



Request For Proposal # 11-12K

Business Incubator Feasibility Study

For

Neighborhood & Development Services

*Issued by the City of Sarasota
Purchasing Division*

Proposals to be submitted:

Before 2:30 p.m. on April 1, 2011

*in the Office of the Purchasing Manager
1565 First Street, Room 205
Sarasota, FL 34236
Ph. #(941) 954-4151*



Notice To Proposers

March 1, 2011

RFP# 11-12K

Request for Proposal

The City of Sarasota, Florida, is requesting proposals from qualified individuals/firms for a **Business Incubator Feasibility Study** on an "as needed" basis for a one (1) year period. This agreement may be extended for two (2) additional one (1) year periods by mutual agreement, within budgetary limitations, at the same terms and conditions.

Those individuals/ firms interested in being considered for (RFP) are instructed to **submit five- (5) copies and one (1) original of their proposals**, pertinent to this **project prior to 2:30 p.m. on April 1, 2011**, to the office of the Purchasing Manager, 1565 First Street, Room 205, Sarasota, Florida, 34236. The Request for Proposals shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked RFP # 11-12K: Business Incubator Feasibility Study. Qualified responses will be reviewed and ranked by an evaluation committee.

Please Note: in the event a proposer chooses *not* to submit a proposal, please refer to *Item # VI (page 6): "No Response to RFP"* for instructions.

Questions regarding this Request For Proposal # 11-12K are to be directed, in writing, to Barney Kavanagh, Senior Procurement Specialist by email to: Barney.Kavanagh@SarasotaGov.com, or faxed to (941) 954-4157, during normal working hours.

Sincerely,

Mary G. Tucker, CPPO, FCPM
Purchasing Manager

I. Scope of Service:

The City of Sarasota's Newtown/ North Sarasota Redevelopment Office proposes to develop a business incubator and services to support business and economic development. The area is designated as a Community Redevelopment Area and a Florida Enterprise Zone. The Commissions of City of Sarasota and Sarasota County support the effort and have allocated funding to explore the feasibility and to define the stages and process for development. This endeavor has been supported due to the level of interest and participation by local individuals in the City supported community business training classes over the past five years. Organizations participating with the City's North Sarasota Redevelopment Office include Suncoast Workforce, SCORE, State College of Florida's Small Business Development Center, and business sponsors.

Scope of Work

Phase 1 – Feasibility Study

The consultant shall assess market demand for business incubator space and services. This assessment should include surveys, interviews, and evaluation of regional economic, entrepreneurial and intellectual property activity and potential job creation. This assessment of market demand should at a minimum address the following:

1. Determine the focus of the incubator business model, and the need and demand for the type of businesses or business sector
2. Assess community and business support of the defined business incubator model to be located in the Newtown/North Sarasota area
3. Identify potential incubator sites, to include both existing buildings and new construction
4. Develop a preliminary financial analysis towards a self-sustainable incubator
5. Determine the ability for the proposed incubator to have long-term sustainability and possible sources for funding
6. Identify institutions and organizations that could be partners of the incubator
7. Recommend a general operational plan and management structure for the incubator

Economic Development Purpose: The consultant shall determine the role of the business incubator in supporting the community's broader economic development objectives and assess the impact the project will have in helping the community meet these objectives.

- *City of Sarasota, 2010-2011 Strategic Priorities. Economic Development: Business Incubator Program: Develop a small business incubator program to support and strengthen the small business initiatives in the Greater Newtown Community.*
- *Newtown Community Redevelopment Agency (CRA) Plan. Economic Development: Creation of a small business incubator*

Community and Stakeholder Support: The consultant should detail the level of community and stakeholder support for the incubator and its expected impact on the overall success of the project. This will include face-to-face interviews with local community, businesses and government leaders to gauge the potential level of interest in the business incubator and identify potential partners. The consultant should also determine the strength and diversity of the services needed to support businesses in the business and industry sectors identified and their willingness to actively support the project.

Market Analysis Report: Market research and community outreach should culminate in a market analysis report, which fully and clearly explains why the incubator is or is not feasible from a market standpoint, and should address the identification of critical "go/no-go" criteria.

Phase 2 – Business Plan Development

If the outcome of the Phase 1 Feasibility Study is favorable and acceptable by the City, the consultant shall prepare a business plan and financial statements. The Business Plan should include a structure and implementation plan to address appropriate vision, objectives and goals for the incubator and methodology for measurement:

1. Identify governance structure, management, staffing and operational model
2. Potential sites for proposed facility with facility with cost estimates for acquisition, rehabilitation and/or development
3. Outline plan for fundraising including potential grants and other resources for start-up operational and capital investment
4. Determine partnerships for services and support
5. Define menu of services and support functions
6. Client entrance and exit criteria, pricing guidelines, etc.
7. Revise and expand financial analysis and models
8. Prepare marketing and communications plan to include long term community relations
9. Prepare a cohesive and complete business plan that is ready for fundraising and anticipates an organization that will achieve sustainability with five year projections

Final Report and Public Presentation

The results of the study and a description of the individual tasks and activities conducted by the consultant will be included in the final report to be provided to the City of Sarasota Newtown/North Sarasota Redevelopment Office in written and electronic format. The final report will identify the next critical steps for how the staff, North Sarasota Entrepreneur Center (NSEC) Task Force and stakeholders, should proceed. Included in the final report will be a projection of new job creation benefit identified through the study. Copies of survey results, interview transcripts and other work materials generated by the consultant shall be provided with the final report.

Meetings and Presentation

Consultants will be required to visit the area to familiarize themselves with the Newtown/North Sarasota and the entrepreneurial environment in the region. At a minimum, consultant visits should include:

Anticipated Site Visits and Meetings for Phase 1 and Phase 2:

- Project Inception – Meeting with Newtown/North Sarasota Redevelopment Office
- “What is Business Incubator?” Presentation/Community Tour/Interviews
- Interview/Survey of minimum of 100 Potential Participants/Partners/Researchers /Business Leaders/Developmental Agencies/Developers/Civic Leaders/Elected Officials (or number of individuals and groups deemed necessary to validate findings):
 - Need/Level of Interest/Support
 - Potential Incubator Facility and Configuration
- Study Midpoint – Meeting with North Sarasota Entrepreneur Center (NSEC) Task Force
- Final Presentation to Newtown/North Sarasota Redevelopment Office Staff and NSEC Task Force
- Final Presentation to the Community – two meetings
- Final Presentation to Sarasota City Commission and Sarasota County Board of Commissioners
- Estimated Timeline:

<u>March</u>	<u>Request for Proposals</u>
<u>April</u>	<u>RFP Submission Deadline</u>
<u>April</u>	<u>Consultant selected</u>
<u>April – June</u>	<u>Phase 1 portion of the project</u>
<u>July</u>	<u>Phase 1 Deliverable</u>
<u>August – October</u>	<u>Phase 2 portion of the project</u>
<u>October</u>	<u>Phase 2 Deliverable</u>

Proposal To Include:

- Full contact information
- Cover letter or summary of the proposal
- Detailed description of qualifications of the organization
- References including a list of clients for whom the organization has completed similar projects
- Current relevant business references
- Complete cost of services including professional fees, travel, lodging, meals, phone bills, reports, and all other costs associated with the project.
 - **Travel will be reimbursed in accordance with the City of Sarasota's Travel Policy.
- Estimate how much time the organization would spend in the community conducting research
- List and description of project deliverables with timeline for completion

Submission Requirements:

Required Information - Please submit the following information in the order requested:

1. Name, address, phone number, fax number, and e-mail address of the person or firm submitting the proposal. Provide the name of the contact person and person authorized to contract for the firm if the proposal is being submitted by a firm.
2. The proposer's qualifications to meet the City's objectives and perform tasks listed in the proposal.
3. The proposed scope of work based on the City's objectives outlined in this RFP. Include performance standards appropriate to the proposed work.

PRICING

Bid must include the complete cost of services and anticipated expenses referencing key areas of delivery with separation of Phase 1 and Phase 2 activities of the project with specific budgets and work plans for each phase, with logical flow between the phases.

VENDOR QUALIFICATIONS AND EVALUATION

The preferred vendor should be able to demonstrate:

1. Capacity to assume this assignment and deliver within agreed timelines in addition to other commitments
2. Relevant experience and verifiable references of successful business incubation feasibility assessment and business planning
3. Ability to project costs based on recommended strategies
4. Superior written and oral communication skills, including ability to summarize, analyze and synthesize, compare and contrast information in a clear and logical format.
5. Ability to work with multiple stakeholders to develop recommendations customized to meet the existing needs of the community

II. Administered By:

Neighborhood and Development Services

III. Submission Schedule:

March 1, 2011

April 1, 2011 before 2:30 p.m.

To Be Determined

To be Notified

To Be Determined

Request for Proposal Advertised

Submission Deadline

Review Proposals, Establish Short List, if necessary

Schedule Presentations, if necessary

Recommendation to City Commission

IV. Solicitation:

To be considered, submit **one (1) original and five (5) copies** to:

Purchasing Manager
City of Sarasota, Purchasing Department
1565 First Street, Room 205
Sarasota, Fl. 34236

RFP proposals shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked: RFP # 11-12K: Business Incubator Feasibility Study

V. Communication:

All communications regarding this project, including questions related to this Request for Proposal, shall be submitted in writing to the Purchasing Manager **prior to 5:00 p.m. (EST) on March 23, 2011.**

Purchasing Manager
City of Sarasota, Purchasing Department
1565 First Street, Room 205
Sarasota, Fl. 34236

FAX: (941) 954-4157

VI. No Response to RFP:

If choosing not to submit a response to this RFP, proposer shall complete and return the RFP Form found on pages 22 and 23, giving a brief explanation as to the reason for not submitting a proposal at this time.

Please note: The explanation for not submitting a proposal is due no later than the deadline for the **RFP** opening.

VII. Local Preferences in Purchasing and Contracting:

Definitions:

City - The Term "**City**" shall mean a person, firm, corporation, or other business entity which is duly licensed and authorized to engage in the particular business at issue, and which has maintained a permanent place of business with full-time employees within the City limits of the City of Sarasota, for a minimum of one (1) year prior to the date bids were received for the purchase or contract at issue.

County - The Term "**County**" shall mean a person, firm, corporation, or other business entity which is duly licensed and authorized to engage in the particular business at issue, and which has maintained a permanent place of business with full-time employees within Sarasota County, for a minimum of one (1) year prior to the date bids were received for the purchase or contract at issue.

Non-local - All others

- *Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.*
- *In order to be eligible for local preference, the vendor must provide a copy of the occupational license.*

Request for Proposal (Non-CCNA)

In purchasing of, letting of contracts for procurement of, personal property, materials, certain contractual services, and construction of improvements to real property or to existing structures, the City

Commission, or other purchasing authority, may give a preference as follows:

Within City limits	10 points (out of 100)
Sarasota County	5 points
Non-Local	-0- points

Ties: In the event of any tie (either in the best and final bid price under a bid process, or in the point total in a proposal process) between a local city or county business, and a non-local business, a contract award, or the first opportunity to negotiate, as applicable, shall be made to the local city or county business. In the event of any tie between a local city business and a local county business, the local city business shall be awarded the contract or receive the first opportunity to negotiate, as applicable. In the event of any tie between a local city business and another local city business, or a local county business and another local county business, the local vendor with the greatest number of full-time employees working in the City of Sarasota or Sarasota County respectively, shall be awarded the contract or receive the first opportunity to negotiate, as applicable.

City of Sarasota, Ordinance 09-4849

VIII. Limitations:

- A. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation for a response to this request.
- B. The City of Sarasota **may or may not** require the prospective proposer to participate in negotiations and to submit additional technical information or other revisions to their proposal as may result from the negotiations.
- C. The City of Sarasota reserves the right to reject any or all proposals, to waive informalities, to request additional information, and to award a contract deemed most advantageous for the City.

IX. Minimum Requirements of Proposer:

- A. Previous experience in the performance of projects of a similar nature.
- B. The Individuals/firm warrants that he/she is fully qualified, with adequate personnel and experience to undertake the services required within a reasonable time.
- C. Registered under the State of Florida to perform the services required for this project. Registration Certificate to be provided by the ***Florida Department of State, Division of Corporations***, establishing your firm as eligible to conduct business in the State of Florida. Please refer to website: ***www.sunbiz.org***

X. Project Representation:

The City Manager or his/her designee will be the Contract Administrator for this project.

XI. General Terms and Conditions

A. Payment of Fees

The contract shall be a fixed fee type of contract not to exceed the negotiated contract price. Progress payments will be made monthly, based upon percentage of tasks completed.

B. Time of Completion

The services shall commence upon written notice to proceed from the City Manager or his designee, and the project shall be completed in accordance with the project schedule.

C. Project Team

Substantial consideration is given by the City in awarding of an agreement, based on the experience of the project team proposed by the individual/firm to perform the services required. No change shall be made in the composition of the team, without the prior written approval of the City Manager or his designee.

D. Changes in Scope of Work

The City Manager may request changes in the scope of work to be performed. Such changes, including increase or decrease in compensation must be mutually agreed upon and incorporated by written amendment to the agreement.

E. Indemnification

1. Non-Design Professional

The City shall not be liable for any loss, injury, death or damage to persons or property, which at any time may be suffered or sustained by any person whatsoever arising from the negligent performance by the successful proposer and its employees and agents of its obligations under the provisions of this agreement. The successful proposer shall indemnify and hold harmless the City, and agents and employees against all claims, liabilities, loss, injury, death or damage whatsoever, including but not limited to attorney fees, on account/or arising out of or resulting from any negligent act or omission of the successful proposer in the performance of the work. The City and the successful proposer acknowledge that the first ten dollars (\$10.00) of the compensation paid to the successful proposer for its work hereunder shall be deemed specific consideration for this indemnification. The successful proposer shall fund the foregoing indemnification by providing the insurance coverage's set forth below.

2. Design Professional

The successful proposer shall indemnify and hold harmless the City, its elected and appointed officials, officers, employees and agents, from liabilities, damages, losses and costs, including but not limited to reasonable attorney's fee, to the extent caused by the negligence, recklessness or intentional wrongful conduct of the successful proposer or any person employed or utilized by the successful proposer in the performance of the contract. City and the successful proposer acknowledge that the first ten dollars (\$10.00) of compensation paid the successful proposer for its services hereunder shall be deemed specific consideration for the indemnification

F. Insurance:

The successful proposer, prior to the signing of agreement and before starting any work on this Agreement, shall procure and maintain, during the life of this Agreement, the insurance coverage listed below. The policies of insurance shall be primary and written on forms acceptable to the City. The policies shall be placed with an insurance carrier approved and licensed by the Insurance Department of the State of Florida and that meets a minimum financial A. M. Best & Company rating of no less than "A": Excellent. The City of Sarasota will not accept any indication or evidence of self-insurance made by the Contractor, as it applies to any of the required insurance coverage. Any and all fully-executed contracts will require that the Contractor be fully insured per the terms and conditions as follows herein:

1. **Worker's Compensation**

Worker's Compensation Insurance on behalf of all employees who are to provide a service for this Agreement, as required by Florida Statutes Chapter 440 and Employers Liability with limits of not less than \$100,000 per employee per accident; \$500,000 disease aggregate; and \$100,000 employee per disease or proof of exemption waiver.

2. **Commercial General Liability**

Including but not limited to bodily injury, property damage, and personal injury, with limits of not less than One Million Dollars combined single unit per occurrence, Two Million Dollars per location aggregate plus property damage insurance in the minimum amount of Five Hundred Thousand Dollars covering all work performed.

3. **Automobile Liability**

Including bodily injury, property damage liability for all vehicles owned, hired, leased, and non-owned, with limits of not less than One Million Dollars combined single unit per occurrence covering all work performed.

4. **Umbrella Liability**

N/A unless being used to meet underlying coverage requirements.

5. **Professional Liability**

If applicable, in the minimum amount of One Million Dollars.

6. **Hazardous Material**

If work being performed involves hazardous materials, the need to procure and maintain any or all of the following coverage will be specifically addressed upon review of exposure. However, if hazardous materials are identified while carrying out this Agreement, no further work is to be performed in the area of the hazardous materials until the City's Risk Management Department has been consulted as to the potential need to procure and maintain any or all of the following coverage through a change order to the project:

a. **Contractor's Pollution Liability**

For sudden and gradual occurrences in the amount no less than \$1,000,000 per claim and \$2,000,000 in the aggregate arising out of work performed under this Agreement including, but not limited to, all hazardous materials identified under this Agreement.

b. **Asbestos Liability**

For sudden and gradual occurrences in the amount no less than \$1,000,000 per claim and \$2,000,000 in the aggregate arising out of work performed under this Agreement.

c. **Disposal**

When applicable, the **successful proposer** shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance covering liability for sudden and accidental occurrences in an amount not less than \$1,000,000 per claim and \$2,000,000 in the aggregate and shall include liability for

non-sudden occurrences in an amount not less than \$1,000,000 per claim and \$2,000,000 in the aggregate.

d. **Hazardous Waste Transportation**

When applicable, the **successful proposer** shall designate the hauler and furnish a Certificate of Insurance from the hauler for Automobile Liability Insurance and Endorsement MCS90 for liability arising out of the transportation of hazardous materials with an amount not less than \$2,000,000 annual aggregate and provide valid EPA identification number.

e. **Certificates of Insurance**

Shall clearly state the hazardous materials exposure work being performed under this Agreement.

7. **Builder's Risk**

When applicable, a special form coverage shall include, but not be limited to:

1. Storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to this Agreement;
2. Theft coverage;
3. Waiver of Occupancy clause endorsement;
4. Limits of insurance to equal 100% of the insurable completed agreement amount of such additions, or structures, on an agreed amount/replacement cost basis;
5. Maximum deductible clause of \$50,000 each claim.

G. **Additional Insured**

The City of Sarasota, its elected and appointed officials, employees and agents shall be listed by endorsement as additional insureds, except for worker's compensation and professional liability. Further, other designated persons or entities may be required to be listed as additional insureds.

H. **Certification of Insurance**

The successful proposer, prior to providing any services pursuant to this Agreement, shall furnish to the City proof of insurance, including, but not limited to a Certificate of Insurance referencing the City of Sarasota as "additional insured", except for worker's compensation and professional liability, and the effectiveness of all required insurance for the **successful proposer**, and each of its subcontractors. The certificates of insurance shall state that the City will be notified in writing at least thirty (30) days prior to cancellation, non-renewal or any other modification of any policies required of the **successful proposer**. No work shall commence under this Agreement until the City's authorized representative has given written approval of the insurance certificates. Additionally, the **successful proposer** has an affirmative obligation throughout the entire term of this Agreement to provide the City Manager evidence of the continuation of all policies required of the **successful proposer** by this Agreement. As such, as each policy of insurance is renewed, proof thereof must be provided in writing to the City Manager. City suggests that the **successful proposer** obtain all policies on an occurrence form basis. If, however, the **successful proposer** determines to obtain claims-made policies, the **successful proposer** shall be required to assure that the policy dates run concurrently throughout the entire term of this Agreement and

the successful proposer shall be required to maintain "tail" coverage at the successful proposer's own expense for a period of time as directed by the City Manager.

I. Successful Proposers Responsibility

Approval by City of the successful proposer's work product for the project shall not constitute nor be deemed a release of the responsibility and liability of the successful proposer for the accuracy and competency of the successful proposer's designs, drawings, specifications or other documents and work pertaining to the project. Additionally, approval by the City of the successful proposer's work product shall not be deemed to be an assumption of drawings, specifications or other documents prepared by the successful proposer for the project. After acceptance of the final plans by the City, the successful proposer agrees, prior to and during the construction of the project, to perform such successful proposer services, at no additional cost to the City, as may be required by the City to correct errors or omissions on the plans prepared by the successful proposer pertaining to the project.

J. Truth-In-Negotiation Covenants

Florida Statute 287.055 requires for any lump-sum or cost plus a fixed fee professional service contract over the threshold amount provided in Florida Statute 287.017 for category four (\$150,000.00), that the agency (City) shall require the firm receiving the award to execute a Truth-In-Negotiation certificate stating the wage rates and other factual unit costs supporting the compensations are accurate, complete, and current at the time of contracting. Any professional service contract, under which such a certificate is required, shall contain a provision that the original contract price and any additional costs thereto shall be adjusted to exclude any significant service by which the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

K. Ownership of Documents

It is understood and agreed that all documents, including detail reports, plans, original tracings, specifications and all data prepared or obtained by the successful proposer in connection with its services hereunder, including all documents bearing the professional seal of the successful proposer, thereunder shall be delivered to and become the property of the City, prior to final payment to the successful proposer at the termination of the agreement.

L. Work Progress and Delays

The City Manager shall be entitled at all times to be advised in writing, at his request, as to the status of work being done by the successful proposer and the details thereof. In the event the successful proposer cannot satisfy the deadline specified in the project schedule, then it shall notify the City Manager in writing at least seven (7) days prior to such deadline of the reason for the delay. In the event the cause of the delay is due to delay by City or regulatory agencies as to the approval of any plans or permits submitted by the successful proposer, when such delay will result in an overall delay of the project completion date, the City Manager shall grant to the successful proposer, in writing, an extension of the agreement time equal to the as aforementioned delays. The City Manager shall be solely responsible for determining whether any extension of time should be awarded to the successful proposer.

M. Professional Standards

1. The successful proposer shall covenant and agree that it and its employees have complied with the Florida Statutes pertaining to the licensing of employees.
2. In the event the successful proposer shall be placed in any form of bankruptcy or make an assignment for the benefit of creditors, the City Manager may declare the same a default of the agreement which he may terminate pursuant to Section VIII, A, 1 herein.

3. Section 287.055(6)(a), Florida Statutes, requires the following provisions to be made a part of the Agreement

The successful proposer warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the successful proposer, to solicit or secure the agreement, and that it will not pay or agree to pay any person, company, corporation, individual or firm other than a bonafide employee working solely for the successful proposer any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of the agreement. For breach or violation of this condition, the City Manager shall have the right to terminate the agreement without liability and at his discretion to deduct from the agreement price of otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

N. Termination of Contract - With or Without Cause

The City of Sarasota reserves the right to terminate any contract, at any time, with or without cause.

O. Termination by Default

The successful proposer acknowledges that the conditions, covenants and requirements on its part to be kept, as set forth in the contract, are material inducements to City entering into an agreement. Should the successful proposer fail to perform any of the conditions, covenants and requirements of its part to be kept, the City Manager shall give written notice thereof to the successful proposer specifying those acts to things which must occur in order to cure said default. Provided, however, if the successful proposer makes a good faith effort by taking steps to substantially cure the default, the City Manager may grant the successful proposer additional time to cure such default as he deems warranted in his sole discretion. Should the default remain, upon expiration of the time granted to cure the same, the City Manager may terminate the agreement, by written notice of termination, said notice specifying the time and date of termination.

P. Termination without Default

The City Manager shall have the right, at any time, upon fifteen- (15) days written notice to the successful proposer, to terminate the services of the successful proposer.

Q. Payment and Ownership of Documents upon Termination

In the event of termination of the agreement, the successful proposer shall cease work and shall deliver to the City all documents (including reports, surveys, plans, tracings, specifications and all other data and material prepared or obtained by the successful proposer in connection with the project), including all documents bearing the professional seal of the successful proposer. City shall upon delivery of the aforesaid documents, pay the successful proposer and the successful proposer shall accept as full payment for its services thereunder, a sum of money equal to the percentage of the work done by the successful proposer and accepted as satisfactory by the City.

R. Assignment

The successful proposer shall not assign, sell or transfer any interest in the agreement.

S. Compliance with Applicable Law

The laws of the State of Florida shall govern the agreement. The successful proposer covenants to promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations and rules related to the services to be performed thereunder. The successful proposer covenants that it will conduct no activity or provide any service that is unlawful or offensive.

T. Disclaimer of Joint Venture

The successful proposer and City shall warranty and represent that by the execution of an agreement it is not the intent of the parties that the agreement be construed or deemed to represent a joint venture or an undertaking between City and the successful proposer. The successful proposer shall be solely responsible for the conduct of all activities and services provided by the successful proposer as part of its business operations.

While engaged in carrying out and complying with terms of the agreement, the successful proposer is an independent contractor and not an officer or employee of the City. The successful proposer shall not at any time or in any manner represent that it or any of its agents or employees is employees of the City.

U. Right of Inspection

The City Manager, by and through his designee, shall have the right at all reasonable time during the term of the agreement to inspect or otherwise evaluate the work being performed thereunder and the premises in which it is being performed.

V. Remedies - Cumulative

All remedies therein before and therein conferred on the City shall be deemed cumulative and no one exclusive of the other, or any other remedy conferred by law.

W. Waiver

Failure of the City to take any action with respect to any breach of any term, covenant or condition contained in the agreement, or any instance of default thereunder by the successful proposer, should not be deemed to be a waiver of any default or breach by the City.

X. Attorney's Fees

Should it become necessary for the City to bring any action against the successful proposer to enforce any of the covenants, provisions or conditions of the agreement, the successful proposer will pay all costs attendant thereto, including reasonable attorney's fees to the attorney representing the City, and said obligation shall apply to declaratory relief, if necessary, to interpret any of the items thereof.

Y. Public Entity Crimes

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 or a contract with a Public Entity for the construction or repair of a public building or public work, 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 Statute Chapter 287.017 for category two- (2) for a period of thirty-six (36) months from the date of being place on the "convicted vendor list".

Z. Discrimination

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

AA. Minority Business Utilization Policy

1. The City Commission has established a Minority Business Enterprise Utilization Plan (M.B.E.), Resolution No. O1R-1377, (Adopted August 6, 2001), whereby the City will assist in the development of opportunities for M.B.E.'s through the use of commodities, goods and services obtainable from M.B.E.'s, in conjunction with the award of this contract. Each proposer shall undertake to achieve a goal to place a percent of the value of the proposal with one or more M.B.E.'s, including the suppliers of materials, goods, as well as services in accordance with the percentage designated in Florida Statute 287.09451 (4)(n).

The values are:

- 25% of the moneys actually expended for architectural and engineering contracts,
- 24 % of the moneys actually expended for commodities
- 50.5% of the moneys actually expended for contractual services
- 21% for construction contracts

2. **Proposers shall document and include with their proposals the full name and address of the M.B.E.'s along with a description of the services, supplies, materials or goods and the allocation of cost, if applicable, or the percent of value of each as it relates to each M.B.E. proposed for participation.** Changes from those M.B.E.'s submitted with the proposal will be subject to the approval of the City. **All M.B.E.'s shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement certification, as provided for by Section 287.0943(1) Florida Statutes.**
3. **A State of Florida M.B.E. Certificate or interlocal agreement M.B.E. Certificate from an agency having an interlocal agreement with the State of Florida must accompany the bid/RFP submission.**
4. As used in this section Small Business, Minority Business Enterprise, Minority Person and Certified Minority Business Enterprise shall have the same meaning as those words are defined in Section 288.703, Florida Statutes as amended.
5. If a proposer does not place a percent of the value of the proposal as set forth in Section 287.09451 (4)(n), Florida Statutes, with a M.B.E., the proposer shall justify, in writing as part of the response to the Request for Proposal, the reason why the proposer was unable to meet the M.B.E. participation goal. Adequate justification shall include the proposer being unable to find a M.B.E. possessing the required experience or licensing in order to provide the necessary services or the proposer's inability to find any M.B.E. within a specific trade or business, or that 100% of the proposed services will be provided by the proposer.
6. Any proposer who fails to comply with the requirements of this plan shall have the response declared nonresponsive.
7. Should any proposer who is awarded a contract falsely represent to the City that it has complied with the requirements of the plan, and if it is determined by the City Manager that said proposer has not complied with this plan, as represented, the City Manager may terminate the subject contract under the provisions of the contract relating to a breach of contract by the proposer. Alternatively, the City Manager may elect to fulfill the terms of the contract but refuse to accept future proposals from the proposer on the basis that the proposer is not a responsible proposer for City of Sarasota RFP purposes.
8. The Internet address below is for the State of Florida Office of Supplier Diversity. This State office can provide you with an online directory of all state certified minority business enterprises.

Vendors appearing on this website will be accepted by the City as certified minority business enterprises. The required certificate as per the specifications should accompany your submission.

A phone number for the Office of Supplier Diversity has also been included for your use.

Internet Address: <http://mbaao.fdles.state.fl.us>

Phone: (850) 487-0915

XII. Evaluation Criteria

Evaluation criteria will include team and individual personnel experience and qualifications, availability to meet time schedules; office location; previous experience of a similar nature; understanding of the work; evaluation from previous clients; commitment to perform within time constraints, evaluation of past and current work; and whether the firm is a Florida State Certified Minority Business enterprise.

The selection of a Consultant is made after careful evaluation of the proposals received and will be based on, but not limited to, the following:

- **Ability of professional personnel assigned to the project to meet the objectives of the project.**
(Qualifications and Competence: Ability to project costs based on recommended strategies. Superior written and oral communication skills, including ability to summarize, analyze and synthesize, compare and contrast information in a clear and logical format. Ability to work with multiple stakeholders to develop recommendations customized to meet the existing needs of the community). **** 20 Points**
- **Willingness to meet time schedule and budget requirements**
(Recent, current and projected workload: capacity to assume this assignment and deliver within agreed timelines in addition to other commitments). **** 15 Points**
- **Office location** where work is to be performed, One Year Established and Full-Time Employees.
**** 10 Points (See Local Preference Guidelines)**
- **Cost proposal.**
(Cost of service to include professional fees; travel; lodging; meals; phone bills; reports; and all other costs associated with project. Travel will be reimbursed in accordance with the City of Sarasota's Travel Policy).
**** 10 Points**
- **Degree of responsiveness** in the proposal of the terms, conditions and technical aspects of the RFP.
**** 15 Points**
- Previous experience of the project team, specifically in similar projects in the State of Florida. *(Relevant experience and verifiable references of successful business incubation feasibility assessment and business planning. Provide individual contact names, addresses and phone numbers that may be used as references.).*
**** 25 Points**
- Whether a firm is a **State Certified Minority Business Enterprise** certified in accordance with Section 287.0943 and/or 287.0943(1), Florida Statutes and/or whether a percent of the cost or value of the proposal is placed with a State Certified Minority Subcontractor/ Subconsultant certified in accordance with Section 287.0943 and/or 287.0943(1) Florida Statutes.
**** 5 Points.**

The City of Sarasota, Florida reserves the right to reject any or all proposals, waive informalities, request additional information and to negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive and reasonable.

City of Sarasota

EVALUATION OF PROFESSIONAL SERVICES

For

RFP # 11-12K: Business Incubator Feasibility Study

Proposer #1	
Proposer #2	
Proposer #3	
Proposer #4	
Proposer #5	

EVALUATION FACTORS		PROPOSER				
		# 1	# 2	# 3	# 4	# 5
1. Objectives of the project.	20					
2. Schedule and budget requirements.	15					
3. Office location. <i>*See Local Preference guidelines:</i>	10					
4. Cost proposal.	10					
5. Responsiveness to RFP.	15					
6. Project team experience in similar projects.	25					
7. State Certified Minority Business Enterprise per Florida Statutes.	5					
Total Points Scored	100					
Ranking						

Summary by: _____ Date: _____

Note: This form is to be completed by each member of the selection committee.

City of Sarasota

SUMMARY FORM OF EVALUATIONS

For

RFP # 11-12K: Business Incubator Feasibility Study

Name of Community	City of Sarasota
Name of Person completing Form	

Section 1.

Proposer #1	
Proposer #2	
Proposer #3	
Proposer #4	
Proposer #5	

Section 2.

Firms

First Place Ranking by Committee Member	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Committee Member #1					
Committee Member #2					
Committee Member #3					
Committee Member #4					
Committee Member #5					
Total Score					
Ranking					

If there is a tie (two or more firms have the same number of 1st place rankings), then the firms that has the highest number of 1st place and 2nd place rankings shall be the first ranked firm. This method shall be used for all ties.

Section 3.

Ranking of Firms:

1st _____

2nd _____

3rd _____

Signature: _____ Date: _____

**CITY OF SARASOTA
TERMS AND CONDITIONS
REQUEST FOR PROPOSALS**

1. For information or questions concerning this Request For Proposal ("RFP"), contact the Purchasing Department, 1565 First Street, Room 205, Sarasota, Florida 34236; phone (941) 954-4151, fax (941) 954-4157, or the contact person named in the specifications.
2. The City assumes no responsibility for proposals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason.
3. RFP responses will be considered irregular and may, at the sole discretion of the City, be rejected if they show omissions, alterations of form, additions not called for, such as conditions or limitations, etc., unauthorized alternate responses, or other irregularities of any kind.
4. The City reserves the right to waive and/or accept minor irregularities when, in the sole opinion of the City, such waiver or acceptance is deemed to be in the best interest of the City.
5. The City reserves the right to reject any or all proposals, in whole or in part, for any reason whatsoever.
6. Addenda Changes While Bidding
Except at the pre-bid conference, every request for interpretation of the meaning of the plans, specifications or any contract documents, or for correction of any apparent ambiguity, inconsistency or error therein, shall be in writing, addressed to the *Purchasing Manager*. The request shall be received at least eight (8) calendar days prior to the opening of the proposals in order to be given consideration. No such interpretation or correction will be orally made to any proposer. Only the interpretation or correction so given by the City Purchasing Manager, in writing, shall be binding, and prospective proposers are warned that no other source is authorized to give information concerning, or to explain or interpret, the contract documents. All such interpretations and supplemental instructions will be in the form of written addenda to the contract documents which, if issued, will be mailed or "faxed" to all persons who acquired the contract documents (at their respective addresses furnished for such purposes) not later than five (5) calendar days prior to the date fixed for the opening of the Requests For Proposal. In case any proposer fails to acknowledge receipt of any such addendum in the space provided in the RFP forms, his proposal will nevertheless be construed as though the addendum has been received and acknowledged, and the submission of the proposal will constitute acknowledgement of the receipt of the same.
7. All documentation, including insurance certificates, bonds, and/or checks required by the specifications to be submitted with the proposal must reference the RFP number.
8. The City reserves the right, in the sole opinion of the City, to require oral presentations from all respondents or from a shortened list, at the discretion of the Evaluation Committee, derived from the evaluation and selection process herein described during any stage of the evaluation and/or selection process.
9. All proposals shall be signed by an authorized individual of the respondent's organization to commit the respondent's organization to the performance of the services described by this RFP.
10. All proposals shall remain in effect for one hundred twenty (120) days after the closing date of the RFP, unless otherwise stipulated in the specification.
11. Failure to attend a mandatory pre-RFP Conference, if officially noted on the Request For Proposal Invitation, will result in your proposal being considered non-responsive.
12. Proposers, their agents, and associates shall not contact or solicit any City Commissioner, City official, or City employee regarding this RFP during any phase of this RFP. Only that individual listed as the contact person in the specification or the Purchasing Department shall be contacted. Failure to comply with this provision may result in disqualification of the Proposer, at the option of the City.
13. The following reasons include, but are not limited to, rejecting proposals or disqualifying Proposers: a Proposer submits more than one proposal for the same work by an individual, firm, partnership, or corporation under the same

or different names; evidence of collusion among those making proposals; previous participation by the Proposer in collusive proposals on work for the City of Sarasota; the Proposer submits an unbalanced proposal in which the prices for some items are out of proportion with the prices for other Request For Proposal items; there is uncompleted work for which the Proposer is committed by contract which, in the judgment of the City, might hinder or prevent the prompt completion of the work under this contract if awarded to such Proposer; any material change in qualification or a material misrepresentation.

14. The successful Proposer shall enter into a two party contract that shall be acceptable to the City of Sarasota in form and content.
15. If the contract awarded as a result of this RFP is terminated, the City reserves the right to go to the next responsive and responsible response with the balance of the contract.
16. Proposer acknowledges that all information contained within its proposal is part of the public domain, as defined by the State of Florida Sunshine and Public Record Law. No information should be labeled confidential unless exempted under said law.
17. In the instance of any expense reimbursement requests from the successful Proposer, Section 112.061 of the Florida State Statutes, the uniform statutory method stating the exclusive method for reimbursing the travel and per diem expenses, shall be followed whether or not the resulting contract provides for a different method.
18. The City reserves the right, at the City's sole option, to issue direct purchase orders for applicable supplies and equipment to be utilized in this project.
19. The City reserves the right to utilize its employees for any phase of the project if it is determined to be in the best interest of the City.
20. There shall be no discrimination as to race, sex, color, creed, disabilities, or national origin in the operations conducted under this RFP.
21. The City of Sarasota Administrative Regulation Nos. 024.A003.0194 and 024.A007.0195, City Ordinance 92-3580, and all applicable laws of the State of Florida shall apply to this RFP and resulting contract.
22. It is the intent of this Request For Proposal to include requirements and to obtain proposals on behalf of the City of Sarasota and reserve the right for the following entities belonging to the Sarasota County Cooperative Purchasing Group, which consists of the Town of Longboat Key, City of North Port, City of Venice, Sarasota County, Sarasota County School Board, Sarasota-Bradenton Airport Authority, Manatee County, City of Bradenton and the City of Sarasota to obtain purchases from this RFP. This opportunity is also made available to any and all local, County, and State of Florida governments. Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein.
23. The City of Sarasota reserves the right to refuse to award to any proposer based upon prior contractual relationships between that proposer, or a substantially related person or entity, and the City. This shall include, but is not limited to, situations in which the proposer or, a substantially related person or entity, has had its contractual relationship with the City terminated within three (3) years of the date of the issuance of this Request For Proposal. This shall include, but is not limited to, situations in which the City has provided the proposer or, a substantially related person or entity, a notice of default within five (5) years of the date of the issuance of this Request For Proposal.
24. Environmentally Preferable Products
The City of Sarasota is committed to the procurement of products and services that minimize negative environmental and social impacts and emphasize long-term values. Preference shall be given to products and services that have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.
25. Right To Audit
The contractor shall maintain such financial records and other records as may be prescribed by the City of Sarasota or by applicable federal and state laws, rules, and regulations. The contractor shall retain these records for a period of five years

after final payment, or until they are audited by the City of Sarasota, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent five-year period for examination, transcription, and audit by the City of Sarasota, its designees or other authorized bodies.

26. SALVAGE OF CONSTRUCTION MATERIALS

Objective:

The City of Sarasota strives towards its goal of becoming a sustainable community. Salvage and reuse of construction materials is sustainable activity worthy of becoming a standard operating practice by the City, its crews, and private contractors working in the City. To that end, the following specification and clauses shall be included and enforced to the extent possible during construction activities in the City.

Specification: Salvage of Brick and Other Construction Materials

The City of Sarasota is a sustainable community. Best practices in sustainable projects call for salvage and reuse of construction materials, and the City has adopted this practice as a core value in construction projects. Any contractor performing work on behalf of the City of Sarasota shall follow this practice to the extent practical.

The City of Sarasota additionally has identified brick found on, under, or around City roadways to be a critical resource. In a case when any brick is found by the contractor, the contractor shall notify the project manager immediately. The project manager will identify if the brick is of suitable quality for reuse. If so, brick shall be salvaged, and taken to the City of Sarasota Public Services Complex. Typically the contractor will be responsible to neatly stack any found brick on a pallet for pickup by a City crew, who will be made available to transport the brick. If substantive quantities of brick are found by the contractor, the City shall establish a force-account or other payment mechanism to reimburse the contractor for these costs.

Materials other than brick known to be present prior to the onset of a project, unless specifically noted or specified otherwise, may be considered by the contractor as salvageable as part of their bid. For instance, the contractor may consider millings removed from the roadway, or concrete sidewalk removed from the site, to be in control of the contractor. Therefore any of this material may be taken to suitable location for reuse (i.e. millings to asphalt plant, concrete to a pulverization/ crushing site). The contractor may reuse this material as they see fit, but the fact the material has been placed in the control of the contractor does not remove the requirement for beneficial reuse of these materials; the City is simply leaving the disposition of how to reutilize these materials to the contractor's discretion. Any proceeds from the salvage of this material may be received by the contractor.

Clause: R/O/W Use Permit

The contractor/ owner is hereby notified that any brick found in City of Sarasota Right-Of-Way is considered to be property of the City of Sarasota. The contractor/ owner shall immediately notify the City's Public Services Department, at 941-365-2200, if brick is found within the City's property while carrying out any work. The brick shall be stacked neatly on a City-provided pallet, and placed in a suitable location for pickup by a City crew. The contractor/ owner is also encouraged to recycle any other construction materials to the extent practical, such as taking removed concrete sidewalk to a pulverization plant.

27. E-VERIFY:

Vendor/ contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

- 1. All persons employed by the Vendor/ Contractor during the term of the Contract to perform employment duties within Florida; and**
- 2. All persons, including subcontractors, assigned by the Vendor/ Contractor to perform work pursuant to the contract with the Agency**

**

website for E-Verify: <http://www.uscis.gov/e-verify>

*City of Sarasota
RFP Form*

Company Name: _____ Bid Opening Date: April 1, 2011

SUBMITTED: _____
(Date)

PROJECT IDENTIFICATION: RFP # 11-12K: Business Incubator Feasibility Study

City of Sarasota, Sarasota, Florida

The undersigned, as Proposer, hereby declares that no person or other persons other than the undersigned are interested in this RFP as Principal, and that this proposal is made without collusion with others; and that we have carefully read and examined the specifications, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby propose and agree to furnish this service according to the requirements set out in the specifications for said service for the prices as listed on the previous pages.

Tax Payer Identification Number: (1) Employer Identification Number: _____

-or-

(2) Social Security Number: _____

*** The City of Sarasota collects your social security number for tax reporting purposes.*

All prices are to be F.O.B. Destination Sarasota, Florida.

Where Proposer is a Corporation, add:

Authorized Proposer:

Company Name: (Name printed or typed)

Proposer: (Name printed or typed)

(Seal)

Authorized Signature of Proposer

Mailing Address

City

State

Zip Code

Phone Number

Fax Number

Attest:

Secretary

In submitting this Proposal, PROPOSER makes all representations required by the Instructions to PROPOSERS and further warrants and represents that:

PROPOSER has examined copies of all the RFP Documents and of the following addenda:

No. _____	Dated _____	No. _____	Dated _____
No. _____	Dated _____	No. _____	Dated _____
No. _____	Dated _____	No. _____	Dated _____

(Receipt of all which is hereby acknowledged) and also copies of the Advertisement for RFPs and the Instructions to PROPOSERS.)

Please submit a copy of your registration certificate establishing your firm as authorized to conduct business in the State of Florida, as provided by the Florida Department of State, Division of Corporations. Please refer to website: www.sunbiz.org

ALL BIDS MUST BE SIGNED, SEALED AND EXECUTED BY A CORPORATE AUTHORITY.

PLEASE NOTE:

If the Proposer is NOT submitting a proposal at this time, it is requested that you please provide a brief and legible explanation, below, as to why you are not proposing at this time.

Please return this page as well as the prior page (RFP Form), due no later than the deadline for the RFP opening, to: Purchasing Manager, City of Sarasota, 1565 First Street, Room 205, Sarasota, FL 34236.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

LOCAL VENDOR CERTIFICATION

City - The Term "City" shall mean a person, firm, corporation, or other business entity which is duly licensed and authorized to engage in the particular business at issue, and which has maintained a permanent place of business with full-time employees within the City limits of the City of Sarasota, for a minimum of one (1) year prior to the date bids were received for the purchase or contract at issue.

County - The Term "County" shall mean a person, firm, corporation, or other business entity which is duly licensed and authorized to engage in the particular business at issue, and which has maintained a permanent place of business with full-time employees within Sarasota County, for a minimum of one (1) year prior to the date bids were received for the purchase or contract at issue.

Check the appropriate box: City Vendor ☐ County ☐

Business Name:	
*Physical Address:	
Previous Address: (if less than 1 year)	
Length of time at address:	
Number of full-time employees:	
*Occupational License (attach)	

Signature of Authorized Representative

Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 by _____ (name and title of corporate officer) of _____ (name of corporation), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

(Signature line for notary public)

Seal:

- *Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.*
- *In order to be eligible for local preference, the vendor must provide a copy of the occupational license.*

**Please return this page as well as the prior two pages, due no later than the deadline for the RFP opening, to:
Purchasing Manager, City of Sarasota, 1565 First Street, Room 205, Sarasota, FL 34236.**

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

This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to _____
(Print name of the public entity)
- by _____
(Print individual's name and title)
- for _____
(Print name of entity submitting sworn statement)
- whose business address is _____
- (If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet.) Required as per IRS Form W-9.

3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or any other state or of the United States, and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person 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. The term "affiliate" includes those offices, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of the entity.
6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting those sworn statements. (Please indicate which statement applies.)

_____ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____

(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day
of _____, 2_____.

(NOTARY PUBLIC)

My Commission Expires: _____

**NON-COLLUSIVE AFFIDAVIT
(Prime Bidder)**

State of _____
County of _____

_____, being first duly sworn, deposes and says that he is
_____, the party making the fore-going proposal or bid, that such proposal
(partner or officer of the firm, etc.)

or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the City of Sarasota of any person interested in the proposed contract; and that all statements in said proposal or bid are true.

(Bidder, if the bidder is an individual;
Partner, if the bidder is a partnership;
Officer, if the bidder is a corporation)

(Company Name)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____ by _____
(name and title of corporate officer) of _____ (name of corporation), a _____ (state
or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced
_____ (type of identification) as identification.

(Signature line for notary public)

(Name of notary type, printed or stamped)

(Title or rank)

My commission expires:

(Serial number if any)

FORM 3A INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS

LAST NAME, FIRST NAME, MIDDLE NAME	OFFICE POSITION HELD
MAILING ADDRESS	AGENCY
CITY ZIP COUNTY	ADDRESS OF AGENCY

WHO MUST FILE THIS STATEMENT

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, Florida Statutes and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. This form has been promulgated by the Commission on Ethics for such disclosure, *if and when applicable* to a public officer or employee.

INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS (Required by 112.313(12)(b), Fl. Stat. (1983))

1. The competitive bid to which this statement applies has been/will be (strike one) submitted to the following government agency:		
2. The person submitting the bid is:	Name	Position
3. The business entity with which the person submitting the bid is associated is:		
4. My relationship to the person or business entity submitting the bid is as follows:		
5. The nature of the business intended to be transacted in the event that this bid is awarded is as follows:		
a. The realty, goods and/or services to be supplied specifically include:		
b. The realty, goods and/or services will be supplied for the following period of time: _____		
c. Will the contract be subject to renewal without further competitive bidding? ____ Yes ____ No if so, how often? _____		
6. Additional comments:		
7. Signature	Date Signed	Date Filed
FILING INSTRUCTIONS If you are a state officer or employee required to disclose the information above, please file this form with the Secretary of State at the Capitol, Tallahassee, Florida 32301. If you are an officer or employee of a political subdivision of this state and are subject to this disclosure, please file the statement with the Supervisor of Elections of the county in which the agency in which you are serving has its principal office.		
NOTICE: UNDER THE PROVISIONS OF FLORIDA STATUTES #112.317 (1983), A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$5,000.00		

NOTE: THIS FORM MUST BE SUBMITTED WITH THE BID FORM OR RFP SUBMISSION

**Allocation of Cost/
Percent of Value**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. The edges of the paper are slightly irregular, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.

	TOTAL Allocation of Contract Cost
X	OR TOTAL PERCENT of Contract Value

Company Name

MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN

**NOTE: THIS FORM IS TO BE SUBMITTED WITH FINAL PAYMENT REQUEST TO THE CITY
MANAGER OR DESIGNEE FOR THIS PROJECT**

The information below is required to verify the total allocation of cost or percent of value of the contract awarded to your firm for the utilization of certified minority subcontractors/subconsultants as indicated in your proposal submission.

Minority

Subcontractor/Subconsultants

**Description of
Work/Services**

**Actual dollars expended to certified minority
Subcontractor/Subconsultant**

Full name and address

Total dollars expended _____

(Please print or type all information.)

Signed by official of Prime Contractor _____

Title: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2 ____ by _____ (name and title of corporate officer) of _____, (name of corporation), a _____ (state or place if incorporation) corporation, on behalf of the corporation. He/She is personally known to me or has produced _____, (type of identification), as identification.

Signature line for notary public _____

Name of notary typed, printed or stamped _____

Title or rank _____

Serial number, if any _____