



Building Division: Inspection & Plan Review Services

**REQUEST FOR PROPOSAL
RFP NO.: 2025-050**

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

Proposal Opens: September 8, 2025
Date Issued: August 15, 2025

REQUEST FOR PROPOSALS

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

RFP NUMBER: 2025-050

Building Division: Inspection & Plan Review Services

The City of Lauderhill will accept sealed proposals until **2:45 P.M. EST, September 8, 2025**, via IonWave at <https://lauderhill.ionwave.net/>. Proposals received after 2:45 P.M. will not be considered.

The City of Lauderhill ("City") is seeking bids from qualified, experienced and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide Plan Review and Inspection Services for the City on an as-needed basis, in accordance with the terms, conditions and specifications contained in request for proposal (RFP).

The full Statement of Work is available on and after **August 15, 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 black ink, reading "Kentru L. Dykes". The signature is written in a cursive style with a large, stylized 'K' and a clear, legible name.

Advertised Dates: August 15, 2025 and August 22, 2025

Table of Contents

Item	Description	Page No.
Section 1	Definitions	6-7
Section 2	Scope of Services	8
Section 3	Qualifications	9-10
Section 4	Term	12
Section 5	Inquiries	13
Section 6	Submittal Information: How, When & Where	13
Section 7	Evaluation Methodology	14
Section 8	Selection	15
Section 9	Rejection Criteria	16
Section 10	Waivers	16-17
Section 11	Insurance Requirement	17-18
Section 12	General Conditions	19-21
Section 13	Submittal Package	22-23

Attachments:

Attachment	Description	Page No.
A	Proposer's Qualification Statement	24-26
B	Non-Collusive Affidavit	27
C	Cost Schedule	27
D	Drug-Free Workplace	28
E	Signature Page/Certification	29-32
F	List of Subcontractors	33
G	References/Verification Form	34
H	Acknowledgement of Addendum	35
I	Anti-Human Trafficking Affidavit	

STATEMENT OF NON-PARTICIPATION
RFP NO.: 2025-050
Building Division: Inspection & Plan Review Services

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

2.1 The City of Lauderdale is seeking a qualified firm to assist in the Building Division's plan review and inspection services, on an as-needed basis, to provide consistent, timely & high-quality service to the residents, contractors and developers. While the City aspires to have a Chief for each discipline (Structural, Mechanical, Electrical and Plumbing), in addition to a Building Official, during vacations, extended or unplanned vacancies the city wishes to offer continual service every day.

The following job classifications are desired to assist with daily permit reviews and inspections, perform 30-40-50-year Safety Inspections, and provide support to the city's Building Official:

- Chief Building Official
- Assistant Building Official
- Chief Structural Inspector
- Structural Plans Examiner
- Structural Inspector
- Chief Electrical Inspector
- Electrical Plans Examiner
- Electrical Inspector
- Chief Mechanical Inspector
- Mechanical Plans Examiner
- Mechanical Inspector
- Chief Plumbing Inspector
- Plumbing Plans Examiner
- Plumbing Inspector

- Landscaping Inspector
- Landscaping Plans Examiner
- Permit Technician

The City reserves the right to employ any, none or all of the inspectors or plan examiner from any one or any combination of successful bidders. The City reserves its exclusive right to reject any employee proposed by any bidder.

2.2 Responsibilities

2.2.1 Respectful to neighbors, contractors, staff and supervisors at all times

2.2.2 Represent the City of Lauderhill in a professional and courteous manner.

2.2.3 Able to follow the City's work rules and procedures reliably and consistently

2.2.4 Able to accept and provide constructive criticism

2.2.5 Able to perform their responsibilities successfully, independently, and efficiently in a diverse work environment with minimal direct supervision

2.2.6 Able to work reliably on a regularly scheduled basis during the term of the contract

2.2.7 Able to learn to use City's computer system and processes effectively within a reasonable time frame

2.2.8 Responsible for maintaining the integrity of and access to confidential information, especially information maintained on the city's computer records systems, consistent with the requirements of the State of Florida Sunshine Law requirements, licensing restrictions, and copyright limitations

2.2.9 Able to prepare and record written reports and records of work activities and accurately log daily activities in the City's computer system

2.2.10 Able to effectively listen to, understand and provide reliable answers to questions from owners, contractors, architects, engineers, neighbors, supervisors and co-workers

2.2.11 Able to work during normal business hours of 7:30-6:00, Monday through Thursday or as agreed upon otherwise with the Building Official.

2.2.12 Able to safely operate a motor vehicle in the course of their daily assignments. Vehicles for contracted staff shall be the responsibility of the Contractor. The City of Lauderhill will not provide vehicles for contracted staff.

2.2.13 Able to work effectively with other city employees and employees from competing bidders

The City reserves the exclusive right to reject any employee provided by any bidder at any time.

SECTION 3 – QUALIFICATIONS

All structural, electrical, mechanical, plumbing, roofing, engineering, landscaping inspectors and/or examiners must have current, appropriate certification from the State of Florida Department of Business and Professional Regulations and Broward County Board of Rules and Appeals.

All inspectors and examiners shall have a valid driver's license in the State of Florida and at the Contractor's expense be able to pass a background security check relevant to the position. These requirements must be maintained throughout the term of the resulting contract, including any renewal periods.

SECTION 4 – TERM

2 YEAR TERM WITH THE RIGHT TO EXTEND FOR AN ADDITIONAL 2 YEARS

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.

SUBMITTAL INFORMATION: HOW, WHEN & WHERE

Proposers should submit copies of their Proposal in a sealed envelope, clearly marked with the Proposer's name and the RFP number. Proposals should be submitted to:

RFP No.: 2025-050

RFP Name: Building Division: Inspection & Plan Review Services

Due Date/Time: September 8, 2025 @ 2:45 PM

Solicitation documents should 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. Prices must be firm with no escalator clauses unless specified by the City. Proposals may only be withdrawn after ninety (90) days with written notification to the City.

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:

CRITERIA	MAXIMUM POINTS
A. Project Understanding	10
B. Project Approach	10
C. Ability to Perform/Staffing of Project	20
D. Experience	25
E. Best Value/Cost Effectiveness	25
F. Local Lauderhill Business Preference	10
Total	100

A. Project Understanding:

Points will be awarded based on how well the Proposer demonstrates their understanding of the project and explains how they plan to accomplish each task outlined in the RFP. Proposers should identify how the project objectives relate to the current situation and potential challenges.

B. Project Approach:

Points will be awarded based on the Proposer's project approach or methodology, including how they plan to address potential challenges, provide cost-effective solutions, and complete the project efficiently.

C. Ability to Perform/Staffing of Project:

Points will be awarded based on the qualifications and availability of the project team, as outlined in the "Company Background and Qualifications" and "Personnel/Management" sections. The Proposer should explain how the staff's expertise aligns with the tasks required for successful project completion.

D. Experience:

Points will be awarded based on the Proposer's successful completion of similar projects. The maximum point value will be awarded to Proposers with relevant experience in projects of similar scope completed within the last five (5) years.

E. Best Value/Cost Effectiveness:

Points will be awarded based on the cost-effectiveness of the proposal. The Proposer who provides the best combination of cost and value will be awarded points. In case of similar cost proposals, preference will be given to the Proposer who provides additional value-added services.

F. Local Lauderdale Business Preference:

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

SELECTION PROCEDURE

An Evaluation Committee appointed by the City of Lauderdale will be responsible for selecting the most qualified Proposers. 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.

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 are not properly executed.

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.

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

GENERAL CONDITIONS

1. **Licensing:**

The Proposer (other than governmental agencies) must provide a copy of its business tax receipt 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.

SUBMITTAL PACKAGE

Submit this portion of the Request for Proposal as your company'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 company, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

TAB #1 Insert Proposer's Qualification Statement (Attachment "A")

TAB #2 **Statement of Capabilities:**

Provide a statement that addresses why the specific Proposer would be in the best posture to deliver the required services.

TAB #3 **Proposal:**

1. Submit an outline of the elements and organizational structure of the team established to manage the project. This is to include the administrative operation and key personnel and their area of responsibility.
2. Describe the Proposer's approach to the management of this contract; describe the methodology employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and training. Please explain any differences or challenges you may have encountered with any client, and the method(s) you employed to overcome them.

TAB #4 **Specific Related Experience of the Firm**

List the last five (5) contracts held comparable to this specific project and related experience accomplished by the proposer firms. Indicate:

- Client Name, address, and telephone number
- Principal/ Project Manager in Charge, licensing/ certifications, various team positions
- Whether your firm was the primary or subcontractor
- Description of the contract including;
- Contract Objective (s)/ accomplishments
- Challenges encountered, resolutions
- Contract Starting and Ending Dates

Tab #5 **Scope of Work**

Proposer should prove the its capability; describing strategies to be used and quality controls. The scope of work should demonstrate knowledge and understanding of branding and the shifting dynamics of how consumers receive and use information today.

TAB #6 **Cost Schedule**

Submit your cost schedule here.

TAB #7 **Personnel/Management**

TAB #8 **Attachments:**

Insert:

Non-Collusive Affidavit (Attachment "B")
Cost Schedule (Attachment "C")
Confirmation of Drug-Free Workplace (Attachment "D")
Signature Page (Attachment "E")
List of Subcontractors (Attachment "F")
References (Attachment "G")
Acknowledgement of Addendums (Attachment "H")
Anti-Trafficking Affidavit (Attachment "I")
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 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:

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 2025-050

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.

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: _____