



**THE CITY OF PANAMA CITY BEACH
PCB21-14 RFP 9-1-1 RECORDING SOLUTION**

The City Council of the City of Panama City Beach ("Council") is requesting proposals from qualified proposers to provide a system to capture and archive 911 telephone and radio communications to the City of Panama City Beach ("City"). The City intends to select one system to deliver the services described herein. The objective of the City is to secure the most efficient and effective 911 archiving services for compliance and quality assurance.

All Proposals must be received no later than **Thursday, July 1, 2021, at 2:00 PM CDT** at which time all Proposals will be publicly opened and read.

Proposal Documents may be downloaded online at www.demandstar.com or at [the City's website at https://www.pcbfl.gov/about-us/rfp-posts-list](https://www.pcbfl.gov/about-us/rfp-posts-list) starting on **June 17, 2021**.

- Electronic Bids will only be accepted when submitted through the DemandStar's bid portal. Emailed submissions will not be accepted.

One original and two copies along with a CD or flash drive are to be delivered to the City Hall Office at the address below. Any sealed bid submitted on paper must identify and clearly mark the bid # **PCB21-14 RFP 9-1-1 RECORDING SOLUTION** on the package. Receipt of a bid by any Panama City Beach Office, Receptionist, or personnel other than the City Hall's front desk does not constitute "receipt" as required by this solicitation. The City Hall's time stamp shall be conclusive as to the timeliness of receipt.

All paper bids shall be sealed and delivered or mailed to:

**City of Panama City Beach City Hall
ATTN: Purchasing Manager
17007 Panama City Beach Parkway
Panama City Beach, FL 32413**

The Owner reserves the right to accept or reject any or all Bids (in whole or in part) with or without cause, and to waive technicalities, irregularities, or informalities..

Any and all questions regarding the proposal documents shall be directed to City of Panama City Beach Purchasing Manager: **Tina Kunst, Phone: 850-233-5100 or email: Purchasing@pcbfl.gov**

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I. General Information

- A. The City of Panama City Beach, Florida (hereinafter referred to as "City") is soliciting competitive, negotiable proposals for the software, service and maintenance of a Digital Logging Recorder (hereinafter referred to as "logging recorder"), to be installed at the Panama City Beach Police Department (hereinafter referred to as "Police Department"), located at 17115 Panama City Beach Parkway, Panama City Beach, FL 32413.
- B. The City desires that the software allow for the capture, recording, search, and retrieval of future Next Generation 9-1-1 (hereinafter referred to as "NG911") data within the Police Department's Office dispatch center (hereinafter referred to as "PCBPD"), such as SMS messaging and video, in accordance with the National Emergency Number Association (hereinafter referred to as "NENA") i3 standards.
- C. The Request for Proposals (hereinafter referred to as "RFP") from qualified vendors, should detail their solution to fully implement a logging recorder that will meet the City's need to record, archive, and allow for the search and retrieval of recordings of all phone and radio communications within the Police Department's Communications Center.
- D. RFP Calendar:

Description	Date/Time
Advertise RFP	June 17, 2021
Deadline for Respondents to submit written questions or seek clarification of the specifications	The City will accept questions until 4:00 p.m., CDT, Friday, June 25, 2021. Responses will be issued as addenda and published on the City's website as they are received.
Proposal Submission Deadline	Thursday , July 1 , 2021 at 2:00 p.m. CDT
Estimated Committee Review and Selection	July 2, 2021
City Council review and action	July 22, 2021
Estimated Notice of Award Date	July 23, 2021

- E. All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 90 days from the proposal date.
- F. Vendor proposals must cover all components (Software, day to day operation, training, and maintenance) necessary to provide a logging recorder as defined within this RFP. The logging recorder solution must consist of proven technology that will satisfy the present needs and future growth of the Police Department,

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as defined by the City, and be capable of adapting to future technological advances in the realm of NG911.

- G. Current Status - The City Police Department currently utilizes VPI Empower software and equipment.

The existing VPI Empower logging recorder records a total of four (4) E-911 trunks, six (6) radio channels, and four (4) administrative phone lines answered within the PCBPD. All fourteen (14) channels (including E-911 trunks, radio channels, and phone lines/extensions) are connected to the logging recorder through a CAT 5 network connection located in a rack within a few feet of the recorder.

The administrative phones utilized throughout the Police Department are Polycom VVX401 models and operate through our local internet/cable provider WOW!

For the answering of administrative and E-911 calls within the PCBPD, the City currently utilizes four (4) positions. However, these positions are recorded by phone line and not by position.

For handling radio traffic within the PCBPD, the City currently utilizes Harris Symphony consoles.

The logging recorder is supported by a TRIPP Lite Uninterrupted Power Supply (hereinafter referred to as "UPS") and the Police Department also has backup generator power.

- H. Vendor proposals must describe how the installation and cutover plan of their proposed logging recorder will minimize interruptions to the PCBPD, as well as the current recording of phone and radio communications within the Police Department.
- I. The proposed logging recorder replacement should be capable of being fully implemented, including end user and system administrator training, within ninety (90) days following an awarded contract and vendor proposals must describe how this implementation will be accomplished.

II. General Conditions

- A. Proposals may be submitted in person at the City of Panama City Beach City Hall, 17007 Panama City Beach Parkway, Panama City Beach, FL 32413, through DemandStar online platform at DemandStar.com or via U. S. major courier service. Proposals submitted in person or through mail or courier service must be in a sealed package and must contain three (3) proposals (one (1) original, two (2) copies plus one electronic copy (CD, USB Drive) and be plainly marked, **PCB21-14 RFP 9-1-1 RECORDING SOLUTIONS** along with the Respondent's name and address. The City must receive all responses before 3:00 p.m., CDT, on Thursday , July 1, 2021. Any response received after the deadline will be marked "RECEIVED AFTER DEADLINE". Costs incurred by the responding Respondents in preparing proposal to this request will not be reimbursed by the City of Panama City Beach.

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- B. Please direct all inquiries regarding the meaning or interpretation of this request to Tina Kunst, in writing or via email to purchasing@pcbfl.gov. The deadline to submit questions is Friday, June 25, 2021, at 4:00 p.m., CDT. All written inquiries and responses will be submitted as addenda and posted on the City's website. Interested parties are encouraged to register with "eNotifications" at the City's website to ensure notification of postings. It is the sole responsibility of the bidder to determine if any addenda have been issued.
- C. From the date of release of this solicitation until award of the contract, no contact with City personnel or elected officials related to this solicitation is permitted. Direct all communications to the Purchasing representative listed above. Any contact other than to the purchase representative may result in the disqualification of the Respondent's submittal.
- D. All changes, modifications, or interpretations shall be handled through an addendum. In no case will verbal communication between the City and a Respondent override written communications or documentation. All communications must be in writing to be considered part of this Request for Proposal (RFP).
- E. Responses shall be binding upon the Respondent and irrevocable for 90 calendar days following the RFP opening date. Any proposal in which a Respondent shortens the acceptance period may be rejected.
- F. Neither the City nor its representatives shall be liable for any expenses incurred in the preparation of a response to this RFP. Respondents should prepare their proposals simply and economically, providing a straightforward and concise description of their ability to meet the requirements. All information requested shall be submitted. Failure to submit all information requested may result in a proposal being considered "non-responsive", and therefore rejected.
- G. All prospective bidders will be afforded full opportunity to submit responses to this RFP and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any contract entered into pursuant to this solicitation.
- H. The City reserves the right to:
 - 1. Request clarification and additional information from any Respondent during the evaluation process.
 - 2. Conduct investigations of the qualifications of the Respondent as deemed appropriate.
 - 3. Inspect the facilities, organization and financial condition or to take any other action necessary to determine ability to perform in accordance with specifications, terms, and conditions.
 - 4. Reject all submitted bids and provide for the request of additional bids whenever it finds that the bids submitted are not responsive to the request for bids, that the bids are not responsible or that the bid prices are unacceptable.
 - 5. Waive any informality in any proposal.

6. Award a contract deemed to be in the best interest of the City.
- I. No contract will be awarded to any person, Respondent, corporation, or other entity that is in arrears or in default to the City upon any debtor contract or that is in default as surety or otherwise upon any obligation to the City, or that has failed to perform faithfully any contract with the City.
- J. The Respondent acknowledges that the City is a Florida municipal corporation and subject to the Florida Public Records law. The Respondent agrees that to the extent any document produced under this agreement constitutes a public record the Respondent shall comply with the Florida Public Records Law. Chapter 119, Florida Statutes requires that all material submitted in connection with a proposal response shall be deemed to be public record subject to public inspection upon award, recommendation for award, or thirty (30) days after proposal opening, whichever occurs first.
- K. All material submitted with the proposals will become the property of the City unless otherwise requested or noted at the time of submission.
- L. Award of Contract - The City shall award the contract to the lowest fully responsive and responsible Bidder, provided, that the City may award the contract to a Bidder other than the lowest Bidder should it find the lowest Bidder does not offer the reliability, quality of service or product afforded by such other Bidder.
- M. Incurring Costs – City shall not be liable for any cost incurred by vendors prior to the issuance of a legally executed contract or procurement document. No property interest, of any nature, shall occur until a contract is awarded and signed by all concerned parties.
- N. Non-discrimination - Vendors shall comply with all state and federal laws, rules, and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, disability, or gender.

III. Terms of Contract

- A. It is the intent to award a maintenance contract for a one (1)-year term with two (2) additional one-year optional maintenance plan. The decision to renew or extend the contract will be at the discretion of the City.
- B. The RFP, the proposal, the information contained in the proposal, and any written documents supplementing, amending, or incorporating the proposal shall be incorporated into the contract between the City and the selected Respondent unless expressly provided otherwise by the contract. The contract may be amended only by written agreement of the Respondent and the City. The order for contract precedence will be the Contract, the City's RFP and specifications, and the Respondent's proposal.
- C. Neither the contract resulting from this RFP, if any, nor any duties or obligations under such contract shall be assignable by the Respondent without the prior written consent of the City.

- D. Respondent, in the course of its duties, may have access to confidential data of the City, private individuals, or employees of the City. Respondent covenants that all data, documents, discussion, or other information developed or received by Respondent or provided for performance of this Agreement are deemed confidential and shall not be disclosed without written authorization by the City. The City shall grant such authorization if disclosure is required by law. All City data shall be returned to the City upon termination of this Agreement.
- E. The awarded Respondent shall maintain adequate records to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in performing the work for at least three (3) years after completion of this contract. The City shall have access to such books, records, subcontract, financial operations, and documents of the Respondent or its Sub-Respondents as required in order to comply with this section for the purpose of inspection or audit during normal business hours at the Respondent's place of business..

IV. Scope of Services

- A. City is seeking a digital logging recorder replacement for installation within its Police Department, which is capable of the following:
 - a) The automatic capture, archival, search, retrieval, and exporting of audio recordings (by line) for four (4) E-911 trunks, six (6) radio channels, and four 4 administrative phone lines within the Police Department.
 - b) The automatic capture of ANI/ALI from the four (4) E-911 trunks, as well as caller ID and DTMF from the administrative lines where available, with the ability to search for recordings using these pieces of data.
 - c) The future automatic capture of NG911 data within the PCBPD, such as SMS messaging and video, in accordance with the NENA i3 standards.
 - d) The ability to live monitor recorded channels across the City's existing Ethernet network, utilizing browser-based software and existing PCs.
 - e) The ability to search, retrieve, playback, and export recordings from across the City's existing Ethernet network, utilizing browser-based software and existing PCs.
 - f) The ability to provide multiple levels of user access to the recordings and functions of the browser-based software.
 - g) The ability to provide audit reports related to each individual user's access to the system and recordings.
- B. This RFP delineates, in detail, the specific functions required of the desired logging

recorder replacement. It does not, however, describe how a proposed system is to implement these functions, as each vendor's system will be unique in that respect. It is important that vendors describe how their systems implement the functions, i.e., how their systems will operate.

- C. Vendors shall propose a logging recorder solution that can ensure reliability, availability, and access 24 hours a day, 365 days a year. Vendors shall detail the required hardware and software configuration to support the proposed logging recorder solution.
- D. The purpose of this RFP is to solicit turnkey proposals for the software, service, and maintenance of a digital logging recorder. Vendors shall ensure that their installation and cutover plan for the proposed logging recorder will cause minimal interruptions or degradations to the Police Department's existing services.
- E. Vendors shall list all exceptions to the logging recorder functions specified in this RFP. Failure to do so may be cause for disqualification, or the City may direct the vendor, if selected, to implement the missing features at no cost.

1. TRAINING

- A. Vendors shall detail the training requirements associated with the implementation, operation, and management of the logging recorder. All training course content shall be subject to review and approval by the City. Video capture of the training by City staff shall be allowed.

Vendor provided training shall include:

- h) General user training.
- i) Administrator training
- B. Training shall be provided on-premises at the Police Department, or other City-designated location.
- C. Electronic copies of all training materials and any software demos or videos used in training shall be provided to the City for training new users after system implementation.

2. MAINTENANCE

- A. The City desires to contract long-term with the selected vendor for logging recorder maintenance services. The City is requesting a maintenance service contract term of one (1) year with 2 additional (1) year optional renewals.
- B. The City desires for the logging recorder to be configured with the ability for automatic notification to a service monitoring location or technicians in the

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case of a system trouble. A secure remote maintenance and diagnostic capability shall be provided for the logging recorder.

- C. Vendors shall be prepared and able to provide on-site service 24 hours a day, 7 days a week, 365 days a year. Vendors shall detail their response to calls for emergency service.
- D. Vendors shall provide documents and resumes certifying their system maintenance and follow-up service personnel to be manufacturer trained and certified on the logging recorder to be installed. Vendors shall include the names, training records, experience in servicing the proposed equipment, years of experience in troubleshooting systems and devices, and primary function of the proposed personnel who will be providing maintenance and follow-up services.
- E. The starting time for reported failure shall be notification of the vendor service office, as documented by the City. Starting time does not preclude authorized service personnel from providing a more rapid response when readily available. If there is no response after 24 hours of a City documented request for warranty or maintenance service on the logging recorder system from authorized service personnel, the City reserves the right to contract with an alternate source.
- F. Vendors shall offer a variety of maintenance service plans including:
 - a) Normal Maintenance - defined as those problems that do not affect the overall performance of the logging recorder, but still require attention. Vendors shall define their minimum response time, during industry normal business hours.
 - b) Critical Maintenance – defined as any problem that jeopardizes or degrades the overall performance of the logging recorder and has the potential to result in the loss of recordings or the failure to capture desired recordings. The minimum response requirement for qualifying vendor responses is four (4) hours, on a twenty-four (24) hour basis, to include weekends and holidays.
- G. The selected vendor shall be responsible for scheduling and coordinating work in such a manner as to provide timely response to requests for maintenance / repair. The selected vendor shall also be responsible for providing the City with methods of contacting authorized repair personnel.

3. SYSTEM DOCUMENTATION / MANUALS

- A. The selected vendor shall furnish the City with two (2) complete bound system equipment manuals, along with an electronic version, upon completion of the logging recorder installation. These manuals should include the following:

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- a) A complete instructions manual for all equipment in the system.
 - b) Instructions for the determination of trouble reporting, including all trouble report telephone numbers.
 - c) A complete schematics and parts list for all equipment in the system.
 - d) A complete and detailed system schematic, showing the actual system "as installed."
 - e) A complete description of the nature and scope of training functions for system users and administrators.
- B. All system equipment interconnect wiring shall be clearly marked and documented so that any individual interconnecting wire may be readily identified.
- C. Upon completion of site installation, the vendor shall provide the City with a complete inventory of all installed equipment. The inventory should include physical descriptions of each piece of equipment and all pertinent serial numbers.

Approximately 116,284 telephone calls for service were received by the Panama City Beach Police Department in 2020, as follows:

Type of Call	Number of calls answered
9-1-1 Calls	8284
Digit Administrative Lines	108,000

Desired Configuration

Number of VoIP Phone Channels	Eight (8)
Number of Digital Channels (including Radio)	Six (6)
Manufacturer and Model of Radio System	Harris Symphony

D. SUBMITTAL REQUIREMENTS

- A. Submittals shall be bound and contain defined sections. Provide one (1) clearly marked original, two (2) copies, and one electronic copy (CD: USB Drive). Include a signed letter by an officer of the Respondent authorized to bind the Respondent to all commitments made in the proposal.
- B. Provide a title page showing the RFP subject, introduction, letter of interest, name of the Respondent, address, telephone number, name of the contact person, email address, and the date submitted.

- C. Describe the understanding of the scope of services and overall approach to the scope of services.
 - a. Include a table of contents for software and services by page number and a clear explanation of material as requested in the Scope of Work.
 - b. Include in detail all fees and optional service plans associated with the services.
- D. The platform must provide a full 360-degree view of all communication. The system not only has to capture Voice, VoIP, RoIP, NG911 content, Email, Chat and screens but it also must allow for Quality Assessment, Reporting and Auditing of all communication. Systems that employ a single approach providing only voice capture or only email capture will not be considered. The Agencies are not interested in managing multiple platforms to achieve our ultimate goal of NG911 recording and dispatch improvement.

E. EVALUATION METHOD AND CRITERIA

- A. A Logging Recorder Proposal evaluation committee assigned by the City Manager will review each submitted proposal to determine if it is complete and that it addresses the logging recorder requirements as outlined in this RFP. Any proposal that does not address the logging recorder requirements, as outlined in this RFP, shall be considered non-responsive and may be rejected.
- B. The Logging Recorder Proposal evaluation committee, upon its review of the submitted proposals, oral presentations (if requested), and system demonstrations (if requested), shall make a recommendation regarding the vendor proposal that it believes provides the most suitable logging recorder for City's present and anticipated future needs, as outlined within this RFP. The Logging Recorder Proposal evaluation committee reserves the right to make its recommendation based on any combination of factors that it determines to be in the best interest of City and its citizens.
- C. The tentative selection of a vendor shall be announced to the selected vendor by telephone and in writing, and to the non-selected vendors in writing.
- D. During contract negotiations, City may require additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during the contract negotiations shall become part of the final contract. If the City is unable to reach agreement with the first choice, discussion shall be terminated, and negotiation shall begin with another choice.

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- E. The responses will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for responsiveness. Responsive firms will then be scored on technical qualifications and cost.

Mandatory Elements:

- a) The respondent is licensed to do business in Florida.
- b) The firm has no conflict of interest with regard to any other work performed by the firm to the City of Panama City Beach.
- c) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d) Ability to provide the required product services in a timely fashion.

Technical Quality (Represents 60% of score):

- a) Experience with similar systems (25 points)
- b) Quality and thoughtfulness of Project Approach, methodology and proposed Timeline (15 points)
- c) Demonstrated understanding and problematic approach (10 points)
- d) References and recommendations from past clients (10 points)

Cost of Services (Represents 40% of score. Maximum of 40 possible points).

- F. The Proposer submitting the lowest total estimated cost will receive the maximum points for the cost element of the evaluation. The other Proposers' scores will be based on a relative percentage of the dollar amount higher than the lowest price. The Price points will be determined in accordance with the following formula:

$$\frac{\text{Lowest Price} - A}{\text{Proposer's Price} - B} \times \text{Total Possible Points for Price} - C = \text{Points Earned by Proposer} - D$$

Statement on Public Entity Crimes

PUR7068 - Public Entity Crime Form

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (a),
FLORIDA STATUTES, PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
by _____
for _____

whose business address is

_____ and (if applicable) its

Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

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

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b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applied to bid on contracts for the provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [Attach a copy of the final order]

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I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

**Sworn to and subscribed before me this _____ day of _____,
2021.**

Notary Public

Personally known _____ OR produced identification

Notary Public- State of _____

My commission expires _____

[Printed, typed or stamped commissioned name of notary public]

End of PUR 7068

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

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

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

CONFLICT/Non-CONFLICT OF INTEREST STATEMENT

Check one:

To the best of our knowledge, the undersigned Respondent has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

or

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

Check One:

The undersigned Respondent has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned Respondent, **by attachment to this form**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

CONTRACTOR E-VERIFY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/ PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. All employees hired by Contractor on or after January 1, 2021, have had their work authorization status verified through the E-Verify system.
6. The City may terminate this contract on the good faith belief that the Contract or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on, this _____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known_, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Notary Public

PCB21-14 RFP 9-1-1 RECORDING SOLUTION

My Commission Expires: _____
NOTARY SEAL ABOVE

Printed Name