

SOLICITATION - OFFER - AWARD

SOLICITATION No.: RFQ 21-RG0045/PH	SOLICITATION TITLE: Engineering Services for Septic to Sewer, District A and Septic Upgrade Incentive Program	DATE ISSUED: September 8, 2021	CONTRACT No.: 21-RG0045/PH
ISSUED BY: BOARD OF COUNTY COMMISSIONERS HERNANDO COUNTY, FLORIDA John Allocco, Chairman Steve Champion, Vice Chairman Jeff Holcomb, Second Vice Chairman Wayne Dukes Beth Narverud		SUBMIT BID OFFER TO: PURCHASING AND CONTRACTS DEPARTMENT 15470 FLIGHT PATH DRIVE BROOKSVILLE, FL 34604 Toni Brady Chief Procurement Officer	

SOLICITATION

SEALED OFFERS, IN ONE (1) ORIGINAL, FIVE (5) COPIES AND ONE (1) CD OR FLASH DRIVE, FOR FURNISHING THE SERVICES DESCRIBED HEREIN WILL BE RECEIVED AT THE PURCHASING AND CONTRACTS DEPARTMENT, 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604 **UNTIL 3:00 P.M., LOCAL TIME ON OCTOBER 20, 2021.** NO PROPOSALS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION.

PURSUANT TO FS 119.071 (Current Edition), SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

ITEM NO.	DESCRIPTION OF SERVICE/SUPPLIES/EQUIPMENT	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Hernando County is requesting sealed Proposals from qualified individuals or firms to provide design and permitting services for a septic to sewer conversion project and septic upgrade incentive program. <u>PLEASE SUBMIT ONE (1) ORIGINAL SIGNED DOCUMENT, FIVE (5) COPIES AND ONE (1) CD OR FLASH DRIVE.</u> (SEE ATTACHED SPECIFICATIONS)	XXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXX

OFFER

(TERMS, CONDITIONS AND SPECIFICATIONS ARE INCLUDED AS PARTS HEREOF)

IN COMPLIANCE WITH THE ABOVE, THE UNDERSIGNED, BEING DULY AUTHORIZED TO SIGN THIS PROPOSAL FOR THE PROPOSER.

DISCOUNT FOR PROMPT PAYMENT: N/A % 10 CALENDAR DAYS N/A % 20 CALENDAR DAYS N/A % N/A CALENDAR DAYS

OFFEROR'S INFORMATION Company Name Address City State Zip Code Phone Number Fax Number Email Address	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER: <table style="width: 100%;"> <tr> <td style="width: 80%; vertical-align: top;"> OFFEROR'S SIGNATURE </td> <td style="width: 20%; vertical-align: top;"> OFFER DATE </td> </tr> </table>	OFFEROR'S SIGNATURE	OFFER DATE
OFFEROR'S SIGNATURE	OFFER DATE		

AWARD

(TO BE COMPLETED BY COUNTY)

REVIEWED FOR LEGAL SUFFICIENCY 6/10/21 ACCEPTED AS TO ITEM(S) No:	LR No.: 2021-255	BY: Maureen S. Sikora
SUBMIT INVOICES TO: HERNANDO COUNTY UTILITIES DEPARTMENT 15365 Cortez Blvd. Brooksville, FL 34613	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ACCEPTANCE AND AWARD FOR THE COUNTY:	
	SIGNATURE:	AWARD DATE:

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SECTION I



**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR SEPTIC TO SEWER, DISTRICT A AND SEPTIC UPGRADE
INCENTIVE PROGRAM
RFQ NO. 21-RG0045/PH**



The Hernando County Board of County Commissioners, Hernando County, Florida, invites interested parties to submit Proposals **no later than 3:00 PM, OCTOBER 20, 2021**, for ENGINEERING SERVICES FOR SEPTIC TO SEWER, DISTRICT A AND SEPTIC UPGRADE INCENTIVE PROGRAM to the Board of County Commissioners.

Interested firms may secure the qualification documents and all other pertinent information by visiting the website of Bid Net at www.bidnetdirect.com. For additional project information, please visit the Hernando County Board of County Commissioners Purchasing and Contracts Department at www.hernandocounty.us, or by calling Bid Net at (800) 835-4603 or the Purchasing and Contracts Department at (352) 754-4020.

A Non-Mandatory Pre-Proposal Meeting will be held at **8:30 AM, on SEPTEMBER 16, 2021, at Hernando County Utilities Department, 15365 Cortez Blvd., Brooksville, FL 34613**, for the purpose of providing information relative to the selection of a Consultant/Firm and any factual data pertaining to the solicitation. Representatives of Owner will be present to discuss the project. Proposers are not required to attend and participate in the conference.

Qualified firms desiring consideration shall submit one (1) original, five (5) copies and one (1) CD or flash drive of the Technical and Price Qualification packages, clearly marked "Sealed Proposals for **RFQ No. 21-RG0045/PH – Engineering Services for Septic to Sewer, District A and Septic Upgrade Incentive Program**" to Hernando County Purchasing and Contracts Department, 15470 Flight Path Drive, Brooksville, Florida 34604, on or before the time stipulated above. Qualifications shall be plainly marked on the outside of a sealed envelope/container with: Firm's name and address, and Qualification Name and Qualification Number. Qualifications are to be submitted:

Physical Address:

Hernando County Purchasing & Contracts
15470 Flight Path Drive
Brooksville, FL 34604

The Board of County Commissioners will not be responsible in the event the U.S. Postal Service or any other courier system fail to deliver any Proposal by the deadline stated above.

ExParte Communication: Please note that to ensure proper and fair evaluation of a submittal, the County prohibits exParte communication (i.e. unsolicited) initiated by the Proposer to the County Official or Employee prior to the time a Proposal decision has been made. Communication between Proposer and the County will be initiated by the appropriate County Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. ExParte communication may be grounds for disqualifying the offending Proposer from consideration or award of the Proposal then in evaluation or any future Proposal.


All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

Purchasing and Contracts Division will post addenda on Bid Net at www.bidnetdirect.com to all questions in accordance with the Solicitation Instructions. **It is the responsibility of prospective bidders to visit the Bid Net at www.bidnetdirect.com to ensure that they are aware of all addenda issued relative to this solicitation.**

Pursuant to Florida Statutes 119.071 (Current Edition) sealed bids, Proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, Proposals, or final replies whichever is earlier.

The Hernando County Board of County Commissioners will select and Contract with the most qualified firm responding to this solicitation and County Policy.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA



TONI BRADY
CHIEF PROCUREMENT OFFICER, HERNANDO COUNTY

NOTICE TO PROPOSERS

To ensure that your Proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Patty Hall, Purchasing Coordinator, at (352) 754-4020, phall@hernandocounty.us.

SECTION II

DEFINITIONS

"Addenda" means a written or graphic instrument issued by the County prior to the execution of the Agreement which modify or interpret the Request for Qualifications by additions, deletions, clarifications, corrections or other type of modifications. Addenda will become part of the Contract Documents when the Agreement is executed.

"Agreement" means a legal document, executed by the County and the Successful Proposer, which supersedes all prior negotiations, representations, or agreements, either written or oral. The Agreement, as amended from time to time, forms the Contract between County and the Successful Proposer setting forth the roles, responsibilities and obligations of the parties including, but not limited to, the performance of the Services and the basis of payment.

"Contract Documents" means the Request for Qualifications, including Addenda to such, the Agreement, including Addenda to such, Proposer's Proposal, Scope of Services, Certificate(s) of Insurance, Notice of Intent to Award, Notice of Award, Proposer's Representation and Certification Form, Proposer's Hold Harmless Agreement, and any other documents mailed, e-mailed or otherwise transmitted to the Proposer prior to or after the submittal of their Proposal, and prior to or after Award, all of which are all to be treated as one in the form of the Contract Documents.

"Contractor" means the Successful Proposer, in the context of the Request for Qualifications. In the context of the Contract Documents, Contractor means any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to perform the Services in the State of Florida. Such legal entity shall be the entity that enters into a written Agreement with the County to perform the Services for the Project described in the Contract Documents. The Contractor will have sole responsibility for the performance of the Services covered under an Agreement that is awarded in conjunction with this Request for Qualifications.

"County" means Hernando County Board of County Commissioners, its officers, employees, agents and volunteers.

"FDEP" means Florida Department of Environmental Protection.

"Minor Irregularity" means a variation from the Request for Qualifications terms and conditions which does not affect the price or give the Proposer an advantage or benefit not enjoyed by the other Proposers or does not adversely impact the interests of the County.

"Notice of Award" means a written notice submitted by the County notifying the Successful Proposer that they have been awarded the project.

"Notice of Intent to Award" means a written notice submitted by the County notifying the Successful Proposer that the County intends to award the project to them contingent upon the Successful Proposer executing the Agreement and submitting any outstanding documents.

"Notice to Proceed" means a written notice issued by the County to the Successful Proposer fixing the date on which the Successful Proposer shall start the performance of the Services and the length of time for the completion of the Services, in accordance with the Contract Documents.

"OSTDS" means Onsite Sewage Treatment and Disposal System.

"PFA" means Priority Focus Area.

"Pre-Proposal Meeting" means a meeting at which all Proposers gather to obtain additional information as to the scope of Services required under the Request for Qualifications.

"Professional Services Review Committee (PSRC)" means County employees selected to evaluate and score the Proposals and Oral Presentation (if applicable) and recommend to the Board the Successful Proposer for an award.

"Public Opening" means the opening of the Proposals and the announcing of the Proposers who submitted a Proposal in response to the Request for Qualifications in the presence of the public.

"Proposer" means the entity that submits a Proposal to the County in response to the Request for Qualifications.
"Proposal" means the response to the Request for Qualifications submitted by the Proposer.

"Recommendation of Award" means a written notification sent by way of facsimile or electronic e-mail to those who submitted a Proposal in response to this Request for Qualifications advising them of the County's decision for its selection of the Successful Proposer and its intent to award to that Proposer.

"Request for Qualifications" means the contents of this solicitation and all supporting documents including Addendum to such, or other related information transmitted to Proposers.

"Responsive" means a Proposal that conforms in all material respects to the Request for Qualifications requirements.

"Responsible Proposer" means a Proposer who shows that they have the capability in all respects to perform fully the Services outlined in the Request for Qualifications, and the integrity and reliability that will assure good faith performance.

"Services" means all supervision, labor, materials, equipment, supplies, Sub-Contractors, and incidental expenses required by the Proposer to execute and complete the requirements of the Services outlined in the Contract Documents, including those prescribed or implied.

"Sub-Contractor" means an entity having a direct Contract with the Successful Proposer or with any other Sub-Contractor of the Successful Proposer who will provide product(s) or Services(s) for the performance of a part of the Services required under the Contract Documents under the sole control and direction of the Contractor.

"Successful Proposer" means the Proposer who the County awards an agreement to based on County's evaluation of the Proposers' qualifications and pricing as hereinafter provided.

"SUIP" means Septic Upgrade Incentive Program.

"Timeline" means the list of critical dates and actions involved in the Request for Qualifications.

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SECTION III

**REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING SERVICES FOR SEPTIC TO SEWER, DISTRICT A AND SEPTIC UPGRADE INCENTIVE PROGRAM
RFQ No. 21-RG0045/PH**

1. **PURPOSE AND OVERVIEW:** Hernando County Utilities Department (HCUD) is pursuing a Septic to Sewer Conversion Program in cooperation with Florida Department of Environmental Protection (FDEP) to enhance water quality in the Weeki Wachee Priority Focus Area (PFA) by removing existing septic tanks from service and connecting these properties to central sewer service. The project includes engineering design and permitting of central sewer pipes and pumping stations, removal and abandonment of septic systems, and restoration of property, roads and sidewalks.

In addition, Hernando County Utilities Department will engage a consultant to set up, implement and run Hernando County's residential septic upgrade program. This will be limited to two hundred (200) eligible enhanced septic system installations. This is a grant-funded program through the Florida Department of Environmental Protection (FDEP). The septic upgrade incentive program was piloted by FDEP which now has transitioned the program to counties with first magnitude springs that have completed (or are completing) their wastewater feasibility assessment(s). This program offers incentives for residents who are within the Weeki Wachee Springs Priority Focus Area to voluntarily upgrade their conventional septic systems to approved enhanced nitrogen reducing OSTDS. Subsidies for the septic upgrade are paid to authorized septic installers and licensed plumbers.

2. **CONTACT PERSON:**

All inquiries pertaining to this Request for Qualifications are to be directed to:

Patty Hall, CPPB
Purchasing Coordinator
Hernando County Purchasing and Contracts
15470 Flight Path Drive
Brooksville, FL 34604
Phone: 352-754-4020
Email: phall@hernandocounty.us

CAUTION: In accordance with Section 287.057 (23) (Current Edition) of the Florida Statutes, Proposers to this solicitation, or persons acting on their behalf, may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays and legal holidays, any employee or officer of the County concerning any aspect of this solicitation, except in writing to the Contact Person noted above. Violation of this provision may be grounds for rejecting a response to this solicitation.

3. **PROPOSAL TIMELINE:**

PROPOSED schedule for evaluations. *The County reserves the right to alter dates as needed.*

Pre-Proposal Meeting.....	September 16, 2021, 2021 at 8:30 am
Deadline for Proposal Questions.....	September 29, 2021 at 3:00 pm
Proposal Due Date.....	October 20, 2021 at 3:00 pm
Professional Services Review Committee Meeting.....	November 8, 2021 (week of) (Tentative)
Oral Presentations	November 29, 2021 (week of) (Tentative)
Board Approval	January 25, 2022 (Tentative) Date

A Non-Mandatory Pre-Proposal meeting will be held on September 16, 2021 at 8:30 am. The meeting will be held at Hernando County Utilities Department, 15365 Cortez Blvd., Brooksville, Florida 34613.

4. INSTRUCTIONS TO PROPOSERS:

- 4.1 It is the intent and purpose of the Hernando County Board of County Commissioners (County) that this Request for Qualifications promotes competitive Proposals. It shall be the Proposer's responsibility to advise the Purchasing and Contracts Department at the address noted in the Special Conditions, if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Qualifications to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than ten (10) days prior to the Proposal due date.
- 4.2 Qualified Firms or Proposers desiring to provide services, as described in the Scope of Work, shall submit one (1) original signed document, five (5) copies and one (1) CD or flash drive of the Technical Proposal package, clearly marked "Sealed Proposal for **RFQ No. 21-RG0045/PH – ENGINEERING SERVICES FOR SEPTIC TO SEWER, DISTRICT A AND SEPTIC UPGRADE IMPROVEMENT PROGRAM.**"
- 4.3 Your Proposal is required by **3:00 P.M., OCTOBER 20, 2021**, and should be mailed or delivered to:
- HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS
ATTENTION: PURCHASING AND CONTRACTS DEPARTMENT
15470 FLIGHT PATH DRIVE
BROOKSVILLE, FLORIDA 34604**
- 4.4 Any responses(s) received after the above stated time and date will not be considered and will not be opened. It shall be the sole responsibility of the OFFEROR/PROPOSER to have their Proposal delivered to the Hernando County Purchasing and Contracts Department for receipt on or before the above stated time and date. If a response is sent by U.S. Mail Service or courier, the OFFEROR/PROPOSER shall be responsible for its timely delivery. Responses(s) delayed by mail or other reasons shall not be considered and arrangements shall be made for its return at the responder's request and expense.
- 4.5 Timeliness of Proposal Submittal: The County assumes no responsibility for a Proposal received after the due date and time, or at any location other than that specified herein, whether due to mail delays, courier mistakes, mishandling, inclement weather, or any other reason. **Proposals received after the due date and time shall be returned unopened. There will be no exceptions to this policy.**
CAUTION: Hernando County is not considered a "priority area" by some courier Services. It is the responsibility of Proposer to make sure their Proposal is delivered by the due date and time. If the courier Services chosen arrives after the due date and time, the actual delivery date and time will be recorded on the Proposal envelope and returned to Proposer as refused.
- 4.6 Proposals shall be sealed, and Proposers should indicate on their Proposal the following:
- 4.6.1 Request for Qualifications Number
 - 4.6.2 Date Proposals Due
 - 4.6.3 Name of Proposer
- 4.7 Offers by telephone or telegram shall NOT be accepted. Also, Proposers are instructed NOT to fax their Proposal. Faxed Proposals shall be rejected as non-responsive regardless of when the fax is received.
- 4.8 All Proposals will be publicly announced and only the names of all Proposers shall be read aloud.
- 4.9 The Hernando County Board of County Commissioners is not responsible for expenses incurred prior to award. Hernando County officially distributes solicitation documents through the Florida Online Bid System (www.bidnetdirect.com). Solicitation documents may be downloaded at NO COST using this electronic website. *Copies of solicitation documents obtained from other sources are not considered official and must not be relied upon.* Hernando County is not responsible for solicitation documents obtained from sources other than the Florida Online Bid System or the Purchasing Department. Only Consultant/Proposers who properly register and obtain solicitation documents directly from the electronic website Florida Online Bid System (www.bidnetdirect.com) will receive addenda and other important information if issued.

- 4.10 The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.
- 4.11 Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Ordinance.
- 4.12 Any Proposal may be withdrawn until the date and time set above for the submission of the Proposals. Any Proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred eighty (180) days, to provide to the County the services set forth in this Request for Qualifications, or until one (1) or more of the Proposals have been awarded.
- 4.13 Costs of preparation of a response to this request for Qualifications are solely those of the Proposer. The County assumes no responsibility for any such costs incurred by the Proposer. The Proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

5. QUESTIONS REGARDING THIS RFQ:

- 5.1 Proposers **shall not** direct any queries or statements concerning their Proposal to the Hernando County Professional Services Review Committee or County staff during the selection process, from the time of submission of a Proposal until the execution of a Contract. Any Proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.
- 5.2 All questions or concerns regarding this Request for Qualifications must be submitted in writing, by email to purchasing@hernandocounty.us with a cc to phall@hernandocounty.us, faxed to (352) 754-4199 or mailed to the Purchasing and Contracts Department, 15470 Flight Path Drive, Brooksville, FL 34604, no later than 3:00 PM, September 29, 2021 to the attention of Patty Hall, referencing the RFQ number. When required the Purchasing and Contracts Department will issue an addendum to the Request for Qualifications. The addendum will be available on the Internet for access by potential Proposers. Proposers are instructed **not** to contact the initiating division directly. No oral interpretation of this Request for Qualifications shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Chief Procurement Officer.
- 5.3 This provision exists solely for the convenience and administrative efficiency of Hernando County. No Proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Proposer or third party have any standing to sue or cause of action arising therefrom.
- 5.4 If any OFFEROR contemplating submitting a Proposal for this solicitation is in doubt as to the true meaning of the terms, conditions, specifications or other solicitation documents or any part thereof, he may submit to the Purchasing and Contracts Department, on or before ten (10) calendar days prior to the scheduled opening of Proposals, a request for clarification. All such requests for information and/or clarification shall be made in writing and the OFFEROR submitting the request will be responsible for its prompt delivery. Any interpretation of the terms, conditions and/or specifications, if made, will be only by Addendum duly issued. A copy of such Addendum will be posted to the County's electronic service website at www.bidnetdirect.com. The COUNTY will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the Contract.
- 5.5 Receipt of an Addendum to this solicitation by an OFFEROR must be acknowledged by signing and returning the Addendum with your Proposal to the Purchasing and Contracts Department, 15470 Flight Path Drive, Brooksville, FL 34604.

6. INSTRUCTIONS FOR PREPARING PROPOSALS, REQUIREMENTS AND RULES FOR PROPOSALS:

- 6.1 The Proposal must name all persons or entities interested in the Proposal as principals. The Proposal must declare that it is made without collusion with any other person or entity submitting a Proposal pursuant to this RFQ.
- 6.2 Sub-Contractors/Sub-Consultants: The Hernando County BOCC reserves the right to approve all Sub-Contractors and/or Sub-Consultants for this Contract. If Sub-Contractors are to be utilized, their names and references must be included within this initial Proposal. Responsibility for the performance of the Contract remains with the awarded Contractor exclusively. Sub-Contractors may be added to this Contract during the Contract period only with PRIOR WRITTEN PERMISSION from the Hernando County BOCC.
- 6.3 Proposer shall identify any work for this project that will be performed outside the United States of America. The company to perform the work, the country in which the work will be done, and the entity responsible for Quality Assurance/Quality Control for that work shall be identified.
- 6.4 Miscellaneous Requirements:
- 6.4.1 The Proposer/Contractor shall possess all the appropriate licenses, permits and tariffs required by various governmental agencies having jurisdiction over such services. A copy of all the required licenses will be required prior to award of a Contract, including certification of a Florida certified professional engineer.
- 6.4.2 The Hernando County BOCC or its authorized representative reserves the right to obtain all documentation deemed appropriate to verify the Contractor is meeting all regulations and specification requirements.
- 6.4.3 Any damage to facilities, equipment or property, due to the incompetence or negligence of the Contractor's personnel including Sub-Contractors that occurs, shall be responsibility of the Contractor. The Contractor shall reimburse the owner of the damaged facility, equipment or property for any cost to repair damage, beyond reasonable wear, caused by the Contractor.
- 6.4.4 The Provider's and their Sub-Contractor's personnel who perform the work in connection with this Contract shall meet the requirements of the Hernando County BOCC drug policy.

7. PROPOSAL FORMAT:

- 7.1 The following information shall be submitted in all Proposer responses in the format as specified herein. Failure to submit the requested information in this format will result in a reduction in the evaluation points assigned to your Proposal. Pages exceeding the stated number (TAB 1 through TAB 3) will not be included for review by the evaluation committee.

TAB 1 - Statement of Interest and Introduction/Letter of Transmittal.

The responding firm (or the lead firm if Sub-Contractors are proposed) will provide a letter, on company letterhead, not exceeding two (2) pages, which serves as a statement of interest and introduction to the submittal with the words "RFQ No. **21-RG0045/PH**". If Sub-Contractors are proposed, each Sub-Contractor may provide a similar letter, **not exceeding one (1) page**. This letter will summarize in a brief and concise manner the Proposer's understanding of the Scope of Work. The letter must name all of the persons authorized to make representations for the Proposer, including the titles, addresses, e-mail addresses and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.

TAB 2 - Table of Contents (Submit a **maximum of one (1) page** for this section.)

TAB 3 - Response Summary and Questionnaire Responses

(Proposers must restate the Section Title and then provide responses.)

Section A – PROJECT UNDERSTANDING: Describe your understanding of the project scopes and requirements necessary for proper completion of the work proposed. Describe your proposed approach in

delivering the requirements of the Scope of Services for this project. Submit a **maximum of five (5) pages** for this section.

Section B – PROJECT TEAM: List in detail the members of your project team and the expertise each will bring to the project. Summarize the team's projected workload during the duration of this project. Submit resume and work experience for a maximum of ten (10) primary team members. Submit a **maximum of two (2) pages** for each team member. Describe how the location of your project team may benefit the County as it specifically relates to the completion of the projects. Submit a **maximum of one (1) page**. Required disciplines include, at a minimum, Civil Engineering, Environmental Engineering, Electrical Engineering, Instrumentation and Controls, and Roadway Engineering.

Provide an organizational chart showing the responsibility of each team member. Submit a **maximum of one (1) page**. Ledger, 11x17, is acceptable for this page.

Submit a **maximum of two (2) pages** describing your team's workload.

Section C – PAST EXPERIENCE: Provide a listing of previous customers during the past seven (7) years for work of similar size and scope. The services provided to these clients should have characteristics as similar as possible to those requested in this RFQ. Information provided for each project shall include the following:

- Client name, address, telephone number and email address
- Description of services provided
- Time period of the project or contract
- What was the project budget?
- Was the project completed on time?
- Was the project completed within budget?
- Which proposed team members were team members of this project? Give the role each team member performed during this project.

Failure to provide complete and accurate information, as specified here, may result in the disqualification of your proposal. Submit a maximum of five (5) projects and **not more than two (2) pages** per project.

Section D – HERNANDO COUNTY WORK: In a separate section, list up to five (5) projects that your firm has completed, or that are in progress at the present time, for Hernando County within the last five (5) years. This project history shall include projects in which your firm was either the prime Consultant, a joint Consultant or a Sub-Consultant. Submit a **maximum of one (1) page** per project.

Section E – LOCATION: Describe how the location of your project team may benefit the County as it specifically relates to the completion of the project. Submit a **maximum of one (1) page** for this section.

Section F – QUALITY/COST CONTROLS: Describe the steps you would propose to control the quality and cost of a project. Submit a **maximum of three (3) pages** for this section.

- What actions would you take to remedy those conditions in a timely manner?
- What steps will your firm take to ensure that the project is completed in a timely manner?
- Describe what steps your firm will take to provide cost-effective solutions.

Section G – QUALIFICATION SUMMARY: Summarize the qualifications of your firm and/or team that make you the **most qualified firm** to perform the work associated with this project. Submit a maximum of two (2) pages in this section.

Section H – LICENSES: Provide copies of all Professional Licenses.

TAB 4 - Required Forms as identified in Section IV (Required Forms) and Section V (Exhibits).

8. EVALUATION CRITERIA: The Proposals received will be evaluated based on the following criteria:

<u>CRITERIA</u>	<u>POINTS</u>
Project Understanding and Approach	20
Project Team and Firm's Qualifications	40
Describe the Firm's Current and Projected Workload, Past Experience and Client References	20
Quality/Cost Controls	<u>20</u>
TOTAL (Possible Points for Proposal)	100
Oral Presentations Total Possible Points	20

9. PROPOSAL EVALUATION PROCESS:

- 9.1 The Professional Services Review Committee (PSRC) will review all Proposals received and establish a short list in order of preference of no fewer than three (3) Proposers deemed to be the most qualified to provide the service requested based on the criteria set forth above.
- 9.2 The Professional Services Review Committee will evaluate each Proposer's written Proposal and assign a consensus score for each evaluation criteria based upon consensus scoring. The score can be zero to the maximum value, as noted in the table above.
- 9.3 The scores for all evaluation criteria for each Proposer will be summed and averaged by way of consensus scoring. If a Proposer was given a perfect score, that Proposer would receive a total score of 100, as noted in the table above.
- 9.4 Based on the overall total evaluation consensus score, the Proposers will then be ranked highest (favorable) to lowest (unfavorable) and a short-list of no fewer than three (3) Proposers will be established.
- 9.5 If oral presentations are deemed necessary due to a tie in the total evaluation scores, scores being very close, or other reasons, oral presentations will be requested. Proposers will be asked to give an oral presentation on the evaluation criteria listed above in Section 8. The oral presentation score for each Proposer will be added to their Proposal evaluation. Proposers will once again be ranked highest (favorable) to lowest (unfavorable).
- 9.6 Once the short list of Proposers has been prepared by the Committee, either the Board or the Committee shall attempt to negotiate a Contract with the most qualified Proposer at compensation, which is fair, competitive and reasonable.
- 9.7 If the Committee or the Board is unable to negotiate a satisfactory Contract with the first Proposer, negotiations with that Proposer shall be terminated and the Committee or the Board shall attempt to negotiate a Contract with the next most qualified Proposer. If these negotiations are not successful, negotiations shall be terminated with the second Proposer and attempted with the third most qualified. If the Board or the Committee is not successful in negotiating a satisfactory Contract with any of the selected Proposers, the Board or the Committee shall select additional Proposers in order of their qualifications and continue negotiations until an agreement is reached or if no agreement can be reached the Board may reject all Proposals and may re-advertise for new Proposals. All Contracts negotiated by the Committee shall be subject to final approval by the Board unless such approval is waived by the Board.
- 9.8 Hernando County shall be the sole judge of its own best interests, the Proposals, and the resulting agreement. An award may be made to the most responsive and responsible firm whose Proposal is determined to be the most advantageous to the County. The County's decision shall be final and the County at all times reserves the right to:

- 9.8.1 Reject any or all Proposals or parts thereof
- 9.8.2 Issue subsequent Requests for Qualifications
- 9.8.3 Cancel the entire Request for Qualifications
- 9.8.4 Remedy technical errors in the Request for Qualifications
- 9.8.5 Negotiate with any, all, or none of the Proposers
- 9.8.6 Award a Contract to one or more Proposers or none at all
- 9.8.7 Accept other than the lowest price
- 9.8.8 Waive informalities and irregularities in Proposals

- 9.9 Hernando County reserves the right to consider historic information and fact, whether gained from the Proposer's Proposal, question and answer conferences, references, and/or other sources in the evaluation process.
- 9.10 The County reserves the right to conduct investigations as deemed necessary by the County to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Proposers, Sub-Contractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Proposal documents.
- 9.11 It is the Proposer's sole responsibility to submit information related to the evaluation categories. Hernando County is under no obligation to solicit such information if the Proposer fails to include it within their Proposal submittal. Failure to provide requested information may result in the rejection of the Proposal, or a deduction in evaluation points at the sole discretion of the evaluation committee.

10. DEBRIEFING OF PROPOSERS: Not later than thirty (30) days after Board approval of a selection or shortlist, a Proposer may submit a written request to the applicable Contract administrator or purchasing agent for a debriefing on the evaluation of their Proposal. The purchasing agent will schedule a meeting with the Proposer for the debriefing. However, at the Proposer's request, the debriefing may be conducted via telephone conference or the Proposer may request a copy of the digital recording of the selection on CD for \$15.00 fee. The debriefing shall include the following minimum information:

- 10.1 Key requirements of the solicitation.
- 10.2 The overall ranking of all Proposals.
- 10.3 The significant weaknesses or deficiencies in the Proposal in response to the requirements of the solicitation.
- 10.4 If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable.
- 10.5 If applicable, a summary of the rationale for award.
- 10.6 Responses to any relevant questions of the Proposer.

11. SCOPE OF SERVICES:

- 11.1 **SEPTIC TO SEWER:** Hernando County Utilities Department (HCUD) is pursuing a Septic to Sewer Conversion Program in cooperation with Florida Department of Environmental Protection to enhance water quality in the Weeki Wachee Priority Focus Area (PFA) by removing existing septic tanks from service and connecting these properties to central sewer service. The project includes engineering design and permitting of central sewer pipes and pumping stations, removal and abandonment of septic systems, and restoration of property, roads and sidewalks. Required services include, but are not limited to, the following:
 - 11.1.1 Conceptual Engineering design of central wastewater collection and transmission systems;
 - 11.1.2 Preliminary Engineering design of central wastewater collection and transmission systems;
 - 11.1.3 Final Engineering design of central wastewater collection and transmission systems;
 - 11.1.4 Electrical Engineering design of wastewater pumping stations;
 - 11.1.5 Instrumentation and electronic design for wastewater pumping station SCADA;
 - 11.1.6 Organize and present public outreach meetings and presentations;
 - 11.1.7 Develop plans and/or procedures for abandoning septic systems on private property and connecting properties to central sewers;
 - 11.1.8 Prepare Engineering plans for construction;
 - 11.1.9 Obtain all necessary building and regulatory permits;

- 11.1.10 Perform Construction Engineering Inspection services;
- 11.1.11 Prepare technical specifications for permitting and construction;
- 11.1.12 Prepare bid documents;
- 11.1.13 Prepare as-built drawings;
- 11.1.14 All other related services.

11.2 SEPTIC UPGRADE INCENTIVE PROGRAM: Hernando County Utilities Department will engage a Consultant to set up, implement, and run Hernando County's residential septic upgrade program. This will be limited to two hundred (200) eligible enhanced septic system installations. This is a grant-funded program through the Florida Department of Environmental Protection (FDEP). The septic upgrade incentive program was piloted by FDEP which now has transitioned the program to counties with first magnitude springs that have completed (or are completing) their wastewater feasibility assessment(s). This program offers incentives for residents who are within the Weeki Wachee Springs Priority Focus Area to voluntarily upgrade their conventional septic systems to approved enhanced nitrogen reducing OSTDS. Subsidies for the septic upgrade are paid to authorized septic installers and licensed plumbers. Tasks include, but are not limited to:

- 11.2.1 Identify and verify eligible septic installers and licensed plumbers in the springs coast region/vicinity. This requires verification with the State and Department of Health.
- 11.2.2 Identify areas within the Weeki Wachee Springs Priority Focus Area which are eligible to participate. The following areas are not eligible to participate in the SUIP: Residences within HCUD's septic to sewer project areas: A, B, or E, residential properties which participated in FDEP pilot septic upgrade program or new residential properties.
- 11.2.3 Review and approve applications for eligibility and compliance with program requirements.
- 11.2.4 Prepare and submit to HCUD required reports and FDEP.
- 11.2.5 Representation during site visits and monitoring including taking photographs of installation prior to completion. Observe and verify each enhanced OSTDS installation and certify compliance.
- 11.2.6 Develop project information management system, project scheduling and compliance.
- 11.2.7 Establish communication structures for septic installers, plumbers and interested residents, such as a public email address and/or phone number.

12. TERMS AND CONDITIONS:

- 12.1 The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.
- 12.2 Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Policy.
- 12.3 The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- 12.4 The Contract that the County intends to use for award is attached as Exhibit "A" for reference. Any exceptions to this standard Contract must be clearly indicated by return of the standard Contract with the Proposal, with exceptions clearly noted. The County has the right to require the selected Proposer to sign the attached Contract or to negotiate revisions to the Contract language prior to execution of the Contract, at its sole discretion.
- 12.5 Information regarding Committee scheduling and Board approvals are available by calling the Purchasing and Contracts Department at (352) 754-4020.
- 12.6 A person or affiliate who has been placed on the convicted Consultant/Firm 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 Consultant/Firm, supplier, Sub-Contractor or Consultant/Firm under a Contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017 (Current Edition), for CATEGORY TWO (2) for a period of thirty-six (36) months from the date of being placed on the convicted Consultant/Firm list.

- 12.7 The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners.
- 12.8 Proposers shall list **all** proposed Sub-Contractors to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work Sub-Contracted (discipline, trade or commodity) and proposed percentage of work.

12.9 **INDEMNITY, SAFETY AND INSURANCE PROVISIONS:**

12.9.1 **INDEMNITY:** To the fullest extent permitted by Florida law, the Consultant/Firm covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Consultant/Firm during the performance of the Contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Consultant/Firm nor any of its Sub-Contractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.

12.9.2 **PROTECTION OF PERSONS AND PROPERTY:**

12.9.2.1 The Consultant/Firm will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this Contract.

The Consultant/Firm will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or surrounding the work site. In an emergency affecting the safety of persons or property, the Consultant/Firm will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

12.9.3 **MINIMUM INSURANCE REQUIREMENTS:** Consultant/Firm shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

12.9.3.1 **WORKERS' COMPENSATION:** As required by law:

STATE.....	Statutory
APPLICABLE FEDERAL.....	Statutory
EMPLOYER'S LIABILITY.....	Minimum:\$100,000 each accident
\$100,000 by employee	
\$500,000 policy limit	

Exemption per Florida Statute 440: If a Consultant/Firm has less than three (3) employees and states that they are exempt per Florida Statute 440 (Current Edition), they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance. <https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/>.

- 12.9.3.2 **GENERAL LIABILITY:** Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.

COVERAGE AS FOLLOWS:

EACH OCCURRENCE.....\$1,000,000
GENERAL AGGREGATE.....\$2,000,000
PERSONAL/ADVERTISING INJURY.....\$1,000,000
PRODUCTS-COMPLETED OPERATIONS AGGREGATE....\$2,000,000

Per Project Aggregate (if applicable)

ALSO, include in General Liability coverage for the following areas based on limits of policy, with minimum of:

FIRE DAMAGE (Any one (1) fire)..... \$50,000
MEDICAL EXPENSE (Any one (1) person).....\$5,000

- 12.9.3.3 **ADDITIONAL INSURED:** Consultant/Firm agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.
- 12.9.3.4 **WAIVER OF SUBROGATION:** Consultant/Firm agrees by entering into this Contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Consultant/Firm to enter into an pre-loss agreement to waive subrogation without an endorsement, then Consultant/Firm agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Consultant/Firm enter into such an agreement on a pre-loss basis.
- 12.9.3.5 **AUTOMOBILE LIABILITY:** Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards.

COVERAGE AS FOLLOWS:

COMBINED SINGLE LIMIT (CSL).....\$1,000,000
BODILY INJURY (Per Person).....\$1,000,000
BODILY INJURY (Per Accident).....\$1,000,000
PROPERTY DAMAGE.....\$1,000,000

- 12.9.3.6 ☐ **Not-Required** _____(initials)
PLEASE NOTE: If box is not checked and initialed by Chief Procurement Officer, the specified insurance below is required.

PROFESSIONAL LIABILITY: including Errors and Omissions with minimum limits of \$3,000,000.00 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", Consultant/Firm may submit annually to the County a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.

Notwithstanding the requirements for Professional Liability Insurance listed above, Engineer and/or Architect must provide evidence of coverage, a minimum of \$1,000,000.00.

12.9.3.7 ☐ Not-Required TB (initials)

PLEASE NOTE: If box is not checked and initialed by Chief Procurement Officer, the specified insurance below is required.

BUILDERS RISK INSURANCE: Combined single limit must equal value of the construction, per project aggregate. The policy shall cover portions of the Work in transit, property scaffolding, false work and temporary buildings located at the site. The policy must cover the cost of removing debris, including demolition as may be made legally necessary by the operation of any law, Ordinance or regulation. The insurance required herein must be on an all risk form and must be written to cover all risks of physical loss or damage to the insured party and must insure at least against the perils of fire and extended coverage, theft, vandalism, malicious mischief, collapse, lightening, earthquake, flood, water damage and windstorm. If there are any deductibles applicable to the insurance required herein, Consultant/Firm must pay any part of any loss not covered because of the operation of such deductibles. The insurance as required herein must be maintained in effect until the earliest of the following date:

- 12.9.3.7.1 Date which all persons and organization that are insured under the policy agree in writing that it must be terminated;
- 12.9.3.7.2 Date on which final payment of this Contract has been made by County to Consultant/Firm; or
- 12.9.3.7.3 Date on which the insurable interests in the property of all insured other the County have ceased.
- 12.9.3.7.4 Wind coverage to be included with a minimum deductible to be determined based on the project. Deductible will be a percentage based upon the total insured value.

12.9.3.8 ☐ Not-Required TB (initials)

PLEASE NOTE: If box is not checked and initialed by Chief Procurement Officer, the specified insurance below is required.

CRIME PREVENTION – BOND: Consultant/Firm shall procure a fiduciary bond in the amount of \$100,000 covering loss or theft by Consultant/Firm, its Agents, or employees, and shall procure insurance in the amount of \$10,000 covering loss or theft by non-employees such as by burglary or robbery for any funds or negotiable instruments under the custody or care of Consultant/Firm that would inure to the benefit of the County.

12.9.3.9 ☐ Not-Required TB (initials)

PLEASE NOTE: If box is not checked and initialed by Chief Procurement Officer, the specified insurance below is required.

EXCESS/UMBRELLA LIABILITY: Consultant/Firm shall provide proof of Excess/Umbrella Liability coverage with minimum limits of \$1,000,000. Limits can be increased, based on Contract.

12.9.3.10 **SUB-CONTRACTORS (if applicable):** All Sub-Contractors hired by said Contractor is required to provide Hernando County Board of County Commissioners a Certificate of Insurance with the same limits required by the County as required by the Contract. All Sub-Contractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regards to General Liability.

12.9.3.11 **RIGHT TO REVISE OR REJECT:** County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein.

Additionally, County reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

12.9.3.12 Each insurance policy shall include the following conditions by endorsement to the policy:

12.9.3.12.1 Consultant/Firm agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Consultant/Firm's insurer. If the Consultant/Firm receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant/Firm agrees to notify the County by fax within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read:

Hernando County Board of County Commissioners
ATTN: Human Resources/Risk Department
15470 Flight Path Drive
Brooksville, FL 34604

12.9.3.12.2 Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Consultant/Firm.

12.9.3.12.3 The term "County" or "Hernando County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and offices of the County and individual members, employees and agents thereof in their official capacities, and/or while acting on behalf of Hernando County.

12.9.3.12.4 The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

12.9.3.13 The Consultant/Firm shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.

12.9.3.14 Proposers may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a certificate of insurance coverage(s), prior to award of the Contract.

12.9.3.15 Failure of the Owner to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence provided shall not be construed as a waiver of the Consultant/Firm's obligation to maintain such insurance.

12.10 **MAINTENANCE OF RECORDS:** The Proposer/Contractor will keep adequate records and supporting documents applicable to this Contract. Said records and documentation will be retained by the Proposer/Contractor for a minimum of five (5) years from the date of final payment on this Contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this Contract and a period of five (5) years after completion of Contract performance; provided however, such activity shall be conducted only during normal business hours. The County during the period of time defined by the

preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Proposer/Contractor as concerns the aforesaid records and documentation. Pursuant to Section 119.0701, Florida Statutes (Current Edition), Consultant/Firm shall comply with the Florida Public Records' laws and shall:

- 12.10.1 Keep and maintain records required by the public agency to perform the service.
- 12.10.2 Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- 12.10.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the public agency.
- 12.10.4 Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- 12.10.5 Failure to comply with this section shall be deemed a breach of the Contract and enforceable as set forth in Section 119.0701, Florida Statutes (Current Edition).

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (CURRENT EDITION), TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, WITH AN OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

- 12.11 **SHORTLISTS, PROTESTS AND LOBBYING:** The recommended short list of firms will be posted for review by interested parties at the Purchasing and Contracts Department following Board approval and will remain for a period of five (5) full business days. Failure to file a protest to the Chief Procurement Officer by 5:00 PM on the fifth full business day after posting date shall constitute a waiver of protest proceedings. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes (Current Edition), or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes (Current Edition). Additional information relative to lobbying and protests can be found at the following site: www.Hernandocounty.us/purchasing.
- 12.12 **CONE OF SILENCE:** This solicitation falls under the Hernando County Procurement Ordinance 93-16 (Current Edition). After a Bid is opened or a Short List is established for a Request for Proposals or Request for Qualifications, a Vendor/Consultant or representative as defined in the Ordinance, may not seek information or clarification or in any way contact any Official or employee of the County concerning this solicitation with the exception of the Chief Procurement Officer, County Attorney or an individual specifically designated in this document for dissemination of information. A copy of any written communication concerning this solicitation shall be filed with the Purchasing and Contracts Department and shall be made available to the public upon request. A violation of the "Cone of Silence" renders any award voidable at the sole discretion of the Chief Procurement Officer with approval from the Board of County Commissioners and may subject the potential Vendor/Consultant or representative to debarment. Nothing in the Ordinance prevents a Vendor/Consultant or representative from taking part in a public meeting concerning the solicitation.

- 12.12.1 All Vendors/Consultants or representatives are hereby placed on formal notice. A lobbying “Cone of Silence” period shall commence upon issuance of the solicitation until the Board selects the successful Proposer. For procurements that do not require Board approval, the “Cone of Silence” period commences upon solicitation issuance and concludes upon Contract award.
- 12.12.2 Neither the members of the Board of County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either individually or collectively, concerning this project. Vendors/Consultant or representative who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

12.13 **E-VERIFY:**

- 12.13.1 Consultant/Firm is advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, Consultant/Firm represents and warrants (a) that the Consultant/Firm is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee’s eligibility to work in the United States, (b) that all of the Consultant/Firm employees are legally eligible to work in the United States, and (c) that the Consultant/Firm has actively and affirmatively verified such eligibility utilizing the Federal Government’s Employment Verification Eligibility Form (I-9 Form).
- 12.13.2 A mere allegation of Consultant/Firm’s intent to use and/or current use of unauthorized workers may not be a basis to delay the County’s award of a Contract to the Consultant/Firm unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the County.
- 12.13.3 Legitimate claims of the Consultant/Firm’s use of unauthorized workers must be reported to both of the following agencies:
- 12.13.3.1 The County’s Purchasing and Contracts Department at (352) 754-4020: and
- 12.13.3.2 ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE
- 12.13.4 In the event it is discovered that the Consultant/Firm’s employees are not legally eligible to work in the United States, then the County may, in its sole discretion, demand that the Consultant/Firm cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the County, and/or debar the Consultant/Firm from bidding on all County Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.
- 12.13.5 Consultant/Firm is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with Sub-Contractors:
- 12.13.5.1 Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
- 12.13.5.2 Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
- 12.13.5.3 Establish a written hiring and employment eligibility verification policy.

- 12.13.5.4 Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
 - 12.13.5.5 Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as of each employee's verification to minimize the potential for a single individual to subvert the process.
 - 12.13.5.6 Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.
 - 12.13.5.7 Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process.
 - 12.13.5.8 Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Consultant/Firms to incorporate the IMAGE Best Practices contained in this Article and, when practicable, incorporate the verification requirements in Sub-Contractor agreements.
 - 12.13.5.9 Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
 - 12.13.5.10 Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
 - 12.13.5.11 Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
 - 12.13.5.12 Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.
- 12.14 **LOCAL PREFERENCE:** Not applicable.
- 12.15 **CONTRACT AWARD:** Award will be made at the earliest possible Hernando County BOCC Board meeting subsequent to the evaluation process. It is incumbent on Proposers to contact the Purchasing Department to determine the successful Proposer(s). This Request for Qualifications is issued in accordance with and shall be governed by the provisions of the County's Purchasing Policy.
- 12.16 **CONTRACT TERM/RENEWAL:** The Contract resulting from this Request for Qualifications shall commence effective upon execution by both parties and extend for a period of thirty-six (36) months or through construction completion, whichever is greater.
- 12.17 **SIGNING OF THE AGREEMENT:** When the County gives a Notice of Intent to Award to the Successful Proposer, it will be accompanied by an unsigned Agreement. **Within ten (10) calendar days thereafter the Successful Proposer shall execute and deliver to the County the Agreement, along with a certificate of insurance that shows policies, limits and other conditions in compliance with that outlined in the Request for Qualifications.** Upon award and execution of the Agreement by the County, one (1) executed copy of the Agreement shall be delivered to the Successful Proposer.

12.18 **RESPONSIVENESS OF THE PROPOSAL AND DISQUALIFICATION:**

12.18.1 A responsive Proposal is one that complies with and conforms to the requirements of this Request for Qualifications. A Proposal requiring changes to any portion of this Request for Qualifications may be considered non-responsive. A Proposal that fails to comply with the criteria outlined in this Request for Qualifications may be deemed non-responsive.

12.18.2 A Proposal may be rejected if found to be conditional, irregular, incomplete or not in conformance with the requirements and instructions contained herein, such as, but not limited to: (1) failure to strictly comply with and satisfactorily address the prerequisite criteria, (2) failure to provide the required forms or other documentation, (3) incomplete, indefinite or ambiguous language, (4) failure to submit the information needed to evaluate the Proposals based on the Evaluation Criteria, (5) incomplete, indefinite or ambiguous language, and (6) improper and/or undated signatures.

12.18.3 Other conditions, which shall cause rejection of the Proposal, include, but are not limited to: (1) an individual firm, partnership, corporation or combination thereof, under the same or different names submitting (as the Proposer) more than one Proposal, (2) evidence of collusion among Proposers, (3) obvious lack of experience or expertise to perform the Services, (4) failure to perform or meet financial obligations for previous Contracts, (5) falsification of any form required by the County, (6) evidence that a Proposer has a financial interest in another firm who is submitting a Proposal, (7) not having a valid and appropriate local, state or federal certifications and/or licenses necessary to perform the Services, or (8) an investigation by the Chief Procurement Officer finds the Proposer delinquent on a previously awarded Contract or in litigation with a Hernando County previously awarded Contract.

12.18.4 County may conduct such investigations as County deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of the Proposer and their proposed Sub-Contractors. County reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of Proposals from all Proposers. Failure to provide requested information may result in rejection of the Proposal.

12.19 **LIST OF PROPOSERS:** A list of Proposers will be posted on www.bidnetdirect.com within two (2) business days after the Public Opening date. The list of Proposers can also be obtained by contacting the Contact Person. **The County will not provide a list of Proposers by telephone.**

12.20 **EXAMINATION OF PROPOSAL DOCUMENTS:**

12.20.1 It is the responsibility of each Proposer before submitting a Proposal, to (1) examine the Solicitation Documents thoroughly, (2) consider Federal, State and Local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (3) study and carefully correlate Proposer's observations with the Solicitation Documents, and (4) notify the Contact Person of all conflicts, errors or discrepancies in the Solicitation Documents prior to submitting a formal Proposal.

12.20.2 Before submitting a Proposal, it shall be the Proposer's responsibility to submit to the County a request for any additional information and data which pertains to the Project covered under this Request for Qualifications which the Proposer deems necessary to develop their Proposal for performing the Services in accordance with the terms and conditions noted herein.

12.20.3 The submission of a Proposal in response to this Request for Qualifications shall be considered as a representation that the Proposer; (1) has carefully investigated all conditions that affect, or may at some future date, affect the performance of the Services covered by this Request for Qualifications, (2) is fully informed concerning conditions to be encountered, the character, quality and quantity of the Services to be performed and the work product to be furnished, and (3) is familiar with what is required to perform the Services covered by this Request for Qualifications. The contents of the Proposer's Proposal shall become a Contractual obligation if the Proposer is

awarded the Contract. Failure to accept these obligations in a Contractual agreement shall result in cancellation of the Award.

- 12.21 **ADDENDA:** Any Addenda issued in relation to this Request for Qualifications will be transmitted by way of posting such on the www.bidnetdirect.com. **It is the Proposer's responsibility to be aware of any Addenda that might have bearing on their Proposal before their Proposal is due.** The Proposer will acknowledge receipt of any and all such Addenda on Attachment 10. In the event a Proposer fails to acknowledge receipt of such Addenda, their Proposal will be construed as though they have received such Addenda, and the submission of a Proposal will constitute acknowledgement of the receipt of same. All Addenda will become a part of the Proposal Documents and Proposer will be bound by such, whether or not received by Proposer.
- 12.22 **MODIFICATION/ WITHDRAW OF PROPOSAL:**
- 12.22.1 Proposers have the right to modify or withdraw their Proposal without cause or without liability whatsoever at any time prior to the stipulated submittal date and time. Such requests must be made to County in writing.
- 12.22.2 Modified or withdrawn Proposals may be resubmitted, in accordance with the instructions in this Request for Qualifications prior to the stipulated submittal date and time. If applicable, any changes in pricing shall be so worded as not to reveal the pricing that was noted in the original Proposal.
- 12.22.3 No Proposal shall be modified or withdrawn by the Proposer after the Proposal Due Date.
- 12.23 **LESS THAN TWO (2) PROPOSALS RECEIVED:** If less than two (2) Proposals are received, the County may negotiate the best terms and conditions with that Proposer, or reject the Proposal and re-solicit the Services.
- 12.24 **REVIEW OF PROPOSER'S FACILITIES AND QUALIFICATIONS:** After the Request for Qualifications due date and prior to award of an Agreement, the County reserves the right to perform or have performed an on-site review Successful Proposer's facilities and qualifications, as well as documentation provided in their Proposal. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer is qualified and experienced and has the resources to perform the Services outlined in the Request for Qualifications. The review may also serve to verify whether the Proposer has adequate financial capability to meet the County's requirements. Should the County determine that the Proposals, or subsequent documentation submitted by the Proposer, has material misrepresentations or that the size or nature or any Successful Proposer's resources are not adequate to ensure satisfactory performance, or ascertains other bases for concern as to the Successful Proposer's ability to perform the Services, the County has the right to reject their Proposal and not make an award.
- 12.25 **FINANCIAL STRENGTH:** Prior to award of a Contract, the County reserves the right to request financial information from the Successful Proposer to assist the County in further review of that Proposer's capabilities. Financial information provided shall be for the current and previous two (2) years, to include, but not be limited to a financial statement prepared by a Certified Public Accountant (i.e., balance sheet and income and cash flow statements) or a Supplier Qualifier Report prepared by Dun & Bradstreet.
- 12.26 **CLARIFICATIONS:** Before Contract award, the County reserves the right to seek clarification from the Proposer with whom County is contemplating award to properly evaluate their Proposal. Failure to provide requested information may result in not making such award to the Proposer.
- 12.27 **PUBLIC RECORDS ACT:**
- 12.27.1 Proposers should make themselves familiar with Chapter 119.071 (Current Edition) of the Florida Statutes concerning availability of public records. Thirty (30) days after the Proposal Opening date OR Notice of an intended decision, whichever is earlier, Proposals shall be made available for public viewing. Proposals and associated Proposal Documents may be viewed during normal business hours (which is Monday through Friday; 8:00 AM to 5:00 PM) at 15470

Flight Path Drive, Brooksville, Florida. Copies of the Proposals and associated Documents are available for a charge of fifteen cents (\$0.15) per page, plus cost of copying.

- 12.27.2 Florida law generously defines what constitutes a public record and, under Chapter 119 of the Florida Statutes (Current Edition), all Proposals are to be made available by County for viewing by the general public. If a Proposer believes that their Proposal contains information that should not be a public record, the Proposer shall clearly segregate and mark that information as **"Confidential"** and describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.
- 12.27.3 Any documents given to the Successful Proposer as part of performing the Services covered under this Request for Qualifications shall not be sold or distributed to third parties without the written consent of County. The Successful Proposer will be required to retain a copy of these documents for a minimum of three (3) years from completion of the Agreement. All documents, papers, letters, e-mails or other material made or received by the Successful Proposer in conjunction with the Services, unless exempt from Section 24(a) (Current Edition) of Article I of the Florida Constitution and Section 119.07(1) (Current Edition) of the Florida Statutes, shall be made available for public access. Should the Successful Proposer refuse to allow such access, County has the unilateral right to cancel the Award.
- 12.27.4 Proposers should consult an attorney as to their duties under the records and information laws (Section 257.36 of the Florida Statutes) (Current Edition) and public records laws (Chapter 119 of the Florida Statutes) (Current Edition) of the State of Florida. Significant judicial sanctions can be imposed for violation of these Statutes.
- 12.27.5 Per Florida Statute 20.055(5) (Current Edition), it is the duty of every state officer, employee, agency, special district, Board, Commission, Contractor, and Sub-Contractor to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing pursuant to this section.
- 12.28 **JOINT VENTURES:**
- 12.28.1 Two (2) or more firms may submit a Proposal under a joint venture arrangement. Joint ventures shall be considered as a single entity in the evaluation of a Proposal. That is, the traits of individual firms shall be blended in arriving at an overall Proposal evaluation score and oral interview score for the joint venture.
- 12.28.2 A firm who submits a Proposal under a joint venture arrangement may satisfy the technical certification requirements outlined in this Request for Qualifications as the prime Proposer through one or more of the firms comprising the Joint Venture. The Joint Venture shall at a minimum comply with the following additional requirements:
- 12.28.2.1 The Joint Venture shall, in its own name, be registered with the State of Florida Division of Corporations prior to submittal of a Proposal.
- 12.28.2.2 Each individual Firm comprising of the Joint Venture shall, in its own name, be qualified in their respective areas of expertise prior to submittal of a Proposal.
- 12.28.3 Full compliance with the requirements set forth above is required, as well as properly documented compliance with any other certification and additional requirements set forth in the Request for Qualifications.
- 12.29 **PAYMENT: Payment to Proposer/Contractor by Electronic Payment Solution:** ACH (Direct Deposit): If the Proposer/Contractor is enrolled in the County's ACH electronic payment solution, all payments will be made using the direct deposit which may or may not include a pre-note transaction. The Proposer/Contractor's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Proposer/Contractor via e-mail.

- 12.30 **SCRUTINIZED COMPANIES PURSUANT TO FLORIDA STATUTE 287.135 AND 215.473 (Current Edition)**: Proposer/Contractor must certify that the company is not participating in a boycott of Israel. Proposer/Contractor must also certify that Proposer/Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan list, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector list, or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in state law, the County will not contract for the provision of goods or services with any scrutinized company referred to above. Proposer/Contractor must submit the certification form included as an Attachment to this solicitation. Submitting a false certification shall be deemed a material breach of Contract. The County shall provide notice, in writing, to the Proposer/Contractor of the County's determination concerning the false certification. The Proposer/Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Proposer/Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer/Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes (Current Edition), as amended from time to time.

SUPPLEMENTARY CONDITIONS FOR FLORIDA STATE

1. **CONTRACTS CONTINGENCY STATEMENT** F.S. 287.0582 (Current Edition)

The State of Florida's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Legislature.

2. **TERMINATION**

2.1. **Termination for Convenience**

When it is in the State's best interest, Hernando County may, at its sole discretion, terminate the Contract in whole or in part by giving thirty (30) days' written notice to Vendor/Contractor. Hernando County shall notify Vendor/Contractor of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Contract is to be terminated. The Vendor/Contractor must submit all invoices for work to be paid under this Contract within thirty (30) days of the effective date of termination. Hernando County shall not pay any invoices received after thirty (30) days of the effective date of termination.

2.2. **Termination for Cause** Hernando County may terminate this Contract if any of the events of default described in the Events of Default provisions below occur or in the event that Vendor/Contractor fails to fulfill any of its other obligations under this Contract. If, after termination, it is determined that Vendor/Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Hernando County. The rights and remedies of Hernando County in this clause are in addition to any other rights and remedies provided by law or under this Contract.

2.3. **Vendor/Contractor Obligations upon Notice of Termination**. After receipt of a notice of termination or partial termination unless as otherwise directed by Hernando County, Vendor/Contractor shall not furnish any service or deliverable on the date, and not terminated. If the Contract is terminated before performance is completed, Vendor/Contractor shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Vendor/Contractor shall not be entitled to recover any cancellation charges or lost profits.

2.4. **Continuation of Prepaid Services**. If Hernando County has paid for any services prior to the expiration, cancellation, or termination of the Contract, Vendor/Contractor shall continue to provide Hernando County with those services for which it has already been paid or, at Hernando County's discretion, Vendor/Contractor shall provide a refund for services that have been paid for but not rendered.

2.5. **Transition of Services Upon Termination, Expiration, or Cancellation of the Contract**. If services provided under the Contract are being transitioned to another provider(s), Vendor/Contractor shall assist in the smooth transition of Contract services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Scope of Work. The

Vendor/Contractor shall not perform any services after Contract expiration or termination, except as necessary to complete the transition or continued portion of the Contract, if any.

3. NOTICE OF DEFAULT

If Vendor/Contractor defaults in the performance of any covenant or obligation contained in the Contract, including, any of the events of default, Hernando County shall provide notice to Vendor/Contractor and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Vendor/Contractor fail to perform within the time provided, Vendor/Contractor will be found in default, and Hernando County may terminate the Contract effective as of the date of receipt of the default notice.

4. EVENTS OF DEFAULT

4.1. Provided such failure is not the fault of Hernando County or outside the reasonable control of Vendor/Contractor, the following nonexclusive list of events, acts, or omissions, shall constitute events of default:

- 4.1.1. The commitment of any material breach of this Contract by Vendor/Contractor, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Contract;
- 4.1.2. The commitment of any material misrepresentation or omission in any materials, or discovery by Hernando County of such, made by the Vendor/Contractor in this Contract or in its application for funding;
- 4.1.3. Failure to submit any of the reports required by this Contract or having submitted any report with incorrect, incomplete, or insufficient information;
- 4.1.4. Failure to honor any term of the Contract;
- 4.1.5. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Vendor/Contractor by a state or other licensing authority;
- 4.1.6. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Contract;
- 4.1.7. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- 4.1.8. Failure to maintain the insurance required by this Contract;
- 4.1.9. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified thirty (30)-day period, Vendor/Contractor (including its receiver or trustee in bankruptcy) provides to Hernando County adequate assurances, reasonably acceptable to Hernando County, of its continuing ability and willingness to fulfill its obligations under the Contract:
 - 4.1.9.1. Entry of an order for relief under Title 11 of the United States Code;
 - 4.1.9.2. The making by Vendor/Contractor of a general assignment for the benefit of creditors;
 - 4.1.9.3. The appointment of a general receiver or trustee in bankruptcy of Vendor/Contractor's business or property; and/or
 - 4.1.9.4. An action by Vendor/Contractor under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

5. SUSPENSION OF WORK

5.1. Hernando County may, in its sole discretion, suspend any or all activities under the Contract, at any time, when it is in the best interest of the State to do so. Hernando County shall provide Vendor/Contractor written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Vendor/Contractor shall comply with the notice. Within ninety (90) days, or any longer period agreed to by the parties, Hernando County shall either:

- 5.1.1. issue a notice authorizing resumption of work, at which time activity shall resume; or

- 5.1.2. terminate the Contract. If the Contract is terminated after thirty (30) days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Vendor/Contractor to any additional compensation.

6. FORCE MAJEURE

- 6.1. The Vendor/Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Vendor/Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Vendor/Contractor's control, or for any of the foregoing that affect Sub-Contractors or suppliers if no alternate source of supply is available to Vendor/Contractor. In case of any delay Vendor/Contractor believes is excusable, Vendor/Contractor shall notify Hernando County in writing of the delay or potential delay and describe the cause of the delay either

- 6.1.1. within ten (10) days after the cause that creates or will create the delay first arose, if Vendor/Contractor could reasonably foresee that a delay could occur as a result; or
- 6.1.2. if delay is not reasonably foreseeable, within five (5) days after the date Vendor/Contractor first had reason to believe that a delay could result.

6.2. THE FOREGOING SHALL CONSTITUTE THE VENDOR/CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.

Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Hernando County. The Vendor/Contractor shall not be entitled to an increase in the Contract price or payment of any kind from Hernando County for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Vendor/Contractor shall perform at no increased cost, unless Hernando County determines, in its sole discretion, that the delay will significantly impair the value of the Contract to Hernando County, in which case Hernando County may:

- 6.2.1. accept allocated performance or deliveries from Vendor/Contractor, provided that Vendor/Contractor grants preferential treatment to Hernando County with respect to products subjected to allocation;
- 6.2.2. contract with other sources (without recourse to and by Vendor/Contractor for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Contract quantity; or
- 6.2.3. terminate Contract in whole or in part.

7. INDEMNIFICATION

- 7.1. The Vendor/Contractor shall be fully liable for the actions of its agents, employees, partners, or Sub-Contractors and shall fully indemnify, defend, and hold harmless Hernando County and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
- 7.1.1. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Vendor/Contractor, its agents, employees, partners, or Sub-Contractors; provided, however, that Vendor/Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Hernando County;
- 7.1.2. the Vendor/Contractor's breach of this Contract or the negligent acts or omissions of Vendor/Contractor.
- 7.2. The Vendor/Contractor's obligations under the preceding paragraph with respect to any legal action are contingent upon Hernando County giving Vendor/Contractor:
- 7.2.1. written notice of any action or threatened action;
- 7.2.2. the opportunity to take over and settle or defend any such action at Vendor/Contractor's sole expense; and
- 7.2.3. assistance in defending the action at Vendor/Contractor's sole expense. The Vendor/Contractor shall not be liable for any cost, expense, or compromise incurred or made by Hernando County in any legal action without Vendor/Contractor's prior written consent, which shall not be unreasonably withheld.
- 7.3. Notwithstanding sections 7.1 and 7.2 above, the following is the sole indemnification provision that applies to Vendor/Contractors that are governmental entities: Each party hereto agrees that it shall be solely responsible for

the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. (Current Edition). Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Contract.

- 7.4. No provision in this Contract shall require Hernando County to hold harmless or indemnify Vendor/Contractor, insure or assume liability for Vendor/Contractor's negligence, waive Hernando County's sovereign immunity under the laws of Florida, or otherwise impose liability on Hernando County for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

8. REMEDIES

- 8.1. Nothing in this Contract shall be construed to make Vendor/Contractor liable for force majeure events. Nothing in this Contract, including financial consequences for nonperformance, shall limit Hernando County's right to pursue its remedies for other types of damages under the Contract, at law or in equity. Hernando County may, in addition to other remedies available to it, at law or in equity and upon notice to Vendor/Contractor, retain such monies from amounts due Vendor/Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

9. WAIVER

- 9.1. The delay or failure by Hernando County to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of Hernando County's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

10. STATUTORY NOTICES RELATING TO UNAUTHORIZED EMPLOYMENT AND SUB-CONTRACTS

- 10.1. The Vendor/Contractor shall be responsible for including this provision in all Sub-Contracts with private organizations issued as a result of this Contract. Pursuant to Sections 287.133 and 287.134, F.S. (Current Edition), the following restrictions apply to persons placed on the convicted vendor list or the discriminatory vendor list:
- 10.1.1. Public Entity Crime. 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, Proposal, or reply on a Contract to provide any goods or services to a public entity; may not submit a Bid, Proposal, or reply on a Contract with a public entity for the construction or repair of a public building or public work; may not submit Bids, Proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Vendor/Contractor, Supplier, Sub-Contractor, or Consultant under a Contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. (Current Edition), for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.
- 10.1.2. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a Bid, Proposal, or reply on a Contract to provide any goods or services to a public entity; may not submit a Bid, Proposal, or reply on a Contract with a public entity for the construction or repair of a public building or public work; may not submit Bids, Proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, Supplier, Sub-Contractor, or Consultant under a Contract with any public entity; and may not transact business with any public entity.
- 10.1.3. Notification. The Vendor/Contractor shall notify Hernando County if it or any of its Suppliers, Sub-Contractors, or Consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of the Contract. The Florida Hernando County of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Hernando County of Management Services, Office of Supplier Diversity, at (850) 487-0915.

11. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

- 11.1. The Vendor/Contractor and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Vendor/Contractor shall include this provision in all Sub-Contracts issued as a result of this Contract.

- 11.2. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Contract.
- 11.3. This Contract shall be governed by and construed in accordance with the laws of the State of Florida.
- 11.4. Any dispute concerning performance of the Contract shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Contract will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Contract.

12. LOBBYING AND INTEGRITY

The Vendor/Contractor agrees that no funds received by it under this Contract will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S. (Current Edition), except that pursuant to the requirements of Section 287.058(6), F.S. (Current Edition), during the term of any executed Contract between Vendor/Contractor and the State, Vendor/Contractor may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that contract. The Vendor/Contractor shall comply with Sections 11.062 and 216.347, F.S. (Current Edition).

13. RECORD KEEPING

13.1. The Vendor/Contractor shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. Hernando County, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Contract and for five (5) years following the completion date or termination of the Contract. In the event that any work is Sub-Contracted, Vendor/Contractor shall similarly require each Sub-Contractor to maintain and allow access to such records for audit purposes. Upon request of Hernando County's Inspector General, or other authorized State official, Vendor/Contractor shall provide any type of information the Inspector General deems relevant to Vendor/Contractor's integrity or responsibility. Such information may include, but shall not be limited to, Vendor/Contractor's business or financial records, documents, or files of any type or form that refer to or relate to Contract. The Vendor/Contractor shall retain such records for the longer of:

13.1.1. three (3) years after the expiration of the Contract; or

13.1.2. the period required by the General Records Schedules maintained by the Florida Hernando County of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

14. INDEPENDENT CONTRACTOR

The Vendor/Contractor is an independent Contractor and is not an employee or agent of Hernando County.

15. SUB-CONTRACTING

- 15.1. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Vendor/Contractor.
- 15.2. Hernando County may, for cause, require the replacement of any Vendor/Contractor employee, Sub-Contractor, or Agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Hernando County policy or other requirement.
- 15.3. Hernando County may, for cause, deny access to Hernando County's secure information or any facility by any Vendor/Contractor employee, subcontractor, or agent.
- 15.4. Hernando County's actions under paragraphs 16.2 or 16.3 shall not relieve Vendor/Contractor of its obligation to perform all work in compliance with the Contract. The Vendor/Contractor shall be responsible for the payment of all monies due under any Sub-Contract. Hernando County shall not be liable to any Sub-Contractor for any expenses or liabilities incurred under any Sub-Contract and Vendor/Contractor shall be solely liable to the Sub-Contractor for all expenses and liabilities incurred under any Sub-Contract.
- 15.5. Hernando County will not deny Vendor/Contractor's employees, Sub-Contractors, or Agents access to meetings within Hernando County's facilities, unless the basis of Hernando County's denial is safety or security considerations.

- 15.6. Hernando County supports diversity in its procurement program and requests that all Sub-Contracting opportunities afforded by this Contract embrace diversity enthusiastically. The award of Sub-Contracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered Sub-Contracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- 15.7. The Vendor/Contractor shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a Sub-Contractor at any tier, and if the cause of the default is completely beyond the control of both Vendor/Contractor and the Sub-Contractor(s), and without the fault or negligence of either, unless the Sub-Contracted products or services were obtainable from other sources in sufficient time for Vendor/Contractor to meet the required delivery schedule.

16. SURVIVAL

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Contract, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Contract.

17. **THIRD PARTIES** Hernando County shall not be deemed to assume any liability for the acts, failures to act or negligence of Vendor/Contractor, its agents, servants, and employees, nor shall Vendor/Contractor disclaim its own negligence to Hernando County or any third party. This Contract does not and is not intended to confer any rights or remedies upon any person other than the parties. If Hernando County consents to a Sub-Contract, Vendor/Contractor will specifically disclose that this Contract does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Contract.

18. **SEVERABILITY** If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

19. **VENDOR/CONTRACTOR'S EMPLOYEES, SUB-CONTRACTORS AND AGENTS** All Vendor/Contractor employees, Sub-Contractors, or Agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Vendor/Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, Sub-Contractors, or Agents performing work under Contract must comply with all security and administrative requirements of Hernando County and shall comply with all controlling laws and regulations relevant to the services they are providing under the Contract.

20. ASSIGNMENT

The Vendor/Contractor shall not sell, assign, or transfer any of its rights, duties, or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of Hernando County. In the event of any assignment, Vendor/Contractor remains secondarily liable for performance of the Contract, unless Hernando County expressly waives such secondary liability. Hernando County may assign the Contract with prior written notice to Vendor/Contractor of its intent to do so.

21. EXECUTION IN COUNTERPARTS AND AUTHORITY TO SIGN

This Contract, any amendments, and/or change orders related to the Contract, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

22. CONFLICT OF INTEREST

- 22.1 Conflict of Interest of Officers or Employees of the Contracting Entity/Local Jurisdiction, Members of the Local Governing Body, or Other Elected Officials: No member or employee of the contracting entity/local jurisdiction or its designees or agents; no member of the governing body; and no other public official of Hernando County who exercises any function or responsibility with respect to this Contract, during his/her tenure or for two years thereafter, shall have any interest, direct or indirect, in any Contract or Subcontract, or the proceeds thereof, for work to be performed. Further, the Vendor/Contractor shall cause to be incorporated in all Subcontracts, the language set forth in this paragraph prohibiting conflict of interest.

22.2 Employee Conflict of Interest: It shall be unethical for any Hernando County employee to participate directly or indirectly in a procurement Contract when Hernando County employee knows that:

22.2.1 Hernando County employee or any member of Hernando County employee's immediate family has a financial interest in the procurement contract; or

22.2.2 Any other person, business, or organization with whom Hernando County employee or any member of a Hernando County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement Contract; or

22.2.3 A Hernando County employee or any member of a Hernando County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

22.3 Former Employee Conflict of Interest: It shall be a violation for any person, business or organization contracting with County to employ in any capacity, any former County employee or member of County employee's immediate family within two years of that employee's separation from employment with the County, unless the employer or the former County employee files with the County Clerk, the County's Employment Disclosure Statement. The penalty for this violation may include disqualification of the bid submission. Hernando County shall insert in all contracts entered into in connection with the Project or any property included of planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

22.3.1 *"No member, officer or employee of Hernando County or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."*

22.4 The provisions of this paragraph shall not be applicable to any agreement between Hernando County and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

23. RESTRICTIONS, PROHIBITS, CONTROLS, AND LABOR PROVISIONS During the performance of this Contract, Hernando County requires the following provisions to be included in each contract and subcontract entered into pursuant to this Contract.

23.1 An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with Hernando County.

24. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY AND OBLIGATION

24.1 It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

24.2 The Agency and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate based on race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

24.3 The Bidder/Contractor is required to submit documentation upon request to the County to reflect the affirmative action steps taken to utilize minority owned and women owned and small business enterprises in the work and the intended use of these companies in the work.

24.4 The Bidder/Contractor is required to include in their bid documentation that the Bidder has carried out these affirmative steps for Minority and Women's Business Enterprise participation as follows:

- 24.4.1 Included qualified minority and women's businesses on solicitation lists.
- 24.4.2 Solicited minority and women's businesses whenever they are potential sources.
- 24.4.3 Divided total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by minority and women's businesses.
- 24.4.4 Where feasible, established delivery schedules which will encourage participation by minority and women's businesses.
- 24.5 The following websites are provided to assist Bidder/Contractor with Affirmative steps.
 - 24.5.1 U.S. Small Business Administration <http://dsbs.sba.gov/dsbs/>
 - 24.5.2 Florida Department of Transportation, Equal Opportunity Office
<http://www.dot.state.fl.us/equalopportunityoffice/>
 - 24.5.3 <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>
- 24.6 Bidder/Contractor will be responsible for participating in these affirmative steps and providing documentation to that effect. County will be responsible to verify/certify it has obtained and reviewed documentation from the apparent lowest, responsive, responsible bidder demonstrating a good faith effort to facilitate Minority and Women's Business Enterprise participation in this contract.

25. GOOD FAITH EFFORTS

- 25.1 The County is committed to supplier diversity in the performance of all contracts associated with Federal and State funding projects. The County requires the Bidder/Contractor to make good faith efforts to encourage the participation of minority owned and woman owned and small business enterprises in accordance with applicable laws.

26. INTEREST OF MEMBERS OF, OR DELEGATES TO, CONGRESS OR LEGISLATURE No member or delegate to the Congress of the United States, or the State of Florida legislature, shall be admitted to any share or part of the Agreement or any benefit arising therefrom.

27. LITIGATION, INVESTIGATIONS, ARBITRATION, OR ADMINISTRATIVE PROCEEDINGS The contractor certifies that it, its principals and agents, are not engaged in any civil or criminal litigation investigations, arbitration, or administrative proceedings relating to or affecting their ability to perform under this Agreement.

28. MISCELLANEOUS

- 28.1 The Contractor agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- 28.2 This Contract shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail.

29. TITLE VI-CIVIL RIGHTS ACT OF 1964 Execution of this Agreement constitutes a certification that the Agency will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), the Regulations of the Federal Department of Transportation issued thereunder, and the assurance by the Agency pursuant thereto.

30. TITLE VIII-CIVIL RIGHTS ACT OF 1968 Execution of this Agreement constitutes a certification that the Agency will comply with all the requirements imposed by Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et seq.), which among other things, prohibits discrimination in employment on the basis of race, color, national origin, creed, sex, and age.

SECTION IV REQUIRED FORMS

ATTACHMENT 1

STATEMENT OF NO PROPOSAL

If you do not intend to submit a Proposal, please return this form immediately to:

**Hernando County
Purchasing and Contracts Department
15470 Flight Path Drive
Brooksville, FL 34604**

We, the undersigned, have declined to submit a Proposal on: RFQ No. 21-RG0045/PH – ENGINEERING SERVICES FOR SEPTIC TO SEWER, DISTRICT A AND SEPTIC UPGRADE INCENTIVE PROGRAM.

Reason:

- ☐ Specifications too tight, geared toward one brand or manufacturer (explain below)
- ☐ Insufficient time to respond.
- ☐ Specifications unclear (explain below)
- ☐ We do not offer this product/services.
- ☐ Our present schedule does not permit us to perform.
- ☐ Unable to meet specifications or provide services.

Remarks:

We understand that if this Statement of No Proposal is not executed and returned, our name may be deleted from the list of qualified Proposers.

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

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SECTION IV REQUIRED FORMS

ATTACHMENT 2

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Qualifications (RFQ), Instructions to Proposers, General and/or Special Conditions, Specifications, RFQ Proposal and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Qualifications at the prices or rates quoted in my Proposal. I agree that my RFQ will remain firm for a period of up to one hundred and eighty (180) days in order to allow the County 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 RFQ is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this RFQ on behalf of the Consultant/Firm as its act and deed and that the Consultant/Firm is ready, willing and able to perform if awarded the Contract.

I further certify that this RFQ is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a RFQ for the same product or service; no officer, employee or agent of the Hernando County BCC or of any other Proposer interested in said RFQ; 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.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for Contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFQ.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents may render the Proposer's Proposal non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE RFQ IS SUBMITTED:

Please check one:

- ☐ I take NO exceptions.
☐ Exceptions:

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

Name & Title Signature Date

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 3

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087 (Current Edition), hereby certify that,
(print or type name of firm) _____

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or Contractual services that are under Proposal a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or Contractual services that are under Proposal or Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

Authorized Signature

Date Signed

State of: _____

County of: _____

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

Personally known _____ or Produced Identification _____
(Specify Type of Identification)

Signature of Notary

My Commission Expires: _____

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 4

AFFIDAVIT OF NON-COLLUSION AND OF NON-INTEREST OF HERNANDO COUNTY EMPLOYEES

_____, * being first duly sworn, deposes and says that he (it) is the Offeror in the above Proposal, that the only person or persons interested in said Proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Offeror is interested in said Proposal; and that affiant makes the above Proposal with no past or present collusion with any other person, firm or corporation.

Affiant

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20
by _____, who is personally known to me or who has produced _____ as
identification and who did take an oath.

Notary Public

My Commission Expires:

*NOTICE: State name of Proposer followed by name of authorized individual (and title) that is signing as Affiant. If Proposer is an individual, state name of Proposer only.

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 5

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), (CURRENT EDITION) FLORIDA
STATUTES, IN PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted to

County of Hernando

by _____

[print individual's name and title]

for _____

[print name of entity submitting sworn statement]

whose business address is _____

(if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g) (Current Edition), Florida Statutes, means a violation of any public entity or with an agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "*convicted*" or "*conviction*" as defined in Paragraph 287.133 (1)(b) (Current Edition), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "*affiliate*" as defined in Paragraph 287.133 (1)(a) (Current Edition), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "*affiliate*" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
5. I understand that a "*person*" as defined in Paragraph 287.133(1)(e) (Current Edition), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Proposals or applies to Proposal on Contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement: [indicate which statement applies]
- _____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of

the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Consultant/Firm list [attach a copy of the final order].

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

[signature] [date]

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority

_____ who, after first being sworn by me, affixed his signature in the space

[Name of Individual Signing]
provided above on this _____ day of _____ .

NOTARY PUBLIC

My commission expires: _____

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 6

CONSULTANT/FIRM INFORMATION

In addition to General conditions, your PROPOSAL may be disqualified if the following Consultant/Firm information is not returned with your PROPOSAL.

Firm Name: _____

Mailing Address: _____

Telephone No. _____ Fax No. _____

Email Address: _____ Web Address: _____

Consultant/Firm is:

() Corporation

() Partnership

() Sole Proprietorship

() Other _____ (Explain)

Federal Employer Identification

Number or Social Security Number: _____

Do you collect Florida State Sales Tax? () Yes () No

AUTHORIZED SIGNATURES/NEGOTIATORS

The Consultant/Firm represents that the following persons are authorized to sign and/or negotiate Contracts and related documents to which the Proposer will be duly bound:

Name _____	Title _____	Phone No. _____
Name _____	Title _____	Phone No. _____
Name _____	Title _____	Phone No. _____

Commodity or Service Supply: _____

If Consultant/Firm is quoting, as a manufacturer's representative and the purchase order should be addressed to the manufacturer in care of the Consultant/Firm, so indicate.

If remittance address is different from the mailing address so indicate below.

Submitted by (SIGNATURE): _____

Name & Title Printed: _____

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 7

HERNANDO COUNTY E-VERIFY CERTIFICATION

RFQ/Contract No: _____

Financial Project No(s): _____

Project Description: _____

Consultant/Firm acknowledges and agrees to the following:

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

1. All persons employed by the Consultant/Firm during the term of the Contract to perform employment duties within Florida; and
2. All persons, including Sub-Contractors, assigned by the Consultant/Firm to perform work pursuant to the Contract with the Department.

Company/Firm: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 8

**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: _____
Proposer/Contractor FEIN: _____
Proposer/Contractor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 215.473 F.S. (Current Edition), or the Scrutinized Companies that Boycott Israel list, created pursuant to s. 215.4725 F.S. (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector list, or the Scrutinized Companies that Boycott Israel list. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135 (Current Edition), Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

Certified by: _____
who is authorized to sign on behalf of the above-reference company.
Print Name and Title: _____
Date: _____

SECTION IV REQUIRED FORMS

ATTACHMENT 9

VENDOR REGISTRATION

HERNANDO COUNTY, FL

To be completed by vendor:

Vendor type:

() Corporation

() Partnership

() Sole Proprietorship

() Other _____ (Explain)

Federal Employer Identification

Number or Social Security Number: _____

Please attach your completed W-9 Form

PAYMENT WILL NOT BE MADE UNTIL A COMPLETED W9 HAS BEEN RECEIVED.

Firm Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____

Web Address: _____ EMail: _____

Commodity or Service Supply: _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

An ACH electronic payment method is offered as an alternative to a payment by physical check.

() Please check this box if you accept the ACH electronic payment method.
(Recommended and Preferred)

Signature: _____

Name & Title Printed: _____

SECTION IV REQUIRED FORMS

ATTACHMENT 10

ADDENDUM ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (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 PRICING AND OR SCOPE IS CONSIDERED A MAJOR IRREGULARITY AND MAY BE CAUSE FOR REJECTION OF ANY PROPOSAL.

VENDOR SURVEY

Please provide information on where you received the knowledge of the Bid/Request for Proposals (mark all that apply):

☐ **BIDNET DIRECT**

☐ **NEWSPAPER**

☐ **PURCHASING AND CONTRACTS ADVERTISEMENT BOARD**

☐ **REFERRED BY: _____**

☐ **OTHER (PLEASE SPECIFY): _____**

Signature

Date

This document must be completed and returned with your Submittal

ATTACHMENT 11

HERNANDO COUNTY EMPLOYMENT DISCLOSURE CERTIFICATION STATEMENT

(date)

Hernando County
Purchasing and Contracts
15470 Flight Path Drive
Brooksville, FL 34604

The undersigned certifies that to the best of his/her knowledge:

Is any Officer, Partner, Director, Proprietor, Associate or Member of the Business Entity a former employee of Hernando County within the last two (2) years? No ☐ Yes ☐

Is any Officer, Partner, Director, Proprietor, Associate or Member of the Business Entity a Relative or Member of the Household of a current Hernando County Employee that had or will have any involvement with this Procurement or Contract Authorization?
No ☐ Yes ☐

If the answer to either of the above questions is "Yes", complete the "Relatives and Former Hernando County Employees - Roles and Signatures" table (Part A and/or Part B, as applicable).

Bidder:

(Email address)

(Address)

(Signature required)

(Phone)

(Print name)

(Fax)

(Print title)

(Federal Taxpayer ID Number)

Relatives and Former Hernando County Employees – Roles and Signatures

Part A: Employees that left Hernando County in the last two years.			
Employee Name/Signature	Job Performed for Hernando County	Current Role with Business Entity	Date Left Hernando County
Name: _____ Sign: _____ <ul style="list-style-type: none"> Involved with this Procurement on behalf of Hernando County? No <input type="checkbox"/> Yes <input type="checkbox"/> Involved with Proposal development for this Procurement? No <input type="checkbox"/> Yes <input type="checkbox"/> 			
Name: _____ Sign: _____ <ul style="list-style-type: none"> Involved with this Procurement on behalf of Hernando County? No <input type="checkbox"/> Yes <input type="checkbox"/> Involved with Proposal development for this Procurement? No <input type="checkbox"/> Yes <input type="checkbox"/> 			
Name: _____ Sign: _____ <ul style="list-style-type: none"> Involved with this Procurement on behalf of Hernando County? No <input type="checkbox"/> Yes <input type="checkbox"/> Involved with Proposal development for this Procurement? No <input type="checkbox"/> Yes <input type="checkbox"/> 			
Part B: Identify Officers, Partners, Directors, Proprietors, Associates or Members of the Business Entity that are Relatives or Members of the Household of Hernando County employees currently working for Hernando County, if Hernando County employee had or will have any involvement with this Procurement of Contract.			
Firm Officer, Partner, Director, Proprietor, Associate or Member Name	Name and Relationship of Relative or Member of Household Employed at Hernando County	Role at Hernando County	Hernando County employee's Role with this Procurement

(Make copies of this form as needed to list additional employees.)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*** APPLICANT'S ORGANIZATION***** PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * SIGNATURE: * DATE:

ATTACHMENT 13

DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013

Expiration Date: 2/28/2022

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input style="width: 300px;" type="text"/> * Street 1 <input style="width: 200px;" type="text"/> Street 2 <input style="width: 200px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/> Congressional District, if known: <input style="width: 100px;" type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: <div style="height: 80px; border: 1px solid black;"></div>		
6. * Federal Department/Agency: <input style="width: 300px;" type="text"/>	7. * Federal Program Name/Description: <input style="width: 300px;" type="text"/> CFDA Number, if applicable: <input style="width: 150px;" type="text"/>	
8. Federal Action Number, if known: <input style="width: 300px;" type="text"/>	9. Award Amount, if known: \$ <input style="width: 100px;" type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/> * Last Name <input style="width: 200px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> * Street 1 <input style="width: 150px;" type="text"/> Street 2 <input style="width: 150px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/> * Last Name <input style="width: 200px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> * Street 1 <input style="width: 150px;" type="text"/> Street 2 <input style="width: 150px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input style="width: 250px;" type="text"/> * Name: Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/> * Last Name <input style="width: 200px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> Title: <input style="width: 100px;" type="text"/> Telephone No.: <input style="width: 100px;" type="text"/> Date: <input style="width: 100px;" type="text"/>		
Federal Use Only:		STANDARD FORM LLL (REV. 7/1997) Authorized for Local Reproduction

ATTACHMENT 14

Convicted or Discriminatory Vendor List Statement

Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on the contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Company/Firm: _____

By: _____ Date: _____
Authorized Signature

Title: _____

Instructions for Certification

1. Certifies the company/firm are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the federal department or agency;
2. have not within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicated or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in this document; and
4. have not within five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the above is unable to certify to any of the statements in this certification, then the company/firm shall attach an explanation to this agreement.

**EXHIBIT A
SAMPLE CONTRACT**

**BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA
CONTRACT NO. 21-RG0045/PH**

THIS Agreement made and entered into this _____ day of _____, 20____,
by and between HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS, 15470 Flight Path Drive,
Brooksville, Florida, a political subdivision of the State of Florida, hereinafter called the County and _____
_____ duly authorized to conduct business in the State of Florida, hereinafter
called the Professional.

WITNESSETH:

SECTION 1. The County does hereby retain the Professional to furnish certain services in connection with:

Engineering Services for Septic to Sewer, District A and Septic Upgrade Incentive Program for the
Hernando County Utilities Department.

SECTION 2. The Professional and the County mutually agree to furnish, each to the other, the respective
services, information and terms as described in Exhibit "A", attached hereto and made a part hereof.

Before any additions or deletions to the work described in Exhibit "A", and before undertaking any changes or
revisions to such work, the parties shall negotiate any necessary cost changes and shall enter into a supplemental
written Agreement covering such modifications and the compensation to be paid therefor.

Reference herein to this Agreement shall be considered to include any supplement thereto.

Reference herein to County Administrator shall mean the Hernando County Administrator or its designee.

SECTION 3. The services indicated in Exhibit "A" to be rendered by the Professional shall be commenced,
subsequent to the execution of this Agreement, upon written notice from the Hernando County Administrator and or
its designee and shall be completed within thirty-six (36) months or through construction completion, whichever is
greater, from the date of issuance of the Purchase Order and /or Notice to Proceed.

SECTION 4. The Professional agrees to provide Project Schedule progress reports in a format acceptable to the
County, either monthly or at intervals established by the County. The County will be entitled at all times to be
advised, at its request, as to the status of work being done by the Professional and of the details thereof.
Coordination shall be maintained by the Professional with representatives of the County. Either party to the
Agreement may request and be granted a conference.

SECTION 5. In the event there are delays on the part of the County as to the approval of any of the materials
submitted by the Professional, as if there are delays occasioned by circumstances beyond the control of the
Professional which delay the project schedule completion date, the County shall grant to the Professional, by
"Letter of Time Extension" an extension of the Contract time, equal to the aforementioned delays, provided there
are no changes in compensation or scope of work, except those changes that may be agreed upon between the
parties hereto.

It shall be the responsibility of the Professional to ensure at all times that sufficient Contract time remains within
which to complete all services on the project. In the event there have been delays that would affect the project
completion date, the Professional shall submit a written request to the County that identifies the reason(s) for the
delay and the amount of time related to each reason. The County shall timely review the request and make a
determination as to granting all or part of the requested extension.

In the event Contract time expires and the Professional has not requested, or if the County has denied an extension
of the completion date, partial progress payments will be stopped on the date time expires. No further payment for

the project will be made until a time extension is granted or all work has been completed and accepted by the County.

SECTION 6. The Professional shall maintain an adequate and competent professional staff within the State of Florida and may associate with Specialists, Sub-Professionals and/or other Professionals, for the purpose of its services hereunder, without additional cost to the County. Should the Professional desire to utilize other Specialists, Sub-Professionals and/or Professionals in the performance of the work, the Professional shall be responsible for satisfactory completion of all such Specialists', Sub-Professionals' and/or other Professionals' work, and may not assign or transfer work under this Agreement to other Specialists, Sub-Professionals or Professionals unless approved in writing by the County. It is agreed that only Specialists, Sub-Professionals and/or other Professionals which have been approved by an authorized representative of the County will be used by the Professional. It is also agreed that the County will not, except for services so designated herein, or as may be approved by the County, if applicable, permit or authorize the Professional to perform less than the total Contract work with other than its own organization.

SECTION 7. All final plans, documents, reports, studies and other data prepared by the Professional will bear the endorsement of a person in the full employ of the Professional and duly registered in the appropriate professional category.

a) After the County's acceptance of final plans and documents, a reproducible form of the Professional's drawings, tracings, plans and maps will be provided to the County. Upon completion of construction by the Contractor, the Professional shall furnish acceptable field verified "record drawings" of full-size prints. The Professional shall signify, by affixing an appropriate endorsement, on every sheet of the record sets, that the work shown on the endorsed sheets was reviewed by the Professional. With the tracings and the record sets of prints, the Professional shall submit three (3) final sets of operation and maintenance manuals.

b) The Professional shall not be liable for use by the County of said plans, documents, studies or other data for any purpose other than stated in the Scope of Services, Exhibit "A" of this Agreement.

SECTION 8. All tracings, plans, specifications, maps, surveys, field survey notes, and/or reports prepared or obtained under this Agreement shall be considered works made for hire and shall become the property of the County restricted to the terms of (7) above; and reproducible copies shall be made available, upon request, at direct printing costs, to the County at any time during the period of this Agreement. The County will have the right to visit the site for inspection of the work and the drawings of the Professional at any time. Unless changed by written Agreement of the parties, said site shall be the address of the firm. Records of cost incurred under the terms of this Agreement shall be maintained and made available upon request of the County at all times during the period of this Agreement and for five (5) years after final payment is made. Copies of these documents and records shall be furnished to the County upon request at direct printing cost.

Records of cost incurred includes the Professional project accounting records, together with supporting documents and records of the Professional and all Specialists, Sub-Professionals and/or other Professionals performing work on the project, and all other records of the Professional and Specialists, Sub-Professionals and/or other Professionals considered necessary by the County for a proper audit of project costs.

Whenever travel costs are included in Exhibit B, the provisions of Section 112.061 (Current Edition), Florida Statutes, shall govern as to reimbursable costs.

The Professional shall furnish to the County at direct printing cost all final work documents, papers and letters, or any other such materials which may be subject to the provisions of Chapter 119 (Current Edition), Florida Statutes, made or received by the Professional in conjunction with this project. Failure by the Professional to provide such records shall be grounds for immediate unilateral cancellation of the Agreement by the County.

SECTION 9. The Professional shall comply with all federal, state and local laws and ordinances applicable to the work or payment thereof, and shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Agreement.

SECTION 10. The County agrees to pay the Professional compensation as detailed in Exhibit B, attached hereto and made a part hereof. Unless otherwise agreed to, this is a lump sum Contract. No additional fees or expenses will be paid by the County.

SECTION 11. The Professional is employed to render a professional service only and that payments made to the Professional are compensation solely for such services rendered and recommendations made in carrying out the work. The Professional shall perform and complete all work in a workmanlike manner to the best of its abilities and in accordance with sound engineering and professional consulting practices and principles.

In performing construction phase services, the Professional may be requested to act as agent of County. The Professional's review or supervision of work prepared or performed by other individuals or firms employed by the County shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

SECTION 12. The County may terminate this Agreement in whole or in part at any time the interest of the County requires such termination.

- a) If the County reasonably determines that the performance of the Professional is not satisfactory, the County shall have the option of:
 - 1) immediately terminating the Agreement and paying the Professional for work reasonably satisfactorily performed hereunder through the date of termination;
 - 2) notify the Professional of the deficiency, with a requirement that the deficiency be corrected within a reasonable specified time, otherwise the Agreement will be so terminated at the end of such time, and the Professional shall be paid for work satisfactorily completed to such specified date.
- b) If the County requires termination of the Agreement for reasons other than unsatisfactory performance of the Professional, the County shall notify the Professional of such termination and specify the state of work at which time the Agreement is to be terminated, and the Professional shall be entitled to receive payment of all work reasonably satisfactorily performed hereunder through the date of termination. An allowance for satisfactory work in progress but not yet completed shall be made.
- c) If the Agreement is terminated before performance is completed, the Professional shall be paid for work satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed the percentage of the work performed.

SECTION 13. Adjustment of compensation and Contract time because of any major changes in the work that may become necessary or desirable as the work progresses shall be left to the absolute discretion of the County and supplemental Agreement(s) of such a nature as required may be entered into by the parties in accordance herewith.

SECTION 14. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

SECTION 15. The Professional shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by a negligent error, omission or act for which the insured is legally liable; such professional liability insurance will provide coverage in the amount of \$1,000,000 min. Proof of insurance shall be provided to the County upon execution of this Agreement.

Additionally, the Professional shall procure and maintain Commercial General Liability insurance in the amount of \$1,000,000/\$2,000,000; \$1,000,000 for Auto; and Statutory amounts for Worker's Compensation coverage whenever Professional enters County property.

The Professional will also cause professional Specialists and/or Sub-Professionals retained by Professional for the project to procure and maintain comparable professional liability insurance coverage. Before commencing the work, the Professional shall furnish the County a certificate(s) showing compliance with this paragraph (Exhibit C). *Said certificate(s) shall provide that policy(s) shall not be changed or canceled until thirty (30) days prior written notice has been given to the County; Hernando County is named as additional insured as to Commercial General Liability and Certificate Holder must read: Hernando County Board of County Commissioners.*

SECTION 16. The Professional warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. It is understood and agreed that the term "fee" shall also include brokerage fee, however denoted.

- a) For the breach of violation of Paragraph (16) the County shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

SECTION 17. Unless otherwise required by law or judicial order, the Professional agrees that it shall make no statements, press releases or publicity releases concerning the Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the County and securing its consent in writing. The Professional also agrees that it shall not publish, copyright or patent any of the site-specific data furnished in compliance with this Agreement; it being understood that, under Paragraph 8 hereof, such data or information is the property of the County. This does not include materials previously or concurrently developed by the Professional for "In House" use. Only data generated by Professional for work under this Agreement shall be the property of the County.

SECTION 18. Standards of Conduct - Conflict of Interest - The Professional covenants and agrees that it and its employees shall be bound by the standards of conduct provided in Florida Statutes 112.313 (Current Edition) as it relates to work performed under this Contract, which standards is hereby incorporated and made a part of this Contract as though set forth in full. The Professional agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed.

SECTION 19. The County reserves the right to suspend, cancel or terminate the Agreement in the event one or more of the Professional's Corporate Officers is indicted or has a direct information issued against him for any crime arising out of or in conjunction with any work being performed by the Professional for or on behalf of the County under this Agreement without penalty. It is understood and agreed that in the event of such termination, that reproducible copies of all tracings, plans, specifications, maps, and data prepared or obtained under this Agreement shall immediately be turned over to the County in conformity with the provisions of Paragraph 8 hereof. The Professional shall be compensated for its services rendered up to the time of any such termination in accordance with Paragraph 12 hereof. The County also reserves the right to terminate or cancel this Agreement in the event the Professional shall be placed in either voluntary or involuntary bankruptcy or an assignment be made for the benefit of creditors. The County further reserves the right to suspend the qualifications of the Professional to do business with the County upon any such indictment or direct information. In the event that any such person against whom any such indictment or direct information is brought shall have indictment or direct information dismissed or be found not guilty, such suspension on account hereof shall be immediately lifted by the County Administrator.

SECTION 20. Professional shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Professional and other persons employed or utilized by Professional in the performance of the Contract.

SECTION 21. All notices required to be served on the Professional shall be served by Registered or Certified mail, Return Receipt Requested, to Professional's address and all notices required to be served upon the County shall be served by Registered or Certified mail, Return Receipt Requested, addressed to the County Administrator, Hernando County Board of County Commissioners, 15470 Flight Path Drive, Brooksville, FL 34604.

SECTION 22. Hernando County reserves the privilege of auditing a vendor's record, by a representative of the COUNTY, as such records relate to equipment, goods or services and expenditure therefor, with respect to any express or implied agreement between Hernando County and said Professional. Such records include, but are not limited to: all books, records, and memoranda of every description, pertaining to work under Contract, this Agreement.

Hernando County further reserves the right to reproduce any of the aforementioned documents pertaining to the work under Contract, this Agreement.

SECTION 23. Unless otherwise required by law, this AGREEMENT shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute arising from this Agreement shall be litigated in the appropriate court in Hernando County, Florida, or the US District Court, Middle District of Florida. In any litigation arising from this agreement, the parties, for themselves, and for their successors and assigns, do hereby expressly and knowingly waive and release all rights to trial by jury.

SECTION 24. E-VERIFY.

Contractor/Consultant/Professional is advised that the County has entered into an Agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, Contractor / Consultant / Professional represents and warrants (a) that the Contractor / Consultant / Professional is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b) that all of the Contractor/Consultant/Professional employees are legally eligible to work in the United States, and (c) that the Contractor/Consultant/Professional has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

A mere allegation of Contractor/Consultant/Professional intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a Contract to the Contractor/Consultant/Professional unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the County.

Legitimate claims of the Contractor/Consultant/Professional use of unauthorized workers must be reported to both of the following agencies:

- (i) The County's Purchasing Contracts Department at (352) 754-4020; and
- (ii) ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE

In the event it is discovered that the Contractor/Consultant/Professional employees are not legally eligible to work in the United States, then the County may, in its sole discretion, demand that the Contractor/Consultant/Professional cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the County, and/or debar the Contractor/Consultant/Professional from bidding on all County Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.

Contractor/Consultant/Professional is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors:

1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
2. Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
3. Establish a written hiring and employment eligibility verification policy.
4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as to each employee's verification to minimize the potential for a single individual to subvert the process.
6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.
7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process.

8. Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Contractors to incorporate the IMAGE Best Practices contained in this Article and, when practicable, incorporate the verification requirements in subcontractor Agreements.
9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

SECTION 25. INTERPRETATION

This Agreement shall not be construed for or against any party hereto, without regard to which party is wholly or partly responsible for its drafting.

SECTION 26. TRAVEL

Engineering firms (Professional) requesting travel and subsistence reimbursement shall comply with Florida Statute 112.061 (Current Edition).

SECTION 27. In the event of a conflict between the terms of the Contract (including any and all attachments thereto, excluding Section V, and any amendments thereof) and any of the terms of Section V, the terms of the Contract (including any and all attachments thereto, excluding Section V, and any amendments thereof) shall control.

SECTION 28. This Agreement (together with the documents referred to herein as from time to time amended) constitutes the entire Agreement between the parties with respect to the matters dealt with herein and supersedes any previous agreement between the parties in relation to such matters. Save in respect of statements made fraudulently, the parties accept that they are to have no rights or liabilities in respect of pre-contractual statements.

SECTION 29. This Agreement may not be amended or modified in any manner except by a written agreement executed by both parties.

SECTION 30.

Attachments:

Exhibit "A" Scope of Services

Exhibit "B" Compensation and Method of Payment

Exhibit "C" Truth in Negotiation Form

Exhibit "D" Aerial Map of District "A"

Exhibit "E" Certificate of Insurance (To Be Provided at Contract Award)

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed, the day and year first above written.

(SEAL)

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

Attest: _____ Date: _____
Douglas A. Chorvat, Jr., Clerk of Circuit Court

_____ Date: _____
John Allocco, Chairman

(FIRM/COMPANY NAME)

Witness _____

By _____
Printed Name and Title of Professional

SAMPLE

EXHIBIT “A”

SCOPE OF SERVICES:

1.1 **SEPTIC TO SEWER:** Hernando County Utilities Department (HCUD) is pursuing a Septic to Sewer Conversion Program in cooperation with Florida Department of Environmental Protection to enhance water quality in the Weeki Wachee Priority Focus Area (PFA) by removing existing septic tanks from service and connecting these properties to central sewer service. The project includes engineering design and permitting of central sewer pipes and pumping stations, removal and abandonment of septic systems, and restoration of property, roads and sidewalks. Required services include, but are not limited to, the following:

- Conceptual Engineering design of central wastewater collection and transmission systems;
- Preliminary Engineering design of central wastewater collection and transmission systems;
- Final Engineering design of central wastewater collection and transmission systems;
- Electrical Engineering design of wastewater pumping stations;
- Instrumentation and electronic design for wastewater pumping station SCADA;
- Organize and present public outreach meetings and presentations;
- Develop plans and/or procedures for abandoning septic systems on private property and connecting properties to central sewers;
- Prepare Engineering plans for construction;
- Obtain all necessary building and regulatory permits;
- Perform Construction Engineering Inspection services;
- Prepare technical specifications for permitting and construction;
- Prepare bid documents;
- Prepare as-built drawings;
- All other related services.

1.2 **SEPTIC UPGRADE INCENTIVE PROGRAM:** Hernando County Utilities Department will engage a Consultant to set up, implement, and run Hernando County's residential septic upgrade program. This will be limited to two hundred (200) eligible enhanced septic system installations. This is a grant-funded program through the Florida Department of Environmental Protection (FDEP). The septic upgrade incentive program was piloted by FDEP which now has transitioned the program to counties with first magnitude springs that have completed (or are completing) their wastewater feasibility assessment(s). This program offers incentives for residents who are within the Weeki Wachee Springs Priority Focus Area to voluntarily upgrade their conventional septic systems to approved enhanced nitrogen reducing OSTDS. Subsidies for the septic upgrade are paid to authorized septic installers and licensed plumbers. Tasks include, but are not limited to:

- Identify and verify eligible septic installers and licensed plumbers in the springs coast region/vicinity. This requires verification with the State and Department of Health.
- Identify areas within the Weeki Wachee Springs Priority Focus Area which are eligible to participate. The following areas are not eligible to participate in the SUIP: Residences within HCUD's septic to sewer project areas: A, B, or E, residential properties which participated in FDEP pilot septic upgrade program or new residential properties.
- Review and approve applications for eligibility and compliance with program requirements.
- Prepare and submit to HCUD required reports and FDEP.
- Representation during site visits and monitoring including taking photographs of installation prior to completion. Observe and verify each enhanced OSTDS installation and certify compliance.
- Develop project information management system, project scheduling and compliance.
- Establish communication structures for septic installers, plumbers and interested residents, such as a public email address and/or phone number.

**CONTRACT No. 21-RG0045/PH - ENGINEERING SERVICES FOR SEPTIC TO SEWER, DISTRICT A
EXHIBIT "B" PROPOSAL**

PROJECT ACTIVITY	Employee Name Classification Title		Employee Name Classification Title		Employee Name Classification Title		Employee Name Classification Title		Employee Name Classification Title		Employee Name Classification Title		Basic Activity \$ AMOUNT	Man Hrs by Activity	Avg Hrly Rate
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost			

SUB-TOTAL HOURLY COSTS \$ _____

Out-of-Pocket Expenses (actual cost - not to exceed) \$ _____

Miscellaneous Expenses (Subconsultant) \$ _____

NOT TO EXCEED TOTAL LUMP SUM COST \$ _____

Firm Name: _____ Signature: _____ _____ (Printed Name and Title) Date: _____	HERNANDO COUNTY	
	Department Name _____	Authorized Signature _____
	_____	_____
	(Date)	(Printed Name and Title)

Toni Brady Chief Procurement Officer _____ (Date)

EXHIBIT C – TRUTH IN NEGOTIATION CERTIFICATION
(Applicable to Contracts over \$195,000)

Per FS 287.055 (5) (a) (Current Edition): For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in 287.017 (Current Edition) Category Four.

The Consultant hereby certifies covenants and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For purpose of this certificate, the end of the agreement shall be deemed to the date of final billing or acceptance of the work by the Department, whichever is later.

Name of Firm

Authorized Signature

Title

Date

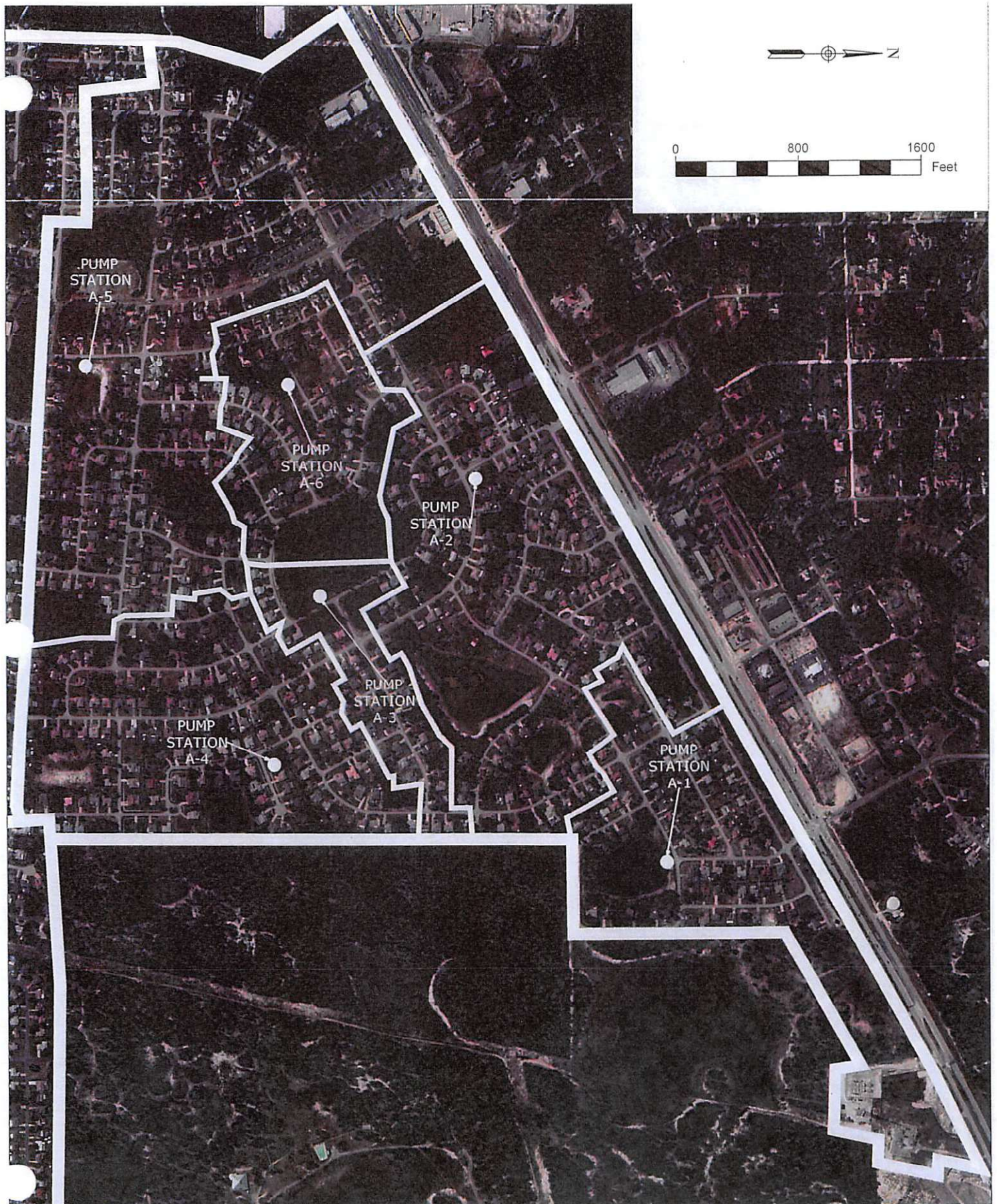


Figure 15. District A