

DeSoto County Board of County Commissioners
Purchasing Division
201 E. Oak Street Suite 203
PH: 863-993-4816
Fax: 863-993-4819
www.desotobocc.com



Project Number: 09-19-00 RFQ

Title: Request for Qualifications- ENVIRONMENTAL SERVICES MASTER PLAN / FEASIBILITY STUDY

Description: Desoto County Board of County Commissioners hereby solicits sealed written Requests for Qualifications for a Desoto County Environmental Services Master Plan / Feasibility Study as indicated within the context of this Bid.

Pre-Bid/Proposal Conference: September 9, 2009, at 2:00 PM

Location: 201 E. Oak Street, 1st Floor Board Room, Arcadia, Florida 34266

Mandatory: Yes [] No [X]

Bid/Proposal Due Date: September 25, 2009 @ 2:00 PM.

Qualifications must be submitted at the Purchasing Office - 201 East Oak Street, Suite 203 Arcadia, FL. 34266.

Bids submitted after the indicated time will not be considered but returned unopened to sender.

For additional information, contact: Cindy Talamantez, CPPB Purchasing Manager
(863)-993-4816 email: c.talamantez@desotobocc.com

Special Instructions: Pre-bid conference/site visit is strongly recommended
Submit one (1) original marked as such and three (3) copies unless otherwise noted.

BIDDER/PROPOSER REGISTRATION

FAX: (863)993-4819

Please register as a planholder using this form. Only registered vendors will be contacted with notices of changes or addenda to this bid package. Complete and return this form by fax or mail to the Purchasing office at the address listed above.

Company

Name: _____

Contact

person: _____

Mailing

address: _____

City: _____ State: _____ Zipcode: _____

PH: _____ FAX: _____ email: _____

Notes:

Documents may also be obtained by using www.demandstar.com

All questions must be submitted in writing by contacting the purchasing department.

DeSoto County reserves the right to reject any and all bids, to waive any informalities, and to accept all or any bid as deemed in the best interest of the County.

Unless otherwise noted, Payment of goods or services as a result of this solicitation will be made in accordance with Florida Statute.

All first time vendors must submit a W-9 Form with their response.

PLEASE NOTE: The County's servers will not allow some emails access to our system. We have opened an account with Google – desotopurchasing@gmail.com. If you have questions, please post to both email addresses to ensure receipt and that all questions will be answered in a timely manner.

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Project # **09-19-00ITB**

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PROPOSAL GUIDELINES - 00110

CONTACT: All prospective Proposers are hereby instructed not to contact any member of the DeSoto County Board of County Commissioners, County Administrator, or DeSoto County Staff members other than the noted contact person regarding this RFQ regarding their proposal at any time prior to the final evaluation and recommended ranking by County staff for this project. Any such contact shall be cause for rejection of your proposal.

PUBLIC OPENING: Proposals shall be received at the Purchasing Division at the above referenced address by the specified time and date. The names of the Proposers shall be read aloud at the specified location.

DELAYS: The COUNTY, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the COUNTY to do so. The COUNTY will notify Proposers of all changes in scheduled due dates by written addendum.

PROPOSAL SUBMISSION AND WITHDRAWAL: The COUNTY will receive proposals at the above address. The outside of the envelope/container must be identified with the RFQ Number and title as stated above. The envelope/container must also include the Proposer's name and return address.

Receipt of the proposal in the Purchasing Division after the time and date specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the proposal.

Proposals received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. The COUNTY will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing Division shall serve as the official authority to determine lateness of any proposal.

The COUNTY cautions Proposers to assure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (863) 993-4816, before the 2:00 deadline.

Proposers shall submit Four (4) COMPLETE SETS (One (1) original and Three (3) copies) of the Proposal, complete with all supporting documentation in a sealed envelope/container marked as noted above. The Proposer may submit the proposal in person or by mail.

Proposers may withdraw their proposals by notifying the COUNTY in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the COUNTY and will not be returned to the Proposers.

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the Selection Committee.

INQUIRIES: All Proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the County Purchasing Division in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents including the attached draft agreement, shall be requested in writing, and received by the County Purchasing Division at least **seven (7) business days** prior to the due date. The COUNTY will provide written addendum, if any, to all Proposers who requested the RFQ. The County will not be responsible for any oral instructions made by any employee(s) of the COUNTY in regard to this RFQ.

ADDENDUM: Should revisions to the RFQ become necessary, the COUNTY will provide a written addendum to all Proposers who requested the RFQ from the COUNTY'S Purchasing Division. The COUNTY will record its responses to inquiries and any supplemental instructions in the form of written addendum. All Proposers should contact the COUNTY at least seven **(7) calendar days** before the date fixed for receiving the proposals to ascertain whether any addendum have been issued. Failure to do so could result in rejection of the proposal as unresponsive. The COUNTY shall not be responsible for providing said addendum to Proposers who receive RFQ packages from other sources. Proposer shall sign, date, and return all addenda with their Proposal. It is the Proposer's responsibility to contact the COUNTY in the event that a previous addendum is not received.

PROPOSER REGISTRATION: Proposers who obtain RFQ documents from other sources must officially register with the COUNTY's Purchasing Division in order to be placed on the mailing list for any forthcoming addendum or other official communications. Failure to register as a prospective Proposer may cause your proposal to be rejected as non-responsive if you have failed to submit a proposal without an addendum acknowledgment.

SELECTION PROCESS: The Evaluation Committee will evaluate all responses received by the County by the submittal data set forth in this RFQ or as amended by addenda on the basis of the criteria above. A determination of the best-qualified firm will be made by the Board of County Commissioners. In order to assist in determining the best-qualified firm, Staff reserves the right to request additional information and/or clarification of any information submitted by any Proposer.

Upon final selection of one firm by the Board of County Commissioners, the Board Chairman will execute the contract with the selected firm. The COUNTY shall be the sole judge of its own best interests, the proposals, and the resulting agreements. The County's decisions will be final. The selection criterion is included in this RFQ package.

The Proposer(s) understands that this RFQ does not constitute an Agreement or a Contract with the Proposer. An official Contract or Agreement is not binding until

proposals are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the COUNTY, and executed by both parties. No work is guaranteed by being selected by the COUNTY.

The COUNTY reserves the right to reject all proposals, to waive any formalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety.

PROPOSAL PREPARATION COSTS: Neither the COUNTY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

ACCURACY OF PROPOSAL INFORMATION: Any Proposer who submits in its proposal to the COUNTY any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

INSURANCE: The awarded Proposer(s), shall maintain insurance coverage and must provide a copy of Insurance Certificates prior to final execution of the Contract.

LICENSES: Proposers, both Corporate and Individual, must be fully licensed and certified for the type of work to be performed in the **State of Florida** at the time of submittal of this RFQ. Should the Proposer not be fully licensed and certified, its proposal shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made.

Adherence to all applicable code regulations, Federal, State, County, etc., are the responsibility of the Proposer.

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

ACCEPTANCE / REJECTION: DeSoto County reserves the right to accept or reject any or all proposals and to make the award to those Proposers, who in the opinion of the COUNTY will be in the best interest of and/or the most advantageous to the COUNTY. DeSoto County also reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time Contracts of a similar nature or who, in the COUNTY'S opinion, is not in a position to perform properly under this award. DeSoto County reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing. DeSoto County reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

AFFIRMATION: By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Qualifications and the resulting Contract.

General Information - 00120

The COUNTY is requesting assistance in developing a long-term Site Master Plan for the Section 16 Landfill to optimize the long-term capacity of the site and to avoid any future disruptions to the landfill operations.

Task 1

The Proposer will assist the COUNTY in developing a long-term Site Master Plan for the Section 16 Landfill site, including the adjacent property to the south that the COUNTY owns. This process will include review of the previous site master plan for Zones 1, 2, 3, 4, 5, 6 and to confirm the objective for the site master planning effort.

Task 2

The Proposer will work with the COUNTY to identify no more than four (4) population projection scenarios (including a disaster scenario) for use in estimating future waste generation and the life of the site. The Proposer will use these population projections along with historical waste generation information, which will be provided by the COUNTY, to estimate future waste generation for a 20-year planning horizon.

The Proposer will develop a conceptual Site Master Plan that will show the footprint and typical sections of future waste disposal cells and existing and future site infrastructure. Proposer will draft a report that describes the Site Master Plan which will provide estimated lifetimes for the site under the aforementioned growth scenarios. This report will discuss the options for leachate disposal (or storage) that minimize interaction with rainwater and discuss the options for mining and reusing existing cells. In addition, the report will present budget level opinion of probable cost of construction for the improvements shown on the plans.

Plan and report to be submitted for review and comment.

Task 3

The Site Master Plan and Report will be finalized in accordance with comments received from the COUNTY after completion of Task 2. After the revisions, the Master Plan and Report will be presented to COUNTY staff.

INSTRUCTIONS FOR PREPARING PROPOSALS - 00130

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFQ. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information will result in disqualification of response.

Since the Evaluation Committee will evaluate Proposals solely on the basis of the written submissions, only self-sufficient proposals should be submitted.

PROPOSAL FORMAT:

The proposal must be submitted on 8 1/2" x 11" paper, numbered, typewritten, with headings, sections, and sub-sections identified appropriately.

The proposal must be divided into two (2) Sections. Section A to include required submittals; qualifications and experience and approach/technical aspects of the Proposal. Section B to include cost proposal.

Cost will not be the sole or predominant factor to assure that highly qualified firms will receive appropriate consideration and to discourage the submission of proposals with unrealistically low prices by less qualified firms.

The Technical Proposal in its entirety, including exhibits, must not exceed fifty (50) pages.

SECTION A:

1. SUBMITTAL CONTENT

Consultants interested in performing these professional services must display considerable relevant experience with the specified type of work and should emphasize both the experience and capability of particular personnel who will actually perform the work.

A. Submittals must include the following minimum information:

- 1.** In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the submittals be organized in

the manner specified.

a. Title Page:

Show the name of respondent's agency/firm, address, telephone number, name of contact person, date, and the subject: **“Request for Qualifications – Environmental Services Master Plan / Feasibility Study”**.

b. Table of Contents:

Include a clear identification of the material by section and by page.

c. Letter of Transmittal:

Limit to one or two pages.

1. Briefly state the Proposer's description of the type of work they are qualified and willing to perform;
2. Give the name of the person(s) who will be authorized to make representations for the respondent, their titles, addresses and telephone numbers.

B. Details:

1. Describe the Consultant, including key officers, years in business, etc.
2. Describe the specific key individuals proposed to be assign to the County contract. Provide a resume for each named individual with title, project assignment, name of firm with which associated, years of experience, education and professional registration. Indicate the percentage of each of these individual's time that will be devoted to the contract.
3. Provide a detailed approach and description indicating the specific items of work and project milestones to meet the deadline.
4. Provide a list of all government entities where the firm has provided similar services during the past five years.
5. Provide a list of five references (with phone numbers) relating to recent relevant work.
6. Identify any sub-consultants and joint venturers who are to participate in providing services. This must include the respective tasks or disciplines they are to perform and evidence of their qualifications.
7. Give the location of the office from which the work is to be done and the number of professional staff employees at the office.
8. State that the business is licensed, permitted and/or certificated to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

9. Any supplemental materials which might enhance the County's understanding of the firm and its capabilities and experience.

10. Project Team Organizational Chart.

11. Provide disclosure of any relationships with either FDEP, SWFWMD or Army Corp of Engineers; or any other applicable relationship that may be of interest to the County.

C. Respondent's Certification Form; other County Forms, etc.:

The attached County forms must be completed and provided with the submittal:

1. Qualifications Statement
2. Hold Harmless Agreement
3. Drug Free workplace form
4. Sworn statement pursuant to Section 287.133(3)(a), Florida Statutes, on public entity crimes.
5. Business Entity Affidavit (vendor/bidder, etc., disclosure).
6. Ownership Disclosure Affidavit
7. Representations/Certifications
8. Respondent's Certification

There should be no dollar units or total costs included in the Proposal Documents.

EVALUATION OF PROPOSALS - 00140

3-1 EVALUATION METHOD

The Evaluation Committee will evaluate all responses received by the COUNTY by the submittal data set forth in this RFQ or as amended by addenda on the basis of the criteria above.

A determination of the best-qualified firm will be made by the Board of County Commissioners. In order to assist in determining the best-qualified firm, the Board of County Commissioners reserves the right to request additional information and/or clarification of any information submitted by any Proposer.

Upon final selection of one firm by the Board of County Commissioners, the Board Chairman will execute the Contract with the selected firm. The COUNTY shall be the sole judge of its own best interests, the proposals, and the resulting agreement. The COUNTY'S decisions will be final.

3-2 EVALUATION CRITERIA

3.1 A professional services selection committee will review the submittals received. The evaluation criteria listed below will be utilized to rank the Firms and to short-list the Consultants. Interviews with the firms short-listed may then be scheduled, if necessary, for final ranking and selection. The COUNTY shall be the sole judge of its own best interests, the submittals and the resulting negotiated Contract. The COUNTY'S decisions will be final.

3.2 Consultants will be evaluated using a number of factors including but not limited to the following:

- 3.2.1.** Experience and expertise of the Consulting Firm, including sub consultants, and the key personnel on services similar to those in the RFQ.
- 3.2.2.** Approach to project and understanding of scope
- 3.2.3.** Client reference list
- 3.2.4.** Ability to complete projects within time constraints
- 3.2.5.** Quality of submittal (clarity, conciseness and compliance with the RFQ
- 3.2.6.** Location of key personnel, main or branch office location
- 3.2.7.** All – Inclusive Firms

Evaluation Criteria and Considerations	0	1	2	3	4	Wt	Subtotal
Experience and expertise of consulting firm including sub-consultants with similar projects						5	
Approach to project and understanding of scope.						2	
Client reference list						2	
Demonstrate ability to complete projects within time constraints						4	
Quality of submittal						3	
Location of key personnel						1	
Total							

RATING	EVALUATION CRITERIA
Exceptional (4)	The submission exceeds expectations, excellent probability of success and in achieving all objectives. Very innovative.
Good (3)	Very good probability of success. Achieves all objectives in reasonable fashion.
Acceptable (2)	Has reasonable probability of success. Some objectives may not be met.
Poor (1)	Falls short of expectations and has a low probability of success.
Not Acceptable (0)	Submission fails to meet requirements and the approach has no probability of success.

Proposal Scored by (please print): _____

Signature of Scorer: _____ Date: _____

If two or more firms are tied with the same total score, the firm with the highest number of 1st place and 2nd place rankings shall be the first ranked firm.

4. ORAL TECHNICAL PRESENTATIONS

In addition to the written submittal, the short-listed firms being considered for this Contract may be asked to appear for Oral Technical Presentations. The Committee reserves the right to set up Oral Presentations. The Oral Technical Presentations are to provide the Consultant an opportunity to more fully propose a successful approach.

The Consultant shall demonstrate a strong management plan and commitment.

5. PRESENTATION GUIDELINES

5.1 The following guidelines shall govern the oral presentations:

5.1.1 Time Limit:

5.1.2 Twenty (20) minutes for the presentation by the Consultant.

5.1.3 Fifteen (15) minutes for questions and answers by the County.

5.1.4 Five (5) minutes each for setup and breakdown.

5.1.5 Attendance by the proposed Project Manager is **strongly recommended**.

5.2 Flip-charts, graphic boards or other audio visual aids are acceptable, but shall be brief and project specific. **Handouts** are limited to: presentation agenda and reproduction of the flip charts or graphic boards.

5.3 It is encouraged that the Consultant's Project Manager and staff members who will be assigned to the project be the key presenters for the Consultant.

5.4 A maximum of five (5) attendees including sub consultants are permitted. Major sub consultants should be represented.

Article II- QUALIFICATIONS STATEMENT- 00200

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: **PURCHASING DEPARTMENT**
ADDRESS: **201 E. OAK STREET, SUITE 203**
ARCADIA, FLORIDA 34266

CIRCLE ONE

SUBMITTED BY: Corporation
NAME: Partnership
ADDRESS: Individual
PRINCIPAL OFFICE: Joint Venture
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: _____

The address of the principal place of business is: _____

2. If the Offeror is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's name: _____
- d. Vice President's name: _____
- e. Secretary's name: _____
- f. Treasurer: _____
- g. Name and address of Resident Agent: _____

3. If Offeror is an individual or a partnership, answer the following:

- a. Date of organization: _____
- b. Name, address and ownership units of all partners:

- c. State whether general or limited partnership: _____

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Offeror is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

a. Under what other former names has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of the proposal. Please attach certificate of competency and/or state registration.

8. Have you personally inspected the site of the proposed work?

Yes _____ No _____

9. Did you attend the Pre-Proposal Conference? Yes _____ No _____

10. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

11. Within the last five (5) years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a contract? If so, explain fully.

12. State the names, telephone numbers and last known addresses of three (3) businesses with the most knowledge of work which you have performed, and to which you refer (governmental entities are preferred as references).

NAME	CONTACT	ADDRESS	PHONE

13. List the pertinent experience of the key individual of your organization (continue on insert sheet, if necessary).

14. State the name of the individual who will have personal supervision of the services:

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATION TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

SIGNATURE

State of Florida

County of _____

On this the _____ day of _____, _____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ and

(Name(s) of individual(s) who appeared before Notary)
whose name(s) in/ are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, stamp, or type as commissioned.)

_____ Personally known to me, or

_____ Produced identification:

_____ DID take the oath, or

_____ DID NOT take the oath.

HOLD HARMLESS AGREEMENT - 00210

The bidding firm as indicated below, it's officers and members shall, through the signing of this document by any authorized party or agent, indemnify, hold harmless and defend DeSoto County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits and actions, including attorney's fees and all costs of litigation and judgment of every name and description brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the bidding firm, its agents, servants or employees.

Type of Organization (Please Check One): ☐ Individual Ownership ☐ Joint Venture
☐ Partnership ☐ Corporation

Name of Bidding Firm:

Mailing Address:

Location Address:

City & State: _____ **ZIP:** _____

Telephone: _____ **Fax Number:** _____

Name/Title of person authorized to bind the Company:_____

Signature of person authorized to bind the Company:_____

Date:_____

DRUG FREE WORKPLACE FORM - 00220

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____ (name of business) does:

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 bid 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 bid, 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 five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature: _____

Dated: _____

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES - 00230**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF _____
COUNTY OF _____

Before me, the undersigned, personally appeared who, being by me first duly sworn, made the following statement:

1. The business address of _____ [name of firm]
is _____
2. My relationship to _____ [name of firm]
is _____
[relationship, such as sole proprietor, partner, president, vice president].
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with ant public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executive, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the firm nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the firm nor any affiliate of the firm has been convicted of a public entity crime subsequent to July 1, 1989.

[Draw a line through paragraph 6 if paragraph 7 below applies.]

7. There has been a conviction of a public entity crime by the firm, or an officer, director, executive, partner, shareholder, employee, member or agent of the firm who is active in the management of the firm or an affiliate of the firm. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted vendor list. The name of the convicted person or affiliate is

_____.

A copy of the order of the Division of Administrative Hearings is attached to this statement.

[Draw a line through paragraph 7 if paragraph 6 above applies.]

Sworn to and subscribed before me in the state and country first mentioned above on the

_____ day of _____, 2009.

Signed

(affix seal)

Notary Public

My commission expires

THESE FORMS MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

**BUSINESS ENTITY AFFIDAVIT - 00240
(VENDOR / BIDDER DISCLOSURE)**

I, _____, being first duly sworn, state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the County of DeSoto ("County") are as follows:

Federal Employer Identification Number (If none, Social Security Number)

Name of Entity, Individual, Partners or Corporation

Doing Business As (If same as above, leave blank)

Street Address Suite City State Zip Code
(Post Office addresses are not acceptable)

OWNERSHIP DISCLOSURE AFFIDAVIT - 00250

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
_____	_____	_____%
_____	_____	_____%
_____	_____	_____%

2. The full legal names and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the County are (Post Office addresses are not acceptable), as follows:

Signature of Affiant

Date

Print Name

Sworn to and subscribed before me this _____ day of _____, 20____

by _____

who is personally known or who has produced identification

_____	Type of identification
Notary Public – State of _____	
County of _____	

My commission expires: _____

Signature of Notary Public _____

Printed, typed or stamped commissioned

REPRESENTATIONS/CERTIFICATIONS - 00260

TAXPAYER IDENTIFICATION

1. Definitions:

Parent Company means that corporate entity that owns or controls an affiliated group of corporations that files its Federal Income Tax returns on a consolidated basis, and of which the bidder is a member.

Corporate Status means a designation as to whether the vendor is a corporate entity, a sole proprietorship, a partnership, or a corporation providing medical and health care services.

Taxpayer Identification Number (TIN) means the number required by the Internal Revenue Service (IRS) to be used by the vendor in reporting income tax and other returns.

2. Taxpayer Identification Number (TIN): _____

Check Line if Applicable:

- _____ TIN has been applied for
- _____ TIN is not required because:
- _____ Vendor is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.
- _____ Vendor is an agency or instrumentality of a Federal, State or Local Government.
- _____ Vendor is an agency or instrumentality of a Foreign Government.
- _____ Other (State Basis)

3. Corporate Status.

- _____ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services.
- _____ Hospital or extended care facility described in 26 CFR 501(c) that is exempt from taxation under 26 CFR 501 (a).
- _____ Other Corporate Entity
- _____ Not a Corporate Entity
- _____ Sole Proprietorship
- _____ Partnership

4. Parent Company

Vendor is _____ is not _____ owned or controlled by a common parent as defined in paragraph (a). If owned by a parent company, complete the following:

Name of Parent Company: _____

TIN of Parent Company: _____

5. Fictitious Name of Vendor (Doing Business As – D.B.A.)

6. LEGAL NAME AND ADDRESS OF COMPANY (VENDOR) – type or print

Company Name: _____

Mailing Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

7. CONTACT FOR CONTRACT MANAGEMENT – type or print

Name: _____

Mailing Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

8. CONTACT FOR INVOICE INQUIRIES – type or print

Name: _____

Mailing Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

9. PAYMENT REMITTANCE ADDRESS (**if different from Company Address**) – type or print

Name: _____

Mailing Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

RESPONDENT'S CERTIFICATION - 00270

I have carefully examined the Request for Qualifications.

I hereby propose to furnish the services specified in the Request for Qualifications. I agree that my submittal will remain firm for a period of at least 120 days in order to allow the County adequate time to evaluate the submittals and determine a ranking of the most qualified firms.

I certify that all information contained in this submittal is truthful. I further certify that I am duly authorized to provide this submittal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the Contract.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service; that no officer, employee or agent of the County of DeSoto or any other respondent is interested in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS _____

CITY _____

STATE, ZIP CODE _____

(____)_____
TELEPHONE NUMBER

LEGAL LINE AD - 00300
REQUEST FOR QUALIFICATIONS
09-19-00RFQ

The DeSoto County Board of County Commissioners is requesting qualifications from qualified firms and individuals for DeSoto County's Environmental Services Master Plan / Feasibility Study as described within the context of this bid. A Pre-Bid Conference will be held September 9, 2009, at 2:00 PM at 201 E. Oak Street, Arcadia, Florida 34266. Proposals are to be submitted no later than 2:00 P.M. on September 25, 2009 at the DeSoto County Purchasing Department. For more information concerning this Request for Qualifications, please call 863-993-4816 or e-mail c.talamantez@desotobocc.com Cindy Talamantez, Purchasing Manager, CPPB

Publish: September 28, 2009

(LEGAL LINE AD) **DeSoto and Charlotte Sun**

Bill To: DeSoto County Purchasing Department
201 East Oak Street, Suite 203
Arcadia, FL 34266

Contact Person: Jacque Daniels
863-993-4816

PO#

PLEASE CALL OR EMAIL WITH PRICE. THANKS