

REQUEST FOR PROPOSAL #15-0623MD ADDRESSING DATABASE AND MAINTENANCE SYSTEM

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to **acquire, implement and maintain an enterprise-wide, centralized address repository with an accompanying address management system ("Address System")**.

DEADLINE FOR CLARIFICATION REQUESTS: **February 23, 2015 at 5:00 p.m.** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division.

TIME AND DATE DUE: Proposals will be received until **March 2, 2015 at 3:00 p.m.** at which time they will be **publicly opened**.

TABLE OF CONTENTS:

Section A: Information to Proposers	Pages 2-7
Section B: Scope of Services	Pages 8-18
Section C: Form of Proposal	Pages 19-23
Section D: Selection	Page 24
Section E: Negotiation of the Agreement	Page 25
Proposal Signature Form	Attachment A
Public Contracting and Environmental Crimes Certification	Attachment B
Insurance and Bonding Requirements	Attachment C

Important Note: A prohibition of lobbying is in place. Review Manatee County Code 2-26-31 and section A.17 carefully to avoid violation and possible sanctions.

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Manatee County Financial Management Department, Purchasing Division

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

Proposals will be publicly opened at Manatee County Purchasing Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated herein. All interested parties are welcome to attend.

A.02 REQUEST FOR PROPOSAL SOLICITATION DOCUMENTS

Request for Proposal (RFP) solicitation documents and other related documents are available electronically at <http://www.myanatee.org> under the Purchasing Division page at "Bids and Proposals". The documents are available for download in a portable document format (.PDF) file. You may access these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on announcing opportunities using <http://www.Manateechamber.com>. This step is in addition to the posting on Manatee County Government web page.

Manatee County may also use an internet service provider to distribute Request for Proposal solicitation documents. Participation in the Demand Star system is not a requirement for doing business with Manatee County.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposal received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Purchasing Division for receipt on or before the stated time and date. Electronic submission is not permitted. If a proposal is sent by U.S. Mail or other third party delivery service, the Proposer shall be solely responsible for its timely delivery to the Purchasing Division. Proposals delayed by mail or delivery service providers shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

Proposals must be submitted in the format specified in Section C. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section C** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each Proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Manatee County Purchasing Division. The County shall not be

responsible for oral interpretations given by any County employee, officer, representative, or agent. The issuance of a written addendum by the Purchasing Division is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org> under the Purchasing Division page at "Bids and Proposals".

It shall be the responsibility of each Proposer, prior to submitting its proposal, to contact the Manatee County Purchasing Division at (941)748-4501, ext. 3062 to determine if addenda were issued and to acknowledge receipt of same on the Proposal Signature form (Attachment A).

DEADLINE FOR CLARIFICATION REQUESTS: **February 23, 2015 at 5:00 p.m.** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division.

This deadline has been established to maintain fair treatment for all potential Proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One signed Original (marked Original), Five (5) Copies (marked Copy) and One (1) CD of your proposal shall be submitted in one (1) sealed package, clearly marked on the outside **"Sealed Proposal #15-0623MD: Addressing Database and Maintenance System"** and addressed to:

Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer, including all parties wherein the proposal is submitted by two or more distinct legal entities, to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the Proposer.

A.08 EXAMINATION OF PROPOSALS

The examination of the submitted proposals and the Proposer qualifications generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Proposals become subject to disclosure thirty (30) days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement of review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provides notice of its intended decision or thirty (30) days after the opening of the new proposals.

Pursuant to Florida Statutes 119.0701, to the extent successful Proposer is performing services on behalf of the County, successful Proposer must:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service;
- b. Provide the public with access to public records on the same terms and conditions that the County would provide and at a cost that does not exceed the cost provided in Florida Statute Chapter 119, or as otherwise provided by law;
- c. Ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and;
- d. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of successful Proposer upon termination of the awarded agreement and/or PO and destroy any duplicate public records that are exempt or confidential from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the County's information technology systems.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any Proposer to correct errors or omissions in the proposal.

A.11 DISQUALIFICATION DUE TO NON-RESPONSIVENESS

Manatee County reserves the right to find that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the RFP process.

A.12 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous to, and in the best interests of, the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.13 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code Chapter 2-26.

A.14 CODE OF ETHICS

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or State of Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

By submitting a proposal, the Proposer represents to County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Proposer is determined to have been untruthful in its proposal or any related presentation, such Proposer will be disqualified from eligibility to perform the work or provide the services described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to Manatee County.

A.15 COLLUSION

By offering a submission to this Request for Proposal the Proposer certifies it has not divulged to, discussed or compared its proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies and in the case of a joint proposal, each party thereto certifies as to their own organization, that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.16 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal to provide any goods or services to a public entity, may not submit a proposal with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an agreement 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.

In addition, Manatee Code of Laws prohibits the award of County agreements to any person or entity who/which has, within the past five (5) years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, all persons or entities desiring to contract with the County shall execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment "B" and submit with your proposal.**

A.17 LOBBYING

After the issuance of any Request for Proposal, prospective Proposers, or any agent, representative or person acting at the request of such Proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on email correspondence. This requirement begins with the issuance of a Request for Proposal, and ends upon execution of the final agreement or when the Proposal has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code.

A.18 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective Proposers that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of contract.

A.19 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal Opening), or to otherwise participate in the procurement process, should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: SCOPE OF SERVICES

B.01 INTRODUCTION

The County is accepting proposals from experienced and qualified firms to acquire, implement and maintain an enterprise-wide, centralized address repository with an accompanying address management system ("Address System"). The County's preference is to select a commercial off the shelf ("COTS") solution containing clear upgrade paths and ongoing maintenance and support. The Address System shall facilitate the maintenance and synchronization of County addresses and street centerlines in the Geographic Information System ("GIS"), as well as the Master Street Address Guide ("MSAG") and Automatic Location Information ("ALI") databases. The Address System shall possess the ability to access and query address information and alert the County to potentially incorrect address information requiring corrective action. In addition, the Address System shall offer an array of methods for sharing address information with other enterprise systems downstream (e.g. CAD 9-1-1, Utility Billing, and Building Permitting) and possess the ability to validate addresses and other data in real time. The selected Proposer shall be responsible for complete product integration and performance, supported by warranty obligations.

B.02 BACKGROUND INFORMATION

Manatee County is located on the Gulf of Mexico in West Central Florida and consists of six incorporated municipalities including:

Municipality	Population
Anna Maria	1,574
Bradenton	59,570
Bradenton Beach	1,190
Holmes Beach	3,746
Longboat Key	2,398
Palmetto	10,603
Unincorporated Areas	243,752
Total	322,833

The County lacks a centralized address repository or database. Address information is duplicated across a variety of existing systems such as Computer Assisted Mass Appraisal ("CAMA"), Utility Billing, and Building Permitting.

Housing addresses in multiple locations results in wasted County efforts. The County's current addressing process is mostly a manual, paper based process. County staff has only a limited ability to query address information and no organized way to notify the County's Address Coordinator of incorrect addresses. Responding to constant requests for address information generates repetitive and unnecessary work for the Address Coordinator.

The lack of a centralized address database negatively impacts the County's level of customer service. For example, if a customer has a problematic address issue in one County department system and that issue is resolved once, customer may experience the same address issue when dealing with a different County department. These address

issues create unsatisfactory experience from customers and reflect poorly on the County's business operations.

The use of a centralized address database would assist the County in standardizing address listings. One particular challenge the County faces is the use of non-conforming addresses. For example, where a County address has two street types (e.g. Pine Street Court West) the County includes the first street type in the street name. In the above example, the base of the street name is listed as Pine Street and not just Pine. The Address System shall address this issue and provide other means of address uniformity.

B.03 CURRENT TECHNICAL ENVIRONMENT

The County has a mature existing enterprise GIS which is based upon the ESRI ArcGIS platform and is currently at version 10.2.2. The GIS environment includes ArcGIS Desktop (supporting ArcGIS Desktop Basic and Advanced), ArcSDE on an Oracle 11g database, eight (8) cores of ArcGIS Server Advanced and sixteen (16) cores of ArcGIS Server Standard (four cores of which support the County's secured services). The County has three (3) main SDE instances; GISPROD for production data, GISEDIT for versioned editing and GISDEV for a development instance. The CAD 91-1 system is Intergraph's I/CAD version 9.2 and the CAMA system is iAS World version 7.1.0.052 by Tyler Technologies. CAD 9-1-1 and CAMA are targeted as the initial downstream systems for integration with the Address System.

The County uses Intrado's MapSAG product to maintain street centerlines. Recently, the County created an address point feature class and started using MapSAG for entering addresses in the GIS environment.

B.04 EXISTING DATA SUMMARY

The County will provide the successful Proposer with all pertinent data developed internally or by others that the County is aware of, has access to and can legally provide. The successful Proposer may acquire other data as required to meet the intent of the specifications defined in this Request for Proposal. County data is stored in NAD83 State Plane Florida West FIPS 0902. Planar distance units are in U.S. survey feet.

Current available data includes:

04.1 Local GIS Data (Manatee County)

04.1.1 Orthophotography

The County has digital orthophotography for 2006 – 2014 taken at a resolution of 1' per pixel which meet the Florida SWFWMD / DOR specifications for imagery.

04.1.2 Parcel Data

Parcel data is maintained by the County's Property Appraiser's Office ("PAO") and will be supplied to the successful Proposer. The parcel data covers both the incorporated and unincorporated areas of the County.

04.1.3 Street Centerline Data

Street centerline data is maintained by IT GIS using Intrado's MapSAG and is kept current on a daily basis. Street centerlines have address ranges and can support geocoding.

04.1.4 Building Roof Prints

Building Roof prints are derived by digitizing structure outline from orthophotography. The building roof prints are used to guide the placement of the address points where possible.

04.1.5 Police/Fire/Ambulance Districts

IT GIS and Public Safety GIS can supply any needed district boundaries or Emergency Service Zones ("ESZ") boundaries as necessary.

04.1.6 Address Point Featureclass

Address point features are maintained using Intrado's MapSAG product. Address points are typically placed at the center of the building roof print.

04.3 CAD 9-1-1 Data

MSAG and ALI databases are maintained and distributed via the Manatee County Public Safety Emergency Communications Center, the incumbent local exchange carrier ("ILEC") Verizon, and third party database provider, Intrado.

04.2.1 Master Street Address Guide ("MSAG")

The County receives one free annual MSAG file from Verizon and will provide the successful Proposer with the most recent MSAG in Microsoft Excel format. The County will make subsequent updates available to the successful Proposer as they are received throughout the project life cycle.

04.2.2 Automatic Location Information ("ALI") Database

The County will provide the successful Proposer with an updated ALI database from Intrado via Verizon. The ALI data is typically available on demand and in incremental deliveries for a fee. Barring recommendations to the contrary, the County anticipates providing the successful Proposer, at the County's expense, with one (1) copy of the ALI database at the start of the project and then quarterly through the remainder of the project.

04.3 Addressing Data

The County employs a number of enterprise systems, many of which use and maintain address data. The systems specified in the subsections below contain the County's most comprehensive sets of address data from which a comprehensive address list can be

derived without actual field verification. Address X, Y should be derived from the addressing GIS layer when possible and if not possible then from the parcel centroid. An attribute should track which addresses were placed at the parcel centroid so these can be repositioned by the County at a later date.

04.3.1 Computer Assisted Mass Appraisal ("CAMA")

The PAO's CAMA system is iAS World version 7.1.0.052 by Tyler Technology. The PAO's CAMA system is the County's most authoritative source for address information and is used to initially populate other enterprise systems with addressing data.

04.3.2 Address Point GIS Layer

The Public Safety GIS group has recently developed a GIS point layer for addresses based upon data from the County's CAD 9-1-1 system. The County employs Intrado's MapSAG to maintain this layer. This address layer provides point address data for the CAD 9-1-1 system which is currently Intergraph I/CAD version 9.2. The posted addresses from this point layer are used to generate SP_AD or special address table utilized within the CAD system.

04.3.3 Utility Billing System

The County Utilities Department utilizes Banner version 4.2 from Hansen. The address data for the Utilities Department's billing system is populated via a view of address information taken from the PAO's CAMA system and uploaded nightly. Banner does contain an exceptions table for any addresses that cannot be verified. If an address won't verify as valid, an entry can be made in the exceptions table which will allow Banner to continue opening a new account. Banner isolates the questionable address for further investigation and ultimate correction.

04.3.4 Building Permitting Data

The Manatee County Building and Development Services Department uses Sun Guard's Community Plus version 8.4 permitting system. This system obtains address information from a daily copy of the CAMA data.

04.3.5 United States Postal Service ("USPS")

Annually, the USPS will compare their address information to address information provided by the County upon request. Typically the address data provided for this purpose comes from the County's CAMA system. The USPS will provide the County with a list of any discrepancies found in electronic format.

B.05 GENERAL REQUIREMENTS

The general purpose of this section is to provide the Proposers with sufficient information to submit proposals meeting the minimum requirements. The section is not intended to limit a proposal's content or to exclude specific services or capabilities proposed.

05.1 Coordination and Project Management

The successful Proposer will provide project coordination to ensure the success of the project. The successful Proposer shall be responsible for and will maintain regular contact with the County. The successful Proposal shall prepare periodic progress reports throughout the life of project, especially at mutually agreed upon milestones. Without limiting the foregoing, at this time the County anticipates the following milestones: project startup, software installation, database population, functional centerline and address editing, CAMA integration complete, CAD integration complete, Utility Billing integration complete and Building and Development Services integration complete. Payment shall be tied to the County's acceptance of selected Proposer's successful completion of each milestone.

05.1.1 Single Point of Contact

Successful Proposer will assign County with a single point of contact to serve as the primary project manager to coordinate all aspects of the project.

05.1.2 Project Kick off Meeting

Successful Proposer will coordinate a project kick off meeting with all County stakeholders and interested agencies. This meeting shall be held at a County facility and attended by the successful Proposer in person.

05.1.3 Telco/Database Provider Coordination

Successful Proposer will coordinate with the telephone company /database provider as necessary to synchronize MSAG/ALI/GIS databases.

05.1.4 Weekly Status Call

Successful Proposer shall facilitate a weekly project status conference call to insure the project is progressing on schedule. Stakeholders can report on the status of action items, raise issues and concerns and track project assignments.

05.1.5 Milestone Reports

Successful Proposer will prepare milestone reports to accompany significant project deliverables or major task elements. The reports should include task/deliverable summaries and any applicable quality control metrics or metadata.

05.1.6 Detailed Project Plan and Schedule

Successful Proposer will provide a detailed project work plan and schedule in Microsoft Project 2007 or later version. This project plan will be used to keep both the successful Proposer and County working according to the project plan and on schedule.

05.1.7 Address Integration and Maintenance Plan

Successful Proposer will perform site visits to gather data and stakeholder input in support of the address integration and maintenance plan. Selected Proposer shall document address assignment and information workflows between the County and the municipal partners responsible for assigning addresses for their own jurisdictions.

05.1.8 Project wrap-up, Training and Implementation

The successful Proposer will conduct a site visit at or near the end of the project to summarize project results (including quality assurance and quality control metrics), present recommendations and provide any required training and/or additional implementation services.

B.06 TECHNICAL REQUIREMENTS

The purpose of this section is to provide the Proposers with sufficient information to submit proposals meeting the minimum requirements. The section is not intended to limit a proposal's content or to exclude specific services or capabilities proposed.

06.1 Centralized Address Repository ("CAR")

This section will outline the requirements of the centralized address repository portion of the Address System. Proposer's solution should be compatible with Oracle 11g R2 but Microsoft's SQL Server shall also be considered. The Proposer will deliver an address point database based upon best available data from the County. This address point database shall contain all of the addressed features.

06.1.1 Platform

The County prefers that address data be stored in a RDMS and not an ESRI feature class or other GIS type layer. Where available, address records should each have a corresponding X, Y and Z values (state plane coordinates for horizontal data and NAVD88 for vertical data) so that a GIS layer can be created from the data as needed. The selected Proposer, using the best available data, shall populate in CAR a record for every assigned address in the County, including but not limited to, Z coordinate value to support flooding and hurricane response as well as multi-story data. Field verification of the data is not expected. The County understands that the selected Proposer may not have enough data to populate the Z value but the software shall account for this in the future.

06.1.2 Address Types

The CAR shall support multiple address types such as residential, commercial, units, suites, multi-family, right-of-way use, and allow the Address Coordinator to define additional address types as needed. The CAR should also be able to support USPS mailing addresses (adhering to the address format requirements in USPS Publication 28) and relate the mailing address to the actual physical location should they not coincide (non-SITUS). Various systems utilize various address types. For example, the CAD 9-1-1 system only uses posted addresses where the permitting system uses posted and non-posted addresses to record features such as fences, signs, electric services, lift stations and others. The CAR must support these address types and allow addresses to be filtered by type. It is of utmost importance that the CAR distinguishes (via an attribute) whether an address is a situs address or non-situs address. The CAR must also distinguish between posted addresses and those addresses assigned for other purposes, such as permitting and utilities.

06.1.3 Relationship Support

CAR should support the ability to create one-to-many address relationships for multi-unit scenarios or “inside” addresses within a mobile home park. The CAR should also contain the parcel ID for the parcel the address is associated with.

06.1.4 User Defined Attributes

The CAR should support the ability for the user to define and maintain additional attributes for both addresses and centerlines, including large capacity notes and comment fields visible to all.

06.1.5 Existing Comments

There is a notes field in the iAS World CAMA system where the Address Coordinator has been keeping notes about individual addresses and why an address may have been changed. These notes are prefaced with the text code of either ADCH or CONT (for a line continuation) and the selected Proposer shall transfer these ADCH notes and corresponding line continuations into the notes/comments field in the new CAR. These notes are free form text and are currently stored in a related table. The selected Proposer will be presented with the challenge of having multiple rows in the related table corresponding with a single address record.

06.1.6 Address/Centerline Status Tracking and History

The CAR shall define, track the status and history of either an address or centerline segment throughout the life cycle.

06.1.7 Aliases

The CAR shall support the ability for the user to define and maintain street name aliases for both addresses and centerlines.

06.1.8 Audit tracking

The CAR shall provide for the tracking of edits and make a documented record of detailing who made every edit. The County prefers integration with the County's Active Directory to accomplish this task.

06.1.9 Street name dictionary, reserved street names, Soundex searching and Address Atlases.

CAR shall provide a means of reserving street names for future use and should include these street names in any global searched of the CAR. The CAR should provide some ability for the Address Coordinator to perform Soundex searches for street names that sound similar (e.g. reserved street names). The CAR should also provide for the production of a street name dictionary. The CAR should also be able to support the production of a digital Address Atlas.

06.1.10 Downstream Systems Integration

The solution shall provide a robust ability to integrate address data with other downstream and legacy systems using various means such as real time address verification, APIs or through batch uploads on a scheduled basis. Ultimately, the CAR should provide the ability to share address data across all major County systems. The sharing of data should include both physical and mailing addresses, such as those used in the CAMA system.

06.2 Address Maintenance System ("AMS")

The address maintenance system ("AMS") shall possess the capability to assign and edit addresses and street centerlines, allow for searching of the data in the CAR, relate questionable address information back to the Address Coordinator for correction and allow the Address Coordinator to notify users of address assignments.

06.2.1 Platform

The AMS shall possess the ability to maintain both address and centerline data via an ESRI ArcGIS 10.2.2 interface and support the transactional versioned editing employed by ESRI. Edits could then be verified for quality assurance ("QA") and quality control ("QC") before being committed to the CAR. The selected Proposer's solution should also keep pace with ESRI ArcGIS suite upgrades in a timely manner.

06.2.2 Address Creation/Maintenance

The AMS shall allow newly created addresses to inherit information from underlying GIS layers such as subdivisions, parcels, centerline, ESZ and municipal

boundaries. AMS shall allow for attributes to be updated depending upon changes to the base GIS layers such as municipal boundaries (e.g. government annexation). All address data must comply with all applicable NENA Standards including those standards for Next Generation 9-1-1. The AMS must allow for the assignment of addresses prior to the parcel being available in the official parcel fabric. AMS should also allow for corner lots to have two (2) addresses. Typically, two (2) addresses are issued for a corner lot until such time as a permit is applied for and it is determined which way the house will face on the lot.

06.2.3 Centerline Creation/Maintenance

The AMS must provide support for creating and modifying street centerlines. The AMS must allow the use of user defined attributes and the means of performing consistency checks against the centerline data to insure good topology and attribute consistency.

06.2.4 Audit Logging

The AMS should track which user performed edits to address and centerline data and when those edits occurred.

06.2.5 Automated Notifications

The Address Coordinator has to manually notify approximately twenty-three (23) different governmental agencies of address changes. The AMS should have the ability to automate notifications to these agencies when address information is updated and provide the Address Coordinator with a report of the address changes.

06.3 System Integrations

After the implementation of the CAR and the accompanying AMS, the successful Proposer shall assist in the integration of address data in four (4) enterprise County systems. These integrations will be used to demonstrate to the County various strategies for systems integration.

06.3.1 Tyler Technologies iAS World 7.1.0.052

The PAO utilizes iAS World version 7.1.0.052 by Tyler Technologies for the CAMA system. New address information is entered manually by the Address Coordinator or other PAO staff. The County would like to eliminate this manual step and integrate CAMA directly with the CAR/GIS. The selected Proposer's solution should link pre-assigned addresses with the containing parcel after the parcel is entered into the parcel fabric.

06.3.2 Intergraph CAD 9-1-1 9.2

County is utilizing Intergraph's Computer Aided Dispatch I/CAD software at version 9.2. Address information in CAD is stored in a table called the SP_AD table or the Special Address Table. This table contains unique address-related data not available in other databases. Public Safety extracts addresses from the CAR as

needed for the development of their SP_AD table. The extraction is based upon various attributes depending on whether it is a SITUS address, a posted address or another type of address.

06.3.3 Hansen Banner 4.2

The County Utilities Department utilizes Banner 4.2 by Hansen (formerly Ventyx) for its utility billing system. Currently address information for Banner is provided by a read only database view in ArcSDE developed from CAMA's address data. However, addresses that do not verify are stored in an exceptions table.

06.3.4 Community Plus 8.4, DTS, Buzzsaw, Track-iT and in-house systems /Accela

The Building and Development Services Department is currently using Sun Guard's Community Plus 8.4 for permitting, Development Tracking System ("DTS") for development, AutoDesk's BuzzSaw for electronic document submission and plans review and in-house developed systems for on-line permitting and code enforcement. These systems will be replaced with the Accela Automation cloud solution. The Accela Automation cloud solution is comprised of land management, planning, permitting, inspections, code enforcement and contractor licensing modules. This cloud solution supports real time address validation which the County desires to utilize.

Additionally, Accela Citizen Access will replace the current Citizen Action Center software CRW's Track-iT. The County is in the initial stages of initiating the Accela Automation implementation and it is planned to take approximately eighteen (18) months.

06.4 End User Interface and Features

The Proposer's solution shall provide some type of user portal or interface to allow for the searching of address data as well as for communicating faulty address data back to the Address Coordinator for investigation and correction if necessary. This portal would also be used by other departments within the County to request address and centerline changes.

06.4.1 Address Verification User Portal

Proposer's solution shall provide a web browser-based interface that provides the user the ability to search for addresses using either text or GIS-based searches. The goal is to reduce and ultimately eliminate calls to the Address Coordinator to research problematic addresses.

06.4.2 Address/Centerline Change Requests

Proposer's solution should allow for users to submit requests for address or centerline corrections via an online web browser-based interface. These requests would then be queued for the responsible person to review and take corrective action. Feedback shall be provided to the person who submitted the change

request as to the final disposition of their request.

06.4.3 Mailing Lists

Proposer's solution should allow users to generate mailing lists, based on a buffer of successful GIS features, and produce a list of the desired addresses within that buffer. The user should have the ability to generate lists based upon either the physical address or the mailing address.

06.4.4 Municipal Portal

Proposer's solution should allow for municipal partners to participate in the maintenance of address data to support their jurisdictions. This maintenance shall be done through a web-based portal that is accessible to the address coordinators in the municipalities. Security rights should restrict the municipality to only change the address information for the jurisdiction they represent. Otherwise, the address coordinator shall make a request in the Address System to have the change made.

06.4.5 User Security

Proposer's solution should allow for administration of the Address System by the County. Such administration shall include setting up security rights for each category of user and user defined rights (e.g. view only, ability to make changes and administrator capabilities).

END SECTION B

SECTION C: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections C.01 through C.11 herein**, identifying the response to each specific item.

The information that you provide shall be used to determine which Proposers with the perceived ability to perform the scope of services as stated in this Request for Proposal, may overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section D. Selection.

C.01 MINIMUM QUALIFICATIONS TO BE CONSIDERED

- A. To qualify for any consideration, the Proposer(s) must present proof of any **licensing or certification** which will be required by law to perform the services set out in the scope of services required in this RFP.

Proposals may be presented by a single business entity, a joint venture, or partnership.

- B. Proposers shall have **substantial, current and verifiable experience** in performing the services described within the scope of services set forth herein. In the event more than one entity is joining in making this proposal, each entity shall set forth its respective experience and qualifications for those areas the entity intends to perform.

To validate substantial, current and verifiable experience, Proposers shall provide the following details indicating Proposers' relevant past performance on similar projects.

- C. **Similar Projects.** Provide name and location of the Client and the project, the year of performance and the date the project was fully operational and accepted. Provide specific details of the project including each components. Specify the use of any subcontractors and in what capacity they were used.

Specify the name, title and telephone number for the Client's lead contract manager for the project. Specify the key staff of your firm and their role and direct involvement in the project.

After Manatee County validates the minimum qualifications have been met, complying proposals will be considered by an evaluation committee.

C.02 ADMINISTRATIVE SUBMITTALS

- A. **Proposal Signature Form** (Attachment A).

B. Public Contracting and Environmental Crimes Certification (Attachment B).

C.03 GENERAL QUALIFICATIONS/BACKGROUND/EXPERIENCE

- A. Provide a description of general qualifications to include professional credentials, corporate location, contact information and legal status.
- B. State the number of years your firm has been in existence, the current number of employees, and the primary markets served.
- C. Clearly demonstrate by way of example your firms past experience and ability to provide the services enumerated in this Request for Proposal.
- D. Provide a minimum of three (3) references of past clients (preferably government clients) for whom you completed comparable projects (similar in scope of work to that requested herein). The description should identify for each referenced project: (i) client name and address (ii) client contact person and contact information (iii) description of work (iv) completion date of the project (v) total dollar value of the contract and (vi) contract duration.

C.04 LEGAL CAPACITY, CORPORATE STRUCTURE

- A. Provide an explanation of the Proposer's legal capacity to perform all parts of the scope of services. Include a description of corporate or other structure and governance, and detail the legal, financial, and technical capabilities of your firm relevant to performing the scope of services. If more than one Proposer is partnering to submit a proposal, the corporate structure and governance for the partnership must be detailed.
- B. Disclose all general partners, all limited partners with ownership of 20% or more and all stockholders with ownership of 20% or more. In the case of an LLC, disclose the Principal and the managing member and all other members. Present a flow chart of borrower entity (list investors/officers and percentage of ownership).
- C. Provide any and all information concerning any prior or pending litigation, either civil or criminal, which may affect the performance of the services to be rendered herein, in which your firm, any of its partners, employees or subcontractors is or has been involved within the last three years.

C.05 STAFFING LEVEL STATEMENT, KEY PERSONNEL, ORGANIZATIONAL CHART

- A. Provide a staffing level statement for your organization, detailing how many total employees work for your firm at any one time, including temporary and part-time employees. List the ratio of full-time employees to part-time and temporary employees. Discuss the overall resources of the firm to accomplish the work, including available personnel, equipment, and present workload. Include a

description of how your firm proposes to staff this engagement and which task(s) would be assigned to each staff member. Discuss other on-going projects of your firm, and how it plans to handle and coordinate those efforts, and the work to be performed pursuant to this Request for Proposal.

- B. Identify each "key personnel" who will be professionally associated with the County. Key personnel include all principals, partners, managers, seniors, and other professional staff that will perform work and/or services in this project. The Proposer must distinguish between the individuals whom are employees and those whom are contractors. Do not include personnel that will not have a key role in the project.
- C. Provide an organization chart showing all individuals who would be assigned to this project. This information shall include the functions to be performed by the key individuals.

For each identified person, provide the following:

- Full Name
- Title
- Professional credentials
- Area of expertise, individual roles and duties in providing services
- Office address
- Email address
- Telephone number
- Personalized resumes, describing the qualifications and relevant experience working on similar projects

Please Note: Selected Proposer shall be obligated to notify the County in writing of any changes, intended or otherwise, to the key personnel identified in its proposal.

- D. Disclose any ownership interest in other entities which may reasonably be used to perform work under the scope of services set forth in this Request for Proposal. This ownership disclosure shall be included, whether such ownership occurs through parent, subsidiary, holding company or any other form of business entity. If applicable, submit the entity names and the percent of ownership for each.

C.06 FINANCIAL STRENGTH AND ABILITY

- A. Provide documentation proving your firm's financial strength and ability to provide the services described herein. Such documentation may include, but is not limited to, most recent certified financial statements along with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted. Or if there is a material change, provide an explanation for the change in the financial condition. If certified financial statements are not available, provide latest available financial statements

(balance sheet and income statement) and letters of credit availability from accredited financial institutions, or other relevant documentation.

- B. Provide authorization for a Manatee County auditor and/or financial analysts to have access to your financial records at the primary location of the business entity, or such other location as may be agreed, for the purposes of verifying your financial representations, review and assessment of the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations to the County as included in this proposal to Manatee County. The County's audit and /or financial analyst agents will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the RFP files for subsequent use and review.

C.07 ADDRESS SYSTEM REQUIREMENTS

Describe in detail your solution's ability to provide an Address System according to the requirements stated in this RFP. For each requirement listed in Sections B.05 and B.06, provide a detailed response to support your solution's capabilities.

C.08 MAINTENANCE AND SUPPORT

Provide detailed information regarding the maintenance and support services offered in support of your proposed Address System. Include your service level agreements ("SLA"s), escalation procedures for system issues and any remedies offered to the County for services that fall short of the SLAs. Describe how software releases are included as part of maintenance services.

C.09 PROJECT APPROACH, PLAN, SCHEDULE AND TIMELINE

- A. Describe your firm's approach to project organization and management, including the responsibilities of the management team and key staff personnel who will perform work on this project. Include the policies and procedures to be used in completing the project.
- B. Provide a specific project plan identifying the key tasks and activities to be performed. Include the staff and staff hours allocated for each task. If resources are needed from the County, explicitly state what those are for each task.
- C. Provide a project schedule that specifically identifies start and completion dates for every task outlined in the project plan.
- D. Describe a comprehensive project timeline, from contract execution through full completion of the project. The timeline shall include milestones from project kickoff to full implementation of the Address System and integration with the County legacy systems.
- E. Provide a copy of a project approach, plan, schedule and timeline used on a completed project that similar in scope to the requirement of this RFP.

C.10 COMPENSATION

- A. Provide a full breakdown of the cost of an enterprise-wide license to run the software on two (2) environments (production and test).
 - a. What is the cost for a perpetual license?
 - b. In the alternative, what is the cost for a five (5) year license?
 - c. How many years are you willing to fix the license fee for after the 5th year? After that fixed date, how do you propose to adjust the license fee moving forward?
 - d. If you have other licensing options, please describe those options and provide corresponding detailed pricing.
- B. Provide a full breakdown of the cost of your maintenance and support services.
 - a. What length of warranty do you offer for your software?
 - b. Upon the expiration of the software warranty, the maintenance contract should begin coverage. Provide pricing for years 1 through 5 of maintenance?
 - c. How many years are you willing to fix the maintenance fee for after the 5th year? After that set date, how do you propose to adjust the maintenance fee moving forward?
 - d. If you have other maintenance options, please describe those options and provide corresponding detailed pricing.
- C. Provide a fixed not-to-exceed price for software implementation services. The price shall be fully inclusive of all services and expenses to complete all deliverables requested for full implementation of the Address System. Detail all services that are included in that fixed price. Describe services that are not included in your pricing.
- D. Provide pricing for any training services that you provide.
- E. Provide a pricing list for professional services broken down on a per hour basis per level of personnel (e.g. senior project manager, project manager, etc.) Indicate how long the pricing for the professional services shall be valid for and how rate increases beyond that point are calculated.
- F. Include pricing for any optional services that are not part of your cost proposal.

C.11 OTHER CONSIDERATIONS

- A. Provide detail on any performance guarantees that your firm offers and how the County would monetarily benefit should those performance guarantees not be met.
- B. Submit all other additional information which would assist the County in the evaluation of your proposal.

END SECTION C

SECTION D: SELECTION

D.01 EVALUATION FACTORS

Evaluation of proposals will be conducted by an evaluation committee. The committee's goal is to identify the proposal which overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. General factors to be applied will be (1) the perceived ability of the Proposer(s) to perform the Scope of Services as stated in this Request for Proposal, (2) the legal, technical and financial capabilities of Proposer(s), and (3) the experience of Proposer(s). These evaluation factors shall determine the successful proposal. Unless noted, no weight will be assigned to the Evaluation Factors stated above.

D.02 PRELIMINARY RANKING

An evaluation committee shall determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most qualified to be selected to negotiate an agreement.

D.03 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with Proposers deemed reasonably susceptible of being selected for award for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Purchasing Division. The date(s) and time(s) of any such presentations/interviews shall be determined solely by the County and may be closed to the public in the discretion of the Purchasing Official, and to the extent permitted by law.

D.04 SELECTION FOR NEGOTIATION

The evaluation committee will make a recommendation to the County Administrator as to the Proposer which the County should enter into negotiations. The County Administrator will act upon that recommendation and, if accepted, the Proposer will be invited to enter negotiations led by the Purchasing Division. The County posts Notice of Intent prior to commencing negotiations.

D.05 AWARD

Award of an agreement is subject to the successful negotiations and the approval of either the County Administrator or the Board of County Commissioners (as provided for in the current Purchasing Code and Procurement Procedures).

END SECTION D

SECTION E: NEGOTIATION OF THE AGREEMENT

E.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

E.02 AGREEMENT

The successful Proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The parties will negotiate the term of the agreement, and the circumstances in which it may be renewed, assigned or terminated.

The parties will negotiate matters of insurance, liability, record-keeping, auditing, and all other relevant contractual matters.

END SECTION E

ATTACHMENT A

PROPOSAL SIGNATURE FORM REQUEST FOR PROPOSAL #15-0623MD

The undersigned represents that by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal, and that all of the facts and responses set forth in the proposal are true and correct. If the Proposer is selected by the County to negotiate an agreement, the undersigned certifies that the Proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this Request for Proposal.

Print or Type Proposer's Information Below:

Name of Proposer

Telephone Number

Street Address

Email Address

Web Address

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date Signed

Acknowledge Addendum No. _____	Dated: _____
Acknowledge Addendum No. _____	Dated: _____
Acknowledge Addendum No. _____	Dated: _____

ATTACHMENT B

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE V, MANATEE COUNTY PURCHASING CODE

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ For _____
[name of entity 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:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 200____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____.

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT C

INSURANCE AND BONDING REQUIREMENTS

Successful Proposer will maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida as set forth in this Attachment and any contract resulting from this Request for Proposal, and (ii) agrees that, upon County's request, evidence of the insurance requirements set forth in this Attachment will be produced by successful Proposer within five (5) business days from the date any Notice of Intent to Award is posted.

Insurance / Bond Type	Required Limits
-----------------------	-----------------

- | | |
|--|---|
| 1. <input checked="" type="checkbox"/> Worker's Compensation | Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements |
| 2. <input checked="" type="checkbox"/> Employer's Liability | <u>\$1,000,000</u> single limit per occurrence |
| 3. <input checked="" type="checkbox"/> Commercial General Liability (Occurrence Form) patterned after the current ISO form | Bodily Injury and Property Damage
\$1,000,000 single limit per occurrence, \$1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability. |
| 4. <input checked="" type="checkbox"/> Automobile Liability | \$1,000,000 Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included |
| 5. <input type="checkbox"/> Other insurance as noted: | <div><input type="checkbox"/> Watercraft
\$ _____ Per Occurrence</div> <div><input type="checkbox"/> United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work.

\$ _____ Per Occurrence</div> <div><input type="checkbox"/> Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work.

\$ _____ Per Occurrence</div> <div><input type="checkbox"/> Aircraft Liability coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the Services under this Agreement.</div> |

\$ _____ Per Occurrence

☐ Pollution

\$ _____ Per Occurrence

☐ Professional Liability

\$1,000,000 per claim and in the aggregate

☐ Project Professional Liability

\$ _____ Per Occurrence

☐ Valuable Papers Insurance

\$ _____ Per Occurrence

6. ☐ Bid bond

Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the County Clerk, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Manatee County Board of County Commissioners on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.

7. ☐ Performance and Payment Bonds

The Successful Proposer shall provide a statement on surety company letterhead of the unencumbered bonding capacity for their business entity and a statement that a 100% Performance and Payment Bond for this project shall be issued to Manatee County upon request. The Performance and Payment Bond shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

8. ☒ Additional Insured

Manatee County, a political subdivision of the State of Florida, shall be specifically named as an additional insured on all policies.

9. ☒ Certificate Renewals

If the initial insurance expires prior to the completion of this Agreement, renewal certificates of insurance and required copies of policies shall be furnished by the Successful Proposer and delivered to the Purchasing Official thirty (30) days prior to the date of their expiration.