WAKULLA COUNTY
BOARD OF COUNTY COMMISSIONERS

JUNK REMOVAL SERVICES
Request for Proposal Number: 2010-01

RESPONSES ARE DUE BY: April 7, 2010 at 2:00 p.m.

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
Purchasing Office
3093 Crawfordville Highway
PO Box 309
Crawfordville, FL 32326

Contact: Deborah DuBose at 850.926.9500 or via e-mail at
ddubose@mywakulla.com
850.926.9006 FAX

INTRODUCTION

Wakulla County, Florida, is requesting sealed written proposals from vendors for the provision of junk removal services for the Code Enforcement Office of Wakulla County. The County will enter into negotiations with a maximum of 5 firms in order to establish a list of service providers who may provide services pursuant to the Junk Services Removal Agreement (the "Agreement"), incorporated herein. All proposals will be submitted to the Wakulla County Code Enforcement Board for review. The Code Enforcement Board shall rank the responding firms and recommend a short list to the Wakulla County Board of County Commissioners of those firms with which to enter into agreements. The terms of the Junk Removal Services Agreements shall be subject to the ultimate approval of the Board of County Commissioners. Specific projects shall be awarded on a project-by-project basis pursuant to a Request for Quotes submitted to all vendors with which the County enters into an Agreement.

Parties interested in preparing a response to this Request for Proposals must complete the requirements set forth in the attached documents. Under the proposal process of Wakulla County, the conditions set forth herein are binding on the proposer as confirmed by the signature of an officer on the cover letter.

Wakulla County welcomes your response. The County reserves the right to reject any response found to be non-responsive, vague, or non-conforming. The County also reserves the right at any time to withdraw all or part of this request in order to protect its best interests. The County is not liable for any costs incurred by the party in preparing its response, nor is a response an offer to contract with your firm. Pursuant to Chapter 119, Florida Statutes, all responses are subject to Florida's public records laws.

CALENDAR OF EVENTS

All times listed in the Calendar of Events are Eastern Standard Time

Release of Request for Proposal	March 17, 2010 @ 8:00 a.m.
Technical Questions Due from Prospective Respondents	March 29, 2010 @ 3:00 p.m.
Non-Mandatory Pre-Proposal Conference	Wednesday, March 31, 2010 @ 10:00 a.m. 3093 Crawfordville Highway, Crawfordville, FL
Responses to technical questions due	April 1, 2010
PROPOSALS DUE TO BOCC	**April 7, 2010 @ 2:00 p.m.**
Evaluation Team to evaluate proposals	April 9, 2010 thru April 15, 2010
Posting of Intended Award	April 19, 2010
Board Consideration of Intended Vendor Award	April 19, 2010
Anticipated beginning of contract	April 26, 2010

MANDATORY REQUIREMENTS

The Wakulla County Board of County Commissioners (BoCC) has established certain mandatory requirements which must be included as part of any response. The use of the terms "shall," "must," or "will" (except to indicate simple futurity) in this RFP indicates a mandatory requirement or condition. The words "should" or "may" in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not by itself cause rejection of a response.

Responses which do not meet all material requirements of this request or which fail to provide all required information, documents, or materials such as request forms, bonds, etc., will be rejected as non-responsive. Material requirements of the bid are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the County. Respondents whose replies, past performance or current status do not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the contract may be rejected as non-responsible.

The Code Enforcement Board reserves the right to determine which replies meet the material requirements of the RFP and which Respondents are responsible and/or responsive. Further, the Code Enforcement Board or the County Commission may reject any and all proposals and seek new proposals when it is in the best interest of the County to do so.

GENERAL INSTRUCTIONS TO RESPONDENTS

1. Items listed on the checklist in this form and all other items required within this RFP must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

   RFP 2010-01 JUNK REMOVAL SERVICES
   Wakulla County Board of County Commissioners
   Wakulla County Purchasing Office
   Attention: Deborah Dubose

   Hand Delivered: 3093 Crawfordville Highway, Crawfordville, FL 32327
   Mailed: P.O. Box 309, Crawfordville Highway, Crawfordville, FL 32326

2. Proposals must be typed. No changes in or corrections to proposals will be allowed after the proposals are opened.

3. All proposals shall include **ONE (1) ORIGINAL, SO IDENTIFIED AND EIGHT (8) COMPLETE COPIES**, in a **SEALED** envelope (or other packaging).

4. **BIDS MUST BE RECEIVED AT OR BEFORE THE TIME AND DATE** reflected on the timeline in the Calendar of Events of this RFP.

5. It is the Respondent's responsibility to ensure their proposal is delivered at the proper place and time as required in this RFP. **The official date and time of receipt is the date and time the proposal is stamped by the County.** Late replies will not be accepted.

6. Inquiries. Questions related to this RFP must be received in writing by the contact person listed below by the time indicated in the Calendar of Events. The questions may be sent US mail, courier, e-mail, fax, or hand-delivered to the sole point of contact, listed below. No telephone calls will be accepted. Inquiries submitted after the period specified in the Calendar of Events will not be addressed. Answers to written questions received by the time and date listed in the Calendar of Events will be posted on the county's website at: www.mywakulla.com.

   Submit questions in writing to:

   Wakulla County Purchasing Office
   Attention: Deborah Dubose
   Crawfordville, Florida 32327
   FAX: 850.926.9006
   Email: **ddubose@mywakulla.com**

7. It is the responsibility of all potential Respondents to monitor this site for any changing information prior to submitting a response.

8. Respondents to this RFP or persons acting on their behalf may not contact, between the release of the solicitation and the County's posting the notice of intended award, any County employee, County Commissioner, or Code Enforcement Board member concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

SCOPE OF WORK

The Wakulla County Code Enforcement Office and the Code Enforcement Board are seeking responses to this RFP for entry into Agreements with responsible and responsive vendors for the provision of junk removal services. Vendors are sought who are capable of providing professional cleanup services on private property as ordered by the Code Enforcement Board. Upon receipt of a Code Enforcement Board order requiring cleanup of private property in violation of a Wakulla County Ordinance, the Code Enforcement Officer shall send a Request for Quotes to each vendor with whom the County approves an Agreement. Such vendors shall then inspect the subject property and provide a written quote to the Code Enforcement Officer for removal, storage, if necessary, and disposal of the junk or other material. The lowest quote shall be awarded the individual project on a work authorization basis.

Vendors shall have the professional capacity to clean and/or remove junk and other materials including junked and abandoned vehicles, vessels, recreational vehicles, trash, household garbage, rubbish, mobile homes, construction materials, debris, metals, and appliances, or any of these items, as determined by the Code Enforcement Board, as well as cleanup from demolition projects and any other clean up or junk removal service for the Wakulla County Board of County Commissioner in conformance with the appropriate County, State, and Federal regulations. Furthermore, vendors would need the capacity to inventory, impound, and store any removed junk for a period of time up to fifteen (15) days, after which time the junk would need to be sold or disposed of in a manner consistent with the County's ordinance. Proceeds from the sale of junk shall be returned to the County and shall be used to pay all cleanup costs and administrative costs and fines imposed by the Code Enforcement Board which remain outstanding with any remainder being returned to the property owner.

Requirements for individual projects will be identified and set forth in the Request for Quotes.

Vendors with whom the County enters into an Agreement must exercise due care in entering private property and removing junk, and take all steps to protect landscaping, buildings and other structures located on the property being cleaned.

METHOD OF PAYMENT

Upon completion of the project and either the sale or disposal of all junk, the selected vendor shall submit an invoice to the Code Enforcement Officer which shall be submitted to the Director of the Wakulla County Office of Management and Budget for approval and payment.

REVIEW OF PROPOSALS, SELECTION OF VENDORS, AND AWARD OF PROJECTS

Respondents to this RFP who satisfy the required qualifications and are deemed to be responsive, responsible vendors shall be ranked by the Wakulla County Code Enforcement Board, which will serve as the evaluation team. In ranking proposals the Code Enforcement Board shall evaluate the proposals on the basis of the information provided by the Respondent, and rank each proposal for compliance with the qualifications of each Respondent and compliance with the mandatory requirements of the RFP. The rankings of the Code Enforcement Board shall then be submitted for approval by the Wakulla County Commission. Based on the rankings, the County Commission shall select up to five firms with which to enter into Junk Removal Services Agreements for the provision of junk removal services.

Individual junk removal projects shall be solicited on an as needed basis upon issuance of an order of the Code Enforcement Board requiring that the County clean a lot or parcel of property, in the form of a Request for Quotes submitted to all vendors with which the County has an Agreement. The Request for Quotes shall describe the nature of the project, the address of the project, and a deadline by which all quotes must be received for consideration by the Code Enforcement Officer.

Projects will be awarded by the Wakulla County Code Enforcement Officer after the deadline date and time, on an **all or none basis to the responsive, responsible vendor providing the lowest total overall cost and meeting the project time table included in the Request for Quotes.** In order to be deemed responsive, a vendor must have the ability to perform all requirements of the specific project. If the property must remain stored, the successful vendor must have demonstrated the ability to store the junk or other materials for the required period of time and sell it or dispose of it as required pursuant to section 27.073 of the County's Junk Ordinance. The final contract price will be the original response price, if an award is made.

Responses to this RFP that do not meet the requirements specified herein will be considered non-responsive or not responsible, as applicable. In the best interest of Wakulla County, the Code Enforcement Board reserves the right to reject any and all responses or waive any minor irregularity or technicality in responses received. Respondents are cautioned to make no assumptions unless their response has been deemed responsive. Furthermore, responses to Requests for Quotes for individual projects not meeting the requirements for such individual project will also be deemed non-responsive or not responsible, as applicable, and may be rejected by the Code Enforcement Officer.

A printed copy of the Response tabulation will be posted in the Purchasing Office and at the County's Administrative Offices and on the county's website (www.mywakulla.com). A copy will also be available upon written request to the Purchasing Office. Each written request must contain a self-addressed, stamped envelope and must reference the solicitation title and number.

QUALIFICATIONS

Vendors seeking to provide junk removal services must include the following information as a part of their response:

1. A list of all projects completed within the past two (2) years, including dates, clients, and approximate dollar value and size.

2. A list and copies of all professional certificates, permits, or licenses necessary to do business in Florida and in Wakulla County, including a valid, current business tax receipt issued by Wakulla County.

3. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the Respondent to protect the contractor's legal rights shall not be used as a basis for rejecting a response.

4. Proof or certificates of insurance confirming current worker's compensation, liability, and property damage insurance as required by law and the RFP, which list Wakulla County as an additional insured.

5. Audited financial information current within the past twelve (12) months, such as a balance sheet, statement of operations, and bonding capacity. The requirement for financial information may be satisfied by the Respondent providing written verification of the Respondent's bonding capacity or a surety bond.

6. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate. The signature shall be notarized.

7. Three (3) references representative of related past experience to include, at a minimum, a contact person, company name, phone number, relationship to the vendor, and a brief description of the services provided to each reference (See Attachment #1).

8. The current work load and operating hours of the business.

9. A statement of all junk removal services the vendor is qualified to provide and a description of all junk removal equipment in the possession of the vendor.

10. The address of the location where the junk will remain stored, if necessary.

11. Provisions for identifying and properly disposing of hazardous wastes and potentially recyclable materials.

When responding to a Request for Quotes, vendors must submit the following additional information:

1. A quote for provision of the required junk removal services.
2. The earliest date on which such services may be provided.
3. A description of the manner in which all sellable items, if any, will be sold.
4. Payment Bond, as deemed necessary per quote.

EVALUATION AND SELECTION PROCESS

1. The proposals submitted in response to this request will be evaluated by a selection committee consisting of members of the Code Enforcement Board.

2. The selection of up to five (5) firms and the ultimate execution of contracts, while anticipated, are not guaranteed by the County. The County reserves the right to determine which proposals are in the County's best interest and award contracts on that basis, to reject any and all proposals, waive any irregularities of any proposal, negotiate with any potential offerer (after proposals are opened) if such is deemed in the best interest of the County.

3. The selection committee will evaluate the proposals that are responsive to the requirements of this RFP using the following criteria listed in order of importance:

EVALUATION CRITERIA

EVALUATION CRITERIA	Total Possible Points
Qualification of the Firm/Company (Professional Certificates, Experience, References)	30
Past Performance-Proven Success in Junk Removal Services	25
Storage Capability; Experience with Re-selling	20
Method for communicating with and advising the client	10
Quality of RFP Response	10
Local Preference	5

4. All proposals will be reviewed and ranked according to competence and qualifications, and Respondents may be selected for interviews or oral presentations as may be necessary. The County makes no commitment to any Respondent to this RFP beyond consideration of the written response to this RFP.

5. The preceding criteria will be used to evaluate proposal responses and select the successful Respondent. The selection/evaluation team reserves the right to expand these criteria to include any other pertinent requirements as necessary or as directed by the Board of County Commissioners.

6. The proposals deemed best by the selection/evaluation team shall be presented by the County Administrator in the form of an Agenda Request to the Board of County Commissioners, who shall either accept or deny the recommendation of the selection/evaluation team as presented by the County Administrator.

7. The Board of County Commissioners, or its designee, shall negotiate a contract with up to five of the Respondents in accordance with Florida Statutes.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in Request for Proposals. In the purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
   a. Individuals or firms which have a home office located within Wakulla, Leon, Gadsden or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of 5 points.
   b. Individuals or firms which do not have a home office located within Wakulla, Leon, Gadsden or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of 3 points.
2. Local business definition: For purposes of this section, “local business” shall mean a business which:
   a. Has had a fixed office or distribution point located in and having a street address within Wakulla, Leon, Gadsden or Jefferson County for at least six (6) months immediately prior to the issuance of the request for proposal by the County; and
   b. Holds any business license required by Wakulla County; and
   c. Is the principal offerer who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venture submitting an offer in conjunction with other businesses.
3. Certification: Any vendor claiming to be a local business as defined shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a “local business”.

EXECUTING THE JUNK REMOVAL SERVICES AGREEMENT

The construction, interpretation, and performance of this solicitation, and all transactions under it shall be governed by the laws of the State of Florida and Wakulla County. The Agreement shall include all terms and conditions of this solicitation, any addenda, response, and the County's contract issued as a result of this solicitation. Entry into an Agreement for Junk Removal Services does not guarantee that a vendor will be selected for any specific project. All contracts shall be non-exclusive.

AGREEMENT TERM

Agreements for the provision of junk removal services shall terminate two years after the date on which such agreements are executed, and may be renewed upon mutual agreement of the vendor and the County.

OTHER IMPORTANT INFORMATION

SPECIAL ACCOMMODATIONS

Any person requiring special accommodations by the Board because of a disability should call the Board Purchasing Office at least five (5) working days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the Board's Purchasing Office by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

RESPONDENT'S RESPONSIBILITY

It is understood and the Respondent hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this solicitation.

Any failure by the Respondent to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.

Respondents are expected to examine the specifications and all instructions pertaining to the required commodities/services. Failure to do so will be at Respondent's risk.

ADDITIONAL LEGAL REQUIREMENT

All corporations seeking to do business with the County shall, at the time of submitting a response, be registered with the Department of State in accordance with the provisions of Chapter 607, Florida Statutes; similarly, partnerships seeking to do business with the County shall, at the time of submitting such response, have complied with the applicable provision of

Chapter 620, Florida Statutes. For further information on required filing and forms, please go to the following sites: http://sunbiz.org/index.html or http://www.dos.state.fl.us/doc/index.html.

APPEALS

A Respondent whose Response has been rejected by the Code Enforcement Board or the Wakulla County Commission shall be given the benefit of reconsideration and appeal as follows:

1. The Respondent may within ten (10) calendar days after receiving notification of such action, request reconsideration in writing. The Respondent may submit additional information at the time of appeal.

2. The Code Enforcement Board shall act upon the Respondent's request and issue a final decision within thirty (30) days after the filing and shall notify contractor of its action to adhere to, modify, or reverse its original action. The Board may require additional information to justify the reconsideration.

3. Final decisions of the Code Enforcement Board rejecting a Respondent for prequalification and inclusion on the approved vendor list may be appealed in writing to the Wakulla County Board of County Commissioners within 10 days of receiving notice from the Code Enforcement Officer of such final decision, for inclusion on the next available Board of County Commissioners agenda.

RFP Title: Junk Removal Services
RFP No. 2010-01

RFP CHECKLIST:

Please submit the items on the following list and any other items required by any section of this Request for Proposals. The checklist is provided as a courtesy and may not be inclusive of all items required within this Request for Proposal:

_____ Completed RFP Response Sheet with Signature
_____ Reference Form
_____ Public Entity Crimes
_____ Equal Opportunity/Affirmative Action Statement
_____ Non-Collusion Affidavit
_____ Certificate Regarding Debarment
_____ Local Contractor Certification
_____ Drug Free Workplace Certification
_____ Conflict of Interest Disclosure
_____ Insurance Document

RFP RESPONSE SHEET

The Board of County Commissioners, Wakulla County, reserves the right to accept or reject any and/or all
proposals in the best interest of Wakulla County.

HOWARD W. KESSLER, M.D.
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

_____
(Firm Name)

BY _____
(Authorized Representative)

_____
(Printed or Typed Name)

ADDRESS _____

_____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)
Addendum #1 dated _____ Initials _____
Addendum #2 dated _____ Initials _____
Addendum #3 dated _____ Initials _____

RFP Title: Junk Removal Services
RFP No. 2010-01

ATTACHMENT 1
REFERENCE FORM

Respondent's Name:_____

Vendors are required to submit with their response three (3) references, with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The BoCC reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge. (Please provide at least 2 Contact Names.)

FORMER CLIENTS-Provide Three (3)	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature:_____

Title:_____

ATTACHMENT 2

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 Wakulla County Board of County Commissioners

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

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

_____ 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 contractor 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, 2010.

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

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. 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.

2. 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: _____

ATTACHMENT 4

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Wakulla County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

   _____
   (Name of Corporation, Partnership, Individual, etc.)

   a , _____ formed under the laws of _____
   (Type of Business) (State or Province)

   of which he is . _____.
   (Sole partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Wakulla County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

_____ _____
AFFIANT'S NAME AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this _____ day of 20__.

Personally Known _____ or Produced Identification _____

Type of Identification _____

_____
Notary Public

_____
(Print, Type or Stamp Commissioned Name of Notary Public)

ATTACHMENT 5

**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 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 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 Title: Junk Removal Services
RFP No. 2010-01

ATTACHMENT 6

LOCAL CONTRACTOR CERTIFICATION

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

a) Has had a fixed office or distribution point located in and having a street address within Wakulla County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and

b) Holds any business license required by the County (please attach copies); and

c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Wakulla County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Wakulla County.

Please complete the following in support of the self-certification and submit copies of your County business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	Phone:
Current Local Address:	Fax:
If the above address has been for less than six months, please provide the prior address: Length of time at this address	
Number of Employees and hours worked per week by each:	
Name and Address of owners who reside in Wakulla County and who in total own at least 50% or more of the business. Attach additional sheets as necessary	Percentage of ownership
1.	
2.	

_____ _____
Signature of Authorized Representative Date

STATE OF _____
COUNTY OF _____

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

By _____, of _____,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
a _____ corporation, on behalf of the corporation. He/she is personally
(State or place of incorporation)
known to me _____or has produced _____as
(type of identification)
identification.

_____
Notary Public

_____
(Print, Type or Stamp Commissioned Name of Notary Public)

ATTACHMENT 7

DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more response which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee 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 States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5) Impose a sanction, on, or require 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) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR_____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

ATTACHMENT 8
DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Wakulla County Board of County Commissioners. All firms must disclose the name of any county officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Officer or Employee of Wakulla County:

_____ _____

_____ _____

Name of an State Officer or Employee that owns 5% or more in Respondent's firm:

_____ _____

_____ _____

_____
Name

_____
Company

_____

Date

RFP Title: Junk Removal Services
RFP No. 2010-01

ATTACHMENT 9

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Wakulla County, Florida, its Officers, employees and volunteers)
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Wakulla County, Florida, its officers, employees and volunteers)-

General Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place ☐ Coverage will be placed, without exception ☐

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____ Signature _____
Typed or Printed

Date _____ Title _____
(Company Risk Mgr or Mgr with Risk Authority)