

Request for Letter of Interest Minority Serving Institutions

RLI 2021-015



City of Lauderhill

**Kentrea White
Purchasing Agent II
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Visit us on the web at

www.laudershill-fl.gov

Advertise Dates:

Opens:
April 9, 2021

NOTICE

REQUEST FOR LETTER OF INTEREST **RLI 2021-015**

Minority Serving Institutions

The City of Lauderdale, Florida, hereinafter referred to as CITY, will be accepting sealed Letter of Interest and Statements of Qualifications and Experience, hereinafter RLI, on **April 9, 2021 at 8:50 A.M.** in the office of the City Clerk, 5581 W. Oakland Park Blvd. Suite 421, Lauderdale, Florida 33313, for furnishing the services of “**Minority Serving Institutions RLI#2021-015**” as described below.

The City of Lauderdale invites contractors to submit Letters of Interest and Statements of Qualifications and Experience for consideration to provide services on the following project:

Minority Serving Institutions

The RLI Documents may be examined and obtained on and after **March 31, 2021** at the City’s website.

Email purchasing@lauderdale-fl.gov to receive the RLI document. Please reference **RLI# 2021-015 Minority Serving Institutions** in the subject of email. Vendors who obtain solicitation documents from sources other than the Finance Department are cautioned that the solicitation package may be incomplete.

One (1) unbound original and one electronic in PDF format of the proposal must be submitted no later than **8:50 A.M.** on **April 9, 2021** in the City Clerk’s Office, City of Lauderdale, 5581 West Oakland Park Boulevard, Suite, 421 Lauderdale, Florida 33313, in a sealed envelope bearing the words “**Minority Serving Institutions RLI# 2021-015**” as described in the categories/disciplines below. **Emailed and faxed proposals will not be accepted.**

Responsible questions regarding this RLI may be directed to the Purchasing Department at purchasing@lauderdale-fl.gov.

All proposers must register with the City online. The direct link is www.colvendor.com

Local business vendor preference program: The City has a local vendor preference program to facilitate local business and/or local residents participating in the bidding process. The definition of the local vendor preference program is found in Exhibit A.

The City Commission of the City of Lauderdale reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject

all or any part of any proposal as they may deem to be in the best interest of the citizens of the City of Lauderdale. **The firms are required to enter into a contract with the City of Lauderdale.**

Kentrea White
Purchasing Agent II

CITY OF LAUDERHILL
5581 W. Oakland Park Blvd.
LAUDERHILL, FL, 33313

STATEMENT OF NON- PARTICIPATION
Proposal NO.: RLI# 2021-015
Minority Serving Institutions

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and mail to:

Purchasing Division
City of Lauderhill
5581 W. Oakland Park Blvd. Suite 230
Lauderhill, FL. 33313

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.

We/I do not wish to participate in this proposal for the following reason:

- 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: _____

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SECTION 1 – DEFINITIONS

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

- 1.1 **City:** The City of Lauderhill, Florida.
- 1.2 **Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Bidder.
- 1.3 **Contract Administrator:** The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator 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 Bids.
- 1.5 **Bidder:** Any individual, firm, or corporation submitting a RLI for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Bidder shall mean the same thing as the RLI.
- 1.6 **Purchasing Office:** The Purchasing Division-Department of Finance City of Lauderhill.
- 1.7 **“Provider”, “Proposer”, “Bidder”, “Contractor”, or “Successful Bidder” or “Consultant”:** The Provider receiving an award as a result of this RLI. Said terms may be used interchangeably while retaining the same meaning.
- 1.8 **Qualifications** shall refer to any Offer(s) submitted in response to this RLI.
- 1.9 **Request for Letters of Interest/RLI:** This RLI including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.
- 1.11 **Licensed Contractor:** For purposes of this RLI, Licensed Contractor shall mean an individual or company who meets the minimum requirement listed in this document.
- 1.12 **Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Bidder, who contract with the Successful Bidder to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Bidder.
- 1.13 **Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Bidder in accordance with the Scope of Work, and the Terms and Conditions of this RLI.

1.14 Local Vendor Preference Policy: In the award of bids and the determination of the lowest, best, and responsible bidder, the city commission may award a preference based upon vendors, contractors, or subcontractors who are local with a preference as follows. The application of this policy is within the discretion of the city commission. Purchases and contracts within the authority of the city manager (valued up to \$30,000.00) may also give consideration to local vendor preference by application of the guidelines in this subsection

SCOPE OF SERVICE:

NOTICE REQUESTING LETTERS OF INTEREST REGARDING CITY OF LAUDERHILL'S INTENT TO SUBMIT A GRANT APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF MINORITY HEALTH (OMH) FOR THE FUNDING OPPORTUNITY: ADVANCING HEALTH LITERACY TO ENHANCE EQUITABLE COMMUNITY RESPONSES TO COVID-19.

NOTICE REQUESTING LETTERS OF INTEREST

MINORITY Serving Institutions (MSI) designated by the U.S. Department of Health and Human Services for the above titled grant opportunity with experience developing or implementing quality assurance or evaluations of health literacy programs are hereby advised that the City of Lauderhill will submit an "Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19" application to the U.S. Department of Health and Human Services on or before April 20, 2021. If funded, this federal grant will fund programs to support projects that implement innovative models to improve minority health and reduce health disparities.

The "**2020 List of Minority Serving Institutions**" Appendix G in the solicitation lists institutions by State. In South Florida they include: Florida Memorial University, Barry College, Carlos Albizu University, City College, Florida International University, Miami Dade College, Universidad Politenica de Pureto Rico, Broward College, Florida Atlantic University, Keiser University, Nova Southeastern University, and University of Fort Lauderdale. The URL for Appendix G is: https://www.minorityhealth.hhs.gov/assets/PDF/2020_Minority_Serving_Institutions.pdf.

This notice solicits **Letters of Interest (LOI)** from candidate MSI partners with City of Lauderhill to design quality assurance and evaluation projects to demonstrate the effectiveness of local government implementation of evidence-based health literacy strategies that are culturally appropriate to enhance COVID-19 testing, contact tracing and/or other mitigation measures (e.g., public health prevention practices and vaccination) in racial and ethnic minority populations and other socially vulnerable populations. Minority Serving Institutions will provide quality improvement activities and/or a program evaluation.

Letters of Interest should be limited to three (3) pages and respond to the following information request regarding your MSI: (1) Provide a staff profile, including the proposed number on-board or to be hired staff and description of how they represent or will represent the community you serve or propose through

this engagement; (2) Describe institution staff experience in developing quality assurance and/or evaluation services related to health literacy and outreach activities; (3) List prior community health-based engagements that were undertaken and completed, including name of project or grant, time period(s), target population(s), etc. (4) Describe your proposed approach, methodology, and related timeline; and (5) Provide a proposed Budget for your institutional partnership role and services proposed over a two-year project period.

Click here to access the federal [notice of funding opportunity](https://www.grantsolutions.gov/gs/preaward/previewPublicAnnouncement.do?id=92239).

(<https://www.grantsolutions.gov/gs/preaward/previewPublicAnnouncement.do?id=92239>)

The deadline for Letters of Interest is April 9, 2021 at 8:45 AM. Letters should be hand delivered or mailed to the City Clerk's Office, 5581 W Oakland Park Blvd, Suite 421, Lauderhill, FL 33313.

In accordance with the Americans with Disabilities Act and Florida Statutes Section 286.26, persons with disabilities needing auxiliary aids or services will be provided upon request with at least three days' notice.

The City of Lauderhill does not discriminate based on race, sex, color, religion, marital status, national origin, disability, ancestry, sexual orientation, gender expression, gender identity, age, pregnancy, familial status, source of income, actual or perceived status as a victim of domestic violence, dating violence or stalking in the access to, admissions to, or employment in programs or activities.

SUBMITTAL PACKAGE

Submit this portion of the Letter of Interest and Statement of Experience and Qualifications as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

- TAB #1** **Title Page to include the following:**
1. Project name and number
 2. Name of firm or individual submitting the submittal
 3. Address
 4. Telephone number, e-mail address, name of contact person, and date of submittal
 5. Insert Proposer's Qualification Statement (Attachment "A")

- TAB #2** **Statement of Capabilities:**
- Letter of Interest (limit to one page):
1. Company overview
 2. Name, address, and telephone number
 3. Principal company contact
 4. Number of years in business

- TAB #3** **Specific Related Experience of the Firm**
- Experience and qualifications of firm or individuals including experience of key personnel who will be assigned to project and similar project experience. A list of at least three (3) projects, similar to the scope of projects contemplated herein. Please give the name, location, and description of the project; name, address and phone number of the owner's representative; and start and completion dates

- Tab #4** **Project Approach**
- An explanation of the firm's approach and experience managing and providing water safety swim instruction for the City's demographics. Provide examples of past work product and type of work

- TAB #5** **Attachments:**
- Insert:
- Non-Collusive Affidavit (Attachment "B")
 - Confirmation of Drug-Free Workplace (Attachment "C")
 - Certified Resolution (Attachment "D")
 - Certificate of Insurance, and 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 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:

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

Proposer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.

Such submittal is genuine and is not a collusive or sham submittal.

Neither the said proposal 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 proposal, 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 proposer, firm, or person to fix the price or prices in the attached proposal or any other proposal, or to fix any overhead, profit, or cost element of the Proposal Price or the Proposal Price of any other proposal, 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 proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer 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

**ATTACHMENT “C”
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 "D"
CERTIFIED RESOLUTION

I, _____, the duly elected Secretary
(Person's name)

of _____, a corporation organized
and (Business Name)

existing under the laws of the State of _____
_____.

do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of the said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____"
(Person's name)

The duly elected _____ of _____
(Title of Officer) (Business Name)

is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Lauderhill and such other instruments in writing as may be necessary of behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Lauderhill shall be duly protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised revoked or rescinded.

I further certify that the following are the name, titles, and official signatures of those persons authorized to act by the foregoing resolution:

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of the said corporation

This _____ day of _____, 20_____

By: _____
Secretary

(SEAL)

Corporate Title

NOTE:

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Lauderhill that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so, on its behalf.