

CITY OF RIVIERA BEACH

REQUEST FOR MARKETING SERVICES FOR THE RIVIERA BEACH POLICE DEPARTMENT RFP NO. 211-08



The City of Riviera Beach (further referred to as the "City"), located in Palm Beach County, Florida is now accepting proposals from qualified professional firms to submit proposals to provide marketing services for the City of Riviera Beach Police Department.

Proposers desiring to obtain the contract for this service shall submit one (1) original and five (5) copies containing all required information due no later than 3:00 p.m., Tuesday, January 6, 2009 to the Office of the City Clerk, Suite 140 located at 600 West Blue Heron Blvd., Riviera Beach, Florida 33404. Any proposal received after the stated time and date will not be considered and will be returned unopened to the proposer(s).

Proposals must be delivered or mailed to:

**CITY OF RIVIERA BEACH
OFFICE OF THE CITY CLERK
600 W. BLUE HERON BLVD., SUITE 140
RIVIERA BEACH, FL 33404**

Envelopes containing proposals must be identified with:

RFP NO. 211-08 – MARKETING SERVICES FOR POLICE DEPARTMENT

For information or questions regarding this proposal, please contact Benjamin Guy, Director of Purchasing, City of Riviera Beach, at (561) 845-4180. Proposals may be obtained from the City of Riviera Beach Purchasing Department by calling (561) 845-4180 or may be picked up at the Office of the Purchasing Department, 2391 Avenue "L", Riviera Beach, FL 33404. Information regarding this public solicitation may also be obtained from the City's website @ www.rivierabch.com.

Minority/Women Business Enterprises shall have the opportunity to participate in this project. Proposers are hereby informed that the City of Riviera Beach has established a goal of a minimum of 15% participation of M/WBE. A good faith effort will be made to hire M/WBE.

The City of Riviera Beach reserves the right to reject any or all proposals or to negotiate individually with one or more firms, and to select the firm on the basis of what the Selection Committee determines to be in the best interest of the City.

Published: December 14, 2008 Palm Beach Post.

Published: December 15, 2008 City Web Site: www.rivierabch.com

**CITY OF RIVIERA BEACH
OFFICE OF CITY CLERK**

**600 WEST BLUE HERON BLVD
SUITE 140
Riviera Beach, Florida 33404
Phone (561) 845-4180**

I. Plan Holder Information Sheet

**PROSPECTIVE PROPOSER
INFORMATION SHEET
RFP 211-08**

PLEASE COMPLETE AND FAX THIS DOCUMENT TO THE PURCHASING DEPARTMENT. YOUR INFORMATION WILL BE ADDED TO THE CURRENT PLAN HOLDER LIST AND HELP TO INSURE RECEIPT OF CHANGES OR ADDITIONAL INFORMATION.

PURCHASING DEPARTMENT:	FAX	561-842-5105
	OFFICE	561-845-4180

Contact Person _____

Business Name _____

Business Address _____

Business City, State, Zip _____

Email Address: _____

Business Phone # _____ Business Fax # _____

GENERAL INFORMATION

PART 1

PURPOSE AND INVITATION TO SUBMIT QUALIFICATIONS

The City of Riviera Beach is now accepting proposals from qualified professional firms to provide marketing services for the City of Riviera Beach Police Department. The successful candidate will possess a verifiable proven track record and demonstrated abilities in marketing.

This public solicitation document provides guidelines for the submission of responses for the desired professional services. Firms should prepare their submittals simply and economically, providing a straight forward and concise description of their relevant expertise, capacity and availability to meet the requirements of this public solicitation.

This Request for Proposals is extended to all qualified firms.

PROPOSAL SUBMISSION AND OPENING

All proposals must be received by the City of Riviera Beach no later than **4:00 pm, Friday, January 30, 2009** in order to be considered. The following is required to be included in the proposal:

One (1) original and six (6) copies of a comprehensive proposal to include:

- ✓ Title Page
- ✓ Table of Contents
- ✓ Letter of Interest
- ✓ Detailed Submittal as outlined in 3-2

Interested parties must submit their completed responses to the following address:

**City of Riviera Beach
Office of the City Clerk, Suite 140
600 West Blue Heron Boulevard
Riviera Beach, FL 33404**

The City shall not accept or consider responses submitted via facsimile transmission or email.

INQUIRIES

For additional information, the City encourages qualified firms to contact Benjamin Guy, Purchasing Director, 8:30 a.m. to 5:00 p.m., Monday through Friday, at (561) 845-4180.

GENERAL TERMS AND CONDITIONS

1-1 PROPOSAL DISCLOSURE:

Upon opening, proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Firms submitting proposals must invoke in writing the exemptions to disclosure (provided by law) in the response to this Request for Proposals by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

1-2 ACCEPTANCE OR REJECTION OF PROPOSALS:

The City reserves the right to reject any and all submittals when (1) such rejection is in the best interest of the City; or (2) if the submittal contains any irregularities; provided, however, that the City reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The City reserves the right to cancel this Request for Proposals at any time and/or to solicit and re-advertise for other proposals. The CITY is not obligated to enter a contract on the basis of any proposal submitted in response to this document.

1-3 REQUEST FOR ADDITIONAL INFORMATION:

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer's qualifications.

1-4 DENIAL OF REIMBURSEMENT:

The CITY OF RIVIERA BEACH will not, under any circumstances, reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a response to this RFP.

1-5 GRATUITY PROHIBITION:

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CITY OF RIVIERA BEACH for the purpose of influencing consideration of this proposal.

1-6 RIGHT OF WITHDRAWAL:

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1-7 RIGHT OF NEGOTIATION:

The CITY OF RIVIERA BEACH reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1-8 RIGHT OF REJECTION OF LOWEST FEE ESTIMATE:

The CITY OF RIVIERA BEACH is under no obligation to award this project to the proposer having the lowest fee estimate. Evaluation criteria included in this document shall be used in evaluating proposals and making a final determination of the “**Best Value**” offer.

1-9 EXCEPTIONS TO THE RFP:

It is anticipated that proposers may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CITY OF RIVIERA BEACH, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions. The City is under NO obligation to accept any proposed exceptions or alternatives.

1-10 INDEMNIFICATION:

The Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the CITY OF RIVIERA BEACH, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Proposer shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. Further, the proposer shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e., Professional Liability Insurance currently in effect.

1-11 PUBLIC ENTITY CRIME:

Pursuant to Florida Statutes Section 287.133, as amended: 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 for a period of 36 months from the date of being placed on the convicted vendor list.

1-11 CODE OF ETHICS:

If any firm violates or is a party to a violation of the code of ethics of the State of Florida with respect to this proposal, such firm may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the City.

1-12 ASSIGNMENT:

The successful proposer shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the CITY OF RIVIERA BEACH may not submit proposals 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.

1-13 EQUAL OPPORTUNITY REQUIREMENTS:

It is the policy of the City to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs. It is further the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran's status. Each firm should state their commitment to meet these same requirements.

1-14 MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION:

It is the policy of the City of Riviera Beach that Minority Business Enterprise (M/WBE) shall have the maximum opportunity to participate in and perform projects financed with City funds. Proposers are hereby informed that the City has established a goal of a minimum of 15% participation of Minority Business Enterprises in all City contracts. A good faith effort should be made by all proposers to hire Minority/Women Business Enterprise participants.

1-15 CONTRACTUAL AGREEMENT:

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of RFP submittal.

1-16 GOVERNMENTAL ENTITIES PURCHASE AGREEMENT:

If awarded a contract please indicate below if, you will permit other governmental entities to purchase from your agreement with the City of Riviera Beach.

☐ Yes, Others can purchase;

☐ No, Only the City of Riviera Beach can purchase.

1-17 CONTACT PERSON:

The contact person for this RFP is Danny Jones, Assistant Police Chief, at (561) 845-4170 or fax number (561) 845-4022 in the Police Department.

Proposers are advised that from the date of release of this RFP until award of the contract, NO contact with City staff and/or designated Selection Committee members concerning this RFP is permitted, except as authorized by the contact person designated herein.

1-18 ADDITIONAL INFORMATION/AMENDMENT(S):

Any questions, comments (i.e., additional information or clarifications) must be made, in writing via fax, or U.S. Mail, no later than **January 23, 2009** and to the fax number or address listed below. The request must contain the proposer's name, address, phone number, facsimile number and e-mail address.

Fax No: (561) 842-5105

Mail Address:

**2391 Avenue "L"
Riviera Beach, FL 33404
Attention: Purchasing Director
Re: RFP No 211-08**

Facsimiles must have a cover sheet which includes, at a minimum, the proposer's name, address, number of pages transmitted, phone number, facsimile number and e-mail address.

Changes to this RFP, when deemed necessary by the City, will be completed only by written amendment(s) issued prior to the Deadline for receipt of proposals. Proposers should not rely on any representations, statements or explanation other than those made in the RFP or in any amendment to this RFP. Where there appears to be a conflict between the RFP and any amendment issued, the last amendment issued shall prevail.

Amendments to the RFP will be automatically sent only to those vendors who receive this document directly from the City of Riviera Beach Purchasing Department. City of Riviera Beach shall not be responsible for the completeness of any RFP package received from the City's website or obtained directly from the City of Riviera Beach Purchasing Department.

It is the proposer's responsibility to assure receipt of all amendments. The proposer should verify with the designated Contact Person prior to entering a proposal that all amendments have been received. Proposers are required to acknowledge the receipt of all amendments as part of their proposal.

BACKGROUND INFORMATION

SECTION 2

2-1 BACKGROUND:

The City of Riviera Beach is a vibrant coastal community with a culturally diverse population of approximately 35,000 residents. Incorporated in 1922, the City began as a fishing community and is now in the midst of a resurgence.

Strategically located in northern Palm Beach County, the City is home to a bustling seaport and serves as a major hub for international trade and regional commerce for the Gold Coast communities of Southeastern Florida.

Riviera Beach is also home to regional service and distribution operations for many Fortune 500 companies including United Parcel Service (UPS), Fed-X, Coca-Cola, Pepsi, Sysco Foods, Lockheed Martin, and Florida Power & Light.

The racial composition of Riviera Beach is 67.8 percent African American, 25.4 percent White, 4.5 percent Hispanic and 2.3 percent other races. The City's ocean-front area (Singer Island) is the most densely populated and affluent neighborhood, containing 12.5 percent of its population and approximately 42 percent of its tax base. The Island is also home to many luxury hotels and time shares which are essential to the support of tourism within Northern Palm Beach County and also includes the City's municipal beach where major festivals and sporting events are held annually including such events as BET's Spring Bling, the City's Annual Music Festival and Triathlon Challenge.

There is an approximately one-square-mile section of the City which faces major social-economic challenges, some of which have contributed to the City's rising crime rate. This area is strategically important to the Police Department's ongoing efforts to reduce crime and is currently the beneficiary of both county and federal crime prevention efforts including the County's Felon Rights Reinstallation program and Gang Awareness / Prevention program, as well as, the Department of Justice (DOJ) **"Weed and Seed"** program.

The City has four elementary schools, one junior high school (J.F.K.) and two high schools, including Sun Coast High School which is consistently ranked as one of America's top 100 public high schools.

To more effectively fight /deter crime, the Riviera Beach Police Department began implementing its District Based Community Oriented Policing program in September 2007 and completed it in February 2008. A draft of a marketing plan designed to promote the RBPd and its initiatives, and garner city-wide support has been completed and accepted by the RBPd, the Police Advisory Board and a number of community organizations (**refer to attached document**).

2-2 MARKETING CHALLENGES:

The key to an effective community oriented policing program is gaining strong community support / involvement with its police department through police / community partnerships. The social, economic and racial diversity of Riviera Beach and the varied needs of the City's residents, visitors, and businesses present challenges to achieving optimum support.

The marketing plan segments the City into three target audiences – youth, general residents (residents, community associations and businesses that operate in the City) and visitors. Objectives, strategies and tactics have been established for reaching each segment. There is no media budget and few dollars for collateral materials, which present challenges to reaching core audiences. Strategies to reach the plan's goals primarily involve personal interactions through schools, community organizations and business associations.

STATEMENT OF WORK

SECTION 3

3-1 SCOPE OF SERVICE:

Finalize the marketing plan, which involves making minor modifications to the plan as directed by the Riviera Beach Police Advisory Board and developing timeliness for implementing the plan's 29 different strategies.

Ongoing work with youth audience:

- Working with elementary, middle and high school administrators, the Youth Empowerment Center and the police advisory board, develop curriculums and talking points for Riviera Beach police for three different police / student rap sessions with age-appropriate agendas for grade levels 3-4, 5-6, 7-8, 9-10, 11-12;
- Work with elementary, middle and high school administrators to identify two general assemblies for each school in the district of which the RBPD can participate by delivering positive, relationship-building comments to and about students. Task will also require development of talking points for Riviera Beach police representative;
- Develop a total of 15 police / student relationship-building themes to be used on posters throughout the year – five for elementary schools, five for middle schools and five for high schools;
- Develop the text for two police / student relationship-building pamphlets – one for middle school students and one high school students;
- Keep RBPD administration and police advisory board updated on progress of the Youth Crime Prevention Project through periodic reports;
- Working with the Justice Service Center, develop the text for a pamphlet from the RBPD offering assistance to individuals returning to society after incarceration.

Ongoing work with general resident audience:

- Coordinate activities, in conjunction with Riviera Beach Police Advisory Board and RBPD administration to determine customer service training needs for Riviera Beach police officers and assist with locating / identifying an appropriate training firm;
- Develop a messaging plan to reinforce Riviera Beach's vision statement – ***The Best Waterfront City in Which to Live, Work, and Play***;
- Work with district commanders and police advisory board to encourage / coordinate police involvement with community organizations;
- Develop crime watch initiative in conjunction with Riviera Beach businesses, police advisory board and RBPD administration;
- Devise a City Beautification Strategic Plan in conjunction with community organizations, CRA, and the police advisory board;
- Assist with development of Economic Development Plan to encourage investment in Riviera Beach;
- Track and keep community apprised of key developments / successes of District Based Community Oriented Policing program. Youth Crime Prevention Project and marketing plan through electronic and print vehicles.

Working with area businesses, police advisory board and RBPB administration, develop text for a visitor's welcome pamphlet from RBPB.

Proactively, work, with the media to insure they are kept informed of activities related to the development, implementation and results of the RBPB marketing plan, including the development of stories, news releases and news conferences when appropriate.

Attend, via conference call or in person, all monthly Riviera Beach Police Advisory Board meetings.

Develop seasonal marketing material on crime tips for retail discrimination.

3-2 RFP RESPONSE REQUIREMENTS:

Please provide the following information with your proposal:

Indicate your years of Public Relations and Marketing experience;

Provide client references and other witnesses to your quality of work with particular interest in work that you have provided for police departments;

Supply examples of work along with objectives and results. Sample are to include collateral materials, print and electronic advertisements, marketing plans and media kits;

Estimated overall cost to perform the work described along with a breakdown of hourly rate structure;

Provide any other information you believe would be helpful to the Riviera Beach Police Department in selecting you / your firm for this project.

3-3 SELECTION PROCESS:

A selection committee comprised of members of the Riviera Beach Police Department, Riviera Beach Police Advisory Board, area businesses, community associations and City Purchasing Department will review respondents' qualifications and determine the best qualified to perform the Scope of Work. All material submitted becomes the property of the RBPB and will not be returned.

3-4 FINAL CONTRACT:

The Riviera Beach Police Department will negotiate a 12-month contract (TBD based date of project approval) with individual or firm selected to perform the Scope of Work. If appropriate, options for extending the contract will be considered.

3-5 PROPOSAL SUBMISSION:

Individual marketing professionals or firms interested in submitting a proposal must have their response delivered to the Riviera Beach City Clerks Office located at 600 West Blue Heron Blvd., Suite #140, Riviera Beach, Florida 33404 no later than 3:00 p.m. on Tuesday, January 6, 2009. The envelope must be marked – RFP #211-08 Marketing Services for Police Department.

PROPOSAL EVALUATION PROCESS

SECTION 4

4-1 PROPOSAL EVALUATIONS PROCESS:

1. An Evaluation Committee, consisting of City personnel, will convene, review and discuss all proposals submitted. Purchasing personnel will participate in an advisory capacity.
2. The Evaluation Committee will assign points in the evaluation and recommendation process in accordance with the evaluation criteria listed in "Evaluation Criteria".
3. The Evaluation Committee reserves the right to interview any one or all proposers if deemed necessary and to require a formal presentation with key people who will administer and be assigned to work on the contract before recommendation of award. This interview, if held, would be based upon written response received.
4. Award for this service is subject to negotiation of a contract acceptable to the City. The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.
5. The City Manager will submit a recommendation for approval by the City Council of the City of Riviera Beach.
6. The City Council will award a contract or reject any or all proposal(s).

4-2 EVALUATION CRITERIA:

The Evaluation Committee shall rank all proposals received, which meet the submittal requirements. The evaluation committee will consider the following factors when ranking the proposals received:

Criteria for Selection	Points Possible
References	15
Documented experience providing marketing/public relations services similar to those identified within the RFP.	20
Work plan and innovative ideas on how the event will be marketed and promoted.	25
Qualification and experience of staff	15
M/WBE Owned	15
Exceeding 15%	12
Meets 15%	10
< 15% participation	7
Location of Firm:	
Within Riviera Beach	10
Within Palm Beach County	7
Within Florida	5
Outside State	3
Total Possible Points	100

REQUIRED FORMS

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED

BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. PROPOSER'S CERTIFICATION
2. ADDENDUM PAGE
3. REFERENCES
4. DRUG FREE WORKPLACE
5. NOTIFICATION OF PUBLIC ENTITY CRIME LAWS
6. SCHEDULE 1 – PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS
7. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A
MINORITY/SUBCONTRACTOR

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR RESPONSE IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR BID NOT BEING CONSIDERED FOR AWARD.

IT IS THE BIDDER'S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A BID TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS BID.

PROPOSER'S CERTIFICATION

I have carefully examined the Invitation to Proposal, Instructions to Proposer, General and/or Special Conditions, Specifications, Proposal and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in this Request for Proposal at the prices or rates quoted. I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the proposals. Furthermore, I agree to abide by all conditions of the proposal.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the vendor / contractor as its agent and that the vendor / contractor is ready, willing and able to perform if awarded the proposal.

I further certify that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the CITY OF RIVIERA BEACH or of any other proposer interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

E-MAIL ADDRESS

BY:

SIGNATURE

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

PRINTED NAME AND TITLE

SIGNATURE OF NOTARY

MAILING ADDRESS

MY COMMISSION EXPIRES: _____

CITY, STATE, ZIP CODE

PERSONALLY KNOWN _____

TELEPHONE NUMBER

OR PRODUCED

IDENTIFICATION _____

FAX NUMBER

TYPE: _____

ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to this Request for Proposals (indicate number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE PROPOSAL PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

COMPANY

SIGNATURE

TITLE

REFERENCES

Bidders shall submit as a part of the bid package four (4) business references with the name of the business, address, contact person, and telephone number.

Name: _____

Address: _____

Tel. No.: _____

Contact: _____

Name: _____

Address: _____

Tel. No.: _____

Contact: _____

Name: _____

Address: _____

Tel. No.: _____

Contact: _____

Name: _____

Address: _____

Tel. No.: _____

Contact: _____

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

THIS CERTIFICATION is submitted by _____ the
(INDIVIDUAL'S NAME)

_____ of _____
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

SIGNATURE

DATE

CITY OF RIVIERA BEACH

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or 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 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

Firm Name

Signature

Name & Title (Print or Type)

SCHEDULE 1

PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS

BID/RFP TITLE: _____ BID/RFP NUMBER: _____

NAME OF PRIME BIDDER: _____ BID OPENING DATE: _____

CONTACT PERSON: _____ TELEPHONE NO. _____ DEPARTMENT: _____

CONTRACT AMOUNT - MBE / WBE

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	BLACK	HISPANIC	OTHER	WOMEN
1. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL:		\$ _____	\$ _____	\$ _____	\$ _____

TO BE COMPLETED BY PRIME BIDDER:

BID/RFP PRICE: \$ _____ TOTAL % PARTICIPATION: _____

LIAISON: _____

LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR

TO: _____
(NAME OF PRIME BIDDER)

The undersigned intends to perform work in connection with the above bid/RFP as (Check one):

_____ a individual _____ a corporation _____ a partnership _____ a joint venture

_____ The undersigned is certified as an M/WBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

at the following price: \$ _____
(amount must match subcontractor's quote)

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items</u>	<u>Projected Commencement Date</u>	<u>Projected Completion Date</u>

_____ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

(NAME OF MINORITY CONTRACTOR)

DATE: _____ BY: _____
(SIGNATURE OF MINORITY/WOMAN CONTRACTOR)