



**REQUEST FOR QUALIFICATIONS  
NO.: 2026-019**

**PRINTING SERVICES**

**Issued for:**

**VARIOUS DEPARTMENTS**

Visit us on the web at: [www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Opens: January 12, 2026**

**Date Issued: December 18, 2025**

**REQUEST FOR QUALIFICATIONS  
NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that the City of Lauderhill is seeking sealed qualifications for the following work as specified:

**RFQ NUMBER: #2026-019  
PRINTING SERVICES**

The City of Lauderhill will accept sealed qualifications until **2:45 P.M. EST**, on **January 12, 2026** via **IonWave** at <https://lauderhill.ionwave.net>, and qualifications will be opened at **3:00 P.M.** qualifications received after 2:45 P.M. EST will not be considered.

The intent of this RFQ is to assemble a list of qualified vendors to perform a variety of administrative printing services on an on- going, as needed, basis throughout the contract period. The contract will be for two (2) with a one (1) year renewal.

Work performed is expected to be routine in nature and of a scope normally required by a public service agency. Types of products expected to be procured under the awarded contract include but are not limited to:

- Stationery with the agency's logo
- Address, and related contact information
- Matching 'second page' stationery that would not require any artwork
- Various sized business envelopes
- Business cards
- Forms
- Operational manuals on 8 ½" x 11" plain three (3) hole punched paper
- Member handbooks (5.5 "x 8.5" finished size) saddle stitched, three tab with self-mailing covers
- Miscellaneous print jobs in limited quantities ranging from hundreds to thousands of pieces.

All proposers are required to register online at [www.colvendor.com](http://www.colvendor.com).

The full Statement of Work will be available on and after **December 18, 2025**, on IonWave at <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 RFQ 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.

A liquidated damages clause will be included in the contract, detailing the consequences of non-compliance, which will be enforced for this project.

All proposers must register online with the City of Lauderhill at [www.colvendor.com](http://www.colvendor.com).

The City encourages local vendor participation, and this procurement qualifies for Local Vendor Preference in accordance with Section 2-139 of the City's Code of Ordinances.

Proposers agrees to extend identical pricing and goods under the same terms and conditions to other governmental entities. Any contracting agency wishing to use the services will enter into a separate agreement with the successful proposer.

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 compliance with **Section 287.05701, Florida Statutes**, the City of Lauderhill will not consider a vendor's social, political, or ideological views when evaluating proposals.

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

CITY OF LAUDERHILL, FLORIDA



Kentrea L. Dykes

**Purchasing and Contracts Manager**

Advertised on: **December 18, 2025 and December 26, 2025**

# Table of Contents

<b>Item</b>	<b>Description</b>
Section 1	Definitions
Section 2	Scope of Services
Section 3	Qualifications
Section 4	Term
Section 5	Inquiries
Section 6	Submittal Information: How, When & Where
Section 7	Evaluation Methodology
Section 8	Selection
Section 9	Rejection Criteria
Section 10	Waivers
Section 11	Insurance Requirement
Section 12	General Condition
Section 13	Submittal Package
Attachment A	Proposer's Qualification Statement
Attachment B	Non-Collusive Affidavit
Attachment C	Cost Schedule
Attachment D	Confirmation of Drug-Free Workplace
Attachment E	Signature Page/Certification
Attachment F	List of Subcontractors
Attachment G	References
Attachment H	Acknowledgement of Addendum

**STATEMENT OF NON- PARTICIPATION**

**RFQ NO.: 2026-019  
PRINTING SERVICES**

*Note: If you do not intend to submit a bid or 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(s):

- 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

The following terms, when used in the Proposal, shall have the meanings ascribed to them below:

**1.1 City:** Refers to the City of Lauderhill, Florida.

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

**1.3 Contract Administrator:** The Purchasing and Contracts Manager, or any other City employee specifically designated in writing by the City Manager, who acts as the City's representative concerning the Contract Documents.

**1.4 Evaluation/Selection Committee:** A group of City staff members and/or external consultants assigned the responsibility of evaluating and selecting the submitted proposals.

**1.5 Proposer:** Any individual, firm, or corporation that submits a proposal for this project, either directly or through an authorized representative. For the purposes of this Agreement, "Proposer" is synonymous with "Bidder."

**1.6 Proposal:** Any submission made in response to this Request for Qualification, also referred to as a "Bid." The term is interchangeable while maintaining the same meaning.

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

**1.8 Provider, Bidder, Contractor, Successful Proposer, Vendor, or Consultant:** The Proposer who is awarded the contract as a result of this Request for Qualification. These terms may be used interchangeably, each retaining the same meaning.

**1.9 Qualifications/Proposal:** Refers to the Offer(s) submitted in response to the Request for Qualification.

**1.10 Request for Qualification (RFQ):** The document that constitutes the Request for Qualification, including all exhibits, attachments, and any subsequent addendums or change orders issued by the Purchasing Division.

**1.11 Subcontractor/Subconsultant:** Any individual, firm, entity, or organization, other than the employees of the Successful Proposer, contracted to provide labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly.

**1.12 Local Vendor Preference Policy:** When awarding bids and determining the lowest, best, and most responsible bidder, the City Commission may offer a preference to local vendors, contractors, or subcontractors. This preference is at the discretion of the City Commission. Additionally, purchases and contracts within the

authority of the City Manager (valued up to \$59,999.00) may also apply the local vendor preference in accordance with the guidelines outlined in this section.

---

## **SECTION 2 – SCOPE OF SERVICES**

City of Lauderdale is seeking proposals to perform a variety of administrative printing services on an on-going, as needed basis throughout the contract period. Work performed is expected to be routine in nature and of a scope normally required by a public service agency. Types of products expected to be procured under the awarded contract include but are not limited to:

- Stationery with the agency's logo
- Address, and related contact information
- Matching 'second page' stationery that would not require any artwork
- Various sized business envelopes
- Business cards
- Forms
- Operational manuals on 8 ½" x 11" plain three (3) hole punched paper
- Member handbooks (5.5 "x 8.5" finished size) saddle stitched, three tabs with self-mailing covers
- Step and Repeat 8 X8
- Signs 96 x 48
- Yard Signs
- Door Hangers 4 X 11
- Hand Cards
- Reflective Signs
- Banners
- 8 x 4 corrugated plastic
- Light pole banners
- Door stickers
- Brochures
- Magazines
- Custom towels
- Various sizes coroplast cake toppers
- Post cards and mailing
- Door vinyl removal and installation
- Various size magnets
- Miscellaneous print jobs in limited quantities ranging from hundreds to thousands of pieces.

Since the exact quantities and products will change based upon business necessity and cannot be predicted with exact certainty, the City is

seeking proposals that will identify quantity price discounts at pre-determined levels for standard and non-standard print jobs using both camera-ready copy supplied by City of Lauderhill as well as artwork designed and maintained by the selected vendor.

- Proposals should provide pricing for various types of products as well as estimated pricing at graduated quantity levels
  - Costs associated with the artwork design and production should be listed separately where feasible
  - Discuss any creative pricing or payment options the Applicant can provide
  - Describe alternate approaches to the requested services where feasible or additional services offered or recommended, which may not be specifically requested but of benefit to the City of Lauderhill
- 

### **SECTION 3 – QUALIFICATIONS**

Proposals will be considered from qualified firms or individuals whose experience includes successful work on similar projects. Additionally, the firm must have a sufficient number of qualified staffs in the applicable disciplines to complete the work in a timely manner and in accordance with State of Florida statutes and standards, where applicable.

---

### **SECTION 4 - TERM**

The City anticipates awarding contract(s) for **two (2) years with one (1) additional one (1) year renewal option**, contingent on funding availability. Failure to complete work or satisfy deadline requirements shall result in termination of any future obligations of the City of Lauderhill to the company.

---

### **SECTION 5 – INQUIRIES/AVAILABILITY**

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

Solicitation documents shall be obtained by download via 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 Qualifications (RFQ) may be grounds for elimination from the selection process.

---

## **SECTION 6 – SUBMITTAL INFORMATION: How, When & Where**

- Qualifications must be submitted via IonWave at <https://lauderhill.ionwave.net/>.
  - Qualifications 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 Qualifications by the Proposer will be considered an Offer to perform the required services.
  - Proposers certify that prices, terms, and conditions in their Qualifications will be firm for a period of ninety (90) days from the bid opening date unless otherwise stated by the City.
  - Qualifications cannot be withdrawn before the expiration of ninety (90) days. After that period, withdrawals may only be made with written notification to the City.
  - Prices must be firm with no escalator clauses unless specified by the City.
- 

## **SECTION 7 – EVALUATION METHODOLOGY**

### **Evaluation Criteria**

Proposals will be scored and awarded points in accordance with the following evaluation criteria. The City of Lauderhill's local vendor preferences will apply to this solicitation. Qualified and responsive contractors that receive over eighty points will be added to the contractor roster.

<b>Evaluation Category</b>	<b>Points</b>
<b>Professional Experience of Vendor and Staff</b>	40
<b>Past Performance</b>	15
<b>Firm Approach to Projects and/or Events</b>	25
<b>References</b>	10
<b><u>Price</u></b>	<u>10</u>
<b>Total Max Points</b>	<b>100</b>

---

## **SECTION 8 – SELECTION PROCEDURE**

An Evaluation Committee appointed by the City of Lauderhill will be responsible for recommending the most qualified Proposers to the City Commission for selection. The Committee may request additional or

clarifying information from any Proposer. The Committee may also, at its discretion, request oral presentations to further evaluate the qualifications of Proposers.

**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.

The City reserves the right to award to one proposer, to split the award among multiple proposers, or to not award.

---

### **SECTION 9 – REJECTION CRITERIA**

A RFQ submission 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 RFQ.
- Inaccurate or misleading information provided in the proposal.
- Non-compliance with the RFQ 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 RFQ response Package have not been properly followed.
- The RFQ response Package is found to have concealed or contained false and/or misleading information.
- The City did not receive the RFQ Package prior to the submittal deadline.
- Your firm is not licensed with the Florida Secretary of State to do business in Florida. You must submit a State of Florida Certificate of Status for your firm.
- Executed Non-Collusive/and or Drug Free Workplace Affidavits are not submitted with the response.
- The Proposal signature page and certification is not properly executed.

---

### **SECTION 10 - WAIVERS**

The City in its sole discretion, reserves the right to reject any and all proposals, accept any proposal or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

---

## **SECTION 11 - INSURANCE REQUIREMENTS**

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

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

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

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

### **Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

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

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability

- d. Products/Completed Operations
- e. Broad Form Contractual Liability

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

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

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

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

Automobile Liability Insurance

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

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

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

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

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

Certificate holder should be addressed as follows:

City of Lauderdale  
Finance Department  
5581 West Oakland Park Blvd.  
Lauderhill, FL 3331

## **SECTION 12 - SUBMITTAL PACKAGE**

Submit this portion of the Request for Proposal 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**

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

- Ensure that all requested qualifications are included in this section, per Attachment A.
- 

### **TAB #2**

#### **Statement of Capabilities:**

- Provide a statement that addresses why your specific firm is best positioned to deliver the required services.
  - **Limit to one (1) page.**
- 

### **TAB #3**

#### **Experience of Team**

Provide information on the experience and qualifications of your team include the number of certified technicians assigned to the City. Please provide a flow chart of the proposed operation of the City account. Include information from initial contact through final inspection by City contract manager including approval levels, checks and balances. (include organizational chart.)

---

### **TAB #4**

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

- List the last five (5) contracts held that are comparable to this specific project and related experience accomplished by the proposer's firm. For each contract, include:
  - 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, and how they were resolved
    - Contract Start and End Dates
- 

## **TAB #5**

### **Cost Schedule:**

- Submit your **Cost Schedule** here as requested.
- 

## **Tab #6**

### **Ability to Perform**

- Include a signed copy of the RFQ's Performance Measures.
  - Provide five examples of completed projects that demonstrate your firm's proficiency in project management and cost control.
- 

## **TAB #7**

### **Attachments for Insertion:**

- Proposer's Qualifications Statement (Attachment A)
- 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 Addendum (Attachment H)
- Certificate of Insurance, and Licenses

## **PERFORMANCE MEASURES**

The work of the qualified contractors will be accessed on the terms of the RFQ using factors including but not limited to:

1. Meeting agreed upon deadlines
2. Ability to perform all agreed upon work
3. Ability to produce quality workmanship
4. Adherence to agreed upon prices

Failure to meet these or any other performance measures can result in sanctions including removal from the qualified list.

The undersigned declare to have specific and legal authorization to obligate their firm to the terms of this RFQ, and further that they have examined the RFQ, general specifications and other documents included in this RFQ request and hereby promises and agrees that, if this RFQ is accepted they will faithfully fulfill the terms of this RFQ.

Company Name:

---

Address:

---

---

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Print Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal Tax ID:

---

Authorized Signature:

---

**ATTACHMENT A  
PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render the Bid non-responsive and cause its rejection. Additional sheets may 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:**

(Insert email address)

---

**PROPOSER'S License Number:**

---

**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 subcontractor(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 the 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 five (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 the CITY in awarding the contract and such information is warranted by the 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:**  
(Insert signature of authorized representative)

**ATTACHMENT B  
NON-COLLUSIVE AFFIDAVIT**

---

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

---

**[Name of Bidder]**, 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, representatives, 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** \_\_\_\_\_  
(Signature of Bidder)

---

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
**20.**

---

**Notary Public (Signature)**

---

**My Commission Expires:** \_\_\_\_\_

---

Be sure to complete all blanks with the appropriate information, and have the affidavit notarized before submission. Let me know if you need further assistance with any part of this!

**ATTACHMENT C**  
**COST SCHEDULE**

---

## 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.

**Signer's Name** (Typed or Printed): \_\_\_\_\_

**Title of Signer:** \_\_\_\_\_

**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 shortlisted 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:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name, Title:** \_\_\_\_\_

---

(If a corporation, affix seal)

**Company:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Attested by Secretary:** \_\_\_\_\_

**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.

---

<b>Work to Be Performed</b>	<b>% Total Contract</b>	<b>Contractor License No. (if applicable)</b>	<b>Subcontractor Name/Address</b>
-----------------------------	-------------------------	---	-----------------------------------

---

*Please ensure to list the specific work to be performed, the percentage of the total contract the subcontractor will complete, the contractor's license number (if applicable), and the subcontractor's name and address as requested.*

## **ATTACHMENT G**

### **REFERENCES**

Please list a minimum of five (5) government agencies, with whom you have done business during the last five years, as well as the types of advertising service provided. (Please use additional sheets if you wish to provide additional references).

---

<b>Agency/Firm Name</b>	<b>Contact Name</b>	<b>Address, City, St., Zip</b>	<b>Phone/Fax Email</b>	<b>Services Provided</b>
-----------------------------	-------------------------	------------------------------------	------------------------	------------------------------

---

*Please ensure all requested information is filled out for each reference, providing a complete and accurate listing of your past clients.*

**ATTACHMENT H**

**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.*

**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: \_\_\_\_\_

**CERTIFIED RESOLUTION**

I, \_\_\_\_\_ (Name), the duly elected Secretary of  
\_\_\_\_\_ (Corporate Title), a corporation organized and 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 if the said corporation.

“IT IS HEREBY RESOLVED THAT \_\_\_\_\_ (Name)” The duly elected  
\_\_\_\_\_ (Title of Officer) of \_\_\_\_\_ (Corporate  
Title) be and is hereby authorized to execute and submit a response and bond, if  
such bond is required, to the and such other instruments in writing as may be  
necessary of behalf of the said corporation; and that the response, 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\_\_\_\_\_ .

(SEAL)

By: \_\_\_\_\_

Secretary

\_\_\_\_\_  
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 in its behalf.

