

CITY OF DEARBORN
Home Town of Henry Ford
JOHN B. O'REILLY, JR., MAYOR



**REQUEST FOR PROPOSAL
FOR APPRAISAL: DEARBORN TOWERS
CLEARWATER, FLORIDA
CONTROL NO. 92181**

Issue Date: January 16, 2008

Pre-proposal
Question Deadline: January 24, 2008

Proposal Deadline: February 6, 2008 at 4:00 pm Eastern Time
City of Dearborn
Purchasing Division
4500 Maple Road
Dearborn MI 48126

Purchasing Contact: Bill Goodwin, Buyer
Phone: (313) 943-2483 or (810) 599-3474
Fax: (313) 943-2420
Email: wgoodwin@ci.dearborn.mi.us

DESCRIPTION: Proposals are being solicited from qualified appraisers to develop court ready narrative appraisals on property located in Clearwater, Florida, utilizing nationally recognized appraisal standards. The subject property is Dearborn Towers, an eight story Senior Citizen Apartment Building, 223 Island Way, Clearwater, FL 33767.

This solicitation, along with all attachments and Addenda may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info. Copies of this solicitation document and any issued Addenda may also be obtained from the Purchasing Division, City of Dearborn, Purchasing Division, 4500 Maple Road, Dearborn MI 48126, (313) 943-2375. Please note that if a vendor elects to obtain documents directly from the Purchasing Division, it is then the responsibility of the vendor to contact the Purchasing Division to find out if any additional addenda or attachments have been issued.

Proposals must be time stamped by the Purchasing Division by the exact date and time indicated above. Late proposals will not be accepted.

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RFP INSTRUCTIONS

- 1) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is received by the deadline will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Dearborn (City). If a Proposer finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. **THE CITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Purchasing contact before the Pre-Proposal Question Deadline indicated on the front of this document. No contact regarding this document with other City employees is permitted. All answers will be issued in the form of an addendum.
- 2) **RFP MODIFICATIONS/ADDENDA:** Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all Addenda issued by the City will be posted as noted on the Cover Page of this document. All interested parties are instructed to view the listed websites regularly for any issued addenda. Copies of any issued Addenda may also be obtained by visiting the Purchasing Division, City of Dearborn, 4500 Maple Road, Dearborn MI 48126, during business hours, 8:00 Am to 4:30 PM, Monday through Friday. It is the responsibility of the Proposer to obtain the available Addenda and acknowledge any issued Addenda on the Proposal Form for this solicitation, and further submit the Form as part of the required submittal documents for this solicitation. If any changes are made to this solicitation document by any party other than the City, the original document in the City's files takes precedence.
- 3) **PROPOSAL SUBMISSION:** To be considered, the indicated number of copies of the proposal must be prepared in the manner and detail specified in this RFP.
 - a) Proposals must be submitted to the City of Dearborn, Purchasing Division, 4500 Maple Road, Dearborn MI 48126, by the date and time indicated as the deadline. The Purchasing Division time stamp will determine the official receipt time. It is each Proposer's responsibility to ensure that its proposal is time stamped by the Purchasing Division by the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 4:30 p.m. Local Time, Monday through Friday, legal holidays excepted.
 - b) Responses received after the deadline will not be accepted and will be returned to the Proposer unopened.
 - c) The opening and reading of a proposal does not constitute the City's acceptance of the Proposer as a responsive and responsible Proposer.
 - d) Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: RFP Title, Control Number, Deadline and Proposer's name, address, phone, fax and contact name.

- e) Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the Request for Proposal (RFP) and specifications and terms, and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - f) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the proposal.
 - g) Proposals sent by telegraph, facsimile, or other electronic means will not be considered.
 - h) All costs incurred in the preparation and presentation of the proposal are the Proposer's sole responsibility; no pre-proposal costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the City.
- 4) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No Proposal may be withdrawn after the deadline for submission.
- 5) **REJECTION:** The City reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Purchasing Agent that the best interest of the City will be served by doing so. If all Proposals are rejected by the City, notice will be posted on the City's websites as note on the Cover Page of this document. No Proposal will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, or other obligation, or if the Proposer is debarred by the City from consideration for a contract award, or if Proposer has committed a violation of the City's Charter and/or Code of Ordinances which resulted in a termination of a contract or other material sanction within the five (5) years immediately preceding the date of issuance of this document.
- 6) **PROCUREMENT POLICY:** Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The Purchasing Agent has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.
- 7) **PROPOSAL SIGNATURES:** Proposals must be signed by an authorized official of the Proposer. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the City if the Proposer is determined to be the most responsive and responsible Proposer.
- 8) **CONTRACT AWARD:** The City reserves the right to award a contract to up to three (3) different firms. The Proposer(s) to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. All proposals must be firm for an extended period of time. After a final award of the Agreement by the City of Dearborn, the Contractor must execute and perform said Agreement within the time period that will be prescribed in that particular contract. The date on which the Agreement is signed by the City of Dearborn marks the beginning of the Agreement.

- 9) **NO RFP RESPONSE:** Proposers who receive this RFP but who do not submit a proposal should return a notice stating the reason(s) for not responding.
- 10) **FOIA REQUIREMENTS:** Proposals are subject to public disclosure after the deadline for submission in accordance with state law.

QUALIFICATIONS

- 1) **MINIMUM QUALIFICATIONS:** Proposers (specifically, the business that will be contractually bound under the contract with the City of Dearborn) will be deemed non-responsible and rejected without any further evaluation if they do not meet the following qualifications:
 - a) The Proposer or its key personnel must have 10 years experience providing “Best Use” commercial property appraisals.
 - b) The Proposer or its key personnel that will be preparing the product must acknowledge in writing that he/she has no conflict of interest related to this property which may render him/her unable to give competent testimony on the property’s valuation.
 - c) The Proposer or its key personnel must be a certified appraiser licensed in the State of Florida. Such certification must be acceptable to the Acting City Assessor. The appraisal firm must have been operating in Florida over the past five (5) years, preferably within 150 miles of the greater Clearwater area.

SCOPE OF WORK

- 1) BACKGROUND:** The residents of the City of Dearborn, Michigan voted to allow the City to sell the subject property for the best price. To establish this price, voters approved a proposal that requires up to three (3) independent appraisals to be conducted. There are no time limitations attached to any of these appraisals, thus permitting the City to test the market before fully engaging in the process of property sale. Should the first appraisal suggest that the market is likely to provide an acceptable purchase price, the City may require up to two (2) other firms to complete independent appraisals within a short time span. If however, the first appraisal suggests the market will not provide an acceptable purchase price, the City may require the remaining appraisal firms to complete appraisals over a much longer time period. We would then require the firms whose proposals were acceptable to the City through this Request for Proposal (RFP) to hold their pricing and terms for an extended time period.
- 2) INTRODUCTION:** Through this RFP, the City of Dearborn (City) hereby invites businesses that meet the qualifications set forth herein to submit proposals to develop court ready narrative appraisals on a property located in Clearwater, Florida, utilizing nationally recognized USPAP (Uniform Standards of Professional Appraisal Practice) appraisal standards.

The Appraisal is to establish:

- a) Market Value "as is" including Highest and Best Use for the property and including consideration of holding for future sale.
- b) Valuation of Land Only including consideration of possible changes in zoning and including consideration of holding for future sale. (Map attached labeled Dearborn Towers & Site Description.)

The report is to reflect the market value as of the real estate, at its highest and best use, including leased fee, tenant improvements, furnishings, and fixtures if applicable.

PARCEL ID 08 / 29 / 15 / 43326 / 000 / 0060
AREA: 52

SUBJECT

Dearborn Towers

PROPERTY TYPE

The subject is an Eight Story Senior Citizen Apartment Building, 88 Units

LOCATION

223 Island Way, Clearwater, Florida, 33767

OWNERSHIP, OCCUPANCY AND PRESENT USE OF THE PROPERTY

The subject property is an existing eight-story rental apartment building containing 88 units, built in 1962 and know as the Dearborn Towers. It is located on a man-made island known as Island Estates.

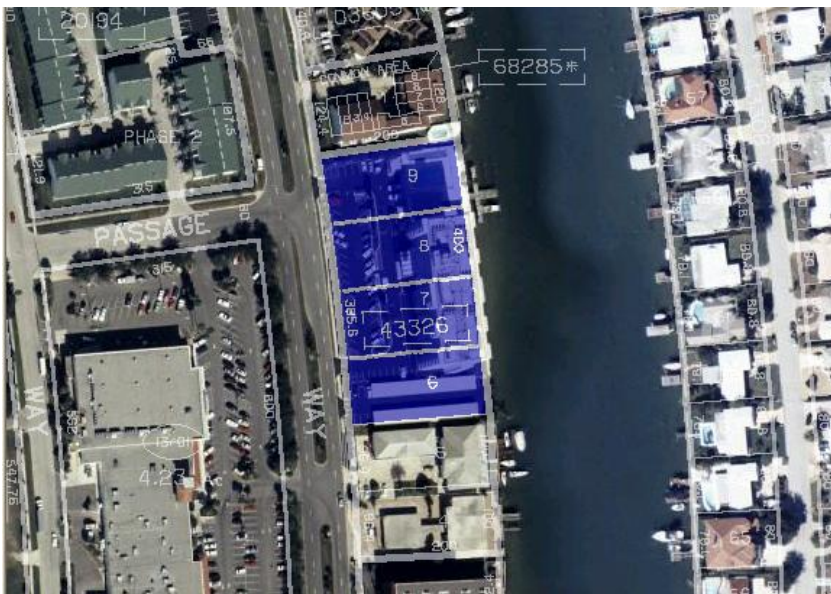
SITE DESCRIPTION

Island Estates of Clearwater, Unit 2, Lots 6 to 9 Inclusive, as recorded in Plat Book 47, Pages 19A – 20, Public Records of Pinellas County, Florida.

Dearborn Towers



Dearborn Towers



2) SCOPE OF SERVICES:

- The proposal must be based on nationally recognized appraisal standards and techniques to the extent that such principles are consistent with the concepts of value and rules on the admissibility of evidence of value.
- A written appraisal report will be produced and cover all matters germane to the required valuation findings and must provide a full explanation of the appraiser's reasoning and analysis of the evidence of value so that a reviewer will be able to follow the appraiser's analysis and understand how the valuation conclusion was reached.

- c) Before and/or after any on-site inspection of the property, any questions related to property and/or valuation thereof shall be directed to the City of Dearborn Housing Director or his appointed designee.
- d) The project must be completed 60 days after receipt of purchase order / authorization to proceed.
- e) The appraiser(s) must disclose in proposal submittal whether or not a conflict of interest exists with the subject property.

EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

EVALUATION: All proposals received will be evaluated by a Selection Team comprising of City representatives. The following factors, listed in relative order of importance, will be considered in making the selection:

- a) Competence and reputation of firm and proposed personnel assigned with respect to similarly performed commercial valuations in the Clearwater and Florida markets.
- b) Client references
- c) Workplan
- d) Fixed Fee and billing rates

Each proposal submitted in response to this RFP shall focus on these criteria. In addition, the Selection Team also may consider the past performance of the Proposer on other contracts with the City or other entities. The City reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

GENERAL SUBMITTAL REQUIREMENTS:

- a) **NUMBER OF COPIES:** One original, plus eight (8) copies (nine (9) total) of the entire proposal must be submitted. The original must be marked as an original. Each copy must be identical to the original. You have the option to submit a CD ROM copy of the proposal in place of the eight (8) additional signed copies in the form of a PDF file; however an original signed copy will always be required. Proposal submissions must include this proposal packet, fully completed and all relevant charts, diagrams, and other materials.
- b) **PROPOSAL FORMAT:** Each proposal should be prepared simply and economically. Responses shall be in the same order as the requirements are listed below to ensure the Selection Team is able to easily locate the information that is requested in this solicitation.
- c) **PROPOSAL CONTENT:** The Proposer must include the following items, or the proposal may be deemed non-responsive and rejected without any further evaluation.
 - i) All general forms contained in this RFP, fully completed*:
 - (1) Proposal Form,
 - (2) Price Sheet,

* Businesses that have done work for the City of Dearborn are not exempt from submitting required documents.

(3) Business Information Questionnaire

- ii) Firms submitting a proposal shall submit a fixed, all-inclusive price (re-imburseable expenses not accepted) to the City of Dearborn to conduct the appraisal(s) and to develop appraisal reports. The proposal shall include an hourly rate plus costs or fees should additional work be required, and/or legal testimony be necessary.
- iii) In addition to a fixed fee quotation, the appraisal firm shall specifically identify the individual(s) who will be assigned to this project, provide a description of the individuals' technical qualifications and experience related to appraisals pursuant to national standards. Individual experience and reference should include: skill level; familiarity with commercial markets in Florida, and in particular, the Clearwater area; knowledge and understanding; reputation; and certifications / affiliations. A list of three (3) recent similar appraisal references must be included.
- iii) Evidence showing that the Proposer meets each of the Minimum Qualifications listed in the Scope of Work of this RFP.
- iv) A complete response to each of the items in the next section, which are specific to the evaluation criteria.
- v) A copy of Proposer's latest audited, reviewed, or compiled financial statements (balance sheet, income statement, statement of cash flows, footnotes) prepared by an independent certified public accountant. If your company is not required by federal, state and local law, financial institutions, or company management to have audited, reviewed, or compiled financial statements prepared by an independent certified public accountant, you may submit an internally generated balance sheet and income statement instead. If you are providing internally generated financial statements, you must obtain a *Financial Statement Waiver Request* form from Purchasing and submit the completed form with your proposal.
- d) **SUBMITTAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:** Submit a complete response to each of the following items which are specific to the evaluation criteria:
 - a) Experience, competence and reputation of firm and proposed personnel assigned
 - i) Describe how you meet or exceed the minimum qualifications in the Scope of Work in this document.
 - ii) Provide at least three (3) references for similar projects/contracts, including name of establishment, full address, dates of service, contact name and contact telephone number for reference checks.
 - iii) Describe the experience and qualifications of key personnel. Include detailed resumes.
 - b) Client references
 - c) Workplan, detailed

- e) All-inclusive fixed fee and billing rates
 - i) Complete the Price Page included herein.
 - ii) Provide a detailed breakdown of how you arrived at the all-inclusive fixed fee.
- 2) **EXCEPTIONS:** Proposer shall clearly identify any proposed deviations from the language in the Request for Proposal (including its Form of Agreement). Each exception must be clearly defined and referenced to the proper paragraph in this RFP or its resulting Contract (Form of Agreement). The exception shall include, at a minimum, the Proposer's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Proposer's proposal, the City will expect and require complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected. Proposals taking exception to material terms/conditions in the Form of Agreement (i.e., indemnification, subrogation, insurance, ownership of documents, governmental requirements) will not be considered. The City reserves the right to accept or to allow the Proposer to withdraw any or all exceptions.
- 3) **SHORTLISTING:** The City may shortlist the Proposers based upon responses to the above items. If necessary, the City will conduct interviews/demonstrations. The City will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the Selection Team and to clarify their proposals through exhibition and discussion. The City will not reimburse oral presentation costs of any Proposer.

SPECIFIC CONTRACT TERMS AND CONDITIONS

1. **CONTRACT TERM:** The contract is for a term of one (1) year, effective upon the first of the month following the notice of award (unless otherwise indicated in the award letter). It is anticipated that this contract will commence March, 2008.
2. **INSURANCE SUBMISSION REQUIREMENTS:** The successful Respondent (Contractor) must submit proof to the Purchasing Office that they meet all City of Dearborn insurance requirements prior to receiving an executed contract and/or purchase order. Proof of insurance as stated below will be required no later than five (5) business days of request. A "Notice of Intent to Recommend for Award" letter will serve as the request and will be faxed and/or emailed to the successful Respondent. To expedite the process, a copy of your current coverage may be submitted with your Proposal.
3. **STANDARD INSURANCE REQUIREMENTS:**
 - a) **Commercial General Liability Coverage:** Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - b) **Workers Compensation Coverage:** At a minimum, Workers Compensation Insurance as required by State law, State statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employers Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
 - c) **Automobile Liability Coverage:** The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
 - d) The insurance carrier must have an A.M. Best Company rating of A-, VII or better.
 - e) Cancellation clause of insurance shall identify not less than thirty (30) days.
 - f) The City reserves the right to require complete, certified copies of all required insurance policies at any time.
 - g) **Professional Liability Insurance:** Professional Liability Insurance in an amount not less than \$500,000 per claim.
4. **NONCOMPLIANCE:** Failure to deliver in accordance with specifications will be cause for the City to cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.
5. **KEY PERSONNEL AND SUBCONTRACTORS:** It is essential that the Contractor provides adequate experienced personnel and subcontractors, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- a) The Contractor agrees that, once assigned to work under this contract, key personnel and subcontractors shall not be removed or replaced without written notice to the City.
- b) If key personnel and subcontractors are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
- c) The use of any subcontractor is subject to pre-approval by the City of Dearborn's Legal Contract Administrator and Purchasing Department.

STANDARD TERMS AND CONDITIONS OF AGREEMENT

- 1) **Assignment/Transfer:** Assignment or transfer of this contract without written consent of the City of Dearborn (Purchaser) may be construed by the Purchaser as a breach of contract sufficient to cancel this agreement at the discretion of the Purchaser.
- 2) **Payment Terms:** Payment will be 2/10 Net 30 unless otherwise specified by the City of Dearborn.
- 3) **Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Seller when submitting invoice for payment.
- 4) **Invoices:** Invoices for services must be submitted within 45 days after completion of Services. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.
- 5) **IRS Form W-9:** Seller must have on file with the City of Dearborn an IRS Form W-9 before Purchaser will issue any payment to Seller.
- 6) **Compliance with Laws:** Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, provisions and stipulations of all pertinent Federal, State or City of Dearborn laws, rules, regulations, resolutions, and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.
- 7) **Amendments:** No amendment, modification or supplement to this contract shall be binding unless it is in writing and signed by authorized representatives of the parties.
- 8) **Termination:** When in the City of Dearborn's best interest, the City of Dearborn may unilaterally cancel this agreement at any time, whether or not the Contractor is in default of any of its obligations hereunder. Under any such cancellation, the Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City of Dearborn agrees that the Contractor shall be paid for items and/or services already accepted by City of Dearborn, but in no event shall the City of Dearborn be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this agreement at any time for the failure of the other to comply with any of its material terms and conditions.
- 9) **Waiver of Breach:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.
- 10) **Complete Agreement:** The parties agree that the conditions of purchase stated herein or attachments hereto set forth their entire agreement and there are no promises or understandings other than those stated herein, and that any prior negotiations between the Purchaser and Seller or terms or conditions of sales set forth in the Seller's quotation

or order or sales acknowledgement shall not constitute a part of the agreement between the Purchaser and Seller concerning this purchase. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

- 11) **Liability and Indemnity:** Contractor agrees to protect, defend, reimburse, indemnify and hold the City of Dearborn, its officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whomsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or in the performance, nonperformance or purported performance of the work or services or breach of the terms hereof, except when the City of Dearborn is solely at fault.
- 12) **Records:** The City of Dearborn reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.
- 13) **Noncompliance:** Failure to deliver in accordance with specifications will be cause for the City of Dearborn to cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.
- 14) **Protection of Resident Workers:** The City of Dearborn supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The contractor is held responsible to establish appropriate procedures and controls so no services under this contract will be performed by any worker who is not legally eligible to perform such services. The City of Dearborn shall have the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily with respect to its employment practices in support of INA.
- 15) **Subcontracting:** The use of a subcontractor is subject to the approval of the City of Dearborn.
- 16) **Use of the City Seal:** Contractors are prohibited from using the official Seal of the City of Dearborn in this Proposal or in any other manner.
- 17) **Legal Proceedings:** Any legal proceedings shall be resolved in Michigan courts.

REQUIRED FORMS

PROPOSAL FORM17

PRICE SHEET19

BUSINESS INFORMATION QUESTIONNAIRE.....20

PROPOSAL FORM

Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without any further evaluation.

TO: CITY OF DEARBORN:

The Undersigned hereby offers and agrees to furnish the services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Proposers, Offer and Form of Agreement, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the City, for the term as stated herein, and to enter into an Agreement with the City, in accordance with the Conditions, Scope and Terms, as well as the Resulting Contract (Form of Agreement), together with any written addendum as specified above.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable provisions of the City's Charter and Code of Ordinances, and 2) if awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Proposer will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn's website on the City Clerk's page.

NONCOLLUSION:

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name

Address

City State Zip

Signature of Person Authorized to Sign

Printed Name

Title

Federal Tax ID

For clarification of this offer, contact:

Name: _____

Phone: _____

Fax: _____

Email: _____

PRICE SHEET

Failure to complete this form shall result in your Bid or Proposal being deemed non-responsive and rejected without any further evaluation.

Property Appraisal Services for Dearborn Towers, 233 Island Way, Clearwater, Florida 33767 as requested:

	\$
Fixed Fee, All-inclusive Price – Written	Figure

Hourly Rate \$_____

Delivered product(s), completed within 60 days after having been given written notice to proceed from the City of Dearborn.

You must submit your Proposal and eight (8) copies (or CD ROM) as stated in the submission requirements.

BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form may result in your Bid or Proposal being deemed non-responsive and rejected without any further evaluation.

NAME OF COMPANY _____
PRINCIPAL OFFICE ADDRESS _____
TELEPHONE NUMBER _____

FORM OF OWNERSHIP (Check One)
Corporation () LLC () Joint Venture ()
State of Incorporation/Registration _____ Date of Incorporation/Registration _____
Partnership () If Partnership, select one of the following: Limited () or General ()
Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation	
Name	Other Than Proposer Directorship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADDITIONAL INFORMATION REQUIRED BY THE CITY

LIST OF PRINCIPAL STOCKHOLDERS (i.e., holding 5% or more of the outstanding stock)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the City of Dearborn, or with any of its Council members or officers.

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

(Name of Company)

By _____
(Signature) Date

(Title)

By _____
(Signature) Date

(Title)

SUBCONTRACTOR FORM

Failure to complete this form may result in your Bid or Proposal being deemed non-responsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

☐ YES - You must complete both pages.

☐ NO - You must complete only this page.

ACKNOWLEDGED BY:

Firm: _____

Name: _____
(Authorized Representative)

Title: _____

Signature: _____

Date: _____

SUBCONTRACTOR FORM Continued

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor _____

State relationship, if any, between Prime Consultant and each Subcontractor: _____

NOTE: Both the Prime Consultant and Subcontractor must sign this form appropriately.

Subcontractor: _____ Fed Tax ID _____

Address: _____ P.O. Box _____

City: _____ County _____ State _____ Zip: _____

Phone:(_____) _____ Fax:(____) _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings): _____

Work to perform: _____

Subcontract Amount \$ _____ Percent of Contract _____ %

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR _____
Authorized Signature Name & Title Date

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR _____
Authorized Signature Name & Title Date

THE USE OF A SUBCONTRACTOR IS SUBJECT TO APPROVAL BY THE CITY

