

**RFQ No. 2026-001**

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## SECTION 1 – INTRODUCTION

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### 1.1 Purpose

The City of Apalachicola, herein referred to as the “City,” has as its goal to promote maritime commerce and navigation, as well as to protect natural resources.

The City is seeking a qualified Engineering and Related Professional Services team to provide contract services for a three (3) year period with an option for two (2) one-year extensions to include Coastal and Other Engineering Services. Requested services may involve an entire project, several projects, part of a project, or any project phase. To make its determination, the City will review qualifications, including prior project information, lead staff qualifications, and other information. Work will be assigned on an as-needed basis.

Insurance will be required at the time of execution of the contract in conformance with the Risk Management Requirements outlined in Section 3.12 – Insurance Requirements.

## SECTION 2 – SCOPE OF WORK

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### 2.1 Definitions

**Respondent:** Refers to any entity submitting a response to this Request for Qualifications.

**Submittal or Statement of Qualifications:** Refers to qualifications submitted in response to the RFQ.

**Consultant:** Refers to the Prime Consultant accepting full responsibility of the executed contract.

**Prime Consultant:** Prime Contractor if selected by the City for contract award.

**Sub-Consultant:** Hired by the Prime Consultant to perform a specialized portion of services/work.

**Master Agreement, Agreement, or Contract:** Refers to a non-project-specific, blanket contract.

**Contract, Work Order, Service Order, CSO:** Refers to a project-specific work assignment.

### 2.2 Format Guidelines

Each Statement of Qualification should be prepared simply and economically, providing straightforward, concise delineations of the firm’s capabilities to satisfy the requirements of this Request for Qualifications. Fancy bindings, colored displays, and promotional material are not desired. Emphasis is on completeness and clarity of content. In order to expedite the evaluation of the Statement of Qualifications, it is essential that firms follow the format and instructions herein. Submittals should at a minimum include the following information:

1. Engineer’s name and address
2. Proof of Licenses/Certifications
3. Proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations
4. Proposed responsible office for Engineer
5. Contact person, phone number, and email address

6. Statement regarding previous experience of Engineer or sub-Engineer in advertised type of work
7. Proposed key personnel and their proposed roles
8. Sub-Engineer(s) that may be used for the project
9. Indication as to whether the prime firm and/or sub-Engineers are minority-owned or women-owned business enterprises (MBE/WBE)
10. Forms to be executed and submitted with all proposals (see Section 5):
  - Proposal Form
  - Information Sheet for Transactions and Conveyances of Corporation Identification
  - Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes
  - Proof of Insurance with limits
  - Drug-Free Workplace Certification
  - Conflict of Interest Disclosure Form
  - Affidavit of Solvency
  - Disclosure of Litigation
  - Equal Opportunity Report Statement
  - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
  - Byrd Anti-Lobbying Compliance and Certification Regarding Lobbying
  - Certification of Non-Segregated Facilities
  - No Contact Clause
  - Non-Collusion Certification
  - Indemnification and Hold Harmless

### **2.3 Statement of Need and Intent**

The scope of work described below shall provide a general guide but is not intended to be a complete list of all work that may be required. The Prime Consultant awarded a contract from this solicitation process may be requested to develop, design, perform analysis, and/or assist in preparing engineering, construction, or related documents for a variety of City projects that will later be completed.

To minimize duplication of effort and to allow the City to coordinate data requests and data distribution for the multiple projects that may be included in the eventual contract scopes, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

### **2.4 Disciplines**

The types of work and disciplines will likely include the following. The City does not guarantee that any or all of the sample services or disciplines listed will be required under the as-needed contract. The categories below are to be used as a guide only; respondents to the RFQ may propose other services as well. Design and engineering services may be related to, but not limited to, the following types of activities and facilities:

- Roadways, parking lots, and guardrails
- Dredging
- Piling – marine and land based
- Bridges
- Harbors
- Seawall and breakwater
- Piers and wharfs
- Buildings and other structures, including ADA compliance, superstructure, roof, etc.
- Fire protection, alarm, and sprinkler systems
- General utilities, including electrical and mechanical (e.g., electrical distribution, controls, lighting, HVAC, piping systems, sewage, pump stations, boilers, etc.)
- Stormwater and wastewater

## SECTION 3 – PROCUREMENT RULES AND INFORMATION

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### 3.1 Contact Person

Leslie Glaze

Grant Compliance Procurement Director

Phone: (850) 653-9319

Email: [lglaze@cityofapalachicola.com](mailto:lglaze@cityofapalachicola.com)

All questions regarding this RFQ should be sent by email to Leslie Glaze, Grant Compliance Procurement Director. Questions shall be submitted no later than 2:00 P.M. EST on June 1, 2026. Questions submitted after that date and time will not be answered. DIRECTING QUESTIONS TO ANY OTHER CITY STAFF IS PROHIBITED AND WILL RESULT IN THE SUBMITTAL BEING DISQUALIFIED. Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addendum and will be placed on the City website <https://www.cityofapalachicola.com/>. By submitting a Statement of Qualifications, the responder acknowledges receipt of all addendums issued. Failure to submit requests in writing by the specified time shall not be grounds for a protest.

### 3.2 Calendar of Events

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the City finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are Eastern Time.

Date / Time	Action
June 4, 2026, no later than 2:00 P.M. EST	Last day to submit questions
June 11, 2026, no later than 2:00 P.M. EST	Answers provided
June 18, 2026, no later than 2:00 P.M. EST	Close date / Open bids

### **3.3 RFQ Opening**

RFQ submittals shall be received at the Apalachicola City Hall, 1 Bay Avenue, Apalachicola, Florida 32320 by the specified time and date. The RFQ submittals shall be opened publicly, and the names of the proposers shall be read aloud in the City Manager's Office at the specified date and time.

### **3.4 Cost of Preparing RFQ**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to the RFQ.

### **3.5 Disposal of RFQ**

Upon award recommendation or thirty (30) days after receiving, RFQ submittals become "public records" and shall be subject to disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary.

### **3.6 Rejection of RFQ**

The City reserves the right to accept or reject any statement of qualification as may be deemed necessary by the City to be in its best interest. The City further reserves the right to waive any and all informalities, and reserves the right to reject all nonconforming, unresponsive statements of qualifications. The City reserves the right to reject the statement of qualifications of any firm or individual if the City believes that it would not be in the best interest of the City to make an award to that firm or individual, because the statement of qualification is not responsive or responsible, or the firm or individual is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the City.

### **3.7 Verbal Instructions**

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications from firms, which are signed and in writing, will be recognized by the City as duly authorized expressions on behalf of the firm. Any and all communication with City Commissioners or City staff other than the City Manager is prohibited during the time of the RFQ advertising.

### **3.8 Indemnification**

Firm shall indemnify and save harmless the City, its officers, agents, and employees, from all claims, suits, or actions at law or equity, damages, losses, and expenses, whether direct or indirect, or consequential, including but not limited to charges of engineers, attorneys, and other professionals and costs of both defense and appeal, in a court of law or other tribunal, for any reason whatsoever, including but not limited to bodily injury, sickness, disease, or death of any person, including employees of Firm or any subcontractor, or injury to or destruction of property, including loss of use, which claims are arising out of, related to, connected with, or caused by (a) Firm, or any subcontractor or supplier of Firm, negligent performance or non-performance of

the Project. The provisions of this indemnification agreement shall include all accidents, injuries, and claims made, whether or not caused in part, by any act or omission of the City, its respective officers, agents, or employees, provided Engineer shall not be required to indemnify the City for the City's own negligence.

### **3.9 Public Entity**

The Engineer must sign and complete a Public Entity Crime Sworn Statement as defined under Section 287.133(3)(a), F.S. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as an Engineer, supplier, or subcontractor, under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

### **3.10 Drug Free Workplace**

The Engineer must complete the City's Drug Free Workplace Certification form, attached and made a part of the RFQ.

### **3.11 Debarment Notice**

Bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of a City official) are subject to 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)." In addition, applicants or bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying," published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying," and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

### **3.12 Insurance Requirements**

Engineer shall provide, pay for, and maintain, with companies satisfactory to the City, the types of insurance described herein. All insurance shall be from responsible companies duly authorized to do business in the State of Florida and/or responsible risk retention group insurance companies registered with the State of Florida. Prior to execution of a contract, the insurance coverages and limits required must be evidenced by properly executed Certificates of Insurance on forms which are acceptable to the City. The Certificates must be personally, manually signed by the Authorized Representatives of the insurance company/companies shown on the Certificates with proof that he/she is an authorized representative thereof. In addition, certified, true, and exact copies of all insurance policies required shall be provided to the City, on a timely basis, if required by the City. These Certificates and policies shall contain

provisions that thirty (30) days' written notice by registered or certified mail shall be given the City of any cancellation, intent not to renew, or reduction in the policies' coverages, except in the application of the Aggregate Limits Provisions. In the event of a reduction in the Aggregate Limit of any policy, the Engineer shall immediately take steps to have the Aggregate Limit reinstated to the full extent permitted under such policy. All insurance coverages of the Engineer shall be primary to any insurance or self-insurance program carried by the City applicable to this Project.

The acceptance by the City of any Certificate of Insurance evidencing the insurance coverages and limits required in this Contract does not constitute approval or agreement by the City that the insurance requirements have been met or that the insurance policies shown on the Certificates of Insurance are in compliance with the requirements of this Contract.

Before starting and until acceptance of the work by the City, Engineer shall maintain insurance of the types and to the limits specified below. Engineer shall require each of its subcontractors to procure and maintain, until the completion of that subcontractor's or sub-subcontractor's work, insurance of the types and to the limits specified below, unless such insurance requirement for the subcontractor or sub-subcontractor is expressly waived in writing by the City. Said waiver shall not be unreasonably withheld upon Engineer representing in writing to the City that Engineer's existing coverage includes and covers the subcontractors and sub-subcontractors for which a waiver is sought, and that such coverage is in conformance with the types and limits of insurance specified below.

All liability insurance policies, other than the Professional Liability, Worker's Compensation and Employers' Liability policies, obtained by Engineer to meet the requirements of this Contract shall name the City as an additional insured as to the operations of the Engineer under this Contract and the Contract Documents and shall contain severability of interests provisions.

If any insurance provided pursuant to this Contract expires prior to the completion of the work, renewal Certificates of Insurance and, if requested by the City, certified, true copies of the renewal policies shall be furnished by Engineer thirty (30) days prior to the date of expiration. Should at any time the Engineer not maintain the insurance coverages required in this Contract, the City may cancel this Contract or at its sole discretion shall be authorized to purchase such coverages and charge the Engineer for such coverages purchased. The City shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the City to purchase such insurance coverages shall in no way be construed to be a waiver of its rights under this Contract.

Certificates of insurance, reflecting evidence of the required insurance, shall be filed with the City's Representative prior to the commencement of the work. The Engineer shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the City's Representative, nor shall the Engineer allow any subcontractor to commence work on its sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

Policies shall be issued by companies authorized to do business under the laws of the State of Florida and shall have adequate Policyholders and Financial ratings in the latest ratings of A.M. Best rating of A- or better.

**Required Insurance:**

1. Workers' Compensation insurance as required by the State of Florida.
2. Employers Liability Insurance with limits of: \$1,000,000 per Accident, \$1,000,000 Occupational Disease for each employee.
3. Comprehensive business automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, hired, or non-owned vehicles, with minimum limits of \$1,000,000 Combined Single Limit, and if split limits are provided, the minimum acceptable limits shall be \$500,000 per person, \$500,000 per occurrence, \$25,000 property damage.
4. Commercial general liability covering claims for injuries to members of the public or damage to property of others arising out of any covered act or omission of Engineer or any of its employees, agents, or subcontractors or sub-Engineers, including Premises and/or Operations, Independent Contractors, Broad Form Property Damage, and a Contractual Liability Endorsement with \$300,000 Combined Single Limit, and if split limits are provided, the minimum acceptable limits shall be \$100,000 per person, \$300,000 per occurrence, \$50,000 property damage.
5. The City shall be named as an additional insured with respect to Engineer's liabilities hereunder in insurance coverages identified for comprehensive business automobile and vehicle liability insurance and commercial general liability. The City and its officials, employees, agents, and volunteers are to be covered as an additional insured with an Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage in respects to liability arising out of activities performed by or on behalf of the Engineer. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, agents, and volunteers.

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures. The Engineer, and its insurance carrier, waives all subrogation rights against the City and its officials, employees, agents, and volunteers for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not. The City requires all policies to be endorsed with a Waiver of our Right to Recover from others or equivalent.

**3.13 Protest**

RFQ protests arising shall be resolved in accordance with the City of Apalachicola Procurement and Purchasing Policies.

**3.14 Term of Contract**

The duration of the Contract will be for one (1) three (3) year term. The Contract may be renewed, expanded, and extended by mutual agreement for a renewal period of two (2) one-year (1) additional terms that, when totaled together, equal five (5) years.

## SECTION 4 – EVALUATION OF STATEMENTS

### 4.1 City of Apalachicola Procurement and Purchasing Policies

Evaluation of proposals shall be conducted in accordance with City of Apalachicola Procurement and Purchasing Policies as follows:

- The City Manager shall determine the Evaluation Group that will best serve the needs of the City.
- Members of the Evaluation Group are prohibited from discussing a project with any professional or professional firm that may submit a proposal during the procurement process, except in formal meetings.
- Only written responses of statements of qualifications, performance data, or other data received by the publicized submission time and date shall be evaluated.
- The initial ranking of proposals is based upon the criteria specified in Section 4.2, Evaluation Criteria.
- The City will only award contracts to respondents that possess the ability to perform successfully under the terms and conditions specific to the proposed procurement. When making such a determination, the City may consider factors including, but not limited to: record of past performance, strength of financial and technical resources, integrity, and compliance with public policy.
- The Evaluation Group may choose to conduct formal presentations/interviews with firms prior to final ranking.
- The Evaluation Group shall use the ordinal process to rank the firms. The respondents shall be listed in order of preference. The list of best-qualified respondents shall be forwarded to the City Manager and/or City Commission for approval prior to beginning contract negotiations.

### 4.2 Evaluation Criteria

Ranking and selection will be based on the following categories:

Criteria	Maximum Score
Ability of Professional Personnel	30
Past Performance	25
Location	15
Recent, Current, and Projected Workloads of the Firm	25
Minority, Women, and/or Veteran-Owned Business Enterprises	5
<b>Total</b>	<b>100</b>

#### Ability of Professional Personnel:

This criterion measures the ability of professional team personnel as shown by their level of experience on projects of similar type, size, and complexity. This criterion measures how well

the team is staffed to address all facets of the project. It measures how well the team is organized to deliver the project for the City. Preference will be given to teams with knowledge and experience with local construction and regulatory conditions and who demonstrate a strong commitment to team collaboration proximate to the project site. Preference will also be given to teams (both individuals within the team and companies making up the team) that have worked together on successful delivery of similar projects. It measures the overall level of the team's qualifications to successfully complete the project.

**Past Performance:**

This criterion measures the professional team's past experience with projects similar in size, type, and complexity as this project. The professional teams will be evaluated on their engineering projects of the size and scope of this project including the experience the team members proposed on this project have together on the previous projects presented. Preference will be given to engineering projects constructed within the last five (5) years in proximity to the City of Apalachicola. Proposals should include no fewer than three (3) and no more than ten (10) references from previous clients.

**Location:**

The professional team's approach to management and execution of work with respect to location of various key project team members will be evaluated under this criterion. The Engineer shall demonstrate from the project kick-off how they manage day-to-day or on-site information collection and distribution between internal and external team members, City staff, as well as other entities involved in the project.

**Recent, Current, and Projected Workloads of the Firm:**

This criterion measures the team's proposed resources for the project and their availability to complete all elements of this project with regards to the closeout of recent work, current workload, and projected projects that could impact the completion of this project.

**4.3 Contract Negotiation**

The City shall negotiate a contract with the firm considered to be the most qualified to provide the services at compensation and upon terms which the Negotiator(s) determines to be fair and reasonable to the City. In making this decision, the Negotiator(s) will consider the estimated value, the scope, the complexity, and the professional nature of services to be rendered. Should the Negotiator(s) be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm may be formally terminated. The Negotiator(s) shall then undertake negotiations with the second most qualified firm. Failing with the second most qualified firm, the Negotiator(s) may formally terminate negotiations, and may then undertake negotiations with the third most qualified firm. Should the Negotiator(s) be unable to negotiate a satisfactory contract with any of the selected firms, the Selection Group may select additional firms in order of their competence and qualifications, and the Negotiator(s) may continue negotiations in accordance with City of Apalachicola Procurement and Purchasing Policies until an agreement is reached or until a determination has been made not to contract for such services.

Notwithstanding the foregoing, this section shall not be construed in a manner that would conflict with Section 3.6, Rejection of RFQ. The City reserves the right to accept or reject any

statement of qualification as may be deemed necessary by the City to be in its best interest. The City further reserves the right to waive any and all informalities, and reserves the right to reject all nonconforming, unresponsive statements of qualifications. The City reserves the right to reject the statement of qualifications of any firm or individual if the City believes that it would not be in the best interest of the City to make an award to that firm or individual, because the statement of qualification is not responsive or responsible, or the firm or individual is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the City.

#### **4.4 Cone of Silence / Prohibition on Communications**

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering proposals during the submission process, except as authorized by the City's Procurement Division representative. Additionally, the City prohibits communication initiated by a proposer to any city official or employee evaluating or considering the proposals (up to and including the City Commissioners) before the time an award decision has been made. Any communication between a proposer and the City required to obtain information or clarification for preparing a proposal or to enable accurate evaluation of a proposal will be handled solely through the Procurement Division staff as the single point of contact. Any communications initiated between the proposer and the City outside these parameters may be grounds for disqualifying the offending proposer from consideration for award and/or any future proposal.

During the Cone of Silence, no person may lobby on behalf of a competing party in a particular procurement process. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The Cone of Silence is the period between the issue date of the procurement and the time the City awards a contract.

#### **4.5 Contract Provisions for Federally or State Funded Contracts**

*[The original source document references this subsection in the table of contents but did not include text content under it. Insert applicable federal/state funding contract provisions here.]*

## **SECTION 5 – REQUIRED FORMS AND CERTIFICATIONS**

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### **5.1 Proposal Form**

City of Apalachicola

1 Bay Avenue

Apalachicola, Florida 32320

Date: \_\_\_\_\_

Commissioners:

The undersigned Company, which herein may be referred to as “Proposer,” “Engineer,” or “Firm,” having reviewed the scope of services requested and familiarized himself with the local conditions, nature of the work, and having carefully developed an acceptable method of providing services as described herein, and having carefully examined the terms of this RFQ, shall furnish all materials, labor, services, and any other items for the proper execution of contract number RFQ 2026-005.

**(TO BE COMPLETED BY PROPOSER)**

**ADDENDA**

Acknowledgment is hereby made of receipt of the following addenda issued during the proposal period:

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

**SEAL IF PROPOSAL IS BY CORPORATION**

State of Florida (or other State) Department of State Certificate – Document Number:

\_\_\_\_\_

Proposer: \_\_\_\_\_

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

Occupational License No.: \_\_\_\_\_

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

*NOTE: By signing and submitting this Proposal for consideration by the City Commissioners of the City of Apalachicola, the vendor acknowledges that they have read, understand, and agree to all aspects of the specifications as presented without reservation, exception, or alteration.*

Florida DBPR Contractor’s License (or other state’s Contractor’s or professional licensure), Certification and/or Title: \_\_\_\_\_

Registration No.: \_\_\_\_\_

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

Type of Licensure, Certification, and/or Registration:

---

Expiration Date: \_\_\_\_\_

## 5.2 Information Sheet for Transactions and Conveyances of Corporation Identification

The following information will be provided to the City Attorney for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

*(Please Circle One)*

Is this a Florida Corporation: Yes / No

\_\_\_\_\_

If not a Florida Corporation, in what state was it created:

\_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

What kind of corporation is it: "For Profit" / "Not for Profit"

\_\_\_\_\_

Is it in good standing: Yes / No \_\_\_\_\_

Authorized to transact business in Florida: Yes / No

\_\_\_\_\_

State of Florida Department of State or other State Certificate of City Document No.:

\_\_\_\_\_

Does it use a registered fictitious name: Yes / No

\_\_\_\_\_

### **Names of Officers:**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_

Director: \_\_\_\_\_

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

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

Name of Corporation (As used in Florida):

\_\_\_\_\_

*(Spelled exactly as it is registered with the state or federal government)*

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

Post Office Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

**Corporate Identification**

Federal Identification Number: \_\_\_\_\_

*(For all instruments to be recorded, taxpayer's identification is needed)*

Name of individual who will sign the instrument on behalf of the company:

\_\_\_\_\_

(Upon Certification of Award, the Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. The Awarded Firm shall submit a copy of the resolution together with the executed contract to the City Attorney's Office.)

*(Spelled exactly as it would appear on the instrument)*

Title of the individual named above who will sign on behalf of the company:

\_\_\_\_\_

### 5.3 Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes

1. This sworn statement is submitted to the City of Apalachicola.

By (print name of individual submitting sworn statement):

\_\_\_\_\_

Whose business address is: \_\_\_\_\_

And (if applicable) its Federal Employer Identification Number (FEIN) is:

\_\_\_\_\_

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(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 of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a 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 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 guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A predecessor or successor of a person convicted of a public entity crime; or
  - 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, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. 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 any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the 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 in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings, and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

Notary Public: \_\_\_\_\_

**5.4 Drug-Free Workplace Certification**

The below signed company certifies that, in accordance with Florida Statute 287.087, it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such 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 contractual services that are described in the City's Request for Proposal 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 contractual services described in paragraph 3, 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 Florida Statute 893, as amended, 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 or plea.
- 5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- 6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this company complies fully with the above requirements.

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

Name (print): \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

## 5.5 Conflict of Interest Disclosure Form

### Project (RFQ) 2026-005 – Request for Qualifications for Coastal and Other Engineering Services

The term “conflict of interest” refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting, a consultant’s/contractor’s professional judgment in completing work for the benefit of the City of Apalachicola (the “City”). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis, or outcomes desired by the City.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the City. Consultants/Contractors, therefore, must avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting, the consultants/contractors’ professional judgment when completing work for the benefit of the City. Additionally, all respondents must disclose if any City of Apalachicola employee(s), elected official(s), or any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the City.

#### Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above-referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interests for completing work on the above-referenced project.

Legal Name of Respondent: \_\_\_\_\_

#### Authorized Representative(s):

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

Print Name / Title: \_\_\_\_\_

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

Print Name / Title: \_\_\_\_\_

**5.6 Affidavit of Solvency**

Pertaining to the solvency of (Respondent Name):

\_\_\_\_\_

I (Name of Representative): \_\_\_\_\_

As (Title of Representative): \_\_\_\_\_

being of lawful age and being duly sworn, hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of the above-stated entity.
2. The above-stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, un-matured liabilities, and contingent liabilities) as they become absolute and due.
3. The above-stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted, and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency in his/her capacity as a duly authorized representative of the above-stated entity, and not individually, as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

Notary Public: \_\_\_\_\_

**5.7 Disclosure of Litigation**

1. Within the past seven (7) years, has your organization filed suit or a formal claim against an owner or entity, or been sued by or had a formal claim filed by an owner, subcontractor, or supplier resulting from a contract dispute? Yes \_\_\_\_ No \_\_\_\_ If yes, please attach additional sheet(s) to include:
  - Description of every action
  - Captions of the Litigation or Arbitration
  - Amount at issue
  - Name(s) of the attorneys representing all parties
  - Amount actually recovered, if any
  - Name(s) of the project owner(s)/manager(s), to include address and phone number
2. List and explain all litigation and arbitration within the past seven (7) years – pending, resolved, dismissed, etc.

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3. Within the past seven (7) years, please list all Liens, including Federal, State, and Local, which have been filed against your Company. List in detail the type of Lien, date, amount, and current status of each Lien.

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**Financial Consequences**

4. Has an owner or entity ever withheld payment, assessed fees or penalties, or made a claim against any Performance and Payment Bonds? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain in detail:

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5. Have you ever abandoned a contract or been terminated for cause? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain in detail:

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6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes \_\_\_\_ No \_\_\_\_ If no, please explain why:

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**5.8 List of Proposed Sub-Contractors (if applicable)**

Any and all sub-contractors are subject to approval by the City. Each Respondent shall submit any sub-contractors proposed to perform any portion of the required services as provided herein. Each Respondent shall submit any proposed sub-contractors' qualifications, licensing, and certifications.

Sub-Contractor Name	Scope of Work	License / Certification

## 5.9 Equal Opportunity Report Statement

The Respondent (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid.

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Florida Civil Rights Act of 1992, as amended, prohibiting employment discrimination, and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued

pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

Name (print): \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**5.10 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

The Bidder certifies that the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR § 29.110(a), by any federal department or agency;
- 2. Have not within a three-year period preceding this certification 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 federal, state, or local government transaction or public contract; 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;
- 3. Are not presently indicted for, or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4. Have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Respondent certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier, or vendor that it proposes to contract with to perform any work under this RFQ, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the City of Apalachicola.

**Handwritten Signature of Authorized Principal(s):**

Name (print): \_\_\_\_\_

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

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**5.11 Byrd Anti-Lobbying Compliance and Certification Regarding Lobbying**

*Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000).*

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

**Handwritten Signature of Authorized Principal(s):**

Name (print): \_\_\_\_\_

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

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**5.12 Certification of Non-Segregated Facilities**

The Contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally assisted construction Contractor certifies that he will not maintain or provide for his employees segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally assisted construction Contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term “segregated facilities” means any waiting room, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction Contractor agrees that (except where he has obtained identical certifications from proposed sub-Contractors for specific time periods) he will obtain identical certifications from proposed sub-Contractors prior to the award of subcontracts exceeding ten thousand (\$10,000.00) dollars US which are not exempt from the provisions of the equal opportunity clause, and that he will retain such certifications in his files.

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

Name (print): \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**5.13 No Contact Clause**

The City prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Requests for Proposals, Requests for Qualifications) issued by the City Commission.

The period commences when the procurement document is received by the City and terminates when the City Commission approves an award.

Except as provided in the RFQ, respondents are prohibited from contacting or lobbying the City, City Commissioners, City Staff, or any other person authorized on behalf of the City related to or involved with the solicitation. All inquiries with respect to the RFQ may only be submitted to the designated individual described in the RFQ.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I do hereby agree to abide by the City's "No Contact Clause" and understand that violation of this policy shall result in disqualification of my proposal/bid.

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

Name (print): \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

### 5.14 Non-Collusion Certification

The City of Apalachicola requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Request for Proposal issued by the City of Apalachicola shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership, or corporation, that no members of the elected governing body of the City of Apalachicola, nor any professional management, administrative official, or employee of the City, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received, or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods, or services in return for favorable review of any Proposals submitted in response to the Request for Proposal or in return for execution of a contract for performance or provision of services for which Proposals are herein sought.

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

Name (print): \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

### 5.15 Indemnification and Hold Harmless

To the fullest extent permitted by law, Respondent shall indemnify and hold harmless the City, its officers, and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent and other persons employed or utilized by the Respondent in the performance of this Agreement.

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

Name (print): \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_