



# CITY OF QUINCY

## Request for Proposal

The City of Quincy is seeking proposals from qualified licensed General Contractor to Renovate & Repair Quincy Police Station.

### PROPOSAL SUBMISSION

Submissions will be received by sealed envelope in the Purchasing Department, City Hall, 404 West Jefferson Street, Quincy, Florida 32351 until 2:00 P.M. on July 26, 2010, at which time they will be opened and read in the Commission Chambers by the Purchasing Officer. Proposals received after this time will not be considered and no time extensions will be permitted. Please clearly mark Submission: "**RFP CQ-07-26-2010-00 Renovate & Repair Quincy Police Station.**" Copies of this Proposal Document are available via City of Quincy website [www.myquincv.net](http://www.myquincv.net). For information on this Request for Qualifications, contact the Purchasing Division at (850) 618-0042 or call Certified Residential Contractor Kerwyn Wilson at (850) 459-6140.

### ACCEPTANCE AND REJECTIONS

The City of Quincy reserves the right to reject any or all submissions with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the firm offering the greatest advantage to the City. Please be advised that the submission(s) is issued subject to City of Quincy rules prohibiting certain communications with the City, as completely specified in General Conditions of the submission(s).

### I. INTRODUCTION

The City of Quincy is seeking proposals from qualified Licensed General Contractor to Renovate & Repair Quincy Police Station.

### II. GENERAL INSTRUCTIONS:

A. The response to the proposal should be submitted in a sealed envelope addressed to:

*Proposal Number: RFP CQ-07-18-2010-00 Purchasing Division City Hall 404  
West Jefferson Street Quincy, FL 32351*

B. An original and five (5) copies of the submission must be furnished on or before the deadline. Submissions will be retained as property of the City. The submission marked "Original" must contain a manual signature of an authorized representative of the responding firm or individual, all others may be photocopies.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 2 of 19**

- C. Any questions concerning the RFP process, required submittals, evaluation criteria, and selection process should be directed to Gene Sutton Jr., Purchasing Director.
- D. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for qualification prior to submission. Each proposer shall examine the RFP documents carefully; and, no later than five (2) calendar days prior to the date for receipt of submissions, he/she shall make a written request to the City for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The City will not be responsible for oral clarifications.
- Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the City. Also, only those communications from firms which are in writing and signed will be recognized by the City as duly authorized expressions on behalf of proposers.
- E. Your response to the RFP must arrive at the above listed address no later than, July 26, 2010 at 2:00 PM to be considered.
- F. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- G. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by submission number on the outside of the envelope/package.
- H. It is the Proposer's responsibility to assure that the submission is delivered at the proper time and location. Submissions received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the Proposer.
- I. The City is not liable for any costs incurred by Proposers prior to the issuance of an executed contract.
- J. Firms or individuals responding to this RFP must be available for interviews by City staff and/or City Commissioners.
- K. The contents of the submission of the successful firm will become part of the contractual obligations.
- L. Submissions must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after submissions are opened.
- M. If you are not submitting, please return the form attached at the end of the RFP marked "No Submission."

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 3 of 19**

- N. The City reserves the right to reject any and/or all submission, in whole or in part, when such rejection is in the best interest of the City. Further, the City reserves the right to withdraw this solicitation at any time prior to final award of contract.
- O. Cancellation: The contract may be terminated by the City without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The City may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The City may retain/withhold payment for nonperformance if deemed appropriate to do so by the City.
- P. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- Q. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form (Attachment).

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

**III. SCOPE OF WORK:**

***Entry / Front Porch***

Pressure wash existing steps to remove old paint and residue. Prepare steps to paint with AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Gun Metal Gray.

Prepare front entry steps to install 3 strips of K-Grip Slip Resistant Resin to each step, 5 total. Resin color: Black.

Pressure wash and paint all existing Wrought Iron Railings with Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Black.

Replace all front porch wooden headers with 2"x 10" SYP #2 Grade Lumber. Existing headers have excessive water damage. Replace all damaged wood as necessary.

## **RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**

### **Station Page 4 of 19**

Replace metal doorstopper on the front entry landing.

Replace overhead entry light with Bellagio 18" High Energy Efficient Outdoor Hanging Light (42550).

Pressure wash, repair and paint front entry columns and framed areas with Use AFM SafeCoat Zero VOC Enamel Exterior Semi-Gloss Paint, Color: White.

#### ***Front Elevation***

Pressure wash, repair and seal all exterior brick with DamTite Clear Shield Concrete Water Repellent on the front elevation.

Clean all gutters and downspouts. Repair cooper gutters as needed.

Replace or repair existing wood frame windows. If replacement is necessary, replace with Anderson 400 Series Woodwright Double-Hung Insert Replacement Window - Frame Interior & Exterior Color: White, Classic Series Hardware – Color: Stone, Low E4 Tempered Glass, Colonial Pattern with ¾" 3x3 white Finelight Grilles. Customized size to fit.

- Replace all basement vents with Temp-Vents Non-Powered Crawl Space Vents, Color: Black.

#### ***Right Elevation***

- Pressure wash, repair and seal all exterior brick with DamTite Clear Shield Concrete Water Repellent on the right elevation.
- Clean all gutter and downspouts. Repair cooper gutters as needed.
- Replace or repair existing wood frame windows. If replacement is necessary, replace with Anderson 400 Series Woodwright Double-Hung Insert Replacement Window - Frame Interior & Exterior Color: White, Classic Series Hardware – Color: Stone, Low E4 Tempered Glass, Colonial Pattern with ¾" 3x3 white Finelight Grilles. Customized size to fit.

#### ***Rear Elevation***

- Pressure wash, repair and seal all exterior brick with DamTite Clear Shield Concrete Water Repellent on the rear elevation.
- Clean all gutter and downspouts. Repair cooper gutters as needed.
- Replace or repair existing wood frame windows. If replacement is necessary, replace with Anderson 400 Series Woodwright Double-Hung Insert Replacement Window - Frame Interior & Exterior Color: White, Classic Series Hardware – Color: Stone, Low E4 Tempered Glass, Colonial Pattern with ¾" 3x3 white Finelight Grilles. Customized size to fit.
- Pressure wash all metal awnings on the rear elevation.
- Pressure wash and re-paint metal railings on the rear entrance ramp. Paint with Use AFM SafeCoat Zero VOC Enamel Exterior Semi-Gloss Paint, Color: Black.

## **RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**

### **Station Page 5 of 19**

#### ***Left Elevation***

- Pressure wash, repair and seal all exterior brick with DamTite Clear Shield Concrete Water Repellent on the left elevation.
- Clean all gutter and downspouts. Repair cooper gutters as needed.
- Replace or repair existing wood frame windows. If replacement is necessary, replace with Anderson 400 Series Woodwright Double-Hung Insert Replacement Window - Frame Interior & Exterior Color: White, Classic Series Hardware – Color: Stone, Low E4 Tempered Glass, Colonial Pattern with  $\frac{3}{4}$ " 3x3 white Finelight Grilles. Customized size to fit.

#### ***Foyer/Lobby***

- Abrade all painted wall surfaces in the foyer and lobby area. Paint with Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Enlightenment 3003-2C.
- Replace 40 ft of rotted window sills and frames with SYP #2 grade lumber. Paint with AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: White.
- Replace or repair existing wood frame windows. If replacement is necessary, replace with Anderson 400 Series Woodwright Double-Hung Insert Replacement Window - Frame Interior & Exterior Color: White, Classic Series Hardware – Color: Stone, Low E4 Tempered Glass, Colonial Pattern with  $\frac{3}{4}$ " 3x3 white Finelight Grilles. Customized size to fit.
- Install (2) new Air Conditioning Vents in Lobby. Vent Color: White.
- Restrooms: Room 120 Womens-
  - a. Re-attach and seal lavatory with DAP Silicone Plus Premium Rubber Sealant, Color: Clear.
  - b. Install new door handle. Use Schlage Elan Privacy Lever Model: F40 ELA 626, Color: Satin Chrome.
  - c. Clean and polish restroom floors.Room 121 Mens-
  - a. Re-attach and seal lavatory with DAP Silicone Plus Premium Rubber Sealant, Color: Clear.
  - b. Clean and polish restroom floors.
- Clean and polish existing lobby flooring.

#### ***Roof***

- Entire roof requires replacing.
- Apply 2 Ply torchdown upon flat areas, approximately 2800sqft.
- Replace ceramic roofing tiles as needed.
- Install flashing around chimney area.
- Install insulation between roof hatch and second floor interior space.
- Install Roof Hatch Safety Railings, Savannah Sales Model# RHSR-SS 30" x 36".
- Install 2 roof drains along the left and right side of the building.
- Install 2 breather vents during the roof repair.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 6 of 19**

***First Floor Office Areas, General Requirements:***

- Demolish the interior coating of all exterior brick walls throughout all offices.
- Seal all brick on the interior side of all exterior walls with DuPont Tyvek Fluid Applied Weather Barrier.
- Strip the interior of all exterior brick walls with 2” x 2” furring lumber.
- Insulate the interior side of all exterior brick walls with Owens Corning 2” Foamular 150 Rigid Insulation Panels.
- Cover with USG Sheetrock Brand Mold/Moisture Tough 5/8” Gypsum Panels with a smooth joint finish.
- Prime and paint with AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Enlightenment 3003-2C.
- Remove and replace all carpet with Bigelow Commercial Style #BC223 Prominent Distinction, Broadloom Woven Carpet, Color: Waves of Grain 7194, unless otherwise noted.
- Replace rotted window frames and sills with SYP #2 grade lumber.
- Replace or repair existing wood frame windows. If replacement is necessary, replace with SYP #2 grade lumber. Paint with AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: White.
- Replace ceiling tiles with Armstrong Fine Fissured Ceramaguard White Ceiling Tiles or similar materials, as noted, by room.
- Clean all ceiling Air Conditioning vents. Replace as needed with same or similar material.
- Replace all base mouldings with Flexco 4” Black Rubber Wall Base Mouldings where needed.
- Refer to the Table below for First Floor Room details:

Room Number	Use General Requirements	Approx. Room Dimensions	Approx. Wall Replacement Square Footage	Comments
101	NA	162 sqft	NA	Public Relations Room
102	Yes	131 sqft	86 sqft	Administrations Office
103	Yes	140 sqft	86 sqft	CID Office
104	Yes	114 sqft	75 sqft	Administrations Office
105	Yes	114 sqft	75 sqft	Sergeants Office
106	Yes	130 sqft	194 sqft	Lieutenants Office, ceiling needs immediate attention, replace 6 ceiling tiles and R-30 batt insulation as needed.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 7 of 19**

107	Yes	120 sqft	240 sqft	Stairwell, special attention required around chimney.
108	No Work Required			Storage Room / Traffic
109	No Work Required			Breakroom / Lounge
110	No	NA	NA, Interior Room	Womens Restroom, Patch 6" round hole in the wall.
111	No	NA	NA, Interior Room	Mens Restroom, Replace door handle.
112	Yes	165 sqft	125 sqft	Operations Room
113	No		NA, Interior Room	Conference Room, replace 3 ceiling tiles.
114	No Work Required			Interview Room
115	No			Hallway, See requirements below.
116	Yes	200 sqft	94 sqft	Chief office, No carpet required. Replace 3 ceiling tiles.
117	No			Vault
118	Yes	185 sqft	60 sqft	Records Room, No carpet required. Replace 4 ceiling tiles.
119	No	NA	NA, Interior Room	Communications Room, walls are exceedingly dusty.

***First Floor Hallways***

- Repair all gypsum wallboard corners.
- Repaint Hallway door. Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Red Ochre 2011-4.
- Use 1/4" x 24" x 24" Plexiglass. Use DAP Silicon Plus around edges.
- Paint all Hallway Walls with AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Enlightenment 3003-2C, if needed.
- Replace Base Moulding with Flexco 4" Black Rubber Wall Base, approximately 160 linear feet.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**

**Station Page 8 of 19**

***Second Floor Office Areas, General Requirements:***

- Same as First Floor Office Areas.
- Refer to the Table below for Second Floor Room details:

Room Number	Use General Requirements	Approx. Room Square Footage	Approx. Wall Replacement Square Footage	Comments
201	Yes	130 sqft	150 sqft Hallway	Office, repair squeaky hardwood floor, replace missing outlet cover. No carpet required.
EV1	Yes	170 sqft	140 sqft	Evidence Room, workers must be escorted in & out.

***Second Floor Hallways***

- Repaint Hallway door. Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Red Ochre 2011-4.
- After repairs, paint all Hallway Walls with Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Enlightenment 3003-2C, if needed.

***Basement, General Requirements:***

- Same as First Floor Office Areas.
- Replace (3) fluorescent light covers.
- Polish all floor surfaces.
- Repair existing commercial base mouldings with Flexco 4” Black Rubber Wall Base.
- Refer to the Table below for Basement details:

Room Number	Use General Requirements	Approx. Room Square Footage	Approx. Wall Replacement Square Footage	Comments
B100	No	420 sqft	NA	Booking, open space
B101	Yes	64 sqft	NA	Intoxilyzer, replace door handle.
B102	Yes	95 sqft	NA	Storage, Touch-up paint needed.
B103	Yes	130 sqft	NA	Holding Cell, Reinstall existing door.
B104	No	100 sqft	NA	Restroom, Replace (1) existing urinal partition.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station  
Station Page 9 of 19**

B105	Does not exist	NA	NA	
B106	Yes	308 sqft	112 sqft	Mechanical Room
B107	Inaccessible	60 sqft	NA	Weapons Room
B108	No	1152 sqft	NA	Crawlspace. Replace door handle with a deadbolt lockset. Secure loose electrical wiring.

***Basement Hallways***

- Repaint Hallway door. Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Red Ochre 2011-4.
- After repairs, paint all Hallway Walls with Use AFM SafeCoat Zero VOC Enamel Semi-Gloss Paint, Color: Enlightenment 3003-2C, if needed.

**Reference Photos will be attached.**

**IV. STANDARD QUALIFYING DATA AND FORMS:**

The following forms are required as qualifying data for professional selection:

- 1 Copy of Business License if place of business is within City Limits.
- 2 Copy of Generator Contractors License.
- 3 Certificate of Current Insurance: Certificates of Insurance acceptable to the City shall be filed with the Purchasing Division prior to commencement of the work and periodically thereafter upon any renewals during the term of the contract.

**V. 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 pursuant to the RFP.

**SUBMISSION FORMAT**

- 5.1 Type of organization (i.e. individual, Partnership, corporation, joint venture, etc.) and year established.
- 5.2 **Organization Profile and Qualifications:** Proposals will be considered only from Licensed General Contractors who have experienced personnel able to provide the required services.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 10 of 19**

Company year of creation and how many years the company has been in business.

Statement of Qualifications shall be limited to ten (10) pages or less, exclusive of cover page.

Proposers and subcontractor must provide experience as it pertains to performing scope of work listed above.

Submit current insurance certificates for professional liability and indicate the limits.

All prospective firms must submit **five (5)** copies of their proposal, one of which must be an unbound, untapped original.

**Other Information**

5.4.1 Provide names, addresses, and telephone numbers of references, along with description of job.

5.4.2 Identify any potential types of conflicts of interest (fact or appearance) with any elected or appointed City official.

**5.5 Proposal:**

Provide a description of your approach to fulfilling the requirements of the RFP. Also, provide the estimated time of completion including inclement weather.

**5.6 Cost Proposal:**

This section should include cost for material and labor. By submitting the RFP proposers admit cost given will be final. **No change orders** will be given for the scope of work.

**VI. EVALUATION OF PROPOSALS**

6.1 Proposal submittals will be received and publicly opened. Only the names of respondents will be read at this time.

6.2 A Proposal Evaluation Committee (PEC) will consist of Chief of Police or designee, CRA director and Utilities Director or designee. The (PEC) will review, evaluate and rank all valid responses submitted based on the evaluation criteria listed below. The Evaluation factors will include, but not limited to qualifications, experience of the firm, local preference, show evidence of being MBE, other information regarding the firm's abilities to perform the required services and price. The Purchasing Officer will participate in an advisory capacity only.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station  
Station Page 11 of 19**

**EVALUATION CRITERIA**

- I. Experience – (20%)
- II. Qualifications & – (20%)
- III. Local Preference – (10%)
- IV. Proof of MBE – (10%)
- V. Price – (40%)

- 6.3 The City reserves the right to interview any, all or none of the proposers that responded to the RFP and to require formal presentations before either the PEC or City Commission before recommendation of award. This interview is to be based upon the written proposal received.
- 6.4 The Proposal Evaluation Committee reserves the right to conduct site visits of the respondent's facilities and/or of a current project they are managing.
- 6.5 The City reserves the right to negotiate price and contract terms and conditions with the most qualified firm(s) to provide the requested service. If a mutually beneficial agreement with the first selected proposer is not reached, the City reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.
- 6.6 The City will not be under any requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the City Commission. However, it is anticipated that the review/evaluation process will be completed in a timely manner. The Purchasing Division will endeavor to notify in writing all respondents of any unexpected delays as noted above or otherwise determined. Note: **A "final and best offer" may be negotiated; however, proposers are cautioned to provide their best offer initially.**

**ETHICAL BUSINESS PRACTICES**

Gratuities. It shall be unethical for any person to offer, give, or agree to give any City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefore.

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**

**Station Page 12 of 19**

Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

The City reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the City may deny award or cancel the contract if it determines that unethical business practices were involved.

**SUBMITTAL RESPONSE COVER SHEET**

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

Gene Sutton Jr, Purchasing Director

Jack Mclean Jr, City Manager

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

\_\_\_\_\_ (Firm Name)

BY

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Printed or Typed Name)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE

---

FAX

Addendum #1 dated	Initials
Addendum #2 dated	Initials
Addendum #3 dated	Initials

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

\

**STATEMENT OF NO SUBMITTAL**

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

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 14 of 19**

\_\_\_\_\_ We do not offer this service

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

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

\_\_\_\_\_ Our schedule would not permit us to perform. \_\_\_\_\_

\_\_\_\_\_ Unable to meet specifications

\_\_\_\_\_ Others (Please Explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**

**Station Page 16 of 19**

**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.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Contractor/Firm \_\_\_\_\_

Address \_\_\_\_\_

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station  
Station Page 17 of 19**

**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 Quincy, 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:
  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

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**  
**Station Page 18 of 19**

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.]

**RFP CQ-07-18-2010 Renovate & Repair Quincy Police Station**

**Station Page 19 of 19**

**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 \_\_\_\_\_

\_\_\_\_\_

(Type of Identification)

\_\_\_\_\_  
NOTARY PUBLIC

Notary Public -State of

My commission expires:

Printed, typed, or stamped  
Commissioned name of Notary Public