



**REQUEST FOR PROPOSAL
NO.: 2025-040**

DRUG AND ALCOHOL TESTING SERVICES

Issued for:

HUMAN RESOURCES DEPARTMENT

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

Opens: April 30, 2025

Date Issued: March 31, 2025

REQUEST FOR PROPOSALS

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

RFP NUMBER: #2025-040 DRUG AND ALCOHOL TESTING SERVICES

The City of Lauderhill will be accepting sealed proposals until 10:45 A.M. on April 30, 2025. All proposal shall be submitted via IonWave <https://lauderhill.ionwave.net/>

Proposals received after 10:45 A.M. EST will not be considered and will be returned unopened.

The City is seeking a reputable hospital or laboratory certified by the State of Florida to test urine and/or blood specimens using a computer-based program to assess City employees for reasonable suspicion and post-accident testing.

Solicitation documents will be available starting **March 31, 2025**, and can be accessed through IonWave at <https://lauderhill.ionwave.net/>. Vendors who obtain documents from sources other than IonWave should verify completeness, as documents from other sources may be incomplete. Addendums will also be posted on IonWave by the Finance/Purchasing Department.

Responsible inquiries regarding this RFP may be submitted via IonWave. The deadline for submitting questions is **ten days** prior to the due date, and any questions received after this time will not be answered.

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

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.

A liquidated damages clause outlining the extent and outcomes of non-compliance will be included and enforced on this project.

The **City Commission of the City of Lauderhill** reserves the right to reject any and all proposals, to waive any and all informalities or irregularities, and to accept or reject all or any part of any proposal as deemed to be in the

best interest of the citizens of the City of Lauderdale. The winning firm is required to enter into a contract with the City of Lauderdale.

CITY OF LAUDERHILL

A handwritten signature in black ink, reading "Kentrea L. Dykes". The signature is fluid and cursive, with the first name "Kentrea" being more prominent than the last name "Dykes".

Kentrea Dykes
City of Lauderdale
5581 W. Oakland Park Blvd
Lauderdale, FL 33313

Advertised Dates: March 30, 2025 and April 6, 2025

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STATEMENT OF NON-PARTICIPATION

RFP NO.: 2025-040 DRUG AND ALCOHOL TESTING SERVICES

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

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

- ☐ 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 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 another employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.

1.4 Evaluation/Selection Committee: City staff and/or outside consultants assigned to evaluate the submitted 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 mean the same thing as "Bidder."

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

1.7 Purchasing Office: The Purchasing Division - Department of Finance of the 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. Said terms may be used interchangeably while retaining the same meaning.

1.9 Qualifications/Proposal: Proposals or Offers submitted in response to this Request for Proposal.

1.10 Request for Proposal, "RFP", or Proposal: This Request for Proposal including all Exhibits and Attachments as approved by the City, and any addendums 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 Successful Proposer 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 Proposer.

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

SECTION 2 – SCOPE OF SERVICES

Objectives

The City of Lauderhill is seeking a certified medical laboratory provider that meets the federal and state requirements for drug and alcohol testing. The provider must comply with the guidelines set forth by the Alcohol, Drug Abuse, and Mental Health Administration (SAMHSA) and the U.S. Department of Health and Human Services for drug testing. The selected provider must be capable of conducting urine and/or blood testing for drug and alcohol screening related to reasonable suspicion, post-accident, and random testing of City employees.

Drug and Alcohol Testing

The City requires the following types of drug and alcohol testing for its employees:

- 1. Probable cause/reasonable suspicion drug and alcohol testing**
- 2. Post-accident drug and alcohol testing**
- 3. Random drug and alcohol testing**

The proposer must be able to perform these tests at a facility within Broward, Miami-Dade, or Palm Beach County, Florida, with easy access to Lauderhill. Testing must be available during and after regular business hours, with or without advance notice, on any day of the week. Additionally, the vendor may be asked to collect samples at various City locations and work sites.

Testing must adhere to City policies, collective bargaining agreements, and applicable Florida statutes, specifically Florida Administrative Code Rule 59A-24.006, and National Institute on Drug Abuse (NIDA) standards for a ten-panel drug test, which includes:

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Metabolites (benzoylecgonine)
- Marijuana metabolites (delta-9-tetrahydrocannabinol-9-carboxylic acid)
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene

The proposer must provide a **Medical Review Officer (MRO)** for reviewing and following up on positive test results. Results must be delivered in a timely manner, both verbally and in writing, with full confidentiality.

The following services are required:

1. **Probable cause/reasonable suspicion drug and alcohol testing**
2. **Post-accident drug and alcohol testing**
3. **Random drug testing**
4. **Follow-up drug and alcohol testing**
5. **Medical Review Officer services**
6. **After-hours and/or 24-hour availability, 7 days a week**

Conditions of Services Performed

The following are minimum requirements for service delivery:

1. Availability 24 hours a day, 7 days a week.
2. On-call availability for immediate testing.
3. Collection of two (2) samples during each service visit.
4. No appointment necessary for specimen collection.
5. Audit trails of services performed must be provided in writing.
6. Full written documentation of services performed.
7. Testing performed in accordance with the Florida Administrative Code Rule 59A-24.006.
8. Monthly invoices with detailed records of services performed.
9. Testing primarily conducted at the vendor's facility with occasional specimen collection at City locations and work sites.
10. Prompt and clear reporting of both negative and positive test results to the City.
11. Adherence to NIDA and Drug-Free Workplace standards.
12. Access to an online database to view test results after review and verification by the MRO.
13. Technical support for the program as required by the City.
14. Compliance with chain of custody procedures according to NIDA and Florida statutes.

SECTION 3 – QUALIFICATIONS

3.1 Qualification Criteria

Proposals will be accepted from reputable, State of Florida-certified medical laboratories with experience in providing drug and alcohol testing services. The vendor must have a qualified and experienced team to meet the requirements and timeline, ensuring compliance with Florida statutes and

industry standards.

SECTION 4 – TERM OF CONTRACT

4.1 Contract Duration

The contract will be awarded for a **three (3) year term**, with the possibility of extending for **two (2) additional one-year options**, contingent on funding availability. The City reserves the right to terminate the contract if the vendor fails to meet deadlines or satisfactory performance standards.

SECTION 5 – INQUIRIES/AVAILABILITY

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

5.2 Solicitation documents shall be obtained by download from IonWave.

SECTION 6 – SUBMITTAL INFORMATION: How, When & Where

6.1 Proposers should submit (in a sealed envelope indicating Proposer's name and Request for Proposal (RFP) number) copies of the Proposal, each identified as follows:

- **RFP No.:** RFP 2025-040
- **RFP Name:** DRUG AND ALCOHOL TESTING SERVICES
- **Due Date/ Time:** April 30, 2025 @ 10:45 A.M.

6.3 Responses to the RFP must be signed by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Proposal by the Proposer will be considered by the City as constituting an Offer by the Proposer to perform the required services.

SECTION 7 - EVALUATION METHODOLOGY

Evaluation Criteria

A contract will be awarded to the consultant whose proposal is judged by the City of Lauderhill to be in its best interests, and whose proposal most closely satisfies the overall project specifications, as well as other factors, including, but not limited to:

CRITERIA	MAXIMUM POINTS
A. Project Understanding	15
B. Project Approach	20
C. Ability to Perform/Staffing of Project	20
D. Experience	25
E. Best Value/Cost Effectiveness	10
F. Local Lauderhill Business Preference	10
Total	100

A. Project Understanding

This criterion will be used to assign points based on how well the consultant's proposal demonstrates their understanding of the project. The consultant should be able to explain how they will accomplish each task identified in this RFP and identify how the overall project objectives are related to the current situation, discussing potential pitfalls with the project.

B. Project Approach

This criterion will be used to assign points based on project approach or methodology. The project approach should discuss issues and challenges for each task and demonstrate practical, cost-effective alternatives.

C. Ability to Perform/Staffing of Project

This criterion will be used to assign points based on the capability and availability of the project team. Points will be assigned based on the qualifications of staff or project team members provided in the "Company Background and Qualifications" and "Personnel/Management" section. It is important to note how a particular staff member's expertise is related to the skills or tasks that would be required to provide the best solution and project deliverables.

D. Experience

Candidate must have successfully completed similar projects and have the qualifications necessary to undertake this project. Prior work should demonstrate innovative ideas that have engaged audiences and delivered results within a similar scope and challenges. Maximum points will be awarded to proposers who have worked with similar scope projects within the last five years.

E. Best Value/Cost Effectiveness

This criterion will be used to assign points based on the cost-effectiveness of the proposal. The scoring will be based on the combination of cost and value. If two or more firms have identical or very similar cost proposals, the firm that provides the most value-added services beyond the RFP

requirements will receive the higher score. Conversely, if firms have similar deliverables and additional value-added services, the firm with the lowest cost will receive the higher score.

F. Local Lauderdale Business

To receive a ten (10) point preference as a local business, the proposer must have an official business address within the City of Lauderdale from the date/time that this proposal is officially released.

The City will assemble an evaluation and selection committee comprised of staff and additional consultants if necessary. This committee shall evaluate the proposals and may recommend the top-ranked firms for oral presentations. The committee will evaluate proposals based on the demonstrated proficiency of the proposing firm for work of a similar type as specified in the Scope of Services, including proof of insurance and bonding capability, and other requirements as required by the City.

SECTION 8 - SELECTION PROCEDURE

8.1 An Evaluation Committee appointed by the City Manager will be responsible for selecting the most qualified firms. The Evaluation Committee may also, at its sole discretion, request additional or clarifying information from any responder. The Evaluation Committee may expressly request such information to remedy any incomplete response, but will not be obligated to do so. The occurrence or absence of such a request shall not be cause for objection by any responder. Proprietary information from competing responders shall not be disclosed to the public or to competitors prior to any award, subject to Public Records Law, Chapter 119, Florida Statutes.

8.2 The firms may be asked to make a presentation of their qualifications and methodology to staff and/or the City Commission.

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

8.4 NO AWARD WITH RESPECT HERETO SHALL BE DEEMED FINAL AND ALL SUCH AWARDS SHALL BE DEEMED CONDITIONAL, UNLESS AND UNTIL THE PARTIES SHALL HAVE FULLY EXECUTED THE AGREEMENT(S) CONTEMPLATED HEREIN, AND A FULLY EXECUTED AGREEMENT HAS BEEN RETURNED TO THE BIDDER BY THE CITY. THE CITY RESERVES THE RIGHT TO REVOKE ANY AWARD MADE HEREUNDER, WITHOUT PENALTY, PREMIUM, OR OBLIGATION, AT ANY TIME PRIOR TO THE DELIVERY OF THE FULLY EXECUTED AGREEMENT(S) TO THE BIDDER, NOTWITHSTANDING THAT AN AWARD MAY HAVE BEEN PUBLISHED. NO BIDDER SHALL BE ENTITLED TO RELY ON ANY ANNOUNCEMENT OF AWARDS, AND THE CITY SHALL IN NO

WAY BE ESTOPPED IN THE REVOCATION OF AN AWARD PREVIOUSLY GRANTED.

SECTION 9 – REJECTION CRITERIA

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

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

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

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

9.5 The City did not receive the RFP package prior to the submittal deadline.

9.6 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.

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

9.8 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 the public interest.

SECTION 11 - INSURANCE REQUIREMENTS

11.1 The Contractor shall furnish proof of insurance requirements as indicated below. The coverage must 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.

11.2 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.

11.3 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 a breach of contract.

11.4 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>.

11.5 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 be limited to:

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

11.6 Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder 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

11.7 Professional Liability (Errors & Omissions)

- **Limits:** \$2,000,000 per occurrence

This coverage should include, but not be limited to:

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

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

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

11.10 Certificate holder should be addressed as follows:

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

SECTION 12 – GENERAL CONDITIONS

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

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

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

12.4 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.

12.5 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 on the part of the Proposer will constitute an acceptance by the Proposer of any subsequent decision by the City. Any questions concerning the intent, meaning, and interpretations of the Proposal Documents shall be requested in writing, and received by the City at least fourteen (14) days prior to the Proposal Opening. Inquiries shall be addressed to the Purchasing Manager. No person is authorized to give oral interpretations of, or make oral changes to the Proposal. Therefore, oral statements given before the proposal opening will not be binding. Any interpretation of, or changes to the proposal will be made in the form of a written Addendum to the proposal and will be furnished to all Proposers. Receipt of all addenda shall be acknowledged by the Proposers in the appropriate place on the Proposal Form.

12.6 PUBLIC ENTITY CRIMES: Pursuant to F.S. 287.133, as amended: a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a Contract to provide any goods or services to a public entity, may not submit a proposal on a Contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

12.7 ASSIGNMENT: Any Purchase Order or Contract issued pursuant to this Request For Proposal and the monies which may become due hereunder are not assignable, in whole or part.

12.8 INDEMNIFICATION: 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, including appeals, for which the City, its employees, representatives, and elected officials can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any negligence, recklessness, or intentional wrongful misconduct of the Proposer, its employees, or agents, arising out of or connected with this Agreement. The Proposer shall not be required to indemnify the City or its agents, employees, representatives, or elected officials when an occurrence results solely from the wrongful acts or omissions of the City, or its agents, employees, or representatives. The parties agree that one percent (1%) of the total compensation paid to the Proposer for performance of this Agreement shall represent the specific consideration for the Proposer's indemnification of the Owner. Documents on this Project are hereby amended to include the foregoing indemnification and the "Specific Consideration" therefore.

12.9 PROPOSALS TO REMAIN OPEN: All proposals shall remain open for the number of days after the day of the proposal opening stated in the special provisions, or if no such number of days is stated, all proposals shall remain open for ninety (90) days after the date of proposal opening prior to award. The City may, in its sole discretion, release any proposal prior to that date.

12.10 ANNUAL APPROPRIATION: Any Contract issued is conditional upon the City appropriating funding to implement the Contract.

12.11 EMPLOYEES: Employees of the Contractor shall at all times be under its sole direction and not be an employee or agent of the City. The Contractor shall supply competent employees. The City may require the Contractor to remove an employee or subcontractor it deems careless, incompetent, insubordinate, or otherwise objectionable without any cost to the City or without any increase in Contract Price. The Contractor shall be responsible to the City for the acts and omissions of all employees working under its direction, whether or not the actions taken go beyond the normal scope of employment.

12.12 ADDITIONAL TERMS AND CONDITIONS: No additional terms and conditions included with the proposal response shall be evaluated or considered, have no force or effect, and are inapplicable to this proposal unless agreed to in writing by the City. It is understood and agreed that the conditions in these Proposal Documents are the only conditions applicable to this proposal and the Proposer's authorized signature on the Proposal Form attests to this.

12.13 DELETION/OVERSIGHT/MISSTATEMENT: Any deletion, oversight, or misstatement of the Specifications shall not release the Proposer from the responsibility of supplying complete and operational units, together with all appurtenances necessary for unrestricted operation as determined by the City in its sole discretion.

12.14 WITHDRAWAL OF AN OFFER: An Offer shall be irrevocable unless the Offer is withdrawn as provided herein. A Proposal may be withdrawn only by written communication delivered to the Purchasing Office prior to the Solicitation Closing Date & Time. The proposer must present certification to assure that they are indeed an authorized representative of the Proposer's firm at the time such communication to withdraw the Proposal is presented. A representative will verify this information prior to return of Proposer's proposal. An Offer may also be withdrawn after one hundred and eighty (180) calendar days after the Solicitation Closing Date & Time if it is withdrawn prior to the recommendation for award, by submitting a letter to the Purchasing Office at the address identified in this Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Proposer.

SECTION 13 - 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 evaluate 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

Proposal:

1. Submit an outline of the elements and organizational structure of the team established to manage the project. This should include:
 - Administrative operations
 - Key personnel and their area of responsibility
 2. Describe the Proposer's approach to the management of this contract. Address the methodology employed to ensure:
 - Prompt service
 - Customer satisfaction
 - Prompt complaint resolution
 - Effective employee performance and training
 - Explain any differences or challenges encountered with any client, and the method(s) employed to overcome them.
-

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

Attachments for Insertion:

- 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")
- 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 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

The testing of urine and/or alcohol samples will be requested on an as-needed basis. The number of donors to be tested will vary. Proposer shall use the space provided below to quote the cost per negative and positive sample.

DRUG AND ALCOHOL TESTING

Testing Category	Unit Cost
Alcohol Breathalyzer Test	\$ _____
Drug Screen – DOT – 5-Panel	\$ _____
Drug Screen – 10-Panel	\$ _____
Drug Screen – DOT – 5-Panel (After hours/weekends/holidays)	\$ _____
Drug Screen – 10-Panel (After hours/weekends/holidays)	\$ _____
GC/MS Testing	\$ _____

Is your company a local vendor? (if yes, please provide a copy of your valid city-issued business license)

Yes _____ No _____

Name & Address of Company Submitting Bid:

Zip _____

Federal Employer Identification #: _____

Telephone Number: _____

Fax Number: _____

Email: _____

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.

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

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

RFP _____
TITLE _____

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

- Addendum No. _____ - Dated _____
 - Addendum No. _____ - Dated _____
 - Addendum No. _____ - Dated _____
-

Name of Vendor's Service Contact:

Address:

Signature _____ **Date** _____

This page must be submitted with the 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: _____