at the address noted below on or before **2:00 p.m., Tuesday, October 13, 2015**. It is the responsibility of each Proposer to ensure that it receives all addenda. The City shall have no responsibility to provide any addenda issued under this RFP to any Proposer; however, the City will use its best efforts to provide issued addenda to those Proposers registered for this RFP with the City.

Hirut Darge, Purchasing Agent
Finance Office
7 North Dixie Highway
Lake Worth, FL 33461
Fax: 561-586-1750
hdarge@lakeworth.org

4. CHANGES AND INTERPRETATIONS

Changes to this RFP will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given.

All questions regarding this RFP should be submitted in writing via mail, or e-mail and must be received by the above noted Purchasing Agent not later than ten (10) calendar days prior to the due date for proposals. All questions will be answered via addenda. If a question is not answered, the Proposer should assume all relevant information is contained within this RFP. The City will attempt to not issue any addenda within three (3) business days of the due date of proposals; however, the City reserves the right to issue any addenda at any time prior to the due date and time of proposals.

5. PROPERTY OF THE CITY

All materials submitted in response to this RFP become the property of the City. The City has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposals does not affect this right. No variances to this provision shall be accepted.

6. RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

- Registration Form Due October 13, 2015 (2 PM)
- Questions from Potential Proposers Due October 20, 2015 (2 PM)
- Issue Addendum (if necessary) October 23, 2015 (by 2 PM)
- **Proposal Response Due November 5, 2015 (3 PM)**

The City reserves the right to amend the anticipated schedule as it deems necessary.

7. CONE OF SILENCE

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City's procurement code, the City's procurement cone of silence will be in effect as of the deadline to submit a response to this RFP. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Proposers are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all response or some other action by the City to end the selection process.

8. ETHICS REQUIREMENT

This RFP is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Proposers are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Proposer coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this RFP.

9. DISCLOSURE AND DISCLAIMER

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with City representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFP is being provided by the City without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Proposer or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

In its sole discretion, the City may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. In its sole discretion, the City may determine the qualifications and acceptability of any proposer and its proposal in response to this RFP. Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer' affiliates, officers, directors, shareholders, partners and employees, as requested by the City. Any action taken by the City in response to proposals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any expense, liability or obligation on the part of the City, or their advisors.

Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

10. PURCHASE AND SALE AGREEMENT

The City and successful proposer will be contractually bound only if and when a written purchase and sale agreement between the parties is executed by the City. If the City and the successful Proposer cannot agree on the terms and conditions of the resulting agreement, the City reserves the right to terminate negotiations with the successful proposer and move to the next ranked proposer to commence negotiations for an agreement. Negotiations may continue in this process until the City is able to enter into a contract with a proposer that best meets the needs of the City. The City may exercise said reserved right for up to a year after proposal opening (subject to the agreement of the bidder).

11. EVALUATION AND AWARD

The City may assemble an Evaluation Committee to evaluate the proposals. The Evaluation Committee will convene for a public meeting to evaluate and rank the most advantageous proposals and make a recommendation for award to the City Commission with or without discussion. The Procurement Agent will notify all submitting Proposers and advertise the Evaluation Committee meeting in the appropriate media as directed by law. The City Commission is not bound by the recommendation of the Evaluation Committee and the City Commission may deviate from the recommendation in determining the best overall responsive proposal which is most advantageous and in the best interest of the City consistent with the evaluation criteria. Recommended awards will be available for review by interested parties at the Finance Office.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP.

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Each proposer's submission of its proposal constitutes acknowledgment of the process and consent to the City's investigation. City is the sole judge in determining each proposer's qualifications, responsibility and responsiveness.

At its sole option, for larger or more complex studies or projects, the City may select the top three to five Proposers and require brief presentations from each Proposer before making the final selection. This requirement is at the sole discretion of the City.

While the City allows Proposers to specify any desired variances to the RFP terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Proposer who is most advantageous to the City.

12. EVALUATION SCORING CRITERIA:

The evaluation of the proposals will be conducted in accordance with the following provisions. Scoring is based on a 100-point scale. The following guidelines will be used for the evaluations (with associated weighting). **To be considered "Qualified", a Proposer must receive a minimum aggregate average of 70 points.**

Qualifications by Category	Points Awarded
Proposed purchase price of property	0 - 25 points
Proposed use of the property	0 - 25 points
The individual's or entity's proposed schedule for improvement	0 - 15 points
Financial ability to purchase and improve	0 - 20 points
Capability References	0 - 5 points
Owner occupied as primary residence (0-5 points)	0 - 5 points
Lake Worth property owner	0 – 5 points
Total	100 points

13. PROPOSAL FORMAT

Each proposer shall submit **one (1) original, seven (7) copies and (1) electronic copy** in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference materials included in the additional documents.

Proposals must be properly signed in ink by the owner/principal having the authority to bind the firm to this agreement. **Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.**

Only one proposal may be submitted by each proposer for each property.

Proposals which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive.

All proposals shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause the proposal to be rejected.

A. Letter of Transmittal (not to exceed three pages)

This letter will summarize in a brief and concise manner the following:

1. **Title Page:** Identify surplus property address, the name of the proposer, address, telephone number, name of contact person, and the date.
2. **Letter of Transmittal:** Briefly identify the property that is the subject of the proposal and state the proposer's interest in the property and express a positive commitment to complying with the requirements of the City and this RFP.

An authorized agent of the proposer must sign the Letter of Transmittal and must indicate the agent's title or authority.

The contact person identified in the Letter of Transmittal will be considered the primary contact for the City.

If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the proposal, then same shall be completed prior to submittal. Proposers shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint partnership to be formed.

B. Addenda (unlimited pages)

This section shall include a statement acknowledging receipt of each addendum issued by the City. Each Proposer is responsible for visiting the City's website to view and obtain addendum.

C. Purchase Price, Use and Schedule (not to exceed 8 pages including the form).

On the Proposer Information Form, Exhibit "C", insert the requested information (including identifying the property and proposed purchase price) and on a separate page(s) provide the following information:

1. **Proposed Use:** Describe the proposed use of the property including any and all intended improvements to be made.
2. **Improvement Schedule:** If improvements are proposed, provide the intended schedule to accomplish the improvements.
3. **Owner Occupied:** Describe if the property is to be owner occupied.
4. **Lake Worth Owner:** Describe if the proposer is the owner of property within the City of Lake Worth and, if so, identify the owned property.

D. Financial Ability and Capability References (not to exceed 3 pages).

Proposers shall provide a minimum of three (3) references on the form provided demonstrating their financial ability to purchase the property and make improvements and their capability to make the improvements and maintain the same. At least one (1) of the references must attest to financial ability and one (1) to capability to make the improvements and maintain the same. Proposers are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

14. REPRESENTATIONS BY SUBMITTAL OF PROPOSALS

By submitting a proposal, the Proposer warrants, represents and declares that:

- A. Person(s) designated as principal(s) of the Proposer are named and that no other person(s) other than those therein mentioned has (have) any interest in the proposal or in the anticipated contract.

B. The proposal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.

C. The Proposer understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered into between the City and the Proposer.

D. By signing and submitting a proposal, Proposer certifies that Proposer and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a proposal to the City of Lake Worth for 36 months following the date of being placed on the convicted firm list. Proposer certifies that submittal of its proposal does not violate this statute.

F. Proposer recognizes and agrees that the City will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure or submittal of proposal information to third parties.

15. PROTESTS

Any actual Proposer who is aggrieved in connection with this RFP may protest such procurement. The protest must be filed with the City in accordance with the City's procurement code. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

16. EXHIBITS

This RFP consists of the following exhibits (which are incorporated herein by reference):

- | | |
|----------------|---|
| A. Exhibit "A" | Property Available for Purchase |
| B. Exhibit "B" | Registration Form (should be submitted) |
| C. Exhibit "C" | Proposer Information Form (must be submitted) |
| D. Exhibit "D" | Drug Free Workplace Form (must be submitted) |
| E. Exhibit "E" | References (must be submitted) |

17. COMPLIANCE

All proposals received in accordance with this RFP shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Proposer believes its proposal contains exempt or confidential information, the Proposer must identify the same at the time of submission of its proposal. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF GENERAL INFORMATION

EXHIBIT "A"

PROPERTY AVAILABLE FOR PURCHASE

LABEL	ADDRESS	PCN	NOTES	LEGAL DESCRIPTION	2015 VALUE	OFFER
1	313 North M Street	38-43-44-21-15-092-0260	RFP with Historic New Construction Covenant	TOWN OF LAKE WORTH LT 26 BLK 92	\$22,579	
2	622 North H Street	38-43-44-21-15-182-0110	RFP	TOWN OF LAKE WORTH LT 11 BLK 182	\$12,533	
3	601 North E Street	38-43-44-21-15-190-0320	RFP	TOWN OF LAKE WORTH LT 32 BLK 190	\$8,927	
4	639 Washington Avenue	38-43-44-34-01-000-0380	RFP	OSBORNE ADD AMND LT 38	\$9,333	
5	711 North L Street	38-43-44-21-15-218-0140	RFP with Historic New Construction Covenant	TOWN OF LAKE WORTH LT 14 BLK 218	\$33,093	
6	416 3 rd Avenue South 1	38-43-44-21-15-093-0013	RFP with Historic New Construction Covenant	TOWN OF LAKE WORTH E 45 FT OF LTS 1 & 2 BLK 93	\$18,028	
7	1203 18 th Avenue North	38-43-44-16-06-003-0310	RFP with Multiple Parcel Potential	LAKE WORTH HGTS LTS 31, 33 & UNNUMBERED LT IN SE COR OF BLK 3	\$35,640	
8	1506 South J Street	38-43-44-27-01-080-0030	RFP	ADD 1 TO TOWN OF LAKE WORTH LT 3 BLK 80	\$12,073	
9	431 North K Street	38-43-44-21-15-114-0170	RFP with Historic New Construction Covenant	TOWN OF LAKE WORTH LTS 17 & 18 BLK 114	\$42,660	
10	624 Highland Avenue	38-43-44-21-10-001-0140	RFP	HIGHLANDS LT 14 BLK 1	\$17,604	
11	1526 Wingfield Street	38-43-44-34-01-000-0630	RFP	OSBORNE ADD AMND LT 63	\$13,106	
12	1756 14 th Avenue South	38-43-44-33-45-000-0030	RFP	LEPORE ADDN TO CITY OF LAKE WORTH LT 3	\$19,455	
13	1101 South E Street	38-43-44-21-15-295-0080	RFP	TOWN OF LAKE WORTH LT 8 BLK 295	\$22,997	
14	626 Latona Avenue	38-43-44-34-02-000-0070	RFP	AMENDED PL OF LATONA COURT LT 7	\$7,000	
15	628 North K Street	38-43-44-21-15-176-0140	RFP with Historic New Construction Covenant	TOWN OF LAKE WORTH LTS 14 & 15 BLK 176	\$45,158	
16	629 South H Street	38-43-44-21-15-203-0160	RFP	TOWN OF LAKE WORTH LT 16 BLK 203	\$9,612	
17	1527 South Douglas Street	38-43-44-34-01-000-0570	RFP with Multiple Parcel Potential	OSBORNE ADD AMND LTS 57 TO 60 INC	\$27,670	
18	304 South F Street	38-43-44-21-15-123-0130	RFP	TOWN OF LAKE WORTH LTS 13 & 14 & S 10 FT OF LT 15 BLK 123	\$31,258	
19	732 South C Street	38-43-44-21-15-233-0010	RFP with Multiple Parcel Potential	TOWN OF LAKE WORTH LTS 1 & 2 BLK 233	\$13,860	

SEE SEPARATE ATTACHMENT - EXHIBIT 'A' - City Owned Property RFP Property Sheets

EXHIBIT "B"

PURCHASE OF CITY OF LAKE WORTH SURPLUS PROPERTIES

RFP # 15-207

REGISTRATION FORM

Proposers should complete and return this form to the Finance Office prior 2:00 P.M. EST, Tuesday, October 13, 2015 in order to receive any addenda(s) issued for this RFP.

It is the responsibility of the Proposer to ensure its receipt of all addenda.

Name of Company: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ Fax (_____) _____

E-Mail Address: _____

Preferred Method of Receipt: ☐ Fax ☐ E-Mail

EXHIBIT "C"

PURCHASE OF CITY OF LAKE WORTH SURPLUS PROPERTIES

RFP # 15-207

PROPOSED OFFER FORM

Proposer name: _____

Surplus property seeking to purchase: _____

Purchase amount for surplus property: \$ _____

The undersigned proposer agrees to comply with all requirements of the RFP and all other things necessary for the successful purchase of the property and any improvements (if necessary).

The undersigned proposer hereby further declares that:

1. This proposal is made in good faith, without collusion or fraud and is fair and competitive in all respects.
2. The proposer has carefully examined the RFP, all requirements and all issued addenda (if any).
3. The proposer has made a full examination of the property and is familiar with the site conditions that may impact its purchase and/or improvement.
4. The proposer agrees that, in case of failure on his/her part to execute a purchase and sale agreement and provide all required documents necessary to close the transaction within ten (10) business days of the City's request to close, the City's offer to close may be immediately withdrawn.
5. The proposer understands that the "City" as used in the RFP includes City staff, management and/or the City Commission unless specifically stated otherwise.
6. The following officer, director or agent of the proposer is also an employee of the City of Lake Worth.

Name

Address

_____	_____
_____	_____
_____	_____

7. The following employee(s) of the City of Lake Worth, either directly or indirectly, an interest of 10% or more of proposer as a legal entity or its affiliates or subsidiaries:

Name

Address

8. If selected, the successful proposer and all its affiliates, suppliers, subcontractor or consultants have not been placed on the public entity crimes convicted vendor list maintained by the State of Florida within the 36 months immediately preceding the date of this bid.

9. **Proposer acknowledges that ADDENDA NO(S). _____ have been RECEIVED and are ATTACHED HERETO and are signed by the proposer or a duly authorized officer of proposer.**

10. **By signing and submitting this bid, bidder represents that all bid forms are fully complete and accurate.**

11. **Proposer acknowledges that the bid may be rejected if all bid forms are not fully complete, not accurate or if forms are not signed by properly authorized signatures where required.**

Proposer's Address: _____

Phone: (____) _____ Email: _____

FEIN: _____ State of Incorporation: _____

SIGNATURE: _____

Date: _____

Print Name: _____

Title: _____

Failure to fully complete and sign this form may result in rejection of the proposal.

EXHIBIT “D”

CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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's 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 proposal a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under 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 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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 this section.

As the person authorized to sign this statement on behalf of _____, I certify that _____ complies fully with the above requirements.

Authorized Representative's Signature	Date
---------------------------------------	------

Name: _____ Position: _____

RFP 15-207

EXHIBIT "E"
REFERENCES

List below or on an attached sheet references per RFP requirements. THIS FORM MAY BE COPIED.

#1 REFERENCE

Name: _____

Address: _____

Phone No.: (____)_____ Fax: (____)_____

Contact Person Name: _____ Title: _____

Description of relationship to proposer: _____

_____.

#2 REFERENCE

Name: _____

Address: _____

Phone No.: (____)_____ Fax: (____)_____

Contact Person Name: _____ Title: _____

Description of relationship to proposer: _____

_____.

#3 REFERENCE

Name: _____

Address: _____

Phone No.: (____)_____ Fax: (____)_____

Contact Person Name: _____ Title: _____

Description of relationship to proposer: _____

_____.