

**AGREEMENT FOR
DISASTER DEBRIS MONITORING FOR LEE COUNTY**

THIS AGREEMENT ("Agreement") is made and entered into by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Thompson Consulting Services, LLC, a Delaware limited liability company authorized to do business in the State of Florida, whose address is 2601 Maitland Center Pkwy, Maitland, FL 32751 and whose federal tax identification number is 45-2015453, hereinafter referred to as "Vendor."

WITNESSETH

WHEREAS, the County intends to purchase disaster debris monitoring services from the Vendor in connection with "Disaster Debris Monitoring for Lee County" (the "Purchase"); and,

WHEREAS, the County issued Solicitation No. RFP210330BJB on August 27, 2021 (the "Solicitation"); and,

WHEREAS, the County evaluated the responses received and found the Vendor qualified to provide the necessary services; and,

WHEREAS, the County posted a Notice of Intended Decision on November 10, 2021; and,

WHEREAS, the Vendor has reviewed the services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such services in accordance with its terms.

NOW, THEREFORE, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

I. PRODUCTS AND SERVICES

The Vendor agrees to diligently provide all services for the , a more specific description of the Project Scope of Services is set forth in Sections 1 through 3 of the Detailed Specifications section of RFP210330BJB, a photocopy of said sections being attached hereto and incorporated by reference as Exhibit A. Additionally, Vendor shall provide such services in compliance with all Federal terms, conditions, provisions, certifications, affidavits, and alike, as set forth in the Exhibit E, Project Funding Package, attached and incorporated herein, which shall be inclusive of the original Solicitation with Vendor's executed proposal documents, grant funding provisions, and addenda. Vendor shall comply strictly with all of the terms and conditions of the Solicitation RFP210330BJB, as modified by its addenda, copies of which are on file with

the County's Department of Procurement Management and are deemed incorporated into this agreement.

II. TERM AND DELIVERY

- A. This Agreement shall commence immediately upon the effective date and shall continue on an "as needed basis" for a three (3) year period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest. The effective date shall be April 4, 2022.
- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

III. COMPENSATION AND PAYMENT

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until receipt of written authorization from the County. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and County may elect to request no products or services. If the County authorizes delivery of products or performance of services, the County reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

IV. METHOD OF PAYMENT

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to the County on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period.
- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

V. ADDITIONAL PURCHASES

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

VI. LIABILITY OF VENDOR

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.

B. This section shall survive the termination or expiration of this Agreement.

VII. VENDOR'S INSURANCE

- A. Vendor shall procure and maintain insurance as specified in Exhibit C, Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

VIII. RESPONSIBILITIES OF THE VENDOR

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
- 2) upon request from the County, 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 in Chapter 119, Florida Statutes, or as otherwise provided by law;
- 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; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

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, PRRCustodian@leegov.com; <http://www.leegov.com/publicrecords>.

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.
- F. The Vendor shall comply with the Vendor Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

IX. OWNERSHIP OF PRODUCTS

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by the County and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive the County's written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

XI. COMPLIANCE WITH APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

XII. TERMINATION

- A. The County shall have the right at any time upon thirty (30) days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, the County shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall the County be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or sub-

contracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

- C. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

XIII. DISPUTE RESOLUTION

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

XIV. STOP WORK ORDER

The County may, at any time, by written order to the Vendor, require the Vendor to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to the Vendor. Upon receipt of such an order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Vendor shall not resume work unless specifically so directed in writing by the County. The County may take one of the following actions:

1. Cancel the stop work order; or

2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XI.

In the event the County does not direct the Vendor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XII. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event the County does not direct the Vendor to resume work within ninety (90) days, the Vendor may terminate this Agreement.

XV. MISCELLANEOUS

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.
- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.

- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by Lee County. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline will then fall to the next Monday or non-Lee County recognized holiday
- I. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative:		County's Representatives:		
Name:	<u>John Hoyle</u>	Names:	<u>Roger Desjarlais</u>	<u>Mary Tucker</u>
Title:	<u>President</u>	Titles:	<u>County Manager</u>	<u>Director of Procurement Management</u>
Address:	<u>2601 Maitland Center Parkway</u> <u>Maitland, FL 32751</u>	Address:	<u>P.O. Box 398</u> <u>Fort Myers, FL 33902</u>	
Telephone:	<u>407-792-0018</u>	Telephone:	<u>239-533-2221</u>	<u>239-533-8881</u>
Facsimile:	<u>407-878-7858</u>	Facsimile:	<u>239-485-2262</u>	<u>239-485-8383</u>
E-mail:	<u>jhoyle@thomsoncs.net</u>	E-Mail:	<u>rdesjarlais@leegov.com</u>	<u>mtucker@leegov.com</u>

- J. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.

L. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:

1. Agreement
2. County's Purchase Order
3. Solicitation
4. Vendor's Submittal in Response to the Solicitation

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last below written.

WITNESS:

THOMPSON CONSULTING SERVICES, LLC

Signed By: Lydia Pena
Print Name: Lydia Pena

Signed By: [Signature]
Print Name: Jon Hoyle
Title: President
Date: 01/10/2022

LEE COUNTY

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

BY: [Signature]
CHAIR
DATE: 3-4-22

ATTEST:
CLERK OF THE CIRCUIT COURT

BY: [Signature]
DEPUTY CLERK

Commissioner Cecil L Pendergrass, Chairman
Lee County Board of County Commissioners
District 2

APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:

BY: [Signature]
OFFICE OF THE COUNTY ATTORNEY



EXHIBIT A

DETAILED SPECIFICATIONS

Ver. 03.2021

2.3. Task 3 – Solicitation Reviews

2.3.1. The Vendor shall participate in the preparation, review and recommendations of solicitations (RFP's or ITB's) posted by the County for debris removal operations, in the event the County requires such service during the term of the agreement.

2.4. Task – Training

2.4.1. On an annual basis, the Vendor shall provide to the County for approval, an updated monitor and supervisor training plan, including task specific training for commonly utilized monitoring activities, performance evaluation criteria, and expectations for frequency of review. The training program must, at a minimum, meet the training requirements for debris monitors as outlined by FEMA. All full-time and temporary personnel supplied by the Vendor to Lee County under this agreement must be sufficiently trained according to this program and as further defined within these specifications.

2.4.2. The Vendor shall organize and conduct 1-2 day annual training sessions on debris monitoring for the County and its municipal agencies. Additional debris monitoring task specific trainings may be added upon request from the County as necessary.

3. POST-EVENT

3.1. As a result of a hurricane or other disasters, the Vendor shall provide assistance with load inspections related to storm debris cleanup being performed by one or more debris collection contractors or municipal agencies.

3.2. Task 1 – Staffing and Equipment

3.2.1. The Vendor shall supply a sufficient number of trained monitors and trained supervisors to accommodate the volume of debris to be removed at collection sites and debris staging areas. The monitors and supervisors shall be regularly evaluated for performance with additional training provided, as needed, based on observations and feedback from Lee County authorized agents. Additional job specific training will be required for staff members responsible for monitoring special debris projects. Activities shall include but are not limited to, calling load percentages, monitoring push/cut/toss, hazardous tree removals, leaner/hanger work, stump approval/removals, etc.

3.2.2. The Vendor shall supply supervisors as directed by the County to oversee crew leaders. The County, based on geographical locations of debris monitoring teams and the scope of the project, shall determine the number of supervisors required.

3.2.3. The Vendor shall supply an initial work force of up to 24 monitors, as directed by the County, within 24 hours of notification to proceed.

3.2.4. The Vendor shall designate one monitor as a working crew leader for each crew of six monitors, including the crew leader. In the absence of a supervisor, the crew leader will act as contact and be responsible for time sheets, assist County representative with scheduling of monitors and the coordination of ticketing and load verifications.

3.2.5. The Vendor shall dismiss any of its employees from Lee County's service, immediately upon notice from the County's contract administrator or representative. The Vendor shall replace any dismissed employees within 24 hours of the County's notice.

3.2.6. The Vendor's employees shall not present themselves as Lee County employees and shall not direct or quote policy to the customers. Requests for information related to collection schedules and/or debris

operations shall be referred to Lee County staff. The Vendor's employees shall have the Vendor's name and phone number posted clearly on their vehicle during their assigned shift.

- 3.2.7. Where the Automated Debris Management System (ADMS) is used, the Vendor shall provide all of the necessary equipment needed for the size and scope of the event and shall ensure that a sufficient number of units are available to make certain there are no upsets. Additionally, the ADMS system must be capable of providing data in a format that is compatible with the debris management contractor's database or easily exported to Excel or approved equivalent for reconciliation.

3.3. Task 2 – Debris Estimations

- 3.3.1. At the direction of the County, the Vendor shall review county debris estimations, make staffing level recommendations and supply the requested number of personnel based on the volume of material and geographical severity of the disaster.

3.4. Task 3 – Collection Vehicle Certification

- 3.4.1. As directed by the County, the Vendor shall perform initial vehicle certifications, as well as follow up re-certifications, using FEMA approved and established methodologies and documentation practices. Tasks shall include, but are not limited to:

- 3.4.1.1. Receive incoming collection vehicles at designated "certification site(s)".
- 3.4.1.2. Measure collection vehicle capacity using FEMA approved methods.
- 3.4.1.3. Calculations that include all "deductions" for non-usable volumes such as dog houses, sloped or rounded bulk heads, tailgates, etc.
- 3.4.1.4. Certifications must include separate calculations for sideboards, if so equipped, so as to be easily identified as a "deduct" at the disposal area in the event that these items are removed.
- 3.4.1.5. Sideboards, tailgate type and any other notable equipment must be indicated on the certification form.
- 3.4.1.6. All other required fields on the vehicle certification forms must be legibly completed.
- 3.4.1.7. Paper certification forms must, at a minimum, be completed in triplicate, with the original copy maintained as record and provided to the County, the second copy provided to the debris management contractor and the third copy provided to the vehicle owner/operator. Additional copies may be available dependent upon the type of form used at the time of certification; determination of additional distribution will be determined at that time.
- 3.4.1.8. Prepare certification "placard" decal for collection vehicles and apply as to be visible from the driver's side of the vehicle. Photographs should be taken at this time with the certification decal clearly identifiable in the photographs.
- 3.4.1.9. Photographic records of all certified vehicles shall be maintained, supplied to the County, and made available for inspection and review as needed.
- 3.4.1.10. Certifications shall be maintained in a data base with real time updates in the field.
- 3.4.1.11. A complete certification list shall be provided to each disposal site for reference.

3.4.1.12. Copies of the certification forms and certified vehicle list shall be provided to the County and the debris collection contractor on a daily basis when new certifications are added.

3.4.1.13. Electronic certification forms shall include all vehicle information described above and be maintained in a database that is accessible to view and audit by the County and its debris management contractor. For verification purposes, certification files must be accessible at all stages of the debris monitoring & management activities; e.g. available to view at collection & disposal sites.

3.5. Task 4 – Collection Monitoring

3.5.1. As directed by the County, the Vendor shall perform work area inspections of storm debris collection. Work areas are as directed by the Contract Administrator. The Vendor shall provide trained, comprehensive field inspections for eligible debris collected in assigned work areas utilizing load tickets and other documentation process, including ADMS. Services shall include, but are not limited to:

3.5.1.1. Debris monitoring of multifaceted debris collection activities in accordance with all FEMA and other federal, state and local debris management and collection rules, criteria and guidelines.

3.5.1.2. Issue and maintain a record of accurately detailed load tickets for each fully loaded debris removal vehicle in the field.

3.5.1.3. Provide "Tickets" that include, at a minimum, the street name/location of where the debris was collected, the specific monitoring employee identification information, and certified collection vehicle number. All other ticket fields shall be completed as indicated.

3.5.1.4. Monitor the overall work performance and productivity of the debris collection vehicles and provide photographic records as appropriate.

3.5.1.5. Remain in contact with the central dispatch/staging operations and provide detailed activity and progress reports on a daily basis or as requested.

3.5.1.6. Verify load ticket contents and legibly sign each load ticket before allowing the vehicle to leave the work area and proceed to the disposal site.

3.5.1.7. Coordinate with each collection vehicle operator that the assigned collection area is completed and specify the location where the vehicle is to return immediately following the delivery of its load to the disposal location. Once sections are completed, the monitor shall provide confirmation to their supervisor that the assigned section has been completed to the satisfaction of the County and notification is to be provided to Lee County staff. A record of the employees that verify completion of their sections shall be maintained by the supervisor and provided to the county daily.

3.5.1.8. Identify and communicate any questions or issues in the work area that could potentially impact eligibility for cost reimbursements to the County, such as questionable debris collection locations not on designed Lee County rights of way.

3.5.1.9. Prior to issuing a load ticket, confirm that the collection vehicle is properly tarped and that all debris is safely secured and confined within the vehicle prior to leaving the work area.

- 3.5.1.10. Inspect work areas to identify and document larger bulky items such as tree stumps, hazard trees, and construction & demolition debris requiring special pick-up or arrangements. Communicate these items to supervisor as discovered.
- 3.5.1.11. GPS coordinates will be provided by the Vendor and used for all tree stumps and special collection items. FEMA stump removal, or other special debris forms may be required to be completed by the Vendor prior to scheduling collection. Items shall not be collected until authorized by the County or its representative.
- 3.5.1.12. Identify potential collection issues and maintain a list of these areas for review by the County and its debris management contractor by the close of each day or determined as needed.
- 3.5.1.13. Maintain a record or maps of the streets in which debris was previously collected for disposal.
- 3.5.1.14. Maintain a complete record of all collection "passes" and provide to county or its debris management contractor as requested.
- 3.5.1.15. Perform other related duties as directed by debris management operational office or designated County personnel.
- 3.5.1.16. For each employee, the Vendor shall compile daily and provide weekly, legibly signed time sheets in triplicate with the original supplied to the County representative. Each time sheet shall include, the date, hours of work performed, location of work performed, and shall be verified and signed by a County staff member supervising the associated work area. Equivalent auditable electronic time keeping methods shall be considered and approved by the County prior to use.
- 3.5.1.17. Electronic ADMS records must be secure, auditable, and capable of accurately identifying, recording, and verifying all monitoring data, including the specific staff member at each stage of the debris monitoring activities.
- 3.5.1.18. Provide a sufficient amount of "spare" ADMS units to ensure that there are no disruptions to the operations.

3.6. Task 5 – Monitor Temporary Debris Management Sites (TDMS)

- 3.6.1. The Vendor shall provide TDMS inspection and recording services related to the debris collected and delivered to the TDMS. Tasks shall include, but are not limited to:
 - 3.6.1.1. Monitor multiple contractors and multiple vehicles delivering materials to the TDMS.
 - 3.6.1.2. Maintain a copy of the collection vehicle certification log or database at each TDMS.
 - 3.6.1.3. Verify each collection vehicle, delivering debris to the TDMS, for its certified placard information. The provided load ticket must match the vehicle certification log/database and must include the placard number and the volume as provided on the placard.
 - 3.6.1.4. Confirm the collection vehicles are properly tarped when arriving at the TDMS.
 - 3.6.1.5. As directed by the County, photograph each loaded vehicle bed and attach photograph to vehicle's load manifest/ticket or link with digital photographic records, as applicable.

- 3.6.1.6. Review the vehicles manifest and observe the vehicles bed to confirm that the vehicle was loaded to capacity or as described on manifest ticket. Loaded volume of vehicles shall be determined at sites where scales are not in use.
- 3.6.1.7. Sign, or electronically sign, inbound load tickets before permitting vehicle to leave the TDMS check-in area to empty its load.
- 3.6.1.8. Prior to exit from the TDMS, confirm that collection vehicles are completely empty; vehicles that are not completely emptied will not receive a completed dump ticket until they are empty.
- 3.6.1.9. Maintain all debris tickets in an organized manner for daily reconciliation and storage.
- 3.6.1.10. Troubleshoot questions and problems at the TDMS and identify issues that could impact eligibility for cost reimbursements and report immediately to county representative.
- 3.6.1.11. Ensure adequate training for staff determining load percentages from incoming collection vehicles.
- 3.6.1.12. Remain in contact with the central dispatch/staging operation command center. Notify county supervision immediately of any issues or potential issues.
- 3.6.1.13. Perform other related duties as directed by the County Contract Administrator, e.g. conduct routine and final inspections and issue closeout reports.
- 3.6.1.14. For each employee, the Vendor shall compile daily and provide weekly, legibly signed time sheets in triplicate with the original supplied to the County representative. Each time sheet shall include, the date, hours of work performed, location of work performed, and shall be verified and signed by a County staff member supervising the associated work area. Equivalent auditable electronic time keeping methods shall be considered and approved by the County prior to use.
- 3.6.1.15. Electronic ADMS records must be secure, auditable, and capable of accurately identifying, recording, and verifying all monitoring data including the specific staff member at each stage of the debris monitoring activities.

3.7. Task 6 – Data Management

- 3.7.1. The Vendor shall coordinate data recording and information management systems as directed by the County. Services shall include, but are not limited to:
 - 3.7.1.1. Prepare detailed estimates and submit to the County, its representative or Florida Department of Emergency Management (FDEM) and FEMA for use in project worksheet preparation.
 - 3.7.1.2. Implement and maintain an ADMS linking load tickets and TDMS information, including reconciliation and photographic documentation processes.
 - 3.7.1.3. Provide daily, weekly or other periodic reports for the County and its municipal debris managers noting work progress and efficiency, current and revised estimates, project completion and other schedule forecasts and updates.
 - 3.7.1.4. Provide ADMS data daily, weekly, or as requested to the County and its debris management contractor.

3.8. Task 7 – Other Technical and Administrative Assistance

3.8.1. The Vendor shall provide technical assistance related to a post-event response. Tasks shall include, but are not limited to:

- Route mapping;
- Traffic management;
- TDMS review;
- Baseline assessment;
- Private property identification;
- Right of entry documentation;
- Contractor management; and
- FEMA negotiations

End of Detailed Specifications

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. PROJECT TERM

- 1.1. The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

2. FEMA REIMBURSEMENT

- 2.1. Work completed under this Agreement may be reimbursed by FEMA as a result of an emergency or disaster. The Vendor agrees to abide by and comply with all Federal terms, conditions, provisions, certifications, affidavits, or otherwise as applicable and stated within this solicitation package. Vendors are required to comply in accordance with Federal Grant Requirements, 2 CFR part 200, terms, conditions, and specifications. 4.

3. CONDUCT

- 3.1. Vendor agrees that all of its officers, employees and representatives shall conduct themselves in a professional manner and shall communicate with County employees and members of the public in a civil manner whenever conducting County business. All aspects of Vendor's performance, including complaints received from the public, may impact the County's decision to renew or terminate this Agreement in accordance with the provision contained here. Vendor shall remove or suspend, or further investigate, their employees for any act of violence, sexual harassment, substance abuse, or act of bigotry/prejudice.

4. COST BREAKDOWN NOTICE

- 4.1. Upon request of the County, the Vendor may be expected to provide a proposal or fee that includes a detailed cost breakdown including General and Administrative Expenses, Overhead, and Profit rates, if requested by the County. Vendor must advise if audited rates are available and shall provide such rates and documentation for use in negotiation and Cost Analysis if such method is used. Vendor shall provide fee and cost breakdown supporting documentation where and as requested by the County.

5. CONTRACT TYPE

- 5.1. Work to be performed under this contract will be authorized, scheduled, funded, and accounted for by issuance of a County Purchase Order (PO) or equivalent work authorization, by and the discretion of the County. The County reserves the right to provide additional project or service clarifications with the issuance of the work authorization.
- 5.2. As a labor only contract, this contract shall be considered a time and materials contract. As such, each work authorization issued shall contain a not-to-exceed amount. At any time should the Vendor exceed the notated not-to-exceed amount without prior written authorization to do so by the County, all such costs exceeding the notated not-to exceed amount shall be at the risk of the Vendor and may not be charged to the County.

End of Special Conditions



Procurement Management Department
 2115 Second Floor, 1st Floor
 Fort Myers, FL 33901
 Main Line: (239) 533-8881
 Fax Line: (239) 485-8383
www.leegov.com/procurement

Posted Date: September 10, 2021

Solicitation No.: RFP210330BJB

Solicitation Name: Disaster Debris Monitoring for Lee County

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENT:

Attachment # 1 – Draft Lee County Agreement – Product / Service

2. ADDITIONAL SPECIFICATION REVISIONS:

The following shall be considered revised to the Submittal Requirements & Evaluation Criteria provided with this solicitation.

1. SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

1.3. - TAB 3: 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~~ Detailed Specifications 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.

3. QUESTIONS/ANSWERS:

1.	Please confirm the Agreement for this RFP is the PSA Agreement available on the referenced link. http://www.leegov.com/procurement/forms
Answer	The attached draft of the Lee County agreement will be used for this service.

2.	Request revision to specifications to reference compliance with current FEMA Guidance in FEMA publications: 1) Public Assistance Program and Policy Guide "PAPPG: (Version 4, Effective June 1, 2020 FP-104-009-2; and 2) Public Assistance Debris Monitoring Guide (March 2021). The PAPPG superseded all previous FEMA index Guides and Series 9500 Guidance documents.
Answer	<p>The documents referenced within the question are active and valid reference documents for agencies seeking services for Debris Monitoring and Debris Removal services. It is greatly recommended that Vendors intending to provide services under this solicitation and associated Agreement familiarize themselves with the updated resources made available by FEMA. Links to documents referenced are provided as follows:</p> <p>https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf;</p> <p>and</p> <p>https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf</p>
3.	Would the County please consider increasing the page restriction to at least fifteen (15) pages to allow for the preparation of an adequate response to the tabbed sections?
Answer	No. Page restriction remains 10 pages.
4.	Request Form 3 Reference Survey timeline for references to match the five (5) year maximum requirement in Submittal Requirements & Evaluation Criteria.
Answer	<p>The timeline indicated on Form 3 (twelve months) is only applicable where the Vendor reuses a previously completed Form 3 document from a prior County advertised solicitation. As such, Form 3 Reference Survey may be utilized for references that exceed the twelve-month period.</p> <p>As it pertains to Tab 1 of the evaluation criteria, by way of this addendum the stipulation of completion within the past 5 years is considered removed. The County desires to see experience and reference information for projects or clients that are relevant to the scope and size to that being requested within the solicitation.</p>
5.	In TAB 3 – Personnel it references a statement to “pertain/apply to the Project Approach”. There is no tab related to Project Approach. Will this be added and increase to the maximum number of pages allowed?
Answer	No. See revised language in Additional Specification Revisions section of this addendum clarifying the request of the County.
6.	Please define what “undesignated information: “additional details and documents” would be allowed to be included at the end of the specified tabs. The interpretation is left to the proposers and could be interpreted to be wide open to include firms qualifications, project approach, details of the ADMS system and other information the proposer deems appropriate. Since the response documentation is limited to 10 pages, would the County please identify the allowed additional documentation to level the playing field for all proposers?
Answer	“Undesignated information: additional details and documents” shall include, but is not limited to items such as resumes, licensure, certifications, etc.

7.	<p>Would the County consider revising the positions to be proposed for the following reasons?</p> <ul style="list-style-type: none"> - If a proposer is using a paper system (non-ADMS) a data entry clerk is required. However, in an ADMS system the position is not necessary. - If a proposer is using an ADMS system a Data Manager is necessary to reconcile the data daily. QA/QC data, prepare data for reports, extrapolate requested data. - Add a Billing/Invoice Analysis to the schedule. This position audits Debris Contractor invoices with the County contract and manages all invoices that need to be corrected.
Answer	<p>As it pertains to the points above:</p> <ul style="list-style-type: none"> - Point 1 and 2: If a Data Manager is required in lieu of a Data Entry position, then the Proposer shall input the fully loaded rate associated with the Data Manager at line 6 for the Data Entry position. The County requires that a Data Entry position be contracted with the awarded Vendor. This individual may handle entry of information into the Vendor's proposed system and/or may provide analytical management of this information. The Data Entry position as provided on line 6 is intended to encompass all necessary tasks required of receipt and record management of field data. - Point 3: As provided in Tab 6 details, Proposer may list any alternate positions not already provided in items 1-6 where indicated on the bid schedule. <p>All positions provided for and listed within bid schedule, including Alternate Positions, shall coincide with the personnel identified by the Proposer within the required TAB 3 – Personnel section of the submittal.</p>

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Brian Boels
 Brian Boels - Procurement Analyst
 Procurement Analyst Direct Line: 239-533-8887
 Lee County Procurement Management



Procurement Management Department
 2115 Second Floor, 1st Floor
 Fort Myers, FL 33901
 Main Line: (239) 533-8881
 Fax Line: (239) 485-8383
www.leegov.com/procurement

Posted Date: September 22, 2021

Solicitation No.: RFP210330BJB

Solicitation Name: Disaster Debris Monitoring for Lee County

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENTS: NONE

2. QUESTIONS/ANSWERS:

1.	Can you please advise if the prime consultant/contractor is required to complete and submit a Form 11 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, or is this required only for subcontractors who will serve under the prime consultant? I ask because Form 11 uses the term “prospective subcontractor.”
Answer	Yes. Form 11 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion) is required by both the Prime Consultant/Contractor/Vendor and the Sub-Consultant/Contractor/Vendor.
2.	Are vendors required to include all costs (including ADMS costs) within the hourly rates proposed or can a separate hourly rate for ADMS be proposed?
Answer	The County shall pay the Vendor for actual work performed under this Agreement at the labor rates provided. Rates are fully burdened and include, but are not limited to, overtime, taxes, benefits, handling charges, overhead, profits, per diem and fuel costs. Labor rates include all equipment, tools, and supplies necessary for the employee to perform the tasks assigned. Labor rates include all costs associated with the use, care, and data management of the Vendor.
3.	Are vendors allowed to no-bid certain line items or must pricing that is deemed to be fair and balanced (commensurate with the position proposed) be proposed for every line included on the pricing sheet?
Answer	Vendors must bid all line items. The County requires that the positions listed be contracted with the awarded Vendor. These positions are intended to encompass all necessary tasks required of debris monitoring. Proposer may list any alternate positions not already provided in items 1-6 where indicated on the bid schedule. All positions provided for and listed within the bid schedule, including Alternate Positions, shall coincide with the personnel identified by the Proposer within the required TAB 3 – Personnel section of the submittal.

4.	Considering the amount of documentation requested in the RFP, would the County consider removing the 10-page limit?
Answer	The County is allowing for an increase of pages. Page limit shall not exceed 15 pages.

5.	Would the County please confirm that the following information does not count toward the ten-page limit: Proposal cover, cover letter, Cover Page, table of contents, resumes, certifications, Financial Proposal (Tab 6), and Required Forms (Tab 7)
Answer	<p>Addendum 1 of this solicitation identified “Undesignated Information: Additional Details and Documents” shall include, but is not limited to items such as resumes, licensure, certifications, etc.”. Therefore, items not included within the Tabs and that are placed in the rear of the package do not count toward the ten-page limit.</p> <p>Section 1.2 of the submittal requirements states: “Page restriction excludes required forms found herein and dividers.” Therefore, the Proposal Cover, Table of Contents, Financial Proposal Form and Required Forms do not count toward the ten-page limit.</p> <p>Section 1.3 of the submittal Requirements states: “Cover Page: Introduction does NOT count towards page restriction requested herein”. Therefore, the Cover page does not count toward the ten-page limit.</p> <p>Section 1.3 of the submittal Requirements states: “TAB 3: Personnel – Resumes are not included within page restrictions, but should be limited to one (1) page per person”. Therefore, Resumes do not count toward the ten-page limit.</p>

6.	Would the County please clarify the requirements of Tab 2, and consider removing the monitor training program (Tab 2) from the ten-page limit?
Answer	<p>To clarify, within Tab 2, the County is seeking a general overview of your monitor training program. A table of contents format with simple bullet points to describe your process and highlight your means and methods is preferred. The monitor training program will not be removed or exempted from the page-limit requirement. See answer 4 above for revised page limit.</p>

7.	Will the contract be awarded to multiple contractors, or just a single contractor?
Answer	See Terms and Conditions, Section 23.4.1. The Procurement Management Director reserves the right to exercise their discretion to: Make award(s) to one or multiple proposers.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Brian Bochs

Brian Bochs - Procurement Analyst
 Procurement Analyst Direct Line: 239-533-8887
 Lee County Procurement Management

End of Detailed Specifications

**EXHIBIT B
FEE SCHEDULE**



**PROCUREMENT MANAGEMENT DEPARTMENT
BID/PROPOSAL FORM**

COMPANY NAME: Thompson Consulting Services, LLC

SOLICITATION: RFP210330BJB – DISASTER DEBRIS MONITORING FOR LEE COUNTY

Having carefully examined the Contract Documents, Contractor/Vendor proposes to furnish the following which meeting these specifications.

Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, and any other incidental costs required to perform and complete all work as specified in the Contract Documents. All Unit Cost Per Hour shall be rounded to the nearest cent; if a Cost Per Hour rate is submitted not rounded to the nearest cent, the County will round the proposed hourly rate to the nearest cent prior to evaluation.

The County will only accept proposals submitted on proposal forms provided by the County. Proposals submitted on other forms, other than those provided by the County, will be deemed non-responsive and ineligible for award.

<i>DISASTER DEBRIS MONITORING</i>		
<i>Post-Event Standard Positions</i>		
<i>Vendor shall provide fully loaded Rate Per Hour for all Items/Positions 1-6.</i>		
Item	Description	Rate Per Hour
1	Project Manager	\$ 95.00
2	Operations Manager	\$ 65.00
3	Field Supervisor	\$ 49.00
4	Field Monitor	\$ 36.00
5	GIS Operator	\$ 55.00
6	Data Entry	\$ 22.50

EXHIBIT C
INSURANCE REQUIREMENTS



Lee County Insurance Requirements

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); or
\$500,000 bodily injury per person
\$1,000,000 bodily injury per accident
\$500,000 property damage per accident

- 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

**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.

EXHIBIT D
VENDOR BACKGROUND SCREENING AFFIDAVIT



**VENDOR BACKGROUND
SCREENING AFFIDAVIT**

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Vendor 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.

The Vendor is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. 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.

Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit. I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the Vendor will be solely responsible for complying with such legal requirements. Furthermore, the Vendor shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

Date: 01/10/2022



Signature

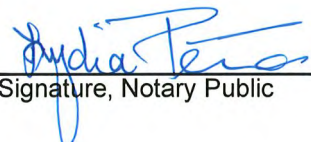
STATE OF Florida
COUNTY OF Orange

Jon Hoyle, President

Name/Title

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 10th day of January, 2022, by the above-named person and in their stated capacity, and is either personally known to me or who has produced the following as identification: Personally Known.

[Stamp/seal required]



Signature, Notary Public Lydia Pena

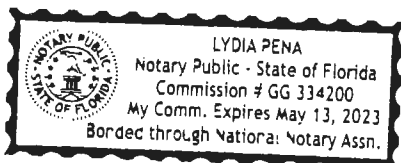


EXHIBIT E PROJECT FUNDING PACKAGE

VEP 01.25.2021

EXHIBIT E
PROJECT FUNDING PACKAGE

Advertise Date: Friday, August 27, 2021



Notice to Contractor / Vendor / Proposer(s)

REQUEST FOR PROPOSAL (RFP)

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

RFP210330BJB – Disaster Debris Monitoring for Lee County

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 for (RFP) are instructed to submit, in accordance with specifications, their proposals, pertinent to this project prior to

2:30 PM Tuesday, September 28, 2021

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 Scope of Services for this RFP is available from www.leegov.com/procurement. Vendors who obtain scope of services from sources other than www.LeeGov.com/procurement are cautioned that the solicitation package may be incomplete. The County's official bidders 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.

There will be no Pre-proposal Conference for this RFP

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.

Brian Boehs, bboehs@LeeGov.com

Sincerely,

A handwritten signature in blue ink that reads "Lindsay Cepero".

Lindsay Cepero, CPPO, CPPB
Procurement Manager

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

EXHIBIT E
PROJECT FUNDING PACKAGE

Terms and Conditions
Request for Proposal

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 Ordinance 18-22
 - 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 18-22
 - 3.1.2. 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.

**EXHIBIT E
PROJECT FUNDING PACKAGE**

RFP 04.25.2021

- 3.1.3. Florida Statute 218 Public Bid Disclosure Act.
 - 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, witnessed, and where applicable 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.
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

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requirements shall flow down to sub-contractors/consultants of the prime Proposer and prime Proposer shall ensure compliance with Chapter 435 of such parties.

6.1.3.1.1. 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.lee.gov/procurement. It is solely the proposer's responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management Division.

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. QUALITY GUARANTEE/WARRANTY (as applicable)

9.1. Proposer will guarantee their work without disclaimers, unless otherwise specifically approved by the County, for a minimum of twelve (12) months from final completion.

9.2. Unless otherwise specifically provided in the specifications, all equipment and materials and articles incorporated in the work covered by this contract shall be new, unused and of the most suitable grade for the purpose intended. Refurbished parts or equipment are not acceptable unless otherwise specified in the specifications. All warranties will begin from the date of final completion.

9.3. Unless otherwise specifically provided in the specifications, the equipment must be warranted for twelve (12) months, shipping, parts and labor. Should the equipment be taken out of service for more than forty-eight (48) hours to have warranty work performed, a loaner machine of equal capability or better shall be provided for use until the repaired equipment is returned to service at no additional charge to the County.

9.4. If any product does not meet performance representation or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials, if in its judgment the item reflects unsatisfactory workmanship or

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manufacturing or shipping damage. The vendor shall refund, to the County, any money which has been paid for same.

10. SUBSTITUTION(S)/APPROVED ALTERNATE(S)

- 10.1. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If a proposer wishes to make a substitution in the specifications, the bidder shall furnish to the County, no later than ten (10) business days prior to the solicitation opening date, the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution. Such information is submitted through the Procurement Management Division. Any such substitution shall be subject to County approval through the issuance of a written addendum by the County's Procurement Management Division. Substitutions shall be approved only if determined by the County to be an Approved Alternate to the prescribed specifications.
- 10.2. A proposal containing a substitution is subject to disqualification if the substitution is not approved by the County. Items bid must be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, and appropriate attachments. Brand names are used for descriptive purposes only. An Approved Alternate product or service may be used.

11. ADDITIONS, REVISIONS AND DELETIONS

- 11.1. Additions, revisions, or deletions to the Terms and Conditions, specifications that change 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.

12. NEGOTIATED ITEMS

- 12.1. Any item not outlined in the Scope of Services may be subject to negotiations between the County and the successful Proposer.
- 12.2. After award of this proposal the County reserves the right to add or delete items/services at prices to be negotiated at the time of addition or deletion.
- 12.3. At contract renewal time(s) or in the event of significant industry wide market changes, the County may negotiate justified adjustments such as price, terms, etc., to this contract with the County, in its sole judgment, considers such adjustments to be in the best interest of the County.

13. ERRORS, OMISSIONS, CALCULATION ERRORS (as applicable)

- 13.1. **Errors/Omissions:** Approval by County of the successful proposer's work product for the project shall not constitute nor be deemed a release of the responsibility and liability of the successful proposer for the accuracy and competency of the successful proposer's designs, drawings, specifications or other documents and work pertaining to the project. Additionally, approval by the County of the successful proposer's work product shall not be deemed to be an assumption of drawings, specifications or other documents prepared by the successful proposer for the project. After acceptance of the final plans by the County, the successful proposer agrees, prior to and during the construction of the project, to perform such successful proposer services, at no additional cost to the County, as may be required by the County to correct errors or omissions on the plans prepared by the successful proposer pertaining to the project.
- 13.2. **Calculation Errors:** In the event of multiplication/addition error(s), the unit price shall prevail. Written prices shall prevail over figures where applicable. All proposals shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

14. CONFIDENTIALITY

- 14.1. 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.

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- 14.2. 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.
- 14.3. 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.
15. **CONFLICT OF INTEREST**
- 15.1. 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:
- 15.2. 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.
- 15.3. 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.
- 15.4. **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.
16. **ANTI-LOBBYING CLAUSE (Cone of Silence)**
- 16.1. 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 may be declared non-responsible.**
17. **DRUG FREE WORKPLACE**
- 17.1. Lee County Board of County Commissioners encourages Drug Free Workplace programs.
18. **FLORIDA CERTIFIED ENTERPRISES**
- 18.1. The County encourages the use of Florida Certified Enterprises such as such as Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) firms.
- 18.2. 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,

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Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) firms and similar are encouraged to submit.

19. ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

- 19.1. 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.
- 19.2. 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.
- 19.3. 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.
- 19.4. 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.

20. SUB-PROPOSER/CONSULTANT

- 20.1. The use of sub-proposer/consultant under this solicitation is not allowed without prior written authorization from the County representative.

21. RFP - PROJECT GUIDELINES

- 21.1. 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:
 - 21.1.1. No amount of work is guaranteed upon the execution of an agreement/contract.
 - 21.1.2. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the agreement/contract period.
 - 21.1.3. 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.
 - 21.1.4. 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.
 - 21.1.5. Lee County reserves the right to add or delete, at any time, and or all tasks or services associated with this agreement.
 - 21.1.6. 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.

22. RFP EVALUATION

- 22.1. **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

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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").

22.2. Evaluation Meeting(s):

- 22.2.1. The first evaluation will rank Proposers based on the scores from the selection criteria point values.
- 22.2.2. Following the initial evaluation process, the short-listed proposer(s) may be required to provide an on-site interview/presentation.
- 22.2.3. 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.
- 22.2.4. Proposed short-list and final selection meeting dates are posted on the Procurement Management web page: www.lccgov.com/procurement (Projects. Award Pending.)

23. RFP SELECTION PROCEDURE

- 23.1. The selection will be made in accordance with Lee County Procurement Policy. Some or all of the responding proposer(s) may be requested to provide interviews and/or presentations of their proposal, for the ranking process.
- 23.2. The recommendation to award, negotiated rates and agreement/contract(s) will be submitted to the Board of County Commissioners for approval.
- 23.3. 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.
- 23.4. The Procurement Management Director reserves the right to exercise their discretion to:
 - 23.4.1. Make award(s) to one or multiple proposers.
 - 23.4.2. Waive minor informalities in any response;
 - 23.4.3. Reject any and all proposals with or without cause;
 - 23.4.4. Accept the response that in its judgment will be in the best interest of Lee County

24. RFP – TIEBREAKER

- 24.1. 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.
 - 24.1.1. 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.
 - 24.1.2. 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.
 - 24.1.3. 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.
 - 24.1.4. 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.
- 24.2. When the tiebreaker is determined the highest ranked proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.
- 24.3. If an award or negotiation is unsuccessful with the highest ranked proposer, award or negotiations may commence with the next highest ranked proposer.

25. RFP EVALUATION/ SELECTION COMMITTEE

- 25.1. 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.

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- 25.2. 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 the top ranked three (3) firms to be interviewed or provide presentations.
 - 25.3. The County reserves the right, where allowable and applicable, to begin negotiations with the top ranked firm(s) without hosting interviews/presentations.
26. WITHDRAWAL OF PROPOSAL
- 26.1. 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.
 - 26.2. A proposer may withdraw a proposal any time prior to the opening of the solicitation.
 - 26.3. 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:
 - 26.3.1. The proposer acted in good faith in submitting the proposal,
 - 26.3.2. 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,
 - 26.3.3. The mistake was not the result of gross negligence or willful inattention by the proposer; and
 - 26.3.4. The mistake was discovered and was communicated to the County prior to the County Commission having formally awarded the contract/agreement.
27. PROTEST RIGHTS
- 27.1. 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.
 - 27.2. Notice of Intended Decision is posted on the Lee County Department of Procurement Management website (www.lee.gov.com/procurement). Bidders are solely responsible to check for information regarding the Solicitation.
 - 27.3. Refer to the "Procurement Protest" section of the Lee County Procurement Ordinance 18-22 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.
 - 27.4. 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.
 - 27.4.1. The notice shall clearly indicate all grounds being claimed for the protest.
 - 27.4.2. 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.
 - 27.5. 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.
 - 27.6. Failure to follow the protest procedures requirement within the time frames as prescribed herein and in the Lee County Procurement Ordinance 18-22 shall constitute a waiver of the right to protest and shall bar any resulting claims.
28. AUTHORITY TO UTILIZE BY OTHER GOVERNMENT ENTITIES
- 28.1. 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.

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29. CONTRACT ADMINISTRATION**29.1. Designated Contact:**

29.1.1. 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.

29.1.2. 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.

29.2. RFP – Term: (unless otherwise stated in the Scope of Work or Detailed Specifications)

29.2.1. Unless otherwise stated in the scope of work, specifications, or special conditions the default contract term shall be for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

29.2.2. The County reserves the right to renew this contract, or any portion thereof, and to negotiate pricing as a condition for each.

29.2.3. The County's performance and obligation to pay under this contract, and any applicable renewal options, is contingent upon annual appropriation of funds.

29.3. RFP – Basis of Award:

29.3.1. Award will be made to the most responsible and responsive proposer based on the evaluation criteria.

29.4. Agreement/Contract:

29.4.1. 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.lee.gov.com/procurement/forms>.

29.5. Records:

29.5.1. **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.

29.5.2. **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:

29.5.2.1. Keep and maintain public records required by the County to perform the service.

29.5.2.2. 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.

29.5.2.3. 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.

29.5.2.4. 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.

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- 29.5.3. **Public Record:** IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FL § , 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>.
- 29.5.4. **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.
- 29.6. **Termination:**
- 29.6.1. 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.
- 29.6.2. 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 Ordinance 18-22.
- 29.6.3. 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.
- 29.6.4. The County reserves the right to terminate award or contract following any of the below for goods or services over \$1,000,000:
- 29.6.4.1. Contractor is found to have submitted a false certification as provided under FL § 287.135 (5);
- 29.6.4.2. 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;
- 29.6.4.3. Contractor has engaged in business operations in Cuba or Syria;
- 29.6.4.4. Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel – beginning October 1, 2016.
30. **WAIVER OF CLAIMS**
- 30.1. 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.
31. **LEE COUNTY PAYMENT PROCEDURES**
- 31.1. All vendors are requested to mail an original invoice to:
Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238
- 31.2. All invoices will be paid as directed by the Lee County payment procedure unless otherwise stated in the detailed specification portion of this project.
- 31.3. 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.

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- 31.4. 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.
32. MATERIAL SAFETY DATA SHEETS (MSDS/SDS) (if applicable)
- 32.1. In accordance with Chapter 443 of the FL. §, it is the vendor's responsibility to provide Lee County with Material Safety Data Sheets on bid materials, as may apply to this procurement.
33. DEBRIS DISPOSAL (if applicable)
- 33.1. Unless otherwise stated, the Proposer shall be fully responsible for the lawful removal and disposal of any materials, debris, garbage, vehicles or other such items which would interfere with the undertaking and completion of the project. There shall not be an increase in time or price associated with such removal.
34. SHIPPING (if applicable)
- 34.1. Cost of all shipping to the site, including any inside delivery charges and all unusual storage requirements shall be borne by the proposer unless otherwise agreed upon in writing prior to service. It shall be the proposer's responsibility to make appropriate arrangements, and to coordinate with authorized personnel at the site, for proper acceptance, handling, protection and storage (if available) of equipment and material delivered. All pricing to be F.O. B. destination.
- 34.2. The materials and/or services delivered under the proposal shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.
35. INSURANCE (AS APPLICABLE)
- 35.1. 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

EXHIBIT E
PROJECT FUNDING PACKAGE



Lee County Insurance Requirements

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); or
\$500,000 bodily injury per person
\$1,000,000 bodily injury per accident
\$500,000 property damage per accident

- 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

**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."*

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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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**EXHIBIT E
PROJECT FUNDING PACKAGE**

**SUPPLEMENTAL CONDITIONS AND CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY
CONTRACTS UNDER FEDERAL AWARDS**

1. FEDERAL FUNDING

- 1.1 When property or services are procured using funds derived from a Federal grant or Agreement whether direct to the County or "pass-through" from another entity, the County is required to and will follow the Federal procurement standards in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", 2 C.F.R. Sections 200.213 and 200.317 through 200.326.
- 1.2 CONTRACTOR, further referred to as CONSULTANT/CONTRACTOR/VENDOR within this section, shall work with the County under this Agreement to assure that it will comply with the following statutes and regulations to the extent applicable:
- (1) 2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Appendix II
 - (2) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities
 - (3) Sections 1361(A) of the National Flood Insurance Act of 1968, 42 U.S.C. 4104c, as amended by the National Flood Insurance Reform Act of 1994, Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
 - (4) 31 CFR Part 25 Rules and Procedures for Funds Transfers

Contract Cost and Price: For every procurement in excess of the Simplified Acquisition Threshold, including contract modifications, the County shall perform a cost or price analysis in connection with every procurement subject to Federal procurement guidelines, which shall include an independent estimate of cost prior to issuing bids or proposals. For proposals where price is not considered in the award, profit shall be negotiated as a separate element of the price. In determining whether profit is fair and reasonable, the County shall consider the complexity of work, the risk to be borne by the contractor, the contractor's investment, the amount of subcontracting necessary, the quality of the contractor's record and past performance, and industry profit rates for the surrounding geographical area. "Cost Plus Percentage" methods for determining profit may not be used.

2. EQUAL EMPLOYMENT OPPORTUNITY

2.1. During the performance of this contract, the contractor agrees as follows:

- 2.1.1. The CONSULTANT/CONTRACTOR/VENDOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The CONSULTANT/CONTRACTOR/VENDOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT/CONTRACTOR/VENDOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2.1.2. The CONSULTANT/CONTRACTOR/VENDOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT/CONTRACTOR/VENDOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

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- 2.1.3. The CONSULTANT/CONTRACTOR/VENDOR will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the CONSULTANT/CONTRACTOR/VENDOR's legal duty to furnish information.
- 2.1.4. The CONSULTANT/CONTRACTOR/VENDOR will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the CONSULTANT/CONTRACTOR/VENDOR's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 2.1.5. The CONSULTANT/CONTRACTOR/VENDOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 2.1.6. The CONSULTANT/CONTRACTOR/VENDOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 2.1.7. In the event of the CONSULTANT/CONTRACTOR/VENDOR's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the CONSULTANT/CONTRACTOR/VENDOR may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 2.1.8. The CONSULTANT/CONTRACTOR/VENDOR will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-CONSULTANT/CONTRACTOR/VENDOR. The CONSULTANT/CONTRACTOR/VENDOR will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the CONSULTANT/CONTRACTOR/VENDOR becomes involved in, or is threatened with, litigation with a sub-CONSULTANT/CONTRACTOR/VENDOR as a result of such direction, the CONSULTANT/CONTRACTOR/VENDOR may request the United States to enter into such litigation to protect the interests of the United States.

3. MAINTENANCE OF RECORDS

- 3.1. The CONSULTANT/CONTRACTOR/VENDOR will keep and maintain adequate records and supporting documentation applicable to all of the services, work, information, expense, costs, invoices and materials

**EXHIBIT E
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provided and performed pursuant to the requirements of this agreement. Said records and documentation will be retained by the CONSULTANT/CONTRACTOR/VENDOR for a minimum of five (5) years from the date of termination of this agreement, or for such period is required by law.

- 3.2. CONSULTANT/CONTRACTOR/VENDOR shall provide, when requested, access by the County, Federal granting agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the CONSULTANT/CONTRACTOR/VENDOR which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.
- 3.3. CONSULTANT/CONTRACTOR/VENDOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 3.4. CONSULTANT/CONTRACTOR/VENDOR agrees to provide the GRANT AGENCY Administrator or his authorized representatives' access to construction or other work sites pertaining to the work being completed under the contract.
- 3.5. CONSULTANT/CONTRACTOR/VENDOR shall retain all records associated with this solicitation and any agreements that are created in response to the solicitation for a period of no less than five (5) years after final payments and all other pending matters are closed.
- 3.6. The County and its authorized agents shall, with reasonable prior notice, have the right to audit, inspect and copy all such records and documentation as often as the County deems necessary during the period of this agreement, and during the period as set forth in the paragraphs above; provided, however, such activities shall be conducted only during normal business hours of the CONSULTANT/CONTRACTOR/VENDOR and at the expense of the County.

4. DHS SEAL, LOGO, AND FLAGS

- 4.1. The CONSULTANT/CONTRACTOR/VENDOR shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific GRANT AGENCY pre-approval.

5. LOCAL VENDOR PREFERENCE EXCLUSION:

- 5.1. Local Vendor Preference Ordinance has been waived for this service/purchase request and any and all references contained herein are non-applicable to this request and subsequent contract and/or purchase order(s).

6. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, and EXECUTIVE ORDERS

- 6.1. This is an acknowledgment that GRANT AGENCY financial assistance will be used only to fund the services requested. The CONSULTANT/CONTRACTOR/VENDOR will comply with all applicable federal law, regulations, executive orders, GRANT AGENCY policies, procedures, and directives.

7. NO OBLIGATION BY THE FEDERAL GOVERNMENT

- 7.1. The Federal Government is not a party to this solicitation and is not subject to any obligations or liabilities to the non-Federal entity, CONSULTANT/CONTRACTOR/VENDOR, or any other party pertaining to any matter resulting from the Solicitation.

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8. FRAUD and FALSE OR FRAUDULENT OR RELATED ACTS

- 8.1. The CONSULTANT/CONTRACTOR/VENDOR acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the CONSULTANT/CONTRACTOR/VENDORS actions pertaining to this solicitation.

9. SUBCONTRACTS

- 9.1. The selected firm must require compliance with all federal requirements of all sub-CONSULTANT/CONTRACTOR/VENDORS performing work for Prime CONSULTANT/CONTRACTOR/VENDOR under this Agreement, by including these federal requirements in all contracts with sub-CONSULTANT/CONTRACTOR/VENDORS.

10. CONFLICT OF INTEREST

- 10.1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officers, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from CONSULTANT/CONTRACTOR/VENDORS or parties to subcontracts.

11. EMPLOYMENT ELIGIBILITY VERIFICATION SYSTEM (E-VERIFY)

- 11.1. Statutes and Executive Orders require employers to abide by the Immigration laws of the United States and to employ only individuals who are eligible to work in the United States. The Employment Eligibility Verification System (E-Verify) operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) to provides an internet-based means of verifying employment eligibility of workers in the United States; it is not a substitute for any other employment eligibility verification requirements.
- 11.2. Sub-CONSULTANT/CONTRACTOR/VENDOR requirement: Vendors shall require all subcontracted vendors to flow down the requirement to use E-Verify to sub-CONSULTANT/CONTRACTOR/VENDORS.
- 11.3. It shall be the vendor's responsibility to familiarize themselves with all rules and regulations governing this program.
- 11.4. For additional information regarding the Employment Eligibility Verification System (E-Verify) program visit the following website: <http://www.dhs.gov/E-Verify>.

12. ENERGY POLICY AND CONSERVATION ACT

- 12.1. CONSULTANT/CONTRACTOR/VENDOR must follow any mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

13. SMALL AND MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

- 13.1. Place qualified small and minority businesses and women's business enterprises on solicitation lists.

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- 13.2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- 13.3. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 13.4. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- 13.5. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- 13.6. Requiring the prime CONSULTANT/CONTRACTOR/VENDOR, if subcontracts are to be let, to take the five previous affirmative steps.

14. DOMESTIC PREFERENCES FOR PROCUREMENT (2 C.F.R. § 200.322)

- 14.1. As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its GRANT AGENCY award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for "Produced in the United States" and "manufactured products" that states should review.

15. PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS OR SERVICES (2 C.F.R. § 200.216)

- 15.1. 2 C.F.R. § 200.216 prohibits state and non-state entities from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain, equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system as identified in Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. See Prohibitions on Expending GRANT AGENCY Award Funds for Covered Telecommunications Equipment or Services- Interim Policy for additional information.

16. TERMINATION FOR CAUSE AND/OR CONVENIENCE

- 16.1. The County, by written notice to the CONSULTANT/CONTRACTOR/VENDOR, may terminate this Agreement with or without cause (for convenience), in whole or in part, when the County determines in its sole discretion that it is in the County's best interest to do so. In the event of termination the CONSULTANT/CONTRACTOR/VENDOR will not incur any new obligations for the terminated portion of the Agreement after the CONSULTANT/CONTRACTOR/VENDOR has received notification of termination.
- 16.2. If the Agreement is terminated before performance is completed, the CONSULTANT/CONTRACTOR/VENDOR shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount that is the same

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percentage of the Agreement price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress shall become the property of the County and shall be turned over promptly by the CONSULTANT/CONTRACTOR/VENDOR.

17. SUSPENSION AND DEBARMENT

- 17.1. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the CONSULTANT/CONTRACTOR/VENDOR is required to verify that none of the CONSULTANT/CONTRACTOR/VENDOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 17.2. The CONSULTANT/CONTRACTOR/VENDOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 17.3. This certification is a material representation of fact relied upon by the awarded CONSULTANT/CONTRACTOR/VENDOR. If it is later determined that the CONSULTANT/CONTRACTOR/VENDOR did not comply with 2 C.F.R. pt.180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Lee County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- 17.4. The CONSULTANT/CONTRACTOR/VENDOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

18. RECOVERED MATERIALS

- 18.1. In the performance of this contract, the CONSULTANT/CONTRACTOR/VENDOR shall make maximum use of products containing recovered material that are EPA-designated items unless the product cannot be acquired:
- Competitively within a timeframe providing for compliance with the contract performance schedule;
 - Meeting contract performance requirements; or
 - At a reasonable price.
- 18.2. Information about this requirement is available EPA'S Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/> The list of EPA- designate items is available at <http://www.epa.gov/cpg/products/htm>

19. REMEDIES

- 19.1. In the event the CONSULTANT/CONTRACTOR/VENDOR fails to satisfactorily perform or has failed to adhere to the terms and conditions under this Agreement, the County may, upon fifteen (15) calendar days written notice to the CONSULTANT/CONTRACTOR/VENDOR and upon the CONSULTANT/CONTRACTOR/VENDOR'S failure to cure within those fifteen (15) calendar days, exercise any one or more of the following remedies, either concurrently or consecutively:
- 19.1.1. Withhold or suspend payment of all or any part of a request for payment.
- 19.1.2. Require that the CONSULTANT/CONTRACTOR/VENDOR refund to the County any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

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- 19.1.3. Exercise any corrective or remedial actions, to include but not be limited to:
- 19.1.4. Requesting additional information from the CONSULTANT/CONTRACTOR/VENDOR to determine the reasons for or the extent of non-compliance or lack of performance;
- 19.1.5. Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected;
- 19.1.6. Advising the CONSULTANT/CONTRACTOR/VENDOR to suspend, discontinue or refrain from incurring costs for any activities in question; or
- 19.1.7. Requiring the CONSULTANT/CONTRACTOR/VENDOR to reimburse the County for the amount of costs incurred for any items determined to be ineligible.

20. OTHER REMEDIES AND RIGHTS

- 20.1. Pursuing any of the above remedies will not keep the County from pursuing any other rights or remedies, which may be otherwise available under law or in equity. If the County waives any right or remedy in this Agreement or fails to insist on strict performance by the CONSULTANT/CONTRACTOR/VENDOR, it will not affect, extend or waive any other right or remedy of the County, or affect the later exercise of the same right or remedy by the County for any other default by the CONSULTANT/CONTRACTOR/VENDOR.
- 20.2. Unless otherwise provided by the Contract, all claims, counter-claims, disputes and other matters in question between the County and the CONSULTANT/CONTRACTOR/VENDOR arising out of or relating to the Agreement between the parties, or the breach of it, that cannot be resolved by and between the parties after conferring in good faith, will be decided by a court of competent jurisdiction pursuant to Florida law. If such dispute is in state court, venue shall be in the Twentieth Judicial Circuit Court in and for Lee County, Florida. If in federal court, venue shall be in the U.S. District Court for the Middle District of Florida, Ft. Myers Division.

21. CONTRACT WORK HOURS & SAFETY STANDARDS (40 U.S.C. 3701-3708)

- 21.1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- 21.2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- 21.3. Withholding for unpaid wages and liquidated damages. The State of Florida Division of Emergency Management shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work

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performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

- 21.4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

22. CLEAN AIR ACT

- 22.1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- 22.2. The contractor agrees to report each violation to the GRANT AGENCY and the Regional Office of the Environmental Protection Agency and understands and agrees that the GRANT AGENCY and the Regional Office of the Environmental Protection Agency will, in turn, report each violation as required to assure notification to the County, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- 22.3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by GRANT AGENCY.

23. FEDERAL WATER POLLUTION CONTROL ACT

- 23.1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- 23.2. The contractor agrees to report each violation to the GRANT AGENCY and the Regional Office of the Environmental Protection Agency and understands and agrees that the GRANT AGENCY and the Regional Office of the Environmental Protection Agency will, in turn, report each violation as required to assure notification to the County, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- 23.3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by GRANT AGENCY.

24. BYRD ANTI-LOBBYING AMENDMENT

- 24.1. CONSULTANT/CONTRACTOR/VENDORS who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

End of Supplemental Conditions

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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. PROJECT TERM

- 1.1. The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

2. FEMA REIMBURSEMENT

- 2.1. Work completed under this Agreement may be reimbursed by FEMA as a result of an emergency or disaster. The Vendor agrees to abide by and comply with all Federal terms, conditions, provisions, certifications, affidavits, or otherwise as applicable and stated within this solicitation package. Vendors are required to comply in accordance with Federal Grant Requirements, 2 CFR part 200, terms, conditions, and specifications. 4.

3. CONDUCT

- 3.1. Vendor agrees that all of its officers, employees and representatives shall conduct themselves in a professional manner and shall communicate with County employees and members of the public in a civil manner whenever conducting County business. All aspects of Vendor's performance, including complaints received from the public, may impact the County's decision to renew or terminate this Agreement in accordance with the provision contained here. Vendor shall remove or suspend, or further investigate, their employees for any act of violence, sexual harassment, substance abuse, or act of bigotry/prejudice.

4. COST BREAKDOWN NOTICE

- 4.1. Upon request of the County, the Vendor may be expected to provide a proposal or fee that includes a detailed cost breakdown including General and Administrative Expenses, Overhead, and Profit rates, if requested by the County. Vendor must advise if audited rates are available and shall provide such rates and documentation for use in negotiation and Cost Analysis if such method is used. Vendor shall provide fee and cost breakdown supporting documentation where and as requested by the County.

5. CONTRACT TYPE

- 5.1. Work to be performed under this contract will be authorized, scheduled, funded, and accounted for by issuance of a County Purchase Order (PO) or equivalent work authorization, by and the discretion of the County. The County reserves the right to provide additional project or service clarifications with the issuance of the work authorization.
- 5.2. As a labor only contract, this contract shall be considered a time and materials contract. As such, each work authorization issued shall contain a not-to-exceed amount. At any time should the Vendor exceed the notated not-to-exceed amount without prior written authorization to do so by the County, all such costs exceeding the noted not-to exceed amount shall be at the risk of the Vendor and may not be charged to the County.

End of Special Conditions

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PROJECT FUNDING PACKAGE

RFP 04-33-201

DETAILED SPECIFICATIONS

1. GENERAL SCOPE OF PROJECT

- 1.1. The Lee County Board of County Commissioners seeks to contract with a qualified Vendor to provide debris monitors, debris monitoring services at debris management sites (DMS), oversight of Debris Collection Contractor(s) for contract compliance, verifying and interpreting regulatory agencies policies and the compilation and submittal of data and/or invoices to agencies for reimbursement. Specific tasks are assigned as needed by the Lee County Contract Manager. All debris monitoring activities are to be in compliance with approved Federal Emergency Management Agency (FEMA) policies and guidance procedures along with other federal and state grant program requirements and all local, state, and federal regulations
- 1.2. All work under this RFP shall be performed in accordance with FEMA rules and guidelines for federal reimbursements and with 2 CFR 200.317-326 and Office of Management, Budget Circular A-87 Revised and Debris Monitoring FEMA Fact Sheet 9580.203 dated 05/03/07 and as updated and where applicable.
- 1.3. Debris monitoring activities shall be divided into pre and post event tasks. Pre-event tasks shall be provided as described below. Post-event tasks shall be assigned at the direction of the COUNTY and are based on event severity and the COUNTY's need for services. Not all tasks will be assigned for all events.

2. PRE-EVENT

- 2.1 The Vendor shall provide assistance, support and technical guidance in the preparation for disasters through the participation in meetings, workshops and the establishment of data management and other integrated systems prior to an event. Pre-event tasks are to be at no charge to the County.

2.2 Task 1 – Information Updates

- 2.1.1. Within 30 days of contract execution and annually thereafter, before the start date of hurricane season, and as determined by the National Oceanic and Atmospheric Administration (NOAA), the Vendor shall:
 - 2.1.1.1. Provide a list of key personnel and temporary service agencies that will be utilized during a Lee County disaster debris monitoring event. The list shall include the dates in which the Vendor's employees completed the Vendor's debris monitoring training program.
 - 2.1.1.2. Provide and maintain current contact names for project director(s), to include cell phone numbers and email addresses.
 - 2.1.1.3. Provide the name and phone number of the assigned contact person, accessible to Lee County staff in the event of a disaster or event that requires the services of the Vendor. Contact person shall be readily available twenty-four (24) hours per day, three hundred sixty-five (365) days per year.

2.2. Task 2 – Workshops

- 2.2.1. The Vendor shall participate in annual pre-hurricane workshops and planning meetings with Lee County, its local municipal representatives and debris clean-up contractors to advise of new rules or policies and the changes to such in order to establish and review applicable policies and procedures for the upcoming hurricane seasons.

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WFS 04/26/2021

2.3. Task 3 – Solicitation Reviews

2.3.1. The Vendor shall participate in the preparation, review and recommendations of solicitations (RFP's or ITB's) posted by the County for debris removal operations, in the event the County requires such service during the term of the agreement.

2.4. Task – Training

2.4.1. On an annual basis, the Vendor shall provide to the County for approval, an updated monitor and supervisor training plan, including task specific training for commonly utilized monitoring activities, performance evaluation criteria, and expectations for frequency of review. The training program must, at a minimum, meet the training requirements for debris monitors as outlined by FEMA. All full-time and temporary personnel supplied by the Vendor to Lee County under this agreement must be sufficiently trained according to this program and as further defined within these specifications.

2.4.2. The Vendor shall organize and conduct 1-2 day annual training sessions on debris monitoring for the County and its municipal agencies. Additional debris monitoring task specific trainings may be added upon request from the County as necessary.

3. POST-EVENT

3.1. As a result of a hurricane or other disasters, the Vendor shall provide assistance with load inspections related to storm debris cleanup being performed by one or more debris collection contractors or municipal agencies.

3.2. Task 1 – Staffing and Equipment

3.2.1. The Vendor shall supply a sufficient number of trained monitors and trained supervisors to accommodate the volume of debris to be removed at collection sites and debris staging areas. The monitors and supervisors shall be regularly evaluated for performance with additional training provided, as needed, based on observations and feedback from Lee County authorized agents. Additional job specific training will be required for staff members responsible for monitoring special debris projects. Activities shall include but are not limited to, calling load percentages, monitoring push/cut/loss, hazardous tree removals, leaner/hanger work, stump approval/removals, etc.

3.2.2. The Vendor shall supply supervisors as directed by the County to oversee crew leaders. The County, based on geographical locations of debris monitoring teams and the scope of the project, shall determine the number of supervisors required.

3.2.3. The Vendor shall supply an initial work force of up to 24 monitors, as directed by the County, within 24 hours of notification to proceed.

3.2.4. The Vendor shall designate one monitor as a working crew leader for each crew of six monitors, including the crew leader. In the absence of a supervisor, the crew leader will act as contact and be responsible for time sheets, assist County representative with scheduling of monitors and the coordination of ticketing and load verifications.

3.2.5. The Vendor shall dismiss any of its employees from Lee County's service, immediately upon notice from the County's contract administrator or representative. The Vendor shall replace any dismissed employees within 24 hours of the County's notice.

3.2.6. The Vendor's employees shall not present themselves as Lee County employees and shall not direct or quote policy to the customers. Requests for information related to collection schedules and/or debris

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operations shall be referred to Lee County staff. The Vendor's employees shall have the Vendor's name and phone number posted clearly on their vehicle during their assigned shift.

- 3.2.7. Where the Automated Debris Management System (ADMS) is used, the Vendor shall provide all of the necessary equipment needed for the size and scope of the event and shall ensure that a sufficient number of units are available to make certain there are no upsets. Additionally, the ADMS system must be capable of providing data in a format that is compatible with the debris management contractor's database or easily exported to Excel or approved equivalent for reconciliation.

3.3. Task 2 – Debris Estimations

- 3.3.1. At the direction of the County, the Vendor shall review county debris estimations, make staffing level recommendations and supply the requested number of personnel based on the volume of material and geographical severity of the disaster.

3.4. Task 3 – Collection Vehicle Certification

- 3.4.1. As directed by the County, the Vendor shall perform initial vehicle certifications, as well as follow up re-certifications, using FEMA approved and established methodologies and documentation practices. Tasks shall include, but are not limited to:

- 3.4.1.1. Receive incoming collection vehicles at designated "certification site(s)".
- 3.4.1.2. Measure collection vehicle capacity using FEMA approved methods.
- 3.4.1.3. Calculations that include all "deductions" for non-usable volumes such as dog houses, sloped or rounded bulk heads, tailgates, etc.
- 3.4.1.4. Certifications must include separate calculations for sideboards, if so equipped, so as to be easily identified as a "deduct" at the disposal area in the event that these items are removed.
- 3.4.1.5. Sideboards, tailgate type and any other notable equipment must be indicated on the certification form.
- 3.4.1.6. All other required fields on the vehicle certification forms must be legibly completed.
- 3.4.1.7. Paper certification forms must, at a minimum, be completed in triplicate, with the original copy maintained as record and provided to the County, the second copy provided to the debris management contractor and the third copy provided to the vehicle owner/operator. Additional copies may be available dependent upon the type of form used at the time of certification; determination of additional distribution will be determined at that time.
- 3.4.1.8. Prepare certification "placard" decal for collection vehicles and apply as to be visible from the driver's side of the vehicle. Photographs should be taken at this time with the certification decal clearly identifiable in the photographs.
- 3.4.1.9. Photographic records of all certified vehicles shall be maintained, supplied to the County, and made available for inspection and review as needed.
- 3.4.1.10. Certifications shall be maintained in a data base with real time updates in the field.
- 3.4.1.11. A complete certification list shall be provided to each disposal site for reference.

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- 3.4.1.12. Copies of the certification forms and certified vehicle list shall be provided to the County and the debris collection contractor on a daily basis when new certifications are added.
- 3.4.1.13. Electronic certification forms shall include all vehicle information described above and be maintained in a database that is accessible to view and audit by the County and its debris management contractor. For verification purposes, certification files must be accessible at all stages of the debris monitoring & management activities; e.g. available to view at collection & disposal sites.

3.5. Task 4 – Collection Monitoring

- 3.5.1. As directed by the County, the Vendor shall perform work area inspections of storm debris collection. Work areas are as directed by the Contract Administrator. The Vendor shall provide trained, comprehensive field inspections for eligible debris collected in assigned work areas utilizing load tickets and other documentation process, including ADMS. Services shall include, but are not limited to:
 - 3.5.1.1. Debris monitoring of multifaceted debris collection activities in accordance with all FEMA and other federal, state and local debris management and collection rules, criteria and guidelines.
 - 3.5.1.2. Issue and maintain a record of accurately detailed load tickets for each fully loaded debris removal vehicle in the field.
 - 3.5.1.3. Provide "Tickets" that include, at a minimum, the street name/location of where the debris was collected, the specific monitoring employee identification information, and certified collection vehicle number. All other ticket fields shall be completed as indicated.
 - 3.5.1.4. Monitor the overall work performance and productivity of the debris collection vehicles and provide photographic records as appropriate.
 - 3.5.1.5. Remain in contact with the central dispatch/staging operations and provide detailed activity and progress reports on a daily basis or as requested.
 - 3.5.1.6. Verify load ticket contents and legibly sign each load ticket before allowing the vehicle to leave the work area and proceed to the disposal site.
 - 3.5.1.7. Coordinate with each collection vehicle operator that the assigned collection area is completed and specify the location where the vehicle is to return immediately following the delivery of its load to the disposal location. Once sections are completed, the monitor shall provide confirmation to their supervisor that the assigned section has been completed to the satisfaction of the County and notification is to be provided to Lee County staff. A record of the employees that verify completion of their sections shall be maintained by the supervisor and provided to the county daily.
 - 3.5.1.8. Identify and communicate any questions or issues in the work area that could potentially impact eligibility for cost reimbursements to the County, such as questionable debris collection locations not on designed Lee County rights of way.
 - 3.5.1.9. Prior to issuing a load ticket, confirm that the collection vehicle is properly tarped and that all debris is safely secured and confined within the vehicle prior to leaving the work area.

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- 3.5.1.10. Inspect work areas to identify and document larger bulky items such as tree stumps, hazard trees, and construction & demolition debris requiring special pick-up or arrangements. Communicate these items to supervisor as discovered.
 - 3.5.1.11. GPS coordinates will be provided by the Vendor and used for all tree stumps and special collection items. FEMA stump removal, or other special debris forms may be required to be completed by the Vendor prior to scheduling collection. Items shall not be collected until authorized by the County or its representative.
 - 3.5.1.12. Identify potential collection issues and maintain a list of these areas for review by the County and its debris management contractor by the close of each day or determined as needed.
 - 3.5.1.13. Maintain a record or maps of the streets in which debris was previously collected for disposal.
 - 3.5.1.14. Maintain a complete record of all collection "passes" and provide to county or its debris management contractor as requested.
 - 3.5.1.15. Perform other related duties as directed by debris management operational office or designated County personnel.
 - 3.5.1.16. For each employee, the Vendor shall compile daily and provide weekly, legibly signed time sheets in triplicate with the original supplied to the County representative. Each time sheet shall include, the date, hours of work performed, location of work performed, and shall be verified and signed by a County staff member supervising the associated work area. Equivalent auditable electronic time keeping methods shall be considered and approved by the County prior to use.
 - 3.5.1.17. Electronic ADMS records must be secure, auditable, and capable of accurately identifying, recording, and verifying all monitoring data, including the specific staff member at each stage of the debris monitoring activities.
 - 3.5.1.18. Provide a sufficient amount of "spare" ADMS units to ensure that there are no disruptions to the operations.
- 3.6. Task 5 – Monitor Temporary Debris Management Sites (TDMS)**
- 3.6.1. The Vendor shall provide TDMS inspection and recording services related to the debris collected and delivered to the TDMS. Tasks shall include, but are not limited to:
 - 3.6.1.1. Monitor multiple contractors and multiple vehicles delivering materials to the TDMS.
 - 3.6.1.2. Maintain a copy of the collection vehicle certification log or database at each TDMS.
 - 3.6.1.3. Verify each collection vehicle, delivering debris to the TDMS, for its certified placard information. The provided load ticket must match the vehicle certification log/database and must include the placard number and the volume as provided on the placard.
 - 3.6.1.4. Confirm the collection vehicles are properly tarped when arriving at the TDMS.
 - 3.6.1.5. As directed by the County, photograph each loaded vehicle bed and attach photograph to vehicle's load manifest/ticket or link with digital photographic records, as applicable.

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- 3.6.1.6. Review the vehicles manifest and observe the vehicles bed to confirm that the vehicle was loaded to capacity or as described on manifest ticket. Loaded volume of vehicles shall be determined at sites where scales are not in use.
- 3.6.1.7. Sign, or electronically sign, inbound load tickets before permitting vehicle to leave the TDMS check-in area to empty its load.
- 3.6.1.8. Prior to exit from the TDMS, confirm that collection vehicles are completely empty; vehicles that are not completely emptied will not receive a completed dump ticket until they are empty.
- 3.6.1.9. Maintain all debris tickets in an organized manner for daily reconciliation and storage.
- 3.6.1.10. Troubleshoot questions and problems at the TDMS and identify issues that could impact eligibility for cost reimbursements and report immediately to county representative.
- 3.6.1.11. Ensure adequate training for staff determining load percentages from incoming collection vehicles.
- 3.6.1.12. Remain in contact with the central dispatch/staging operation command center. Notify county supervision immediately of any issues or potential issues.
- 3.6.1.13. Perform other related duties as directed by the County Contract Administrator, e.g. conduct routine and final inspections and issue closeout reports.
- 3.6.1.14. For each employee, the Vendor shall compile daily and provide weekly, legibly signed time sheets in triplicate with the original supplied to the County representative. Each time sheet shall include, the date, hours of work performed, location of work performed, and shall be verified and signed by a County staff member supervising the associated work area. Equivalent auditable electronic time keeping methods shall be considered and approved by the County prior to use.
- 3.6.1.15. Electronic ADMS records must be secure, auditable, and capable of accurately identifying, recording, and verifying all monitoring data including the specific staff member at each stage of the debris monitoring activities.

3.7. Task 6 – Data Management

- 3.7.1. The Vendor shall coordinate data recording and information management systems as directed by the County. Services shall include, but are not limited to:
 - 3.7.1.1. Prepare detailed estimates and submit to the County, its representative or Florida Department of Emergency Management (FDEM) and FEMA for use in project worksheet preparation.
 - 3.7.1.2. Implement and maintain an ADMS linking load tickets and TDMS information, including reconciliation and photographic documentation processes.
 - 3.7.1.3. Provide daily, weekly or other periodic reports for the County and its municipal debris managers noting work progress and efficiency, current and revised estimates, project completion and other schedule forecasts and updates.
 - 3.7.1.4. Provide ADMS data daily, weekly, or as requested to the County and its debris management contractor.

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REF: 03-25-2021

3.8. Task 7 – Other Technical and Administrative Assistance

3.8.1. The Vendor shall provide technical assistance related to a post-event response. Tasks shall include, but are not limited to:

- Route mapping;
- Traffic management;
- TDMS review;
- Baseline assessment;
- Private property identification;
- Right of entry documentation;
- Contractor management; and
- FEMA negotiations

End of Detailed Specifications

**EXHIBIT E
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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(s) 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: Experience and References

- Provide a description of your firm's experience in providing the services as described and requested herein with three (3) government / political subdivisions, for FEMA related storm debris monitoring services typical to events that impact Florida, including counties, cities, townships, etc. with populations exceeding 100,000. Projects shall be similar in scope and size to that being requested through this solicitation that your firm has performed work for within the past five years.
- Details for each project example provided shall also include:
 - Project Name
 - Project Address
 - Customer Name
 - Customer Contact Information

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- Point of contact Name, Phone, and Email
 - Brief summary and description of work provided.
 - 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 2: Monitor Training Program

- Provide an annotated table of contents for monitoring training program.

TAB 3: 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 4: Staffing/Recruiting

- Provide your staffing/recruiting procedures for acquiring adequate staffing to perform the described monitoring tasks. This information should be stated as it relates to various stages during a disaster response (First 24hrs, First week, etc.)

TAB 5: Data Management

- Describe the disaster debris monitoring system(s) used for data management. Detail shall be provided for:
 - Experience operating under the federal, FEMA, and state guidelines that govern this work and how it applies to your monitoring operations;
 - Type of data collection & management system(s) used for previous events;
 - Staff scheduling and labor hour tracking system; and
 - Communications system fused for field staff.

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TAB 6: Financial Proposal

- Proposer shall complete the Financial Proposal form included within this solicitation (Form 1a) and incorporate into this section. All line items of the proposal form must be completed. The County will only accept proposals submitted on the proposal Form 1a provided by the County. Proposals submitted on forms other than those provided by the County and are not inclusive of all line items, will be deemed non-responsive and ineligible for award. The Financial proposal section shall be limited to one page (Form 1a).
- Proposer shall provide its financial proposal consisting of fully loaded cost per hour for the following Post-Event service positions:
 - Project Manager(s);
 - Operations Manager(s) / Field Coordinator(s);
 - Debris Monitor Supervisor(s);
 - Debris Monitor field/ fully loaded tagging/Crew Leaders(s); and
 - Data Entry / GIS Operator(s)
- Proposer shall provide its financial proposal consisting of fully loaded cost per hour for alternate Post-Event service positions not listed within positions recognized by the County.
- Pricing provided as part of the submission shall be utilized for evaluation purposes and may be utilized for final award/contracting. The County does reserve the right to negotiate pricing with the number 1 selected Proposer as a condition of award.

TAB 7: Required Forms

- Forms 1- 11

2. SCORING CRITERIA & WEIGHT

CRITERIA	CRITERIA DESCRIPTION	MAX. POINTS AVAILABLE
1	EXPERIENCE and REFERENCES (TAB 1)	30
2	MONITOR TRAINING PROGRAM (TAB 2)	20
3	PERSONNEL (TAB 3)	10
4	STAFFING AND RECRUITING (TAB 4)	10
5	DATA MANAGEMENT (TAB 5)	25
6	FINANCIAL PROPOSAL (TAB 6)	5
TOTAL POINTS		100
*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.		

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3. RFP SUBMISSION SCHEDULE

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	Friday, August 27, 2021	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	Tuesday, September 28, 2021	Prior to 2:30 PM
First Committee Meeting Short list discussion	Tuesday, October 19, 2021	TBD *
Notify Shortlist Selection via e-mail	Tuesday, October 26, 2021	TBD *
Final Scoring/Selection Meeting	Tuesday, November 2, 2021	TBD *
Board Meeting	Tuesday, January 4, 2022	9:30 AM

Additional notes on Submission Schedule:

- *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 Procurement Management.

End of Section

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**LEE COUNTY DOCUMENT MANAGEMENT FORM
For
RFP210330BJB – Disaster Debris Monitoring for Lee County**

These forms are required as indicated below and all required forms should be submitted with all submissions. If it is determined that forms in this selection are not applicable to your company or solicitation they should be marked "N/A or Not Applicable" across the form in large letters and returned with your submission package.

FORM #	TITLE / DESCRIPTION	REQUIRED STATUS (Required, Not Required, If Applicable)	VENDOR CHECK-OFF
1	Solicitation Response Form	Required	
1a	Proposal Form	Required	
N/A	Business Relationship Disclosure Requirement	If Applicable	
2	Affidavit Certification Immigration Laws	Required	
3	Reference Survey	Required	
4	Negligence or Breach of Contract Disclosure Form	Required	
5	Affidavit Principal Place of Business	Required	
6	Sub-Contractor List	If Applicable	
7	Public Entity Crime Form	Required	
GRANT FUND – REQUIRED DOCUMENTS			
8	Certification Regarding Lobbying	Required	
9	Certification of Lobbying Activities	Required	
10	Immigration Law Affidavit Certification (E-Verify) <small>(Special condition of E-Verify is not)</small>	Required	
11	Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion <small>CONSULTANT shall use the my SUPPLIER REGISTRATION and E-Verify as indicated on page 1 shall receive approval by the COUNTY authorized representative and shall complete this form and submit to COUNTY.</small>	Required	
*	Proposal Label	Required	
*	Inclusion of any licenses or certifications requested	If Applicable	

It is the Proposer's responsibility to review the submittal request in its entirety and ensure that all submittal requirements are included within your submission package.

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FORMS DESCRIPTION & INSTRUCTIONS
REQUEST FOR PROPOSAL (NON-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.

Form # Title/Description

- 1 **Solicitation Response Form (Required)**
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) as certification of this required information. Sample attached for your reference. Verify that all addenda and tax identification number have been provided.
- 1a **Proposal Form (Required)**
This form is used to provide itemization of project cost. A more detailed "schedule of values" may be requested by the County
- Business Relationship Disclosure Requirement (if Applicable)**
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.
- 2 **Affidavit Certification Immigration Laws (Required)**
Form is acknowledgement that the proposer is in compliance in regard to Immigration Laws.
- 3 **Reference Survey (Required)**
Provide this form to reference respondents. This form will be turned in with the proposal package.
 - 1. Section 1: Bidder/Proposer to complete with reference respondent's information prior to providing to them for their response. (This is not the Bidder/Proposer's information.)
 - 2. Section 2: Enter the name of the Bidder/Proposer; provide the project information in which the reference respondent is to provide a response.
 - 3. The reference respondent should complete "Section 3."
 - 4. Section 4: The reference respondent to print and sign name
 - 5. Three (3) Reference responses are to be returned with the proposal package.
 - 6. Failure to obtain reference surveys may make your company non-responsive.
- 4 **Negligence or Breach of Contract Disclosure Form (Required)**
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

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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 (Required)*
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 (Required)*
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.

 - 8 *Certification Regarding Lobbying (Required)*
To be completed and returned by Vendor with submittal. Certifies that no Federal appropriated funds have been paid or will be paid by the Vendor any person for influencing or attempting to influence the awarding of a contract.

 - 9 *Disclosure of Lobbying Activities (if applicable)*
To be completed and returned by the Vendor with submittal if applicable. Provides disclosure of lobbying activities.

 - 10 *Immigration Law Affidavit Certification (E-Verify) (Required)*
To be completed and returned by the Vendor with submittal. Certifies that the Vendor is fully compliant with all immigration laws, comply with and provide proof of enrollment in E-Verify program.

 - 11 *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Required)*
To be completed and returned by the Vendor with submittal. Certifies that the Vendor is not presently debarred, suspended, and ineligible or voluntarily excluded from participating in this contract.

 - * *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 insure 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.)

EXHIBIT E
PROJECT FUNDING PACKAGE

Form 1 Solicitation Response Form



LEE COUNTY PROCUREMENT MANAGEMENT
SOLICITATION RESPONSE FORM

Date Submitted: 9/28/2021 Deadline Date: 9/28/2021

SOLICITATION IDENTIFICATION: RFP210330BJB

SOLICITATION NAME: Disaster Debris Monitoring for Lee County

COMPANY NAME: Thompson Consulting Services, LLC

NAME & TITLE: (TYPED OR PRINTED) Jon Hoyle, President

BUSINESS ADDRESS: (PHYSICAL 2601 Maitland Center Parkway Maitland, FL 32751
CORPORATE OR MAILING ADDRESS:
 SAME AS PHYSICAL

ADDRESS MUST MATCH SUNBIZ.ORG

E-MAIL ADDRESS: info@thompsoncs.net

PHONE NUMBER: 407-792-0018 FAX NUMBER: 407-878-7838

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. <u>1</u>	Dated: <u>9/10/2021</u>	No. _____	Dated: _____	No. _____	Dated: _____
No. <u>2</u>	Dated: <u>9/22/2021</u>	No. _____	Dated: _____	No. _____	Dated: _____

Tax Payer Identification Number: 45-2015453

(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.

**EXHIBIT E
PROJECT FUNDING PACKAGE**

VER 03-25-2021

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.

Business Relationship Applicable (request form) Business Relationship NOT Applicable

4 Disadvantaged, Minority, Women, Veterans Business Enterprise (DBE, MBE, WBE, VBE) 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)

Thompson Consulting Services, LLC
Company Name (Name printed or typed)

Jon Hoyle
Authorized Representative Name (printed or typed)

President
Authorized Representative's Title (printed or typed)

[Signature]
Authorized Representative's Signature



Lydia Pena, Accounting Coordinator
Witness/Attested by: (Witness/Secretary name and title printed or typed)

[Signature]
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 65555
 FE/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 Verify either Principal or Mailing address is on Form 1
 555 N Main Street
 Your Town, USA 99999
 Changed 02/11/2012

Mailing Address
 555 N Main Street
 Your Town, USA 99999
 Changed 02/11/2012

Registered Agent Name & Address
 My Registered Agent
 111 Registration Road
 Registration, USA 00000
 Name Changed 12/14/2006
 Address Changed: 12/14/2008

Officer/Director Detail

Name & Address	Title
President, First 555 AVENUE Anytown, USA 99999	IMPORTANT: FOR CORPORATIONS: ALL documents must be signed by the president of the company or an authorized OFFICER. 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 statute. Manager 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.
President, Second 555 AVENUE Anytown, USA 99999	

v01.03.2018

EXHIBIT E
PROJECT FUNDING PACKAGE



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Limited Liability Company
THOMPSON CONSULTING SERVICES, LLC

Cross Reference Name

THOMPSON CONSULTING SERVICES, LLC

Filing Information

Document Number	M11000002276
FEI/EIN Number	45-2015453
Date Filed	05/05/2011
State	DE
Status	ACTIVE
Last Event	DROPPING DBA
Event Date Filed	01/20/2012
Event Effective Date	NONE

Principal Address

2601 Maitland Center Pkwy
Maitland, FL 32751

Changed: 04/19/2021

Mailing Address

2601 Maitland Center Pkwy
Maitland, FL 32751

Changed: 04/19/2021

Registered Agent Name & Address

VCORP SERVICES, LLC
5011 SOUTH STATE ROAD 7, SUITE 106
DAVIE, FL 33314

Address Changed: 09/21/2011

Authorized Person(s) Detail

Name & Address

Title MGR

COUNSELL, NATHANIEL T
1135 Townpark Avenue
Ste 2101

search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=EntityName&directionType=Initial&searchNameOrder=THOMPSONCO... 1/3

Lake Mary, FL 32746

**EXHIBIT E
PROJECT FUNDING PACKAGE**

Title MGR

HOYLE, JON M
1135 Townpark Avenue
Ste 2101
LAKE MARY, FL 32746

Title MGR

MANNING, MICHAEL V
2970 COTTAGE HILL ROAD
MOBILE, AL 36606

Title MGR

BAKER, JOHN, III
2970 COTTAGE HILL ROAD
MOBILE, AL 36606

Title MGR

BROWN, CHAD
2601 Maitland Center Pkwy
Maitland, FL 32751

Annual Reports

Report Year	Filed Date
2019	04/22/2019
2020	05/21/2020
2021	04/19/2021


Document Images

04/19/2021 -- ANNUAL REPORT	View image in PDF format
05/21/2020 -- ANNUAL REPORT	View image in PDF format
04/22/2019 -- ANNUAL REPORT	View image in PDF format
03/28/2019 -- ANNUAL REPORT	View image in PDF format
01/18/2017 -- ANNUAL REPORT	View image in PDF format
03/07/2016 -- ANNUAL REPORT	View image in PDF format
04/06/2015 -- ANNUAL REPORT	View image in PDF format
06/09/2014 -- ANNUAL REPORT	View image in PDF format
04/10/2013 -- ANNUAL REPORT	View image in PDF format
04/05/2012 -- ANNUAL REPORT	View image in PDF format
01/20/2012 -- Dropping Alternate Name	View image in PDF format
05/05/2011 -- Foreign Limited	View image in PDF format

**EXHIBIT E
PROJECT FUNDING PACKAGE**

VER 03-25-2021

Form 1a – Bid/Proposal Form

	<p>PROCUREMENT MANAGEMENT DEPARTMENT BID/PROPOSAL FORM</p>
<p>COMPANY NAME: <u>Thompson Consulting Services, LLC</u></p>	
<p>SOLICITATION: <u>RFP210330BJB – DISASTER DEBRIS MONITORING FOR LEE COUNTY</u></p>	
<p>Having carefully examined the Contract Documents, Contractor/Vendor proposes to furnish the following which meeting these specifications.</p> <p>Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, and any other incidental costs required to perform and complete all work as specified in the Contract Documents. All Unit Cost Per Hour shall be rounded to the nearest cent; if a Cost Per Hour rate is submitted not rounded to the nearest cent, the County will round the proposed hourly rate to the nearest cent prior to evaluation.</p> <p>The County will only accept proposals submitted on proposal forms provided by the County. Proposals submitted on other forms, other than those provided by the County, will be deemed non-responsive and ineligible for award.</p>	

DISASTER DEBRIS MONITORING		
<i>Post-Event Standard Positions</i>		
<i>Vendor shall provide fully loaded Rate Per Hour for all Items/Positions 1-6.</i>		
Item	Description	Rate Per Hour
1	Project Manager	\$ 95.00
2	Operations Manager	\$ 65.00
3	Field Supervisor	\$ 49.00
4	Field Monitor	\$ 36.00
5	GIS Operator	\$ 55.00
6	Data Entry	\$ 22.50
<i>Alternate Positions (not listed above)</i>		
Item	Description	Rate Per Hour
		\$
		\$
		\$
		\$
		\$
		\$

**The above fee schedule covers Post-Event services/tasks. Pre-event services/tasks are to be at no charge to the County.*

EXHIBIT E
PROJECT FUNDING PACKAGE

VER 03-25-2021

Form 2 – Affidavit Certification of Immigration Laws



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: **RFP210330BJB**
SOLICITATION NAME: **DISASTER DEBRIS MONITORING FOR LEE COUNTY**

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOY 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: Thompson Consulting Services, LLC

[Signature] President 9/20/2021
Signature Title Date

STATE OF Florida
COUNTY OF Orange

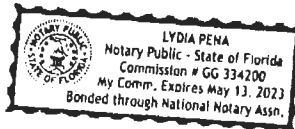
The foregoing instrument was signed and acknowledged before me, by means of physical presence or online notarization, this 20th day of September 20 21, by Jon Hoyle who has produced

personally known as identification.
(Type of Identification and Number)

Lydia Pena
Notary Public Signature

Lydia Pena
Printed Name of Notary Public

GG334200 5/13/2023
Notary Commission Number/Expiration



The signee of this Affidavit guarantees, 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: RFP No. 210330BJB for Disaster Debris Monitoring for Lee County

Section 1 Reference Respondent Information		Please return completed form to:	
FROM:	<u>Roshaunda Bradley</u>	Bidder/Proposer: Thompson Consulting Services, LLC	
COMPANY:	<u>Leon County, Florida</u>	Due Date: 9/21/2021	
PHONE #:	<u>850-606-5113</u>	Total # Pages: 1	
FAX #:		Phone #: 407-792-0018 Fax #: 407-878-7858	
EMAIL:	<u>bradleyr@leoncountyfl.gov</u>	Bidder/Proposer E-Mail: charrison@thompsoncs.net	
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:	<u>Thompson Consulting Services, LLC</u>		
Reference Project Name:	Project Address:	Project Cost:	
<u>Hurricane Disaster Debris Removal Monitoring</u>	<u>2280 Miccosukee Road Tallahassee, Florida 32308</u>	<u>\$ 2,030,000.00</u>	
Summarize Scope:	Thompson provided disaster debris removal monitoring services following Hurricane Michael in 2018. Thompson worked closely with the County and City of Tallahassee, as the City was simultaneously running debris removal operations. Overall, Thompson monitored the removal of over 900,000 cubic yards of debris from the County.		
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?			Yes
2. Were any problems encountered with the company's work performance?			No
3. Were any change orders or contract amendments issued, other than owner initiated?			No
4. Was the job completed on time?			Yes
5. Was the job completed within budget?			Yes
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)			10
7. If the opportunity were to present itself, would you rehire this company?			Yes
8. Please provide any additional comments pertinent to this company and the work performed for you: Leon County is extremely pleased with the services provided by Thompson for debris monitoring services for Hurricanes Irma and Michael. Thompson's staff was always professional and responsive to the unique needs of our community.			

Section 4 Please submit non-Lee County employees as references

Roshaunda Bradley

Reference Name (Print Name)

Roshaunda Bradley

Reference Signature

EXHIBIT E
PROJECT FUNDING PACKAGE

Form 3 Reference Survey

Lee County Procurement Management

Reference Survey

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: RFP No. 210330BJB for Disaster Debris Monitoring for Lee County

Section 1 Reference Respondent Information		Please return completed form to:	
FROM:	John Archambo	Bidder/Proposer:	Thompson Consulting Services
COMPANY:	Solid Waste Authority of Palm Beach County, Florida	Due Date:	9/21/2021
PHONE #:	561-315-2010	Total # Pages:	1
FAX #:	N/A	Phone #:	407-792-0018
EMAIL:	jarchambo@swa.org	Fax #:	407-878-7858
Section 2 Enter Bidder/Proposer Information, if applicable Similar Performed Project (Bidder/Proposer to enter details of a project performed for above reference respondent)		Bidder/Proposer E-Mail: neounsell@thompsons.net	
Proposer Name:	Thompson Consulting Services, LLC		
Reference Project Name:	Project Address:	Project Cost:	
Hurricane Debris Removal Monitoring & FEMA PA	7501 N. Jog Road, West Palm Beach, FL 33412	\$ 4,000,000.00	
Summarize Scope:	Thompson has provided disaster debris removal monitoring services for the SWA of Palm Beach County following Hurricanes Irma and Matthew. Hurricane Irma produced over 2M cubic yards of debris in over 18 communities throughout the County. Thompson monitored the removal of 14,500 cubic yards of debris following Hurricane Matthew, and provided the County with FEMA reimbursement support.		
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?			YES
2. Were any problems encountered with the company's work performance?			NO
3. Were any change orders or contract amendments issued, other than owner initiated?			NO
4. Was the job completed on time?			YES
5. Was the job completed within budget?			YES
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)			10
7. If the opportunity were to present itself, would you rehire this company?			YES, Absolutely
8. Please provide any additional comments pertinent to this company and the work performed for you: The Thompson Consulting Services, LLC team has always exceeded our expectations providing outstanding monitoring services, communication, teamwork, support, reporting and proactively resolving any and all concerns or issues in a timely manner. The Thompson Consulting Services, LLC team provides the highest level of quality monitoring services possible. The team is constantly communicating before, during and following a disaster. We have received the maximum FEMA reimbursement following each event. They do it all from beginning to end submitting all required FEMA information for reimbursement. Great team that will exceed your expectations.			

Section 4 Please submit non-Lee County employees as references

John Archambo
Reference Name (Print Name)

John Archambo
Reference Signature

**EXHIBIT E
PROJECT FUNDING PACKAGE**

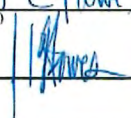
VER 09-25-2021

Form 3 Reference Survey

*Lee County Procurement Management
Reference Survey*

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: RFP No. 210330BJB for Disaster Debris Monitoring for Lee County

Section 1 Reference Respondent Information		Please return completed form to:	
FROM:	<u>Jim Howes</u>	Bidder/Proposer: Thompson Consulting Services, LLC	
COMPANY:	<u>Escambia County, Florida</u>	Due Date: 9/21/2021	
PHONE #:	<u>850-554-2752</u>	Total # Pages: 1	
FAX #:		Phone #: 407-792-0018 Fax #: 407-878-7858	
EMAIL:	<u>jehowes@myescambia.com</u>	Bidder/Proposer E-Mail: jhoyle@thompsoncs.net	
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: Thompson Consulting Services, LLC			
Reference Project Name	Project Address	Project Cost	
<u>Disaster Debris Removal Monitoring</u>	<u>13009 Beulah Rd., Cantonment, FL 32533</u>	<u>\$ 7,138,315.00</u>	
Summary Thompson has maintained a stand-by debris monitoring services contract with Escambia County since 2018. Since then Thompson has supported the County in planning and preparedness efforts through the update of the County's Debris Management Plan in 2019 and assistance in developing scope of work materials for the County's debris hauler procurement. In 2020 Thompson was activated by Escambia County to perform debris removal monitoring services following the impacts of Hurricane Sally.			
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?			<u>Yes</u>
2. Were any problems encountered with the company's work performance?			<u>Yes</u>
3. Were any change orders or contract amendments issued, other than owner initiated?			<u>Yes</u>
4. Was the job completed on time?			<u>Yes</u>
5. Was the job completed within budget?			<u>Yes</u>
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. <small>Rate from 1 to 10. (10 being highest)</small>			<u>10</u>
7. If the opportunity were to present itself, would you rehire this company?			<u>Yes</u>
8. Please provide any additional comments pertinent to this company and the work performed for you:			
<u>Thompson provides excellent service.</u>			
Section 4 Please submit non-Lee County employees as references			
Reference Name (Print Name) <u>J E Howes</u>			
Reference Signature 			



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 complete 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: Thompson Consulting Services, LLC

Type of Incident Alleged Negligence or Breach of Contract	Incident Date And Date Filed	Plaintiff (Who took action against your company)	Case Number	Court County/State	Project	Claim Reason (Initial circumstances)	Final Outcome (Who prevailed)
NONE							

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: 1 Of 1 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.

EXHIBIT E
PROJECT FUNDING PACKAGE

Form 5 - Affidavit Principal Place of Business



AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

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

Company Name: Thompson Consulting Services, LLC

Jon Hoyle Printed name of authorized signer Title President

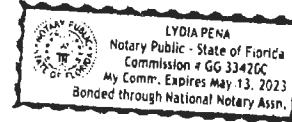
[Signature] Authorized Signer Date 9/20/2021

The signer 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 20th day of September 20 21, by Jon Hoyle who has produced (Print or Type Name)

personally known as identification. (Type of Identification and Number)

Notary: State of Florida County of Orange



[Signature] Notary Public Signature GG334200 5/13/2023 Notary Commission Number and expiration

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

Local Business Tax License # _____

2. Address of Principal Place of Business: 2601 Maitland Center Parkway

Maitland, FL 32751

3. Number of years at this location >1 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 350

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

*Thompson has served as Lee County's standby disaster debris monitoring services provider since 2013. Thompson's debris removal monitoring contract was activated following Hurricane Irma in 2017 and Thompson monitored the removal of over 2M cubic yards of debris from the County.



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
Not Applicable					

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 certified Florida Certified Business Enterprise such as MBE, WBE, DBE, VBE or similar please indicate such above and provide proof of certification.

**EXHIBIT E
PROJECT FUNDING PACKAGE**

Form *Public Entity Crime Form*

Page 1 of 2

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 Lee County, Florida
(Print name of the public entity)

by Jon Hoyle, President
(Print individual's name and title)

for Thompson Consulting Services, LLC
(Print name of entity submitting sworn statement)

whose business address is 2601 Maitland Center Parkway Maitland, FL 32751

(If applicable) its Federal Employer Identification Number (FEIN) is 45-2015453

(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 officers, 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.


EXHIBIT E
PROJECT FUNDING PACKAGE

Public Entity Crime Form

_____ 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)
9/20/2021
(Date)

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was signed and acknowledged before me, by means of physical presence or online notarization, this 20th day of September 2021, by Jon Hoyle who has produced personally known as identification.
(Type of Identification and Number)


(NOTARY PUBLIC)

My Commission Expires: 5/13/2023

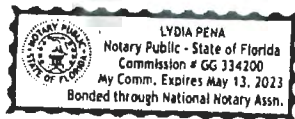


EXHIBIT E
PROJECT FUNDING PACKAGE

Form #8: Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor/Consultant, Thompson Consulting Services, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor/Consultant's Authorized Official

Jon Hoyle, President

Name & Title of Contractor/Consultant's Authorized Official

9/20/2021

Date

EXHIBIT E
PROJECT FUNDING PACKAGE

Form 9: Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee * Name: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____ Congressional District, if known: _____					
5. If Reporting Entity in No.4 is Subawardee Enter Name and Address of Prime _____					
6. Federal Department/Agency: _____			7. Federal Program Name/Description: _____		
Not Applicable					
8. Federal Action Number, if known: _____			9. Award/Contract, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant: Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____					
b. Individual Performing Services (including address if different than No. 10a) Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____					
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the list above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.					
* Signature: _____ * Name: Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ Title: _____ Telephone No.: _____ Date: _____					
Federal Use Only:					Authorized for Limited Reproduction Standard Form - LLL (Rev. 7-97)

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EXHIBIT E
PROJECT FUNDING PACKAGE

Form # 10: Immigration Law Affidavit Certification (E-Verify)

Attachment: Immigration Law Affidavit Certification

This Affidavit is required and should be signed by an authorized principal of the firm, notarized and submitted with County Procurements where applicable. Further, Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, upon request by County personnel. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company.

Lee County will not intentionally award County contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision 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 vendor 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 termination of the contract by Lee County.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at any time upon request by the County.

Company Name Thompson Consulting Services LLC
Print Name Jon Hoyle Title President
Signature [Signature] Date 9/20/2021
State of Florida
County of Orange

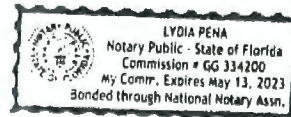
The foregoing instrument was signed and acknowledged before me, by means of physical presence or online notarization, this 20th day of September, 2021, by

Jon Hoyle who has produced personally known as identification.
(Print or Type Name) (Type of Identification and Number)

Lydia Pena
Notary Public Signature

Lydia Pena
Printed Name of Notary Public

GG334200 5/13/2023
Notary Commission Number/Expiration



The signer of these Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.



Company ID Number: 1111126

Approved by:

Employer Thompson Consulting Services, LLC	
Name (Please Type or Print) Ryan Kelley	Title
Signature Electronically Signed	Date 07/18/2016
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 07/18/2016



Company ID Number: 1111126

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Thompson Consulting Services, LLC
Company Facility Address	2601 Maitland Center Parkway Maitland, FL 32751
Company Alternate Address	
County or Parish	ORANGE
Employer Identification Number	452015453
North American Industry Classification Systems Code	541
Parent Company	Thompson Holdings, Inc.
Number of Employees	10 to 19
Number of Sites Verified for	1

EXHIBIT E
PROJECT FUNDING PACKAGE

Form # 11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Subcontractor Covered Transactions

- (1) The prospective subcontractor, ^{contractor} Thompson Consulting Services, LLC of the Sub-Recipient certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Sub-Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

**Contractor
SUBCONTRACTOR**

Thompson Consulting Services, LLC

By: 
Signature

Jon Hoyle, President
Name and Title

2601 Maitland Center Parkway
Street Address

Maitland, FL 32751
City, State, Zip

10/5/2021
Date

EXHIBIT E
PROJECT FUNDING PACKAGE

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.:	RFP210330BJB
SOLICITATION TITLE:	DISASTER DEBRIS MONITORING FOR LEE COUNTY
DATE DUE:	Tuesday, September 28, 2021
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____
	<small>(Name of Company)</small>
<small>e-mail address</small>	<small>Telephone</small>
DELIVER TO:	Lee County Procurement Management 2115 Second Street, 1st Floor Fort Myers FL 33901
<i>Note: proposals received after the time and date above will not be accepted.</i>	



***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



EXHIBIT E
PROJECT FUNDING PACKAGE

Procurement Management Department
2115 Second Floor, 1st Floor
Fort Myers, FL 33901
Main Line: (239) 533-8881
Fax Line: (239) 485-8383
www.lee.gov/procurement

Posted Date: September 10, 2021

Solicitation No.: RFP210330BJB

Solicitation Name: Disaster Debris Monitoring for Lee County

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENT:

Attachment # 1 – Draft Lee County Agreement – Product / Service

2. ADDITIONAL SPECIFICATION REVISIONS:

The following shall be considered revised to the Submittal Requirements & Evaluation Criteria provided with this solicitation.

1. SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

1.3. - TAB 3: 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~~ **Detailed Specifications** 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.

3. QUESTIONS/ANSWERS:

1.	Please confirm the Agreement for this RFP is the PSA Agreement available on the referenced link. http://www.lee.gov/procurement/forms
Answer	The attached draft of the Lee County agreement will be used for this service.

EXHIBIT E
PROJECT FUNDING PACKAGE

2.	Request revision to specifications to reference compliance with current FEMA Guidance in FEMA publications: 1) Public Assistance Program and Policy Guide "PAPPG: (Version 4, Effective June 1, 2020 FP-104-009-2; and 2) Public Assistance Debris Monitoring Guide (March 2021). The PAPPG superseded all previous FEMA index Guides and Series 9500 Guidance documents.
Answer	<p>The documents referenced within the question are active and valid reference documents for agencies seeking services for Debris Monitoring and Debris Removal services. It is greatly recommended that Vendors intending to provide services under this solicitation and associated Agreement familiarize themselves with the updated resources made available by FEMA. Links to documents referenced are provided as follows:</p> <p>https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf;</p> <p>and</p> <p>https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf</p>
3.	Would the County please consider increasing the page restriction to at least fifteen (15) pages to allow for the preparation of an adequate response to the tabbed sections?
Answer	No. Page restriction remains 10 pages.
4.	Request Form 3 Reference Survey timeline for references to match the five (5) year maximum requirement in Submittal Requirements & Evaluation Criteria.
Answer	<p>The timeline indicated on Form 3 (twelve months) is only applicable where the Vendor reuses a previously completed Form 3 document from a prior County advertised solicitation. As such, Form 3 Reference Survey may be utilized for references that exceed the twelve-month period.</p> <p>As it pertains to Tab 1 of the evaluation criteria, by way of this addendum the stipulation of completion within the past 5 years is considered removed. The County desires to see experience and reference information for projects or clients that are relevant to the scope and size to that being requested within the solicitation.</p>
5.	In TAB 3 – Personnel it references a statement to "pertain/apply to the Project Approach". There is no tab related to Project Approach. Will this be added and increase to the maximum number of pages allowed?
Answer	No. See revised language in Additional Specification Revisions section of this addendum clarifying the request of the County.
6.	Please define what "undesignated information: "additional details and documents" would be allowed to be included at the end of the specified tabs. The interpretation is left to the proposers and could be interpreted to be wide open to include firms qualifications, project approach, details of the ADMS system and other information the proposer deems appropriate. Since the response documentation is limited to 10 pages, would the County please identify the allowed additional documentation to level the playing field for all proposers?
Answer	"Undesignated information: additional details and documents" shall include, but is not limited to items such as resumes, licensure, certifications, etc.

EXHIBIT E
PROJECT FUNDING PACKAGE

7.	<p>Would the County consider revising the positions to be proposed for the following reasons?</p> <ul style="list-style-type: none"> - If a proposer is using a paper system (non-ADMS) a data entry clerk is required. However, in an ADMS system the position is not necessary. - If a proposer is using an ADMS system a Data Manager is necessary to reconcile the data daily, QA/QC data, prepare data for reports, extrapolate requested data. - Add a Billing/Invoice Analysis to the schedule. This position audits Debris Contractor invoices with the County contract and manages all invoices that need to be corrected.
Answer	<p>As it pertains to the points above:</p> <ul style="list-style-type: none"> - Point 1 and 2: If a Data Manager is required in lieu of a Data Entry position, then the Proposer shall input the fully loaded rate associated with the Data Manager at line 6 for the Data Entry position. The County requires that a Data Entry position be contracted with the awarded Vendor. This individual may handle entry of information into the Vendor's proposed system and/or may provide analytical management of this information. The Data Entry position as provided on line 6 is intended to encompass all necessary tasks required of receipt and record management of field data. - Point 3: As provided in Tab 6 details, Proposer may list any alternate positions not already provided in items 1-6 where indicated on the bid schedule. <p>All positions provided for and listed within bid schedule, including Alternate Positions, shall coincide with the personnel identified by the Proposer within the required TAB 3 – Personnel section of the submittal.</p>

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Brian Bochs

 Brian Bochs - Procurement Analyst
 Procurement Analyst Direct Line: 239-533-8887
 Lee County Procurement Management

EXHIBIT E
PROJECT FUNDING PACKAGE



Procurement Management Department
2115 Second Floor, 1st Floor
Fort Myers, FL 33901
Main Line: (239) 533-8881
Fax Line: (239) 485-9383
www.leegov.com/procurement

Posted Date: September 22, 2021

Solicitation No.: RFP210330BJB

Solicitation Name: Disaster Debris Monitoring for Lee County

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENTS: NONE
2. QUESTIONS/ANSWERS:

1.	Can you please advise if the prime consultant/contractor is required to complete and submit a Form 11 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, or is this required only for subcontractors who will serve under the prime consultant? <i>Ask because Form 11 uses the term "prospective subcontractor."</i>
Answer	Yes. Form 11 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion) is required by both the Prime Consultant/Contractor/Vendor and the Sub-Consultant/Contractor/Vendor.

2.	Are vendors required to include all costs (including ADMS costs) within the hourly rates proposed or can a separate hourly rate for ADMS be proposed?
Answer	The County shall pay the Vendor for actual work performed under this Agreement at the labor rates provided. Rates are fully burdened and include, but are not limited to, overtime, taxes, benefits, handling charges, overhead, profits, per diem and fuel costs. Labor rates include all equipment, tools, and supplies necessary for the employee to perform the tasks assigned. Labor rates include all costs associated with the use, care, and data management of the Vendor.

3.	Are vendors allowed to no-bid certain line items or must pricing that is deemed to be fair and balanced (commensurate with the position proposed) be proposed for every line included on the pricing sheet?
Answer	Vendors must bid all line items. The County requires that the positions listed be contracted with the awarded Vendor. These positions are intended to encompass all necessary tasks required of debris monitoring. Proposer may list any alternate positions not already provided in items 1-6 where indicated on the bid schedule. All positions provided for and listed within the bid schedule, including Alternate Positions, shall coincide with the personnel identified by the Proposer within the required TAB 3 – Personnel section of the submittal.

EXHIBIT E
PROJECT FUNDING PACKAGE

4.	Considering the amount of documentation requested in the RFP, would the County consider removing the 10-page limit?
Answer	The County is allowing for an increase of pages. Page limit shall not exceed 15 pages.

5.	Would the County please confirm that the following information does not count toward the ten-page limit: Proposal cover, cover letter, Cover Page, table of contents, resumes, certifications, Financial Proposal (Tab 6), and Required Forms (Tab 7)
Answer	<p>Addendum 1 of this solicitation identified “Undesignated Information: Additional Details and Documents” shall include, but is not limited to items such as resumes, licensure, certifications, etc.”. Therefore, items not included within the Tabs and that are placed in the rear of the package do not count toward the ten-page limit.</p> <p>Section 1.2 of the submittal requirements states: “Page restriction excludes required forms found herein and dividers.” Therefore, the Proposal Cover, Table of Contents, Financial Proposal Form and Required Forms do not count toward the ten-page limit.</p> <p>Section 1.3 of the submittal Requirements states: “Cover Page: Introduction does NOT count towards page restriction requested herein”. Therefore, the Cover page does not count toward the ten-page limit.</p> <p>Section 1.3 of the submittal Requirements states: “TAB 3: Personnel – Resumes are not included within page restrictions, but should be limited to one (1) page per person”. Therefore, Resumes do not count toward the ten-page limit.</p>

6.	Would the County please clarify the requirements of Tab 2, and consider removing the monitor training program (Tab 2) from the ten-page limit?
Answer	To clarify, within Tab 2, the County is seeking a general overview of your monitor training program. A table of contents format with simple bullet points to describe your process and highlight your means and methods is preferred. The monitor training program will not be removed or exempted from the page-limit requirement. See answer 4 above for revised page limit.

7.	Will the contract be awarded to multiple contractors, or just a single contractor?
Answer	See Terms and Conditions, Section 23.4.1. The Procurement Management Director reserves the right to exercise their discretion to: Make award(s) to one or multiple proposers.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Brian Bochs

Brian Bochs - Procurement Analyst
Procurement Analyst Direct Line: 239-533-8887
Lee County Procurement Management