



Advertise Date: Friday, April 29, 2022

Lee County Board of County Commissioners
DIVISION OF PROCUREMENT MANAGEMENT

Consultant Competitive Negotiation Act (CN) Request for Proposal

Solicitation No.:	CN220304DWJ		
Solicitation Name:	Professional Testing Services		
Open Date/Time:	Thursday, June 02, 2022	Time:	2:30 PM
Location:	Lee County Procurement Management 2115 Second Street, 1 st Floor Fort Myers, FL 33901		
Procurement Contact:	David Jones	Title	Procurement Analyst
Phone:	(239) 533-8864	Email:	DJones2 @leegov.com
Requesting Dept.	COUNTY WIDE		

Pre-Solicitation Meeting:

Type: No meeting scheduled at this time

All solicitation documents are available for download at
www.leegov.com/procurement



ADVERTISEMENT DATE: Friday, April 29, 2022

Notice to Contractor / Vendor / Proposer(s)

REQUEST FOR PROPOSAL
Consultant Competitive Negotiation Act (CN)

Lee County, Florida, is requesting proposals from qualified individuals/firms for

CN220304DWJ – Professional Testing Services

Then and there to be publicly opened and read aloud for the purpose of selecting a vendor to furnish; all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required for Lee County, Florida, in conformance with proposal documents, which include technical specifications and/or a scope of work.

Those individuals/firms interested in being considered are instructed to submit, in accordance with specifications, their proposals, pertinent to this project prior to

2:30 PM Thursday, June 02, 2022

to the office of the **Procurement Management Director, 2115 Second Street, 1st Floor, Fort Myers, Florida 33901**. The Request for Proposal shall be received in a sealed envelope, prior to the time scheduled to receive proposals, and shall be clearly marked with the solicitation name, solicitation number, Proposer name, and contact information as identified in these solicitation documents.

The solicitation documents are available from www.leegov.com/procurement. Documents obtained from sources other than www.leegov.com/procurement are cautioned that the solicitation package may be incomplete. The County's official Proposer list, addendum(s) and information must be obtained from www.leegov.com/procurement. It is the Proposer's responsibility to check for posted information. The County may not accept incomplete proposals.

No Pre-proposal Conference is scheduled at this time

It has been determined that the specifications and scope of work within this solicitation are adequate to describe the product or services being requested. A pre-proposal conference and site visit has not been scheduled for this solicitation. Questions regarding this Request for Proposal are to be directed, in writing, to the individual listed below using the email address listed below or faxed to (239) 485 8383 during normal working hours.

David Jones DJones2@LeeGov.com

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Brooke".

Adam Brooke, CPPB
Procurement Manager

*WWW.LeeGov.Com/Procurement is the County's official posting site

Terms and Conditions
Request for Proposal
Consultant Competitive Negotiation Act (CN)

1. DEFINITIONS

- 1.1. **Addendum/Addenda:** A written change, addition, alteration, correction or revision to a bid, proposal or contract agreement. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.
- 1.2. **Approved Alternate:** Solicitation documents may make reference of specific manufacturer(s) or product(s). These references serve only as a recommendation and a guide to minimum quality and performance. The references are not intended to exclude approved alternatives of other manufacturer(s) or product(s).
- 1.3. **Bid/Proposal Package:** A bid/proposal is a document submitted by a vendor in response to some type of solicitation to be used as a basis for negotiations or for entering into a contract.
- 1.4. **Bidder/Responder/Proposer:** One who submits a response to a solicitation.
- 1.5. **County:** Refers to Lee County Board of County Commissioners.
- 1.6. **Due Date and Time/Opening:** Is defined as the date and time upon which a bid or proposal shall be submitted to the Lee County Procurement Management Division. Only bids or proposals received prior to the established date and time will be considered.
- 1.7. **Liquidated Damages:** Damages paid usually in the form of monetary payment, agreed by the parties to a contract which are due and payable as damages by the party who breaches all or part of the contract. May be applied on a daily basis for as long as the breach is in effect.
- 1.8. **Procurement Management:** shall mean the Director of Lee County's Procurement Management Department or designee.
- 1.9. **Responsible:** A vendor, business entity or individual who is fully capable to meet all of the requirements of the bid/proposal solicitation documents and subsequent contract. Must possess the full capability including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.
- 1.10. **Responsive:** A vendor, business entity or individual who has submitted a bid or request for proposal that fully conforms in all material respects to the bid/proposal solicitation documents and all of its requirements, including all form and substance.
- 1.11. **Solicitation:** An invitation to bid, a request for proposal, invitation to negotiate or any document used to obtain bids or proposals for the purpose of entering into a contract.

2. ORDER OF PRECEDENCE

- 2.1. If a conflict exists between the "Terms and Conditions" the following order of precedents will apply:
 - 2.1.1. Florida State Law as applied to Municipal Purchasing in accordance with Title XIX, "Public Business", Chapter 287 "Procurement of Personal Property and Services."
 - 2.1.2. Lee County Procurement Management Department Ordinance 22-06
 - 2.1.3. Special Conditions and Supplemental Instructions
 - 2.1.4. Detailed Scope of Work
 - 2.1.5. These Terms and Conditions

3. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

- 3.1. It shall be the responsibility of the Proposer to assure compliance with all other federal, state, or county codes, rules, regulations or other requirements, as each may apply. Any involvement with the Lee County shall be in accordance with but not limited to:
 - 3.1.1. Lee County Procurement Policy Ordinance 22-06
 - 3.1.2. Florida State Statute 287.055: Consultant Competitive Negotiation Act (CCNA), (CN)
 - 3.1.3. Pursuant to FL § Section 119.071, Public Records, General exemptions from inspection or copying of public records, sealed bids or proposals received by the County. Pursuant to this, solicitation are exempt from public records request (s. 119.07(1) and s. 24(a), Art. I, of the Florida Constitution) until such time as the agency provides notice of a decision or intended decision (pursuant to s. 119.071(2)) or within 30 days after bid or proposal opening, whichever is earlier.

- 3.1.4. Florida Statute 337.168 Confidentiality of official estimates, identities of potential bidders, and bid analysis and monitoring.
 - 3.1.5. FL § Section 607.1501(1) states: A foreign corporation may not transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
 - 3.2. **Local Business Tax:** If applicable, provide with proposal.
 - 3.3. **License(s):** Proposer should provide, at the time of the opening of the proposal, all necessary permits and/or licenses required for this product and/or service.
4. RFP – PREPARATION OF PROPOSAL
- 4.1. Proposals must be sealed in an envelope, and the outside of the envelope must be affixed with the label included in the forms section.
 - 4.2. **Submission Format:**
 - 4.2.1. Required Forms: complete and return **all** required forms. If the form is not applicable, please return with “Not Applicable” or “N/A” in large letters across the form.
 - 4.2.2. Execution of Proposal: All documents must be properly signed by corporate authorized representative, and where applicable witnessed and corporate and/or notary seals affixed. All proposals shall be typed or printed in ink. The Proposer may not use erasable ink. All corrections made to the proposal shall be initialed.
 - 4.2.3. Should not contain links to other Web pages.
 - 4.3. **Preparation Cost:**
 - 4.3.1. The Proposer is solely responsible for any and all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer, as a result of this solicitation and subsequent evaluation process.
5. RESPONSES RECEIVED LATE
- 5.1. It shall be the Proposer’s sole responsibility to deliver the proposal submission to the Lee County Procurement Management Division prior to or on the time and date stated.
 - 5.2. Any proposals received after the stated time and date will not be considered. The proposal shall not be opened at the public opening. Arrangements may be made for the unopened proposal to be returned at the Proposer’s request and expense.
 - 5.3. The Lee County Procurement Management Division shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.
6. PROPOSER REQUIREMENTS (unless otherwise noted)
- 6.1. **Responsive and Responsible:** Only proposals received from responsive and responsible Proposers will be considered. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other necessary action, such as background checks, to determine ability to perform is satisfactory, and reserves the right to reject submission packages where evidence submitted or investigation and evaluation indicates an inability for the Proposer to perform.
 - 6.1.1. Additional sources may be utilized to determine credit worthiness and ability to perform.
 - 6.1.2. Any Proposer or sub-Proposer that will have access to County facilities or property may be required to be screened to a level that may include, but is not limited to fingerprints, statewide criminal. There may be fees associated with these procedures. These costs are the responsibility of the Proposer or sub-Proposer.
 - 6.1.3. Proposers are responsible for ensuring that any required background screening are conducted in accordance with Chapter 435. Proposers shall be aware, understand, and ensure compliance with the statutory requirements regarding background checks. FL Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Proposer who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law. Such requirements shall flow down to sub-contractors/consultants of the prime Proposer and prime Proposer shall ensure compliance with Chapter 435 of such parties.

- 6.1.3.1. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.
- 6.2. **Past Performance:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) Poor or unacceptable past performance may result in Proposer disqualification.
7. PRE-SOLICITATION CONFERENCE
- 7.1. A pre-solicitation conference will be held in the location, date, and time specified on the cover of this solicitation. The cover will also note if the pre-solicitation conference is Non-Mandatory or Mandatory. All questions and answers are considered informal. All prospective Proposers are encouraged to obtain and review the solicitation documents prior to the pre-proposal so they may be prepared to discuss any questions or concerns they have concerning this project. All questions must be submitted formally in writing to the procurement staff noted on the first page of the solicitation document. A formal response will be provided in the form of an addendum (see “County Interpretation/Addendums” for additional information.) A site visit may follow the pre-proposal conference, if applicable.
- 7.2. **Non-Mandatory:** Pre-solicitation conferences are generally non-mandatory, but it is highly recommended that prospective Proposers participate.
- 7.3. **Mandatory:** Failure to attend a mandatory pre-solicitation conference will result in the proposal being considered **non-responsive**.
8. COUNTY INTERPRETATION/ADDENDUMS
- 8.1. Each Proposer shall examine the solicitation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be **submitted in writing prior to 5:00 PM at least eight (8) calendar days prior to the date when the submission is due.**
- 8.2. Response(s) will be in the form of an Addendum posted on www.leegov.com/procurement. It is solely the Proposer’s responsibility to check the website for information. No notifications will be sent directly to proposers by Lee County Procurement Management Division associated with this solicitation.
- 8.3. All Addenda shall become part of the Contract Documents.
- 8.4. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. Interpretation of the meaning of the plans, specifications or any other contract document, or for correction of any apparent ambiguity, inconsistency or error there in, shall be in writing. Issuance of a written addendum by the County’s Procurement Management Division is the only official method whereby interpretation, clarification or additional information can be given.
9. ADDITIONS, REVISIONS AND DELETIONS
- 9.1. Additions, revisions, or deletions to the Terms and Conditions, Specifications, Bid Schedule, or other document provided by Lee County Procurement Management Division that changes the intent of the solicitation will cause the solicitation to be non-responsive and the proposal will not be considered. The Procurement Management Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the solicitation.
10. CONFIDENTIALITY
- 10.1. Proposers should be aware that all proposals provided are subject to public disclosure and will **not** be afforded confidentiality, unless provided by Chapter 119 Florida Statute.
- 10.2. If information is submitted with a proposal that is deemed “Confidential” the Proposer must stamp those pages of the proposal that are considered confidential. The Proposer must provide documentation as to validate why these documents should be declared confidential in accordance with Chapter 119, “Public Records,” exemptions.
- 10.3. Lee County **will not reveal engineering estimates or budget amounts for a project** unless required by grant funding or unless it is in the best interest of the County. According to Florida State Statute 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential

and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.

11. CONFLICT OF INTEREST

- 11.1. All Proposers are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22: The County is prohibited from solicitation of a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.
- And:
- 11.2. A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary vendor/consulting team, cannot be selected or retained, as the primary consultant/vendor or named a member of the consulting/contracting team, to perform project design, engineering or construction services for subsequent phase(s) or scope of work for this project. Pursuant to FS. S287.057 (17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.
- 11.3. Should your proposal be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the proposal from consideration for this project.
- 11.4. **Business Relationship Disclosure Requirement:** The award hereunder is subject to the provisions of Chapter 112, Public Officers and Employees: General Provisions, Florida Statutes. All Proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the Lee County or any of its agencies. Further, all Proposers must disclose the name of any County employee who owns directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches.

12. ANTI-LOBBYING CLAUSE (Cone of Silence)

- 12.1. Following Florida Statute Section 287.057(23), Upon the issuance of the solicitation, prospective Proposers or any agent, representative or person acting at the request of such Proposer shall not have any contact, communicate with or discuss any matter relating in any way to the solicitation with any Commissioner, Evaluation Review Committee, agent or employee of the County other than the Procurement Management Director or their designee. This prohibition begins with the issuance of any solicitation, and ends upon execution of the final contract or when the solicitation has been cancelled. **If it is determined that improper communications were conducted, the Proposer maybe declared non- responsible.**

13. DRUG FREE WORKPLACE

- 13.1. Lee County Board of County Commissioners encourages Drug Free Workplace programs.

14. FLORIDA CERTIFIED ENTERPRISES

- 14.1. The County encourages the use of Florida Certified Enterprises such as such as Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) firms.
- 14.2. Bidder/Proposer is requested to indicate whether the Firm and/or any proposed sub-consultants are a Florida Certified Enterprise. Lee County encourages the utilization and participation of DBE, MBE, WBE, VBE or similar in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested Florida Certified Enterprises such as Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) firms and similar are encouraged to submit.

15. ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- 15.1. The Proposer agrees to comply, in accordance with Florida Statute 287.134, 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA) that furnishing goods or services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, disability or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

- 15.2. The Proposer will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disability or marital status. The Proposer will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, disability or marital status.
 - 15.3. The Proposer will include the provisions of this section in every sub-contract under this contract to ensure its provisions will be binding upon each sub-contractor. The Proposer will take such actions in respect to any sub-contractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.
 - 15.4. An entity or affiliate who has been placed on the State of Florida's Discriminatory Vendor List (This list may be viewed by going to the Department of Management Services website at <http://www.dms.myflorida.com>) may not submit a bid on a contract to provide 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 award or perform work as a vendor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.
16. SUB-PROPOSER/CONSULTANT
- 16.1. The use of sub-Proposer/consultant under this solicitation is not allowed without prior written authorization from the County representative.
17. RFP - PROJECT GUIDELINES
- 17.1. The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and or Requirements which shall service as a guide to the Proposer(s) in conforming the professional services and work to provide pursuant to this Agreement/Contract:
 - 17.1.1. No amount of work is guaranteed upon the execution of an agreement/contract.
 - 17.1.2. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the agreement/contract period; inclusive of any renewals unless otherwise specified herein.
 - 17.1.3. This contract does not entitle any firm to exclusive rights to County agreements/contracts. The County reserves the right to perform any and all available required work in-house or by any other means it so desires.
 - 17.1.4. In reference to vehicle travel, mileage and man-hours spent in travel time, is considered incidental to the work and not an extra compensable expense.
 - 17.1.5. Lee County reserves the right to add or delete, at any time, and or all tasks or services associated with this agreement.
 - 17.1.6. Any Single Large Project: The County, in its sole discretion, reserves the right to separately solicit any project that is outside the scope of this solicitation, whether through size, complexity or the dollar value.
18. RFP – EVALUATION
- 18.1. **Ranking Method:** Lee County uses the Dense Ranking (1223” ranking). In Dense Ranking, items that compare equal, receive the same ranking number, and the next item(s) receive the immediately following ranking number. Equivalently, each item’s ranking number is 1 plus the number of items ranked above it that are distinct with respect to the ranking order. This ranking method is used for each individual committee member’s scores. Thus if A ranks ahead of B and C (which compare equal) which are both ranked ahead of D, then A is ranked number 1(“first”), B is ranked number 2 (“joint second”), C is also ranked number 2 (“joint second”) and D is ranked number 3 (“third”).
 - 18.2. **Evaluation Meeting(s):**
 - 18.2.1. The first evaluation will rank Proposers based on the scores from the selection criteria point values.
 - 18.2.2. Following the initial evaluation process, the short-listed proposer(s) may be required to provide an on-site interview/presentation.
 - 18.2.3. Such subsequent evaluations are to be accomplished by simply ranking the Proposers based off the details provided through the on-site interview/presentation. Proposers will be ranked in sequential order with one (1) being the highest ranking. Proposers’ rankings will then be totaled with the total

lowest scores receiving final rank order starting with one (1) that shall indicate the highest technically evaluated and most qualified Proposer by the evaluation committee.

- 18.2.4. Proposed short-list and final selection meeting dates are posted on the Procurement Management web page: www.leegov.com/procurement (Projects, Award Pending.)

19. RFP – SELECTION PROCEDURE

- 19.1. The selection will be made in accordance with Lee County Procurement Policy and Chapter 287.055 FL § for Professional Services Contracts. Some or all of the responding Proposer(s) may be requested to provide interviews and/or presentations of their proposal, for the ranking process
- 19.2. Agreement/Contract fees will be negotiated in accordance with Section 287.055 FL §.
- 19.3. The recommendation to award, negotiated rates and agreement/contract(s) will be submitted to the Board of County Commissioners for approval.
- 19.4. If a satisfactory agreement/contract(s) cannot be negotiated, in a reasonable amount of time, the County, in its sole discretion, may terminate negotiations with the selected Proposer(s) and begin agreement/contract negotiations with the next finalist.
- 19.5. The Procurement Management Director reserves the right to exercise their discretion to:
 - 19.5.1. Make award(s) to one or multiple Proposers.
 - 19.5.2. Waive minor informalities in any response;
 - 19.5.3. Reject any and all proposals with or without cause;
 - 19.5.4. Accept the response that in its judgment will be in the best interest of Lee County.

20. RFP – TIEBREAKER

- 20.1. In the event of a tie, two or more proposers that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties.
 - 20.1.1. Step 1: The proposer that has the highest number of 1st place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2nd, place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th, etc. rank, will be counted until the tie is broken.
 - 20.1.2. Step 2: At the conclusion of step 1, if all is equal, the proposer having a drug-free work place program, shall be deemed the first ranked proposer.
 - 20.1.3. Step 3: In the event the tie exists then the highest ranked proposer from the first evaluation committee meeting, in which point values were applied, will win the award. One being the highest.
 - 20.1.4. Step 4: At the conclusion of steps 1, 2, 3, if all are equal, the 1st place proposer shall be determined by the flip of a coin.
- 20.2. When the tiebreaker is determined the highest ranked Proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.
- 20.3. If an award or negotiation is unsuccessful with the highest ranked Proposer, award or negotiations may commence with the next highest ranked Proposer.

21. RFP – EVALUATION/ SELECTION COMMITTEE

- 21.1. The selection shall be by a Selection Committee consisting of staff representatives from the appropriate County Departments as approved by the Procurement Management Director or designee unless otherwise mandated by law.
- 21.2. The Selection Committee will receive and review written proposals in response to this Request for Proposal (RFP). Responses will be evaluated against a set of criteria to determine those Proposers/Firms most qualified and suited for this project, resulting, where applicable, in a short-list of no fewer than three (3) firms to be interviewed or provide presentations.
- 21.3. The County reserves the right, where allowable and applicable, to begin negotiations with the top ranked firm(s) without hosting interviews/presentations.

22. WITHDRAWAL OF PROPOSAL

- 22.1. No proposal may be withdrawn for a period of **180 calendar days** after the scheduled time for receiving proposals. A proposal may be withdrawn prior to the proposal opening date and time. Withdrawal requests

must be made in writing to the Procurement Management Director, who will approve or disapprove the request.

22.2. A Proposer may withdraw a proposal any time prior to the opening of the solicitation.

22.3. After proposals are opened, but prior to award of the contract by the County Commission, the Procurement Management Director may allow the withdrawal of a proposal because of the mistake of the Proposer in the preparation of the proposal document. In such circumstance, the decision of the Procurement Management Director to allow the proposal withdrawal, although discretionary, shall be based upon a finding that the Proposer, by clear and convincing evidence, has met each of the following four tests:

22.3.1. The Proposer acted in good faith in submitting the proposal,

22.3.2. The mistake in proposal preparation that was of such magnitude that to enforce compliance by the Proposer would cause a severe hardship on the Proposer,

22.3.3. The mistake was not the result of gross negligence or willful inattention by the Proposer; and

22.3.4. The mistake was discovered and was communicated to the County prior to the County Commission having formally awarded the contract/agreement.

23. PROTEST RIGHTS

23.1. Any Bidder that has submitted a formal Response to Lee County, and who is adversely affected by an intended decision with respect to the Award, has the right to protest an intended decision posted by the County as part of the Solicitation process.

23.2. Notice of Intended Decision is posted on the Lee County Department of Procurement Management website (www.leegov.com/procurement). Bidders are solely responsible to check for information regarding the Solicitation.

23.3. Refer to the “Procurement Protest” section of the Lee County Procurement Ordinance 22-06 for a complete description of the protest process and associated requirements. The ordinance is posted on the Lee County website or may be obtained by contacting the Procurement Management Director.

23.4. In order to preserve the right to protest, a written “**Notice of Intent to File a Protest**” must be filed with the Lee County Procurement Management Director within seventy-two (72) hours of Posting of the Notice of Intended Decision.

23.4.1. The notice shall clearly indicate all grounds being claimed for the protest.

23.4.2. The notice must be physically received by the Procurement Management Director within the required time frame described above. No additional time will be granted for mailing.

23.5. Following receipt of the Notice of Intent to File a Protest, a “**Protest Bond**” and “**Formal Written Protest**” must be filed **within ten (10) business days** of Posting of the Notice of Intended Decision.

23.6. **Failure to follow the protest procedures requirement within the time frames as prescribed herein and in the Lee County Procurement Ordinance 22-06 shall constitute a waiver of the right to protest and shall bar any resulting claims.**

24. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES

24.1. This opportunity is also made available to any government entity. Pursuant to their own governing laws, and subject to the agreement of the vendor, other entities may be permitted to make purchases at the terms and conditions contained herein. Lee County Board of County Commissioners will not be financially responsible for the purchases of other entities from this solicitation.

25. CONTRACT ADMINISTRATION

25.1. Designated Contact:

25.1.1. The awarded Proposer shall appoint a person(s) to act as a primary contact for all County departments. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

25.1.2. Lee County requires that the awarded Proposer to provide the name of a contact person(s) and phone number(s) which will afford Lee County access 24 hours per day, 365 days per year, of this service in the event of major breakdowns or natural disasters.

25.2. RFP – Term:

- 25.2.1. Unless otherwise stated in the scope of work, specifications, or special conditions the default **contract term shall be one (1) year with three (3), one (1) year renewals for a total of four (4) years upon mutual written agreement of both parties.**
- 25.2.2. The County reserves the right to renew this contract, or any portion thereof, and to negotiate pricing as a condition for each.
- 25.2.3. The County's performance and obligation to pay under this contract, and any applicable renewal options, is contingent upon annual appropriation of funds.
- 25.3. **RFP – Basis of Award:**
 - 25.3.1. Award will be made to the most responsible and responsive Proposer based on the evaluation criteria.
- 25.4. **Agreement/Contract:**
 - 25.4.1. The awarded Proposer will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://www.leegov.com/procurement/forms>.
- 25.5. **Records:**
 - 25.5.1. Retention: The Proposer shall maintain such financial records and other records as may be prescribed by Lee County or by applicable federal and state laws, rules and regulations. Unless otherwise stated in the specifications, the Proposer shall retain these records for a period of five years after final payment, or until they are audited by Lee County, whichever event occurs first.
 - 25.5.2. Right to Audit/Disclosure: These records shall be made available during the term of the contract as well as the retention period. These records shall be made readily available to County personnel with reasonable notice and other persons in accordance with the Florida General Records Schedule. Awarded Bidder/Proposer(s) are hereby informed of their requirement to comply with FL §119 specifically to:
 - 25.5.2.1. Keep and maintain public records required by the County to perform the service.
 - 25.5.2.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided or as otherwise provided by law.
 - 25.5.2.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
 - 25.5.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the County upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
 - 25.5.3. Public Record: **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, Email at PRRCustodian@leegov.com or Visit <http://www.leegov.com/publicrecords>.**
 - 25.5.4. Ownership: It is understood and agreed that all documents, including detailed reports, plans, original tracings, specifications and all data prepared or obtained by the successful Proposer in

connection with its services hereunder, include all documents bearing the professional seal of the successful Proposer, and shall be delivered to and become the property of Lee County, prior to final payment to the successful Proposer or the termination of the agreement. This includes any electronic versions, such as CAD or other computer aided drafting programs.

25.6. Termination:

- 25.6.1. Any agreement as a result of this solicitation may be terminated by either party giving **thirty (30) calendar days advance written notice**. The County reserves the right to accept or not accept a termination notice submitted by the Proposer, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.
- 25.6.2. The Procurement Management Director may immediately terminate any agreement as a result of this solicitation for emergency purposes, as defined by the Lee County Procurement Management Ordinance 22-06.
- 25.6.3. Any Proposer who has voluntarily withdrawn from a solicitation without the County's mutual consent during the contract period shall be barred from further County procurement for a **period of 180 days**. The vendor may apply to the Board for a waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by the Procurement Management Department.
- 25.6.4. The County reserves the right to terminate award or contract following any of the below for goods or services over \$1,000,000:
 - 25.6.4.1. Contractor is found to have submitted a false certification as provided under FL § 287.135 (5);
 - 25.6.4.2. Contractor has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;
 - 25.6.4.3. Contractor has engaged in business operations in Cuba or Syria;
 - 25.6.4.4. Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel – beginning October 1, 2016.

26. WAIVER OF CLAIMS

- 26.1. Once this contract expires, or final payment has been requested and made, the awarded vendor shall have no more than **thirty (30) calendar days** to present or file any claims against the County concerning this contract. After that period, the County will consider the vendor to have waived any right to claims against the County concerning this agreement.

27. LEE COUNTY PAYMENT PROCEDURES

- 27.1. All vendors are requested to mail an original invoice to:
Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238
- 27.2. All invoices will be paid as directed by the Lee County payment procedure unless otherwise stated in the detailed specification portion of this project.
- 27.3. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, Proposer, or bidder for the preparation of these specifications.
- 27.4. Lee County is generally a tax exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All Proposers should include in their proposal, all sales or use taxes, which they will pay when making purchases of material or sub-contractor's services.

28. LOCAL VENDOR PREFERENCE

- 28.1. The Procurement Management Department will adhere to the Lee County Ordinance No. 22-06 and as may be amended from time to time (the County's "Local Vendor Preference"). It shall be at the discretion of the County Manager or Designee whether to apply Local Vendor Preference to any particular Solicitation.

- 28.2. The County's Local Vendor Preference, as it relates to Bidding preferences for local Vendors, is not applicable to Solicitations or Contracts when Commodities and/or Services may be provided in the event of an Emergency.
 - 28.3. The County's Local Vendor Preference shall not apply in any procurement for Commodities or Services if the use of the Local Vendor Preference is prohibited by the terms of a grant or funding agreement or other prevailing law or policy.
29. INSURANCE (AS APPLICABLE)
- 29.1. Insurance shall be provided by the awarded Proposer. Upon request, a certificate of insurance (COI) complying with the attached guide shall be provided by the Proposer.

End of Terms and Conditions Section

INSURANCE REQUIREMENTS



Lee County Insurance Requirements including Professional Liability

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease – policy limit

- d. **Errors and Omissions** - Coverage shall include professional liability insurance, to cover claims arising out of negligent acts, errors or omissions of professional advice, privacy and network security insurance covering for losses arising from disclosure of confidential information, or other professional services.

\$1,000,000 per occurrence

**The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*



Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**

- b. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

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End of Insurance Guide section

SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

1. BASIS OF AWARD

1.1. The County intends to award this continuing services contract to a pool of qualified CONSULTANT(S) to perform work on an as-needed basis over the term of this Agreement. Award will be made in accordance with the evaluation process as described herein and in accordance with Lee County Procurement Ordinance 18-22.

2. AUTHORIZATION OF WORK

2.1. This is a "Master" contract, which is not for any specific project. Work will be negotiated, authorized, scheduled, funded, and accounted for by the issuance of Supplemental Task Authorizations (STAs), by the requesting department, division, or other governmental entity. No amount of work is guaranteed upon the execution of a Professional Services Agreement. This contract does not entitle any firm to exclusive rights to County contracts. The County reserves the right to perform all available required work in-house or by any other means it so desires. The County reserves the right to add or delete, at any time, any or all tasks or services associated with this agreement.

3. LOCAL PREFERENCE

3.1. The Lee County Local Vendor Preference shall be included as part of the evaluation process for this project. As such, Lee County at its sole discretion may choose to award a preference to any qualified Local Vendor.

End of Special Conditions

DETAILED SPECIFICATIONS

1. GENERAL SCOPE OF WORK

- 1.1. Lee County Board of County Commissioners seeks to contract with qualified Professional Services Consultants to perform professional testing services for individual projects on an as needed basis.
- 1.2. The professional services to be provided include field and laboratory tests, material evaluation and related reports involving soils and construction materials such as Portland cement concrete, asphaltic concrete, etc., at various construction sites in Lee County for projects undertaken by various County departments.
- 1.3. All tests and services shall be performed in accordance with established professional standards for such tests and services. In the case of contracted construction projects, all such tests and services shall be conducted in full accordance with the requirements set forth in the applicable construction contract documents.
- 1.4. The following are standard abbreviations for this agreement:
 - 1.4.1. ASTM - American Society for Testing and Materials
 - 1.4.2. FDOT - Florida Department of Transportation
 - 1.4.3. FM - Florida Methods as outlined in the "Manual of Florida Sampling and Testing Methods: of the FDOT
 - 1.4.4. LBR - Lime Rock Bearing Ratio
 - 1.4.5. D_{50} - Median diameter of samples
 - 1.4.6. AASHTO - American Association of State Highway and Transportation Officials
 - 1.4.7. OSHA - Occupational Safety and Health Administration

2. REQUIRED SUBMITTAL:

- 2.1. Consultants responding to this solicitation should include current license(s) for the task(s) under which they desire to perform work at the time of contract award.

3. DETAILED SCOPE OF WORK

- 3.1. The CONSULTANT shall perform all services and/or work necessary to complete the following task(s) listed below.

4. TASK 1 - FIELD INVESTIGATION (ROADWAY):

- 4.1. The geotechnical investigation for roadways shall be conducted according to the Florida Department of Transportation current Soils and Foundations Procedures Manual, the Federal Highway Administration's Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Plans and Specifications, related directives, referenced standards and specifications, and/or as directed in writing by the COUNTY's designated Project Manager.
- 4.2. Mobilization of all equipment required for the operation of an individual field drilling or penetrometer rig under the following conditions:

- 4.2.1. Site accessible to truck-mounted drilling equipment.
- 4.2.2. Site only accessible to all-terrain vehicle and/or extensive clearing required.
- 4.2.3. Testing to take place over water requiring use of a barge.
- 4.2.4. Auger borings or soundings including water table readings.
- 4.2.5. Standard Penetration Test (SPT) borings per ASTM 141586 including water table readings, sealing, and grouting of bore holes in accordance with state and local laws:
 - 0' to 25' depth
 - 26' to 50' depth
 - 51' to 75' depth
 - 76' to 100' depth
 - 101' to 125' depth
- 4.2.6. Cone Penetrometer Test (CPT) borings per ASTM D 3441 including water table readings.
- 4.2.7. Field Vane Shear Tests per ASTM D 2573.
- 4.2.8. Dilatometry test.
- 4.2.9. Thin-walled tube samples per ASTM D 1587.
- 4.2.10. Rock cores (NS double barrel).
- 4.2.11. Permits for test borings or other work items.
- 4.2.12. Field Permeability Tests.
- 4.2.13. Double ring infiltration tests per ASTM D 3385.
- 4.2.14. Percolation tests.
- 4.2.15. Muck probing (two-man crew with equipment).
- 4.2.16. Pavement cores in asphaltic concrete.
- 4.2.17. Pavement cores in Portland cement concrete.
- 4.2.18. Provide survey services to locate and determine position and elevations of field-testing locations (three-man crew with equipment).
- 4.2.19. Engineering support required in conjunction with determination of piezometric head of artesian aquifers if encountered.
- 4.2.20. Obtaining environmental corrosion samples of soil and water testing.
- 4.2.21. Obtain samples to determine D_{50} .
- 4.2.22. Install monitoring wells at COUNTY's direction.
- 4.2.23. Install or remove casings.

- 4.2.24. Miscellaneous drilling services not covered elsewhere.
- 4.2.25. Maintenance of Traffic.
- 4.2.26. Plan of Operation and required signage.
- 4.2.27. Flag Person.
- 4.2.28. Plugging/sealing of existing water wells in accordance with state and local laws.
- 4.2.29. Providing all necessary labor and equipment.
- 4.2.30. Providing cement and all other necessary materials and incidentals.
- 4.3. Preparation of Engineering Report containing soil boring data, test reports, soil classifications, recommendations as may be appropriate or as directed by the COUNTY.
- 4.4. Collect a sample of water from mid-depth of a water body either in a silt plume (construction-related or other) or upstream of a construction site (for background turbidity evaluation). Determine its turbidity in Nephelometric Turbidity Units (NTU's) as specified by the EPA for the NPDES and NPDWR monitoring programs, prepare a report including any of all the following (specific to project):
 - 4.4.1. Construction Permit number, date and time of sampling and analysis, sampling test equipment used and procedures, location of sampling sites (including a small map if necessary), background NTU's (if required), site weather conditions, air temperature, wind speed and direction, current direction, tide stage (ebb, flood or slack), depth of water at sample site and depth of sample (to nearest 0.1'), type of construction in the area and written observations of other site conditions of environmental concern (such as turbidity plumes unrelated to the project or manatee sightings). This task includes the provision of a boat and the required equipment to take and analyze the samples. The report must be signed and sealed by a currently registered Professional Engineer. Results include comparison of findings with established limits and shall be telephoned or faxed to the County as soon as available. Samples must be analyzed within 24 hours of taking. Up to 3 copies of an original, sealed written report must be received by the County within 5 working days. Payment for each authorized visit to the site under this task includes the taking (including provision of boat) and analysis of two samples, including transportation of technician and of the samples, and the reports.
- 4.5. Same responsibilities as in Task 4.34.1. Payment is to be per sample.

5. TASK 2 - LABORATORY TESTING (ROADWAY):

- 5.1. The laboratory testing shall be carried out according to the designated procedures or directives. The laboratory testing for roadway may include:
- 5.2. Grain size analyses conducted according to FM 1-T88 and related standards.
- 5.3. Atterberg limits conducted according to FM 1-T89 and FM 1-T90 and related standards.

- 5.4. Moisture content tests conducted according to FM 1-T265 and related standards.
- 5.5. Organic content by loss on ignition tests conducted according to FM 1-T267 and related standards.
- 5.6. Amount of material in soils finer than the U.S. No. 200 Sieve.
- 5.7. Specific gravity tests conducted according to FM 1-T100 and related standards.
- 5.8. LBR tests conducted according to FM 5-515 and related standards using a minimum of four (4) molds (including Modified Proctor).
- 5.9. Consolidation tests conducted according to FM 1-T216 and directions from the COUNTY's designated Project Manager.
- 5.10. Triaxial compression tests conducted according to FM 1-T234 and directions from the COUNTY's designated Project Manager.
- 5.11. Unconfined compression tests conducted according to ASTM D 2166 and directions from the COUNTY's designated Project Manager.
- 5.12. Corrosion classifications tests conducted according to COUNTY directives and the following:
- 5.13. pH tests conducted according to ASTM D 1293 (water) and ASTM G51 (soil).
- 5.14. Resistivity tests conducted according to ASTM D 1125 (water) and ASTM G 57 (soil).
- 5.15. Chloride content tests conducted according to ASTM D 512.
- 5.16. Sulphate content tests conducted according to ASTM D 4130.
- 5.17. pH tests conducted according to ASTM E 70.
- 5.18. Sieve analyses (3) for ^D50 determinations conducted according to FM 1-T88.

6. TASK 3 - CONSTRUCTION QUALITY CONTROL

- 6.1. The CONSULTANT shall perform activities during the pre-construction and/or construction phases as required by the COUNTY. All activities shall be coordinated with the COUNTY's designated representatives. Activities may include:
- 6.2. Analysis of pile driving dynamics based on data supplied by the CONTRACTOR employing the wave equation analysis. The computer program used shall be approved in advance by the COUNTY. The CONSULTANT shall provide graphs of the following: 1) ultimate soil resistance as a function of the number of blows per foot and 2) maximum pile tensile and compression stresses as a function of blows per foot.
- 6.3. Conducting and reporting pile drilled shaft load test (up to 200 tons) by standard methods as approved by the COUNTY (ASTM 1143 & ASTM 3385).

- 6.4. Conducting and reporting pile/drilled shaft load test (up to 200 tons) by quick-load methods as approved by the COUNTY (ASTM 1143 & ASTM 3385).
- 6.5. Performing pile driving analysis utilizing dynamic measurement devices as approved by the COUNTY.
- 6.6. Analysis and reporting of pile load test data.
- 6.7. Monitoring of settlement platform installation.
- 6.8. Monitoring, performing analysis and reporting settlement platform data.
- 6.9. Installation of piezometers.
- 6.10. Monitoring, analyzing, and reporting of piezometers data.
- 6.11. Installation of slope inclinometer casing.
- 6.12. Monitoring, analyzing, and reporting of slope inclinometer data.
- 6.13. Monitoring of geotextile/geogrid installation.
- 6.14. Monitoring of sand drain/wick drain installation.
- 6.15. Monitoring of other specialized geotechnical methods and/or equipment during construction phase.
- 6.16. Service as technical expert in the investigation and analysis of unforeseen geotechnical problems during the construction phase.

7. TASK 4 - BITUMINOUS:

- 7.1. The CONSULTANT shall provide upon written authorization qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for bituminous construction materials. All activities will conform to the FDOT Standard Specifications for Road and Bridge Construction, the Project Special Provisions, Standard Indices, and the referenced standards. The services include:
 - 7.1.1. Straightedge measurements on completed surface courses.
 - 7.1.2. Coring, markings and retention of asphaltic concrete pavement samples and determination of thickness, type and condition of pavement.
 - 7.1.3. Sampling of bituminous material according to FM 1-T040.
 - 7.1.4. Sampling of bituminous paving mixtures according to FM 1-T168.
 - 7.1.5. Deliverance of marked core samples and bituminous samples to the location directed by the COUNTY.

7.1.6. Inspection of bituminous concrete production plants to issue compliance with approved specifications, standard operating procedures and/or quality control plans.

8. TASK 5 - AGGREGATE AND BASE MATERIAL SOURCES:

8.1. The CONSULTANT shall provide upon written authorization, qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for aggregate and base material sources. All activities shall conform to the FDOT Standard Specifications for Road and Bridge Construction, Standard Indices, the FDOT Standard Operating Procedure for Evaluation, Approval, and Control of Mineral Aggregate Sources, the FDOT Standard Operating Procedure of Quality Assurance on Mineral Aggregate Sources, and the referenced standards. The services include:

8.1.1. Inspection of quality control procedures according to the Standard Operating Procedure at fine aggregate, coarse aggregate, and base material sources.

8.1.2. Taking samples according to FM 1-T002 at fine aggregate, coarse aggregate, and base material sources.

8.1.3. Classification of soils according to AASHTO M 145 using applicable related standards.

8.1.4. Moisture-density relation tests according to FM 5-521 (Modified Proctor Test).

8.1.5. Moisture-density relation tests according to FM 5-525 (Standard Proctor Test).

8.1.6. Carbonate content and organic matter in lime rock tests according to FM 5-514.

8.1.7. Organic impurities in sands (colorimetric) according to FM 1-T021.

8.1.8. Resistance to abrasion by use of Los Angeles Machine according to FM 1-T096.

9. TASK 6 - ROADWAY EMBANKMENT AND BACKFILL MATERIALS:

9.1. The CONSULTANT shall provide upon written authorization, qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for roadway embankment and backfill materials. All activities shall conform to the FDOT Standard Specifications for Road and Bridge Construction, the Project Special Provisions, Standard Indices, the FDOT Field Sampling and Testing Guide and the referenced standards. The services shall include:

9.1.1. Inspection of embankment fill materials.

9.1.2. Inspection of subgrade and stabilized subgrade materials.

9.1.3. Inspection of base and stabilized base materials.

9.1.4. Sampling of materials in Sections 6.01, 6.02 and 6.03 according to FM 1-T002 and FM 5-504, as applicable.

9.1.5. Determination of in-place density by nuclear method according to FM 1-T238.

9.1.6. In-place density when full-time technician is on project site.

10. TASK 7 - PORTLAND CEMENT CONCRETE (PLANT):

10.1. The CONSULTANT shall provide upon written authorization, qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting data for Portland cement concrete plant. All activities shall conform to the FDOT Standard Specifications for Road and Bridge Construction, the Project Special Provisions, the FDOT Field Sampling and Testing Guide, Standard Indices, FDOT Standard Operating Procedures, and the referenced standards. The services shall include:

10.2. Inspection of cement concrete production plants to ensure compliance with approved specifications, standard operating procedures and/or quality control plans.

11. TASK 8 - PORTLAND CEMENT CONCRETE (PROJECT SITE):

11.1. The CONSULTANT shall provide upon written authorization, qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for portland cement concrete (project site). All activities shall conform to the FDOT Standard Specification for Road and Bridge Construction, the Project Special Provisions, the FDOT Standard Operating Procedure, and the referenced standards. The services shall include:

11.2. Sampling of aggregate according to FM 1-T002.

11.3. Sampling and testing of water for use in cement concrete according to FM 1-T026 and FM 5-506.

11.4. Sampling of cement.

11.5. Sampling of fly ash according to FM 3-C311.

11.6. Sampling of fresh cement concrete according to FM 1-T141.

11.7. Sampling of fresh concrete from revolving drum truck mixers or agitators according to FM 5-501.

11.8. Making and curing concrete test specimens according to FM 1-T023.

11.9. Obtaining drilled cores of concrete according to FM 1-T024.

11.10. Slump test of cement concrete according to FM 1-T-119.

11.11. Air content test of freshly mixed concrete according to FM 1-T196.

11.12. Weight per cubic foot, yield, and air content (gravimetric) tests of concrete according to FM 1-T121.

11.13. Temperature measurement of concrete.

- 11.14. Compressive strength tests of cylindrical concrete specimens according to FM 1-T022 including labor.
- 11.15. Standard concrete cylinder preparation, curing and testing.
- 11.16. Concrete Beam Tests (set of 3)
- 11.17. Compressive strength of molded masonry mortar cylinders and cubes (ASTM C780.A7).
- 11.18. Sampling and testing grout (ASTM C1019).
- 11.19. Sampling and testing concrete masonry units (ASTM C140).
- 11.20. Compressive strength and measurement of dimensions.
- 11.21. Absorption.
- 11.22. Compressive strength of masonry prisms (ASTME 447).

12. TASK 9 - PRECAST OR PRESTRESSED CONCRETE PRODUCTS:

- 12.1. The CONSULTANT shall provide upon written authorization, qualified assistance to the COUNTY in the inspection, sampling, testing and reporting of data for precast concrete products. All activities shall conform to the FDOT Standard Specifications for Road and Bridge Construction, the Project Special Provision, Standard Indices, approved shop drawings, the FDOT Standard Operating Procedure for the inspection of precast drainage structures and referenced standards. The service shall include:
- 12.2. Inspection of precast or prestressed concrete products operations to ensure compliance with the Quality Control Plan and/or Standard Operating Procedure.
- 12.3. Inspection of three edge bearing acceptance tests in accordance with FM 3-C497.
- 12.4. Making and curing concrete test specimens according to FM 1-T023.
- 12.5. Inspection of the obtaining of drilled cores or sawed beams of concrete according to FM 1-T024.
- 12.6. Testing drilled cores or sawed beams of concrete according to FM 1-T024, FM 1-T026, FM 1-T148 and FM1-T231.
- 12.7. Testing concrete pipe sections according to FM 3-C497.
- 12.8. Compressive strength tests of cylindrical concrete specimens according to FM 1-T022.
- 12.9. Sampling of aggregate according to FM 1-T002.
- 12.10. Specific gravity and absorption tests for fine aggregate according to FM 1-T084.

- 12.11. Specific gravity and absorption tests for coarse aggregate according to FM 1-T085.
- 12.12. Performance of absorption test on drilled cores according to FM 3-C497.
- 12.12.1. Inspection and stamping of precast or prestressed concrete products complying with all relevant standards.
- 12.13. Provide a minimum of 600 s.f. field office at the precast yard including all equipment, material, and utilities.
- 12.14. Set up and removal of field office.
- 12.15. Maintain field office for duration of activity.

13. TASK 10 - MISCELLANEOUS MATERIALS:

- 13.1. The CONSULTANT shall provide upon written authorization, qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for miscellaneous materials. All activities shall conform to the FDOT Standard Specifications for Road and Bridge Construction, the Project Special Provisions, Standard Indices, approved shop drawings, Standard Operating Procedures, and referenced standards. The services shall consist of providing qualified personnel for inspection of materials and manufacture of miscellaneous products for COUNTY use to ensure compliance with COUNTY specifications, standards, and procedures. The services shall include:

13.2. TIMBER PRODUCTS:

- 13.2.1. Tests and inspections will be performed according to Southern Pine Inspection Board Standards.
- 13.2.2. Inspection for cracks, splits, knots and size before treatment and application of hammer as required.
- 13.2.3. Inspection for penetration and retention of treating solution.
- 13.2.4. Verification of assay and penetration and retention of treating solution.
- 13.2.5. Application of hammer mark to acceptable units.
- 13.2.6. Collection and verification of certification of assay reports and tank readings.
- 13.2.7. Obtaining pertinent project numbers.

13.3. CORRUGATED METAL PIPE:

- 13.3.1. Inspection of manufacturing procedure.
- 13.3.2. Inspection of rivet spacing.
- 13.3.3. Inspection of depth of corrugation.

- 13.3.4. Inspection of asphalt coating thickness.
- 13.3.5. Inspection of gauge thickness and internal diameter.
- 13.3.6. Verification of certification of chemical analyses.
- 13.3.7. Obtaining copies of all analyses and certifications.
- 13.3.8. Ascertaining the pertinent project number.

13.4. SIGNS:

- 13.4.1. Inspection of all materials.
- 13.4.2. Inspection of fabrication process.
- 13.4.3. Inspection of welds.
- 13.4.4. Verification of material certifications.
- 13.4.5. Inspection of signs for compliance with approved shop drawings and the Manual on Uniform Traffic Control Devices.

13.5. MISCELLANEOUS SERVICES AND TESTS:

- 13.5.1. The COUNTY may, from time to time, require additional miscellaneous tests and/or services. Such services shall be determined on a case-by-case basis as to scope, number and test standard.

14. TASK 11 - LABORATORY TESTING OF CONSTRUCTION MATERIALS:

- 14.1. The CONSULTANT shall provide upon written authorization qualified assistance to the COUNTY in the testing and reporting of data for laboratory testing of construction materials. All testing must conform to the referenced specification or standard unless approved in advance by the COUNTY. The services shall provide:
 - 14.1.1. Determination of amount of aggregate material finer than 0.075 mm.
 - 14.1.2. Unit weight and voids in aggregate (FM 1-T019).
 - 14.1.3. Organic impurities in sand for concrete (FM 1-T021).
 - 14.1.4. Sieve analysis of fine and coarse aggregates (FM 1-T027).
 - 14.1.5. Mechanical analysis of extracted aggregate and quantitative extraction of bitumen from bituminous paving mixtures (FM 1-T030 and FM 1-T164).
 - 14.1.6. Specific gravity and absorption of fine aggregate (FM 1-T084).

- 14.1.7. Specific gravity and absorption of coarse aggregate (FM 1-T085).
- 14.1.8. Los Angeles abrasion test (FM 1-T096).
- 14.1.9. Soundness of aggregate (FM 1-T104).
- 14.1.10. Reducing field samples of aggregate testing size (FM 1-T248).
- 14.1.11. Total moisture content of aggregate by drying (FM 1-T248).
- 14.1.12. Carbonates and organic matter in lime rock (FM 5-514).
- 14.1.13. Degradation of lime rock screenings (FM 5-512).
- 14.1.14. Resistance to plastic flow of bituminous mixtures using Marshall apparatus (FM 1-T245).
- 14.1.15. Resistance to plastic flow of field produced mixtures using Marshall apparatus (FM 1-T245).
- 14.1.16. Bulk specific gravity of compacted bituminous mixtures (FM 1-T166).
- 14.1.17. Compressive strength of cylindrical concrete specimens (FM 1-T022).
- 14.1.18. Dry preparation of disturbed soil and aggregate samples for test (FM 1-T087).
- 14.1.19. Particle size analysis of soils (FM 1-T088).
- 14.1.20. Liquid limit of soils (FM 1-T089).
- 14.1.21. Plastic limit and plasticity index of soils (FM 1-T090).
- 14.1.22. Specific gravity of soils (FM 1-T100).
- 14.1.23. Wet preparation of disturbed soil sample for test (FM 1-T146).
- 14.1.24. Permeability of granular soils (constant-head) (FM 1-T215).
- 14.1.25. Consolidation of soils (FM 1-T216).
- 14.1.26. Triaxial compression tests (FM 1-T234).
- 14.1.27. Moisture content of soils (FM 1-T265).
- 14.1.28. Determination of organic content by ignition loss (FM 1-T267).
- 14.1.29. Coefficient of permeability (falling head) (FM 5-513).
- 14.1.30. Moisture-density relations using 10 lb. hammer and 18 in. drop (FM 5-521).

- 14.1.31. Moisture-density relations using 5.5 lb. hammer and 12 in. drop (FM 5-525).
- 14.1.32. Electrical conductivity and resistivity of water (FM 3-D1125).
- 14.1.33. pH of water (ASTM D 1293).
- 14.1.34. Chloride ion in soils (ASTM D 512).
- 14.1.35. Sulfates in soils (ASTM D 4130).

15. TASK 12 - ASBESTOS TESTING AND SURVEYS

- 15.1. The CONSULTANT shall provide upon written authorization qualified assistance to the COUNTY in the inspection, sampling, testing and reporting of data for suspected asbestos containing materials. Testing and survey activities shall conform to EPA and State of Florida standards where applicable and shall be performed by a EPA Certified Facility Inspector or Management Planner, or Florida Registered Asbestos Consultant. The Laboratory Accreditation Program (NVLAP). When requested, survey reports addressing temporary fiber control measures and ultimate remediation procedures shall be signed and sealed by a Florida Registered Asbestos Consultant. Testing and survey activities may include:
 - 15.1.1. Meeting with County personnel to determine project scope, schedule, time constraints and other requirements; research of existing records and plans; and facility survey activities including visual inspection to identify areas of suspected asbestos containing materials, assessment of their physical condition, and materials sampling from homogeneous materials.
 - 15.1.2. Bulk sample analysis of suspected asbestos containing materials by EPA Method 600/R-93/116.
 - 15.1.3. Report preparation including findings regarding the type, estimated percentage, general location and approximate quantities of asbestos present, and recommendations for temporary fiber control measures and ultimate remediation procedures, if requested.
 - 15.1.4. The County reserves the right to request a quote from the awarded contractors/CONSULTANTS for an abatement/remediation of the asbestos found on-site and detailed in the resulting report.
 - 15.1.5. Proof of the appropriate licensing to abate/remediate asbestos will be required prior to the issuance of a purchase order to perform this work.

16. TASK 13 - RADON HAZARD

- 16.1. The CONSULTANT shall provide upon written authorization qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for radon hazard in accordance with EPA and State of Florida Health and Rehabilitative Services. All measurements shall be taken by a Florida Certified Measurement Specialist. All devices shall be EPA listed and laboratory analysis performed by an EPA proficient laboratory.

- 16.2. Meeting with County personnel to determine project scope, schedule, time constraints and other requirements; research of existing records and plans; and facility survey activities including visual inspection to identify areas of suspected radon hazard, assessment of their physical condition, and materials sampling.
- 16.3. Sample analysis will be in accordance with USEPA and State of Florida, Health and Rehabilitative Services.
- 16.4. Report preparation regarding radon content will be in picocuries per liter and recommendations for remediation procedures, if requested.
- 17. **TASK 14 - LEAD HAZARD** (potential exists in several major categories)
 - 17.1. The CONSULTANT shall provide upon written authorization qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for lead hazard in accordance with EPA and State of Florida Health and Rehabilitative Services.
 - 17.2. Meeting with County personnel to determine project scope, schedule, time constraints and other requirements, research of existing records and plans, and survey activities including visual inspection to identify areas of suspect lead containing materials, assessment of their physical condition, and materials sampling from homogenous materials.
 - 17.3. Laboratory analysis of suspect lead containing materials.
 - 17.4. Laboratory analysis of lead in drinking water.
 - 17.5. Report preparation including findings about the general location of lead containing materials.
 - 17.5.1.1. Lead Risk Assessment (done at time of lead inspection), to include detailed correction requirements (Control Plan and Lab costs included in cost); Lead Abatement using lead safe work practices.
 - 17.5.1.2. Lead Clearance (to include all lab cost).
 - 17.5.1.3. The County reserves the right to request a quote from the awarded contractors/CONSULTANTS for an abatement/remediation of the lead found on-site and detailed in the resulting report.
 - 17.6. Proof of the appropriate certification to abate/remediate lead will be required prior to the issuance of a purchase order to perform this work.

18. Department of Human Services Housing Services – ONLY

- 18.1. The Lee County Department of Human Services (DHS) administers housing programs for eligible households in Lee County. Work done on housing units constructed before 1978 requires compliance with U.S. Department of Housing and Urban Development requirements. Location and property information will be provided as affected units are identified. Houses are generally less than 2,000 square feet and will be located throughout Lee County. DHS is seeking line-item pricing from qualified vendors for the following services:

- 18.1.1.1. Inspection. An inspection to determine the presence of lead must be completed prior to any DHS work commencing.
- 18.1.1.2. Lead Assessment. Either at the same inspection visit or in a subsequent visit, a full assessment must be completed using an XRF machine. Upon completion, the assessment must result in a detailed report of occurrence of lead and corrective actions, remediation, and/or abatement of lead.
- 18.1.1.3. Lead Clearance. The clearance testing and reporting must be done after any discovered lead has been corrected, remediated, and/or abated by a qualified contractor. Upon completion, the clearance test must result in a report indicating the level of lead found during the clearance test.
- 18.1.1.4. Lead Abatement. Abatement of lead in residential structures shall be determined after the completion of the Lead Assessment. DHS will utilize the recommendations for corrective actions, remediation, and/or abatement of lead resulting from the Lead Assessment to create and distribute a scope of work to the abatement contractor. Upon completion of the abatement work, a Lead Clearance test will be conducted. If the structure does not pass the clearance test, the Lead Abatement contractor must correct the faulty area, clean, and prepare the area for retesting. The cost of a second or any subsequent clearance test will be the responsibility of the Lead Abatement contractor. Contractors responding to the Lead Abatement alternate item must provide certification of qualification to abate lead to be considered in this solicitation.

19. TASK 15 - INDOOR AIR QUALITY

- 19.1. The CONSULTANT shall provide upon written authorization qualified assistance to the COUNTY in the inspection, sampling, testing, and reporting of data for indoor air quality consisting of a broad spectrum of potential problem sources. All activities shall conform to all current and existing OSHA regulations.
 - 19.1.1.1. Initial Assessment and Consultation. Items under this task would include a visual survey of the facility, interview of building occupants, search of records and historical data, preliminary assessment and recommendations for further evaluations.
 - 19.1.1.2. Detailed Evaluation Sampling and Testing. Based on the results obtained during Task 15.01, perform a detailed evaluation of the indoor air quality including air sampling and laboratory analyses, HVAC system checks and balance, toxicity related evaluations and preparation of a detailed report summarizing observations, findings and work items required under this task, fees will be developed and negotiated with the County on a project-by-project basis.

20. TASK 16 - THRESHOLD INSPECTIONS

- 20.1. CONSULTANT shall perform Threshold Inspections pursuant to Florida Building Codes, Florida Statute, and any other applicable code or regulation. Inspections shall be performed by a certified Special Inspector.

END OF DETAILED SPECIFICATIONS

SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

1. **SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA**

- 1.1 Interested firms shall include the following information in their submittal responses to this solicitation. The following format and sequence should be followed in order to provide consistency in the firm's responses and to ensure each proposal receives full consideration. Use 8 ½ x 11 sheet pages only with minimum font size of 10 points and with tabs or section dividers to separate sections as defined below. More than one section is permitted on one page unless otherwise indicated below. Undesignated information shall be inserted at the rear of each package. Place page numbers at the bottom of every page, excluding dividers. Proposal documents should not contain links to other web pages; such links will not be reviewed for evaluation purposes.
- 1.2 Submittal package may not exceed **10 pages** printed single-sided; **page restriction excludes required forms found herein and dividers**. **PLEASE INCLUDE PAGE TABS/SECTION DIVIDERS** so that those evaluating your submittal can easily compare each section with others that are submitted. If any of the information provided by the Proposer is found to be, in the sole opinion of the Evaluation Committee and Procurement Management Director, substantially unreliable their proposal may be rejected.
- 1.3 Proposers shall submit one (1) original hard copy (clearly marked as such) and one (1) electronic version on a USB flash drive set(s) containing the proposal submittal in an unlocked PDF format. The County may request specific files be submitted in specialty format (IE: Provide a Project Timeline in Excel format.) Vendor shall accommodate such specialty requests as stated within the submittal requirements describe herein. Should files not be provided in the format or quantity as requested Vendor may be deemed non-Responsive and therefore ineligible for award. In case of any discrepancies, the original will be considered by the County in evaluating the Proposal, and the electronic version is provided for the County's administrative convenience only. Limit the color and number of images to avoid unmanageable file sizes.

COVER PAGE: Introduction

- Project RFP Number & Name
- Firm's Name & Address
- Firm's Contact Person & Information (phone, fax and email address)
- How many years has Proposer been in business under present name?
- Under what other former names has your organization operated?

Cover Page: Introduction does NOT count towards page restriction requested herein.

TAB 1: Qualifications of Firm

- Provide a description of your firm, your firm's experience, and underlying philosophy in providing the services as described and requested herein. Description should include details such as: abilities, capacity, skill, strengths, number of years, location of office(s), as well as MBE, WBE, DBE, VBE or similar status, and recent, current, and/or projected workload, etc...

TAB 2: Company Relevant Experience & Reference

- Provide details of a maximum of three (3) projects similar in scope and size to that being requested through this solicitation that your firm has completed recently. Details for each project example provided should include:
 - Project Name
 - Project Address

- Customer Name
 - Customer Contact Information
 - Point of contact Name, Phone, and Email
 - Brief description of work provided.
 - Initial costs of work
 - Final costs of work
 - Number of change orders
 - Total completion time (From Notice to Proceed to Final Invoice payment)
- Provide a statement of understanding that your firm recognizes the County reserves the right to evaluate the proposing Firm on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) as part of their experience criteria.

TAB 3: Firm Plan of Approach

- Provide a detailed Plan of Approach that explains how your firm intends to comply with and meet the anticipated deliverables as detailed within this solicitation.

TAB 4: Personnel

- Provide a detailed description of the firm's **specific** project management team, inclusive of sub-Consultants anticipated to be utilized, that will be assigned to the Lee County contract. Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach and include details that demonstrate individual's knowledge and understanding of the types of services to be performed as well as previous experience in similar or related work.
- Firm must identify staff member that will serve as Project Director that shall be authorized and responsible to act on behalf of the Consultant with respect to directing, coordinating and administering all aspects of the services to be provided and performed.
- Provide a statement acknowledging your firm's understanding that the project management team/key team members assigned to the Lee County contract, as described above, shall not be substituted without the expressed permission of Lee County.
- Provide resumes, licensure, and certifications of proposed **specific** project management team, inclusive of sub-Consultants anticipated to be utilized, to be assigned to the Lee County contract.
Resumes are not included within page restrictions, but should be limited to one (1) page per person.
**Firms are encouraged to submit valid copies of MBE, WBE, DBE, VBE or similar certifications for adequate committee consideration."*

TAB 5: Local Vendor Preference

- If applicable, provide documentation supporting your firm's physical business address located within the boundaries of Lee County, Florida; having at least two (2) fulltime employees in Lee County; and a Local Business Tax Receipt issued by Lee County at least one year prior to solicitation opening.
- All qualified local vendors will be awarded five (5) points out of a possible one hundred (100) point score.

TAB 6: Required Forms

- Forms 1- 7

2. SCORING CRITERIA & WEIGHT

CRITERIA / TAB	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
1	QUALIFICATIONS OF FIRM	25
2	COMPANY RELEVANT EXPERIENCE & REFERENCE	20
3	FIRM PLAN OF APPROACH	30
4	PERSONNEL	20
5	LOCAL VENDOR PREFERENCE	5
TOTAL POINTS		100
<i>*Additional details and documents found within submittal package, although not located within tabs as listed above, may be reviewed and considered by evaluation committee when scoring Proposers.</i>		

3. RFP SUBMISSION SCHEDULE

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	Friday, April 29, 2022	N/A
Pre-Proposal Meeting	N/A	N/A
Proposal Question Deadline	8 Calendar days prior to submission deadline	Prior to 5:00 PM
Submission Deadline	Thursday, June 2, 2022	Prior to 2:30 PM
First Committee Meeting & Discussion	Friday, June 17, 2022	TBD
Notify Shortlist Selection via e-mail (If applicable)	Monday, June 20, 2022	TBD
Final Scoring/Selection Meeting (If applicable)	Friday, July 8, 2022	TBD
Board Meeting	Tuesday, September 6, 2022	9:30 AM
Additional notes on Submission Schedule: <ul style="list-style-type: none"> Submission Schedule is provided as a guideline only and is subject to change at the discretion of Lee County authorized personnel. Changes in closing date or other parameters may occur and will be posted to the Lee County Procurement website. It shall be the responsibility of Contractor to verify all dates through County website. Unless otherwise stated, location of all openings and meetings will take place at 2115 Second Street, 1st Floor, Fort Myers, FL 33901. 		

End of Submittal Requirements & Evaluation Criteria Section

FORMS DESCRIPTION & INSTRUCTIONS

REQUEST FOR PROPOSAL CCNA

This table provides a brief list, description, and instructions regarding the standard requested forms that should be submitted with all bids or proposals. This is not intended to be an all-inclusive list of forms required for your submission, but rather a guide to assist in completion of the County's standard forms.

<u>Form #</u>	<u>Title/Description</u>
---------------	--------------------------

<i>1</i>	<i>Solicitation Response Form</i>
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	All signatures must be by a corporate authorized representative, witnessed, and corporate and/or notary seal (if applicable.) The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from http://www.sunbiz.org as certification of this required information. Sample attached for your reference.
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	Verify that all addenda and tax identification number have been provided.
--	---

<i>*</i>	<i>Business Relationship Disclosure Requirement</i>
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	Sections 112.313(3) and 112.313(7), F.S., prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. If this disclosure is applicable, the Bidder must request the form entitled "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS" (Required by § 112.313(12)(b), F.S.) to be completed and returned with the Solicitation Response. It is the Bidder's responsibility to request the form and disclose this relationship; failure to do so may result in being declared non-responsive.
--	--

	NOTICE: UNDER THE PROVISIONS OF § 112.317, F.S., A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR, AND MAY BE PUNISHED BY, ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.00.
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<i>2</i>	<i>Affidavit Certification Immigration Laws</i>
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	Form is acknowledgement that the Proposer is in compliance in regard to Immigration Laws.
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<i>3</i>	<i>Reference Survey</i>
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	Provide this form to reference respondents. This form will be turned in with the proposal package.
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- | | |
|--|--|
| | <ol style="list-style-type: none">Section 1: Bidder/Proposer to complete with <u>reference respondent's</u> information prior to providing to them for their response. (This is not the Bidder/Proposer's information.)Section 2: Enter the name of the Bidder/Proposer; provide the project information in which the reference respondent is to provide a response.The <u>reference respondent</u> should complete "Section 3."Section 4: The reference respondent to print and sign nameThree (3) Reference responses are to be returned with the proposal package.Failure to obtain reference surveys may make your company non-responsive. |
|--|--|

<i>4</i>	<i>Negligence or Breach of Contract Disclosure Form</i>
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	The form may be used to disclose negligence or breach of contract litigation that your company may be a part of over the past ten years. You may need to duplicate this form to list all history. If the Proposer has more than 10 lawsuits, you may narrow them to litigation of the company or subsidiary submitting the solicitation response. Include, at a minimum, litigation for similar projects completed in the State of Florida. Final outcome should include in whose favor the litigation was settled and was a monetary amount awarded. The settlement amount may remain anonymous.
--	---

	If you have no litigation, enter "None" in the first "type of incident" block of the form. Please do not write N/A on this form.
--	---

5 *Affidavit Principal Place of Business*

Certifies Proposer's location information

6 *Sub-Contractor/Consultant List* (if applicable)

To be completed and returned when sub-contractor/consultants are to be utilized and are known at the time of the submission.

7 *Public Entity Crimes Form*

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

* *Proposal Label* (Required)

Self-explanatory. Please affix to the outside of the sealed submission documents.

* *Include any licenses or certifications requested*

Local Business Tax Account (as applicable) issued by City and/or County entity. This is necessary for all Florida vendors.

It is the Proposer's responsibility to ensure the Solicitation Response is mailed or delivered in time to be received no later than the specified opening date and time. (If solicitation is not received prior to deadline it cannot be considered or accepted.)

Form 1 – Solicitation Response Form



LEE COUNTY PROCUREMENT MANAGEMENT
SOLICITATION RESPONSE FORM

Date Submitted: _____ Submission Deadline Date: 6/2/2022

SOLICITATION IDENTIFICATION: CN220304DWJ

SOLICITATION NAME: Professional Testing Services

COMPANY NAME: _____

NAME & TITLE: (TYPED OR PRINTED) _____

BUSINESS ADDRESS: (PHYSICAL) _____

CORPORATE OR MAILING ADDRESS: _____

☐ SAME AS PHYSICAL _____

ADDRESS MUST MATCH SUNBIZ.ORG _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

In submitting this proposal, Proposer makes all representations required by the instructions to Proposer and further warrants and represents that: Proposer has examined copies of all the solicitation documents and the following addenda:

No. _____	Dated: _____	No. _____	Dated: _____	No. _____	Dated: _____
No. _____	Dated: _____	No. _____	Dated: _____	No. _____	Dated: _____

Tax Payer Identification Number: _____

(1) Employer Identification Number -**OR**- (2) Social Security Number:

**** Lee County collects your social security number for tax reporting purposes only**

Please submit a copy of your registration from the website www.sunbiz.org establishing the Proposer/firm as authorized (including authorized representatives) to conduct business in the State of Florida, as provided by the *Florida Department of State, Division of Corporations*.

1 **Collusion Statement:** Lee County, Florida The undersigned, as Proposer, hereby declares that no person or other persons, other than the undersigned, are interested in this solicitation as Principal, and that this solicitation is submitted without collusion with others; and that we have carefully read and examined the specifications or scope of work, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby propose and agree to furnish this service according to the requirements set out in the solicitation documents, specifications or scope of work for said service for the prices as listed on the county provided price sheet or (CCNA) agree to negotiate prices in good faith if a contract is awarded.

2 **Scrutinized Companies Certification:**

Section 287.135, FL § , prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, FL § .

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, FL § , the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Form 1 – Solicitation Form, Page 2

- 3 Business Relationship Disclosure Requirement:** Sections 112.313(3) and 112.313(7), FL § , prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, FL § and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), FL § (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. The Commission on Ethics has promulgated this form for such disclosure, if and when applicable to a public officer or employee.
- If this disclosure is applicable request form “INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS” (Required by 112.313(12)(b), Florida Statute (1983)) to be completed and returned with solicitation response. It is the Proposer’s responsibility to disclose this relationship, failure to do so could result in being declared non-responsive.**

<input type="checkbox"/> Business Relationship Applicable (request form)		<input type="checkbox"/> Business Relationship NOT Applicable	
Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE)		<input type="checkbox"/>	<input type="checkbox"/>
4 Proposer? If yes, please attach a current certificate.		Yes	No

ALL PROPOSALS MUST BE EXECUTED BY AN AUTHORIZED AUTHORITY OF THE PROPOSER.
WITNESSED AND SEALED (IF APPLICABLE)

Company Name (Name printed or typed)

Authorized Representative Name (printed or typed)

Authorized Representative’s Title (printed or typed)

Authorized Representative’s Signature



(Affix Corporate Seal, if applicable)

Witnessed/Attested by:

(Witness/Secretary name and title printed or typed)

Witness/Secretary Signature

Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the submission being declared non-responsive by the County.

Detail by Entity Name**Florida Profit Corporation**

Bill's Widget Corporation

Filing Information

Document Number 655555
 FEI/EIN Number 511111111
 Date Filed 09/22/1980
 State FL
 Status ACTIVE
 Last Event AMENDED AND RESTATED ARTICLES
 Event Date Filed 07/25/2006
 Event Effective Date NONE

Principal Address

555 N Main Street
 Your Town, USA 99999

Changed 02/11/2012

**Verify either Principal or Mailing
 address is on Form 1**

Mailing Address

555 N Main Street
 MYour Town, USA 99999

Changed 02/11/2012

Registered Agent Name & Address

My Registered Agent
 111 Registration Road
 Registration, USA 99999

Name Changed: 12/14/2006

Address Changed: 12/14/2006

Officer/Director Detail**Name & Address****Title P**

President, First
 555 AVENUE
 Anytown, USA 99999

Title V

President, Second
 555 AVENUE
 Anytown, USA 99999

IMPORTANT:

For corporations, ALL documents must be signed by the president of the company or an authorized individual. For any individual other than the president, we will need one of the following to confirm their authority to sign:

1. a corporate resolution by the Board of Directors, or
2. an extract of minutes, or
3. an extract of Vote by the Board of Directors

If the company's articles of incorporation identify additional positions that have the power to bind the corporation, we will accept the articles of incorporation with verification from the president that a certain individual serves in that role (e.g., the president confirms that John Doe is the CEO, and the articles of incorporation provide that the CEO has the power to bind the company).

With respect to an LLC, the authority to bind a limited liability company is controlled by Florida statutes. Managers or managing members have inherent authority to bind an LLC.

If the president of a corporation or a manager/managing member of an LLC delegates their authority, such delegation must be sent to us on company letterhead with the President's or manager's/managing member's original, wet signature.

v01/03/2018



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: **CN220304DWJ** SOLICITATION NAME: **Professional Testing Services**

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.** PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

BY REGISTERING AS A VENDOR, SUBMITTING A RESPONSE TO A SOLICITATION, OR ENTERING INTO A CONTRACT, YOU ARE OBLIGATED TO COMPLY WITH THE PROVISIONS OF SECTION 448.095, FLA. STAT., "EMPLOYMENT ELIGIBILITY." FURTHER, BY YOUR REGISTRATION AS A VENDOR, RESPONSE TO A SOLICITATION, ENTERING INTO A CONTRACT, YOU AFFIRM AND REPRESENT THAT YOU ARE REGISTERED WITH THE E-VERIFY SYSTEM AND ARE USING SAME, AND WILL CONTINUE TO USE SAME AS REQUIRED BY SECTION 448.095, F.S. COMPLIANCE WITH SECTION 448.095 INCLUDES, BUT IS NOT LIMITED TO, UTILIZATION OF THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES, AND REQUIRING ALL SUBCONTRACTORS TO PROVIDE AN AFFIDAVIT ATTESTING THAT THE SUBCONTRACTOR DOES NOT EMPLOY, CONTRACT WITH, OR SUBCONTRACT WITH, AN UNAUTHORIZED ALIEN. FAILURE TO COMPLY WILL LEAD TO TERMINATION AS A VENDOR, DISQUALIFYING YOU FOR AWARD OF A SOLICITATION, DENIAL OF ENTERING INTO A CONTRACT AND/OR, CANCELLATION OF AN ACTIVE CONTRACT, OR IF YOUR SUBCONTRACTOR KNOWINGLY VIOLATES THE STATUTE, THE SUBCONTRACT MUST BE TERMINATED IMMEDIATELY. ANY CHALLENGE TO TERMINATION UNDER THIS PROVISION MUST BE FILED NO LATER THAN 20 CALENDAR DAYS AFTER THE DATE OF TERMINATION. IF TERMINATED FOR A VIOLATION OF THE STATUTE BY THE VENDOR, THE VENDOR MAY NOT BE ALLOWED TO DO BUSINESS WITH THE COUNTY OR BE AWARDED A SOLICITATION OR CONTRACT FOR A PERIOD OF 1 YEAR AFTER THE DATE OF TERMINATION. ALL COSTS INCURRED TO INITIATE AND SUSTAIN THE AFOREMENTIONED PROGRAMS SHALL BE THE RESPONSIBILITY OF THE VENDOR.

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ who has produced _____ (Print or Type Name)

_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Reference surveys submitted can be a maximum of twelve (12) months old. If using a previous reference, Proposers must clearly identify the project name and number the reference is being submitted for.

Project Name & Number: _____

Section 1		Reference Respondent Information		Please return completed form to: Bidder/Proposer: Due Date: Total # Pages: 1 Phone #: _____ Fax #: _____ Bidder/Proposer E-Mail: _____	
FROM:		_____			
COMPANY:		_____			
PHONE #:		_____			
FAX #:		_____			
EMAIL:		_____			
Section 2		Enter Bidder/Proposer Information , if applicable Similar Performed Project (Bidder/Proposer to enter details of a project performed for above reference respondent)			
Proposer Name:		_____			
Reference Project Name:		Project Address:		Project Cost:	
_____		_____		_____	
Summarize Scope:		_____		_____	
_____		_____		_____	
You as an individual or your company has been given as a reference on the project identified above. Please provide your responses in section 3 below.					
Section 3				Indicate: "Yes" or "No"	
1. Did this company have the proper resources and personnel by which to get the job done?					
2. Were any problems encountered with the company's work performance?					
3. Were any change orders or contract amendments issued, other than owner initiated?					
4. Was the job completed on time?					
5. Was the job completed within budget?					
6. On a scale of one to ten, ten being best, how would you rate the overall work performance, considering professionalism; final product; personnel; resources. Rate from 1 to 10. (10 being highest)					
7. If the opportunity were to present itself, would you rehire this company?					
8. Please provide any additional comments pertinent to this company and the work performed for you:					
Section 4				Please submit non-Lee County employees as references	

Reference Name (Print Name) _____

Reference Signature _____

Form 4 - Negligence or Breach of Contract Disclosure Form



ALLEGED NEGLIGENCE OR BREACH OF CONTRACT
DISCLOSURE FORM

Please fill in the form below. Provide each incident in regard to alleged negligence or breach of contract that has occurred over the past 10 years. Please compete in chronological order with the most recent incident on starting on page 1. Please do not modify this form (expansion of spacing allowed) or submit your own variation.

Company Name: _____

Type of Incident <i>Alleged Negligence or Breach of Contract</i>	Incident Date And Date Filed	Plaintiff <i>(Who took action against your company)</i>	Case Number	Court <i>County/State</i>	Project	Claim Reason <i>(initial circumstances)</i>	Final Outcome <i>(who prevailed)</i>

Make as many copies of this sheet as necessary in order to **provide a 10-year history** of the requested information. If there is no action pending or action taken in the last 10 years, complete the **company name** and write **"NONE"** in the first **"Type of Incident"** box of this page and return with your proposal package. This form should also include the primary partners listed in your proposal. Do not include litigation with your company as the plaintiff. Final outcome should include who prevailed and what method of settlement was made. If a monetary settlement was made the amount may remain anonymous.

Page Number: _____ Of _____ Total pages

Update the page number to reflect the current page and the total number of pages. Example: Page 3, of 5 total submitted pages of this form.

Proposals may be declared "non-responsive" due to omissions of "Negligence or Breach of Contract" on this disclosure form. Additionally, proposals may be declared "not responsible" due to past or pending lawsuits that are relevant to the subject procurement such that they call into question the ability of the proposer to assure good faith performance. This determination may be made by the Procurement Management Director, after consulting with the County Attorney.



AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Instructions: Please complete all information that is applicable to your firm

Company Name: _____

Printed name of authorized signer

Title

⇒

Authorized Signature

Date

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

The foregoing instrument was signed and acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ 20____, by _____ who has produced
(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary:

State of _____

County of _____

⇒

Notary Public Signature

Notary Commission Number and expiration

1. Principal place of business is located within the boundaries of: _____ Lee County
_____ Non-Local

Local Business Tax License # _____

2. Address of Principal Place of Business: _____

3. Number of years at this location _____ years

4. Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years
_____ Yes* _____ No *If yes, attach contractual history for past 3 consecutive years

5. Number of available employees for this contract _____

6. Does your company have a Drug Free Workplace Policy _____ Yes _____ No

Form 6 - Sub-contractor/consultant List



SUB-CONTRACTOR/CONSULTANT LIST

Sub-Contractor/Consultant Company Name	Area Of Work	Point Of Contact Or Project Supervisor	Contact Info Phone or Email	Qualified DBE, MBE, WBE, VBE or Similar	Amount or Percentage of Total

Please include sub-contractor/consultant name, area of work (i.e. mechanical, electrical, etc.) and a **valid** phone number and/or email. Also include the dollar value or percentage that the sub-contractor/consultant will be performing. If sub-contractor/consultant qualifies as a current certificate Florida Certified Business Enterprise such as MBE, WBE, DBE, VBE or similar please indicate such above and provide proof of certification.

Public Entity Crime Form

This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to _____
(Print name of the public entity)
 by _____
(Print individual's name and title)
 for _____
(Print name of entity submitting sworn statement)
 whose business address is _____
 (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: On the attached sheet.) Required as per IRS Form W-9.

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 with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that “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 offices, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the 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 fair market value under an arm’s length agreement, shall be a 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) (c), 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 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 the entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting those sworn statement. *(Please indicate which statement applies.)*

_____ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have 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, member, 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 subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing 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 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 OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____ 20____, by _____ who has produced
(Print or Type Name)

_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

Sealed Proposal Label

Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a “Sealed Submission/Proposal”.

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION No.:	CN220304DWJ
SOLICITATION TITLE:	Professional Testing Services
DATE DUE:	Thursday, June 2, 2022
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	
	(Name of Company)
e-mail address	Telephone
DELIVER TO:	Lee County Procurement Management 2115 Second Street, 1 st Floor Fort Myers FL 33901



***Notice:** the Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda against this project. It is the sole responsibility of the Contractor/Vendor to monitor the County project webpage for any updates to the Date Due/Submission Deadline Date/Opening Date via Addenda. This label nor other original forms may not be updated. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date at their discretion to match any updates to this date that have been published via Addenda.

Submission received after the time and date of the Date Due/Submission Deadline Date/Opening Date will not be accepted at the sole discretion of the County.

PLEASE PRINT CLEARLY