

**CITY OF FORT WALTON BEACH
REQUEST FOR PROPOSALS
RFP #18-019**

**To Provide a Pay & Classification Study for the
City of Fort Walton Beach, FL**



Issued By:

Purchasing Division
105 Miracle Strip Parkway SW
Fort Walton Beach, Florida 32548
(850) 833-9523
Fax (850) 833-9643
Website: <http://www.fwb.org>

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Responses Due: July 12, 2018

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**1.0 REQUEST FOR PROPOSALS DEADLINE: JULY 12, 2018**

2.0 PURPOSE: The City of Fort Walton Beach seeks the services of a qualified firm or individual to perform a comprehensive market survey of the City's job classifications, pay structures (including internal equity) and insurance benefits, providing recommendations to the City for implementation of proposed changes.

3.0 PROJECT BACKGROUND

3.1 The City of Fort Walton Beach is located on Okaloosa County on the Gulf of Mexico in Northwest Florida. The City, with a \$41.5 million budget and 297 currently filled positions, provides full services to its residents including Police, Fire, Public Services (Planning, Building and Zoning, Code Enforcement), Utility Services (Water and Wastewater, Stormwater and Engineering), Recreation and Cultural Services, Community Redevelopment Agency, and two municipal Golf Courses. The City's population is 21,895. The City's fire fighters are represented by the International Association of Fire Fighters (IAFF), and are under current Contract, therefore will not be included in this analysis

3.2 The current pay structure consists of pay ranges (minimum to maximum ranges) for all general employees and sworn police personnel. A copy of the City's current Pay & Classification Plan is attached. (Exhibit A)

4.0 PROJECT TIMELINE - All Work, unless otherwise specified or agreed to in advance, is to be performed as outlined in this document. Please include a proposed timeline in your response.

5.0 SCOPE OF SERVICES: The study will include the following items, at a minimum, and one "OPTION" listed from item Section 5.5 below.

5.1 Meet with City management to assure an understanding of the objectives of the City.

5.2 Review documents, including policies & procedures, bargaining agreements, staff reports, organizational charts, current pay & benefit plans, job descriptions and/or other City records/reports, as necessary.

5.3 Prepare a written report of recommendations, including discussion of methods, techniques and data used to develop the updated Classification & Compensation Plan.

5.4 Conduct informal presentations of findings, as necessary, with City management and a minimum of one (1) formal presentation with City Council, as determined by the City Manager.

5.5 OPTIONS: Firms are requested to quote a fee for each OPTION. (Indicate proposal costs on Section 25.5 – Attachment E)

**5.5.1 OPTION #1 – Low -
SCOPE OF WORK**

- Conduct a comprehensive survey of public and private labor market comparables designed to include salary ranges and actual salaries, to ensure the City of Fort Walton Beach’s compensation is equitable and competitive in its compensation package relative to internal factors and external markets for substantially similar classifications. Primary labor market comparisons should consist of agencies located in the panhandle area of Florida (from Tallahassee west to the Alabama boarder).
- Conduct analysis that addresses the issue of internal equity, particularly with sworn police personnel.
- Provide appropriate adjustments to account for regional cost of living variations.

**5.5.2 OPTION #2 – High
SCOPE OF WORK**

- Conduct a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions. Conduct personal interviews with employees, supervisors, and directors. Determine if classifications are correctly placed in organizational hierarchy and if individual positions classified correctly.
- Conduct a comprehensive survey of public and private labor market comparables designed to include salary ranges, actual salaries, and benefits information to ensure the City of Fort Walton Beach’s compensation is equitable and competitive in its total compensation package relative to internal factors and external markets. Primary labor market comparisons should consist of agencies located in the panhandle area of Florida (from Tallahassee west to the Alabama boarder).
- Conduct a comparison of existing benefits with market data. Please include insurance premium contribution comparisons by agency and employee (i.e. City pays 75% & employee pays 25%, etc.).
- Recommend and implement a pay classification system that can be utilized by City staff after completion of the project. If a pay range classification system is recommended please provide an optional step plan pay structure for Sworn Police Personnel. Group positions based upon duties performed, knowledge, skills and abilities for the position.
- Recommend the assignment of each classification to a pay grade.
- Review current job descriptions and revise/update if necessary.
- Review the City’s current assignment of exempt versus non-exempt status as related to the FLSA and make appropriate recommendations with justification.
- Provide appropriate adjustments to account for regional cost of living variations.

6.0 REFERENCES

- 6.1 Submit the names of at least 3 organizations that your firm has performed the same size and type of study. Give a contact name with each reference.
- 6.2 The City reserves the right to conduct reference checks for firms submitting proposals. In the event that information obtained from the reference checks reveals concerns about the firm’s past performance or their ability to successfully perform the contract to be executed based on this RFP and subsequent RFPs, the City may, at its sole discretion, determine that the firm is not the most qualified firm and may select the next highest-ranked firm whose reference checks validate the ability of the firm to successfully perform the work. The City also reserves the right to check references from others not identified by the contractor.
- 6.3 Please submit a statement that explains the methods & processes used in your previous studies.

7.0 CITY OF FORT WALTON BEACH STUDY METHOD – State, with some detail how you plan to conduct the study for the City of Fort Walton Beach.

8.0 EVALUATION PROCESS - The Request for Proposal (RFP) submitted by the proposing firm must include information documenting how the firm meets the evaluation criteria below, and will be evaluated based on the weighting identified below. Submittals will not be returned to the firms submitting their RFP.

8.1 EVALUATION CRITERIA

Proposal Evaluation Form					
Evaluator:					
Respondent:					
Date:					
	Categories / Criteria	Rating*	x	Weight	Score:
1	Experience with similar municipal projects including design of pay plans; job & salary analysis; knowledge of comp systems (15%)		x	0.15	
2	Use of effective & appropriate methodology (15%)		x	0.15	
3	Qualifications of individuals assigned to this project; References (20%)		x	0.20	
4	Ability to meet RFP requirements or other evaluation factors.(20%)		x	0.20	
5	Cost of services provided (20%)		x	0.20	
6	Local Vendor Preference (as defined in City’s Purchasing Policies) (5%)		x	0.05	
7	Minority Business Enterprise (as defined in City’s Purchasing Policies) (5%)		x	0.05	
			TOTAL SCORE		

*** Rating: 1-Poor, 2-Fair, 3-Good, 4-Excellent, 5-Superior**

8.2 EVALUATION CRITERIA

- 8.2.1 Experience with similar projects involving municipalities and/or other municipal agencies. Knowledge of compensation systems and related human resources practices including federal and state employment laws. Experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation and conducting and analyzing salary survey data - 20%
- 8.2.2 Use of effective and appropriate methodology to successfully perform this project - 20%.
- 8.2.3 Qualifications of the individuals assigned to this task - 20%
- 8.2.4 Ability to meet the stated proposal requirements or other evaluation factors as indicated throughout the Request for Proposals or as may be deemed reasonable during the review process - 20%
- 8.2.5 Costs for services provided - 10%
- 8.2.6 Local Vendor Preference as defined in City's Purchasing Policies – 5%
- 8.2.7 Minority Business Enterprise as defined in City's Purchasing Policies- 5%
- 8.3 EVALUATION COMMITTEE - A committee appointed by the City manager will assist in reviewing and evaluating all proposals submitted.
- 8.3.1 The committee members consisting of at least three staff members shall review each proposal individually and score each proposal based on the evaluation criteria listed below. The committee will compile individual rankings for each proposal to determine committee recommendations. The committee may at their discretion, schedule presentations from the top ranked firm(s). The final recommendation will be decided based on review of scores and consensus of committee.
- 8.3.2 Submissions will be evaluated to determine those that best meet the needs of the City. Acceptance and approval of each proposal will be based on an evaluation of the information submitted by the applicants.
- **The Evaluation Committee will meet in July 24, 2018 at 10AM in the City Annex Training Room to evaluate and rank all firms.**
- 8.3.3 After evaluation and ranking of submittals, the City may at its sole discretion, elect to forego further consideration of firms and recommend the highest ranked firm to the City Council for award.
- 8.3.4 The City reserves the right to reject all proposals. In the event the City does so, it shall provide in writing to all proposers the reasons for its rejection.
- 8.4 PRESENTATIONS: At the sole determination of the City, a minimum of the three (3) top ranked firms based upon submittal evaluations, may be required to make a presentation of their proposal.

- 8.4.1 If the City desires presentations, this will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any items in the original proposal.
- 8.4.2 If presentations are elected, the Purchasing Agent shall schedule the time and location of these presentations and notify the selected firms. Presentation shall be limited to 30 minutes, including the question and answer period. The presentations shall assist the Evaluation Committee in selecting the most qualified firm(s) for this project. Additional information and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.
- 8.4.3 A new scoring sheet shall be prepared, based on the identical criteria and weighing below, for each presenter. The scores from the submittal and from the presentation shall be averaged to determine the final ranking. Based on the final scoring of the Evaluation Committee after the last presentation, a recommendation shall be made by the Evaluation Committee to the City Council to begin negotiations with the highest ranked firm.
- 8.5 The Purchasing Agent, or a designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.
- 8.6 The Purchasing Agent, or a designee, may discuss a proposal directly with the responsible proposer to get clarification and assure a full understanding of, and responsiveness to, the solicitation requirements.
 - 8.6.1 All proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission prior to the “short-list” for the purpose of obtaining best and final offers.
 - 8.6.2 In conducting such discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers except as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes.

9.0 SUBMISSION OF PROPOSALS



9.1 **SUBMISSIONS:** One unbound original, five (5) complete copies of the Proposal, and one electronic copy of the proposal on a compact disk or flash-drive, containing the proposal must be received at the Purchasing Division Office no later than 2:30 PM local time. Submissions will not be accepted after this time.



9.2 **Contact Restrictions for Proposers:** All questions or requests for additional information regarding this proposal **MUST** be directed to the designated Purchasing Agent indicated below. Prospective Proposers shall not contact any member of the City Manager’s Office, other City employees or Evaluation Committee members regarding this proposal prior to award recommendation by City Council and posting of the final tabulation on the City’s Website at www.fwb.org. Any such contact shall be cause for rejection of your proposal.

9.3 **All proposers shall direct communications and inquiries to:**

Giuliana Scott, CPPB, Purchasing Agent
City of Fort Walton Beach
105 Miracle Strip Pkwy. SW
Fort Walton Beach, FL 32548
Phone: (850) 833-9523 **Fax: (850) 833-9643**
Email: gscott@FWB.org

9.4 **Cut out and use the label printed here, and affix to your OUTER sealed bid envelope to identify it as a “Sealed Bid”.**



Deliver to:
Purchasing Agent – City Hall Annex Building
City of Fort Walton Beach
105 Miracle Strip Pkwy SW
Fort Walton Beach, FL 32548

SEALED BID DO NOT OPEN

SEALED RFP#: 18-019 – Pay/Classification Study
DUE DATE/TIME: 07/12/2018 2:30 PM – Central Time

9.5 Copies of the Proposal Provisions and Forms may be found at the Florida Bid System website at www.BidNetDirect.com (registration required) or at the City of Fort Walton Beach website at www.FWB.org.

9.6 Additional technical information relative to this RFP may be obtained from Giuliana Scott, Purchasing Agent, at (850) 833-9523 or gscott@fwb.org during normal business hours.

10.0 PROHIBITION OF COMMUNICATION: To ensure fair consideration for all prospective firms, the City prohibits communication to or with any department, bureau, or employee during the submission process, except as provided below. Additionally, the City prohibits communications initiated by a prospective firm to the City official or employee evaluating or considering the submission prior to the time a decision has been made. If a firm initiates communications of any form regarding this solicitation, that act may be grounds for disqualifying the proposer from consideration for the RFP.



10.1 Inquiries received less than ten (10) days of the date set for receipt of submissions may not be answered or given any consideration. The Purchasing Agent shall issue any interpretation for a proposer in the form of an addendum to the RFP as timely as possible. However, if an addendum is issued, the Purchasing Agent will convey the final addendum to all proposers no later than five (5) days prior to the date set for receipt of RFPs.

11.0 GENERAL CONDITIONS OF PROPOSALS

- 11.1 **LATE PROPOSALS.** Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals.
- 11.2 **COMPLETENESS.** All information required by the Request for Proposals must be supplied to constitute a legitimate proposal.
- 11.3 **PUBLIC OPENING.** All proposals will be publicly opened and the list of proposers read aloud in the City Hall Annex Bldg. Training Room, 105 Miracle Strip Parkway SW, Fort Walton Beach, FL at the time specified and will be made available for public inspection within thirty (30) days after the proposal opening or when an award decision is made, whichever is earlier.
- 11.4 **RESPONSIBILITY FOR KNOWLEDGE OF ADDENDA:** All proposers must contact the Purchasing Division prior to submitting a Proposal to determine if any addenda have been issued, to obtain all such addenda, and to return, if necessary, any executed addenda with the RFP.

12.0 TERMS AND CONDITIONS OF CONTRACT

- 12.1 **CONTRACT REQUIRED.** The City and the successful proposer(s) shall enter into a Contract for Services that will include, but not be limited to and may be superseded by such Contract, the following terms and conditions.
- 12.2 **INDEPENDENT CONTRACTOR STATUS; INDEMNITY.** At all times the contractor will be an independent contractor and shall, therefore, agree to indemnify and save harmless the City, its officers, agents, and employees, from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the Contract whether by act or omission of the proposer, its agents, servants, employees or others, or because of or due to the mere existence of the Contract between the parties.
- 12.3 **COPYRIGHTED, CONFIDENTIAL INFORMATION.** If applicable, the proposer shall pay all royalties and assume all costs arising from the use of any invention, design, process materials, equipment, product or device which is the subject of patent rights or copyrights. Proposer shall, at its own expense, hold harmless and defend the City against any claim, suit or proceeding brought against the City which is based upon a claim, whether rightful or otherwise, that the goods or services, or any part thereof, furnished under the contract, constitute an infringement or any patent or copyright of the United States. The Proposer shall pay all damages and costs awarded against the City.
- 12.4 **TIME IS OF THE ESSENCE.** A condition that time is of the essence for the proper provision of services of the Contract and that the successful proposer(s) will conduct all required work diligently and as specified by the City.
- 12.5 **ASSIGNMENT.** The successful proposer(s) may not assign, transfer, or otherwise dispose any rights or obligations of the Contract without prior written consent of the City.

- 12.6 **TERMINATION FOR CONVENIENCE.** The City may at any time, at its sole discretion, without cause, terminate the Contract for its convenience by written notice to the successful Proposer. If terminated for convenience, the City will calculate the outstanding payments due the Contractor and make that payment pursuant to the Prompt Payment Act.
- 12.7 **TERMINATION FOR DEFAULT.** Contractors will be in default under the Contract if they commit a material breach of the Contract and as otherwise specified in the Contract.
- 12.8 **EXECUTION OF AGREEMENT.** Within fifteen (15) calendar days after issuance of the Notice of Award, the successful proposer will execute the Contract for Services and simultaneously provide any required bonds, indemnities and insurance certificates, not previously submitted. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

13.0 RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of a contractor or any sub-contractor to the extent that such books and records relate to the performance of such contract or sub-contract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

14.0 PUBLIC RECORDS

IF RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK – CITY OF FORT WALTON BEACH
107 MIRACLE STRIP PARKWAY SW
FORT WALTON BEACH, FLORIDA 32548
850-833-9509
clerk@fwb.org**

- 14.1 Winning Proposer shall keep and maintain public records required by the City to perform the services contained in this Contract. Upon request from the City's custodian of public records, Winning Proposer shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes or as otherwise provided by law.

- 14.2 Winning Proposer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term, and following completion of the contract if the Winning Proposer does not transfer the records to the City.
- 14.3 Upon completion of the contract, Winning Proposer shall transfer, at no cost, to the City all public records in possession of the Winning Proposer or keep and maintain public records required by the City to perform the service. If Winning Proposer transfers all public records to the City upon completion of the contract, Winning Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Winning Proposer keeps and maintains public records upon completion of the contract, Winning Proposer shall meet all applicable requirements for retaining public records.
- 14.4 All public records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
- 14.5 Failure of Winning Proposer to comply with the City's request for records or any other provisions contained in this paragraph, shall be deemed a material breach of this contract and the parties agree that the City may seek immediate relief through a court of law as outlined in Section 119.11, Florida Statutes.
- 14.6 If Winning Proposer fails to provide the public records to the City within a reasonable time Winning Proposer may be subject to penalties under Section 119.10, Florida Statutes. If it is found that Winning Proposer has unlawfully refused to comply with a public records request within a reasonable time, and if the Notice requirements of Section 119.0701(4), Florida Statutes have been met, the City will be entitled to recover all reasonable costs and attorneys' fees for such violation in accordance with Section 119.0701(4), Florida Statutes.

15.0 FISCAL YEAR FUNDING APPROPRIATION

- 15.1 **SPECIFIED PERIOD.** Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation of funds by the City Council for any additional years.
- 15.2 **CANCELLATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL PERIODS.** When funds are not appropriated or otherwise made available to support continuation of the Contract for Services in any subsequent fiscal period, the Contract may be terminated or modified. If the Contract is terminated, the contractor shall be entitled to reimbursement for any work delivered or conducted pursuant to the Contract.

16.0 PROPOSER'S CERTIFICATION FORM

Each proposer shall complete the "Proposer's Certification" form included with this request for proposal, and submit the form with the proposal. The form must be acknowledged before a notary public and have the notary seal affixed. Proposals will be rejected if the proposer's certification is not submitted with the proposal.

17.0 DRUG-FREE WORKPLACE CERTIFICATION

By submitting the Drug Free Workplace Form as part of this request for proposal, you are certifying that your company is a drug-free workplace in accordance with § 287.087 of the Florida Statutes.

18.0 PUBLIC ENTITY CRIMES FORM

A person or affiliate, as defined in § 287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 §287.01 of the Florida Statutes for category Two, for a period of 36 months from the date of being placed on the convicted vendor list.

19.0 FLORIDA PROMPT PAYMENT ACT

- 19.1 **PROPER INVOICE.** For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor or other invoicing party shall include at least the following information:
- 19.1.1 A description, including quantity, of the goods or services provided to the City reasonably sufficient to identify the goods or services;
 - 19.1.2 The amount due, applicable discounts, and the terms of payment;
 - 19.1.3 The full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number;
 - 19.1.4 The purchase order or contract number as supplied by the City;
 - 19.1.5 Identification by office, division, or department of to whom the goods or services were delivered or provided;
- 19.2 **DELIVERY OF INVOICE.** All invoices, to be considered a proper invoice, shall be delivered to Accounts Payable Division, City of Fort Walton Beach, 107 Miracle Strip Parkway SW, Fort Walton Beach, Florida, 32548.
- 19.3 **DELIVERY ACCEPTANCE REQUIRED.** An invoice will not be considered proper unless there has been delivery, installation, or provision of the goods or services to the correct City office, division, or department; there was acceptance by the City of the goods or services; and the contractor has otherwise complied with all of the contract's terms and conditions and is not in default of any of them.

19.4 **INVOICE DISPUTE PROCEDURE.** If there is a dispute between the City and contractor regarding an invoice, the City or contractor may initiate this invoice dispute procedure.

19.4.1 Either party can initiate the dispute procedure, within 45 days after the receipt or denial of an invoice, by providing the other party in writing of a dispute and stating the specifics of the dispute. The parties shall exchange all materials and information to support their claims and provide a copy of all materials and information to the Financial Services Director.

19.4.2 The Financial Services Director shall review all materials and information and conduct a meeting with the contractor and the responsible City office, division, or department. The Financial Services Director shall then issue a written final decision no later than 60 days after the date of notice of the dispute. The final decision shall be immediately mailed or hand-delivered to the contractor.

20.0 PROPOSER'S WARRANTY

The proposer acknowledges and warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified in this request for proposal.

21.0 AMERICANS WITH DISABILITIES ACT

Persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Clerk, 107 Miracle Strip Parkway SW, Fort Walton Beach, FL 32548, (850) 833-9509, at least seven (7) days before the date on which the accommodation is requested.

22.0 PURCHASE CONTRACTS WITH OTHER GOVERNMENT AGENCIES

The submission of any proposal in response to this request for proposal constitutes a proposal made under the same terms and conditions, for the same contract prices and/or fee schedules to other governmental agencies within the State of Florida, unless otherwise stipulated by the proposer within the proposal documents.

23.0 INSURANCE/PERFORMANCE BONDS

Insurance and/or performance bond coverage may be required by the Contract. Such insurance or bond shall be continued in effect for the term of the contract. Should a Contractor fail to provide acceptable evidence of current insurance and/or a performance bond within seven (7) days before the expiration date of an insurance policy or bond, the City shall have the right to terminate the Contract.

24.0 INSURANCE

A successful proposer must provide evidence of insurance coverage, to be specified in the Contract and delivered at the time of execution of the Contract, which is equal or exceeds the City's minimum standards for this type of service. As outlined below, such insurance shall be written by a company licensed to do business in the State of Florida and have an A.M. best rating of at least A-.

24.1 WORKERS COMPENSATION

Coverage A - To be in conformity with Florida Statutes Coverage B -
\$500,000/\$500,000/\$500,000

24.2 COMMERCIAL GENERAL LIABILITY

24.2.1 Each occurrence for:

Bodily Injury/Property Damage	\$1,000,000
Products/Completed Operations	\$1,000,000

24.2.2 Annual Aggregate for:

Bodily Injury/Property Damage	\$2,000,000
Products/Completed Operations	\$2,000,000

24.2.3 All coverage above shall include the following provisions: the City of Fort Walton Beach shall be an additional insured; the policy shall not be cancelled unless the City is given at least thirty (30) days advanced notice; contractual liability; and any coverage's which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.

24.3 COMMERCIAL AUTOMOBILE LIABILITY - Combined single limit for bodily injury and/or property damage: \$1,000,000.

This coverage shall include the following provisions: the City of Fort Walton Beach shall be an additional insured; the policy shall not be cancelled unless the City is given at least thirty (30) days advanced notice; contractual liability; any coverage's which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated; and symbol "2" (Any Auto) or the equivalent shall be used to designate which autos are insured.

24.4 PROFESSIONAL LIABILITY

The Contractor shall carry professional liability insurance in an amount of not less than \$500,000.00.

25.0 STANDARD FORMS – (Attachments A thru E)

The forms listed below (Attachments A thru E) are to be completed and submitted with your Proposal, and are attached herein. Ensure that all of these documents are completed and submitted with your proposal.



Failure to include these forms may result in your submittal not being considered for the RFP “short-list”.

25.1

ATTACHMENT A

PROPOSER’S CERTIFICATION (RFP 18-019)

I have carefully examined the Request for Proposal, and any other documents accompanying or made a part of this RFP.

I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the organization as its act and deed.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting an RFP for this project; no officer, employee or agent of the City of Fort Walton Beach or of any other proposer interested in said submittal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS: _____

BY: _____

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

State of: _____

County of: _____

Acknowledged and subscribed before me on the _____ day of _____, 2018,

by _____, as the _____ of

[business] _____.

Signature of Notary

Notary Public, State of _____

Personally Known _____

-OR-

Produced Identification of: _____

End of Attachment A

25.2

ATTACHMENT B

ADDENDUM PAGE (RFP 18-019)

The undersigned acknowledges receipt of the following addenda to the Request for Proposals (Give number and date of each):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: _____

BY: _____
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

End of Attachment B

25.3

ATTACHMENT C

DRUG-FREE WORKPLACE FORM

The undersigned vendor, on _____, 2018, in accordance with section 287.087, Florida Statutes, certifies that [business] _____ does:

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 prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, 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 Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees 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 such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug 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 Paragraphs 1 through 5.

7. Check one:

_____ As the person authorized to sign this statement; I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement; this firm does not comply fully with the above requirements.

NAME OF BUSINESS: _____

BY: _____
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

End of Attachment C

25.4

ATTACHMENT D

PUBLIC ENTITY CRIME FORM

REQUEST FOR PROPOSALS - RFP # 18-019

PAY & CLASSIFICATION STUDY FOR THE CITY OF FORT WALTON BEACH

SWORN STATEMENT UNDER SECTION 287.133 (3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

- 1. This sworn statement is submitted with Bid, Proposal or Contract
2. This sworn statement is submitted whose business address is:
3. My name is and my relationship to the entity named above is
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees,

RFP# 18-019

Public Entity Crimes Statement – Pg 2 of 3

members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

- 7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active n management of an entity.
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature)

(Company)

Date: _____

RFP# 18-019
Public Entity Crimes Statement – Pg 3 of 3
STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 2018, and is personally known to me, or has provided _____ (driver’s license/military id) as identification.

Notary Public

My Commission expires: _____

End of Attachment D

25.5

ATTACHMENT E

FEE SCHEDULE

**REQUEST FOR PROPOSALS
RFP # 18-019 PAY & CLASSIFICATION STUDY
FOR THE CITY OF FORT WALTON BEACH**

Proposer Name: _____

RFP SECTION	COST	
5.1 thru 5.4	\$	
5.5.1 – Option 1 - Low	\$	
5.5.2 – Option 2 - High	\$	
	TOTAL:	\$

26.0 ADDITIONAL INFORMATION - DOCUMENTS POSTED SEPARATELY

The documents listed below are for informational purposes only:

- EXHIBIT A: Current Pay & Classification Plan – 2017-2018 FY
Benefits Summary 2017
Organizational Chart

27.0 NOTICE TO PROPOSERS

CITY OF FORT WALTON BEACH, FLORIDA
BID NUMBER: RFP# 18-019

Date: June 7, 2018

The City of Fort Walton Beach will accept sealed proposals at City Hall until July 12, 2018, at 2:30 PM, CST, at which time all bids received will be opened and read aloud at City Hall Annex Training Room, 105 Miracle Strip Parkway SW, Fort Walton Beach, FL 32548 for the following:

PAY & CLASSIFICATION STUDY FOR THE CITY OF FORT WALTON BEACH, FL

Copies of the Proposal Provisions and Forms may be found at the Florida Bid System website at www.BidNetDirect.com (registration required) or at the City of Fort Walton Beach website at www.FWB.org/Purchasing.

Additional technical information relative to this RFP may be obtained from Giuliana Scott, Purchasing Agent, at (850) 833-9523 or gscott@fwb.org during normal business hours.

The City of Fort Walton Beach reserves the right to waive informalities in any RFP; to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received, that in its judgment will be in the best interest of the City of Fort Walton Beach.

Mark outside of envelope: **RFP 18-019 – Pay & Classification Study for the City of FWB**

Note: Any bidder failing to mark the outside of the envelope, as set forth herein may not be entitled to have their proposal considered.

Address responses and deliver to:

Purchasing Division
City of Fort Walton Beach
105 Miracle Strip Parkway SW
Fort Walton Beach, FL 32548

The City of Fort Walton Beach adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to this meeting by a physically handicapped person upon notice 48 hours prior to the meeting. Please call the City Clerk, Kim M. Barnes, at 850-833-9509 or e-mail at clerk@fwb.org to make a request. For Hearing Impaired dial 1-800-955-8771 (TDD) or 1-800-955-8770 (VOICE) or e-mail clerk@fwb.org.