

## REQUEST FOR PROPOSALS

Sealed proposals will be received by the City of Foley at 407 East Laurel Avenue, Foley, Alabama 36535 **or** P.O. Box 1750, Foley, Alabama 36536 until 2:00 p.m. CST on Thursday, May 4, 2023 for:

### STRATEGIC PLAN FOR THE CITY OF FOLEY COF-050423

at which time and place they will be publicly opened and read. Specifications may be obtained at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama, 36535, by calling (251) 943-1545, or, the request for proposal may be downloaded from the City's website at <http://www.cityoffoley.org>.

To be eligible for consideration, proposals must be submitted on complete original proposal forms found in the Request for Proposal package. **The specifications and all executed proposal forms must be submitted in a sealed envelope, clearly marked, the Company name and address, the proposal name, and the date of the proposal opening.** It shall be the sole responsibility of the company to assure receipt of the proposal at Foley City Hall prior to the published time for the proposal opening.

The City of Foley reserves the right to accept or reject any or all proposals and to waive technical errors if, in the City's judgment, the best interests of the City will thereby be promoted.

Logan Eberly  
Purchasing Agent  
City of Foley, Alabama



**REQUEST FOR PROPOSAL FORM**

PROPOSALS TO BE OPENED AT: **2:00 P.M. CST**  
DATE: **Thursday, May 4, 2023**

Sealed proposals will be received by the City of Foley, Alabama, at its office in Foley until the above date and time, and then opened as soon thereafter as practicable.

\_\_\_\_\_  
*Logan Eberly*  
Purchasing Agent

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SPECIFICATIONS: SEE ATTACHED

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If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after proposals are opened. Substitutions will be treated as “approved equivalent or equal” which is discussed in paragraph 1.05 of the proposal documents *GENERAL CONDITIONS*. Please refer to Paragraph 1.05 prior to offering any substitutions. No prices shall include State or Federal Excise Tax. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all proposals or any portion thereof.

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We are in a position to complete this project per the attached proposals within \_\_\_\_\_ days after receipt of notice to proceed. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the company.

I hereby affirm I have not been in any agreement or collusion among companies or prospective companies in restraint of freedom of competition, by agreement to bid at fixed price or to refrain from bidding, or otherwise. I am not currently engaged in, nor will engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

**THIS BID MUST BE NOTARIZED**

Sworn to and subscribed before me  
this the \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature accepted in ink only

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

BIDS MADE OUT IN PENCIL WILL NOT  
BE ACCEPTED.

TERMS: \_\_\_\_\_  
FOR CASH PAYMENT WITHOUT REGARD TO  
DATE OF REMITTANCE

**ALL COMPANIES MUST USE OUR PROPOSAL FORM(S). NAME AND ADDRESS, BID NAME, OPENING DATE AND TIME MUST BE PRINTED ON THE OUTSIDE OF THE SEALED ENVELOPE. EACH PROPOSAL MUST BE IN SEPARATE ENVELOPES.**



**COMPANY INFORMATION:**

<b>Company Name:</b>		
<b>Submitted By:</b>		
<b>Mailing Address:</b>		
<b>Telephone Number:</b>		
<b>E-Mail Address:</b>		
<b>Ethics Disclosure:</b>	<b>Are you a City of Foley Appointed Official?</b> <b>Are you a City of Foley Employee?</b> <b>Are you the spouse of a City of Foley Appointed Official or Employee?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**ADDENDUM ACKNOWLEDGEMENT:**

Company acknowledges receipt of the following addendums and has incorporated the requirements of such addendums into this Request for Proposal.

(List all addendums issued for this proposal.)

No.	Date

No.	Date

No.	Date

No.	Date

No.	Date

No.	Date



## **Proposal Specifications**

- A. Purpose for RFP:** The City of Foley is looking for proposals from qualified consultants to contract for consulting services to guide the Strategic Planning process for the City. The City intends to align our Strategic Plan approach based off of the GFOA Best Practices for the Establishment of Strategic Plans (Attachment A). Consultants are invited to submit a proposal, which includes an outline of their experience and qualifications in performing work directly related to the services required. Proposals must include an overall estimate for all work in the proposal, as well as hourly and daily rates, estimated costs of travel, and completion timeframe for each project phase.
- B. SOW:** The consultant will propose a work plan to develop a Strategic Plan through public involvement and participation, lay the groundwork for what the citizens of Foley would like the identity of the City to be and where it is going. The City Vision should understand the whole community, reflect core community values, address emerging trends and issues, imagine a preferred future, and promote local action. The vision findings of this exercise will then be prioritized and added to a Strategic Plan.

Strategic planning determines where an organization is going over the next few years and how it plans to get there. The intent of the Strategic Plan is to help the City direct its efforts and resources toward a defined vision for the future. The plan should include performance metrics such as benchmarks or milestones that measure the City's progress along the way.

The City of Foley is interested in having this plan completed proactively and transparently with community acceptance. The process should allow for both active and passive involvement ensuring diverse and extensive community participation. While the details of the strategic planning process are to be determined and negotiated with the chosen consultant, the following outline is suggested.

- C. Phase I. Community and City Assessment:** This process should include, at a minimum, the following:
- 1. Customized Online Survey.** A custom-designed survey will be prepared and administered by the consultant (with City's assistance and hosting).
  - 2. Two Public Forums.** Two public forums, led by the consultant, at an agreed upon designated public locations held after 5:00 p.m. The consultant will develop an engagement strategy for forums, working with City staff, to enhance citizen turnout at forums. This may include social media and traditional media outreach.
  - 3. Individual Interviews,** led by the consultant, with the Mayor and designated elected and appointed officials.
  - 4. Three Focus Group Meetings:** Facilitate focus group meetings led by the consultant for entities participating in:
    - a. Economic development, commerce and health i.e. IDB's, Chambers of Commerce, South Baldwin Hospital, etc.
    - b. Municipal and City elected officials i.e. Mayors, Councilman, and other elected officials as determined by the City



c. Environmental Stewardship and Quality of Life i.e. Environmental Advisory Board, Historical Commission, Main Street, City Planning Commission.

Consultant will provide written documentation summarizing meetings and online survey.

**D. Phase II. Core Planning Phase:** The consultant(s) will facilitate Planning Sessions.

**Facilitated Planning Session 1:** Vision, Mission and Values. The consultant(s) will facilitate a process that will include a visioning, mission and values determination process consisting of meetings with the City and key staff. Vision, Mission and values should serve as a framework for the strategic planning process.

**Facilitated Planning Session 2:** Strategic Goals and Targets. The consultant(s) will facilitate a process that will include development of strategic goals and targets for City departments that align with the Vision, Mission and Values, through facilitated meetings with the City and key staff.

**E. Phase III. Performance Management and Training:** The consultant(s) will provide training through a series of meetings, followed by written guides, to City Directors, managers and key staff in performance management and execution of the strategic plan. The performance management should be based on the effective implementation of the strategic plan and its goals and targets. This should include at a minimum:

- a. Setting performance targets
- b. Monitoring and Evaluation of Performance
- c. Improving performance in service delivery and customer relations

**F. RFP Documents:** The Company is encouraged to include any additional information that will substantiate its product quality, service capabilities, and commitment that will otherwise assist The City of Foley in evaluating the proposals. The sealed proposal should be submitted with the Company's most favorable price, quality and service capabilities, taking into account the City's expectations. Include brochures and other relevant information about your company that you wish the City of Foley to consider in its selection. Please provide one original proposal and one copy on a USB drive when submitting your proposal.

**G. Award:** Upon receipt of proposals, it will be the decision of the City of Foley to award or not award the project. The City reserves the right to reject any or all proposals and to waive technical errors, if, in the City's judgment, the best interest of the City will thereby be promoted.

The City of Foley also reserves the right to (i) determine selection process (The City of Foley will select a company which offers the proposal that is deemed to be in the City's best overall interest; provided however, The City of Foley also reserves the right to make award or no award if this is in the best interest of The City of Foley, in the City's sole discretion); and (ii) give consideration to special or unique features which may be offered by a company. Price alone may not be the sole determining factor in the selection process. Firms may be asked schedule a meeting with the City to pitch proposals submitted if deemed necessary by City staff. All decisions will be made solely at the discretion of The City of Foley.

**H. Timeframe:** The project shall commence after the issuance of the Notice to Proceed. City of Foley would like for the project to begin no later than June 1<sup>st</sup> and be complete within 90 calendar days.



- I. **Additional Information:** The City of Foley has several plans which may be useful to Consultants in the creation of the Strategic Plan. These can be viewed on the City of Foley website at <https://cityoffoley.org/community-development/> under Comprehensive Land Use / Growth Plan. Additionally, the City's Budget and Annual Comprehensive Financial Reports can be located at <https://cityoffoley.org/finance/>.

If the Bidder employs persons in the State of Alabama, the bidder must comply with Section 31-13-9, Code of Alabama 1975, and shall provide proof of enrollment in the E-Verify program with their bid. A copy of the signed Memorandum of Understanding (MOU) generated upon completion of enrollment in the E-Verify program is acceptable. (See *General Conditions, Item 1.17 for more information.*)

All questions related to this proposal must be documented through email and should be sent to Logan Eberly at [leberly@cityoffoley.org](mailto:leberly@cityoffoley.org) no later than 72 hours prior to the scheduled proposal opening. No questions will be addressed by any means other than email. Answers will be emailed to all companies in the event that clarification is required. If further clarification is needed about a change within the proposal, an Addendum will be emailed stating the change. All addendums must be acknowledged in the "Addendum Acknowledgment" section located on page 3 of this request for proposal.

- J. **Instructions to Companies:** To be eligible for consideration, proposals must include forms found in the Request for Proposal package. **The entire proposal and all executed forms must be submitted in a sealed envelope, clearly marked, identifying the project name, date and time of the bid opening, the company name and address.** It shall be the sole responsibility of the company to assure receipt of the proposal at the Foley City Hall prior to the published time for the proposal opening. If hand delivering, the proposal envelope must be "Date and Time" stamped at the receptionist's desk when the proposal package is turned in.

Proposals should be sent to one of the following addresses:

U.S. Postal Service  
City of Foley  
Attn: Purchasing Agent  
P.O. Box 1750  
Foley, AL 36536

Physical Address  
City of Foley  
Attn: Purchasing Agent  
407 E. Laurel Avenue  
Foley, AL 36535



## Proposal Checklist

### Items that should be included in Proposal:

- Request for proposal form (PDF page 2)
- Company information page (PDF page 3)
- Company Experience and Qualifications
- Details of how the three phases of the project will be accomplished along with the incorporation of GFOA Best Practices for the Establishment of Strategic Plans.
- Listing of the company projects/customers similar in size and scope to the services described in the RFP. This list must include the name, address, telephone, and email address of the client contract administrator. If applicable, please list examples of services rendered in the State of Alabama.
- Pricing should be broken down by item should include:
  - Overall Cost Estimate
  - Hourly / Daily Rates
  - Estimated Travel Expenses
- Proposal checklist (PDF page 7)
- Proof of E-Verify Documentation in the form of signed Memorandum of Understanding (MOU)
- Submit one original proposal and a copy of the proposal on a USB

**This list is not intended to be all inclusive, but a guide to creating your proposal.**

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

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

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

\_\_\_\_\_

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



BEST PRACTICES

# Establishment of Strategic Plans

GFOA recommends that all governmental entities use some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals.

Strategic planning is a comprehensive and systematic management tool designed to help organizations assess the current environment, anticipate and respond appropriately to changes in the environment, envision the future, increase effectiveness, develop commitment to the organization's mission and achieve consensus on strategies and objectives for achieving that mission. Strategic planning is about influencing the future rather than simply preparing or adapting to it. The focus is on aligning organizational resources to bridge the gap between present conditions and the envisioned future. While it is important to balance the vision of community with available resources, the resources available should not inhibit the vision. The organization's objectives for a strategic plan will help determine how the resources available can be tied to the future goals. An important complement to the strategic planning process is the preparation of a long-term financial plan, prepared concurrently with the strategic plan. A government should have a financial planning process that assesses the long-term financial implications of current and proposed policies, programs, and assumptions. A financial plan illustrates the likely financial outcomes of particular courses of actions.

Strategic planning for public organizations is based on the premise that leaders must be effective strategists if their organizations are to fulfill their missions, meet their mandates, and satisfy their constituents in the years ahead. Effective strategies are needed to cope with changed and changing circumstances, and leaders need to develop a coherent and defensible context for their decisions. National Advisory Committee on State and Local Budgeting (NACSLB) Recommended Practices provide a framework for financial management, which includes strategic planning.



**GFOA recommends that all governmental entities use some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals. While there is not a single best approach to strategic planning, a sound strategic planning process will include the following key steps:**

1. *Initiate the Strategic Planning Process.* It is essential that the strategic plan be initiated and conducted under the authorization of the organization's chief executive (CEO), either appointed or elected. Inclusion of other stakeholders is critical, but a strategic plan that is not supported by the CEO has little chance of influencing an organization's future.
2. *Prepare a Mission Statement.* The mission statement should be a broad but clear statement of purpose for the entire organization. One of the critical uses of a mission statement is to help an organization decide what it should do and, importantly, what it should not be doing. The organization's goals, strategies, programs and activities should logically cascade from the mission statement.
3. *Assess Environmental Factors.* A thorough analysis of the government's internal and external environment sets the stage for an effective strategic plan. A frequently used methodology for conducting an environmental assessment is a "SWOT" (Strengths, Weaknesses, Opportunities, Threats) analysis. Strengths and weaknesses relate to the internal environment, while analysis of opportunities and threats focuses on the environment external to the organization.

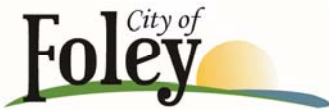
Local, regional, national, and global factors affecting the community should be analyzed, including (a) economic and financial factors, (b) demographic trends, (c) legal or regulatory issues, (d) social and cultural trends, (e) physical (e.g., community development), (f) intergovernmental issues, and (g) technological change.

Also, a government should develop mechanisms to identify stakeholder concerns, needs, and priorities. Among the mechanisms that might be employed to gather such information are (a) public hearings, (b) surveys, (c) meetings of community leaders and citizens interest groups, (d) meetings with government employees, and (e) workshops for government administrative staffs and the legislative body.

4. *Identify Critical Issues.* Once the environmental analysis has been completed, the next step is to use the resulting information to identify the most critical issues. Issue recognition should reflect stakeholder concerns, needs, and priorities as well as environmental factors affecting the community.
5. *Agree on a Small Number of Broad Goals.* These written goals should address the most critical issues facing the community. It may be necessary to define priorities among goals to improve their usefulness in allocating resources.
6. *Develop Strategies to Achieve Broad Goals.* Strategies relate to ways that the environment can be influenced (internal or external) to meet broad goals. A single strategy may relate to the achievement of more than one goal. There should be a relatively small number of specific strategies developed to help choose among services and activities to be emphasized. Use of flowcharts or strategy mapping is encouraged in the design of strategies. To optimize the success of these strategies, opportunities should be provided for input from those who will be affected.
7. *Create an Action Plan.* The action plan describes how strategies will be implemented and includes activities and services to be performed, associated costs, designation of responsibilities, priority order, and time frame involved for the organization to reach its strategic goals. There are various long-range planning mechanisms available to enable organizations to clarify their vision and strategy and translate them into action.
8. *Develop Measurable Objectives.* Objectives are specific, measurable results to be achieved. Objectives and their timelines are guidelines, not rules set in stone. Objectives should be expressed as quantities, or at least as verifiable statements, and ideally would include timeframes.
9. *Incorporate Performance Measures.* Performance measures provide an important link between the goals, strategies, actions and objectives stated in the strategic plan and the programs and activities funded in the budget. Performance measures provide information on whether goals and objectives are being met.
10. *Obtain Approval of the Plan.* Policymakers should formally approve the strategic plan so it can provide the context for policy decisions and budget decisions

11. *Implement the Plan.* Organization stakeholders should work together to implement the plan. Moreover, the strategic plan should drive the operating budget, the capital plan, and the government's other financial planning efforts.
12. *Monitor Progress.* Progress toward planned goals should be monitored at regular intervals. Organizations should develop a systematic review process to evaluate the extent to which strategic goals have been met.
13. *Reassess the Strategic Plan.* Many external factors, such as the national or regional economy, demographic changes, statutory changes, legislation, mandates, and climate/environmental changes, may affect the environment and thus achievement of stated goals. To the extent that external events have long-range impacts, goals, strategies and actions may need to be adjusted to reflect these changes. New information about stakeholder needs or results may also require changes to the plan. It is desirable to minimize the number of adjustments to longer-term goals in order to maintain credibility. However, governments should conduct interim reviews every one to three years, and more comprehensive strategic planning processes every five to ten years, depending on how quickly conditions change. Performance measure results need to be reviewed more frequently than the strategic plan.

**Board approval date:** Thursday, March 31, 2005



## GENERAL CONDITIONS

To insure acceptance, all contractors submitting proposals to the City of Foley shall be governed by the following conditions, attached specifications, and proposal form(s) unless otherwise specified. Proposals **not** submitted on the proposal form(s) provided may be rejected, and proposals **not** complying with these conditions will be subject to rejection.

1.0 Intent of Specifications:

It is the intent of the specifications attached hereto to set forth and describe certain item(s) or service(s) to be purchased by the City of Foley including all materials, equipment, machinery, tools, apparatus, and means of transportation (meaning freight costs) necessary to provide these items or services.

1.01 Legal Requirements:

All applicable provisions of Federal, State, County and local laws including all ordinances, rules and regulations shall govern the development, submittal and evaluation of all bids received in response to these specifications, and shall govern any and all claims between person(s) submitting a bid response hereto and the City of Foley, by and through its officers, employees and authorized representatives. A lack of knowledge by the contractor concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof.

1.02 Sealed Bids:

The specifications and all executed forms must be submitted in a sealed envelope. All proposals must be signed by an authorized representative of the contractor. In the event more than one proposal opening is scheduled for the same date and time, do not include proposals concerning different sets of specifications within the same envelope. **The face of the envelope shall be plainly marked identifying the Contractor's license number and opening date and time.** It shall be the sole responsibility of the contractor to assure receipt of bid at the Purchasing Office prior to the published time for the proposal opening. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.

1.03 Exceptions to Specifications:

During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that fair consideration is given in evaluating proposals, all exceptions to or deviations from the specifications as written must be noted and fully explained. The Mayor and City Council are the final authority in determining the acceptability of any exceptions to specifications.

1.04 Discounts:

Terms offering a discount for prompt payment will be considered in determining the low cost proposal. The discount period shall begin whenever (1) the conditions of the specifications have been fully met and the product or service judged acceptable to the City of Foley or (2) a correct invoice and other required documents have been received, whichever is later. Discounts offered for a period of less than thirty (30) days will not be considered in determining the low cost proposal.

1.05 Approved Equivalents or Equals:

Any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only and not intended to limit competition. The contractor may offer any brand for which he is an authorized representative that meets or exceeds the specifications as written. If the proposal is based on an "approved equivalent or equal" item, supportive information in the form of manufacturer's printed literature or brochures, sketches, diagrams and/or complete specifications must accompany the proposal. The contractor must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Foley reserves the right to determine acceptance of proposed equivalent or equal item.



- 1.06 Proposal Withdrawals:  
Proposals may be withdrawn by written request received from contractor prior to the time fixed for opening but no proposal may be withdrawn after closing time for receipt of proposals for a period of sixty (60) days. Negligence on the part of the contractor in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.
- 1.07 Rejection of Proposal:  
The City of Foley reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis, to waive any minor bid irregularities, technicalities, or informalities, and to re-advertise for proposals when deemed in the best interest of the City of Foley.  
If there is any reason for believing that collusion exists among the contractors, any or all proposals may be rejected, and those participating in such collusion may be barred from submitting bids or proposals on the same or other work with the City of Foley.
- 1.08 Delivery:  
Proposal quotations shall include all freight cost to Foley, Alabama to point(s) specified herein or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss shall be passed to the City of Foley until after receipt of delivery has been acknowledged by an authorized representative of the City of Foley.
- 1.09 Taxes:  
The City of Foley, a Municipal Corporation, is a tax exempt entity per Section 40-23-4(11), Code of Alabama 1975. The City of Foley is exempt from all state and local sales taxes. This should **not** be construed to mean that Contractors or suppliers doing business with the City of Foley are exempt from paying tax (General Conditions, Section 1.11 Permits and Taxes).
- 1.10 Licenses, Registration and Certificates:  
A City of Foley Business License must be obtained within ten days of project award. Each contractor must provide proof of State required competency certifications whenever applicable to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty Contractor) in the City of Foley.
- 1.11 Permits and Taxes:  
The Contractor shall procure all permits, pay all charges, fees and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.
- 1.12 Compliance with Federally Funded Programs:  
The successful contractor shall assure the City of compliance with any and all special provisions (if applicable) contained in the contract being proposed. These provisions may include but are not limited to maintaining a Drug-Free Workplace, compliance with Clean Air and Water Laws and Regulations, and compliance with Equal Opportunity and Non-Segregated Facilities guidelines.
- 1.13 Proof of Liability & Worker's Comp Insurance:  
If applicable, Proof of Liability and/or Worker's Comp Insurance must be included in the bid packet. If a company is not covered by Worker's Comp Insurance, labor and material charges should be separated on the bid/proposal. This should be done in order for the City to determine the Worker's Comp rate (in accordance with the City's current Worker's Comp fee schedule) that will be deducted from payment to the company performing the work.
- 1.14 Background Check:  
The bid award of "Public Works" projects over \$50,000 will be contingent upon the results of a background check of the successful low contractor as stated in Ordinance No. 1029-08. According to this ordinance, the City of Foley will take criminal histories into account when deciding whether a low contractor is qualified to do work for the City.



1.15 Disqualification:

The City can disqualify a company based upon the results of a background check or if the company has been prohibited from contracting with another government agency as stated in Ordinance No. 1029-08.

If, in the opinion of The City of Foley, a sealed bids or proposals contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by Company, the sealed bid or proposal may be disqualified from further consideration.

1.16 Expenses:

Expenses for developing sealed bids or proposals and addressing information requests herein are solely and entirely the responsibility of Company and shall not be chargeable in any manner to the City of Foley.

1.17 Alabama Immigration Law (Beason-Hammon Alabama Taxpayer and Citizen Protection Act):

Contractor must be in compliance with Alabama's Immigration Law, otherwise known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Section 31-13-9, Code of Alabama 1975. If the contractor employs persons in the State of Alabama, the contractor must provide documentation with this bid that they are enrolled in the E-Verify program. Additionally, the contractor should be advised that if they employ persons (anywhere), award of the contract is conditioned on the contractor not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Any awarded contract will contain a provision whereby the contractor promises not to violate federal immigration law.

Any subcontractor who works with the general contractor who has been awarded contracts by the City must be enrolled in E-Verify. It is the responsibility of the general contractor to have a system in place to ensure subcontractors' compliance.

Proof of E-Verify documentation will be in the form of a copy of the signed Memorandum of Understanding (MOU) generated upon completion of the E-Verify program.

1.18 Local Bid Preference:

The City of Foley has accepted the local bid / proposal preference guidelines established in Act 2015-293 and allows these guidelines to be utilized when appropriate, on a case by case basis. The local preference area has been established per Resolution 15-2369-RES and is defined as the area within the police jurisdiction of the City of Foley. Bid / proposal awards may be made to local vendors in this area if their submission is within 5% of a lower bid / proposal submitted by a vendor outside of this area and a 10% preference is extended if the lower contractor is located outside the state.

1.19 Contractor Tax Credits/Incentives/Rebates:

Should a Contractor seek tax credits, incentives or rebates for energy efficiency programs or any other such program through the Federal or State Government, the Contractor shall inform the City of its intent to apply and shall negotiate terms with the City.

***“The City of Foley encourages all vendors to list job openings with Job Services of Alabama.”***