



Youth Travel Soccer Program (Re-Bid)

REQUEST FOR PROPOSALS
RFP NO.: 2026-014

Visit us online at:
www.lauderhill-fl.gov
<https://lauderdale.ionwave.net/>

Proposal Opens: December 29, 2025

Date Issued: December 03, 2025

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the City of Lauderhill is seeking proposals for the following work as detailed:

RFP NUMBER: 2026-014 Youth Travel Soccer Program (Re-Bid)

The City of Lauderhill will accept sealed proposals until **2:45 P.M. EST, December 29, 2025**, via IonWave at <https://lauderhill.ionwave.net/>. Proposals received after 2:45 P.M. will not be considered.

The intent of this solicitation is to secure a qualified and experienced contractor to design, promote, administer, and operate comprehensive Youth Travel Soccer Programs and Activities for the City of Lauderhill. The selected contractor will be responsible for delivering year-round, structured soccer programming for youth ages U8–U19, ensuring accessibility, fairness, and compliance with all applicable regulations. This will be a three-year agreement with two one-year renewal options.

The full Statement of Work is available on and after **December 03, 2025**, on IonWave <https://lauderhill.ionwave.net/>. Vendors who obtain solicitation documents from sources other than IonWave are advised that their solicitation package may be incomplete. All addendums will be posted and distributed via IonWave by the Finance/Purchasing Department.

Questions regarding this RFP may be submitted via the IonWave question tab. The final date for questions will be ten (10) days before the proposal due date. Questions received after this date will not be answered.

All proposers must register with the City online at www.colvendor.com.

Proposers agree to extend identical pricing, terms, and goods to other governmental entities. Any agency wishing to utilize these services will enter into a separate contract with the successful proposer for its specific requirements.

The Public Entity Crimes Affidavit, Foreign Entity Laws Affidavit, and the Anti-Human Trafficking Affidavit must be completed and submitted as part of the proposal.

In accordance with **Section 287.05701, Florida Statutes**, the City of Lauderhill will not consider or request documentation related to a vendor's social, political, or ideological interests when determining vendor responsibility.

The City Commission of the City of Lauderhill reserves the right to reject any and all proposals, waive informalities or irregularities, and accept or reject any part of a proposal in the best interest of the citizens of Lauderhill. The successful bidder will be required to enter into a contract with the City.

CITY OF LAUDERHILL

A handwritten signature in dark ink, appearing to read "Kentrea L. Dykes".

Kentrea L. Dykes
Purchasing and Contracts Manager

Advertised Dates: December 03, 2025 and December 10, 2025

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STATEMENT OF NON-PARTICIPATION
RFP NO.: 2026-014
Youth Travel Soccer Program (Re-Bid)

Note: If you do not intend to submit a bid/proposal for this item/service, please complete this form and attach it to IonWave.

We/I do not wish to participate in this proposal for the following reason (please check one):

- ☐ Specifications Proprietary
 - ☐ Cannot Supply at This Time
 - ☐ We Do Not Carry This Item
 - ☐ We Do Not Provide This Service
 - ☐ Unable to Meet Specifications
 - ☐ Unable to Meet Bond Requirements
 - ☐ Other: _____
-

Please keep us on your bid list for future projects:

[] Yes

[] No

Signature: _____

Name of Company: _____

Address: _____

SECTION 1 – DEFINITIONS

Whenever the following terms appear in the Proposal, the intent and meaning shall be interpreted as follows:

1.1 **City:** The City of Lauderhill, Florida.

1.2 **Contract:** The written agreement for the performance of the Scope of Work entered into between the City and the successful Proposer.

1.3 **Contract Administrator:** The Purchasing and Contracts Manager, or any employee expressly designated in writing by the City Manager, who is the representative of the City concerning the Contract Documents.

1.4 **Evaluation/Selection Committee:** City staff and/or outside consultants assigned to evaluate the submitted proposals.

1.5 **Proposer:** Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Proposer shall be synonymous with Bidder.

1.6 **Proposal:** Any term used interchangeably with "Bid," retaining the same meaning.

1.7 **Purchasing Office:** The Purchasing Division, Department of Finance, City of Lauderhill.

1.8 **Provider, Bidder, Contractor, Successful Proposer, Vendor, or Consultant:** The Proposer receiving an award as a result of this Request for Proposal. These terms may be used interchangeably while retaining the same meaning.

1.9 **Qualifications/Proposal:** Any offer(s) submitted in response to this Request for Proposal.

1.10 **Request for Proposal (RFP) or Proposal:** This Request for Proposal, including all Exhibits, Attachments, and any addenda or change orders issued by the Purchasing Division.

1.11 **Subcontractor/Subconsultant:** Any person, firm, entity, or organization other than the employees of the successful Proposer who contracts with the Proposer to furnish labor or labor and materials in connection with the Work or Services.

1.12 Work, Services, Program, Project, or Engagement: All tasks required to be performed by the successful Proposer in accordance with the Scope of Work and the Terms and Conditions of this RFP.

1.13 Piggybacking: An agreement that allows the City to use the contract of another governmental entity with a specific vendor, ensuring that the City's standard contractual requirements are incorporated.

1.14 Local Vendor Bids: This bid is reserved for participation by local vendors in accordance with the City of Lauderdale Code. A vendor can receive no more than three set-aside bid award contracts in a fiscal year. Vendors who have received at least one local vendor bid award contract in each of three consecutive fiscal years will not be eligible to participate in local vendor bids for the following fiscal year. If the bid prices from local vendors are not economically competitive, the procurement may be canceled.

SECTION 2 – SCOPE OF SERVICES

Marketing, Promotion & Registration

- Design, advertise, and administer team tryouts annually.
- Provide the City with promotional materials including flyers, brochures, and banners. All materials must be pre-approved by the City prior to distribution.
- Provide a comprehensive, itemized rate schedule indicating all participant fees. Rates must be reviewed and approved by the City prior to publication or collection.
- Maintain and enter online registration system accessible to the City, including registration with SFUYSA, FYSA, USYS, GOTSOCER, or other applicable bodies.
- Provide the City, at the close of registration, with a complete participant roster, including signed City-approved release forms and liability waivers.
- Provide documentation demonstrating that programs are open to the public and fees are consistently and fairly applied.

Program Delivery & Operations

- Provide structured soccer programming for U8–U19 age groups, including practice and league/tournament play.
- Ensure programming is scheduled and delivered a minimum of 4 days per week, year-round.
- Coordinate participation in local, state, and national leagues and tournaments (e.g., SFUYSA, FLUGSA, FYSA).
- Provide all scheduling and planning needed to ensure smooth operation of the program.
- Offer at least 10 need-based travel soccer scholarships annually to City of Lauderdale residents.

Use of City Facilities

The vendor will be granted access to the athletic fields located at **Lauderhill Sports Park** and **Veteran's Park** for the purpose of conducting approved programs and activities.

Use of these fields is subject to the following conditions:

1. **Priority Use:** City-sponsored **youth programs** shall have first priority in field scheduling and use.
2. **City Events: City-sponsored events** and activities shall take precedence over all other scheduled uses, regardless of prior reservations.
3. **Scheduling Coordination:** All field use must be coordinated and approved in advance through the Parks and Recreation Department to ensure there are no conflicts with City programs or events.
4. **Revocable Access:** The City reserves the right to modify or revoke access in the event of maintenance needs, safety concerns, or scheduling conflicts with City programming.

Staffing & Training

- Recruit, train, and supervise all coaching staff, administrators, and assistants.
- Ensure a minimum adult-to-child supervision ratio of 1:12 for all activities (practices, games, and travel).
- Conduct age-specific coaches' clinics annually.
- Provide qualified personnel for all program activities, including certified coaches and administrative staff.
- Ensure all staff complete background checks (Level 2) as required by FYSA and the City of Lauderhill.

Equipment & Safety

- Provide all equipment and supplies necessary to operate the program, including soccer balls, cones, pinnies, uniforms, and practice gear.
- Submit and implement a written Emergency Action Plan (EAP) for inclement weather, injuries, missing children, illnesses, and other emergencies.
- Carry and maintain general liability insurance, including participant accident coverage, naming the City as an additional insured.

Customer Service & Complaints

- Handle all customer inquiries and complaints in accordance with City protocol.
- Maintain a professional, responsive customer service process and provide documentation of resolution for all complaints when requested.

Financial & Compliance Reporting

- Pay for all associated costs to conduct a travel soccer program including but not limited to administrative staff, officials, coaches, trophies, tournament fees, uniforms, etc.

- Provide the City with quarterly bank statements and any other records as requested to ensure transparency of program finances.
- Secure and compensate any personnel required for safe and effective program delivery.
- Cooperate with any audits, reviews, or evaluations conducted by the City.
- Participate in performance evaluations or participant satisfaction surveys as required by the City.

Legal & Administrative Requirements

- Comply with all federal, state, and local laws, including non-discrimination, child safety, and employment regulations.
 - Maintain and provide proof of insurance, permits, and licenses necessary to operate.
 - The City reserves the right to terminate the agreement if the Contractor fails to fulfill the obligations outlined in this Scope of Work.
-

SECTION 3 – TERM

The City anticipates awarding a three (3) year contract, with the option for two (2) additional one-year renewals, to the contractor who submits the best overall proposal based on the City's evaluation criteria outlined in Section 6. The City reserves the right, at its sole discretion, to award or not award a contract for these services. Failure to meet deadlines or satisfactorily complete work may result in termination of any future obligations of the City to the contractor.

In the event the services are scheduled to end due to contract expiration, the contractor shall continue services upon the City's request, as authorized by the awarding authority. The extension period shall not exceed ninety (90) days beyond the existing contract's expiration date. Compensation during the extension period will be at the current rate in effect when the extension is invoked.

SECTION 4 - INQUIRIES/AVAILABILITY

Inquiries concerning Proposal Submittals should be made in writing via IonWave.

Solicitation documents may be obtained by downloading them from IonWave at <https://lauderhill.ionwave.net/>.

IMPORTANT: Contact with personnel of the City of Lauderhill, other than the Purchasing Manager or designated representative, regarding this Request for Proposals (RFP) may result in the proposer being eliminated from the selection process.

SECTION 5 - SUBMITTAL INFORMATION: HOW, WHEN & WHERE

- Proposals must be submitted via IonWave at <https://lauderhill.ionwave.net/>.
 - Proposals must be signed in ink by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship on behalf of the Proposer.
 - Submission of the Proposal by the Proposer will be considered an Offer to perform the required services.
 - Proposers certify that prices, terms, and conditions in their Proposal will be firm for a period of ninety (90) days from the bid opening date unless otherwise stated by the City.
 - Proposals cannot be withdrawn before the expiration of ninety (90) days. After that period, withdrawals may only be made with written notification to the City.
 - Prices must be firm with no escalator clauses unless specified by the City.
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SECTION 6 - EVALUATION METHODOLOGY

Evaluation Criteria

A contract will be awarded to the Proposer whose proposal is judged by the City of Lauderhill to be in its best interest and whose proposal satisfies the overall project specifications and other factors, including but not limited to:

Evaluation Criteria	Max Points
Ability of Professional Personnel	25
Past Performance	20
Approach to Proposed Project	20
References and Evaluations	15
Price	20
Local Lauderhill Business Preference	10
Total	110

1. Ability of Professional Personnel (Max Points: 25)

Proposers must describe the qualifications and relevant experience of the **Director of Coaching** and all key personnel likely to be assigned to this project. Submit the following:

- Organization chart and staffing plan showing assigned personnel roles and tenure with the firm.
- Resumes of the Director of Coaching and all key personnel.
- Qualifications and relevant experience of any proposed sub-consultants.

Director of Coaching – Minimum Qualifications:

- **Licensure:** USSF “C” License or equivalent (e.g., NSCAA or foreign license). Preferred: “B” License or higher.
- **Playing Experience:** College-level or equivalent.
- **Coaching Experience:**
 - Preferred: Prior experience as a Director of Coaching.
 - Minimum: 10 years of youth coaching experience OR 5 years as a Head Coach at the college or professional level.
- **Managerial Experience:** Minimum of 3 years managing or overseeing a youth soccer program or higher-level program (high school, college, or professional).

2. Past Performance (Max Points: 20)

Describe the firm’s experience with projects of comparable nature, scope, complexity, and duration within the past five (5) years for the Prime and any proposed sub-consultants. Include:

- Project name
- Location
- Completion date (month/year)
- Firm’s role and responsibilities
- Names and roles of key project personnel
- Challenges faced and how they were resolved
- References: name, title, organization, address, phone, and email

Note: Emphasis should be placed on projects related to **youth sports or soccer development**.

3. Approach to Proposed Project (Max Points: 20)

Describe your firm's overall approach to delivering the required services. Include the following:

- Program offerings (e.g., leagues, tournaments, camps, clinics).
- Hours of operation and staffing plan.
- Marketing and outreach strategy.
- Sample schedules or programming calendar.
- Curriculum or player development philosophy (if applicable).

4. References and Performance Evaluations (Max Points: 15)

Provide:

- At least three (3) references not tied to a specific project (e.g., league organizers, municipalities, parent organizations).
- Any available formal performance evaluations or scorecards from previous clients or governing bodies.

5. Price (Max Points: 20)

Submit a detailed cost proposal that includes:

- Hourly rates for all staff roles.
- Pricing models for proposed programs.
- Administrative fees or other costs.
- Cost-benefit explanation or justification.

6. Local Lauderdale Business Preference (Max Points: 10)

Proposers with an official business address within the City of Lauderdale at the time the RFP is released will receive up to **ten (10) preference points**.

SECTION 7 - SELECTION PROCEDURE

An Evaluation Committee appointed by the City of Lauderdale will be responsible for recommending the most qualified Proposers to the City Commission for selection. The Committee may request additional or clarifying information from any Proposer. The Committee may also, at its discretion, request oral presentations to further evaluate the qualifications of Proposers.

The City reserves the right to award the contract to one Proposer, split the award among multiple Proposers, or not make an award at all.

IMPORTANT: An award will only be deemed final when the agreement has been fully executed by both parties. Until then, the City reserves the right to revoke any award without penalty or obligation.

SECTION 8 - REJECTION CRITERIA

A proposal will be considered non-responsive if any of the following criteria exist (this list is not all-inclusive):

- Failure to submit the required documents or complete the necessary forms.
- Submission of a proposal after the due date and time.
- Failure to meet minimum qualifications as outlined in the RFP.
- Inaccurate or misleading information provided in the proposal.
- Non-compliance with the RFP terms and conditions.

All questions and instructions, including the questions in the Qualifications Package, have not been properly completed.

The instructions, order, and matrixes in the Proposal Package have not been properly followed.

The RFP response Package is found to have concealed or contained false and/or misleading information.

The City did not receive the RFP Package prior to the submittal deadline. Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**

Executed Non-Collusive/and or Drug Free Workplace Affidavits are not submitted with the response.

The Proposal signature page and certification is not properly executed.

SECTION 9 - WAIVERS

The City in its sole discretion, reserves the right to reject any and all proposals, accept any proposal or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole

discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

SECTION 10 - INSURANCE REQUIREMENTS

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Lauderhill shall be given notice 30 days prior to cancellation or modification of any stipulated insurance. The insurance provided will give 10 days' notice for non-payment of premium. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Purchasing Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Any firm performing work on behalf of the City of Lauderhill must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at <http://www.fldfs.com>

Commercial General Liability Insurance
Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage
\$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful Proposer in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage
\$1,000,000

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful proposer in the performance of the work with the following limits of liability:

Limits: Bodily injury	\$500,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

A copy of ANY current Certificate of Insurance should be included with your proposal.

In the event that you are the successful proposer, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Lauderhill
Finance Department
5581 West Oakland Park Blvd.
Lauderhill, FL 33311

SECTION 11 - GENERAL CONDITIONS

1. Licensing:

The Proposer (other than governmental agencies) must provide a copy of its occupational license with Broward County to verify that it is fully licensed and certified to perform the type of work in the State of Florida at the time of submittal of the RFP.

Not-for-Profit agencies must provide an IRS 501(c)(3) letter with their submittal.

2. Venue:

All contracts shall be governed by the laws of the State of Florida, and venue shall be in Broward County, Florida.

3. Expenses:

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFP. All expenses in the preparation of this RFP are the sole responsibility of the Proposer. All submittals should be prepared to provide a straightforward and concise description of the respondent's qualifications and ability to meet the requirements of the RFP.

4. Interpretations:

All Proposers shall carefully examine the Proposal Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Proposals. Failure to do so will constitute acceptance of any subsequent decisions made by the City. Any questions regarding the intent, meaning, or interpretations of the Proposal Documents must be requested in writing and received by the City at least fourteen (14) days prior to the Proposal opening. Inquiries should be addressed to the Purchasing Manager.

Note: No person is authorized to provide oral interpretations or make oral changes to the Proposal. All clarifications or modifications will be issued in writing via Addenda to the proposal and provided to all

Proposers. Receipt of all addenda must be acknowledged by the Proposers in the designated section of the Proposal Form.

5. **Public Entity Crimes:**

Pursuant to F.S. 287.133, as amended:

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide goods or services to a public entity, nor submit a proposal for construction or repair of a public building or public work, or on leases of real property to a public entity. They may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under any contract with a public entity and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.

6. **Assignment:**

Any Purchase Order or Contract issued pursuant to this RFP and the funds that may become due hereunder are not assignable, in whole or in part.

7. **Indemnification:**

The Proposer agrees to protect, defend, indemnify, and hold harmless the City, its employees, representatives, and elected officials from any and all claims and liabilities, including all attorney's fees and court costs, arising from any negligence, recklessness, or intentional misconduct of the Proposer, its employees, or agents, in connection with this Agreement.

The Proposer will not be required to indemnify the City for actions resulting solely from the wrongful acts or omissions of the City or its representatives.

The Proposer agrees that 1% of the total compensation paid for the performance of this Agreement shall be the specific consideration for indemnifying the City.

8. **Proposals to Remain Open:**

All proposals shall remain open for the number of days specified in the special provisions or, if none, for ninety (90) days after the proposal opening. The City, at its discretion, may release any proposal prior to the expiration of this period.

9. **Annual Appropriation:**

Any contract issued is conditional upon the City appropriating funding to implement the contract.

10. **Employees:**

Employees of the Contractor shall be under the sole direction of the Contractor and not considered employees or agents of the City. The Contractor shall supply competent employees.

The City reserves the right to require the Contractor to remove any employee or subcontractor deemed careless, incompetent, insubordinate, or otherwise objectionable at no additional cost to the

City or increase in contract price. The Contractor is responsible for the actions of its employees.

11. **Additional Terms and Conditions:**

No additional terms and conditions submitted with the proposal shall be considered or have any effect unless agreed to in writing by the City. The conditions in the Proposal Documents are the only ones applicable to the proposal, and the Proposer's authorized signature on the Proposal Form attests to this.

12. **Deletion/Oversight/Misstatement:**

Any deletion, oversight, or misstatement in the specifications does not release the Proposer from the responsibility of supplying complete and operational units, including all necessary appurtenances for unrestricted operation, as determined by the City.

13. **Withdrawal of an Offer:**

An Offer shall remain irrevocable unless withdrawn as per the procedure outlined below.

A proposal may only be withdrawn by written communication delivered to the Purchasing Office prior to the solicitation closing date and time. The Proposer must present certification proving they are authorized to act on behalf of the firm when such communication is made.

An Offer may also be withdrawn after 180 days from the Solicitation Closing Date and Time, prior to the recommendation for award, by submitting a written request to the Purchasing Office. The letter must be on the company letterhead, signed by an authorized agent, and include the reason for withdrawal.

SECTION 12 - SUBMITTAL PACKAGE

Proposers must submit this portion of the Request for Proposal as their Qualifications Package. Information must be presented in the exact order outlined below, with numbered tabs separating each section. Failure to follow this format may result in the proposal being deemed non-responsive.

TAB #1 – Proposer's Qualification Statement

Insert completed Attachment "A" – Proposer's Qualification Statement.

TAB #2 – Statement of Capabilities

Provide a narrative that explains why your firm is best qualified to deliver the required services. Highlight expertise in youth sports management, travel soccer programming, and community engagement.

TAB #3 – Proposal / Project Approach

1. Provide an outline of the project team, organizational structure, and roles of all key personnel.
2. Describe your methodology for managing the contract, including:
 - Program administration and scheduling
 - Player/parent communication processes
 - Customer service and complaint resolution
 - Training, supervision, and performance management of staff
 - Any challenges encountered in similar projects and how they were resolved

TAB #4 – Relevant Experience

List at least the last five (5) comparable contracts completed by your firm. Include:

- Client name, address, and phone number
- Project manager and key staff assigned
- Role of your firm (prime or subcontractor)
- Description of services provided and outcomes
- Challenges faced and resolutions
- Contract start and end dates

TAB #5 – Scope of Work Response

Demonstrate your understanding of the City's Scope of Services. Provide strategies, quality controls, and program delivery methods that show your capability to successfully manage a youth travel soccer program.

TAB #6 – Cost Proposal

Insert completed Attachment "C" – Cost Schedule. Provide a detailed, itemized cost proposal, including program fees, staffing, and administrative costs.

TAB #7 – Personnel & Management

Provide resumes of key personnel, including the Director of Coaching, with required licenses and certifications. Include an organizational chart showing staffing and reporting structure.

TAB #8 – Required Attachments

Insert the following completed forms and documentation:

- Attachment "B" – Non-Collusive Affidavit
- Attachment "C" – Cost Schedule
- Attachment "D" – Drug-Free Workplace Certification
- Attachment "E" – Signature Page / Certification
- Attachment "F" – List of Subcontractors
- Attachment "G" – References / Verification Form
- Attachment "H" – Acknowledgement of Addenda
- Attachment "I" – Anti-Human Trafficking Affidavit
- Certificate of Insurance
- Applicable Licenses

**ATTACHMENT A
PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title:

PROPOSER'S Telephone and Fax Number:

PROPOSER'S Email:

PROPOSER'S License Number:

(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: _____

Number of years your organization has been in business, in this type of work: ____

Names and titles of all officers, partners or individuals doing business under trade name:

The business is a: Sole Proprietorship ☐ Partnership ☐
Corporation ☐

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

By

 (Signature)

**ATTACHMENT B
NON-COLLUSIVE AFFIDAVIT**

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and
says that:

BIDDER is the _____,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of
all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative,
employees or parties in interest, including this affidavit, have in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person
to submit a collusive or sham Bid in connection with the Contract for which the attached Bid
has been submitted; or to refrain from bidding in connection with such Contract; or have in
any manner, directly or indirectly, sought by agreement or collusion, or communications, or
conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or
any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid
Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or
unlawful agreement any advantage against (Recipient), or any person interested in the
proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by
collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any
other of its agents, representatives, owners, employees or parties in interest, including this
affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (Signature)

My Commission Expires: _____

RFP NUMBER: 2026-014
YOUTH TRAVEL SOCCER PROGRAM (RE-BID)

The resulting Professional Services Agreement between the **City of Lauderdale** and the **selected vendor** will operate under a **revenue-sharing model**. Under this agreement:

- This structure ensures accountability, transparency, and equitable distribution of program-generated revenues while allowing both parties to benefit from successful program operations.

Vendors must list all fees to be charged to participants in the Lauderhill Youth Travel Soccer Program. All fees are subject to City approval.

Item / Fee Description	Unit (per player, per team, etc.)	Amount Charged	Notes / Inclusions

ATTACHMENT D
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
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, and 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 Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, 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 Chapter 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 the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

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

Vendor's Signature

ATTACHMENT E SIGNATURE PAGE

The undersigned attests to his (her, their) authority to submit this Submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to Request for Submittals, instructions to Proposer and Specifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.
4. The Proposer warrants all materials supplied by it are delivered to the CITY of Lauderhill, Florida, free from any security interest, and other lien, and that the Proposer is a lawful owner having the right to supply the same and will defend the conveyance to the CITY of Lauderhill, Florida, against all persons claiming the whole or any part thereof.
5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or CITY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.**
6. The undersigned certifies that if the firm is selected by the City the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by the City of Lauderhill and Proposer authorizes all entities or persons listed above to answer all questions. Proposer hereby indemnifies the City of Lauderhill and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this _____ day of _____, 20__.
(If an individual, partnership, or non-incorporated organization)

Witness

Printed

Title

(If a corporation, affix seal)

Attested by Secretary

Company

By

Printed Name, Title

Company

By

Printed Name, Title

Incorporated under the laws of the State of _____.

CERTIFICATE
(For Partnership)

I HEREBY CERTIFY that a meeting of the partners of _____, a Partnership under the laws of the State of _____ held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that _____ as _____ of the Partnership, is hereby authorized to execute the Bid Form dated _____, 20____, between the City of Lauderhill, Florida, and this Partnership, and that the execution thereof, attested by the _____ of the Partnership be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

(Signature)

(Title)

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____ who ☐ is personally known to me or who ☐ has presented the following type of identification: _____.

Signature of Notary Public, State of Florida

Notary seal (stamped in black ink)

OR

Printed, typed or stamped name of
Notary and Commission Number

CERTIFICATE
(For Corporation)

I HEREBY CERTIFY that a meeting of the Board of Directors of _____, a corporation under the laws of the State of _____ held on _____, 20 ____, the following resolution was duly passed and adopted:

"RESOLVED, that _____, as

_____ of the Corporation, is hereby authorized to execute the Bid Form dated _____, 20____, between the City of Lauderhill, Florida, and this Corporation, and that the execution thereof, attested by the Secretary of the Corporation and with corporate seal affixed, shall be the official act and deed of this Corporation".

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Secretary

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____ who ☐ is personally known to me or who ☐ has presented the following type of identification: _____.

Signature of Notary Public, State of Florida

Notary seal (stamped in black ink)
OR
Printed, typed or stamped name of Notary and Commission Number

ATTACHMENT F

LIST OF SUBCONTRACTORS

The Proposal shall list below the names and business address of each subcontractor who will perform Work under this Proposal in excess of one-half of one percent of the Contractor's Total Proposal Price, and shall also list the portion of the Work that will be done by such subcontractor. The listing of more than one subcontractor for each item of Work to be performed with the words "and/or" will not be permitted. Failure to comply with this requirement will render the Proposal as non-responsive and may cause its rejection.

[illegible]

**ATTACHMENT H
ACKNOWLEDGEMENT OF ADDENDUM**

RFP _____
TITLE _____

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

Addendum No. _____ -Dated _____

Addendum No. _____ -Dated _____

Addendum No. _____ -Dated _____

Name of Vendor's Service Contact:

Address:

Signature_____ Date_____

This page must be submitted with RFP. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.

ATTACHMENT I - AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS

Pursuant to Section 787.06(13) of the Florida Statutes, the undersigned, on behalf of Entity, hereby affirms under penalty of perjury the following:

1. Entity does not engage in the use of coercion for labor or services as defined in Section 787.06, Florida Statutes, relating to "Human Trafficking."
2. The undersigned is duly authorized to execute this affidavit on behalf of the Entity, and affirms that the statements made herein are true and correct under penalty of perjury.

Dated this ____ day of _____, **20**_____

Signed: _____

Name: _____

Title: _____

Entity: _____