

CITY OF AVON PARK, FLORIDA
REQUEST FOR QUALIFICATIONS

RFQ 18-01 CONTINUING ENGINEERING SERVICES

The City of Avon Park, Florida is accepting Letters of Interest and Statements of Qualification (SOQs) from consulting firms interested in providing CONTINUING CONTRACT ENGINEERING SERVICES as defined by Florida's Consultants' Competitive Negotiation Act (CCNA), section 287.055 F.S., including without limitation, all aspects of civil engineering services, storm-water, structural, geophysical, etc. The review shall be in compliance with CCNA. Firms will be selected based on qualifications in accordance with the CCNA. One copy of the Letter of Interest and original proposal plus eight (8) copies of the SOQs from interested firms must be delivered on or before 02-27-2018, addressed to the City Manager, City of Avon Park, Florida, 110 E Main St., Avon Park, FL 33825. Contact the City Manager by fax (863) 452-4413, voice (863) 425-4403 for a list of minimum requirements for SOQs and a copy of the approved scoring sheets. The City shall select firms to be required to provide a 15 minute presentation of their qualifications based on the approved scoring sheets at a time and location to be determined by the City. The City will reserve the right to select one or more of these firms to provide the above described consulting services. The successful applicant is expected to have the following experience and qualifications:

1. Civil Engineering
2. Structural Engineering
3. Land Use Development
4. Stormwater and Flood Plain Management
5. Underground Utilities
6. Road & Bridge Engineering
7. Architecture
8. Landscape Architecture
9. Electrical Engineering

INSTRUCTIONS TO SUBMITTING FIRMS OR INDIVIDUALS

All PROPOSALS must be in a sealed envelope, plainly marked on the outside with **"RFQ 18-01 CONTINUING CONTRACT ENGINEERING SERVICES"**. Proposals shall be submitted together with any and all supporting documentation enclosed. A complete RFQ package, which contains all the necessary information, may be obtained at the City Manager's office, at 110 E Main St., Avon Park, FL 33825, or by visiting www.avonpark.cc at no cost. Telephone: (863) 452-4403.

Proposals from individuals and firms will be may be either mailed or hand delivered to the City Manager's office, at 110 E Main St., Avon Park, Florida until **2:00 P.M.** local time on 02-27-2018_prior to the above deadline. Proposals will be publicly opened and read aloud in the City Hall Meeting Room by the Project Manager and/ or City Manager. In compliance with the Americans with Disabilities Act (ADA), anyone desiring to attend the proposal opening who needs a special accommodation should contact the City Manager's Office for ADA coordination at (863) 425-4403 at least 48 hours in advance of the meeting, excluding Saturday and Sunday. If a

person decides to appeal any decision made by the Board with respect to any matter discussed at any meeting or hearing, he/she will need a record of the proceedings for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is based, per Florida Statute 286.0105. Verbatim transcripts are not furnished by the City.

It is the responsibility of the bidder to assure that Proposals are received in the City Manager's Office, not later than the specified time and date. Submittals received after this date and time will not be accepted or considered and will be returned to the respondent unopened. No telegraph, email or facsimile submissions will be considered. No submissions will be accepted or received in any other office.

The City reserves the right to waive any informalities or minor irregularities; reject any and all Proposals; reject any and all Proposals which are incomplete, conditional, obscure, or which contain additions not allowed for; accept or reject any Proposals in whole or in part with or without cause; and accept the Proposals which best serve the interests of the City.

Pursuant to the requirements of Section 287, Florida Statutes, all qualifiers are subject to those provisions pertaining Public entity Crimes and the Convicted Vendor List.

The City of Avon Park is an Equal Opportunity/Affirmative Action Employer

REQUEST FOR QUALIFICATIONS

RFQ # 18-01

FOR

CONTINUING ENGINEERING SERVICES

FOR

CITY OF AVON PARK

110 E. Main Street

Avon Park, Florida 33825

Telephone: (863) 452-4403

Facsimile: (863) 452-4413

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PART I GENERAL INFORMATION

1.1 DEFINITIONS.

For the purposes of this Request for Qualifications, the respondent shall mean contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this Request for Qualifications.

1.2 PURPOSE

This Request for Qualifications (RFQ) provides guidelines for the submission of proposals in response to the City of Avon Park’s solicitation for firms and individuals to providing engineering services, including without limitation, all aspects of civil engineering services, Stormwater, structural, geophysical, etc

1.3 ISSUING OFFICE AND LOCATION OF PROPOSALS OPENING

Office of the City Manager
City of Avon Park
110 E. Main Street
Avon Park, Florida 33825

1.4 INVITATION TO SUBMIT

The City of Avon Park is soliciting proposals from responders to provide engineering services. These services may include but are not limited to all aspects of civil engineering services, storm-water, structural, geophysical, etc

1.5 CONTRACT AWARDS

The City of Avon Park anticipates entering into a contract for a specific project with the respondent who submits the proposal judged by the City to be most advantageous to the City. The City anticipates awarding a single contract to the respondent chosen, but reserves the right to award in any fashion it, in its sole determination, decides is in its best interest.

The respondent understands that this RFQ does not constitute an agreement or a contract with the City. An official contract or agreement is not binding until the submission is reviewed and accepted by the City Council and executed by all parties.

The City reserves the right to reject all proposals, to waive any informality, and to solicit and advertise for other Proposals.

A standard City of Avon Park consultant contract form will form the basis of the contract between the successful respondent(s) and the City. Additional terms and conditions may be added to the contract through negotiations with the successful qualifier(s).

1.6 DEVELOPMENT COSTS

Neither the City nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFQ. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFQ.

1.7 INQUIRIES

The City will not respond to oral inquiries so do not call. Respondents may submit written inquiries for interpretations of this RFQ to:

Julian Deleon, PE, City Manager
Avon Park City Hall
110 E. Main Street
Avon Park, Florida 33825

The City will respond to written inquires received at least seven (7) working days prior to the date scheduled for receiving the proposals. The City will record their responses to inquiries and any supplemental instructions in the form of written addenda. If issued, the City will mail or fax written addenda to all respondents who receive the RFQ, at least five (5) working days before the date fixed for receiving the proposals.

1.9 DELAYS

The City may delay scheduled due dates if it is to the advantage of the City to do so. The City will notify respondents of all changes in the scheduled due dates by written addenda.

1.10 QUALIFICATION SUBMISSION AND WITHDRAWAL

The City will receive all proposals at the following address:

By Mail or Hand Delivery to:

City of Avon Park,
City Manager's Office,
110 E. Main Street

To facilitate processing, please mark the outside of the envelope in the lower left hand corner as follows: **"RFQ 18-01 CONTINUING ENGINEERING SERVICES"**. The envelope shall also include the Respondent's return address in the upper left hand corner.

Respondents shall submit AN ORIGINAL AND EIGHT (8) copies of the proposal in a sealed, opaque envelope marked as noted above. The respondent may submit the proposal by mail or in person.

THE CITY MUST RECEIVE ALL PROPOSALS BY 2:00 P.M. LOCAL TIME ON 02/27/2018.

Due to the irregularity of mail service, the City cautions respondents to assure actual delivery of proposals to the City Manager's office prior to the deadline set for receiving submissions. Telephone confirmation of timely receipt of the proposal may be made by calling (863) 452-4403 at least four hours prior to opening time for proposals. Proposals received after the established deadline will not be opened and will be returned in their unopened state to the respondent.

Respondents may withdraw their submissions by notifying the City in writing at any time prior to the opening. Respondents may withdraw their submissions in person or by an authorized representative. Respondents and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives), and provide the City with a signed receipt for the qualification package. Proposals, once opened become the property of the City and will not be returned to the respondent. Proposals, once opened, become "public records" and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1.11 ADDENDA

If revisions become necessary, the City will provide written addenda to all respondents who received the Request for Qualifications. Addenda may but not necessarily postpone the opening date. Each addenda will state whether the opening date will be delayed or not.

1.12 EQUAL OPPORTUNITY

The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

1.13 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage in effect throughout the term of the continuing contract relationship professional liability insurance in an amount no less than \$1,000.000.

1.14 LOBBYIST DISCLOSURE REQUIREMENT

Any professional consultant who utilizes the services of a lobbyist is required, by virtue of responding to this request, to make full disclosure to the City concurrently with the submission of this proposal. Such disclosure shall include the following:

- A. The name of any lobbyist employed directly or indirectly by the consultant for the purpose of influencing or attempting to influence the selection of a professional consultant by the City.
- B. The name, address and telephone and fax numbers of that lobbyist.
- C. The length of such agreement, contract, or understanding, and the amount of any fee, gratuity, compensation, or consideration paid or promised to be paid to the lobbyist, either before or after hiring, whether or not the same is set out as compensation for the lobbying or is for other services.

The disclosure shall be submitted with the proposal and will be filed with the City Clerk and such records shall be open to the public.

1.15 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the City for construction of a public building or public works; may not submit bids for leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided for in s. 287.017 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list.

1.16.1 ACCESSIBILITY STANDARDS

The provider acknowledges that the work as outlined under this proposal has been done or the item provided is in compliance with the applicable ADA Standards and/or in compliance with the Florida Accessibility Code for Building Construction.

The professional consultant/architect/engineer shall review the applicable shop drawings and construction phase of the work as required by the proposal to confirm that the work being provided is in compliance with the applicable ADA Standards and/or in compliance with the Florida Accessibility Code for Building Construction.

PART II STATEMENT OF WORK

2.1 SCOPE OF WORK

A. INTRODUCTION

With this Request of Proposals the City of Avon Park is soliciting proposals from qualified firms and individuals for providing CONTINUING ENGINEERING SERVICES, including without limitation, all aspects of civil engineering services, storm-water, structural, geophysical, etc. The review shall be in compliance with Florida's Consultants' Competitive Negotiation Act (CCNA), section 287.055 F.S. Firms will be selected based on qualifications in accordance with the CCNA. Firms seeking to respond to this request for qualification should have the following experience and qualifications:

1. Civil Engineering
2. Structural Engineering
3. Land Use Development
4. Stormwater and Flood Plain Management
5. Underground Utilities
6. Road & Bridge Engineering
7. Architecture
8. Landscape Architecture
9. Electrical Engineering

B. SCOPE OF SERVICES

The ultimate scope of work under this contract will be determined during the life of the contract. Individual tasks have been identified and payment schedules will be negotiated as listed below. These work tasks may involve one or more of the following:

Providing CONTINUING ENGINEERING SERVICES, including without limitation, all aspects of civil engineering services, storm-water, structural, geophysical, etc.

1. Civil Engineering
2. Structural Engineering
3. Land Use Development

4. Stormwater and Flood Plain Management
5. Underground Utilities
6. Road & Bridge Engineering
7. Architecture
8. Landscape Architecture
9. Electrical Engineering

PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS

3.1 RULES FOR SUBMISSIONS.

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the RFQ. The interested firm or individual must submit **one original and eight (8) copies** unless otherwise directed. Please submit the RFQ packages in a three prong SOFT REPORT COVER only (*please, no HARD-BACKED 3-ring binders, thermal, glued, wire or plastic bound documents*). Also it is neither necessary nor desirable to include laminated pages. However to facilitate the review and scoring process, please tab all support documents or attachments according to the order established in the following paragraph.

3.2 SUBMISSION FORMAT

A. Letter of Transmittal.

This letter will summarize in a brief and concise statement the Respondent's proposal. An official authorized to negotiate for the respondent must sign the letter of transmittal. The letter should not exceed one page in length.

B. The location of the office where the services to be provided are headquartered.

The respondent may identify all of their offices, but the location of the specific office that will be responsible for the actual production of the work and the location of any sub-consultants must be identified. Include a map of this office and the offices of any sub-consultants employed on this work, showing their locations in relation to the City of Avon Park.

C. Identification of key personnel to be actually employed on this work.

The consultant should also identify the key personnel in who will be responsible for the completion of the work from their own firm and from any sub-consultants. An organizational chart of the design team including sub-consultants should be included in this section. The respondent shall provide the City with the resumes of the individuals, including the resumes' of any sub-consultants to actually be employed on this work.

D. Organization Profile and Qualifications.

This section of the proposal should describe the respondent's entire organization, including the size of the office responsible for the work activities and any other offices from which support may be drawn for this work. The respondent must supply all proper Florida business license(s). Type of Organization (i.e. sole proprietor, partnership, corporation, joint venture, etc.)

E. List of Projects of a similar nature and References.

This section of the submission must include a list of all projects of a similar type that the responsible office and/or individuals have completed within the last FIVE (5) years. The consultant may include the work done by sub-consultants in a separate portion of this section.

In order to determine the consultant's experience with the work to be performed that list must include the following information:

1. A brief description of the project
2. Total bid price, contract time limit, and other pertinent financial information.
3. Owner of the project.
4. The name and telephone number of a contact person.
5. The date the project was completed.

F. Most recent financial statement.

G. Other Information.

This section may include list of equipment, samples of inspection forms used by the field personnel, record keeping procedures, and any other information the respondent feels will represent to the selection committee members their ability to perform the work contemplated.

1. Copy of Business License if place of business is within City Limits.
2. Corporate Charter Registration: If the firm offering services is a corporation, it must be properly chartered with the Department of State to operate in Florida. Include a copy of the current registration statement.
3. A signed statement that your firm will work with the City to meet deadline dates on the project(s).
4. Certificate of Current Insurance: Certificates of Insurance acceptable to the City shall be filed with the City Manager's office prior to commencement of the work and periodically thereafter upon any renewals during the term of the contract.
5. Contact Person: The name and telephone number of contact person(s).

H. Technical Proposal.

Provide a comprehensive description of your approach to fulfilling the requirements of the RFQ.

PART IV EVALUATION OF SUBMISSIONS

4.1 EVALUATION METHOD AND CRITERIA

A. General.

The City will select the firm or firms based on what it feels are in the best interests of the City. The City shall be the sole judge and final arbiter of its own best interests; the evaluation of submissions, and the resulting negotiated agreement. In all instances the City's decisions will be final.

- | | | | |
|----|---|--------------------|-------|
| 1. | <u>Respondent's Profile</u> | <u>3025</u> | _____ |
| | a) Location of office to serve City | | |
| | b) General capabilities | | |
| | c) Proof of insurance | | |
| | d) Years in business | | |
| | e) Amount of work performed for City in past (intent: spread work) | | |
| | f) Workloads which might affect performance of work for City | | |
| 2. | <u>Respondent's Experience & Specific Capabilities</u> | <u>3540</u> | _____ |
| | a) Number and size of similar projects | | |
| | b) Number of projects dealing with utilities for small municipalities (under 9,000 residents). | | |
| | c) Principal engineer(s)' years of experience | | |
| | d) Qualifications of staff members | | |
| | e) Knowledge and understanding of the conditions within the immediate vicinity of Avon Park | | |
| | f) Experience in successfully obtaining permits from local, state and federal agencies. | | |
| | g) Experience in dealing with Southwest Florida Water Management District, Florida Department of Community Affairs, Florida Department of Environmental Protection and other regulatory agencies. | | |
| | h) Applicant's knowledge of the issues confronting the City of Avon Park. | | |

i) Other relevant experience & qualifications

3.	<u>Project Management</u>	3040	_____
	a) Staffing plan (<u>participation of principals compared to associates</u>)		
	b) Understanding needs of small city & sensitivity to financial constraints		
	c) Applicant's experience with the Highlands County issues and characteristics		
	d) Applicant's ideas for innovative, yet practical means for solving potential problems		
	e) Clarity of presentation of services		
	f) Applicant's knowledge of the City's proposed growth and development plans		
	e)g) Experience working with the local topography and flood plain and Stormwater management		
	h) Applicant's ability to work with the City without conflict of interest.		
	f)i) Responsiveness to requests for meetings and information		
	TOTAL	100	_____

B. Selection.

The City shall evaluate the written proposals submitted by the firms regarding providing continuing engineering services. The City may assign this task to an evaluation committee. Usually all firms are placed in rank order based on the outcome of the evaluation. No less than three to five firms will be recommended to the City Council for continuing services contracts.

C. Presentations.

At its sole discretion, the City may require oral and visual presentations from those firms that are ranked or short-listed. This shall be done at the City's sole discretion when it feels presentations are essential as part of the evaluation process and are in the best interests of the City. The City shall be the sole judge and final arbiter of its own best interests in this matter.

D. Negotiations.

After the City ranks the firms, City staff will take the proposed ranking to the City Council for approval. The City Council is under no obligation to accept staff recommendations and may take any course of action they see fit. The Council may accept staff recommendations; award a contract based on original submittals; or direct staff to start negotiating, or as stated in Paragraph 1.5 above, the City reserves the right to reject all proposals, to waive any irregularities, and to re-advertise and solicit for other proposals.

-End of RFQ-

SUBMITTAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Qualifications. The City of Avon Park, reserves the right to accept or reject any and/or all bids in the best interest of The City.

Julian Deleon
City Manager

.....

This bid response is submitted by the below named firm/individual by the undersigned authorized representation

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

FAX No. _____

.....

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Initials Addendum #1 dated

Initials Addendum #2 dated

Initials Addendum #3 dated

STATEMENT OF NO SUBMITTAL

We have declined to respond to the above referenced RFQ for the following reasons:

Our schedule would not permit us to perform.

Unable to meet specifications

We do not offer this service

Others (Please Explain)

We understand that if the no-submittal letter is not executed and returned, our name may be deleted from the list of qualified Respondents for the City.

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

FAX No. _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

- 1. The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.
- 2. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
- 3. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

FAX No. _____

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 it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any 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 statutes 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 application/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.

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

FAX No. _____

**SWORN STATEMENT UNDER 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 The City of Avon Park, Florida

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 "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: A predecessor or successor of a person convicted of a public entity crime: or

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 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, 1999.

_____ 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 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 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 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)

.....

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

NOTARY PUBLIC

Notary Public - State of _____

My Commission Expires: _____

Printed, typed, or stamped

(Type of identification)

Commissioned name of notary public