



City of Leesburg Florida

Request for Proposal (RFP)

RFP TITLE: **CITY WEBSITE DESIGN SERVICES**

RFP Number:	<u>100182</u>	Contracting Buyer:	<u>Mike Thornton</u>
RFP Due Date:	<u>March 29, 2010</u>	Pre-Proposal Date:	<u>None</u>
RFP Due Time:	<u>No later than 2:00 PM</u>	Issue Date:	<u>March 1, 2010</u>

TABLE OF CONTENTS	
SECTION 1: Special Terms and Conditions	Page 2
SECTION 2: Statement of Work	Page 8
SECTION 3: General Terms and Conditions	Page 17
SECTION 4: Required City Forms	Page 22
IMPORTANT AND/OR NOTABLE SOLICITATION ITEMS	
Questions – Where are questions directed?	Page 2, Item 2
Delivery of Proposal Responses	Page 2, Item 6
Evaluation Criteria	Page 7, Item 24
Technical Requirements	Page 10, Item 28
Obtaining Current Logo	Page 10, Item 29
Proposal Submittal Requirements / Format	Page 12, Item 37
City of Leesburg Website Site Map	Appendix A

The City of Leesburg uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation, nor will any fees be charged to the awarded vendor. Refer to www.bidsync.com to view and/or obtain RFP documents or for further information.

BidSYNC is the official location used by the City for posting of solicitation documents, addendums, questions/answers and other related material. Vendors obtaining documents from other sources are reminded those sources are not authorized distribution points and may not have the most current information. The City will not be held liable or be bound by solicitation information obtained from other sources.

SECTION 1 - SPECIAL TERMS & CONDITIONS

1. **Purpose** - The City of Leesburg is soliciting vendors to redesign its Internet web site, improving the visual appeal and simplifying the organization of content.

The goal is to:

- Create a simple and intuitive interface for visitors.
- Use current and widely accepted Internet graphics programming.
- Establish a consistent visual style throughout the web site.
- Provide a modern, professional and welcoming online presence for Leesburg.

2. **Designated Procurement Representative**

Questions concerning any portion of this solicitation shall be directed in writing (fax and e-mail accepted) to the below named individual who shall be the official point of contact for this solicitation. Questions should be submitted no later than March 23, 2010 at 2:00 PM.

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the City of Leesburg Purchasing Division. Mike Thornton, Purchasing Manager

City of Leesburg

PO Box 490630

Leesburg, FL 34749-0630

Phone: (352)728-9880 | Fax: (352)326-6618

e-mail: purch@leesburgflorida.gov

3. **Pre-Proposal Conference** – A pre-proposal conference will NOT be held.
4. **Response Due Date and Time** - All responses are due no later than **2:00 PM Eastern Standard Time on March 29, 2010** or as may be revised by written addenda.

Shortly after the date and time specified, all submittals that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the firms submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Purchasing Division within ten (10) working days after the official opening date and time.

5. **Preparation of Solicitation/Submission of Response** - Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-X, UPS, DHL, private courier, etc) may be opened for security and inspection purposes. If it is determined the contents is not in a sealed envelope the outer container will be resealed by Purchasing Division staff.
6. **Delivery of Solicitation Response** - To be considered for award, a proposal must be received and recorded in the Purchasing Division prior to the date and time established within the solicitation and any addenda. Allow sufficient time for delivery to the Purchasing Division.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Securely seal your submission in an opaque envelope or package to provide confidentiality prior to the solicitation opening. Fax or e-mail submissions will not be accepted. Delivery can be made using the following methods to the location/address specified. Delivery to the City's post office box is not recommended.

Delivery IN PERSON	UNITED STATES POSTAL SERV. (Not Recommended)	THIRD PARTY CARRIER ie, Fed-Ex, UPS
PURCHASING DIVISION CITY OF LEESBURG 204 N. 5TH STREET LEESBURG, FL 34748	PURCHASING DIVISION CITY OF LEESBURG PO BOX 490630 LEESBURG, FL 34749-0630	PURCHASING DIVISION CITY OF LEESBURG 204 N. 5TH STREET LEESBURG, FLORIDA 34748

7. **Office Hours**

Office Hours for the Purchasing Division are:

- Monday through Friday
- 8:00 am to Noon and 1:00 pm to 4:30 pm (Closed between Noon and 1:00 pm)

8. **Proprietary Information** - In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Quotes and the responses thereto are in the public domain.

However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received from proposers in response to this Request for Quotes will become the property of the City of Orlando and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

9. **Prior City Work** - If your firm has prior experience working with the City DO NOT assume this prior work is known to the evaluation committee or its members. All firms are evaluated solely on the information contained in their proposal, information obtained from references and presentations if requested. All submittals must be prepared as if the evaluation committee has no knowledge of the firm, their qualifications or past projects.

Method of Award – Single Award Considering Qualifications and Pricing - Award will be to the firm submitting the proposal that is judged to provide the best overall value to the City.

10. **Contract Term** – The initial term of this agreement will be for the initial redesign of the website and then continue for a period of five (5) years for any additional work that may be required.

11. **Miscellaneous** - The Vendor shall hold the City, its officers, agents, servants, and employees, harmless from liability of any nature or kind on account of use of copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article, or appliance furnished or used under this solicitation and contract.

12. **Method of Payment** - In order for the City to provide payment, the vendor shall submit a fully documented invoice that provides the basic information set forth in the agreement. The invoice shall be submitted to the City within thirty (30) calendar days after final acceptance. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a City representative has reviewed and approved the service.

All invoices shall contain the contract and/or purchase order number, date and type of service. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Chapter 218, part VII, Florida Statutes.

13. **Approval of Assigned or Key Personnel** - The City reserves the right to discontinue (terminate) any contract awarded under this Request for Proposal when key personnel identified in the firms' response are not available. Substitution may only occur with advance approval by the appropriate City official. Substitute personnel shall have equal or greater education and experience.

The City reserves the right to approve the contact person and the person or persons actually performing the services on behalf of Professional. If the City, in its sole discretion, is dissatisfied with the contact person or the person or persons actually performing the services on behalf of the Professional, the City may require the Professional assign a different person or persons be designated to be the contact person or to perform the Professional services.

14. **Subcontractors** - The City reserves the right to approve all subcontractors for this contract. If subcontractors are to be utilized, their names and references must be included within this initial proposal. Responsibility for the performance of the contract remains with the main contractor exclusively. Subcontractors may be added to this contract during the contract period only with **PRIOR WRITTEN PERMISSION** from the City of Leesburg.

15. **Local Business Enterprise Preference (LBE)** – Any firm qualifying as a Local Business Enterprise according to the City of Leesburg Local Business Enterprise Policy will be awarded 5 points. Generally a firm having a full time sales office within a 20-mile radius of Leesburg City Hall qualifies. The full policy is available for review at this URL:

http://leesburgflorida.gov/pdf/purchasing/Res8493_LBEPolicy.pdf

16. **Completion Requirements for a Request for Proposal (RFP)**

Each responding firm will submit:

- One (1) original response,
- Five (5) complete copies of the response,
- One (1) compact disc containing an electronic copy of the response.

The City is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the City.

Responses shall demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify and describe a redesign approach that will meet the request for proposal requirements.

17. **Economy of Presentation** - Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the conditions and requirements of this RFP. Emphasis in each proposal must be on completeness and clarity of content. The City emphasizes that the proposer concentrate on accuracy, completeness, and clarity of content.

Your firm will be evaluated on their qualifications and the ability to provide the required services to the City of Leesburg. The skill of your marketing department and the material they produce is NOT an evaluation criteria.

Should you desire to use color material it is strongly recommended it be included in each of the five (5) copies of the proposal. The proposal 'copies' will be provided to evaluation committee members to perform their evaluation of each proposal.

Be mindful as to the length and amount of information included. Submitting too much information may be counted against a proposer if the information included is deemed unnecessary by the evaluator.

18. **Proposal Guidelines** - To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined. If the proposal deviates from these instructions, such proposal may, in the City's sole discretion, be rejected.

Page Size and Format: Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be no smaller than 11-size font as used in Microsoft Word. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. The use of foldout pages should be limited. Should they be used they must fold entirely within the section, and may only be used for large tables, charts, graphs, diagrams, and schematics.

Binding and Labeling: All Sections of the proposal should be identified by section dividers or tabs. A cover sheet should be included in each separate proposal copy, clearly marked as to RFP title, solicitation number, copy number, and the Proposer's name.

19. **Evaluation Method** - The City of Leesburg will evaluate the proposals using the scoring criteria detailed here. The City shall be the sole judge of its own best interests, the proposals, and the resulting agreement. An award may be made to the most responsive and responsible firm whose proposal is determined to be the most advantageous to the City. The City's decision shall be final and the City at all times reserves the right to:

- Reject any or all proposals or parts thereof
- Issue subsequent Requests for Proposals
- Cancel the entire Request for Proposals
- Remedy technical errors in the Request for Proposals
- Negotiate with any, all, or none of the Proposers
- Award a contract to one or more Proposers or none at all
- Accept other than the lowest price
- Waive informalities and irregularities in proposals
- Conduct personal interviews or require presentations of any or all proposers prior to selection.

Qualified individuals selected by the City will form the evaluation committee and evaluate each proposal received. Evaluation committee members may or may not be City employees.

The City of Leesburg reserves the right to consider historic information and fact, whether gained from the submitted proposal, question and answer conferences, references, and/or other sources in the evaluation process.

The City reserves the right to negotiate with one or more offerors. The City may negotiate any and all content of the proposal.

The City reserves the right to conduct investigations as deemed necessary by the City to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of Proposers, subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Proposal documents.

It is the Proposer's sole responsibility to submit information related to the evaluation categories. The City of Leesburg is under no obligation to solicit such information if the proposer fails to include it within their proposal submittal. Failure to provide requested information may result in the rejection of the proposal, or a deduction in evaluation points at the sole discretion of the evaluation committee.

20. **Ranking Methodology** - An evaluator will award no more than the maximum number of points possible for each of the evaluation criteria listed here. The total points awarded by each evaluator will be totaled for each firm. Based on the total points for each firm by each evaluator the firms will be assigned an ordinal ranking, ie, 1, 2, 3, 4 . . .

The ordinal ranking for each firm by each evaluator will be added together. This number will then be used to assign a final ordinal ranking. This method has proven reliable in 'leveling' any firms being evaluated significantly higher than the other evaluators on the same firm.

21. **Presentations** - The City reserves the right to use presentations as a means to determine the selected firm. The need for presentations will be made by the Technical Evaluation Panel. Presentations, if requested, are made at the expense of the presenting firm.
22. **Operating Presentations** – At a minimum, the top ranked firm will be required to do a LIVE presentation of their design as a working model. Additional firms may be requested to provide a live presentation should the evaluation committee deem it necessary in making a final selection. The City shall provide adequate time for the firms to prepare a live demonstration should they be selected to provide a presentation.
23. **Additional Information** - The City reserves the right to conduct post-closing discussions with any proposer(s) which have a realistic possibility of contract award to include any request for additional information, and any request for "best and final" offers.
24. **Evaluation Criteria** - The responding firms will be evaluated and ranked by the evaluation committee members. The following represent the principal selection criteria that will be considered during the evaluation process:

EVALUATION CRITERIA	MAXIMUM POINTS
Project Approach - What is the firms approach to providing website design services. - Describe your firms process to determine acceptable and preferred design elements such as images, colors, layout and functionality. In other words, if your firm is selected, what process will you use to arrive at the final design?	15 Points
Qualifications/Experience/Ability - Of the firm submitting the proposal - Of the key personnel	35 points
Pricing	30 points
Adherence to Proposal Requirements - Was the proposal prepared and formatted as instructed. - Inclusion of all requested information and forms	5 points
Evaluators overall impression of the firm.	10 points
Local Business Enterprise Respondents meeting the definition of a Local Business Enterprise per City policy will be awarded 5 points in this criteria.	5 points
Total Maximum Points	100 points

SECTION 2 - STATEMENT OF WORK

25. **City of Leesburg Overview** - The City of Leesburg is soliciting vendors to redesign its Internet web site, improving the visual appeal and simplifying the organization of content.

The goal is to:

- Create a simple and intuitive interface for visitors.
- Use the most current and widely accepted Internet graphics programming.
- Establish a consistent visual style throughout the web site.
- Provide a modern, professional and welcoming online presence for Leesburg.

The design must allow for quick and easy access to public documents such as meeting agendas, minutes, reports, spreadsheets, audio records, images and streaming video of Leesburg's cable access channel LakeFront TV.

The city is looking for overall site design services including submission of web pages, images, menus and other graphic files to accomplish the goals to improve the web site's appearance. Leesburg will match the graphic elements with the web host's existing programming, coding and databases.

26. **General Information** - Leesburg's web site, www.leesburgflorida.gov, attracts an average of 621,000 'hits' per month and is a primary tool to disseminate information to the public and to provide 24-hour daily access to government services. The site includes – among other things - web pages, links and research information for Leesburg's five utilities, the Leesburg Public Library as well as police, fire, community development, housing and economic development, purchasing, public works, administration and parks and recreation departments. A complete list of departments and web site criteria is included in this document.

In recent years, the web site's home page has become very congested with hyperlinks and information from various city departments. The web site design is somewhat dated and lacks the organization and newer visual appeal of other government web sites.

The intent of this proposed redesign is to make Leesburg's web site more effective in promoting Leesburg's positive public image, economic development, tourism, utility services, recreation, public access to government and the latest city news and activities. Leesburg will be responsible for creating most text and related content that will coordinate with the new graphic design. The city also will maintain the supporting web site programming, databases and online applications.

27. **Scope of Work** - Work must encompass a complete visual design for the city's web site and include all computer graphics, images, color schemes, menu design and organizational features. All submitted designs, artwork and other content will become property of the City of Leesburg and must be original and free from copyright, trademarks, legal infringements or royalty payments.

Once the source code is submitted, the web site will be managed and updated by the city and hosted on the city's computer systems. All graphics and supporting files should operate independently of outside web sites and resources, allowing web site visitors to view all or most

content provided from the city's computer server. All computer files containing source code must be clearly understandable and/or documented, modifiable and easily integrated with the city web site's existing technical specifications (listed below).

The look of the web site should include these minimum design criteria:

- Use consistently unified and common themes throughout each page of the web site. The Leesburg name and logo should be modestly sized – no more than 25 percent of the total web page area - and also located on each page. The primary color scheme throughout the site should be blue with other complimentary colors.
- The design must have a clean look and flow with a static header, drop down and fly-out menus and organizational images such as bullets, arrows and buttons.
- Web pages should be completely viewable with commonly used computer screen resolutions.
- Use of Adobe Flash programming is allowed only within individual design components and must not encompass a large portion or an entire page. A preferred use of Flash should include alternating images of Leesburg residents, businesses and activities in the header.
- **Use of Java® programming will not be accepted.**
- The design of the home page should feature space for the primary text content - news, events, and meeting schedules – as well as quick-hit clickable icons to reach primary sections of the web site. Visitors should be able to navigate to other areas of the web site via drop-down or fly-out menus coded in HTML – Java or Flash menus will not be accepted.
- The site must be user-friendly with logical and clearly placed elements as well as a clean design without visual clutter. The site should be compliant with all major web browsers.
- Provide an area in the header of each page for a text search box.
- Graphic files should be adequately sized to allow for fast page loading.

Each city department page should conform to the same general look and framework of the main web page, yet they should be different enough to represent the unique services of each department. Minimum web site content should include pages for the following departments and areas of interest:

- Electric Utility
- Natural Gas
- Environmental Services
 - Water
 - Wastewater
 - Storm Water
- Customer Service
- Public Works
 - Solid Waste
- Human Resources
 - Online applications
- Library

- Police
- Fire
- Parks and Recreation
- Information Technology (IT)
 - Communications Utility
 - Fiber Optic Broadband
 - Internet Services
 - Geographical Information Systems (GIS)
- Community Development
 - Planning and Zoning
 - Building
- Airport
- Finance
 - Accounting
 - Purchasing
- City Commission
- City Hall Administration
 - City Managers' Office
 - Boards and Committees
- Housing and Economic Development
- Events Calendar
- Historic Preservation

28. **Technical Requirements** - All submitted source code must work with Leesburg's existing programming and database-driven web site management system.

The selected bidder should provide all final submissions with Internet-ready computer files that can be incorporated into the city's existing web site. Leesburg currently uses the following software in support of its web site:

- Compiled VB.Net, ASP.Net
- CSS, AJAX, ActiveX
- Platform:
 - Windows Server 2008
 - IIS 7
- .NET 3.0 or higher framework
- Database: SQL Server 2005 or higher

29. **Logo Availability** – The City of Leesburg logo in digital format can be downloaded at the following FTP site: <ftp://leesburgflorida.gov/Purchasing/Logo/>

30. **Ownership of Material** – The City will require transfer of all rights to the final deliverables for modifications or re-use on the web site. This includes all code and images. All images shall be royalty free and become the property of the City of Leesburg.

31. **Miscellaneous Requirements** - The proposer shall possess all the appropriate licenses, permits and tariffs required by various governmental agencies having jurisdiction over such services. A copy of all the required licenses will be required prior to award of a contract, including certification of a Florida certified professional engineer.

The City of Leesburg or its authorized representative reserves the right to obtain all documentation deemed appropriate to verify the Contractor is meeting all regulations and specification requirements.

32. **Delivery** – The selected company will delivery all developed material in electronic format to the City on a compact disc (CD). Instructions for uploading the content will be provided with the CD.

Service Delivery Requirements

33. **City's Responsibility** - A City representative will be designated to monitor all technical aspects and assist in administering the contract. The types of actions within the City representative's authority are to assure that the Vendor performs the technical requirements of the contract. The City representative will also perform or cause to be performed, inspections necessary in connection with performance of the contract; monitor the Vendor's performance under the contract; and notify the Vendor and the City of any deficiencies observed.

- a. The City will be responsible for providing the Vendor with the specific information on the content to be included on the City's website, including documents and images within two weeks of the Vendor's request; unless otherwise specified and approved.
- b. The project team, made up of the City's project manager and representatives from the City will be available as necessary to answer questions and provide resources.
- c. The City representative will not be responsible for any failure on the part of the Vendor to carry out work in accordance with the contract.

34. Services Required After Selection

- a. The selected firm's representatives may be required to attend a minimum of one City Commission meeting.
- b. The selected firm's representatives will be required to meet with the City's project team and/or representatives to discuss and plan the project(s), provide progress reports as needed.
- c. In conjunction with performance under the approved contract, the Vendor may be required to attend additional progress meetings (maximum of 15 over a 6-month period) in the event Vendor is not in conformance with the contract. These meetings will be at no additional cost to the City.
- d. Initial draft website design templates will be provided to the City within six (6) weeks from the date of the contract for review prior to implementation.
- e. A joint beta testing period and a subsequent acceptance testing period shall be provided, during which the City may evaluate the website on City property to ensure satisfaction with the website functions, design and specifications.
- f. Provide the City with the source code for the website and applications, if any, developed in conjunction with the website.

35. **Ownership And Intellectual Property**

- a. All screens, graphics, domain names, content and the “look and feel” of the site developed shall be owned solely by the City, together with any and all underlying software, object code, digital programming, and source code.
- b. The Vendor does not retain any rights to use any materials or software it gains from its creation of the website.
- c. All intellectual property developed in connection with the website will be owned solely by the City.
- d. In developing the website, the Vendor will not infringe or violate the copyright and other intellectual property rights of third parties.
- e. The Vendor is responsible for securing various rights, licenses, clearances, and other permissions related to works, graphics or other copyrighted materials to be used or otherwise incorporated in the website.
- f. All applicable copyright notices will be displayed on the website. Vendor will not, during the website development or thereafter, use the City’s logos, except with the City’s express written approval.

36. **Submittal Requirements** - The following information shall be submitted in all proposer responses in the format as specified herein. Failure to submit the requested information in this format will result in a reduction of the evaluation points assigned to your proposal.

Title Page

Show the RFP subject, the name of the Proposer's firm, local address, telephone number, name of the contact person for the proposal, and the date submitted.

Table of Contents

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

Letter of Transmittal

- Limit to no more than 3 pages,
- Briefly state the Proposer's understanding of the work to be done and make a positive commitment to perform the work within the time period,
- Give the names of the persons authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

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RESPONSE SECTION A

Profile of the Proposer

This section is to serve as an introduction of your firm. Use this section to briefly introduce and describe your firm. This section should not exceed five (5) pages. Address at a minimum the following items:

- State whether the firm is local, national, or international;
- Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office;
- Describe the range of activities performed by the local office such as audit, accounting, tax service, or management services;
- Describe any outstanding claims or litigation or threatened claims or litigation of which the Proposer is aware which:
 - Involve any Florida based office; or
 - Threaten the existence or current stability of the firms.
- Provide a listing of active accounts and how servicing the City of Leesburg would impact your firms work load. We are looking for documented assurances your firm is capable of providing the necessary services to the City.

RESPONSE SECTION B

Project Approach

- B.1 Briefly explain your company's project management process.
- B.2 Clearly describe your company's approach to the RE-DESIGN of an existing website.
- B.3 What is your firms underlying philosophy of website design?
- B.4 Include an estimated time frame for completion based on the information provided in this solicitation document.

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RESPONSE SECTION C

In this section:

- Include hard copy ‘screen shots/captures’ of your firms proposed re-design for the City of Leesburg. Use the following pages for your proposed designs:
 - Leesburg’s HOME page
 - Leesburg Public Library web page (Department Page)
 - Leesburg Environmental Services (Department Page)
 - Leesburg Police Department (Department Page)
- Multiple screen shots may be included if it is necessary to convey the navigation and any user interaction of the screens.
- Narrative language explaining the designs and any other information you feel would be helpful in evaluating the proposed design.

RESPONSE SECTION D

Qualifications of the Proposing Company

- D.1 Describe your experience in producing sites for government agencies and/or community-focused organizations.
- D.2 Briefly describe your firm’s organizational capacity to re-design our web site (e.g. staff, equipment, software, physical space, office location, etc . . .)
- D.3 How many full-time staff does your company employ? Please include a copy of your company’s organizational chart.
- D.4 Discuss your testing and support plan.

Qualifications of Key Personnel

Include a response to each of the following items in the SAME ORDER provided. Clearly LABEL each response the same as they are labeled here:

- D.5 Include a ‘Listing of Key Personnel’. This listing will include all partners, managers and on-site staff who will work on this project and oversee the work. The summary listing should include at a minimum first and last name, title, and years with the firm.
- D.6 Include an organizational chart. Each entry on the ‘Listing of Key Personnel’ should correspond to a position on the organizational chart.
- D.7 A resume for each partner, manager and on-site supervisor who will work on the audit or oversee the work must be included. In addition, resumes for all other staff listed on the ‘Listing of Key Personnel’ must be included.

RESPONSE SECTION E

General Information

Include in section E of your proposal a response to each of these items. Clearly label each response with the corresponding letter/number.

- E.1. How would your design meet the demands of a service based government Web site? Identify new and innovative approaches and design elements for current and future content.
- E.2. How does your company identify and incorporate the needs and uses of the target audience?
- E.3. Discuss your company's experience in making Web sites as accommodating as possible to disabled and visually impaired visitors.
- E.4. Please list supported browsers and versions.
- E.5. What third party design tools (e.g. Dream Weaver, FrontPage, Fusion, Nvu) are used by your company and will be used to design the pages on this project?
- E.6. Describe methods used by your company to maximize reuse of design elements?
- E.7. How does your method simplify the updating/modifying a single page and have the changes applied to all other similar pages?
- E.8. Does your system separate design from content in such a way that facilitates publishing to multiple devices (e.g. Palm devices, mobile phones, etc.)? Explain how.
- E.9. How do you address performance and scalability issued with the dynamic generation of pages?
- E.10. Does your system allow for flexible re-mapping of directories?

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RESPONSE SECTION F

Company References

Using the Statement of Experience form provided in the forms section of this document, provide information on the following two (2) types of references. If you are unable to provide the number of references requested please explain.

- Provide three (3) VERIFIABLE non-government (private sector) references for **ACTIVE** clients. These clients must be currently running your website design.
- Provide three (3) VERIFIABLE government agency references for **ACTIVE** clients. These clients must be currently running your website design.
Note: Should your company not have government agency experience, provide three (3) additional non-government (private sector) references.

All references provided must currently be using/running your company's design.

RESPONSE SECTION G

City Required Forms

Include all required City of Leesburg forms as listed here. Failure to provide each form and all information requested on each form may result in the rejection of your proposal, or a reduction in evaluation points awarded. Required forms include:

- Proposers Certification
- Proposed Pricing - Provide your firms proposed pricing on the schedule provided.
- Affidavit of Non-Collusion
- Affidavit of Public Entity Crimes

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SECTION 3 - GENERAL TERMS & CONDITIONS

1. **DEFINITIONS**

- 1.1. **Addenda:** A written change to a solicitation or Request for Proposal.
- 1.2. **Contract:** The agreement to provide the goods or perform the services set forth in this solicitation.
- 1.3. **Performance of Services –** The contract will be comprised of the Agreement between the City and the vendor, the solicitation document, any addenda, and other attachments incorporated into the agreement.
- 1.4. **Contractor:** The vendor to whom award has been made.
- 1.5. **City:** Shall refer to City of Leesburg, Florida.
- 1.6. **Firm:** A general reference to any entity responding to this solicitation or performing under any resulting contract.
- 1.7. **Request for Proposal (RFP):** Shall mean this solicitation document, including any and all addenda. An RFP contains well-defined terms and conditions and is awarded based on the evaluation criteria and other factors as detailed in the Special Terms and Conditions. of this solicitation.
- 1.8. **Modification:** A written change to a contract.
- 1.9. **Proposal or Response:** Shall refer to any offer(s) or proposal submitted in response to this Request for Proposal.
- 1.10. **Responsible:** Refers to a vendor that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.
- 1.11. **Respondent:** Shall refer to anyone submitting a response to a Request for Proposal.
- 1.12. **Responsive:** Refers to a Respondent that has taken no exception or deviation from the terms, conditions, and specifications set forth in a Request for Proposal. Their bid proposal or response conforms to the instructions and format specified in the solicitation document.
- 1.13. **Solicitation:** The written document requesting either bids or proposals from the marketplace.
- 1.14. **Vendor:** A general reference to any entity responding to this solicitation or performing under any resulting contract.
- 1.15. **In Writing –** Unless otherwise designated 'In Writing' includes submitting documents or questions through the electronic bid system, BidSYNC, currently used by the City.
- 1.16. **Shall / Must / Will -** The City has established for purposes of this Request for Proposal (RFP) that the words “shall”, “must”, or “will” are equivalent in this ITB and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the City. A deviation is material if, in the City’s sole discretion, the deficient response is not in substantial accord with this RFP’s mandatory requirements. The words “should” or “may” are equivalent in this RFP and indicate very desirable conditions or requirements, but are permissive in nature.

2. **INSTRUCTIONS TO RESPONDENTS**

- 2.1. **Sealed Proposals –** All proposals are to be submitted in a sealed envelope or other container. Envelopes/containers MUST be marked with the proposing firms name and the RFP Number and Name.
- 2.2. **Respondent Qualification –** It is the policy of the City to encourage full and open competition among all available qualified vendors. All vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. Vendors may enroll with the City to be included on a mailing list for selected categories of goods and services. To be recommended for award the City requires that vendors provide evidence of compliance with the requirements below upon request:
- 2.3. **Contents of Solicitation and Proposers’ Responsibilities –** It is the responsibility of the proposer to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Please of ignorance of these matters by the bidder will not be accepted as a basis for varying the requirements of the City of the amount to be paid to the vendor.
- 2.4. **Request for Additional Information -** Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the bid opening date. Oral answers will not be authoritative.
- 2.5. **Requests/Questions –** Interested firms are encouraged to submit their questions electronically through BidSYNC. If this is not possible questions may be faxed to the attention of the Purchasing Department at (352)326-6618 or submitted via e-mail at purch@leesburgflorida.gov. You must reference the RFP number in the subject line. All requests for information or questions should be clearly marked and must be received no later than the time and date indicated on the summary sheet.
- 2.6. **Addenda –** The Purchasing Division may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the

last addendum issued shall prevail. It is the bidder's responsibility to ensure receipt of all addenda and any accompanying documentation. The bidder is required to submit with its bid a signed "acknowledgement of Addenda" form when any addenda have been issued. Failure to acknowledge each addendum may prevent the bid from being considered for award.

- 2.7. **Restricted Discussions** – From the date of issuance of this solicitation until final City action(contract execution), vendors should **NOT** discuss the solicitation or any part thereof with any employee, agent, or any other representative of the City except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.
- 2.8. **Questions Regarding Specifications Or Proposal Submittal Process** - To ensure fair consideration for all parties, the City prohibits communication to or with any department, division, employee, or city representative from the date of issuance of this solicitation until final City action.

All questions relative to interpretation of specifications, scope of services or the Proposal Response process shall be addressed **in writing** as indicated below, in ample time before the period set for the receipt and opening of the proposals. No inquiries, if received after the deadline for questions will be given any consideration. Any interpretation made to prospective respondents will be expressed in the form of an addendum to the Request for Proposal which, if issued, will be made available to all prospective Bidders no later than two (2) days before the date set for receipt of the Bid Responses.

It will be the responsibility of the Bidder to contact the Purchasing Department prior to submitting a Bid Response to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the Bid Response.

- 2.9. **Public Entity Crimes** – Pursuant to Section 287.133(12)(a) of the Florida Statutes, 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 Response on a contract to provide any goods or services to a public entity, may not submit a bond on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bid Responses on leases of real property to a public entity may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$25,000) for a period of 36 months from the date of being placed on the convicted vendor list."
3. **Assignment** – The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the City.
4. **Cancellation of Solicitation** – The City reserves the right to cancel, in whole or in part, any solicitation when it is in the best interest of the City.
5. **Collusion Among Firms** - If it is believed that collusion exists among interested firms, the Proposal Responses of all participants on such collusion will be rejected.
6. **Conflict of Interest** - The award hereunder is subject to Chapter 112, Florida Statutes. All respondents must disclose with their response the name of any officer, director, or agent who is also an employee of the City of Leesburg. Further, all Bidders must disclose the name of any City of Leesburg employee who owns, directly or indirectly, an interest of five percent (5%) or more of the respondents firm or any of its branches.
7. **Continuation of Work** – Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the vendor, continue until completion without change to the then current prices, terms and conditions.
8. **Contract Extension** – The City has the unilateral option to extend any contract resulting from this solicitation for up to ninety (90) calendar days beyond the current contract period. In such event, the City will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the City and the vendor(s). Exercise of the above options requires the prior approval of the Purchasing Manager.
9. **Vendor Qualification** - Eligibility requirements for contract award.

- 9.1. Have NO delinquent indebtedness to the City of Leesburg or other federal, state, or municipal agencies;
 - 9.2. Have adequate financial resources, or the ability to obtain such resources as required during performance of the contract;
 - 9.3. Be able to comply with the required or proposed delivery or performance schedule;
 - 9.4. Have a satisfactory record of performance. Vendors who are or have been seriously deficient in current or recent contract performance (when the number of contracts and the extent of the deficiency of each are considered, in the absence of evidence to the contrary or circumstances properly beyond the control of the contractor) shall be presumed unable to meet this requirement. Past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility;
 - 9.5. Have a satisfactory record of integrity and business ethics; and
 - 9.6. Be otherwise qualified and eligible to receive an award under applicable laws and regulations or as required in other sections of this document.
10. **Copeland "Anti-Kickback" Act** - The Contractor must comply with the Copeland "Anti-Kickback" Act, 18 USC 874 as supplemented in Department of Labor regulations, 29 CFR Part 3, prohibiting employers from inducing any person employed to give up any part of the compensation to which he or she is otherwise entitled.
 11. **Damage to Facilities** - Any damage to facilities, equipment or property, due to the incompetence or negligence of the contractor's personnel including subcontractors that occurs, shall be responsibility of the Contractor. The Contractor shall reimburse the owner of the damaged facility, equipment or property for any cost to repair damage, beyond reasonable wear, caused by the Contractor.
 12. **Disputes** - In case of any doubt or differences of opinion as to the items to be furnished hereunder, the decision of the City of Leesburg Purchasing Division shall be final and binding on both parties.
 13. **Execution of Contract** – The firm to whom a Contract is awarded will be required to execute two (2) original contract documents within ten (10) days from the date of notice of acceptance of the Bid, and deliver these executed instruments to the City of Leesburg Purchasing Division.
 14. **Interpretation of Contract Documents** - Each Bidder shall thoroughly examine the Response Form, and all other papers comprising the Contract Documents. He shall also examine and judge for himself all matters relating to the location and the character of the proposed work. If the Bidder should be of the opinion that the meaning of any part of the specifications is doubtful or obscure, or that they contain errors or reflect omissions, he should report such opinion or opinions in writing for an interpretation thereof to Purchasing Department, P.O. Box 490630, Leesburg, Florida 34748, Email to: purch@leesburgflorida.gov, (352) 728 9880, FAX (352) 326-6618 at least seven (7) days before the date of the formal opening of Bid Responses in order that appropriate addenda may be issued by the Purchasing Manager, if necessary, to all prospective Bidders.
 - 14.1. Any such interpretation will be made only through the issuance of a written addendum, a copy of which will be so mailed or delivered to each prospective Bidder who has received Bid Response documents. The Purchasing Manager will not be responsible for oral interpretation given either by him or by a member of his staff, the issuance of a written addendum being the only official method whereby such an interpretation will be given. The failure of the Bidder to direct the attention of the Purchasing Manager to errors or discrepancies will not relieve the Bidder, should he be awarded the contract, of responsibility of performing the work to the satisfaction of the City of Leesburg.
 15. **Inspection and Acceptance Of Materials Or Services** - The material and/or services provided under any contract awarded in accordance with this solicitation shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City. Materials and/or services must comply with all the terms herein. In the event the material and/or service supplied to the City is found to be defective or does not conform to the specifications, the City reserves the right to cancel the order upon written notice to the seller. Materials shall be returned to the seller at the seller's expense. The City may take up to 15 days to complete their inspection of materials or services. The inspection period will be used to determine if the item meets the specifications requested and is fit for its intended use. Payment will be authorized upon final acceptance.
 16. **Rules, Regulations and Licenses** – The vendor shall comply with all federal, state, county, and local laws ordinances, rules and regulations applicable to provision of the goods and/or services specified in this solicitation. Lack of knowledge by the Bidder will in no way be relief from responsibility.

17. **Liability** - The vendor shall hold and save the City of Leesburg, its officers, agents, and employees harmless from liability of any kind in the performance of or fulfilling the requirements of the Purchase Order or Agreement which may result from this Bid Response.
18. **Non-appropriation** – The vendor understands and agrees any and every Purchase Agreement is subject to the availability of funds to the City to purchase the specified products/services. As used herein, a “non-appropriation” shall be defined as an occurrence wherein the City, in any fiscal period, does not allocate funds in its budget for the purchase of the specified products/services or other amounts owed pursuant to any Contract, from the source of funding which the City anticipates using to pay its obligations hereunder, and the City has no other funds, from sources other than ad valorem taxes, which it deems to be available to pay its obligations under Contract. The City may terminate a Purchase Agreement, with no further liability to the vendor, effective the first day of a fiscal period provided that:
- 18.1. A non-appropriation has occurred, and
- 18.2. The City has provided the vendor with written notice of termination not less than fifteen (15) days before the proposed termination date.
- 18.3. Upon the occurrence of such non-appropriation the City shall not be obligated for payment for any fiscal period for which funds have not been appropriated.
19. **Conflicts**
- 19.1. **Within the Solicitation** – Where there appears to be a conflict between the General Terms and Conditions, Special Terms and Conditions, the Statement of Work, the Pricing Section, or any addendum issued, the order of precedence shall be the last addendum issued, the Bid Price Section, the Statement of Work, the Special Terms & Conditions, and then the General Terms & Conditions. In addition, in the case of a conflict between any term or provision contained in contract documents which cannot be resolved by the order of precedence set forth previously, the term or condition that is more stringent and/or specific shall govern and apply.
- 19.2. **Websites & Electronic Information** - Conflicts between this document and the City’s Website – Where there appears to be a conflict between information common to this document and the City’s Website the information contained in this document shall likely prevail. The decision of the City in resolving discrepancies of information shall be final. Submittal of a proposal is your firm’s acceptance of this term.
20. **Price Bid** - The unit prices, lump sum(s) and total price bid for the work shall be stated in figures in the appropriate places on the prescribed Bid Form, and shall be firm for 90 calendar days after the bid opening date. In the case of a discrepancy between the unit cost and extended cost the unit cost quoted will take precedence.
21. **Qualifications of Respondents** - The City of Leesburg reserves the right before awarding the contract, to require the respondent to submit such evidence of his qualifications and experience as it may deem necessary, and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a respondent.
- 21.1. The respondent is assumed to be familiar with all Federal, State or local laws, codes, ordinances, rules and regulations that in any manner affect the work, and to abide thereby if awarded the Contract. Ignorance of legal requirements on the part of the Bidder will in no way relieve him of responsibility.
- 21.2. Any respondent may be required to show to the complete satisfaction of the City of Leesburg that he has the necessary personnel, facilities, abilities, and financial resources to perform the work in a satisfactory manner and within the time specified.
- 21.3. Respondents must possess any and all required licenses to perform and complete the work necessary in this project. The respondent must be licensed at the time of submitting their bid and the license must be in effect for the entire period of the project.
22. **Quantities** – The City reserves the right to adjust quantities stated in this proposal document. Available funding versus prices quoted may affect actual quantities ordered. The City may choose to increase or decrease quantities stated in the documents depending on the circumstance. The City is not obligated to place any order for a given amount subsequent to the award of this solicitation. The City may use any stated estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-governmental or non-profit entities utilizing this contract. In no event shall the City be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

23. **Responsibility of Respondent To Inform Himself As To All Conditions Relating To Project** - The respondent, by and through the submission of his response, agrees that he shall be held responsible for having theretofore examined the site, the location and/or route of all proposed work and for having satisfied himself as to the character of such location and/or route of surface and underground obstructions, the nature of the ground and water table conditions and all other physical characteristics of the job, in order that he may include in the prices which he proposes, all costs pertaining to the work and thereby provide for the satisfactory completion thereof, including the removal, relocation or replacement of any objects or obstructions which will be encountered in doing the proposed work.
24. **Responsiveness (Sealed Proposals)** – Proposal responses shall conform in all material respects to the Request for Proposal (RFP) in order to be considered for award. Any bid which fails to conform to the RFP's essential requirements shall be rejected.
25. **Right to Accept or Reject Proposal Responses** – Proposal responses which are incomplete, unbalanced, conditional, obscure or which contain additions not required, or irregularities of any kind, or which do not comply in every respect with the Request for Proposal, and the Contract Documents, may be rejected at the option of the City of Leesburg (also see RFP Definitions).
- 25.1. The City of Leesburg does not bind itself to accept the lowest bid for the minimum specifications stated herein, but reserves the right to accept any response which in the judgment of the City will best serve the needs and interests of the City of Leesburg. If, at the time this contract is to be awarded, the lowest base Bid Response submitted by a responsible Bidder having acceptable qualifications and abilities to perform the work, does not exceed the amount of funds then estimated by the City as available to finance the contract, the contract will be awarded for that base Bid Response. If such bid exceeds such amount, the City may reject all Bid Responses or may award the contract on the base bid less such deductible alternates or schedules of work which are listed in the Bid Response Forms, as produces a net amount which is within the available funds.
26. **Signature Of Vendor** - The vendor shall sign the proposal response form (Proposers Certification) in the space provided for the signature. If the Bidder is an individual, the words, "Doing Business As (business name)", or "Sole Owner" shall appear beneath his signature. In the case of partnership, the signature of at least one of the partners shall follow the firm name and the words, "Member of Firm", should be written beneath such signature. If the Bidder is a corporation, the title of the office signing the Bid Response in behalf of the corporation shall be stated and evidence of his authority to sign the Bid Response shall be submitted. The Bidder shall state in the Bid Response the name and address of each person interested herein.
27. **Subcontracting** – Unless otherwise specified in this solicitation, the vendor shall not subcontract any portion of the work without prior written consent of the City. The ability to subcontract may be further limited by the Special Terms and Conditions. Subcontracting without the prior consent of the City may result in termination of the contract for default.
28. **Time Allowed** - Time is of the essence and the successful vendor shall deliver the item(s) within the total number of calendar days as provided for in the Bid Response submitted.
29. **Wage Rates/Equal Employment Opportunity** - Wage rates for laborers, mechanics and apprentices shall not be less than those established by the Florida Department of Labor and Employment Security and/or the United States Department of Labor for this work, as may be attached hereto. The Contractor must insure Equal Employment Opportunity as part of the awarded contract and also subcontracts awarded by the contractor.
30. **Withdrawal of Proposal Responses** - Any response to this RFP may be withdrawn prior to the due date and time specified in the Request for Proposal document and any addenda.

SECTION 4 – FORMS

All forms in this section must be completed and submitted with your proposal. Failure to use THESE forms may result in a deduction of evaluation points awarded.

Include in **Section F** of your proposal.

- Six(6) ‘Statement of Experience’ reference sheets.

Include in **Section G** of your proposal.

- Bidders certification
- Proposed Cost of Services
- Affidavit of Non-Collusion
- Affidavit of Public Entity Crimes

BIDDER'S CERTIFICATION

By signing and submitting this bid or proposal the respondent attests and certifies that:

- It satisfies all legal requirements (as an entity) to do business with the City.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the City that the vendor has the capacity and capability to successfully perform the contract.
- The bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid document and any contract(s) and/or other transactions required by award of this solicitation.
- I have carefully examined the full solicitation document and any other documents accompanying or made a part of this solicitation.
- I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the bids. Furthermore, I agree to abide by all conditions of the solicitation and/or resulting contract.
- All information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the bid.
- Having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the bid or proposal.
- The following listing states any clarifications, any and all variations from and exceptions to the requirements and/or special terms and conditions. Taking exception to the General Terms and Conditions is NOT permitted and may result in your bid being deemed non-responsive and disqualified.
- The work, services, or goods will be provided in strict accordance with the requirements of this solicitation, and understands that any exceptions to the requirements of the specifications and documents may render the bid or proposal non-responsive.

Exceptions – No Exceptions will be allowed after the solicitation due date and time.

___ I take NO exceptions to this solicitation and all related documents.

The following exception(s) is/are taken:

(If more space is needed, please indicate exceptions here and attach additional pages as needed)

General Vendor Information and Signature

Firm Name: _____

Physical Address: _____

Mailing Address: _____

Phone No.: _____ Fax No.: _____ Mobile Phone No.: _____

FEIN No.: _____ e-Mail Address: _____

Printed name: _____ Title: _____

Signature: _____ Date: _____

ADDITIONAL CONTACT INFORMATION

Provide information regarding who may be contacted regarding the solicitation response.

Additional Contact			
Name:			
Title:			
Address:			
Phone No.:	Fax No.:	Mobile Phone No.:	
e-Mail Address:			
Additional Contact			
Name:			
Title:			
Address:			
Phone No.:	Fax No.:	Mobile Phone No.:	
e-Mail Address:			

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies. Failure to complete this acknowledgement section may be considered a major irregularity and may be cause for rejection of the bid.

Part I:
The bidder must list below the dates of issue for each addendum received in connection with this solicitation: Addendum #1, Dated: Addendum #2, Dated: Addendum #3, Dated: Addendum #4, Dated: Addendum #5, Dated:
Part II:
☐ No Addendum was received in connection with this solicitation.

COST OF SERVICES

RFP 100182 – City Website Redesign Services

The cost provided for item 1.0 below represents the total not to exceed cost for the design/re-design of the City of Leesburg website for those pages listed in the Site Map included in Appendix A of the Request for Proposal.

Price quote on item 1.0 is inclusive of all services and expenses with no additional costs allowed.

Item	Description	Cost
1.0	Total cost for redesign of all existing website pages as shown on the site map included in Appendix A.	\$
Single Page Costs These costs will be used for additional design/re-design work after initial re-design is completed.		
2.0	Design/re-design single MAIN PAGE	\$ _____ per page
3.0	Design/re-design single SUB-PAGE	\$ _____ per page
Additional Rates Provide the hourly rate of positions within your company directly involved with the design process.		
	Position Description	Hourly Rate
4.0		\$ _____ per hour
5.0		\$ _____ per hour
6.0		\$ _____ per hour
7.0		\$ _____ per hour

AFFIDAVIT ON PUBLIC ENTITY CRIMES

(SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES)

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the City of Leesburg

by _____
(individual's printed name and title)

for _____ whose business address
(name of company submitting sworn statement)

is _____

- I. 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 of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- II. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
- III. I understand that an "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 officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an 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 for fair market value under an arm's length agreement, shall be a prima 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.
- IV. I understand that a "person" as defined in Paragraph 287.133(1)(e), **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 into 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 an entity.

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STATEMENT OF EXPERIENCE
“SIMILAR” EXPERIENCE

Reference No. _____ Client Type: ☐ **Government** ☐ **Non-Government**

This form must be used to provide company references as requested. Copy this sheet if additional pages are needed. References must contain CURRENT contact information and be VERIFIABLE.

Client Name:					
Street Address:					
City:		State:		Zip Code:	
Current Contact Person:					
Phone Number:		Fax Number:			
Contact e-mail Address:					
Contract Length (Years):	Years	Annual Contract Amount/Value:	\$		
Website Address (URL) of your firms work for this client:					
Description of the client/agency: (Describe how this client is similar to the City of Leesburg)					
Description of Services Provided:					

STATEMENT OF EXPERIENCE
“SIMILAR” EXPERIENCE

Reference No. _____ Client Type: ☐ **Government** ☐ **Non-Government**

This form must be used to provide company references as requested. Copy this sheet if additional pages are needed. References must contain CURRENT contact information and be VERIFIABLE.

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Street Address:					
City:		State:		Zip Code:	
Current Contact Person:					
Phone Number:		Fax Number:			
Contact e-mail Address:					
Contract Length (Years):	Years	Annual Contract Amount/Value:	\$		
Website Address (URL) of your firms work for this client:					
Description of the client/agency: (Describe how this client is similar to the City of Leesburg)					
Description of Services Provided:					

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City:		State:		Zip Code:	
Current Contact Person:					
Phone Number:		Fax Number:			
Contact e-mail Address:					
Contract Length (Years):	Years	Annual Contract Amount/Value:	\$		
Website Address (URL) of your firms work for this client:					
Description of the client/agency: (Describe how this client is similar to the City of Leesburg)					
Description of Services Provided:					

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Street Address:					
City:		State:		Zip Code:	
Current Contact Person:					
Phone Number:		Fax Number:			
Contact e-mail Address:					
Contract Length (Years):	Years	Annual Contract Amount/Value:	\$		
Website Address (URL) of your firms work for this client:					
Description of the client/agency: (Describe how this client is similar to the City of Leesburg)					
Description of Services Provided:					

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Street Address:					
City:		State:		Zip Code:	
Current Contact Person:					
Phone Number:		Fax Number:			
Contact e-mail Address:					
Contract Length (Years):	Years	Annual Contract Amount/Value:	\$		
Website Address (URL) of your firms work for this client:					
Description of the client/agency: (Describe how this client is similar to the City of Leesburg)					
Description of Services Provided:					

STATEMENT OF EXPERIENCE
“SIMILAR” EXPERIENCE

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This form must be used to provide company references as requested. Copy this sheet if additional pages are needed. References must contain CURRENT contact information and be VERIFIABLE.

Client Name:					
Street Address:					
City:		State:		Zip Code:	
Current Contact Person:					
Phone Number:		Fax Number:			
Contact e-mail Address:					
Contract Length (Years):	Years	Annual Contract Amount/Value:	\$		
Website Address (URL) of your firms work for this client:					
Description of the client/agency: (Describe how this client is similar to the City of Leesburg)					
Description of Services Provided:					

APPENDIX A – SITE MAP

Included in this section is the City of Leesburg Site Map as of March 1, 2010. The lump-sum price will include re-design services for each of the pages and sub-pages listed in the site map.

Site Map**Home****Residents**

- **City Events**
- **Pay Utility Bill**
- **Establish Utility Service**
- **Customer Service**
- **Parks & Recreation**
- **Housing Information**
- **Library**
- **Civic Organizations**

Businesses

- **Economic Development**

Incubator**About**

- **Admissions**
- **Entrance Procedures**
- **Requirements**
- **Review Procedures**

- **Client Assistance**
- **Partner Programs**

- **Purchasing**
- **Building / Zoning Permits & Applications**
- **Comprehensive Planning**
- **Business Tax Receipts**
- **Code of Ordinances**
- **Electric "Blue Book" 2009**
- **Water & Wastewater Construction Specs**

Government

- **Click2Gov**
- **City Commission**
- **City Manager**
- **City Agendas / Minutes**
- **Public Notices**
- **City Clerk**
- **City Directory**
- **Boards & Committees**
- **ISO**

Departments**Airport**

- **Advisory Board Meetings**
- **Advisory Board**
- **Businesses**
- **Charter Services**
- **Ground Transportation**
- **Hangar / Land Information**
- **Newsletter**

Pilot Information ▶ Traffic Control Tower ▶ Airport Fire Station
▶ US Customs ▶ Restaurants & Accommodations ▶ Weather/Map Information
▶ Building Division
Community Development ▶ FAQ ▶ Greenway Trail ▶ Location & Hours ▶ Planning Commission
Customer Service ▶ Energy Chart ▶ Meter Reading ▶ Business Tax Receipts ▶ Payment Information ▶ Utility Rates ▶ Utility Service Information
Electric
Lighting ▶ Information
Decorative Fixures ▶ Acorn Lamp ▶ Colonial Lamp ▶ Flagler Lamp ▶ Granville Lamp ▶ Monticello Lamp ▶ Sanibel Lamp
Roadway Fixures ▶ Decorative Fixture ▶ Roadway Fixture ▶ Renaissance Fixture
Security & Parking Fixures ▶ Flood Lamp ▶ Galleria Lamp ▶ Hatbox Lamp ▶ Landau Lamp ▶ Shoebox Lamp ▶ Yard Lamp
▶ Decorative Poles ▶ Basic Poles
▶ Emergencies ▶ Energy Information
Environmental Services

- **Construction Specs**
- **Plantation Home Owners**
- **Stormwater**

Water

- **Consumer Reports**
- **Lead & Your Water**
- **Shortage Ordinance**

- **Wastewater**

Finance

- **Annual Budget Reports**
- **Annual Financial Reports**
- **Capital Improvement**
- **C.U.R.E.**
- **Forms**

- **Facility Services**
- **Fire**
- **Fleet Services**

Gas

- **Call Before You Dig**
- **Customer Owned Lines**
- **Excess Flow Valves**
- **Safety Information**

GIS Division

- **Engineering**

Historic Preservation

- **Board Minutes**
- **FAQ**
- **Historic Photos**

Housing

- Residential Housing**
 - **First Time Buyers**

Economic Development

- **CRA**
- **Business Services**
- **Incentives**
- **Location**
- **Pro Business Climate**

Property Listing

- **Airport Listings**
- **Industrial Buildings**
- **Office Buildings**
- **Restaurant Buildings**
- **Retail Buildings**
- **Warehouse Buildings**

- **Publications**

- [Quality of Life](#)
- [Taxes & Exemptions](#)
- [Transportation](#)
- [Work Force](#)

[Information Technology](#)

- [Internet Service](#)

‣ [Human Resources](#)

‣ [Library](#)

[Planning & Zoning](#)

- [Agendas](#)
- [Current Projects](#)
- [Applications/Forms](#)
- [Permitting Information](#)

‣ [Police](#)

[Public Works](#)

- [Disaster Debris Management Plan](#)

[Purchasing](#)

- [Policies](#)
- [Public Notices](#)
- [Registering](#)
- [Surplus Sales](#)
- [Staff Directory](#)
- [Forms](#)
- [Online Bidding](#)

[Parks & Recreation](#)

- [Forms](#)
- [Parks Info & Maps](#)
- [Pool Hours](#)
- [Staff Directory](#)
- [Upcoming Events](#)
- [Links](#)
- [Additional Information](#)
- [Instructions](#)
- [FAQs](#)
- [Things To Do](#)
- [Sports Corner Archive](#)

[Community Garden](#)

- [Agreement](#)
- [Tips](#)
- [Location and Photos](#)
- [FAQ](#)

[Solid Waste](#)

- [FAQ](#)
- [Garbage Collection Schedule](#)

‣ [Street Maintenance](#)

Employment**Job Application Builder**

- **Personal Information**
- **Work Availability**
- **Certifications**
- **Military Service**
- **Drug Policy**
- **Social Security Number Policy**
- **Background Permission**
- **Change Password**
- **Education**
- **Employment**
- **References**
- **Skills**
- **Miscellaneous**
- **Veterans Preference**
- **Upload Resume**
- **Preview Application**

- **Job Listings**
- **Printable Job Application**

Visitors

- **City Events**
- **Parks & Recreation**

Leesburg History

- **Mote-Morris House**
 - **Heritage Museum**
- Student Projects**
 - **Leesburg High School**
 - **Oak Ridge Middle School**

- **Accessibility**
- **Contact Us**

Events Calendar

- **View / Search Calendar**
- **Add Your Event**

- **Emergency Information**
- **Frequently Asked Questions**
- **News**
- **Privacy Policy**
- **Resources**
- **Site Search**

User Login

- **Change Password**
- **Create Account**
- **Password Recovery**