

SUBMIT HARDCOPY DOCUMENTS TO:



**City of Arcadia
Office of the City Clerk
23 North Polk Avenue
Arcadia, Florida 34266**

City of ARCADIA, Florida

NOTICE OF AVAILABILITY

Solicitation Type: Request For Proposal

RELEASE DATE: OCTOBER 11, 2016

City of Arcadia is requesting submittal packages from qualified proposers.

SOLICITATION #RFP2017-01

PROPOSAL NAME: City of Arcadia Grant Writing Services

SCOPE: The City of Arcadia is seeking formal Proposals from qualified firms and/or individuals to provide GRANT WRITING SERVICES as indicated within the context of this Solicitation.

PUBLIC NOTICE OF AVAILABILITY:

- www.arcadia-fl.gov
- www.demandstar.com
- Purchasing Department, 23 N Polk Avenue, Arcadia, FL 34266
- Posted Margaret Way Building
 - Posted: 10/11/2016
- Arcadian News Paper
 - Published: 10/13/2016

PRE-BID/PROPOSAL CONFERENCE:

There will be no Pre-Proposal Conference for this Solicitation.

DUE DATE AND TIME FOR SUBMITTING A SUBMITTAL PACKAGE IS:

Thursday, November 10 at 2:00 p.m. or as may be amended by the subsequent issuance of addenda.

Inquiries and Clarifications Requests Deadline:

All questions to the terms and conditions of the scope of work of this proposal shall be submitted in writing via mail, fax, or e-mail to the authorized City contact.

AUTHORIZED CITY CONTACT:

Tami Hunt
City of Arcadia Purchasing Department
23 North Polk Avenue
Arcadia, Florida 34266
Phone: 863-494-4114 Fax: 863-494-4623
Email: thunt@arcadia-fl.gov

Submittal packages in response to this Solicitation must be submitted in the following method: Sealed in an envelope and delivered to:

Penny Delaney, City Clerk
City of Arcadia
23 North Polk Avenue
Arcadia, Florida 34266

Refer to the Submittal Package Information & Instructions section, in this document, for additional detailed instructions for submitting a response.

Submittal Packages received in response to this solicitation and received by the established due date and time specified will be publically opened and read aloud in the Council Chambers, Margaret Way Building, 23 North Polk Avenue, Arcadia, Florida on **Thursday, November 10 at 2:00 p.m. or soon thereafter**. The opening and reading shall be in the presence of the Purchasing Agent and witness. Proposers and the general public are not required but invited to attend.

BIDDER/PROPOSER REGISTRATION

FAX: (863)494-4623

Please register as a vendor using this form. Only registered vendors will be contacted with notices of changes or addenda to this bid package. Complete and return this form by fax or mail to the Purchasing office at the address listed above.

Company Name: _____ Contact person: _____

Mailing address: _____ City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ Email: _____

All first time vendors must submit a W-9 Form with their response.

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Solicitation # **RFP2017-01**

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**SECTION 1
CITY OF ARCADIA
GRANT WRITING SERVICES
SOLICITATION #RFP2017-01**

INTRODUCTION:

The City of Arcadia (hereinafter referred to as "City") is requesting sealed Proposals for Grant Writing Services. The City of Arcadia requires the services of a qualified individual or firm to identify possible grant opportunities, coordinate with City staff the regarding the assimilation and compilation of information and data required to put forth concise and complete grant applications, prepare grant applications, respond to questions and/or requests from grant making organizations and monitor on behalf of the City of Arcadia the progression of submitted applications until such time grants are awarded or denied.

PROPOSAL DUE DATE & TIME: Thursday, November 10 at 2:00 p.m. Proposals received after the specified time and date will not be accepted. The City will not be responsible for mail delays, late or incorrect deliveries. The time/date stamp located in the Office of Purchasing & Contracts Division will be the official authority for determining late Proposals.

Please submit one (1) original and two (2) flash drives with one single PDF file of the entire proposal package. Proposal package is to be enclosed in two (2) sealed envelopes, one within the other, each clearly marked on the outside: "RFP #2017-01 – GRANT WRITING SERVICES" with the due date and the respondent's name, addressed and delivered to the City Clerk at:

**Penny Delaney, City Clerk
City Of Arcadia, Florida
23 North Polk Avenue
Arcadia, Florida 34266**

The full Request for Proposal may be obtained from the City of Arcadia's website, www.arcadia-fl.gov or on Demand Star at www.demandstar.com.

Proposals submitted by facsimile (fax) or electronically via e-mail will NOT be accepted. Submittal of a Proposal in response to this Request for Proposal constitutes an offer by the Proposer. Proposals, which do not comply with these requirements, may be rejected at the option of the City.

The Proposer will be required to furnish documentation with his proposal showing that he is in compliance with any and all licensing requirements of the State within 10 days following the Notice of Award.

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

EVENT	DATE/TIME (EST)
Release of Request For Proposal	October 11, 2016
Deadline for Questions/Inquiries	November 3, 2016
RFP Due Date/Time (Deadline)	November 10, 2016
Tentative 1 st Selection Committee Meeting	TBD
2 nd Selection Committee Meeting	TBD
Tentative Recommendation to City Council	TBD
Tentative Announcement of Award	TBD

Before a Contract will be awarded for the work contemplated herein, the City will conduct such investigation as is necessary to determine the performance record and ability of the selected Proposer to perform the size and type of work specified under this Contract. Upon request, the Proposer shall submit such information as deemed necessary by the City to evaluate the Proposer's qualifications.

All questions to the terms and conditions of the scope of work of this proposal shall be submitted in writing via mail, fax, or e-mail to the authorized City contact.

AUTHORIZED CITY CONTACT:

Tami Hunt
City of Arcadia Purchasing Department
23 North Polk Avenue
Arcadia, Florida 34266
Fax: 863-494-4623; Email: thunt@arcadia-fl.gov

**SECTION 2
CITY OF ARCADIA
GRANT WRITING SERVICES
SOLICITATION #RFP2017-01**

I. GENERAL SCOPE OF WORK:

The City of Arcadia recognizes that obtaining grant funding is a critical and important function to enable the City to leverage local public funds to help the City find and apply for funding for a variety of uses, including community planning, technical assistance, research, and capital infrastructure projects. The City of Arcadia is seeking a Consultant to assist the City in researching and identifying potential grant opportunities and to provide strategic grant writing and administration services associated with the completion and submission of grant funded projects.

The types of improvements the grant funding may be utilized for include, but are not be limited to potable water system improvements, sanitary sewer system improvements, storm water drainage improvements, streetscape improvements, the development of public off street parking, community facility and other public improvements.

Procurement and contracting for all services shall conform to state and when appropriate, federal guidelines as well as the state and when appropriate federal regulations. All records shall be maintained in accordance with state and when appropriate federal record keeping requirements.

Technical Assistance and Program Administration services shall include, but not be limited to: Grant application assistance, conducting required environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, insuring Davis-Bacon management and record-keeping requirements are met, coordinating any property or easement acquisition to meet Uniform Relocation Act compliance when required, managing any bid/contract grant requirements, technical support on any other requirements or criteria required for project implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.

II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES:

1. **Funding Needs Analysis/Strategic Outreach.** Work with City staff to review grant needs identified by City departments; assess the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist City staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the City's funding request.
2. **Grant Funding Research.** Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City's funding needs and priorities including but not limited to the following areas: road improvements; water quality and other environmental initiatives; community/economic development; health and human services; housing programs; infrastructure (i.e. storm, potable water, sanitary sewer, streets) development and maintenance; technology; parks, recreation and trail development. On a quarterly basis, provide the City with summaries of potential funding opportunities related to priority areas. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level

of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.

3. **Grant Proposal Development and Review.** Provide general grant proposal writing services associated with the completion of grant applications annually on the behalf of the City of Arcadia, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, provide ongoing technical review of grant applications prepared and submitted by staff when requested. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City of Arcadia. Fees for grant applications prepared by the Consultant annually will be negotiated on a case by case basis.
4. **Annual Report.** Provide an annual summary of grants the City of Arcadia has applied for with the grant writer's assistance and the outcome of each grant request.

III. MINIMUM QUALIFICATIONS:

1. The Consultant must be actively in business performing grant writing and administrative services for at least the past two (2) years.
2. The Consultant must have a minimum of two (2) years of experience writing and/or administering Federal and/or State government grant and/or loan programs.
3. The Consultant must have a minimum of two (2) years of experience working with local governments in Florida writing and/or administering State and/or Federal grant and/or loan programs.
4. The Consultant must have a minimum of five (5) years of experience writing grant and/or loan proposals.

IV. EVALUATION CRITERIA AND SELECTION PROCESS:

Purchasing will present to the Evaluation and Selection Committee (ESC) the results of the pre-qualification efforts performed and the responses.

The ESC will evaluate pre-qualified Submittal Packages based on, but shall not be limited to, the criteria indicated below. Evaluation shall be based on the ESC's ability to identify and ascertain the Proposer's qualifications applicable to the scope and nature of the services specified in this request. The evaluation criterion indicates the weights, which will be utilized by the City in the evaluation of the proposals.

Evaluation Criteria	Weight
Demonstrated knowledge of sources of grant funds available to similarly situated municipal government	15
Demonstrated proficiency in obtaining funds for similarly situated communities	15
Cost of Services	15
References	15
Firm years of experience writing and managing grants for local governments in Florida	15
Firm / Personnel qualifications	15
Completeness of Proposal	10

Discussions may be conducted with the Proposer's to further clarify the City's requirements and the Proposer's submittal.

The ESC shall prepare a "shortlist" of highest ranked Proposers based on the written response evaluation.

The City shall request and negotiate, from either a short list of qualified Proposer or the top ranked Proposer, a "Best and Final" offer.

Presentations - After reviewing submissions, the City may request presentations with either the short listed or top ranked Proposer(s) to further clarify the City's requirements, the Proposer's response and/or requested more detailed information. Therefore, the Proposer shall have officials of the appropriate management level present and representing the firm, if a presentation is scheduled by the City. All costs associated with the presentation shall be borne by the Proposer.

Presentations may include, but not be limited to, a presentation from the Proposer and questions from City. City will make an effort to provide questions to be addressed in these sessions to the respective Proposers prior to the session. Proposers shall address all questions provided in their presentation and made available in handouts and on digital format. Costs incurred by a Proposer to make this presentation will not be reimbursed by City. City will make an effort to provide at least three (3) days notice to respective Respondents prior to their scheduled presentation date.

The ESC will evaluate and score all presentations based on criteria determined by the ESC prior to the presentation date.

V. CONTRACT:

It is the City's intent to enter into a three (3) year contract with the highest ranked Consultant(s) with an option to renew the Contract for two additional one (1) year terms for a total maximum contract period of five (5) years. Negotiation of contracts for services shall follow the initial selection process. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected and negotiations shall begin with the number two ranked firm and so on. Procurement and contracting of all services shall conform to state, and federal regulation guidelines. The City reserves the right to enter into contracts with multiple respondents.

VI. INSTRUCTIONS TO PROPOSERS:

The complete original proposal must be submitted in a sealed package. All proposals shall be marked **CITY OF ARCADIA GRANT WRITING SERVICES, RFP2017-01**. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter.

1. Proposal to be provided in the format below:
 - a. **TAB 1:** Cover letter / statement of interest including e-mail address of person to be notified of award, manually and duly signed by an authorized corporate officer, principal, or partner. Include physical address of primary proposer. (2 page limit)
 - b. **TAB 2:** Provide an outline of your experience with grant writing services, to include at a minimum the following. (10 page limit)
 - Number of years the firm has been in business
 - Qualification Statement (pages 13-16)

- Examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals from the past two (2) years.
 - Examples of successful proposals in the areas listed in the Scope of Services.
 - A minimum of three (3) references from Cities, Counties or other municipalities/ governmental entities for which you have provided grant writing services. Include the name of the organization, brief description of the project, name of contact person and telephone number.
- c. **TAB 3:** Provide resumes of individuals who will be assigned to work with the City including their background, directly related experiences and past successes (1 page limit per person)
- d. **TAB 4:** Provide a detailed description of how your organization will perform the following grant writing services. (5 page limit)
- Funding needs analysis/strategic outreach
 - Grant funding research
 - Grant proposal development and review
- e. **TAB 5:** Required forms, proof of insurance and any other required forms or certifications
- f. **TAB 6:** Price Proposal

2. Method for Submittal of Proposal:

Hard copy response:

- i. Submit **all** required submittal package components as stated above in number 1, Proposed Format, in a sealed envelope.
1. **Number of Submittal Package Copies:** one (1) original and two (2) flash drives with one single PDF file of the entire proposal package.
 2. **One original with all supporting documentation submitted as follows: 1) Letter size** preferred, Maximum size – legal; **2) 20#** paper; **3) single sided;** The original shall include **ALL ORIGINALLY SIGNED documents.**

ii. **SUBMIT HARDCOPY DOCUMENTS TO:**

**Penny Delaney, City Clerk
City of Arcadia
23 North Polk Avenue
Arcadia, Florida 34266**

Proposers will be notified in writing via email of any changes in the specifications contained in this RFP. Changes will also be posted on the City’s website: www.arcadia-fl.gov and on DemandStar: www.demandstar.com.

VII. RFP REQUIREMENTS:

1. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become the property of the City of Arcadia. The City is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its RFP’s. Vendors shall not contact, lobby, or otherwise communicate with any City employee, including any member of the City Council, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendors list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public

entity. A public entity crimes statement is required. The City supports a drug-free work place. Evidence of a drug-free work place policy is required. The City does not allow for collusion among bidders, suppliers, subcontractors or other RFP interested parties. Each proposer shall certify in the letter of transmittal 'that no collusion has taken place during the RFP process with any other RFP interested parties.' The City does not allow for lobbying of selection committee members or City Council members during the RFP process. Ethical conduct and professional silence will be maintained concerning this RFP during the RFP process until the Council hears the recommendation as to the top ranked firm(s) and contracts are executed.

2. The City requires general liability insurance as follows, and is required to be in place by the time of contract: Commercial General Liability - coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Insurance documentation shall be provided under TAB 5 of the Proposal.
3. During the RFP process, questions or requests for additional information about the Agreement and technical portions of the RFP must be submitted in writing to the person listed below. Proposers are cautioned that any statements made by the Agreement and/or technical contact person that materially change any portion of the proposal document shall not be relied upon unless the subsequently ratified by a formal written amendment to the proposal documents. To find out whether the City intends to issue an amendment, contact the person listed below. No contract or technical questions will be accepted after seven (7) days prior to the date set for bid opening.

Direct inquires to:
Tami Hunt
City of Arcadia Purchasing Department
23 North Polk Avenue
Arcadia, Florida 34266
Fax: 863-494-4623; Email: thunt@arcadia-fl.gov

4. The City reserves the right to reject any and all submittals with or without cause, to waive technicalities, or to accept those submittals which best serve the interests of the City. Cost of the submittals is considered an operational cost of the Respondent and shall not be passed on to or borne by the City. All submittals shall become public records upon receipt by the City.
5. Submittals may be withdrawn prior to due date by written request dispatched by the Vendor and received by the City Clerk before the time for receiving Submittals has expired.
6. The City reserves the right to request clarification of information submitted and to request additional information of one or more Respondent after the deadline for receipt of Submittals.
7. Costs for preparation of a response to this request are solely those of the Vendor and the City assumes no responsibility for any such costs incurred by the Vendor. The City will not be liable for any costs incurred by the Vendor prior to execution of the contract by the parties.
8. The Respondent understands that this RFP does not constitute an agreement or contract with the Respondent. City contracts are awarded only when a fully executed written agreement has been returned to the Respondent by the City.

**SECTION 3 - FORMS
PROPOSERS CHECKLIST
CITY OF ARCADIA
GRANT WRITNG SERVICES
SOLICITATION #RFP2017-01**

Proposals will not be considered if the following documents and/or attachments are not completely filled out and/or submitted with proposal.

- _____ Completely Executed Proposal Package (original and two (2) flash drives)
- _____ Price Response Sheet
- _____ Acknowledgement of Receipt of Addendum (if applicable)
- _____ Qualifications Statement Form
- _____ Hold Harmless Form
- _____ Drug Free Workplace Form
- _____ Certification Regarding Debarment
- _____ Public Entity Crimes Form
- _____ Non-Collusion Agreement
- _____ Conflict of Interest
- _____ Respondent's Certification

**SECTION 3 - FORMS
PRICE RESPONSE SHEET
CITY OF ARCADIA
GRANT WRITNG SERVICES
SOLICITATION #RFP2017-01**

Proposers shall submit (attached to this form) cost or pricing data of sufficient detail to allow the evaluators to determine the reasonableness of the price response, reflecting cost realism, including all Information other than cost and pricing data, and explaining how the lump sum figure was derived.

1. Cost or pricing data shall mean all facts, that as of the date of submission of the Response, prudent buyers and sellers would reasonably expect to affect price negotiations significantly. Cost or pricing data are data that are factual, not judgmental, and are verifiable. While they do not indicate the accuracy of the Proposer’s judgment about estimated future costs or projections, they do include the data forming the basis for that judgment. Cost or pricing data are more than historical accounting data; they are all the facts that can be reasonably expected to contribute to the soundness of estimates of future costs and to the validity of determinations of costs already incurred. They also include such factors as: vendor quotations; nonrecurring costs; information on changes in production or purchasing volume; data supporting projections of business prospects and objective and related operations cost; unit-cost trends such as those associated with labor efficiency; make-or-buy decisions; estimated resources to attain business goals, and information on management decisions that could have a significant bearing on costs.
2. Cost realism shall mean that the costs in a Proposer’s Response are realistic for the Work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the Proposer’s Technical Response.
3. Information other than cost and pricing data shall mean any type of information that is non-numeric that is necessary to determine price reasonableness or cost realism.
4. Price, as used in this Solicitation, shall mean cost plus any fee or profit applicable.

GRANT TYPE	AVERAGE # HOURS TO WRITE GRANT	HOURLY RATE	TOTAL (Hours x Rate)
FEDERAL GRANT			
STATE GRANT			
LOCAL GRANT			
OTHER			

PROPOSER: _____
(Company Name)

(Signature)

(Printed Name and Title)

FAILURE TO COMPLETE AND SIGN THIS FORM MAY DEEM YOUR RESPONSE NON-RESPONSIVE

**SECTION 3 - FORMS
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM
CITY OF ARCADIA
GRANT WRITNG SERVICES
SOLICITATION #RFP2017-01**

Were Addendum issued on this Solicitation? Yes _____ No _____

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addendum by number, date and signing the form:

Addendum _____ Date: _____

RESPONDENT:

By: _____
(AUTHORIZED SIGNATURE)

(Printed Name of Signer)

(Title of Signer)

(Date Signed)

**SECTION 3 – FORMS
QUALIFICATIONS STATEMENT
CITY OF ARCADIA
GRANT WRITNG SERVICES
SOLICITATION #RFP2017-01**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: **PURCHASING DEPARTMENT**
ADDRESS: **23 NORTH POLK AVENUE**
ARCADIA, FLORIDA 34266

CIRCLE ONE

SUBMITTED BY: _____ Corporation
NAME: _____ Partnership
ADDRESS: _____ Individual
PRINCIPAL OFFICE: _____ Joint Venture
_____ Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is:

The address of the principal place of business is: _____

2. If the Proposer is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's name: _____
- d. Vice President's name: _____
- e. Secretary's name: _____
- f. Treasurer: _____
- g. Name and address of Resident Agent: _____

3. If Proposer is an individual or a partnership, answer the following:

- a. Date of organization: _____

b. Name, address and ownership units of all partners:

c. State whether general or limited partnership:

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

a. Under what other former names has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of the proposal. Please attach certificate of competency and/or state registration.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

9. Within the last five (5) years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a contract? If so, explain fully.

10. State the names, telephone numbers and last known addresses of three (3) businesses with the most knowledge of work which you have performed, and to which you refer (governmental entities are preferred as references).

COMPANY NAME	CONTACT	ADDRESS	
			Email
			Telephone
			Email
			Telephone
			Email
			Telephone

13. List the pertinent experience of the key individual of your organization (continue on insert sheet, if necessary).

14. State the name of the individual who will have personal supervision of the services:

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATION TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

SIGNATURE

State of Florida
County of _____

On this the _____ day of _____, _____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ and (Name(s) of individual(s) who appeared before Notary) whose name(s) in/ are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, stamp, or type as commissioned.)

_____ Personally known to me, or

_____ Produced identification:

_____ DID take the oath, or

_____ DID NOT take the oath.

**SECTION 3 - FORMS
HOLD HARMLESS
CITY OF ARCADIA
GRANT WRITNG SERVICES
SOLICITATION #RFP2017-01**

Consultants shall indemnify and hold harmless the City, and the City's officers and employees from and against any and all liability, costs, losses, and damages (including but not limited to reasonable attorney's fees) arising out of or to the extent caused by the negligence, recklessness or intentionally wrongful conduct of Consultant and other persons employed by or utilized by Consultant in their performance under this Agreement.

Type of Organization (Please Check One): **Individual Ownership** **Joint Venture**
 Partnership Corporation **Corporation**

Name of Proposing Firm:

Mailing Address:

Location Address:

City & State: _____ **ZIP:** _____

Telephone: _____ **Fax Number:** _____

Name/Title of person authorized to bind the Company: _____

Signature of person authorized to bind the Company: _____

Date: _____

**SECTION 3 - FORMS
DRUG-FREE WORKPLACE CERTIFICATION**

Please complete Part I or Part II as applicable.

In order to be given preference in the award process for having implemented a drug-free workplace program prior to the bid/proposal submission date, the bidder/proposer is requested to certify that as part of their drug-free workplace program, they have:

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

Part I - PROGRAM IMPLEMENTED

I certify that I/we have established a drug-free workplace Program meeting the foregoing minimum requirements.

_____ [Printed, typed name]

_____ [Signature]

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who presented _____ as identification, and who (did) (did not) take an oath.

_____ [Signature of Notary Public]

_____ [Printed, typed or stamped name of Notary Public]

_____ [Commission Number of Notary Public]

Part II - PROGRAM NOT IMPLEMENTED

A program meeting the above stated requirements has not been established or has not been fully implemented prior to bid/proposal closing date, and therefore I/we are not eligible for certification as a drug-free workplace.

_____ [Signature]

_____ [Date]

**SECTION 3 – FORMS
SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
DEBARMENT CERTIFICATION
CITY OF ARCADIA
GRANT WRITNG SERVICES
SOLICITATION #RFP2017-01**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that is and its principles:
- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by an Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- (3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

SECTION 3 – FORMS
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
CITY OF ARCADIA
GRANT WRITING SERVICES
SOLICITATION #RFP2017-01

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 *City of Arcadia, Florida, a Municipal Corporation, 23 N. Polk Ave., Arcadia, FL 34266* by _____
[print individual's name and title]
for _____ whose business
[print name of entity submitting sworn statement]
address is _____
_____ and (if applicable) it's Federal 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 any 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), **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), **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 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 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 or 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, 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 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 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 IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

RFP-2017-01

[Reference: Solicitation Number]

Sworn to and subscribed before me this ___ day of _____, 20___. Personally known _____ or Produced _____ as identification.

[Type of identification]

Notary Public - State of _____

My Commission expires: _____

[Signature of Notary]

[Printed, typed or stamped commissioned name of Notary Public]

**SECTION 3 - FORMS
NON-COLLUSION AFFIDAVIT
CITY OF ARCADIA
GRANT WRITING SERVICES
SOLICITATION #RFP2017-01**

By signing this offer, the vendor/consultant certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Arcadia officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Arcadia officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more). Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules. Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Arcadia Purchasing Policy.

NAME	RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

AFFIDAVIT
STATE OF FLORIDA, COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, who after being duly sworn, deposed and said that he is the fully authorized _____ of _____ (hereinafter referred to as affiant), and said affiant further said:

(1) That affiant has not and will not employ any person either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose service in connection with the project or in securing the public contract are in the regular course of their duties for the affiant; and

(2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the affiant whose services with the project are in the regular course of their duties for the affiant.

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____, _____.
NOTARY PUBLIC

AFFIANT

Company Name: _____

Address: _____

Phone Number: _____

Signature: _____

NON-COLLUSION AFFIDAVIT IN THE STATE OF _____ IN THE
COUNTY OF _____ being first duly sworn, on oath, says that the
bid above submitted is a genuine and not a sham or collusive bid or made in the interest of or on
behalf of any person not therein named, and s/he further says that the said Bidder has not directly or
indirectly induced or solicited any Bidder on the above work or supplies to put in a sham bid, or any
other person or corporation to refrain from bidding, and that said Bidder has not in any manner sought
by collusion to secure her/himself an advantage over any other bidder or bidders. Subscribed and
sworn before me this ____ day of _____, _____ NOTARY PUBLIC in and for the State of

Signature _____

Seal

**SECTION 3 – FORMS
CONFLICT OF INTEREST FORM
CITY OF ARCADIA
GRANT WRITING SERVICES
SOLICITATION #RFP2017-01**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

I am an employee, public officer or advisory board member of the City
_____ **(List Position Or Board)**

I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____

An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____

Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____

None of The Above

PART II:

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

I will NOT request an advisory board member waiver under §112.313(12)

N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

BUSINESS NAME: _____

NAME (PER AUTHORIZED TO BIND THE COMPANY): _____

SIGNATURE: _____ **DATE:** _____

**SECTION 3 - FORMS
RESPONDENT'S CERTIFICATION
CITY OF ARCADIA
GRANT WRITING SERVICES
SOLICITATION #RFP2017-01**

I have carefully examined the Request for Proposal.

I hereby propose to furnish the services specified in the Request for Proposals. I agree that my submittal will remain firm for a period of at least 90 days in order to allow the City adequate time to evaluate the submittals and determine a ranking of the most qualified firms.

I certify that all information contained in this submittal is truthful. I further certify that I am duly authorized to provide this submittal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the Agreement.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service; that no officer, employee or agent of the City of Arcadia or any other respondent is interested in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS: _____

CITY: _____

STATE, ZIP CODE: _____

(____) _____
TELEPHONE NUMBER

EMAIL ADDRESS