April 21, 2014

To: All Prospective Proposers

City of Key West RFP # 008 – 14 contains the following documents:

a. Cover letter one (1) page in length

b. Proposal twelve (12) pages in length

c. Required permit/license one (1) page in length

d. Anti-Kickback Affidavit one (1) page in length

e. Domestic Partner Benefit one (1) page in length

f. Local Vendor Certification one (1) page in length

g. Entity Crimes Statement three (3) pages in length

h. Insurance Requirement (9) pages in length

i. Call for Proposals one (1) page in length

j. Cone of Silence six (6) pages in length

Please review your proposal package to ensure it contains all of these documents. If not, contact Sue Snider, City of Key West Purchasing Agent at (305) 809-3815, immediately, to obtain copies of any missing document(s).

Proposers submitting proposals should ensure that the following documents are completed, certified, and returned as instructed: Anti-Kickback Affidavit, Public Entity Crimes Certification, Copy of Current Occupational License, and Local Vendor Certification, Domestic Partner Benefit and Cone of Silence.

SUBJECT:	RFP# 008-14
ISSUE DATE:	TO BE SET
PRE-PROPOSAL CONFERENCE:	JUNE 11, 2014 10:00am
	Old City Hall
	510 Greene St.
	Key West, FL 33040

MAIL PROPOSALS TO:	CITY CLERK
	CITY OF KEY WEST
	3126 FLAGLER AVENUE
	KEY WEST, FL 33040
DELIVER PROPOSALS TO:	SAME AS ABOVE

PROPOSALS MUST BE RECEIVED NOT LATER THAN:

JUNE 25, 2014 3:00 P.M.

SUE SNIDER

PURCHASING AGENT

CITY OF KEY WEST

ses

Enclosures

City of Key West

Request for Proposal

ADA Transition Plan

I. INTRODUCTION

The City of Key West, Florida, is requesting proposals from professional firms and/or individuals experienced in the evaluation and development of programs, services and facilities accessibility plans to provide consulting services for ADA (Americans with Disabilities Act) compliance, services for site accessibility, and evaluation and transition plan development (ADA Transition Plan).

Description of Project

The City currently has (31) public buildings, (40) public parks, (5) marinas, bicycle paths, bus stops, a tennis court and (37) properties under lease to private businesses that require a transition plan. ADA regulations have changed and evolved requiring a survey to ensure compliance with ADA guidelines. The consultant shall conduct a survey to identify physical obstacles, program and services accessibility issues as well as review all electronic services provided by the City. This shall include, but not be limited to, current methods of effective communication. (See attached list of City facilities)

Entities within the City of Key West:

- Fire Department
- Police Department
- Emergency Medical Services (ambulance services – under contract)
- Public Transportation (City bus services)

II. SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

1. Document Survey

The consultant shall review all City existing or archived documents and identify those that would form the basis of the audit process and survey.

2. **Policy Survey**

The consultant will review City policies, documentation, and program procedures to identify issues which may be discriminatory to people with disabilities. The review will include City policy documents that affect the public vendors, leasees, and contracted entities. The review should evaluate the current level of program accessibility, including eligibility requirements, participation requirements, facilities used, staffing, transportation, effective aural and electronic communications and emergency procedures.

3. **Facility Diagrams**

The consultant shall produce facility diagrams of public buildings, parks, monuments, piers, docks, fields and exteriors for use in the ADA Transition Plan. Plans should note locations of architectural barriers.

4. **Facility Survey**

The consultant shall conduct surveys with field reviews of all public buildings and sites listed in Appendix A that provide programs, services, or activities to the public. The surveys will identify physical barriers in each facility that limit accessibility and compare each facility to the State of Florida Building Code-Accessibility code latest edition and the Federal ADA Accessibility Guidelines (ADAAG). The facility survey shall include accessible parking, routes and entrances and review of facilities for effective availability of communication methods.

5. **Programs and Services Survey**

The consultant shall conduct a review and survey of all programs and services to include all parks and recreation and all other programs and services to ensure compliance with current ADAAG guidelines/standards. This should include, but is not limited to, accessibility, effective communications, appropriate signage and notification to the community as to the available programs and services that are ADA compliant.

6. **Reports**

The consultant shall produce reports for each site, building, program and service detailing each item found to be in noncompliance. These reports should be in a media format that is known to and used by the City, such as Word and Excel.

7. **Transition Plan**

The consultant shall prepare a transition plan that includes the review of policy findings and the evaluation of programs, activities and services. The transition plan should include recommendations for modifications to program policies, procedures and practices and remedial measures with priorities to obtain compliance to current ADAAG standards in a reasonable amount of time. The transition plan shall include a program and tracking system detailing priorities, estimated costs and time frames.

8. **Preparation and presentation of findings**

The consultant will attend at least five meetings with City staff including an initial kick-off meeting. The initial meeting will include introduction and interviews of key staff members of all departments of the City of Key West. Interim progress meetings shall be at approximately 25%, 50%, 75% and 100%. At 50% completion a public meeting will be held for the community of Key West at which the consultant will be available to address initial survey results and respond to questions/concerns. The consultant shall present the ADA transition plan to the City commission at no less than two meetings. These presentations shall be at 75% and again at 100%.

III. PROJECT SEQUENCE SCHEDULE

It is anticipated that items 1 – 8 will require approximately 12 months to complete. However, all consultants shall submit a realistic schedule detailing a project timeline with their fee proposal.

IV. TRANSITION PLAN IMPLEMENTATION BUDGET

As a part of the consultant's scope of services, budget estimates will be prepared at the completion of item 7.

V. CONSULTANT'S GENERAL QUALIFICATIONS

Initial ranking of the request for proposals responses will be based upon consideration of the following general requirements:

- Consultant and all key team members shall have proven success in producing a viable ADA transition plan with a City of similar size and diversity of facilities.
- Consultant and original key team members assigned shall not be replaced until the project is fully completed.

- Consultant and all team members shall have familiarity with State of Florida ADA Law(s).
- Availability of personnel to complete tasks within desired time frame.
- Experience and capability of team leader or leader firm.
- Availability of personnel to complete tasks within desired time frame.

VI. SUBMITTAL CONTENT

Submittals should be organized in a clear and concise manner within a single binder. Two (2) copies shall be provided. A readable flash drive containing a complete copy of the proposal shall be supplied. The minimum standards to be submitted shall be as follows:

- Cover letter: Maximum of two pages serving as an Executive Summary
- Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular relevant expertise.
- Comparable projects and references: Provide a description of at least three projects of a similar scope and complexity, including photographs and a text description of the firm's specific role in the project (e.g., workshop role, design, construction documentation, contract administration). Identify key personnel who participated in each project and describe their roles. Provide a reference for each of the projects described. References should be current.
- Key personnel: Provide a summary description of the key personnel to be involved, their roles, responsibilities, and experience in similar past projects. In addition to this summary, full resumes should be provided.
- Evidence of Errors and Omissions insurance in the amount of $2,000,000.00.
- **Submit a Fee Proposal, with breakdown by scope of services tasks 1 through 8, and a project schedule in a separate sealed envelope.** The itemized breakdown showing how the fee proposal was developed, all anticipated elements, professional staff time requirements and hourly rates. Reasonable expenses shall be separately identified with a not to exceed amount. The fee proposal should include all services described. The project schedule shall include all tasks and major milestones and shall assume a start date of October 1 2014.

VII. CONSULTANT SELECTION CRITERIA AND PROCESS

Each submittal will be judged by a 5 to 7 member committee as to the consultant's capabilities and experience to perform the scope of services. Selection will be based on a 100-point criterion as noted below. Please format proposals into these categories.

(30) Project Approach: Each project team will be evaluated on how thorough its approach to the project is. The City will award high scores to those teams that clearly and precisely explain the procedures to conduct surveys and evaluations how the data will be used to determine methods and recommendations for remediation and compliance, and what considerations should be taken into account when producing the final document.

(20) Project Team's Capabilities: Each project team will be evaluated on its demonstrated capabilities and experience to complete the scope of services. The proposal should demonstrate a clear understanding of the ADAAG & State of Florida Building Code-Accessibility guidelines/standards latest edition and how compliance can be achieved.

(15) Project Team's Organization: Each project team will be evaluated on the technical competence of the team leader and the experience and education of the key personnel that will be assigned to the project.

(20) Ability to Accomplish the Work: Each project team will be evaluated on its ability to provide the scope of services in a timely manner. Items to be considered include number of qualified staff, support staff, available equipment and facilities as well as recent experience with similar transition plans.

(10) Fee Proposal, Schedule and Rate Sheet: Each proposal will be rated on the total fee and schedule proposed for the tasks included in the scope of services.

(5) Other: Each project team will be evaluated on any supportive information that demonstrates its capabilities to best suit the needs of the City of Key West.

If needed, interviews will be held. Based on the submittals, possible interviews, and fee proposals, a consultant will be recommended to the City Manager and the City Commission for a contract award. Should the City of Key West and the selected consultant be unable to agree on contract terms, the award of the contract will be offered to the second-ranking project team, and so forth, as necessary.

The fee proposal and schedule for the project shall be submitted in a sealed envelope marked RFP Submittal City of Key West ADA Transition Plan

VIII. PROJECT ADMINISTRATION AND CONTRACT AGREEMENT

The City reserves the right to award the contract to any firm judged to be in the City's best interest, or to cancel or postpone the selection process at any time. The City will not be obligated to reimburse any firm for its efforts in pursuing this project.

IX. PRE-SUBMITTAL MEETING

There will be a pre-submittal meeting on 11 June 2014, at 10:00 am at Old City Hall 510 Greene St. Key West Florida.

X. PROPERTY OF THE CITY

All responses and elated materials provided to the City related to this RFP will become the property of the City of Key West.

XI. PROCEDURES FOR SUBMISSION

Proposals shall be hand delivered or Fed-X, USPS or UPS :

City Clerk

City of Key West

3126 Flagler Avenue

Key West, FL 33040

The deadline for receipt of Proposals is **3:00 pm 25 June 2014.**

ATTACHMENT 1

CITY OF KEY WEST

ADA TRANSITION PLAN

Request for Proposals

Fee Proposal

The below listed firm proposes to perform the scope of services as detailed in this Request for Proposals for the fee shown below.

Firm Name: _____

Address: _____

_____

Date: _____

Signature: _____

Print Name: _____

1. Document Survey $_____
2. Policy Survey $_____
3. Facility Diagrams $_____
4. Facility Survey $_____
5. Programs/Activities/Services$_____
6. Reports $_____
7. Transition Plan $_____
8. Presentation of Findings $_____

Total Fee $_____

1. Attach a fee proposal breakdown showing how the fee was established
2. Attach the proposed project schedule; assume a start date of 1 October 2014
3. Submit this form and all backup material in a sealed envelope marked "ADA Transition Plan, Fee Proposal"

CITY OF KEY WEST FACILITIES

PROPERTY NAME	ADDRESS	LEASED
Key West Golf Course	6450 College Rd	Yes
Yacht Club	2315 N. Roosevelt Blvd	Yes
Mallory Square & Bathrooms	Mallory Square	Sunset Only
Mallory Square Parking Lot	Mallory Square	
Glynn Archer New City Hall	1302 White Street	
Fire Station #1	1600 N. Roosevelt Blvd.	
Police Station	1604 N. Roosevelt Blvd.	
D.O.T. Garage & Offices	627 Palm Avenue	
Power Squadron Building	5205 College Rd	Yes
Key West Bight Boardwalk	201 William Street	
Key West Bight Bathrooms/Showers	Margaret Street Plaza	
Key West Bight Bathrooms/Showers	201 William Street	
Key West Bight Parking Lot	201 William Street	
City Marina Dock Master building	Garrison Bight	
City Marina Shower/Restroom	Garrison Bight	
City Marina Restroom/Laundry	Garrison Bight	
Dingy Dock Restrooms/Shower	811 Palm Avenue	
City Marina Parking Lot	811 Palm Avenue	
Public Works Storage & Trailers	633 Palm Avenue	
Ferry Terminal	100 Grinnell Street	
Old Thompson Fish House	231 Margaret Street	Yes
Cuban Coffee Queen	234 Margaret Street	Yes
Turtle Cannery	200 Margaret Street	Yes

Half Shell Raw Bar	231 Margaret Street	Yes
Fish Market & Restroom	257 Margaret Street	Yes
Key West Bait & Tackle	241 Margaret Street	Yes
Lost Reef Dive Shop	261 Margaret Street	Yes
Little Red Market	901 Caroline Street	Yes
Piano Shop & Gallery	907 Caroline Street	Yes
Mac Sea Garden	208 Margaret Street	Yes
Local Color	274 Margaret Street	Yes
Turtle Kraals	101 Margaret Street	Yes
Waterfront Brewery	201 William Street	Yes
Schooner Wharf Bar	202 William Street	Yes
Jimmy Buffet Studio	203 Elizabeth Street	Yes
Lazy Way Garage	205 Elizabeth Street	Yes
Lazy Way Shops	205 Elizabeth Street	Yes
Conch Republic Seafood Co.	631 Greene Street	Yes
Ice House Education Center	631 Greene Street	Yes
Lagerheads Beach Bar	0 Simonton Street	Yes
Casa Cayo Hueso	410 Wall Street	Yes
Hospitality House	10 Old Mallory Square	No
Playhouse Theater	401 Front Street	Yes
Island Welcome Center	402 Wall Street	Yes
Shell Warehouse	1 Whitehead Street	Yes
Key West Aquarium	1 Whitehead Street	Yes
Key West Art Center	301 Front Street	Yes
Douglas Band Room	101 Petronia Street	

Frederick Douglas Gym	111 Olivia Street	Yes
Martin Luther King Pool	200 Catherine Street	
Southernmost Beach Café	1405 Duval Street	Yes
Smathers Beach Restroom	Smathers Beach	
Indigenous Park Pavilion	1801 White Street	
Aviary Pavilion	1801 White Street	Yes
Southernmost Hockey Rink	1793 Bertha Street	
Fire Station #3	1491 Kennedy Drive	
Spencer's Boatyard	701 Palm Avenue	Yes
Key West Sailing Club	705 Palm Avenue	Yes
Park N Ride Garage	300 Grinnell Street	
Park N Ride Offices	300 Grinnell Street	Yes
Sexton Office	701 Passover Lane	
Wicker's Field Restroom	1399 Kennedy Drive	
Wicker's Concession/Pressbox	1399 Kennedy Drive	
Rosa Hernandez Ball Field	Northside & Kennedy Drive	
RH Restroom/Concession/Pressbox	Northside & Kennedy Drive	
Sweeting Pavilion	900 Kennedy Drive	
Fire Station Museum	1024 Grinnell Street	Yes
PD Special Ops Building	1663 Dunlap Street	
Formerly Easter Seals - Vacant	5220 College Drive	No
Bayview Park Rec Center	1310 Virginia Street	
Bayview Park Pro Shop	1310 Truman Avenue	
Bayview Park Press Box	1310 Truman Avenue	
Maggie Atwell House	905 Caroline Street	Yes

Key West Botanical Gardens	5210 College Road	Yes
Fire station #2	525 Angela St	
Mosquito Control	5224 College Road	Yes

PARKS & BEACHES

Indigenous Park

Clayton Sterling Baseball Complex

Rosa Hernandez Softball Complex

Truman Annex – Park – PAL – Sports Field

Bayview Park

Bill Butler Park

Little Hamaca Park

Willi Ward Park

Nelson English Park

Wickers Field

Cozumel Park

Spottswood Park

Berg Park

Kitso Park

Bocce Courts

Rest Beach

South Beach

Dog Beach

Smathers Beach

Simonton Beach

Blake Fernandez Skate Park

White Crown Pigeon Preserve

Southernmost Point

SERVICES/PROGRAMS

Hearings Held at City Hall

Interpreter Services City Wide

TTY Citywide

City Web Site

Electronic Payment Services made available to those requiring assisted listening devices

CONE OF SILENCE AFFIDAVIT

STATE OF _____)

: SS

COUNTY OF _____)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of _____ have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

Sworn and subscribed before me this

day of _____, 20___.

_____

NOTARY PUBLIC, State of _____ at Large

My Commission Expires: _____

Sec. 2-773. Cone of Silence

(a) Definitions. For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:

1) Competitive Solicitation means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Completive Solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.

2) Cone of Silence means a period of time during which there is a prohibition on communication regarding a particular Competitive Solicitation.

3) Evaluation or Selection Committee means a group of persons appointed or designated by the City to evaluate, rank, select, or make a recommendation regarding a Vendor or the Vendor's response to the Competitive Solicitation. A member of such a committee shall be deemed a City official for the purposes of subsection (c) below.

4) Vendor means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the City to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a Competitive Solicitation for compensation or other consideration.

5) Vendor's Representative means an owner, individual, employee, partner, officer, or member of the board of directors of a Vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub consultant who acts at the behest of a Vendor in communicating regarding a Competitive Solicitation.

(b) Prohibited Communications: A Cone of Silence shall be in effect during the course of a Competitive Solicitation and prohibit:

1) Any communication regarding a particular Competitive Solicitation between a potential Vendor or Vendor's Representative and the City's administrative staff including, but not limited to, the City manager and his or her staff;

2) Any communication regarding a particular Competitive Solicitation between a potential Vendor or Vendor's Representative and the Mayor, City Commissioners, or their respective staff;

3) Any communication regarding a particular Competitive Solicitation between a potential Vendor or Vendor's Representative and any member of a City evaluation and/or selection committee therefore; and

4) Any communication regarding a particular Competitive Solicitation between the Mayor, City Commissioners, or their respective staff, and a member of a City evaluation and/or selection committee therefore.

(c) Permitted Communications: Notwithstanding the foregoing, nothing contained herein shall prohibit:

1) Communication between members of the public who are not Vendors or a Vendor's representative and any City employee, official or member of the City Commission;

2) Communications in writing at any time with any City employee, official or member of the City Commission, unless specifically prohibited by the applicable Competitive Solicitation.

(A) However, any written communication must be filed with the City Clerk. Any City employee, official or member of the City Commission receiving or making any written communication must immediately file it with the City Clerk.

(B) The City Clerk shall include all written communication as part of the agenda item when publishing information related to a particular Competitive Solicitation.

3) Oral communications at duly noticed pre-bid conferences;

4) Oral presentations before publically noticed evaluation and/or selection committees;

5) Contract discussions during any duly noticed public meeting;

6) Public presentations made to the City Commission or advisory body thereof during any duly noticed public meeting;

7) Contract negotiations with City staff following the award of a Competitive Solicitation by the City Commission; or

8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances.

(d) Procedure

1) The Cone of Silence shall be imposed upon each Competitive Solicitation at the time of Public Notice of such solicitation as provided by section 2-826 of this Code. Public notice of the Cone of Silence shall be included in the notice of the Competitive Solicitation. The City manager shall issue a written notice of the release of each Competitive Solicitation to the affected departments, with a copy thereof to each Commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.

2) The Cone of Silence shall terminate at the time the City Commission or other authorized body makes final award or gives final approval of a contract, rejects all

bids or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation.

3) Any City employee, official or member of the City Commission that is approached concerning a Competitive Solicitation while the Cone of Silence is in effect shall notify such individual of the prohibitions contained in this section. While the Cone of Silence is in effect, any City employee, official or member of the City Commission who is the recipient of any oral communication by a potential Vendor or Vendor's Representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.

(e) Violations/penalties and procedures.

1) A sworn complaint alleging a violation of this ordinance may be filed with the City Attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.

2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the Competitive Solicitation void at the discretion of the City Commission.

3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.

4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.

5) If a Vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the

Vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new Competitive Solicitation. The City's Purchasing Agent shall also commence any available debarment from City work proceeding that may be available upon a finding of two or more violations by a Vendor of this section.

LICENSING PERMIT REQUIREMENT AND COST

Business Tax Receipt is required for the consultant that is granted this proposal. Fee not to exceed $98.70 per year.

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS

COUNTY OF MONROE

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY:_____

_____

sworn and prescribed before me this day of , 2014

_____

NOTARY PUBLIC, State of Florida

My commission expires:_____

DOMESTIC PARTNER BENEFITS

Except where otherwise exempt or prohibited by law, a contractor awarded a contract pursuant to a bid process shall provide benefits to domestic partners of its employees on the same basis as it provides benefits to employees spouses.

Such certification shall be in writing and shall be signed by an authorized officer of the contractor and delivered, along with a description of the contractor's employee benefits plan, to the City's procurement director prior to entering a contract.

If the contractor fails to comply with this section, the City may terminate the contract and all monies due or to become due under the contract may be retained by the City

LOCAL VENDOR CERTIFICATION PURSUANT TO CKW ORDINANCE 09-22 SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the City, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the City for at least one year immediately prior to the issuance of the solicitation.

b. Maintains a workforce of at least 50 percent of its employees from the City or within 30 miles of its boundaries.

c. Having paid all current license taxes and any other fees due the City at least 24 hours prior to the publication of the call for bids or request for proposals.

o Not a local vendor pursuant to Ordinance 09-22 Section 2-798

o Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name Phone:

Current Local Address: Fax:

(P.O Box numbers may not be used to establish status)

Length of time at this address

_____

_____

Signature of Authorized Representative Date

STATE OF_____

COUNTY OF_____

The foregoing instrument was acknowledged before me this _____day of _____, 20___.

By_____,
of_____

(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)

or has produced_____as identification

(type of identification)

_____

Signature of Notary

_____

Print, Type or Stamp Name

Return Completed form with
of Notary

Supporting documents to:

City of Key West Purchasing

_____

Title or Rank

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to _____

by_____

(Print individual's name and title)

for_____

(print name of entity submitting sworn statement)

whose business address is_____

and (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), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guild, in any federal or state trial court of record relating to charges brought by indictment of information after July 01, 1989, as a result of a jury verdict, nonjury 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), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. the term "affiliate' includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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, or 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, 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 01, 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 01, 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 vendor 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 ONE (1) 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 IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____

(SIGNATURE)

_____

(DATE)

STATE OF_____

COUNTY OF_____

PERSONALLY APPEARED BEFORE ME, the undersigned

authority who, after first being sworn by me,

(name of individual)

affixed his/her signature in the space provided above on this day of , 2014

CALL FOR PROPOSALS

NOTICE is hereby given to prospective Proposers that sealed proposals will be received by the

CITY OF KEY WEST by the office of the City Clerk, 3126 Flagler Avenue, Key West, Florida 33040, on June 25, 2014 until 3:00 P.M. for RFP# 008 – 14.

Proposals will be opened in the office of the City Clerk then and there. Late Proposals will not be considered. SPECIFICATIONS AND DOCUMENTS may be obtained from DemandStar by Onvia at www.demandstar.com/supplier - or by calling 1.800.711.1712. One (1) original and one (1) copy plus two flash drives of the proposal are to be enclosed in two (2) sealed envelopes, one within the other, each clearly marked on the outside: RFP #008-14, addressed and delivered to:

CITY CLERK

CITY OF KEY WEST FLORIDA

CITY HALL, 3126 FLAGLER AVENUE

KEY WEST, FLORIDA 33040

At the time of the award, the successful Proposer must show satisfactory documentation of such State, County and City licenses as would be required. Any permit and/or license requirement and subsequent costs are located within the documents. The successful Proposer must also be able to satisfy the City Attorney as to such insurance coverage, and legal requirements as may be demanded by the proposal in question. The City may reject bids: (1) for budgetary reasons, (2) if the Proposer misstates or conceals a material fact in its proposal, (3) if the Proposer does not strictly conform to the law or is non-responsive to proposal requirements, (4) if the Proposal is conditional, or (5) if a change of circumstances occurs making the purpose of the Proposal unnecessary or (6) if such rejection is in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

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SUE SNIDER, PURCHASING AGENT

Published _____