

REQUEST FOR PROPOSAL (RFP) # 2011-2429

Martin County Administrative Center
Purchasing Division, 3rd Floor
2401 S.E. Monterey Road
Stuart, Florida 34996
www.martin.fl.us

NOTICE TO ALL POTENTIAL BIDDERS:

Prohibited Communications: Potential bidders shall not communicate in any way with the Board of Commissioners, County Administrator or any County staff, other than Purchasing department staff, from the time of bid advertisement through and including bid award except during scheduled pre-bid meetings. Such communication shall result in disqualification.

The Board of County Commissioners, Martin County, Florida, will receive sealed proposals for:

PUBLIC COMMUNICATION SERVICES

Scope of Work includes but is not limited to: Public communication services to assist Martin County with written and verbal presentations, documentation and communications to the general public, partner organizations and other Martin County Departments.

Sealed proposals will be received by the Purchasing Division of Martin County, Florida at 2401 S.E. Monterey Road, **1st Floor Information Desk** no later than **2:00 PM** local time, on **WEDNESDAY, JUNE 15, 2011**. Proposals received after the designated time and date will not be considered.

E-Bidding proposals will also be accepted until 2:00 PM on that date.

Proposals will be publicly opened and read aloud in the Purchasing Division on the above appointed date and time. Envelopes must be clearly marked with the RFP number, time and date of opening.

Mail or deliver to: **Martin County Board of County Commissioners**
Purchasing/ 1st Floor Reception Desk
2401 S.E. Monterey Road
Stuart, Florida 34996

Copies of the RFP Documents may be downloaded from DemandStar at their web site
www.demandstar.com

The Board of County Commissioners reserves the right to waive any technicalities; reject any and all proposals which are incomplete, conditional, non-responsive, or which contain additions not allowed for; reject any or all proposals in whole or in part with or without cause; and accept the proposal which best serves the County.

Martin County is an equal opportunity/affirmative action employer.

LIST OF CONTENTS

1. Scope of Services
2. Instructions to Proposers
3. Sample Insurance Certificate
4. Sample Service Agreement

Please return Original and (3) copies of the following:

5. Proposal Signature Page
6. Proposer's Qualification Questionnaire

PUBLIC COMMUNICATIONS SERVICES SCOPE OF SERVICES

This scope of work outlines public communication services to assist Martin County with written and verbal presentations, documentation and communications to the general public, partner organizations and other Martin County Departments.

These services include all activities, but not limited to, media relations, press releases, media interviews, positive image development, hiring spokespersons and speechwriting. Also included are research, measurement and evaluation of communication activities, documentation of communication results, crisis communication strategies, media training for employees and development of employee communication programs.

The initial contract shall be for a period of one (1) year, with two (2) one year renewal options for a maximum of three (3) years. The value of this contract shall not exceed \$25,000.00 per year.

The County may enter into a contract with more than one firm based on the needs of the County, qualifications of the firm and ability of the firm to furnish the applicable services. Selection shall be based on the firm's submittal. Personal interviews and/or presentations may be required at Martin County's discretion. Requests for individual projects will be issued via task order or purchase order as applicable.

CRITERIA FOR SELECTION

Criteria	Point Value
Firm's General Experience and Qualifications	25 %
Firm's Key Staff Experience and Qualifications	25 %
Firm's Management Approach and Methodology	25 %
Cost	25 %

FORM OF SUBMITTAL

1. Interested Contractors or firms are advised to provide in their submittals as precise information as possible pertaining to their capabilities, experience, and ability to provide the services outlined in this request and to adhere to the instructions herein.
2. Each submittal must address each of the items referenced above, and shall be limited to specific instructions outlined above. A table of contents is presented below as an outline of your Submittal:

Table of Contents

- a. Cover letter ***including e-mail address***, manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with a signature in full (1 *page limit*).
 - b. Professional Experience and Qualifications of firm (including applicable certifications or qualifications), and sub Contractors, if applicable (2 *page limit*).
 - c. Professional Experience and Qualifications of specific individuals assigned to the key roles (5 *page limit, 1 page per person*).
 - d. Describe Management Approach and Methodology to (3 *page limit*):
 1. Media relations
 2. Press releases & media interviews
 3. Positive image development
 4. Measurement and evaluation of communication activities
 5. Documentation of Communication Results
 6. Crisis communication strategies
 7. Media training for employees and development of employee communication programs
 - e. Describe public communication tasks or projects performed on behalf of government organizations or similar sized private entities (1 *page limit*)
 - f. Describe other experiences related to public communication work or services performed (1 *page limit*)
3. Applicants that do not comply with all the above instructions or do not include all the requested information may not be considered.
 4. One (1) paper original and three copies of submittal. Paper submittal shall be bound by staple or binder clip and shall consist of paper only. All binders, plastic separators, non-recyclable material, etc. are prohibited. Submittals will not be evaluated on the aesthetic of the package.

Pricing:

1. Please provide the hourly rate below. This rate shall be for the services including media relations, press releases, media interviews, positive image development, hiring spokespersons, speechwriting, copy writing, research, measurement and evaluation of communication activities, crisis communication strategies and media training for employees and development of employee communication programs.

Public Communications Services – Hourly Rate	\$

INSTRUCTIONS TO PROPOSERS

In order to be considered responsive, all Proposals must be made in accordance with these Instructions to Proposers.

1. Examination of RFP Documents: It is the responsibility of each Proposer before submitting a Proposal, to: a) Examine the RFP Documents thoroughly; and b) consider federal, state and local laws and regulations, and local conditions that may affect cost, progress, or performance of the project.
2. Questions: All questions regarding this RFP must be in writing and e-mailed to pur_div@martin.fl.us, no later than ten (10) working days prior to the RFP opening date. You may also Fax your written questions to 772-288-5414. Written replies will be issued to all Proposers of record. Questions received less than ten (10) working days before RFP opening date cannot and will not be answered.
3. Definitions: Whenever in these Instructions, the terms defined in the Contract are used (or pronouns used in place of them), the intent and meaning of such terms shall be interpreted as indicated in the Contract.
 - a. Proposal means an executed formal document submitted to the County stating the goods, consultant services, and/or services, as applicable, offered by the proposer to satisfy the needs as requested in the request for proposal.
 - b. Contract means the Service Agreement between the successful proposer as vendor and Martin County in the form attached to and included in the RFP Documents.
 - c. RFP Documents means the Contract and these Instructions to Proposers.
 - d. Contractor means any person having a contract with the Martin County Board of County Commissioners.
 - e. Vendor means an actual or potential supplier of goods, services, and/or consultant services.
4. Proposal Package: Proposals shall be made in the manner set forth herein. The Proposal Package shall consist of: 1) a proposal statement setting forth in detail how the Proposal meets the proposal requirements and evaluation factors and, where applicable, the cost of the goods, consultant services and/or services proposed; 2) identification of any and all proposed subcontractors and project team members, including professional resumes and applicable licensure or registration information; 3) evidence of insurance of the types and in the amounts set forth in the RFP Documents; 4) evidence of required registration and/or licensure as set forth in the RFP Documents.
5. Submittal: Submit entire Proposal Package in an opaque, sealed envelope in accordance with the Request for Proposals/Advertisement. Identify the envelope with: (1) Project Name, (2) Name and address of Proposer, and (3) RFP number. All items in the Proposal Package required for responsive Proposal shall be included. **Submittals shall be bound by staple or binder clipped and shall consist of paper only. All other binders, plastic separators, non-recyclable material, etc. are prohibited. Submittals will not be evaluated on the aesthetic of the package.** It is the responsibility of the Proposer to ensure that the Proposal Package is complete

and received at the proper time. **We also accept E-Bidding proposals through Onvia/DemandStar no later than 2:00 pm on the date specified.**

6. Withdrawal of Proposal: The Proposal may be withdrawn by the Proposer by means of a written request, signed by the Proposer or its duly authorized representative. Such written request must be delivered to the place specified in the Request for Proposals/Advertisement for the receipt of Proposals prior to the scheduled closing time for receipt of Proposals. Modifications will not be accepted or acknowledged.
7. Disqualification: More than one Proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. If the County believes that collusion exists among Proposers, all Proposals will be rejected.
8. Evaluation Factors: The evaluation factors include, but are not limited to, price 25% Firm's general experience and qualifications, 25% Firm's key staff experience and qualifications, 25% Firm's Management approach and methodology and 25% Cost.
9. Proposal Evaluation: The County shall award to the responsive and qualified Proposer whose proposal is determined to be the most advantageous to the County. Evaluation of proposals shall be based on the evaluation factors set forth in the request for proposals and any other relevant information obtained through the evaluation process.
10. Standard of Qualification: All awards made by the County, whether obtained by invitation to bid/advertisement, or request for information, proposal, or quotation, shall consider whether the prospective contractor/vendor meets the standard of qualification. Factors to be considered in determining whether the standard of qualification has been met shall include whether a prospective contractor/vendor has:
 - a. available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
 - b. a satisfactory record of performance;
 - c. a satisfactory record of integrity;
 - d. the legal ability to contract with the County; and
 - e. supplied all necessary information in connection with the inquiry concerning responsibility including but not limited to any licenses, permits, or organization papers required.
11. The prospective vendor shall supply information requested by the County concerning the qualification of such vendor. If such vendor fails timely to supply the requested information, the County shall base the determination of qualification upon any available information, or may find the prospective vendor non-qualified if such failure is unreasonable.
12. Reservation of Rights: The Martin County Board of County Commissioners reserves the right to waive any informality or irregularity in any Proposal received, or reject any and/or all Proposals, or re-advertise. The County reserves the right to cancel the award of any Contract at any time before the execution of such Contract by all parties without any liability to the Owner. For and

in consideration of the County considering Proposals submitted, the Proposer, by submitting its Proposal, expressly waives any claim to damages, of any kind whatsoever, in the event the Owner exercises its right to cancel the award in accordance herewith. In the event only one responsive proposal is received, the County reserves the right to negotiate and award to the sole Proposer; re-advertise the request for proposal, with or without making changes to the evaluation factors; or elect not to proceed. The Martin County Board of County Commissioners reserves the right to select, from among the various Proposal alternates, those alternates to be included in the final Contract as well as the right and option to award or re-solicit Proposal alternates in any sequence or at any time deemed to be in the best interest of the County.

13. Award: Notice of the intent to award shall be posted at the location set for proposal submission for a period of (5) business days. The award shall be made in accordance with the provisions of the request for proposal.
14. Execution of Contract: The successful Proposer shall assist and cooperate with the County in executing the Contract, and within fourteen (14) calendar days following its presentation shall execute same and return it to the County along with the Insurance Certificates and any other documentation that may be required by the Contract Documents to be submitted at that time.
15. Availability of Funds: The obligation of Martin County to enter into the Contract with the accepted Proposer is subject to the availability of funds lawfully appropriated for the services by the Martin County Board of Commissioners.
16. Registration or License: All Proposers shall provide proof that they are properly licensed, certified or registered by the State of Florida, if applicable and a Martin County Occupational License. Failure to comply with this condition shall result in rejection of the Proposal.
17. Proof of Insurance:

The successful bidder shall be required to furnish evidence of insurance(s) to the County as set forth below. In the event any Consultant cannot obtain the insurance required herein, he shall submit a letter addressed to the Purchasing Manager setting forth the reason(s) he/she cannot obtain such insurance. That letter shall contain alternative insurance levels to be obtained by the Consultant. That letter and its contents shall be considered to be part of the Consultant's Response to the Request for Qualifications.

- a) The successful firm shall provide Worker's Compensation insurance as required by law.
- b) Worker's Compensation for Employer's Liability Insurance. Statutory requirements for Worker's Compensation and employer's liability of \$500,000 each accident, \$500,000 disease policy limit, and \$500,000 per occurrence.
- c) Business Automobile Insurance. This coverage should include all owned, hired, and non-owned vehicles at a minimum combined single limit of \$1,000,000.
- d) General Liability Insurance. Commercial general liability coverage, including coverage for Personal & Advertising Injury, Products & Completed Operations, Contractual Liability and Independent Contractors, with a minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. **Accord forms marked "Policy" or "Location" shall be considered non-compliant.** Instead, check

“Project” (meaning the “Contract”) for the aggregate limit. **Add this text** ““No exclusion should apply for Fellow Employees, Cross Liability, or Insured vs. Insured on the policy. Certificate Holder must be listed as Additional Insured including Completed Operations coverage.

- e) Professional Liability. Professional liability insurance at a minimum limit of \$1,000,000.
- f) Consultant agrees to provide the insurance written by a carrier licensed to do business in the State of Florida. To the extent available, the policy shall be an occurrence form, not a claims-made policy. The insurance company selected shall be rated A- or better, per the A. M. Best’s Key Rating Guide. Provide the **“Martin County Project Name and Contract Number”**, or this Certificate will be rejected since we will be unable to match the Certificate to the work contemplated. Provide **all** text stated in the “Description of Operations . . .” section and on page 2 of our sample Certificate.
- g) A certificate of insurance shall be provided to the Purchasing Manager for review and approval, five (5) business days after notice of technical selection. The Certificate shall provide for Martin County to be named as an additional insured for work under this Agreement as per page 2 of our sample Certificate.
- h) Liability Limits should be shown as “Primary”.

The County shall be given 30 days prior written notification of Consultant’s intent to cancel or modify any required insurance. Any notification less than 30 days shall be considered non-responsive.

18. **Public Entity Crimes:** Pursuant to Florida Statutes section 287.133(2)(a), all Proposers are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes section 287.017 for CATEGORY TWO (currently \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list. A "Public entity crime" means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with the State of Florida, any of its departments or agencies, or any political subdivision of the State of Florida, or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
19. **Taxes:** Cost of all sales and other taxes for which the Proposer is liable under the Contract shall be included in the Proposal.
20. **Cooperative Purchasing:** It is the intent of this solicitation to secure goods or services to be used by Martin County. However, by virtue of bidding (or proposing), the bidder accepts the right of other Florida Governmental agencies to purchase from this bid or proposal. The successful

bidder and the requesting Governmental agency, apart from Martin County, shall handle any such purchases separately. Further, Martin County assumes no liability for materials or services ordered by any other Governmental agency by virtue of this bid. Bidders that find this condition unsatisfactory should indicate this by indicating exception on the bid or proposal form.

21. Utilitization of Small Business Concerns: It is the Policy of the United States, the State of Florida, or the County that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, hubzone small business concerns, small disadvantaged business concerns, and women-owned small business concerns (hereinafter “small business concerns”) shall have the maximum practicable opportunity to participate in performing contracts, including contracts and subcontracts. It is further the policy that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns. The contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The contractor further agrees to cooperate in any studies or surveys as may be conducted by the appropriate government agency as may be necessary to determine the extent of the contractor’s compliance with this clause.

22. Disadvantaged Business Enterprise: Contractors, consultants, sub-contractors and/or sub-recipients shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of Department of Transportation (DOT) assisted contracts. Failure by the contractor to carry out these requirements is a material breach of the contract which may result in termination of the contract or such other remedy as the recipient deems appropriate.

23. Precontractual Expenses: The County shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of its proposal prior to issuance of the project Notice to Proceed. Pre-contractual expenses are defined as expenses incurred by the Contractor(s) in:
 - Preparing and submitting proposal(s) to the County;
 - Negotiations with the County on any matter related to the contract terms, professional fees, and schedule;
 - Any other expenses incurred by the Contractor(s) prior to reaching agreement in advance of the date of award of the proposed contract.

24. Term of Agreement

Term of agreement shall be for a period of one (1) with two (2) one year potential renewal options provided that both parties are in agreement and there are no changes to the terms and conditions. The contract may be extended 90 days beyond the contract date if needed.

25. Additional Vendor Requirements

The successful Proposer will be required to monitor the performance of his employee on a periodic basis while they are assigned to the County. The successful bidder(s) is required to comply with the Immigration Reform Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986, to provide employers with proof of citizenship or authorization to work in the United States.

26. Federal, State and County Regulations

The successful Proposer and their employees shall conform to all Federal, State and County regulations while in performance of their contracts. Any individual found not to conform shall not be allowed to start to work or if started shall be required to leave the job site immediately. Continued violations by any Successful Proposer shall result in the immediate termination of the Successful Proposal contract.

27. Payment

Payment will be made by the County in accordance with the requirements of the Local Government Prompt Payment Act, F.S. § 218.

Martin County in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement.

Payment Methods include:

1. Traditional – payment by check, wire transfer or other cash equivalent.
2. Standard – payment by purchasing card, Martin County’s Purchasing Card Program is supported by standard bank credit suppliers (i.e. VISA and MasterCard), and as such, is cognizant of the Rules for VISA Merchants and MasterCard Merchant Rules.

Martin County cautions vendors to consider both methods of payment when determining pricing as no additional surcharges or fees will be considered (per Rules for VISA Merchants and MasterCard Merchant Rules). The County will entertain bids clearly stating pricing for standard payment methods. An additional separate discounted price for traditional payments may be provided at the initial bid submittal if it is clearly marked as an “Additional Cash Discount.”

28. Prohibited Communications

Potential proposers shall not communicate in any way with the Board of Commissioners, County Administrator or any County staff other than Purchasing personnel from the time of bid advertisement through and including bid award. Such communication shall result in disqualification.

29. Debarment

The proposer certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department, government or agency;
- b. Have not within a ten (10) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under 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;
- c. 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 b of this certification; and

- d. Have not within a ten (10) year period preceding this proposal had one or more public/government transactions or contract (Federal, State or local) terminated for cause or default.

END OF INSTRUCTIONS TO PROPOSERS

AGREEMENT BETWEEN COUNTY AND CONTRACTOR FOR 4
EQUIPMENT AND SERVICES

THIS AGREEMENT, made and effective this day of in the year, by and between:

MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida, (Hereinafter referred to as "COUNTY"), located at 2401 S.E. Monterey Road, Stuart, FL 34996

AND

CONTRACTOR:

(Hereinafter referred to as CONTRACTOR)

Contract Name:

Contract Number/RFP No.:

Term:

Not to Exceed Amount:

WITNESSETH:

WHEREAS, COUNTY has previously determined that it has a need for _____; and

WHEREAS, COUNTY solicited competitive proposals for such services pursuant to Martin County Request for Proposal No. _____ (Hereinafter referred to as RFP); and

WHEREAS, COUNTY awarded the Proposal to CONTRACTOR; and

WHEREAS, CONTRACTOR has represented that it is able to satisfactorily provide the services and or materials according to the terms and conditions of the RFP, which is incorporated herein by reference, and the terms and conditions contained herein; and

NOW THEREFORE, in consideration of the above and mutual covenants contained herein, the parties agree as follows:

1. **Services to be Performed.** The CONTRACTOR hereby agrees to provide the COUNTY with _____, as requested and more specifically outlined in the RFP and the Scope of Services attached hereto and made a part hereof as Exhibit "A," this Agreement and all subsequent official documents that form the Contract Documents for this Contract, including any additional contract terms contained herein.

2. **Time of Service.** Services shall be performed in a timely manner, as specified in the Request for Proposal or as set forth herein.

3. **Term of Agreement/Option of Renewal.** This contract shall be in effect for _____ months from the date of the execution and any extensions thereof. This contract may be renewed subject to execution of a written agreement between the COUNTY and CONTRACTOR for up to ____ () additional () month period(s). This option shall be exercised only if all prices, terms and conditions remain the same, or decrease.

4. **Amendment of the Agreement.** This Agreement may be amended only by mutual written agreement signed by the parties. No statement, representations, warranties, either written or oral, from whatever source arising, except as expressly stated in this Agreement, shall have any legal validity between the parties or is binding upon any of them. The parties acknowledge that this agreement contains the entire understanding and agreement of the parties. No modifications hereof shall be effective unless made in writing and executed by the parties hereto with the same formalities as this Agreement is executed.

5. **Assignment/Subcontracting.** The CONTRACTOR shall perform all services and provide all goods and equipment required by this Agreement. No assignment or subcontracting shall be allowed without the prior written consent of the COUNTY. In the event of a corporate acquisition and/or merger, the CONTRACTOR shall provide written notice to the COUNTY within thirty (30) business days of CONTRACTOR'S notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this Agreement, which shall not be unreasonably exercised by the COUNTY, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state or federal laws. Action by the COUNTY awarding a bid to a bidder, which has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purpose of this Agreement.

6. **Termination/Default.** COUNTY shall notify CONTRACTOR of any failure to comply with any requirement in the Scope of Work and shall notify CONTRACTOR in writing of such failure/default. CONTRACTOR shall correct such failure/default within five (5) working days. COUNTY shall have the right to terminate this Agreement if such correction is not made within the time specified above. COUNTY reserves the right to cancel this Agreement, without cause, by giving thirty (30) days prior written notice to the CONTRACTOR of the intention to terminate. Failure of the CONTRACTOR to comply with any of the provisions of this Agreement shall be considered a material breach of Agreement and shall be cause for immediate termination of the Agreement at the sole discretion of the COUNTY.

7. **Compensation.** COUNTY shall pay CONTRACTOR upon CONTRACTOR'S completion of, and COUNTY'S acceptance of, the services required herein, in the amounts specified in the Price Schedule attached hereto and made a part hereof as Exhibit B. Prices shall remain firm for the duration of the contract and any renewals or extensions.

8. **Permit/ Licenses.** CONTRACTOR must secure and maintain any and all permits and licenses required to complete this Agreement.

9. **Audit.** The CONTRACTOR shall retain all records relating to this Agreement for a period of at least three (3) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, COUNTY reserves the right to have access to such records as required in this section for the purpose of inspection or audit during normal business hours, at the COUNTY'S cost, upon five (5) days prior written notice.

10. **Minimum Insurance Requirement.** The CONTRACTOR must maintain insurance in at least the amounts required in the RFP throughout the term of this Agreement or any renewals or extensions. The CONTRACTOR must provide a Certificate of Insurance in accordance with the Insurance Requirements, of the RFP, and as set forth herein naming the COUNTY as an additional named insured evidencing such coverage prior to issuance of a purchase order or commencement of any work under this Agreement.

11. **Indemnification.** CONTRACTOR shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the COUNTY from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, person or property by or from the said CONTRACTOR; or by, or in consequence of any neglect in safeguarding the work; or by the use of unacceptable materials in the construction of improvements; or on account of any act or omission, neglect or misconduct of the said CONTRACTOR; or by, or on account of, any claim or amounts recovered under the "Workers Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the COUNTY. The first ten dollars (\$10.00) of compensation received by the CONTRACTOR represents specific consideration for this indemnification obligation.

12. **Governing Law.** The laws of the State of Florida shall govern this Agreement.

13. **Independent Contractor Status and Compliance with the Immigration Reform and Control Act of 1986.** The CONTRACTOR is and shall remain an independent contractor and is neither agent, employee, partner, nor joint venture of COUNTY. CONTRACTOR acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control act of 1986 located at 8 U.S.C. 1324, et. Seq., and regulations relating thereto, as either may be amended from time to time. Failure to comply with the above provisions shall be considered a material breach and shall be grounds for immediate termination of the Agreement, at the discretion of COUNTY.

14. **Severability.** The terms and conditions of this Agreement shall be deemed to be severable. Consequently, if any clause, term, or condition hereof shall be held to be illegal or void, such determination shall not affect the validity or legality of the remaining terms and conditions, and notwithstanding any such determination, this Agreement shall continue in full force and effect unless the particular clause, term, or condition held to be illegal or void renders the balance of the Agreement to be impossible or performance.

15. **Conflict of Interest.** CONTRACTOR represents that it has no interest and shall acquire no interest(s), which conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part 111, of the Florida Statutes, CONTRACTOR further represents that no person having any interest shall be employed for said performance. CONTRACTOR shall notify COUNTY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence CONTRACTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONTRACTOR may undertake and request an opinion from COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by CONTRACTOR, COUNTY shall so state in the notification and CONTRACTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict with respect to services provided to COUNTY by CONTRACTOR under the terms of this Agreement.

16. **Documents Comprising Agreement.** The Agreement documents shall include this Agreement as well as the following documents, which are incorporated herein by reference.

a. Martin County's Request for Proposal and all of its addenda and attachments which are part of the RFP set forth above.

b. Contractor's Certificate of Insurance required in the Request for Proposal;

c. Contractor's Bond(s) if required by the RFP;

d. Contractor's response to the RFP or soliciting document.

17. **Payment.** Martin County, in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement based upon the CONTRACTOR'S response to the RFP.

The Payment Method for this contract shall be:

1. Standard – payment by purchasing card. Martin County's Purchasing Card Program is supported by standard bank credit suppliers (i.e. VISA and MasterCard), and as such, is cognizant of the Rule of VISA Merchants and MasterCard Merchant Rules.

If there is a conflict between the terms of this Agreement and the above referenced documents, then the conflict shall resolved as follows: the terms of this Agreement shall prevail over the other documents, and the terms of the remaining documents shall be given preference in their above listed order.

IN WITNESS WHEREOF, the parties herein have executed this Agreement for _____ pursuant to Bid No. _____ as of the day and year first written above.

Taryn Kryzda
County Administrator

Date

CONTRACTOR:

Company Name

DEPARTMENT: Reviewed by:

Name (type or Print) Date

Signature

Title

Name (Type or Print)

Signature

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/13/2007

PRODUCER
REF SAMPLE 12345

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT ALTER, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
ABC Services, Inc.

INSURER A-PONDING COVERAGE	REF ID
INSURER A: ABC Company	
INSURER B: DEF Company	
INSURER C: GHI Company	
INSURER D: JKL Company	
INSURER E:	

COVERAGES

THIS POLICY IS SUBJECT TO THE POLICY WORDS, CONDITIONS, EXCLUSIONS, ENDORSEMENTS AND OTHER DOCUMENTS WHICH MAY BE ATTACHED TO THIS POLICY. THIS POLICY IS SUBJECT TO THE POLICY WORDS, CONDITIONS, EXCLUSIONS, ENDORSEMENTS AND OTHER DOCUMENTS WHICH MAY BE ATTACHED TO THIS POLICY. THIS POLICY IS SUBJECT TO THE POLICY WORDS, CONDITIONS, EXCLUSIONS, ENDORSEMENTS AND OTHER DOCUMENTS WHICH MAY BE ATTACHED TO THIS POLICY.

TYPE	DESCRIPTION	POLICY NUMBER	START DATE	END DATE	COVERAGE	LIMIT
A	GENERAL LIABILITY	A123456	1/1/07	12/31/08	BODILY OCCURRENCE	\$ 1,000,000
	COMMERCIAL GENERAL LIABILITY				\$ 50,000	
	<input type="checkbox"/> FIDELITY AND SURETY <input checked="" type="checkbox"/> Defense costs in addition to limit				\$ 10,000	
	GENERAL AGGREGATE LIMIT PER POLICY <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER OCCURRENCE				\$ 2,000,000	
B	AUTOMOBILE LIABILITY	B123456	1/1/07	12/31/08	COMMERICAL LIMIT (BASIC)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> RENTED AUTOS					
	<input type="checkbox"/> OTHER <input type="checkbox"/> FIDELITY AND SURETY					
	<input type="checkbox"/> BODILY OCCURRENCE <input type="checkbox"/> AGGREGATE					
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	C123456	1/1/07	12/31/08	BODILY OCCURRENCE	\$ 2,000,000
	AGGREGATE				\$ 2,000,000	
	<input checked="" type="checkbox"/> MEDICAL BENEFITS <input type="checkbox"/> SICK PAY				\$ 500,000	
	<input type="checkbox"/> SICK PAY <input type="checkbox"/> SICK PAY - POLICY LIMIT				\$ 500,000	

RE: PROJECT NAME & JOB NUMBER
 Martin County Board of County Commissioners
 Martin County Board of County Commissioners, its officers, employees and agents are listed as Additional Insured under General Liability (including Completed Operations), Auto & Umbrella Liability for work performed under referenced contract. Additional insured endorsement for General Liability ISO CG2010 180 or CG2037 1001 is attached. Coverage applies on a Primary basis. Workers of subrogation are included. No exclusions for Fellow Employees, Cross Liability or Insured vs. Insured under the above policies.

CERTIFICATE HOLDER	CANCELLATION
Martin County Board of County Commissioners 2401 SE Monterey Rd. Stuart, FL 34989	Certificate D 02 IF ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor to MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER IMMEDIATELY TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPROVE NO RELEASE OF LIABILITY OR ANY KIND FROM THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), and/or its/their representatives or brokers, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ACORD 25 (03/1998)

REQUEST FOR PROPOSAL (RFP)
MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS

5

REQUEST FOR PROPOSALS FOR

RFP # 2011-2429

SUBMIT BID TO:

MARTIN COUNTY PURCHASING DIVISION
2401 S.E. MONTEREY RD. 1ST FLOOR INFORMATION DESK
STUART, FLORIDA 34996

INSTRUCTIONS

Each proposer shall furnish the information required on the form and each accompanying sheet thereof on which he makes an entry. Proposals submitted on any other format shall be disqualified. Proposals to include **one original and three (3) copies. E-Bidding will also be accepted through Onvia/DemandStar no later than 2:00 pm on Wednesday, June 15, 2011.**

Proposals must be received at the **Information Desk, 2401 SE Monterey Rd., 1st Floor**, Stuart FL, 34996 at the time specified in the RFP. Proposals received after this time & date will not be considered. Proposals will be publicly opened and read at the appointed time.

All Proposals shall be considered FOB Destination, if applicable. Proposals may not be withdrawn for a period of 60 days from opening.

PROPOSAL SIGNATURE SECTION

THIS FORM MUST BE RETURNED WITH PROPOSAL. FAILURE TO SIGN WILL RESULT IN DISQUALIFICATION OF SUBMITTAL.

Firm Name

Telephone (Include Area Code)

Authorized Signature

Fax Number

Name/Title (Please Print)

Federal Employee Identification #

Street Address

License Number & Type

City

State

Zip

E-mail Address (all notifications will be by e-mail)

Questions regarding this bid should be addressed to the Purchasing Division: (772) 288-5414-Fax or emailed to pur_div@martin.fl.us.

Provide 24 hour/ Emergency contact information:	<hr/> Contact person / Title
	<hr/> Contact phone # / Fax #
Any additional contact information:	

Signature

Firm Name

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF ADDENDA ISSUED DURING THE SOLICITATION PERIOD:

ADDENDUM # _____ THROUGH ADDENDUM # _____

Schedule of Prices to be submitted with Proposal

PROPOSER'S QUALIFICATION QUESTIONNAIRE

1. Number of years your business organization has been doing business in Florida. _____

2. Number of years your business organization has been:

Duly certified by the State of Florida _____

Or, licensed in a county in Florida _____

3. Have you ever failed to complete a contract awarded to you? _____

If yes, state where, when and why?

4. List three (3) references (name, address, telephone) - public entities, corporations or individuals for which you have provided similar services:

a. _____

b. _____

c. _____

5. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the type of business. (If corporation, state the name of the president and secretary. If a partnership, state the name of all partners. If a trade name, state the name of the individuals who do business under the trade name).

a. _____
(Legal Name of Bidder)

b. _____
(Form of business entity)

Names of the corporate officers, partners, or individuals:

Business Name _____

Address _____

Telephone _____ Fax _____

E-mail Address _____ (all correspondence will be by e-mail)

Submitted by: _____ Date _____
(Name of individual completing statement)

END OF BIDDER'S QUALIFICATION QUESTIONNAIRE