

# COVER SHEET

## CHECKLIST AND VERIFICATION STATEMENT

Instructions: **The items listed below must be completed and included in the RFQ Proposal submission.** Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the proposal submission.

X=Included	Item #	Contents
	1	Cover Sheet
	2	Exhibit A, Statement of Qualifications, of this solicitation
	3	Exhibit B, Experience, of this solicitation
	4	Exhibit C, Bonding, of this solicitation
	5	Exhibit D, Surety Statement, of this solicitation
	6	Exhibit E, Insurance and Financials, of this solicitation
	7	Exhibit F, Judgements and Bankruptcy, of this solicitation
	8	Exhibit G, Convictions and Debarment, of this solicitation
	9	Exhibit H, Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters, of this solicitation
	10	Exhibit I, Non-Collusive Affidavit, of this solicitation
	11	Exhibit J, Compliance, of this solicitation
	12	Exhibit K, Safety Standards and Record, of this solicitation
	13	Exhibit L, Banks, Equipment Suppliers and Material Suppliers, of this solicitation
	14	Exhibit M, Construction Equipment, of this solicitation
	15	Exhibit N, Client References, of this solicitation
	16	Exhibit O, Sworn Statement Under Section 287.133 (3) (A), Florida Statutes on Public Entity Crimes, of this solicitation
	17	Exhibit P, Certification Pursuant to Florida Statute § 287.135, of this solicitation

**CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:**

\_\_\_\_\_ **ONE (1) ELECTRONIC ORIGINAL OF YOUR PROPOSAL.**

# COVER SHEET

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By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BBC discovers that any information entered herein to be false, such shall entitle BBC to not consider or make award of to cancel any award with the undersigned party;
2. as described within the solicitation # RFQ 22-309, BBC reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses, failure to use BBC provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements;
3. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by; and
4. he/she has the ability to sign and bind the firm or company to the services to be performed within the terms and conditions proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	
Telephone Contact	
Email Contact	

# EXHIBIT A

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## STATEMENT OF QUALIFICATIONS

### General Information

*(Attach additional sheets as necessary)*

1. **Contractor's Name:** \_\_\_\_\_

Mailing Address:

Street Address: (If not the same as mailing address)

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone Number: (     )

Email Address: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this solicitation.

2. **Check Type of Organization:**

Publicly Held Corporation: \_\_\_\_\_

Privately Held Corporation: \_\_\_\_\_

Joint Venture: \_\_\_\_\_

Partnership: \_\_\_\_\_

Individually Owned: \_\_\_\_\_

Non-Profit: \_\_\_\_\_

Government Agency: \_\_\_\_\_

Other: \_\_\_\_\_

3. **If a Corporation:**

State of Incorporation: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

# EXHIBIT A

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**Officers**

**Name**

**Years in Position**

President:

Vice President:

Secretary:

Treasurer:

Are you a Subchapter S Corporation? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If a Partnership:

- Date Organized
- Type of Partnership
- List of General Partners
- Name
- Phone Number
- Years as General Partners

5. If Individually Owned:

6. Have you operated under another name? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state:

- Other name
- Number of years in business under this name

# EXHIBIT B

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## EXPERIENCE

**Instruction: please submit your responses to the following questions as Exhibit B**

If your organization has multiple offices, provide the following information for the office that would handle projects under this pre-qualification.

1. List number of years your firm been in business as a contractor.
2. List at least two (2) similar construction projects completed;
  - a) Provide project narrative/description with pictures; project cost; scheduled project completion dates; and actual completion dates.
  - b) If a project was not completed on time, indicate why not completed on time.
3. On separate sheet(s), list all projects similar to the work described in the RFQ performed by your firm during the past ten (10) years, giving the name of the project, owner, design engineer/architect, contract amount, and date of completion and project scope description. Please verify prior to submission that all contact information are accurate and current.
4. On a separate sheet(s), list all construction projects your organization is currently involved in stating the following:
  - a. the name of the project;
  - b. Owner;
  - c. Project scope
  - d. bid amount;
  - e. Final or projected contract amount;
  - f. Percent complete;
  - g. State scheduled completion date.
5. Provide detailed resumes of both design and field personnel employed by your organization, length of employment and involvement with the projects referenced above in items #2 - #4. Give additional external references for new employees.
6. Describe how your firm would staff this project. Submit the name and qualifications of the proposed project manager, project foreman and lead engineer/technician and sub-contractors for the project; and describe why he or she is qualified for this job.
7. List all required disciplines / licenses (mechanical, electrical, plumbing, landscape architect; surveyor, etc.) for this construction project clearly, indicating in-house as well as outside staff.
8. List any other relevant license and certification (MBE, WBE, EBE, Section 3 etc.)

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# EXHIBIT C

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## BONDING

### Bid, Payment and Performance bonding is required.

1. Below, please indicate your firm's per project and aggregate bonding capacity:
  - Bonding per Project: \$ \_\_\_\_\_
  - Aggregate Capacity: \$ \_\_\_\_\_
  - **Mandatory Requirement:** Please submit a letter from your Surety Company indicating your bonding limits for Bid, Payment and Performance bonding. (Refer to attached sample surety statement letter Exhibit D). Submit letter as Exhibit D.

**Note: BBC will not grant bidding limits greater than the "per project" bonding amount stated in the letter from your Surety Company.**

2. Is the Bonding Company listed on the United States Department of the Treasury list of acceptable surety corporations? \_\_\_\_\_  
\_\_\_\_\_

3. Has any Surety Company made a payment on Applicant's behalf as a result of default, to satisfy any claims made against a performance or payment bond in connection with any construction project during the previous five (5) years?  
If yes, state date project (s) and reasons. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you pledged or transferred title of any equipment or other assets in favor of a surety company as a part of an indemnity agreement for the issuance of a performance bond by any such surety?  
If yes, provide date of transfer and name of the Surety Company requiring such a transfer.

Name of Surety Company: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

# EXHIBIT D

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## SAMPLE SURETY STATEMENT

*(Name of Applicant)* has been a client of *(Name of Surety Company)* for over (\_\_\_\_\_) years. During that time, we have supported this firm in their pursuit project in the \$ \_\_\_\_\_ range and total programs in excess of \$ \_\_\_\_\_.

We are prepared to provide Bid, Performance, and Payments Bonds on the aforementioned projects, provided *(Name of Applicant)* is awarded a contract for one of the projects.

We also possesses certificates of authority as an acceptable surety authorized to do business in the State of Florida as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570.

Sincerely,

\_\_\_\_\_  
Attorney-In-Fact

\_\_\_\_\_  
*(Name of Surety Company)*

Name of Surety: \_\_\_\_\_

Signature : \_\_\_\_\_  
*(Typed Signature)*

Date:

Address:

Telephone Number:

Fax Number:

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## EXHIBIT E

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### INSURANCE AND FINANCIALS

**Please list insurance coverage and amount (or attach certificate of insurance)**

Liability-Property: \_\_\_\_\_

Liability-Personal Injury: \_\_\_\_\_

Vehicle and Equipment: \_\_\_\_\_

Workers Compensation: \_\_\_\_\_

Other (Identify): \_\_\_\_\_

- Audited financial statements for the Applicant's previous two (2) fiscal years may be required. These financial statements, if requested, shall include a complete report of Applicant's financial resources, liabilities, equipment, and personnel.
  
- Is the Applicant currently a debtor in any bankruptcy case or has been in bankruptcy at any time during the previous three (3) years? If yes, state date(s) and reason(s).  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- **EACH FIRM SHOULD ATTACH THE LATEST COPY OF THE FIRM'S DUN AND BRADSTREET REPORT**



# EXHIBIT F

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## JUDGMENTS AND BANKRUPTCY

- 1) In the last ten (10) years, has your organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please on a separate attachment, state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

- 2) Has your firm or any principal of the firm ever declared bankruptcy?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the date and associated details.

### **Litigation**

- 3) Has your firm or any member been involved in any litigation or arbitration within the last ten (10) years as a result of construction contracts, including but not limited to liens, defective performance, or workmanship?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the following information for each case; attach additional sheets as necessary:

- Please state style or caption of litigation or arbitration;
- All parties to such proceedings;
- Names, Addresses, and Telephone Number of Attorneys for each party;
- Date Litigation Started;
- Status and Disposition of Case;
- Provide an explanation of each claim by and against each party (**attach additional sheets as necessary**).

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## EXHIBIT G

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### CONVICTIONS AND DEBARMENT

**If you answer yes to any of the following, please on a separate attachment, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.**

- 1) In the last ten (10) years, has your firm or any officer, Director, Partner, Owner, Project Manager, Procurement Manager or Chief Financial Officer of your organization ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 2) Has any officer of your firm ever been found guilty on charges relating to conflicts of interest?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 3) Has any officer of your firm ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 4) Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?  
Yes \_\_\_\_\_ No \_\_\_\_\_

# EXHIBIT H

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## **CERTIFICATION OF RESPONDENT REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_

\_\_\_\_\_ and its key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three (3) year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

\_\_\_\_\_  
Signature of Key Principal of Respondent

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# EXHIBIT I

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## NON-COLLUSIVE AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and states:

That he/she is \_\_\_\_\_

(a partner or officer of the firm, etc.)

The party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham proposal or to refrain from proposing and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiance or any other Respondent, to fix any overhead, profit or cost element of said proposed price, or that of any other Respondent, or to secure any advantage against the:

### **Building Better Communities, Inc.**

or, any person interested in the proposed contract, and that all statements in said proposal are true.

Signature: \_\_\_\_\_

(Respondent, if Respondent is an individual)

(Partner, if the Respondent is a partnership)

(Officer, if Respondent is a corporation)

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## EXHIBIT J

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### COMPLIANCE

**If you answer yes to any of the following, on a separate attachment, please give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.**

- 1) Has your firm ever been terminated on a contract for cause?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 2) Within the last ten (10) years, has your firm made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 3) Has your firm been found to be in substantial noncompliance with the terms and conditions or prior construction contracts in the past 10 years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 4) Has your firm ever been declared to be in default or partial default on a construction contract or project?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 5) Has your firm ever failed to complete any work/contract awarded to it? If yes, state date(s); project(s), owner or A/E reference(s), and attach reason(s).  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 6) Are there any judgments, claims, suites, arbitration proceedings, or other legal proceedings pending or outstanding to which your firm is a party?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 7) Has your firm filed or caused to filed, any suits, arbitration requests or claims with regard to any construction contracts within the past ten (10) years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 8) Has your firm been assessed liquidated damages for failure to complete a project by contract date within the past (10) years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 9) Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 10) Has your organization, in the last three (3) years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by any other government agency?  
Yes \_\_\_\_\_ No \_\_\_\_\_

# EXHIBIT K

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## **SAFETY STANDARDS AND RECORD**

### **Please attach written explanations as appropriate:**

1. Has your firm had any willful or repeated OSHA violations in the past ten (10) years? If yes, please attach an explanation.
2. Within the last three (3) years have you, your firm or any officers, agents or employees of your company been judged to have violated any State or Federal prevailing wage statute, regulation (including the Federal Davis-Bacon and Related acts) in any state by any court of competent jurisdiction?

If yes, provide copies of the final order or judgment and explain in detail the following:

- The circumstances behind any violation, including the amount not paid
- State whether the amounts have now been paid
- The reason for the violation
- Detail all efforts undertaken to ensure that future violations will not occur

## EXHIBIT L

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### BANKS, EQUIPMENT SUPPLIERS AND MATERIAL SUPPLIERS

**Provide names and addresses of the Banks, Equipment Supplier and Material Suppliers with whom you have done the major volume of business in the last three (3) years.**

Name of Bank or Company	Address	Name and Tel# of Officers With Whom You Transacted Business

**EXHIBIT M**

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**CONSTRUCTION EQUIPMENT**

List only major items: lump together small equipment and tools. If equipment is leased please include leasing company information (use separate sheets of paper if necessary).

<b>Quantity, Description and Capacity of Items</b>	<b>Lease, Rent, or Own</b>	<b>Age in Years</b>	<b>Condition</b>



# EXHIBIT N

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## CLIENT REFERENCES

### Instructions:

**Please provide names and addresses of at least three (3) clients for whom similar services are being performed currently or within the past two (2) years. Failure to provide previous experience and/or poor references may result in rejection of your proposal.**

Please list the following for **each** reference:

1. Name and Address
2. Contact person
3. Contact telephone
4. Services performed
5. State whether past or current client

# EXHIBIT O

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

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being by me first duly sworn, made the following statement:

1. The business address of  
(name of Offeror or business) is.
  
2. My relationship to \_\_\_\_\_  
(name of Offeror or business) is \_\_\_\_\_ (Relationship such as sole proprietor, partner, president, vice president).
  
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency political subdivision of any state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
  
4. I understand that “convicted” or “conviction” is defined by the Florida Statutes to mean a finding of guilt or conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, non-jury trial, or entry of a plea of guilt or no contest.
  
5. I understand that “affiliate” is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime or (2) an entity under the control of any natural person who is active in management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
  
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)

# EXHIBIT O

7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133 (3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted or affiliate is \_\_\_\_\_ a copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who

has produced \_\_\_\_\_ as identification and who did take an oath.

WITNESS my hand  
and official seal.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_

NOTARY PUBLIC

SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print,  
Stamp, or Type as Commissioned)

## EXHIBIT P

# CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,  
Print Name and Title Company Name

certify that \_\_\_\_\_ does not:  
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The BCHA shall provide notice, in writing, to the Contractor of the BCHA's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the BCHA's determination of false certification was made in error then the BCHA shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the BCHA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

## EXHIBIT P

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the BCHA for goods or services may be terminated at the option of the BCHA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

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COMPANY NAME

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SIGNATURE

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PRINT NAME

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TITLE

**Must be executed and returned with attached proposal to be considered.**