

**REQUEST FOR QUALIFICATION
RFQ 2026-030**

Digital Services, Advertising, and Media

City of Lauderhill

5581 West Oakland Park Boulevard
Lauderhill, Florida 33313



Visit us on the web at:
<https://lauderhill.ionwave.net/>

Advertise Dates: March 9, 2026 and March 16, 2026

Opens: March 31, 2026 at 10:45 A.M. EST

Date Issued: March 9, 2026

All responses must be submitted electronically via IonWave at:
<https://lauderhill.ionwave.net/>

NOTICE

REQUEST FOR QUALIFICATION

NOTICE IS HEREBY GIVEN that the City of Lauderhill, Florida, is seeking sealed qualifications for:

RFQ NUMBER: 2026-030
Digital Services, Advertising, and Media

The City of Lauderhill will accept sealed qualification documentations until **10:45 A.M. EST on March 31, 2026**. All qualifications must be submitted electronically via IonWave at: <https://lauderhill.ionwave.net/>

Qualifications received after the above date and time will not be considered and will be returned unopened.

The City seeks qualifications from qualified firms to provide comprehensive digital services, advertising, and media services.

All proposers must register online with the City of Lauderhill. The direct link is: <http://www.lauderhill-fl.gov>

Solicitation documents may be examined and obtained beginning March 09, 2026, via IonWave at <https://lauderhill.ionwave.net/>. Vendors obtaining solicitation documents from any source other than IonWave are cautioned that the solicitation package may be incomplete. All addenda will be issued and disseminated by the Finance/Purchasing Department through IonWave.

Questions regarding this solicitation must be submitted through IonWave to the Purchasing Department. The deadline for submitting questions is ten (10) days prior to the proposal due date. Questions received after this deadline will not be answered.

Pursuant to Section 287.05701, Florida Statutes, the City of Lauderhill will not request documentation of, or consider, a vendor's social, political, or ideological interests when determining whether the vendor is responsible.

The following documents must be completed and submitted with the proposal:

- Public Entity Crimes Affidavit
- Foreign Entity Laws Affidavit
- Anti-Human Trafficking Affidavit

A liquidated damages clause outlining the extent and consequences of non-compliance will be included in and enforced under the resulting contract.

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

CITY OF LAUDERHILL, FLORIDA

Stacian Williams
Stacian Williams
Purchasing Agent II

Advertising Dates: March 9, 2026 and March 16, 2026

STATEMENT OF NON-PARTICIPATION
RFQ No.: 2026-030
Digital Services, Advertising, and Media

Notice:

If you do not intend to submit a bid/proposal for this solicitation, please complete this form and upload it to IonWave.

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

- Specifications are 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: _____

Printed Name: _____

Name of Company: _____

Address: _____

City, State, Zip: _____

Date: _____

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SECTION 1 – DEFINITIONS

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

1.1 City:

The City of Lauderdale, 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 another employee expressly designated in writing by the City Manager, who serves as the City's representative concerning the Contract Documents.

1.4 Evaluation/Selection Committee:

City staff and/or outside consultants assigned to evaluate the submitted Qualifications.

1.5 Bidder:

Any individual, firm, or corporation submitting a response to this RFQ, acting directly or through a duly authorized representative.

1.6 Purchasing Office:

The Purchasing Division, Department of Finance, City of Lauderdale.

1.7 Provider / Proposer / Bidder / Contractor / Successful Bidder / Consultant:

The firm receiving an award as a result of this RFQ. These terms may be used interchangeably and shall retain the same meaning.

1.8 Qualifications:

Any offer(s) submitted in response to this RFQ.

1.9 RFQ:

This Request for Qualifications, including all exhibits and attachments as approved by the City, and any addenda or change orders issued by the Purchasing Division.

1.10 Licensed Contractor:

For purposes of this RFQ, a Licensed Contractor shall mean a contractor

properly licensed by the State of Florida as a General, Building, Roofing, or Electrical Contractor, as applicable.

1.11 Subcontractor / Subconsultant:

Any person, firm, entity, or organization, other than the employees of the Successful Bidder, who contracts 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.

1.12 Work / Services / Program / Project / Engagement:

All matters required to be performed by the Successful Bidder in accordance with the Scope of Work and the Terms and Conditions of this RFQ.

1.13 Local Vendor Preference Policy:

In the award of bids and the determination of the lowest, best, and responsible bidder, the City Commission may apply a preference for vendors, contractors, or subcontractors who qualify as local vendors. 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 \$59,999.00) may also consider local vendor preference in accordance with the guidelines established in this subsection.

SECTION 2 – STATEMENT OF WORK

The City of Lauderdale seek qualifications from qualified firms to provide comprehensive digital services, advertising, and media services.

The selected firm shall serve as the Agency of Record (AOR) for the City, providing ad-hoc support to supplement and enhance the capabilities of existing City staff. This engagement is not intended to replace internal staff functions; rather, the selected vendor will work collaboratively with City personnel to fulfill communication and marketing objectives on an as-needed basis.

The selected vendor shall provide, at a minimum, the following services:

2.1 Photography Services

The vendor shall provide professional on-site photography services for:

- Select City Commission and/or Board meetings
- City-sponsored events and programs
- Partnership organization events
- Groundbreakings, ribbon cuttings, and ceremonial events
- Staff headshots and departmental photography, as needed
- Community outreach events

Deliverables:

High-resolution digital images delivered within 48–72 hours of each event.

2.2 Videography Services

The vendor shall provide professional on-site videography services for:

- Select City Commission meetings
- City-sponsored events and programs
- Partnership organization events
- Promotional videos for City initiatives
- Public service announcements (PSAs)
- Event recap videos
- Testimonial and interview-style videos
- Social media reels
- Social media stories

Deliverables:

Edited video content in multiple formats suitable for broadcast, web, and social media distribution. Raw footage shall be archived and made available to the City upon request.

2.3 Social Media Advertising and Management

2.3.1 Ongoing Social Advertising Support

- Strategic planning for paid social media campaigns
- Ad creative development
- Audience targeting and optimization
- Campaign monitoring and real-time adjustments
- Performance reporting and analysis

2.3.2 Platforms

Services shall include, but not be limited to:

- Facebook/Meta
 - Instagram
 - LinkedIn
 - YouTube
 - TikTok (as applicable)
 - Other emerging platforms as directed by the City
-

2.4 Media Buying Services

The vendor shall provide comprehensive media buying services across multiple channels.

2.4.1 Television

- Local and regional broadcast and cable television
- Streaming/OTT platforms
- Connected TV (CTV)

2.4.2 Radio

- Local AM/FM radio stations
 - Digital audio platforms (e.g., Spotify, Pandora, iHeartRadio)
-

2.4.3 Digital/Online

- Display advertising
- Programmatic advertising
- Search engine marketing (SEM)
- Geofencing and location-based advertising

2.4.4 Out-of-Home (as needed)

- Billboards
- Transit advertising
- Digital signage

Media Buying Services shall include:

Market research, rate negotiation, placement scheduling, trafficking, and post-campaign analysis, including proof of performance.

2.5 Content Creation (Ad-Hoc)

The vendor shall provide on-demand content creation services, including:

- Graphics for social media posts
 - Digital advertisements (static and animated)
 - Short-form and long-form video content
 - Infographics
 - Email newsletter templates and content
 - Blog posts and written content
 - Motion graphics
-

2.6 Print Design Services

The vendor shall provide print design services as needed, including:

- Street signs
- Flyers and posters
- Brochures and pamphlets
- Event programs
- Annual reports
- Signage and banners
- Direct mail pieces
- Promotional materials

Note: Print production and printing costs are separate from design fees unless otherwise specified in writing.

2.7 Project Management and Collaboration

2.7.1 Status Meetings

The vendor shall participate in weekly or bi-weekly status meetings with the City communications team to:

- Review ongoing projects and deliverables
- Discuss upcoming events and content needs
- Address issues or concerns
- Coordinate timelines and deadlines

2.7.2 Content Calendar

The vendor shall develop and maintain a comprehensive content calendar that includes:

- Scheduled social media posts
- Planned advertising campaigns
- Upcoming events requiring coverage
- Content production timelines
- Key milestones and deadlines

The content calendar shall be shared with City staff and updated weekly.

SECTION 3 – QUALIFICATION REQUIREMENTS

All qualifications must include the following:

3.1 Cover Letter

A cover letter signed by an authorized representative, including:

- Statement of interest
 - Brief summary of qualifications
 - Primary contact information
 - Acknowledgment of any addenda issued
-

3.2 Company Profile

- Company name, address, and contact information
 - Year established
 - Ownership structure (corporation, LLC, partnership, etc.)
 - Number of employees
 - Office location(s) serving this contract
-

3.3 Qualifications and Experience

- Description of relevant experience providing similar services to government entities, particularly municipalities
 - List of current and past clients (past five (5) years)
 - Minimum of three (3) client references with contact information
 - Case studies or examples of similar work performed
-

3.4 Team and Staffing

- Organizational chart for the proposed team
 - Resumes and qualifications of key personnel assigned to this contract
 - Identification of the primary account manager/point of contact
 - Description of any subcontractors to be utilized
-

3.5 Technical Approach

- Detailed description of how the vendor will approach each element of the Scope of Work
 - Proposed methodology for project management and communication
 - Sample content calendar format
 - Description of tools and technologies to be utilized
-

3.6 Work Samples / Portfolio

- Examples of photography work
 - Examples of videography work (links)
 - Examples of website design/redesign projects
 - Examples of social media campaigns
-

- Examples of media buying campaigns with measurable results
 - Examples of print design work
-

3.7 Pricing Proposal

Proposers shall provide detailed pricing for all services outlined in the Scope of Work. Pricing may be structured as:

- Monthly retainer fee (clearly specify services included)
- Hourly rates by staff category
- Per-project fees for specific deliverables
- Media buying fees/commission structure
- Any additional fees or reimbursable expenses

SECTION 4 - GENERAL TERMS AND CONDITIONS

SUBMISSION OF QUALIFICATIONS

It is the Contractor's responsibility to read and fully understand the requirements of this RFQ.

All responses must be submitted electronically via IonWave at:
<https://lauderhill.ionwave.net/>

Proposers shall submit responses in accordance with the Submittal Package section of this RFQ. Failure to follow submission instructions may result in disqualification.

AWARD

Qualified vendors will be evaluated and selected for placement on the City's Roster.

The City reserves the right to accept or reject any or all submissions, to waive informalities or irregularities, and to award in a manner deemed to be in the best interest of the citizens of the City of Lauderhill.

Qualifications will be scored in accordance with the following evaluation criteria. The City of Lauderhill Local Vendor Preference Policy shall apply to this solicitation.

Only qualified and responsive vendors receiving a minimum score of eighty (80) points will be considered for inclusion.

Qualifications will be evaluated by the Evaluation/Selection Committee using the criteria outlined below. The City reserves the right to request presentations, interviews, clarifications, or additional information as part of the evaluation process.

Evaluation Criteria	Description	Max Points
Experience & Qualifications of Firm	Demonstrated experience providing digital services, advertising, and media services, particularly for municipalities or government agencies; overall firm stability and years in business.	20
Relevant Government Experience & Past Performance	Successful completion of similar projects within the past five (5) years; quality of work performed; client satisfaction; references.	15
Creative & Technical Capability	Strength and quality of photography, videography, social media campaigns, media buying, content creation, and print design samples; demonstrated creativity and innovation.	20
Project Approach & Methodology	Understanding of the City’s needs; proposed strategy for collaboration, content planning, campaign execution, reporting, and responsiveness; sample content calendar and workflow.	15
Key Personnel & Staffing Plan	Qualifications, experience, and availability of proposed team members; clarity of roles; strength of account management structure.	10
Media Buying & Digital Strategy Expertise	Demonstrated expertise in audience targeting, analytics, performance measurement, rate negotiation, and optimization across digital, broadcast, and social platforms.	10
Local Vendor Preference	Preference applied in accordance with the City of Lauderhill Local Vendor Preference Policy.	10
Total Possible Points		100

Additional Considerations

- Proposers may be required to participate in interviews or presentations.
- The City may conduct reference checks and independently verify past performance.
- The City reserves the right to negotiate pricing and scope prior to award.

Firms achieving a minimum score established by the City may be considered for award or placement on the Contractor Roster.

BONDING, LICENSES, AND INSURANCE

The Contractor shall furnish proof of insurance coverage as required below. Coverage must remain in force for the duration of the contract.

The City of Lauderhill must be listed as an "Additional Insured" on the Certificate of Insurance. This designation must be stated in the description section of the certificate.

Any costs associated with adding the City as an Additional Insured shall be borne by the Contractor.

The City shall receive written notice at least ten (10) days prior to cancellation or modification of any required insurance coverage. If the insurer cannot provide such notice, it shall be the Contractor's responsibility to provide written notice via registered mail, return receipt requested, to the Purchasing Department.

All insurance must be issued by an A.M. Best "A-" rated or better insurance company authorized to conduct business in the State of Florida, subject to approval by the City's Risk Manager.

Any exclusions that preclude coverage for work contemplated under this RFQ shall be deemed unacceptable and considered a breach of contract.

Required Coverages

Workers' Compensation Insurance

As required by Florida Statutes. Exemptions must comply with Florida law.

Commercial General Liability (CGL)

Coverage shall include:

- Premises/Operations
- Products/Completed Operations
- Independent Contractors
- Contractual Liability
- Personal and Advertising Injury

Limits:

Combined Single Limit (Bodily Injury/Property Damage): \$1,000,000

Automobile Liability Insurance

Covering all owned, hired, and non-owned vehicles.

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

Coverage shall include liability assumed under the indemnification provisions of the contract.

A copy of all current Certificates of Insurance must be included with the proposal.

Certificate Holder:

City of Lauderhill
Finance Department
5581 West Oakland Park Boulevard
Lauderhill, Florida 33313

TERMS OF AGREEMENT

Eligible Contractors will be placed on the Contractor Roster for a period of three (3) years from the date of award.

The City reserves the right to renew eligibility for two (2) additional one (1) year periods based upon satisfactory performance.

The City will maintain the Contractor Roster and may rotate among eligible Contractors for competitive bidding opportunities.

CONTRACTOR'S RESPONSIBILITY

The Contractor shall provide sufficient workforce and properly marked equipment to perform all work safely and efficiently.

All equipment must be in good working order.

The Contractor shall exercise extreme care to safeguard facilities, irrigation systems, windows, vehicles, and surrounding property. Any damage to public or private property shall be repaired or replaced by the Contractor at no additional cost to the City.

The Contractor must immediately notify the City of any damage and shall restore affected property to equal or better condition.

PERFORMANCE MEASURES

Contractor performance will be evaluated based on, but not limited to:

1. Meeting agreed-upon deadlines
2. Ability to perform all agreed-upon work
3. Production of quality workmanship
4. Adherence to agreed-upon pricing

Failure to meet performance standards may result in sanctions, including removal from the Contractor Roster.

The undersigned certifies that they are legally authorized to bind the firm to the terms of this RFQ and that they have examined the RFQ documents and agree to fulfill all requirements if selected.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____ Cell: _____

Print Name: _____ Email: _____

Federal Tax ID: _____

Authorized Signature: _____

SECTION 5 - SUBMITTAL PACKAGE

Submit the following materials exactly as outlined below. Proposals shall be organized and tabbed accordingly.

TAB #1

Proposer's Qualification Statement (Attachment "A")

TAB #2

Statement of Capabilities

Provide a statement explaining why the Proposer is uniquely qualified to deliver the required services.

TAB #3

Specific Related Experience

Provide seven (7) project examples, including a minimum of five (5) government projects comparable in scope. Include:

- Client name, address, and telephone number
- Whether your firm was the prime or subcontractor
- Contract start and end dates

TAB #4

Ability to Perform

- Signed copy of the RFQ Performance Measures
- Five (5) project examples demonstrating proficiency in project management and cost control

TAB #5

Attachments

Include the following:

- Non-Collusive Affidavit (Attachment "B")
- Confirmation of Drug-Free Workplace (Attachment "C")
- Certified Resolution (Attachment "D")
- Acknowledgement of Addendums (Attachment "E")
- Certificate(s) of Insurance
- Required Licenses

ATTACHMENT "A"

PROPOSER'S QUALIFICATIONS STATEMENT

The Proposer shall furnish the following information. Failure to comply with this requirement may render the proposal non-responsive and subject to rejection. Additional sheets may be attached as necessary.

Proposer's Name and Principal Address:

Contact Person's Name and Title:

Telephone Number: _____ **Email:** _____

Proposer's License Number: _____
(Attach Certificate of Competency and/or State Registration, if applicable.)

Federal Identification Number: _____

Number of Years in Business (in this type of work): _____

Names and Titles of All Officers, Partners, or Individuals Doing Business Under Trade Name:

Type of Business (Check One):

- Sole Proprietorship
- Partnership
- Corporation

Surety Company and Agent (Name, Address, Telephone):

Experience and Background

1. Have you ever failed to complete work awarded to you?
If yes, provide details (when, where, and why):
-

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

Yes No

3. Will you subcontract any part of this Work?
If yes, provide details including subcontractors performing more than ten percent (10%) of the contract amount:
-

Note: Subcontractors may not be amended after award without prior written approval of the Contract Administrator.

4. List and describe all bankruptcy petitions filed by or against the Proposer, its parent, subsidiaries, or predecessor organizations within the past five (5) years, including disposition:
-

5. List and describe all successful bond claims made against the Proposer or predecessor organizations within the past five (5) years:
-

6. List all claims, arbitrations, administrative hearings, and lawsuits brought by or against the Proposer within the past five (5) years (include case name, case number, project name, and subject matter):
-

7. List and describe all criminal proceedings related to business matters involving the Proposer or its principals within the past five (5) years:
-

8. Has the Proposer, its principals, officers, or predecessor organizations been convicted of a Public Entity Crime, debarred, or suspended from

bidding by any government entity within the past five (5) years?
If yes, provide details:

The Proposer acknowledges that the City will rely upon the information provided herein. Any omission or misrepresentation that materially affects qualifications may result in rejection or termination of award.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT "B"

NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared:

_____,
who, being first duly sworn, deposes and states as follows:

1. The Proposer is the _____
(Owner, Partner, Officer, Representative, or Agent)
of _____ (Name of Firm).
2. The Proposer is fully informed regarding the preparation and contents of the attached Proposal and all pertinent circumstances relating thereto.
3. The Proposal is genuine and is not a collusive or sham submission.
4. Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees, or other parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other proposer, firm, or person to:
 - o Submit a collusive or sham proposal;
 - o Refrain from submitting a proposal;
 - o Fix or otherwise manipulate prices, overhead, profit, or cost elements; or
 - o Secure any unlawful advantage against the City of Lauderhill or any person interested in the proposed contract.
5. The prices quoted in the attached Proposal are fair and proper and are not the result of collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest.

FURTHER AFFIANT SAYETH NAUGHT.

By: _____

Signature of Proposer

Printed Name: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____, **20**.

Notary Public – State of _____

My Commission Expires: _____

ATTACHMENT "C"

CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, the Proposer certifies that it maintains a Drug-Free Workplace Program and that the following requirements have been implemented:

1. A published 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.
2. Employees are informed of:
 - o The dangers of drug abuse in the workplace;
 - o The firm’s policy of maintaining a drug-free workplace;
 - o Available drug counseling, rehabilitation, and employee assistance programs; and
 - o The penalties that may be imposed for drug abuse violations.
3. Each employee engaged in providing commodities or contractual services under this RFQ has received a copy of the firm’s drug-free workplace policy statement.
4. Employees are notified that, as a condition of working on this contract, they must:
 - o Abide by the terms of the policy; and
 - o Notify the employer within five (5) days of any conviction of, or plea of guilty or nolo contendere to, a violation of Chapter 893, Florida Statutes, or any controlled substance law of the United States or any state, for a violation occurring in the workplace.
5. The firm imposes sanctions or requires satisfactory participation in a drug abuse assistance or rehabilitation program for any employee so convicted.
6. The firm makes a good faith effort to continue maintaining a drug-free workplace through implementation of these requirements.

A signed copy of the firm’s Drug-Free Workplace Policy must be attached to this form and submitted with the proposal.

I hereby certify that the above-named firm complies fully with the requirements of this section.

Vendor Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____ Date: _____

ATTACHMENT "D"

CERTIFIED RESOLUTION (Corporate Authority)

I, _____, the duly elected Secretary of _____ (Business Name), a corporation organized and existing under the laws of the State of _____, do hereby certify that the following resolution was duly adopted by the Board of Directors of said corporation at a meeting held in accordance with law and the corporation's bylaws:

"IT IS HEREBY RESOLVED THAT

(Name of Authorized Individual)

the duly elected _____
(Title of Officer)

of _____ (Business Name)

is hereby authorized to execute and submit a Proposal and any required Bid Bond to the City of Lauderhill, and to execute any and all documents necessary to bind the corporation to the terms and conditions of the RFQ and resulting contract."

The Secretary shall certify the names and signatures of those authorized to act pursuant to this resolution.

The City of Lauderhill shall be entitled to rely upon this certification and shall be held harmless from any claims arising from reliance upon the signature of any person so certified.

I further certify that the above resolution remains in full force and effect and has not been amended, revoked, or rescinded.

Authorized Individuals:

Name

Title

Signature

Given under my hand and the seal of said corporation this _____ day of _____, **20**.

Secretary

(Corporate Seal)

Corporate Title

*Note: The Certified Resolution must clearly demonstrate that the individual signing the

ATTACHMENT "E"

AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS

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

1. The Entity does not engage in human trafficking or the use of coercion for labor or services as defined in Section 787.06, Florida Statutes.
2. The Entity is in compliance with all applicable provisions of Section 787.06, Florida Statutes, relating to Human Trafficking.
3. 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.

FURTHER AFFIANT SAYETH NAUGHT.

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

Entity Name: _____

By (Signature): _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, **20**_____, by _____, who is personally known to me or has produced _____ as identification.

Notary Public – State of _____

My Commission Expires: _____

ATTACHMENT "F"

ACKNOWLEDGEMENT OF ADDENDUM

RFQ _____
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 the RFQ. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.