



REQUEST FOR QUALIFICATIONS (RFQ)

No. 0057-11-ER-RC

GENERAL REAL ESTATE SERVICES

Document Date: May 08, 2011

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SECTION 1.0 GENERAL INFORMATION

- 1.1 The City of Tallahassee (City), Florida requests Statement of Qualifications (SOQ) for General Real Estate Services to the Property Management Division, City of Tallahassee, FL. The Property Management Division is seeking general real estate brokerage firms that can assist in the marketing and sales of real property owned by the City.
- 1.2 The Division will consider contracting with up to two (2) real estate brokerage firms for these services for a basic term of three (3) years. The contract will contain two (2) additional one (1) year extension options, at City discretion. The contracts for this project, including costs/fees, will be negotiated with the selected firms after approval by City Commission.

SECTION 2.0 STATEMENT OF WORK/SPECIFICATIONS

Staff conducts an annual review of the City's real property inventory. During this process we identify surplus properties that may be sold. The selected brokerage firms will assist the Division in the determination of marketing prices of selected properties, advertisement of these properties through the use of the Multiple Listing Service, internet, trade publications and other advertising media and assist the Division through the contracting and closing processes. The selected brokerage firm may also be used for other real estate services as necessary to support the Division. Real estate services shall be done in compliance with local and state laws, administrative code and City of Tallahassee policies and procedures.

SECTION 3.0 MINIMUM QUALIFICATIONS / EXPERIENCE

- 3.1 The selected licensed firm should possess at a minimum:
- 3.2 One principal real estate broker and three licensed associates, each of whom is a member of the Board of Realtors with Multiple Listing privileges as evidenced by current membership in the Board of Realtors and a subscriber to LoopNet.
- 3.3 Average annual sales of \$5,000,000 over the past three years.
- 3.4 The firm's principal shall have five years of general real estate experience, three of which are primarily in the sale of commercial and/or income producing properties.
- 3.5 It is desired, but not required, that at least one principal or associate of the firm hold the CCIM designation evidenced by proof of current membership.

SECTION 4.0 SCHEDULE OF EVENTS

The proposed time schedule as related to this procurement is as follows:

EVENT	DATE/TIME
Release of RFQ	May 08, 2011
Deadline for Questions/Request for Clarifications	*May 16, 2011; 5:00 PM
Statement of Qualifications (SOQ) Due Date/Time (Deadline)	*May 26, 2011; 4:30 PM
Preliminary Scoring/Shortlisting Proposers	**week of June 06, 2011
Oral Presentations of Shortlisted	**week of June 13 , 2011
Final Scoring/Ranking/Selection	**week of June 20, 2011
Anticipated Contract Approval/Award	**July 2011

* An addendum to this RFQ will be issued if any of these dates/times change.

** These dates are after the SOQs are due and subject to change. However, an addendum to this RFQ will not be issued if any of these dates change. Specific dates/times will be determined at each phase.

SECTION 5.0 QUALIFICATION RESPONSE REQUIREMENTS

- 5.1 A proposer's response to this RFQ shall include the information specified in this RFQ, at a minimum. Please note that the Qualification should address the requirements in a clear and concise manner in the order stated herein.
- 5.2 Qualification packages must be tabbed as specified below and must include the information/documents specified in the applicable tab. Qualifications that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore considered non-responsive by the City.
- 5.3 The City reserves the right to seek additional/supplemental representation on specific issues as needed.
- 5.4 Proposer's shall construct their Qualification packages in the following format and a tab must separate each section.

STATEMENT OF QUALIFICATIONS (PREFERABLY IN BINDERS)

In a SEALED PACKAGE, provide one **ORIGINAL (SO IDENTIFIED) AND FIVE (5) COMPLETE COPIES** of your Statement of Qualification for services defined herein for the term of the contract.

TAB 1 - EXECUTIVE SUMMARY

- a. Present in brief, concise terms, a summary level description of the contents of the Qualification and your company and its capabilities. Give the names of the person(s) who will be authorized to make representations for the Proposer, their titles, addresses, and telephone and fax numbers.
- b. The summary must be limited to a maximum of two pages and the signer of the Qualification must declare that the Qualification is in all respects fair and in good faith without collusion or fraud and that the signer of the Qualification has the authority to bind the principal proponent.

TAB 2 – EXPERIENCE & QUALIFICATIONS

- a. Describe your firms experience, annual sales, staff and support services.
- b. Provide resumes of all staff.
- c. Provide proof of real estate licensure per FS 475.1 and any designations from private organizations.
- d. Provide a minimum of three references from commercial clients for whom the firm has closed transactions within the last year.
- e. Describe any knowledge or past experience in the acquisition or sale of government owned real estate.

TAB 3 – LOCAL BUSINESS INCENTIVE PROGRAM

The City has established a Local Business Incentive Program. To qualify, your firm must have maintained a permanent place of business with one or more full-time employees within Leon, Wakulla, Gadsden, or Jefferson County, Florida, for a minimum of six (6) months prior to the date responses are received for this solicitation. To be eligible for this preference, submit a completed and signed Attachment F - Local Business Certification Application.

Location	Rating Points
Certified Firms located within Leon County, FL	25
Certified Firms located in Gadsden. Wakulla or Jefferson Counties, FL	12.5

TAB 4 – MARKETING MATERIALS

Provide at least three examples of marketing materials developed for commercial properties.

TAB 5 – MARKETING STRATEGY

Please develop and provided a general marketing strategy for the sale of the property located at 600 N. Monroe Street (City's old utility payment center – Parcel ID # 2136401693850).

TAB 6 – MBE PLAN & MBE CERTIFICATION

Refer to Section 14.0

- Attachment C - MBE Plan Utilization along with their Certification documents
- Attachment D - Statement of Good Faith Effort

TAB 7 – MISCELLANEOUS FORMS/INFORMATION

Complete and include the following applicable forms in this TAB:

- Attachment B – Representations/Certifications with IRS Form W-9
- Attachment E – Charitable Contributions Form
- Attachment F – Local Business Certification Application
- Acknowledged Addendums (if issued)

5.5 STATEMENT OF QUALIFICATIONS SHALL BE DELIVERED AS FOLLOWS:

- 5.5.1 The front lower left corner of each envelope/container shall contain the following information for proper identification:

ANNOTATE EACH SEALED PACKAGE/PACKAGE WITH THE FOLLOWING INFORMATION:

STATEMENT OF QUALIFICATION
RFQ No. 0057-11-ER-RC
GENERAL REAL ESTATE SERVICES
DUE NLT: 4:30 PM; MAY 26, 2011

- For time and date set for receipt of Qualifications see Section 4.0 – Schedule of Events.
- Include name and address of the Proposer
- Number each sealed package sequentially (i.e. "1 of 3", "2 of 3", "3 of 3")

- 5.5.2 All Qualifications must be delivered SEALED to the City of Tallahassee at the address shown below no later than the time and date set for receipt of Qualifications (see above Section 4.0 – Schedule of Events). Failure to comply with this or any other paragraph of the Request for Qualifications may be sufficient reason for rejection of the entire Qualification.

DELIVERY TO:

PROCUREMENT SERVICES DIVISION
3RD FLOOR, CITY HALL, CITY OF TALLAHASSEE
300 SOUTH ADAMS STREET, MAIL BOX A-28
TALLAHASSEE, FL 32301-1731

- 5.5.3 **ALL QUALIFICATION PACKAGES RECEIVED WILL BE RECORDED AND CLOCKED-IN AT THE PROCUREMENT SERVICES OFFICE.** The responsibility for submitting the Qualification to the Procurement Services Division no later than the specified time and date is solely that of the proposer. The City will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

LATE QUALIFICATIONS WILL NOT BE ACCEPTED/CONSIDERED.

- 5.5.4 All Qualifications must be in writing. The SIGNATORY of the Qualification must declare that the Qualification is in all respects fair and in good faith without collusion or fraud and that the signer of the Qualification has the authority to bind the principal Proposer.
- 5.5.5 The City shall not be liable for any costs incurred by a Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

SECTION 6.0 EVALUATION OF QUALIFICATIONS

Evaluation of Qualifications will be performed consistent with the City's Purchasing Procedures Manual using the following categories and weighted values:

Category	Max Rating Points
Executive Summary	5
Experience & Qualifications*	30
Marketing Materials*	10
Marketing Strategy*	30
Local Business Incentive (see Section 5.4 Tab 3)	25
Minority Business Enterprise Participation	10
Charitable Contributions	5
Maximum Points Allowed	115

After the Statements of Qualification have been evaluated and scored (preliminary), the Selection Committee may elect to shortlist proposers (number to be determined after preliminary scoring). If the Selection Committee shortlists proposers, all proposers will be notified of the Shortlisted and Non-Shortlisted firms. Shortlisted proposers will be required to make oral presentations to the Selection Committee. Shortlisted proposers will also be interviewed by the Selection Committee.

* If oral presentations/interviews are held, these categories may be re-evaluated after oral presentations.

SECTION 7.0 CONTRACT AWARD

- 7.1 The City reserves the right to incorporate the successful firm's Qualification into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- 7.2 The selected firm will be required to assume responsibility for all services offered in the Qualification. The City will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- 7.3 A copy of the Evaluation/Selection Committee's final recommended ranking and award will be available for review at the Procurement Services Office at City Hall, 300 South Adams St, Tallahassee, FL and on Onvia Demandstar's website www.demandstar.com.

SECTION 8.0 RIGHT OF REJECTION:

The City of Tallahassee reserves the right to waive any informality in any Statement of Qualification, to reject any or all Qualifications in whole or in part, with or without cause, and/or to accept the Qualification that in its judgment will be in the best interest of the City of Tallahassee and its citizens.

SECTION 9.0 REQUESTS FOR CLARIFICATIONS, INTERPRETATIONS, AND ASSISTANCE

- 9.1 All inquiries/questions concerning this RFQ must be in writing (email acceptable) and must be directed to:

EDWIN RODRIGUEZ (Purchasing Agent of Record)

E-MAIL: Edwin.Rodriguez@talgov.com (preferred method of communication)

TELEPHONE: (850) 891-8129 (Direct) OR (850) 891-8280 (Central Desk)

FACSIMILE: (850) 891-0970

PROCUREMENT SERVICES DIVISION, CITY HALL

300 SOUTH ADAMS STREET, MAIL BOX A-28, TALLAHASSEE, FL 32301-1731

- 9.2 All telephone conversations are to be considered unofficial responses and will not be binding. If a response to a question is pertinent to all potential proposers, a written addendum will be issued.

SECTION 10.0 PUBLIC ENTITY CRIMES

As required by Florida State Statute 287.133(2)(a), "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 Qualification on a contract to provide any goods or services to a public entity, may not submit a Qualification on a contract with a public entity for the construction or repair of a public building or a public work, may not submit Qualifications 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 s.287.017 for CATEGORY TWO [\$35,000] for a period of 36 months from the date of being placed on the convicted vendor list." Moreover, any person must notify the City within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

SECTION 11.0 ISSUANCE OF ADDENDA

- 11.1 If this solicitation is amended, the City will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.
- 11.2 Proposers shall acknowledge receipt of each addendum to this solicitation using one of the following methods:
- IF ADDENDUM IS RECEIVED BY PROPOSER PRIOR TO SUBMITTING A QUALIFICATION TO THE CITY: By signing and returning the addendum with the "Qualifications Qualification" (placed in appropriate TAB) to the City no later than the time/date specified in this RFQ.
 - IF ADDENDUM IS RECEIVED BY QUALIFICATION AFTER SUBMITTAL OF A QUALIFICATION TO THE CITY: By signing and returning the addendum (also sealed) to the City and no later than the time/date specified in this RFQ.

SECTION 12.0 ACCESS TO MEETINGS

Public notice of all Evaluation/Selection Committee meetings will be posted at the Procurement Services Division, City Hall, 300 S. Adams Street, Tallahassee, Florida as far in advance of the meeting as possible. Persons with disabilities requiring reasonable accommodations to attend meetings, please contact the Purchasing Agent specified above in Section 9.0, at least forty-eight (48) hours in advance (excluding weekends and holidays).

SECTION 13.0 CONFIDENTIALITY

- 13.1 By submitting a Qualification in response to this solicitation, a Proposer acknowledges that City is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Proposer further acknowledges that any materials or documents provided to City may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a Proposer provide City with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the Proposer shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The Proposer shall submit to City both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Proposer fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.
- 13.2 Should any person request to examine or copy any material so designated, and provided the affected Proposer has otherwise fully complied with this provision, City, in reliance on the representations of the Proposer, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, City shall notify the Proposer of that request, and the Proposer shall reply to such notification, in a writing that must be received by City no later than 4:00 p.m., ET, of the second City business day following Proposer's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Proposer refuses to permit disclosure or copying, the Proposer agrees to, and shall, hold harmless and indemnify City for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by City, or assessed or awarded against City, in regard to City's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Proposer is not initially named as a party, the Proposer shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any Qualification submitted by a Proposer in response to the RFQ and shall constitute City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the City.

SECTION 14.0 MINORITY BUSINESS PARTICIPATION

MBE participation shall be a selection criterion in the RFQ evaluation /scoring process.

14.1 It is the goal of this Project to have a minimum 12.5% MBE participation. The Vendor shall include an MBE Participation Plan within the RFQ response. Key elements of the plan will include:

14.1.1 An explanation/narrative of how the goal of 12.5% MBE participation shall be met.

14.1.2 List of the locally certified MBE firms that will be utilized on this contract including the services they are to provide.

14.1.3 The methodology for monitoring the MBE participation on a continuing basis.

14.1.4 If no suitable MBE participation can be found, the vendor must demonstrate a Good Faith Effort was made to identify a suitable MBE. Submit Attachment D for this purpose.

14.2 Good Faith

Failure to submit the MBE Plan and/or Good Faith documentation shall result in the Qualification being deemed as non-responsive to the MBE portion of the Qualification specifications. If MBE participation is not available or will not be used for this contract, it must be documented and justified on the Good Faith Effort form.

14.3 As part of the RFQ Evaluation process, a total of 10 points may be awarded for MBE participation: 5 points for the MBE plan and 5 points for utilizing a certified MBE firm(s). The City's MBE Office will evaluate the MBE plans. Failure to submit a plan will result in the Qualification not receiving the 15 points toward the evaluation score.

Attachment C must be submitted for each MBE firm proposed, as supporting documentation to the MBE Certification. NOTE: When submitting the MBE Utilization Form, ensure all proposed MBE vendors are certified through the City of Tallahassee or Leon County and are located in the "Local Market Area" of Leon, Wakulla, Gadsden or Jefferson counties. No other certification is acceptable.

An MBE vendor will not be considered in the MBE goal of 12.5% if that vendor is not certified by the City of Tallahassee or by Leon County at the time of receipt of the Qualification Statement.

14.4 MBE directories available from following sites:

- City of Tallahassee website: <http://www.talgov.com/ecd/economic/directory/index.cfm>
- Leon County's website at: <http://www.co.leon.fl.us/mbe/index.asp>

NOTE: Information found at these websites may not be up-to-date.

14.5 Should you have any MBE related questions, please contact LaTanya Raffington, City of Tallahassee's Minority Business Enterprise Office, Phone (850) 891-6500.

SECTION 15.0 GRIEVANCE PROCEDURE

- 15.1 Right to Protest. Any prospective Bidder or Proposer may protest the provisions of an Invitation for Bids (IFB), Request for Proposals (RFP), or Request for Qualifications (RFQ).
- i Protest of Specifications or Proceedings Prior to Bid Opening
Any actual or prospective bidder, or contractor, who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds or irregularities in specifications or bid procedure.
 - ii Protest of Recommended Award
Any actual bidder or Proposer, who is aggrieved in connection with the evaluation of bids, the evaluation of Qualifications, or the staff recommendation regarding award of a contract, provided that such bidder or Proposer would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.
- 15.2 Filing a Protest. A written protest shall be considered filed, for purposes of this procedure when all related items are actually delivered to and received by the Procurement Services Division. All protest shall be directed to the attention of the Manager for Procurement Services.
- i For protest related to the specifications or proceeding of an IFB or RFP, a formal written protest must be filed no later than 72 hours (excluding weekends and holidays) prior to the scheduled bid opening date. Failure to timely file the written protest including the required protest bond/cashier's check, shall constitute a waiver of such protest.
 - ii For protest related to the evaluation of bids, evaluation of Qualifications, or staff recommendation regarding award of a contract, a written notice of intent to protest must be filed with Procurement Services within 72 hours (excludes weekends and holidays) after posting of the intended recommendation regarding award, and a written protest, must be filed with the Procurement Services Division no later than 5:00 p.m., ET, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. A weekend commences at 12:00 a.m., ET, on Saturday and ends at the same time on the following Monday. A holiday begins at 12:00 a.m., ET, on the observed holiday and ends at the same time on the following day.

Such written protest shall state, with particularity the facts and grounds upon which the protest is based, and shall include references to applicable laws, statutes, ordinances, policies, or other authority on which the protest is based. Failure to timely file either the notice of intent or the written protest including the protest bond/cashier's check, shall constitute a waiver of such protest.
- 15.3 Protest Bond. Any person who files a formal written protest, shall post with the Procurement Services Division, at the time of filing the formal written protest, a cashier's check or bond payable to the City of Tallahassee in an amount equal to 1 percent of the City's estimate of the total volume of the contract or \$5,000, whichever is less.
- 15.4 Final Decision. The City Attorney or designee shall consider each protest and shall render a final determination. If the decision of the City Attorney or designee upholds the action taken by the City, then the City shall retain the amount in payment of a portion of the cost and expense, including but not limited to, time spent by City staff in responding to the protest and in conducting the evaluation of the protest. If the decision of the City Attorney or designee does not uphold the action taken by the City, then the City shall return that amount, without deduction, to the person or entity filing the protest
- 15.5 Stay of Procurement During Bid Protest. In the event protest is filed in accordance with the bid protest procedures herein, Procurement Services shall not proceed further with the solicitation or award of the contract until the City Attorney or designee has rendered a written decision regarding the protest or until the City Manager or designee makes a written determination that continuation of the process and award of a contract without delay is necessary to protect the substantial interest of the City.

SECTION 16.0 CHARITABLE CONTRIBUTION PREFERENCE

In accordance with Section 2-92, City of Tallahassee Code, Ordinance #06-0-47AA, Proposers may qualify for a preference under this solicitation based on contributions made to health and human services agencies, which are qualified as such by the United Partners for Human Services, or the local United Way. To qualify, the contribution(s) must have been made within the twelve-month period preceding the date Qualifications are due to be submitted and must be certified, on the form provided by the City, by the receiving agency. Vendors shall provide copies of all applicable contribution letters with each Qualification. No preference shall be given to a Proposer that does not receive a minimum number of points for compliance with the applicable MBE policy provisions. Refer to the cited ordinance for further details.

Estimated Revenue Levels	Donation Value	RFQ Bonus Points
\$10,000 - \$25,000	\$1,000	5
	\$800	4
	\$600	3
	\$400	2
	\$200	1
\$25,001 - \$50,000	\$2,500	5
	\$2,000	4
	\$1,500	3
	\$1,000	2
	\$500	1
\$50,001 - \$100,000	\$5,000	5
	\$4,000	4
	\$3,000	3
	\$2,000	2
	\$1,000	1
\$100,001 - \$250,000	\$10,000	5
	\$8,000	4
	\$6,000	3
	\$4,000	2
	\$2,000	1
\$250,001 - \$500,000	\$25,000	5
	\$20,000	2
	\$15,000	1
Over \$500,000	\$50,000	5

ATTACHMENT A

PROPOSED GENERAL CONTRACT TERMS AND CONDITIONS

The final contract will include, but not limited to, the following contract terms and conditions:

EQUAL OPPORTUNITY AGREEMENT

In connection with work performed under a City of Tallahassee contract, the Proposer agrees, upon receipt of a written award or acceptance of a contract, to support and abide by the City's Equal Opportunity Pledge.

By submitting a Qualification in response to this solicitation, the Proposer agrees to:

- Not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin;
- Post a copy of this pledge in a conspicuous place, available to all employees and job applicants.
- Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the Proposer is an "Equal Opportunity Employer".

INDEMNIFICATION

The contractor shall indemnify and save harmless the City, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the City, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the consultant, its sub-consultants or subcontractors, or by the employees, officers, directors, or agents of the consultant, or its subcontractors.

PAYMENT

Prompt Pay Policy.

It is the policy of the City of Tallahassee to fully implement the provisions of the State of Florida Prompt Payment Act. For more information, refer to Florida Statute 218.7.

Withholding Payment.

In the event a contract is canceled under any provision herein, the City of Tallahassee may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

INSURANCE REQUIREMENTS

Prior to commencing work, the Contractor shall procure and maintain at Contractor's own cost and expense for the duration of the agreement, the following insurance against claims for injuries to person(s) or damages to property which may arise from, or in connection with, the performance of the work or services hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's Qualification.

Contractor shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance (or Garage Keepers Liability Insurance) - \$1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its Qualification whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Business Automobile/Umbrella Liability Insurance - \$1,000,000 limit per accident for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

Workers' Compensation and Employers'/Umbrella Liability Insurance -- Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor or Vendor is otherwise required by law to provide such coverage.

Other Insurance Provisions:

Commercial General Liability and Automobile Liability Coverage

- The City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insured's as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor or premises on which Contractor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Tallahassee, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- The Contractor's insurance coverage shall be primary insurance as respects the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- Coverage shall state that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City of Tallahassee, member of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the performance of services under this Agreement.

All Coverage

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- If Contractor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Contractor resulting from said breach.
- Alternatively, City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Contractor, City may deduct from sums due to Contractor any premium costs advanced by City for such insurance.
- City named as "additional insured" as it's interest may appear.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+X or better by A.M. Best's rating service.

Verification of Coverage

Contractor shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

Subcontractors

Contractor shall include each of its subcontractors as insured's under the policies of insurance required herein.

ATTACHMENT B REPRESENTATIONS/CERTIFICATIONS
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TAXPAYER IDENTIFICATION

Bidder must complete Federal Form W-9 and submit it with their Qualification. The form is available from the Internal Revenue Service web site at www.irs.gov.

OFFICIAL COMPANY INFORMATION AS REGISTERED (Type/Print)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: () _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: () _____; FAX: () _____
EMAIL ADDRESS: _____
WEBSITE URL: _____

COMPANY CONTACT FOR CONTRACT MANAGEMENT (Type/Print)

PERSON NAME: _____
TELEPHONE NO: VOICE: () _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: () _____; FAX: () _____
EMAIL ADDRESS: _____

PAYMENT REMITTANCE ADDRESS (Type/Print)

NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: () _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: () _____; FAX: () _____
EMAIL ADDRESS: _____

CONTACT FOR INVOICE INQUIRIES

NAME: _____
TELEPHONE NO: VOICE: () _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: () _____; FAX: () _____
EMAIL ADDRESS: _____

WHERE TO SEND PURCHASE ORDER (IF APPLICABLE)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)

ATTACHMENT C
MBE PLAN UTILIZATION FORM

PLEASE SUBMIT A SEPARATE FORM FOR EACH SUB-CONTRACTOR/SUPPLIER.

Proposer: _____

Address: _____

Phone: _____ - _____ - _____ RFQ Number: _____

RFQ Name: _____

MBE SUB CONTRACTORS INTENDED TO BE UTILIZED ON THE PROJECT

Name of MBE Sub-Contractor/Supplier: _____

Address: _____

Phone: _____ - _____ - _____ Is the sub-contractor a certified MBE? ____ Yes ____ No

If yes, please provide a copy of your certification letter or certificate.

Dollar amount of contract with sub-contractor/supplier: _____ %

Percentage amount of contract with sub-contractor/supplier: _____ %

Description of scope of work performed under agreement with the sub-contractor for amount indicated above:

ATTACHMENT D
STATEMENT OF GOOD FAITH EFFORTS (SGFE)

PROPOSER: _____

DATE: _____

This form is to be completed if Proposer fails to achieve the MBE goals established for this project. The Proposer is allowed to use an alternate method that demonstrates the good faith efforts made to meet the goals established as long as all of the requested information is included. Failure to include all requested information may result in the Qualification being determined as non-responsive to the MBE goals.

The following list is not intended to be exclusive or exhaustive and the City will look not only at the different kinds of efforts the Proposer has made, but also the quality, quantity, intensity and timeliness of those efforts; it is the responsibility of the Proposer to exercise good faith efforts. Any act or omission by the City shall not relieve the Proposer of this responsibility.

Criteria listed below are consistent with the intent of **Section 16.5.9 of the City's Administrative Policies & Procedures Manual, as amended**. A response is required to address each cited paragraph. Additional pages may be added as necessary.

1. **Attendance at Pre-Qualification conference, if held:**

____ Yes ____ No ____ Not Held **(10 POINTS)**

2. **Whether and when the Proposer provided written notice to certified MBE's listed in the City of Tallahassee MBE and/or Leon County Government Program directories that perform the type of work to be subcontracted and advising the MBE's of the specific work the Proposer intends to subcontract; that their interest in the contract is being solicited; and how to obtain information for the review and inspection of contract plans and specifications. (20 POINTS)**

All letters from Proposer's to prospective MBE subcontractors should be post marked a minimum of 12 calendar days or faxed recorded 7 days prior to Qualification opening.

A. Provide complete list of all MBE's solicited.

B. Provide **DATE** letters were mailed (MBE's will be canvassed as to who sent them letters and what date they were received.) Provide a copy of solicitation and all other letters sent to MBE's. Recommended information in your solicitation letter can include, but not limited to, the following:

- Project specific information.
- Your willingness to assist with supply purchases.
- Bonding requirements of your firm.
- Any assistance your firm will be giving regarding bonding requirements, lines of credit and insurance requirements.
- Availability of specifications and plans through your office.

- Best time to reach you by phone (MBE firms will be canvassed regarding your responsiveness to their calls and project information they received from your firm.)
- Qualification opening date and all addendum information.
- Your requirements/time frames/payment schedules.

3. **Whether the Proposer selected feasible portions of work to be performed by MBE's, including, where appropriate, breaking contracts or combining elements of work into feasible units. The ability of the Proposer to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet the established goals. (10 POINTS)**

If appropriate, detail any subcontracting category that you have broken down to assist MBE firms and list firms that have been made aware of this reduced scope.

<u>Subcontracting Category</u>	<u>MBE Firm</u>
_____	_____
_____	_____
_____	_____
_____	_____

4. **Whether the Proposer considered all quotations received from MBE's and for those quotations not accepted, the Proposer should provide an explanation of why the MBE will not be used during the course of the contract. Receipt of lower quotation from non-MBE will not in itself excuse a Proposer's failure to meet project goals. (15 POINTS)**

List all MBE firms who quoted this project; the amount quoted, and the successful subcontractor (if not the MBE firm) and their quote:

<u>Name of MBE</u>	<u>MBE's Quote</u>	<u>Name of non-MBE Subcontractor Chosen</u>	<u>Subcontractor's Quote</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. **Whether the Proposer provided interested MBE's assistance in reviewing the contract plans and specifications. (5 POINTS)**

Name the MBE firms provided assistance and describe how your firm provided such assistance.

6. **Whether the Proposer assisted interested MBE firms in obtaining required bonding, lines of credit or insurance if such assistance was necessary. (5 POINTS)**

If the project was above \$200,000 or exempt from the City of Tallahassee's Bond Waiver Program, name the MBE's assisted and describe the assistance provided.

7. **Indicate whether the Proposer has utilized MBE subcontractors on City, or other local, contracts within the past six months. (10 POINTS)**

<u>Project Name</u>	<u>MBE Firms Used</u>	<u>Dollar Value</u>

8. **Whether the Proposer advertised in general circulation, trade association, and/or minority/women - focus media concerning the subcontracting opportunities. (10 POINTS)**

List which papers carried your ad and attach a copy of the ad.

9. **Written documentation that the Proposer contacted the City of Tallahassee's MBE Office, other local M/WBE Offices or, if applicable, Federal MBE/DBE Offices, for guidance and assistance if having difficulty obtaining minority participation and unable to identify portions of work that can be feasibly broken down. (10 POINTS)**

List minority/women organizations contacted.
(A minimum of three organizations must be contacted.)

<u>Organization</u>	<u>Person Contacted</u>	<u>Date Contacted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. **Describe any additional efforts or circumstances, which may assist the City in determining your Good Faith Efforts. (5 POINTS)**

A MINIMUM SCORE EQUAL TO 80% OF THE ELIGIBLE POINTS IS REQUIRED TO ACHIEVE AN ACCEPTABLE GOOD FAITH EFFORT DETERMINATION.
--

ATTACHMENT E
CHARITABLE CONTRIBUTION VERIFICATION

This form is offered as verification that the Vendor named below made the contribution detailed below to the non-profit Organization named below. In accordance with City Ordinance No. 060-47AA, this form, once fully executed by both parties, and certified by United Partners for Human Services shall be submitted by the Vendor with their bid/Qualification in order to receive consideration for charitable contribution under the ordinance.

By our signatures below, we certify that _____
Name of Vendor

Made a contribution to _____
Name of Organization

The donation was _____
Describe the Type of Donation

and was valued* at \$ _____ and was given on _____
Specific Date (D/M/Y)

* For donations of products and/or services, the Vendor is required to receive one independent quote that values the donation.

By signing below, both the Vendor and the Organization certify that:

1. The donation transaction is complete and donations were made within the previous 12 months prior to the opening date of the interested bid.
2. For donations of products and/or services, the value of the donation was documented by one independent quote provided by the Vendor and that the Organization reviewed those quotes and certifies that the value above is accurate.

Name of Vendor's Representative (print) Signature/Date

Name of Organization's Representative (print) Signature/Date
(Not Applicable for United Way Contributions)

In order for this contribution to receive consideration by the City of Tallahassee, it must be signed by a representative of United Partners for Human Services (UPHS).

Name of Representative/Title (print) Signature/Date

FOR COT OFFICIAL USE ONLY

Check One: ____ One-Time Purchase ____ Term Contract ____ Extension of Contract ____ Agent's Initials ____

Preference given: ____ points/percent out of a total of ____ points/percent; MBE Goal Meet: ____ Yes ____ No ____ N/A

Vendor awarded contract/extension: Yes or No (Circle One); Approval Level: _____ Date: _____



**ATTACHMENT F
LOCAL BUSINESS CERTIFICATION
APPLICATION**

COMPANY INFORMATION

Company Name: _____

Primary Place of Business: _____ Product/Service: _____

City/State: _____ ZIP: _____

Owner/Contact Name/Phone: _____

Email: _____ FEID *#: _____

(*If a Sole Proprietorship, use Social Security number of owner)

BUSINESS TYPE (CIRCLE ONE)

S – Sole Proprietorship C – Corporation/LLC/Partnership J – Joint Venture*

*A certified Joint Venture Agreement, signed by all parties must be submitted with the appropriate Procurement documents along with this application at the time of bidding.

LBE/ELBE REQUIREMENTS

BUSINESS MUST MEET ALL OF THE FOLLOWING CRITERIA

1. Has a fixed office, distribution point or warehouse (stocked with inventory or equipment) with a street address with Leon, Gadsden, Jefferson or Wakulla County, at which location the business conducts, on a regular basis, all of the services and activities performed in carrying out the functions and operation of the certified business.
2. Holds a City of Tallahassee or applicable business license issued at least six (6) months prior to application submittal. (A copy of the applicable Business License must accompany this application)
3. Business is not owned or controlled in whole or in part by a full-time employee of the City of Tallahassee.

AFFIDAVIT

The undersigned owner/principal identified in this document declares and swears under penalty of law that the statements made in the application are true, correct and complete. The undersigned also acknowledges that falsifying or misrepresenting any information or document furnished to the City of Tallahassee may result in the revocation or denial of Local Business Certification status, it may also result in the barring the business from performing any contracting or Procurement business with the City of Tallahassee. By submitting this application the above named firm hereby agrees to furnish all documents and other information that at any time may be requested by the City of Tallahassee in order to review, investigate or confirm the local business status of the firm.

Signature of Authorized Representative/ Owner: _____

Print

Name: _____ **Date:** _____

PLEASE SUBMIT APPLICATION WITH ALL SUPPORTING DOCUMENTS TO:

City of Tallahassee Procurement Services/ Vendor Certification Program
300 S Adams Street
Tallahassee, FL 32301
or by facsimile to (850)891-8796

For more information call (850) 891-8280