

RFO No.  
18-R068478BLS  
COLLECTION, DEMANUFACTURING AND  
RECYCLING OF ELECTRONIC EQUIPMENT  
(998-68)  
June 28, 2018

Manatee County BCC  
Procurement Division  
1112 Manatee Avenue West Ste 803  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)



**NOTICE TO OFFERORS  
REQUEST FOR OFFERS NUMBER 18-R068478BLS  
COLLECTION, DEMANUFACTURING AND RECYCLING  
OF ELECTRONIC EQUIPMENT**

Manatee County, a political subdivision of the State of Florida will receive offers from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Offerors), to provide Collection, Demanufacturing and Recycling of Electronic Equipment (e-Scrap) Services, as specified in this Request for Offers.

**DATE, TIME AND PLACE DUE:**

The Due Date and Time for submission of Offers in response to this RFO is **July 18, 2018 at 3:00 P.M. ET.** Offers must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time.

**SOLICITATION INFORMATION CONFERENCE:**

No Information Conference has been scheduled for this solicitation

**QUESTIONS AND CLARIFICATION REQUESTS:**

Submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this Request for Offer to the Manatee County Procurement Division is July 6, 2018 at 3:00 PM. Questions and inquiries should be submitted via email to [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org) or to the Designated Procurement Contact shown below.

**Important: A prohibition of lobbying is in place. Review Section A.09 carefully to avoid violation and possible sanctions.**

**DESIGNATED PROCUREMENT CONTACT:** Bonnie Sietman, Contracts Negotiator  
(941) 749-3046, Fax (941) 749-3034  
Email: [bonnie.sietman@mymanatee.org](mailto:bonnie.sietman@mymanatee.org)  
Manatee County Financial Management Department  
Procurement Division

AUTHORIZED FOR RELEASE: 

## Table of Contents

### Request for Offers

Section		Page
A	Instructions to Offerors	4
B	Evaluation of Offers	14
C	Negotiation of the Agreement	15

### Attachments

Attachment A	Acknowledgement of Addenda Form	16
Attachment B	Offer Signature Form	17
Attachment C	Public Contracting and Environmental Crimes Certification Form	18
Attachment D	Insurance and Bond Requirements Statement	20

### Exhibits

Exhibit 1	Scope of Work
Exhibit 2	Offer Response Requirements
Exhibit 3	Sample Agreement

**SECTION A**  
**INSTRUCTIONS TO OFFERORS**  
**RFO NUMBER 18-R068478BLS**

To receive consideration, Offerors must meet the minimum qualification requirements and comply with the instructions contained in this Request for Offerors (RFO). Offers will be accepted from a single business entity, joint venture, partnership or corporation.

**A.01 OFFER DUE DATE**

The Due Date and Time for submission of Offers in response to this Request for Offers (RFO) is **July 20, 2018 by 3:00 P.M. ET**. Offers must be delivered to Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 or via email to the Designated Procurement Contact via email at [bonnie.seitman@mymanatee.org](mailto:bonnie.seitman@mymanatee.org). It will be the responsibility of the Offeror to deliver its Offer to the Manatee County Procurement Division for receipt by the Due Date and Time regardless of the method of delivery.

**A.02 SUBMISSION OF OFFERS**

A. The contents of the Offer package, if submitted in hard copy, must include:

- One (1) bound original identifying Offeror and marked "ORIGINAL" and containing all required information.
- Two (2) bound copy(s) identifying Offeror and marked "COPY" with all required information and identical to the original.
- One (1) electronic format copy identifying Offeror. Electronic format copy should be submitted on a Universal Serial Bus (USB) portable flash memory drives or compact disc (CD) in MicroSoft Office<sup>®</sup> or Adobe Acrobat<sup>®</sup> portable document format (PDF) in one continuous file. Do not password protect or otherwise encrypt electronic Offer copies. Electronic copies must contain an identical Offer to the original.

Submit the hard copy Offer package with the following information: RFO 18-R068478BLS Collection, Demanufacturing and Recycling of Electronic Equipment and Offeror's name. Hard copy Offers are to be delivered to Manatee County Procurement Division at the following address:

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

B. The contents of the Offer package, if submitted electronically, must include:

- One (1) electronic format original identifying Offeror.

Electronic submission should be submitted in MicroSoft Office<sup>®</sup> or Adobe Acrobat<sup>®</sup> portable document format (PDF) in a single document. Do not password protect or otherwise encrypt electronic Offer submission. Electronic format original must contain all required information.

Submit the electronic Offer package with the following information in the email Subject Line: RFO 18-R068478BLS Collection, Demanufacturing and Recycling of Electronic Equipment and Offeror's name. Electronic package is to be delivered to the Designated Procurement Contact via email at [bonnie.seitman@mymanatee.org](mailto:bonnie.seitman@mymanatee.org).

**A.03 ORGANIZATION OF OFFERS**

Offers must be organized and arranged with tabs in the same order as listed in the subsections within Exhibit 2 identifying the response to each specific item.

Offers must clearly indicate the legal name, address and telephone number of the Offeror. Offers must be signed by an individual authorized to make representations for the Offeror.

**A.04 ADDENDA**

Any interpretations, corrections or changes to this RFO will be made by addenda. Addenda will be posted on the Procurement Division's web page of the Manatee County Government (hereinafter referred to as County) website at <http://www.mymanatee.org/purchasing> > *Bids and Proposals*. For those solicitations that are advertised on DemandStar, addenda will also be posted on the DemandStar distribution system on the 'Planholders' link.

All addenda are a part of the RFO and each Offeror will be bound by such addenda. It is the responsibility of each Offeror to read and comprehend all addenda issued. Failure of any Offeror to acknowledge an issued addendum in its Offer will not relieve the Offeror from any obligation contained therein.

Manatee County will not be responsible for oral interpretations given by other sources including County staff, representative, or others. The issuance of a written addendum by the Procurement Division is the only official method whereby interpretation, clarification or additional information will be given.

**A.05 OFFEROR EXPENSES**

All costs incurred by Offeror in responding to this RFO and to participate in any interviews/presentations/demonstrations, including travel, will be the sole responsibility of the Offeror.

**A.06 FALSE OR MISLEADING STATEMENTS**

Offers which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the Offeror, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the Offer, and the attribute, condition or capability is a requirement of this RFO. Such Offeror will be disqualified from consideration for this RFO and may be disqualified from submitting a response on future solicitation opportunities with the County.

**A.07 WITHDRAWAL OR REVISION OF OFFERS**

Offerors may withdraw Offers under the following circumstances:

- a. If Offeror discovers a mistake(s) prior to the Due Date and Time. Offeror may withdraw its Offer by submitting a written notice to the Procurement Division. The notice must be received in the Procurement Division prior to the Due Date and Time for receiving Offers. A copy of the request shall be retained and the unopened Offer returned to the Offeror; or
- b. After the Offers are opened but before a contract is signed, Offeror alleges a material mistake of fact if:

1. The mistake is clearly evident in the solicitation document; or
2. Offeror submits evidence which clearly and convincingly demonstrates that a mistake was made in the Offer. Request to withdraw an Offer must be in writing and approved by the Procurement Official.

**A.08 JOINT VENTURES**

Offerors intending to submit an Offer as a joint venture with another entity are required to have filed proper documents with the Florida Department of Business and Professional Regulation and all other State or local licensing agencies as required by Florida Statute Section 489.119, prior to the Due Date and Time.

**A.09 LOBBYING**

After the issuance of any solicitation or during renegotiations, prospective Offerors, or their agents, representatives or persons acting on behalf of such Offeror, shall not contact, communicate with or discuss any matter relating in any way to the solicitation with any officer, agent or employee of Manatee County other than the Procurement Official or designee. This prohibition includes copying such persons on written communication, including email correspondence. This requirement begins at the time of advertisement of the RFO and ends upon final execution of the contract or at the time the solicitation is cancelled or the renegotiation efforts are terminated. The prohibition does not apply to presentations made to the evaluation committee or at a County Commission meeting where the Commission is considering approval of a proposed contract. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Ordinances Section 2-26-31 and 2-26-32. Sanctions may include (a) written warning; (b) termination of contracts; and (c) debarment or suspension.

**A.10 EXAMINATION OF OFFERS**

The examination and evaluation of the Offers submitted in response to this solicitation generally requires a period of not less than ninety (90) calendar days. Therefore, Offers submitted in response to this RFO must be valid for ninety (90) calendar days after the Due Date.

**A.11 ERRORS OR OMISSIONS**

Once an Offer is opened, the County will not accept any request by Offeror to correct errors or omissions in the Offer other than as identified in paragraph A.07.

**A.12 DETERMINATION OF RESPONSIBLENESS AND RESPONSIVENESS**

The County will conduct a due diligence review of all Offers received to determine if the Offeror is responsible and responsive.

To be responsive an Offeror must submit an Offer that conforms in all material respects to the requirements of this RFO and contains all the information, fully completed attachments and forms, and other documentation required. Offers that are deemed non-responsive will not be considered or evaluated.

To be responsible, an Offeror must meet the minimum qualification requirements and have the capability to perform the Scope of Services contained in this RFO. Offers submitted by Offerors that are deemed non-responsible will not be considered or evaluated.

**A.13 RESERVED RIGHTS**

The County reserves the right to accept or reject any and all Offers, to waive irregularities and technicalities, to request additional information and documentation, and to cancel this solicitation at any time prior to execution of the contract. In the event only one Offer is received, the County reserves the right to negotiate with the Offeror. The County reserves the right to award the contract to a responsive and responsible Offeror which in its sole determination is the best value and in the best interests of the County.

The County reserves the right to conduct an investigation as it deems necessary to determine the ability of any Offeror to perform the work or service requested. Upon request by the County, Offeror shall provide all such information to the County. Additional information may include, but will not be limited to, current financial statements prepared in accordance with generally accepted accounting practices and certified by an independent CPA or official of Offeror; verification of availability of equipment and personnel; and past performance records.

**A.14 APPLICABLE LAWS**

Offeror 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 contract. This solicitation process will be conducted in accordance with Manatee County Code of Ordinances, Chapter 2-26.

**A.15 TAXES**

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6). Therefore, the Offeror is prohibited from delineating a separate line item in its Offer for any sales or service taxes.

The Offeror who is awarded the Agreement (Successful Offeror) will be responsible for the payment of taxes of any kind, including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations.

**A.16 SCRUTINIZED COMPANIES**

Pursuant to Florida Statute Section 287.135, as of July 1, 2012, a company that, at the time of submitting a response for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statute Section 215.473, is ineligible for, and may not submit a response for or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more.

**A.17 COLLUSION**

Offeror certifies that its Offer is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting an Offer for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal of Offeror from participation in future County solicitations for a specified period.

The County reserves the right to disqualify an Offeror during any phase of the solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Offeror.

**A.18 CODE OF ETHICS**

With respect to this Offer, if any Offeror violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Code and/or 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 Offeror will be disqualified from eligibility to perform the work described in this RFO, and may also be disqualified from submitting any future bids or Offers to supply goods or services to Manatee County.

**A.19 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 an Offer on a contract to provide any goods or services to a public entity, may not submit an Offer on a contract with a public entity for the construction or repair of a public building or public work, may not submit Offers on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in 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 County Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 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 Procurement 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, Manatee County Code of Laws requires all persons or entities desiring to contract with Manatee County to execute and file with the Procurement 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 Manatee County. Offeror must complete Attachment C and submit with its Offer.



**A.20 AMERICANS WITH DISABILITIES**

Manatee County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or Offer opening should contact the person named on the cover page of this document at least twenty-four (24) hours in advance of either activity.

**A.21 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, Manatee County hereby notifies all Offerors that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Request For Offer and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of award.

**A.22 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE**

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

**A.23 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this Request for Offer become "Public Records", and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Offers become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the Offers shall be conducted at the public opening.

If County rejects all Offers and concurrently notices its intent to reissue the solicitation, the rejected Offers are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. An Offer is not exempt for longer than twelve (12) months after the initial notice of rejection of all Offers.

Pursuant to Florida Statute 119.0701, to the extent Successful Offeror is performing services on behalf of County, Successful Offeror must:

- a. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Offeror agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.

- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Offeror does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Offeror transfers all public records to County upon completion of the contract, the Successful Offeror shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Offeror keeps and maintains public records upon completion of the contract, the Successful Offeror shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

**IF THE SUCCESSFUL OFFEROR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, DEBBIE.SCACCIANOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER, 1112 MANATEE AVENUE WEST, BRADENTON, FL 34205.**

#### **A.24 TRADE SECRETS**

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of an Offer in response to a Request for Offer are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are 'trade secrets' as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of an Offer in response to the Request for Offer shall belong exclusively to County.

To the extent that Offeror desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Offer that are not declared as trade secret. In addition, Offeror shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Offeror shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Offeror shall provide a hard copy of its Offer that redacts all information designated as trade secret.

In conjunction with trade secret designation, Offeror acknowledges and agrees that:

1. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Offerors request for trade secret at any time; and
2. County and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
3. That after notice from County that a public records request has been made pursuant to Offeror's Offer, the Offeror at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Offeror in response to notice from the County shall be taken immediately, but no later than 10 calendar days from the date of notification or Offeror will be deemed to have waived the trade secret designation of the materials.

Notwithstanding any other provision in this solicitation, designation of the entire Offer as 'trade secret', 'proprietary', or 'confidential' is not permitted and may result in a determination that the Offer is non-responsive.

#### **A.25 CONFIDENTIALITY OF SECURITY RELATED RECORDS**

- a. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
  - i. A Security System Plan or portion thereof for any property owned by or leased to County or any privately owned or leased property held by County.
  - ii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by County.
  - iii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to County.
- b. Successful Offeror agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of County's Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Offeror receives a request for such records, it shall immediately contact the County's designated Contract administrator who shall coordinate County's response to the request.

**A.26 E-VERIFY**

Prior to the employment of any person under this contract, the Successful Offeror shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Offeror to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Offeror to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of an Offer in response to this RFO, the Successful Offeror commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The Successful Offeror shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

**A.27 LICENSES AND PERMITS**

The Successful Offeror shall be solely responsible for obtaining all necessary license and permit fees, including, but not limited to, all license fees, permit fees, impact fees, or inspection fees, and responsible for the costs of such fees. Successful Offeror is solely responsible for ensuring all work complies with all Federal, State, local, and Manatee County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines.

**A.28 BINDING OFFER**

Offers will remain valid for a period of 120 days following the Due Date and Time and will be considered a binding offer to perform the required services and/or provide the required goods. The submission of an Offer will be taken as prima facie evidence that the Offeror has familiarized itself with the contents of this Solicitation.

**A.29 SOLICITATION SCHEDULE**

The following schedule has been established for this Solicitation process. Refer to the County's website ([www.mymanatee.org](http://www.mymanatee.org) > Online Services > *Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
There is no Information Conference is scheduled for this solicitation	Not Applicable
Question and Clarification Deadline	July 10, 2018, no later than 3:00 P.M.
Final Addendum Posted	July 12, 2018
Offer Response Due Date and Time	July 20, 2018, no later than 3:00 P.M.
Interviews/Presentations, if conducted	TBD
Evaluation Completed	July 2018
Projected Award	July 2018

**END SECTION A**

**SECTION B  
EVALUATION OF OFFERS  
RFO NUMBER 18-R068478BLS**

**B.01 EVALUATION**

Evaluation of Offers will be conducted by County staff and will consider all information submitted by each responsible and responsive Offeror, any clarification information provided by an Offeror, feedback received from Offeror's references, and any other relevant information received regarding Offeror, to ascertain the ability of the Offeror to perform the scope of services as stated in this RFO. Each Offeror must ensure that its Offer contains all the information requested in this RFO and reflects Offeror's best offer.

As part of the evaluation process the County may request additional information or clarification from Offerors for the purpose of further evaluation of (a) conformance to the solicitation requirements, (b) the abilities of the Offeror, and (c) understanding of the proposal submitted. Additional information and/or clarification must be submitted by Offeror within the requested time-period.

Additionally, interviews, presentations and/or demonstrations may be conducted with Offerors as part of the evaluation process. If conducted, only those offers that are deemed by the County as having a reasonable probability of being selected for award will be invited to meet with the County. Offerors should make arrangements to attend the interviews, presentations and/or demonstrations if invited. The interviews, presentations and/or demonstrations are closed to the public.

**B.02 RECOMMENDATION FOR NEGOTIATION**

A recommendation will be made as to the Offeror(s) with whom the County should enter into negotiations, if any. Upon approval of the recommendation, the Successful Offeror will be invited to enter negotiations led by the County Procurement Division.

**B.03 EVALUATION CRITERIA**

The following evaluation criteria have been established for this RFO.

<b>Criteria</b>	<b>Maximum Points</b>
Offeror & Team's Experience	25
Capacity	20
Approach	15
Demanufacturing & Recycling Procedures	15
Fees and Revenues	25

**B.04 RECOMMENDATION FOR AWARD**

Upon successful completion of negotiations, a recommendation for award to the Successful Offeror(s) will be presented for approval per County ordinances, policies and procedures.

**END SECTION B**

**SECTION C**  
**NEGOTIATION OF THE AGREEMENT**  
**RFO NUMBER 18-R068478BLS**

**C.01 GENERAL**

- a. The Offer will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all Offers become the property of Manatee County which has the right to use any or all ideas presented in any Offer submitted in response to this Request for Offer whether, or not, the Offer is accepted.
- c. All products and papers produced during the solicitation process become the property of Manatee County upon termination or completion of the engagement.
- d. To indemnify and hold County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Offeror, including actions or claims arising from County's non-disclosure of the trade secret materials.

**C.02 AGREEMENT**

The selected Offeror(s) will be required to negotiate a contract in a form and with provisions acceptable to the County. Negotiated contracts may or may not include all elements of this RFO or the resulting successful Offer where alternatives provide best value, are desirable to the County, and the parties agree to such terms.

**C.03 AWARD**

County may not make award to an Offeror who is delinquent in payment of any taxes, fees, fines, contractual debts, judgments, or any other debts due and owed to County, or is in default on any contractual or regulatory obligation to County. By submitting this solicitation response, Offeror attests that it is not delinquent in payment of any such debts due and owed to County, nor is it in default on any contractual or regulatory obligation to County. In the event the Offeror's statement is discovered to be false, Offeror will be subject to suspension and/or debarment and County may terminate any contract it has with Offeror.

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

The parties will negotiate the terms and conditions of the agreement, which may or may not include renewal, assignment, termination, insurance, auditing or any other relevant contractual term and the circumstances in which it may be renewed, assigned or terminated.

**END SECTION C**

**ATTACHMENT A  
ACKNOWLEDGMENT OF ADDENDA  
RFO NUMBER 18-R068478BLS**

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:

Print or type Offeror's information below:

Name of Offeror	Telephone Number
Street Address	City/State/Zip
Email Address	Website Address
Print Name & Title of Authorized Official	Signature of Authorized Official
	Date



**ATTACHMENT B  
OFFER SIGNATURE FORM  
RFO NUMBER 18-R068478BLS**

The undersigned represents that:

- (1) by signing the Offer, that he/she has the authority and approval of the legal entity purporting to submit the Offer and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) all facts and responses set forth in the Offer are true and correct;
- (3) if the Offeror is selected by County to negotiate an agreement, that Offeror's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this RFO;
- (4) by submitting an Offer and signing below, the Offeror agrees to all terms and conditions in this RFO, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Offeror understands that if it submits exceptions to the Contract in its Offer, the Offeror's Offer may be determined non-responsive; and
- (5) the Offeror, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type Offeror's information below:

Name of Offeror	Telephone Number
Street Address	City/State/Zip
Email Address	Web Address
Print Name & Title of Authorized Officer	Signature of Authorized Officer      Date

**ATTACHMENT C**  
**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**  
**RFO NUMBER 18-R068478BLS**

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V,  
MANATEE COUNTY PROCUREMENT 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 Manatee County 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 Offerors or prospective Offerors 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 Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION 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 \_\_\_\_\_, 201\_\_\_\_ by \_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
[Type of identification]

\_\_\_\_\_ My commission expires \_\_\_\_\_ Notary  
Public Signature

\_\_\_\_\_  
[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 D  
INSURANCE AND BOND REQUIREMENTS  
RFO NO. 18-R068478BLS**

Work under the resulting Agreement cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of Successful Offeror. The Successful Offeror shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

STANDARD INSURANCES	REQUIRED LIMITS
<p>1. <input checked="" type="checkbox"/> <b>Automobile Liability:</b></p>	<p>Coverage must be afforded under a per occurrence policy form including coverage for all owned, hired and non-owned vehicles.            \$ <u>1,000,000</u> combined single limit; OR            \$ <u>500,000</u> bodily injury and \$ <u>500,000</u> property damage.            \$10,000 Personal Injury Protection (No Fault)            \$ <u>1,000,000</u> Hired, Non-Owned Liability            \$10,000 Medical Payments.  <i>This policy shall contain severability of interests' provisions.</i></p>
<p>2. <input checked="" type="checkbox"/> <b>Commercial General Liability:</b>  <b>(Per Occurrence form only; claims-made form is not acceptable)</b></p>	<p>Coverage shall be afforded under a per occurrence policy form.            \$ <u>1,000,000</u> single limit per occurrence;            \$ <u>2,000,000</u> aggregate            \$ <u>1,000,000</u> Products/Completed Operations Aggregate            \$ <u>1,000,000</u> Personal and Advertising Injury Liability            \$ <u>100,000</u> Fire Damage Liability            \$ <u>100,000</u> Medical Expense, and            \$ <u>1,000,000</u>, Third Party Property Damage.            \$ _____ Project Specific Aggregate (Required on projects valued at over \$10,000,000)  <i>This policy shall contain severability of interests' provisions.</i></p>
<p>3. <input checked="" type="checkbox"/> <b>Employer's Liability</b></p>	<p>\$<u>100,000</u> each accident            \$<u>500,000</u> disease each employee            \$<u>100,000</u> disease policy limit</p>
<p>4. <input checked="" type="checkbox"/> <b>Worker's Compensation</b>  <input type="checkbox"/> <b>US Longshoremen &amp; Harbor Workers Act coverage</b>  <input type="checkbox"/> <b>Jones Act coverage</b></p>	<p>Statutory Limits of Chapter 440, Florida Statutes, and all Federal Government Statutory Limits &amp; Requirements.            If any operations are to be undertaken on or about navigable waters, coverage must be included for the US Longshoremen &amp; Harbor Workers Act and Jones Act.</p>

	<p><u>Note:</u> Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of workers' compensation coverage and employee liability coverage for all personnel on the worksite and in compliance with the above requirements.</p> <p><u>Note:</u> Workers' compensation coverage is a firm requirement. Elective exemptions are considered on a case-by-case basis and are approved in a very limited number of instances.</p>
<b>OTHER INSURANCES</b>	<b>REQUIRED LIMITS</b>
5. <input type="checkbox"/> <b>Aircraft Liability</b>	<p>\$ _____ single limit, per occurrence</p> <p>Coverage shall be carried in limits of not less than \$2,000,000 each occurrence and \$4,000,000 aggregate if applicable to the completion of the services under this Agreement.</p>
6. <input type="checkbox"/> <b>Installation Floater</b>	<p>If the resulting Agreement <b>does not</b> include construction of, or additions to, above ground building or structures, but does involve the installation of machinery or equipment, Successful Offeror shall provide an "Installation Floater" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p>
7. <input type="checkbox"/> <b>Professional Liability and/or Errors and Omissions (E&amp;O) Liability</b>	<p>Professional (E&amp;O) Liability shall be afforded for the Bodily Injury and Property Damage for not less than <u>\$1,000,000</u> Each Claim, <u>\$1,000,000</u> Policy Aggregate.</p>
8. <input type="checkbox"/> <b>Builder's Risk Insurance</b>	<p>When this contract or agreement includes the construction of roadways and/or the addition of a permanent structure or building, including the installation of machinery and/or equipment, the following insurance coverage must be afforded:</p> <p>Coverage Form: Completed Value, All Risk (Roadways/Buildings and Machinery/Equipment) in an amount equal to 100% of the value upon completion or the value of the equipment to be installed.</p> <p>Coverage should include, but not be limited to, storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project, theft coverage, and Waiver of Occupancy Clause Endorsement, where applicable.</p>

	<p>The policy shall not carry a self-insured retention/deductible greater than \$<u>10,000</u>.</p>
<p>9. <input type="checkbox"/> <b>Cyber Liability</b></p>	<p>Coverage must comply with Florida Statute 501.171 and must be afforded under a per occurrence policy form for limits not less than</p> <p>\$_____ Security Breach Liability          \$_____ Security Breach Expense (each occurrence)          \$_____ Security Breach Expense (aggregate)          \$_____ Replacement or Restoration of Electronic Data          \$_____ Extortion Threats          \$_____ Business Income and Extra Expense          \$_____ Public Relations Expense</p> <p>The policy must not carry a self-insured retention/deductible greater than \$_____.</p>
<p>10. <input checked="" type="checkbox"/> <b>Hazardous Materials Insurances (as noted)</b></p>	<p>Hazardous materials include all materials and substances that are currently designated or defined as hazardous by Florida or Federal law or rules of regulations.</p> <p><input checked="" type="checkbox"/> <b>Pollution Liability</b>          Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$<u>5,000,000</u> minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.</p> <p><input type="checkbox"/> <b>Asbestos Liability (If handling within scope of Contract)</b>          Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$_____ minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.</p> <p><input checked="" type="checkbox"/> <b>Disposal</b>          Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$<u>5,000,000</u> minimum, for Liability for Sudden and Accidental Occurrences, each claim and an aggregate and not less than the value of the contract, subject to a \$<u>5,000,000</u> minimum, for Liability for Non-Sudden Occurrences, each claim and aggregate.</p>

	<p><input checked="" type="checkbox"/> <b>Hazardous Waste Transportation Insurance</b>  Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$<u>5,000,000</u> minimum, per accident.  The Successful Offeror shall designate the hauler and have the hauler furnish a Certificate of Insurance for Automobile Liability Insurance with Endorsement MCS-90 for liability arising out of the transportation of hazardous materials.  The Successful Offeror must also provide the EPA Identification Number.</p>
<p>11. <input type="checkbox"/> <b>Liquor Liability</b></p>	<p>Coverage must be afforded under a per occurrence policy form for limits not less than  \$_____ Each Occurrence and Aggregate.</p>
<p>12. <input type="checkbox"/> <b>Garage Keeper's Liability</b></p>	<p>Coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provision of the contract.  Coverage must be afforded under a per occurrence policy form for limits not less than equal to the full replacement value of the lot or garage</p>
<p>13. <input type="checkbox"/> <b>Bailee's Customer</b></p>	<p>Coverage must be afforded under a per occurrence policy form for limits not less than equal to the full replacement value of the lot or garage.</p>
<p>14. <input type="checkbox"/> <b>Watercraft</b></p>	<p>\$_____ per occurrence</p>
<p>15. <input type="checkbox"/> <b>Bid Bond</b></p>	<p>A Bid Bond in the amount of \$_____ or _____% of the total offer. Bid bond shall be submitted with the sealed response and shall include project name, location, and / or address and project number.</p> <p>In lieu of the bond, the bidder may file an alternative form of security in the amount of \$_____ or _____% of the total offer. in the form of a money order, a certified check, a cashier's check, or an irrevocable letter of credit issued to Manatee County.</p> <p>NOTE: A construction project over \$200,000 requires a Bid Bond in the amount of 5% of the total bid offer.</p>

**16.  Payment and Performance Bond**

A Payment and Performance Bond shall be submitted by Successful Bidder for 100% of the award amount and shall be presented to Manatee County within ten (10) calendar days of issuance of the notice of intent to award.

NOTE: A construction project over \$200,000 requires a Payment and Performance Bond.

Approved \_\_\_\_\_ (Date) \_\_\_\_\_



## INSURANCE REQUIREMENTS

### I. THE POLICIES BELOW ARE TO CONTAIN, OR BE ENDORSED TO CONTAIN, THE FOLLOWING PROVISIONS:

#### 1. Commercial General Liability and Automobile Liability Coverages

- a. **“Manatee County, a Political Subdivision of the State of Florida,” is to be named as an Additional Insured in respect to:** Liability arising out of activities performed by or on behalf of the Successful Offeror, his agents, representatives, and employees; products and completed operations of the Successful Offeror; or automobiles owned, leased, hired or borrowed by the Successful Offeror. The coverage shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees or volunteers.

In addition to furnishing a Certificate of Insurance, the Successful Offeror shall provide the endorsement that evidences Manatee County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists “Manatee County, a Political Subdivision of the State of Florida,” as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.

- b. The Successful Offeror's insurance coverage shall be primary insurance with respect to the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Successful Offeror's insurance and shall be non-contributory.
- c. The insurance policies must be on an occurrence form.

#### 2. Workers' Compensation and Employers' Liability Coverages

The insurer shall agree to waive all rights of subrogation against the County, its officials, employees and volunteers for losses arising from work performed by the Successful Offeror for the County.

### II. GENERAL INSURANCE PROVISIONS APPLICABLE TO ALL POLICIES:

1. Prior to the execution of contract, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this contract remains in effect, Successful Offeror shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or contract number, and title or description) evidencing the coverage set forth above and naming “Manatee County, a Political Subdivision of the State of Florida” as an Additional Insured on the applicable coverage(s) set forth above.
2. If the policy contains an aggregate limit, confirmation is needed in writing (letter, email, etc.) that the aggregate limit has not been eroded to procurement representative when supplying Certificate of Insurance.

In addition, when requested in writing from the County, Successful Offeror will provide the County with a certified copy of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

**Manatee County, a Political Subdivision of the State of Florida**  
**Attn: Risk Management Division**  
**1112 Manatee Avenue West, Suite 969**  
**Bradenton, FL 34205**

3. The project's solicitation number and title shall be listed on each certificate.
  4. Successful Offeror shall provide thirty (30) days written notice to the Risk Manager of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to procurement representative including solicitation number and title with all notices.
  5. Successful Offeror agrees that should at any time Successful Offeror fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this contract.
  6. The Successful Offeror waives all subrogation rights against Manatee County, a Political Subdivision of the State of Florida, 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.
  7. The Successful Offeror has sole responsibility for all insurance premiums and policy deductibles.
  8. It is the Successful Offeror's responsibility to ensure that his agents, representatives and subcontractors comply with the insurance requirements set forth herein. Successful Offeror shall include his agents, representatives, and subcontractors working on the project or at the worksite as insured under its policies, or Successful Offeror shall furnish separate certificates and endorsements for each agent, representative, and subcontractor working on the project or at the worksite. All coverages for agents, representatives, and subcontractors shall be subject to all of the requirements set forth to the procurement representative.
  9. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better. In addition, the County has the right to review the Successful Offeror's deductible or self-insured retention and to require that it be reduced or eliminated.
- III. Successful Offeror understands and agrees that the stipulated limits of coverage listed herein in this insurance section shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of this insurance coverage shall not be construed as a waiver of Successful Offeror's obligation to provide and maintain the insurance coverage specified.
- IV. The enclosed Hold Harmless Agreement shall be signed by the Successful Offeror and shall become a part of the contract.

- V.** Successful Offeror understands and agrees that the County does not waive its immunity and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
  
- VI.** No award shall be made until the Procurement Division has received the Certificate of Insurance and Hold Harmless Agreement in accordance with this section.

[Remainder of page intentionally left blank]

**INSURANCE STATEMENT  
RFO NUMBER 18-R068478BLS**

**THE UNDERSIGNED** has read and understands the aforementioned insurance requirements applicable to any contract resulting from this solicitation and shall provide the insurances required by this Attachment within ten (10) days from the date of Notice of Intent to Award.

Proposer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature  
(Authorized  
Official): \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Insurance Agency: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

***Return this signed statement with your proposal.***

**EXHIBIT 1**  
**SCOPE OF WORK**  
**RFO NUMBER 18-R068478BLS**

**1.01 BACKGROUND INFORMATION**

The Manatee County Landfill receives an estimated 390,000 tons of solid waste material annually. It is the responsibility of the County to manage this material in an environmentally safe manner and to every extent possible, conserve the natural resources threatened by the disposal of this material. The Collection, Demanufacturing, and Recycling of Electronic Equipment Services (e-scrap) are presently being offered to the residents of the County.

It is the intent of the County enter into an agreement with a qualified and experienced Contractor (hereinafter in this Scope referred to as Contractor) with the capability to conduct the collection, de-manufacturing, recycling and proper disposal of electronic equipment to a certified e-scrap collection facility as described herein at County designated locations.

The following are historical totals given for informational purposes only and should not be construed as representing actual figures to be achieved for the Agreement period. Previous years collections totals are:

Year 2010 – 270 tons  
Year 2011 – 290 tons  
Year 2012 – 308 tons  
Year 2013 -- 266tons  
Year 2014 – 290 tons  
Year 2015 – 410 tons  
Year 2016 – 423 tons  
Year 2017 – 310 tons

**1.02 SCOPE**

Contractor shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide E-Scrap Collection Services that will meet the requirements of the County.

**1.03 DEFINITIONS**

- 1) E-Scrap: Waste specified as eligible for collection in this agreement includes, but is not limited to:
- a) Televisions (all sizes);
  - b) Monitors and terminals;
  - c) Central processor units;
  - d) Small computer peripherals (mouse, cable, game hardware, uninterruptible power supplies, external drives and modems, and keyboards, etc.);
  - e) Large computer peripherals (stand up printers, scanners, copiers, fax machines, etc.);
  - f) Video and audio equipment;
  - g) Small household electrical appliances (battery chargers, irons, and digital cameras, etc.);
  - h) Telecommunications equipment (desk top telephones and mobile cell phones etc.);
  - i) Laptops computers, iPad, tablets, GPS or Garmin's, paper shredders, etc.;

- j) Hard drives;
  - k) UPS batteries and battery backup units.
- 2) Collection Event: a collection scheduled by the County.
  - 3) Collection Report: A collection report shall be submitted with each invoice within 30 calendar days of completion of the collection event. Report shall include the weight by type of e-scrap, quantity, weight (provided by a certified scale), method of disposal or recycling and the destination of the e-scrap waste to a certified disposal facility.
  - 4) Small Quantity Generator: Small Quantity Generator (SQG), any non-residential source of e-scrap material, i.e., businesses, churches, non-profit organizations, etc.

**1.04 GENERAL REQUIREMENTS**

Contractor shall provide the following general requirements:

- 1) Services, Licenses, Permits and Personnel:
  - a) Furnish all resources necessary to provide the services required herein. Contractor is expected to utilize their distribution network to fulfill the requirements of the Agreement; however, the Contractor, not the distributor or subcontractor, shall be held accountable for performance under the Agreement and is responsible for all performance issues.
  - b) Obtain, maintain, keep current, and shall be responsible for all expenses for any and all licenses, permits, certificates, approvals, other charges and taxes necessary for the Contractor to satisfy its obligations under this agreement.
  - c) Provide personnel on an as-needed basis for all collection events scheduled by the County in a quantity sufficient to ensure collection is made within two hours of notification by County.
  - d) Except as otherwise provided herein, furnish all resources necessary to provide the services contemplated herein. All packaging (pallets, gaylords and wrap), loading and transporting shall be accomplished by the Contractor's equipment and personnel.
- 2) Review of Work:
 

The Contractor's work shall be subject to inspection by the County for compliance with applicable regulations and the requirements of any resulting agreement. Within 48 hours of notification of non-compliance, the Contractor shall correct all work that is determined by the County to be unsatisfactory. The Contractor shall not charge callback or follow-up work to correct unsatisfactory work to the County if such work is determined by the County to be the result of faulty workmanship by the Contractor.
- 3) Collection Events:
  - a) The County will provide the Contractor a collection event schedule at agreement execution annually. The Contractor shall remain flexible to changes in the collection schedule to accommodate operations. The Contractor shall immediately notify the County whenever unforeseen situations occur that would interfere with the scheduled collections.

b) The County will submit a proposed collection schedule annually to the Contractor in writing. The following is a tentative schedule of location sites and number of collections.

LOCATION	NUMBER OF ESTIMATED COLLECTIONS
County Landfill 3333 Lena Road, Bradenton FL	12 times a year (one per month)
Palmetto Fairgrounds 1303 17 <sup>th</sup> Street West, Palmetto FL	Twice a year
Utilities Complex 4410 66 <sup>th</sup> Street West, Bradenton FL	Twice a year
Coquina Beach (off Gulf Drive) Gulfside Parking/Access Road, Bradenton Beach FL	Once a year

c) The County maintains a drop-off area at the landfill for electronics. Residents may drop-off electronics during normal business hours of 8:00AM – 5:00PM. When the drop-off area has reached its capacity, the Contractor will be notified to schedule a pickup. The Contractor shall be available on an as-needed basis and respond with a pick-up within 24 hours of notification by the County.

d) Small Quantity Generators (SQG) (reference 1.03-4) may contact the Contractor to arrange collections from the business location utilizing contract pricing. Payment shall be between the Contractor and the SQG owner only. The County has no involvement other than the negotiated contract pricing. The Contractor shall weigh all material by category and provide the County with a collection report generated for each SQG.

**1.05 SERVICE REQUIREMENTS**

Contractor’s services shall include but not be limited to:

1) **Facilities and Licenses**

Contractor must have organization, facilities, equipment and personnel to ensure service to the County within the time period specified.

2) **Transportation of Materials**

When a load of e-scrap is ready for collection at the landfill, the Contractor will be notified by the County to schedule a pick up. The Contractor shall

- a) Maintain sufficient transportation vehicles / equipment / labor to perform the services required herein.
- b) Provide all necessary transportation at all collection event locations including, but not limited to, the Landfill, Palmetto Fairgrounds, Utilities Complex and Coquina Beach as all collected material needs to leave the event site at the conclusion of each collection.
- c) Provide a forklift at all locations / collection events, if required.
- d) Have a fleet of collection vehicles with loading capabilities and all applicable equipment that will accommodate loading from a cement, asphalt, or dirt / gravel / grass surface at the various collection event sites.

- e) Provide materials, packaging, supplies and labor for collecting, containing (to avoid spillage during transportation), loading and transportation of the collected e-scrap at all collection event locations.
- f) Provide a semi-trailer at the five (5) off-site collections on the collection date and move all collected material to the off-site location.

3) **Scales / Weight Verification:**

- a) The Contractor shall weigh all material as to description / category and supply the County with a detailed collection report generated from each County scheduled collection event or pick-up.
- b) To verify pick-up collection weight, Contractor's empty transport vehicle will be weighed at County scales prior to loading collected e-scrap and after loading of e-scrap Contractor's transport vehicle will be weighed, and the net weight will be calculated for reconciliation in the collection report.
- c) Contractor shall ensure that an off-site collection transport weigh in is performed by an FDOT Weigh Station. Contractor shall supply a certified scale ticket with invoice.

4) **Equipment Disposition:**

- a) All items that are recycled or disposed must have an audit trail of the equipment's final destination. The Contractor shall provide a disposition certificate for the equipment from the recipient. Contractor shall provide the County with Certificates of Disposition for all e-scrap waste collected per scheduled pickup. The certificates shall indicate the type of e-scrap, quantity / weight, method of disposal and the destination of the e-scrap. These certificates shall be provided to the County within ninety (90) calendars days of pickup.
- b) The Contractor shall ensure that all recovered end-of-life electronic equipment and materials are recycled or properly disposed of (as a last result) and documented.
- c) Contractor shall report documentation of the recycling and/or disposal actions within 90 days of the service to the County. This information will be used by the County in maintaining appropriate records for compliance with federal and state laws.

5) **Regulations:**

- a) The Contractor shall be responsible for adhering to the applicable laws and regulations, including the Florida Department of Environmental Protection guidelines, "Regulatory Guidelines for the Management of Unwanted Electronic Products", having jurisdiction over the Contractor's activities for this agreement that includes, but is not limited to, the collection/removal, transport, processing, and/or disposal of the e-scrap.
- b) The Contractor shall obtain and maintain all licenses, certifications, and permits required by the regulatory agencies throughout the term of the resulting agreement.
- c) The Contractor shall comply with all applicable Florida Department of Transportation regulations throughout the term of this agreement when transporting the collected materials via public roadways.



- d) The Contractor shall provide a complete report regarding the receipt, if any, of any notices (i.e., warning notices, consent orders, notices of violations) from federal, state, or local agencies where an interruption of operations, fine, penalty, or expense is the result of the poor performance, negligence, or wrongful intentional acts or omissions of the Contractor or any of its officers, employees, agents, or subcontractors.
  - e) Contractor shall be responsible for destruction or shredding of any personal information found on electronics. Contractor shall be held responsible for any Identity theft.
- 6) **Hourly Labor**  
Should the County require additional Contractor's personnel, the County agrees to compensate the "as needed" labor hours for additional services per the fee schedule rate.
- 7) **Collection Reports:**  
The Contractor shall maintain a detailed e-scrap collection report to include, but not limited to, description category, costs, credits, certified weights and final destination for each collection event or pick-up.
- a) The Contractor shall maintain these records and other evidence pertaining to or connected with the services under this Agreement for a minimum of five years after completion of the services.
- 8) **Invoice / Credits:**  
Contractor shall:
- a) Submit costs for all work performed as described in Scope of Work and credits due to the County. The proposed cost and/or credits to the County shall be all-inclusive and unless otherwise directed herein shall include any and all of the costs associated with labor, personnel, supervision, transportation and administration necessary to perform the services per the requirements of the Agreement.
  - b) Submit payment requests to the County within 14 business days after each collection event or pick-up event for review and approval for payment. Each request shall include the following:
  - c) Provide detailed description of costs and/or credits, quantities, certified weights, additional scheduled labor hours sub-totaled per category, per Fee schedule.
  - d) Provide applicable recycling certificate(s) certifying proper disposal of material per the requirements of the Agreement; as well as the certificate verifying destruction or sanitization of media from collected devices with the invoices.
  - e) Be responsible for destruction or shredding of any personal information found on electronics. Contractor shall be held responsible for any Identity theft resulting from its failure to remove personal information from electronics.

**1.06 Agreement Term**

This Agreement shall remain in full force and effect for three (3) years, commencing on the date of execution by the COUNTY (herein the "effective date"). The Agreement may be renewed for one (1) additional two (2) year period upon mutual consent of both parties, not to exceed five (5) years.

**1.07 Emergency Services**

The Contractor shall give priority to Manatee County for any post disaster services related to this agreement within 72 hours of initial contact.

**END OF EXHIBIT 1**

**EXHIBIT 2**  
**OFFER RESPONSE REQUIREMENTS**  
**RFO NUMBER 18-R068478BLS**

This section identifies specific information which must be contained within the proposal and the order in which such information should be organized. The information each Offeror provides will be used to determine those Offerors with the background, experience and capacity to perform the scope of services as stated in this RFO and which Offer best meets the overall needs of the County. For more information on the evaluation process, refer to Section B, Evaluation of Offers.

**2.01** **INFORMATION TO BE SUBMITTED**

The contents of each Offer will be organized and arranged with tabs in the same order as listed below and with the same TAB numbers. The Offer should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate responses are not requested or desired.

**2.02** **OFFER FORMAT**

**A. TAB 1 - INTRODUCTION**

Include the following in Tab 1 of the Offer.

1. A cover page that identifies Offeror, the RFO by title and the RFO number.
2. An introductory letter/statement that describe your proposal in summary form (limit 2 pages).
3. A table of contents.

**B. TAB 2 – MINIMUM QUALIFICATION REQUIREMENTS**

In Tab 2 submit the information and documentation requested that confirms Offeror meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

**No documentation is required. The County will verify registration.**

2. Must possess a current, valid Department of Environmental Protection/Environmental Protection Agency (DEP/EPA) identification number for each facility to be utilized in the provision of services to the County.

**Provide a copy of Offeror's identification number issued by the DEP/EPA.**

3. All facilities intended for use during the de-manufacturing, recycling, re-using, and reclaiming of end of life (EOL) electronics for the County's EOL electronics must be currently certified by an independent, accredited third-party auditor, who is accredited by the ANSI-ASQ National Accreditation Board, for meeting the standards to safely recycle and manage electronics. The facility certification must be the Responsible Recycling Practices (R2) Rios 2013 and/or the e-Stewards standards.

**Provide a copy of Offeror's R2 and/or e-Steward certification from an independent, accredited third-party auditor. The County will verify through the federal Environmental**

Protection Agency (EPA) website <https://www.epa.gov/smm-electronics/certified-electronics-recyclers#04>.

4. The Offeror has provided e-scrap recycling services for at least five clients since July 1, 2014. Offers shall be considered only from firms normally engaged in providing and performing services specified herein.

**Provide the following information for the five qualifying clients.**

- a) Name of client
  - b) Location (City/State)
  - c) Client contact name
  - d) Contact phone
  - e) Contact email
5. Offeror Is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies found at the SBAFLA website at <http://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/PFIA/tabid/1478/ItemId/3354/Default.aspx>

**No documentation is required. The County will verify**

6. Offeror has not been convicted of a public entity crime per Section 287.133, Florida Statutes or environmental law in the past five years.

**Offeror must complete Attachment C and submit with its Offer attesting that it has not been convicted of a public entity crime or environmental law in the past five years.**

7. If Offeror is submitting as a joint venture must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

**If Offeror is a joint venture, provide a copy of Offeror's approved filing with the Florida Department of Business and Professional Regulation. If Offeror is not a joint venture, provide a statement to that effect.**

8. Offeror has no reported conflict of interests in relation to this RFO.

**Disclose the name of any officer, director or agent who is also an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in the Offeror's firm or any of its branches. If no conflicts of interests are present, Offeror must submit a statement to that affect.**

**C. TAB 3 – FORMS**

Provide the completed and executed Attachments included in this RFO in Tab 3.

**NOTE – ONLY INCLUDE THOSE ATTACHMENTS/EXHIBITS THAT MUST BE RETURNED WITH THE OFFER**

1. Attachment A, Acknowledge of Addenda Form
2. Attachment B, Offer Signature Form
3. Attachment C, Public Contracting and Environmental Crimes Certificate Form
4. Attachment D, Insurance Statement

**D. TAB 4 - TRADE SECRETS**

Pursuant to Section A.24, Trade Secrets, in Tab 4 identify any trade secret being claimed. **NOTE: Designation of the entire Proposal as “Trade ‘Secret’, ‘Proprietary’ or ‘Confidential’ is not permitted and may result in a determination that the Proposal is non-responsive and therefore will not be evaluated or considered.** Offeror must submit purported trade secret information as follows:

1. Trade secret material must be segregated in a separate document from the portions of the Offer that are not being declared as trade secret. **NOTE: Trade secret requests made after the Due Date and Time are not allowed.**
2. Offeror shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Proposer shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret.
3. Offeror shall provide an additional hard copy and electronic copy of its proposal that redacts all designated trade secrets.

**E. TAB 5 - OFFEROR STATEMENT OF ORGANIZATION**

In Tab 5, provide information and documentation on Offeror as follows:

1. Legal contracting name including any dba.
2. State of organization or incorporation.
3. Ownership structure of Offeror’s company.  
(e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)
4. Federal Identification Number.
5. A fully completed (signed and dated) copy of Offeror’s W-9.
6. Contact information for Offeror’s corporate headquarters and local office (if different) **NOTE: local is defined as Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota counties.**  
Address  
City, State, Zip  
Phone  
Number of years at this location
7. List of officers, owners and/or partners, or managers of the firm. Include names, addresses, email addresses, and phone numbers.
8. Contact information for Offeror’s primary and secondary representatives during this RFO process to include the following information:  
Name  
Phone  
E-mail  
Mailing Address  
City, State, Zip
9. Provide a brief summary regarding any **prior or pending litigation**, either civil or criminal,

involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Offeror, any of its partners, employees or subcontractors is or has been involved within the last three years.

10. Provide details of any ownership changes to Offeror's organization in the past three years or changes anticipated within six months of the Due Date and Time (e.g., mergers, acquisitions, changes in executive leadership).

**F. TAB 6 – OFFEROR AND TEAM'S EXPERIENCE**

In Tab 6, provide details of Offeror and its team's experience to include the following:

1. Provide a summary of Offeror's background, size and years in business.
2. Provide Offeror's years of experience in the Collection, De-manufacturing and Recycling of Electronic Equipment services, particularly for other government agencies.
3. Provide the name, address and contact number of all final designated recycling, disposal and / or processing sites. The final destination sites shall be certified and in compliance with all federal, state and local regulations.
4. Proof of end market agreements shall be provided with the offer. Documentation may be in the form of letters / agreements / contracts on sub-contractor's letterhead, or copies of agreements / contracts indicating the scope of the agreement, dates and signatures.
5. Identify and include information regarding experience and qualifications of Offeror's key staff to be assigned to the services. Include a resume for each with their full names, the name of the firm(s) for their current and previous employers, professional credentials (e.g., certifications and/or licenses), and roles and duties which the individuals will provide to the County. Include the address of their current primary office location, email address and phone number.
6. Identify any proposed sub-contractors to accomplish the work. Include the company name, the name of the individual(s) to be assigned, and an overview of their experience and qualifications related to corrosion and odor control equipment, chemicals and/or services.
7. Describe any significant or unique accomplishments or recognition received by Offeror or its subcontractors in previous similar services.
8. Provide a minimum of five client references for services, similar in scope as defined in this RFO, who are agreeable to responding to an inquiry by the County. References should include the following information:
  - a. Client name
  - b. Client address
  - c. Client contact name
  - d. Client contact phone and fax numbers
  - e. Client contact email address
  - f. Brief description of all services provided (1-2 sentences)
  - g. Performance period (start/end dates)
  - h. Total dollar value and total material weight of contract

**G. TAB 7 - CAPACITY**

Provide the following information regarding Offeror's capacity for the provision of services.

1. Specify the location(s), including the complete physical address, where the work for these services will be performed, including work performed by subcontractors, if applicable.
2. Details of Offeror's staffing resources, at the location that will provide services to the County as well as corporately; by discipline and the number of personnel within each

discipline.

3. If Offeror's staffing resources includes sub-consultants, submit the name of the firm(s) who will perform each discipline. Detail how subcontractors will be used and to what extent.
4. An organizational diagram clearly identifying key personnel who are designated to provide services to the County and indicate their functional relationship to each other.
5. Describe Offeror's plans, policies, and/or strategies in which County citizens would receive consideration for employment and county suppliers of goods and services would be utilized.
6. Provide details of Proposer's fleet of vehicles and other equipment for the provision of services. Photos and other visual aids can be included.
7. If a joint venture is proposed, provide an affidavit attesting to the formulation of the joint venture and provide proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.
8. An explanation, in general terms, of Offerors' financial capacity to perform the scope of services. If Offeror is jointly filing a proposal with other entities, details must be provided to demonstrate financial capacity of each entity.
9. Provide a statement on company letterhead and signed by a company official authorizing a County auditor and/or financial analysts access to your financial records, including all records prepared by an independent firm, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the Offeror, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of Offeror's business entity and its expected ability to meet ongoing financial obligations related to the required services, if awarded a contract. If an audit is conducted, the County's audit and/or financial analysts will report their findings in a summary report to the Procurement Official, which will be placed in the proposal files for subsequent use, review, and discussions during evaluations.
10. Disclose any ownership interest in other entities proposed for services. This ownership disclosure includes ownership by the Offeror through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.

#### **H. TAB 9 – DEMANUFACTURING & RECYCLING PROCEDURES**

1. Provide details of Offeror's tracking procedures as items move through the process.
2. Provide a summary of Offeror's environmental management practices.
3. Provide details of the locations of businesses to which Offeror would send E-Scrap from the County.
4. Provide examples of Offeror's documentation related to final disposition of E-Scrap.
5. Provide details of the environmental liability insurances Offeror currently has in place. Include details if these insurances cover clean-up costs.
6. Provide details of how glass from electronics is recycled or disposed.
7. Provide a statement attesting and certifying the Offeror will not landfill or incinerate electronics parts obtained from the County.
8. Provide detailed documentation of Offeror's procedures/destination for handling, depositing and reporting e-Scrap revenues.
9. Provide details of Offeror's site safety protocols.

10. Provide a list of all downstream processors Offeror's plans to utilize in the provision of services to the County and identify their role in the process.
11. Detail any violations related to electronics collection, de-manufacturing, and recycling from State and federal regulatory agencies in which Offeror has been cited in the past three years.

**I. TAB 10 – APPROACH**

Provide Offeror's project approach to include the following:

1. A narrative of Offeror's approach to the provision of services.
2. Details of implementation plan and schedule for work specified.
3. Provide a narrative of the proposed approach and methodology for engaging with County representatives in-the-course of performing the duties.
4. The overall approach to delivering the Scope of Services and any strategies Offeror proposes to implement.
5. Offerors shall thoroughly explain:
  - a. Its accessibility in the areas of availability for meetings, general communications, coordination, and supervision
  - b. How the Offeror physically plans on attending pre-scheduled meetings
  - c. How the Offeror plans on ensuring accessibility and availability during the term of the Agreement
6. Offeror's Risk Management Plan that includes a list of risks related to the provision of services, the potential consequences or impact of each (e.g., cost, schedule, technical) and Offeror's proposed mitigation procedures for each item.
7. Describe the latest processes that your company is using, that are technically proven and the most cost effective.
8. The County is committed to respecting the environment. Include a detailed description of the Offeror's safety plan to safeguard the environment.
9. Describe the training to Proposer provides for its staff related to the provision of recycling services.
10. Provide a copy of Offerors environmental protection compliance records for the previous three (3) years

**J. FEES/REVENUE PROPOSAL**

Offerors should use the Fees/Revenue form on the following page for submitting its Fees/Revenues. Fees/Revenues must be submitted as all-inclusive to provide e-scrap recycling services in accordance with the requirements set forth in this RFO.

Submit one hard copy original and one duplicate hard copy of the Fees/Revenue form in a separate envelope labeled 'Fees/Revenues' with the Offeror's name clearly marked on the outside of the package or, if submitting offer electronically, submit one original electronic copy on a separate USB Flash Drive. **Do Not include a copy of the Fees form in the duplicate hard copy.**

Offeror's fees/revenues shall remain firm for a minimum of twelve months from the execution of the Agreement. Any escalation in fees thereafter will be based on the Bureau of Labor Statistics, Employment Cost Index change in the most recent 12-month period.



**K. FEE SCHEDULE**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION / CATEGORY</u></b> (Exhibit 1, detailed list 1.02)	<b><u>ESTIMATED ANNUAL QUANTITY</u></b>	<b><u>COST PER POUND</u></b>	<b><u>ITEMS COLLECTED AT NO COST</u></b> (INDICATE W/ \$0.00)	<b><u>CREDIT PER POUND</u></b>	<b><u>EXTENDED TOTALS</u></b>
A	Television (all sizes)	350,000				
B	Monitors and terminals	24,000				
C	Central processor units	23,000				
D	Small computer peripherals	34,000				
E	Large computer peripherals	39,000				
F	Video and audio equipment	26,000				
G	Small household electrical appliances	15,000				
H	Telecommunication equipment	4,000				
I	Laptop computers	9,000				
J	Hard drives	1,000				
K	UPS batteries and battery backup units	5,500				
L	Hourly Labor Rate	25 HRS				
<b>TOTAL OFFER FOR AWARD PURPOSES</b>						<b>\$</b>

**Name of Offeror:** \_\_\_\_\_

**END EXHIBIT 2**

**Exhibit 3**



**AGREEMENT No.**

**between**

**MANATEE COUNTY  
(COUNTY)**

**and**

**(CONSULTANT)**

SAMPLE

**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** is entered into by and between **MANATEE COUNTY**, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY", with offices located at 1112 Manatee Avenue West, Bradenton, Florida 34205, and **<Consultant Name>**, a <company/corporation>, authorized to conduct business in the State of Florida, hereinafter referred to as the "CONSULTANT", duly authorized to conduct business in the State of Florida with offices located at INSERT VENDOR ADDRESS. COUNTY and CONSULTANT are collectively referred to as the Parties and also individually as a Party.

**WHEREAS**, COUNTY has determined that it is necessary, expedient and in its best interests to retain CONSULTANT to render professional services as described in this Agreement for the purpose of BRIEF DESCRIPTION OF WORK SCOPE.

**WHEREAS**, CONSULTANT submitted a proposal in response to Request For <Proposals/Offers> <number> and COUNTY thereafter conducted a competitive selection process in accordance with the Manatee County Procurement Code, resulting in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree as follows:

**ARTICLE 1. SCOPE OF SERVICES**

CONSULTANT shall provide services as detailed in **Exhibit "A"** Scope of Services.

COUNTY reserves the right to request additional services if needed.

**ARTICLE 2. EXHIBITS INCORPORATED**

This Agreement consists of a primary contract, and <number> exhibits, which are as follows:

- Exhibit "A"** Scope of Services
- Exhibit "B"** Fee Rate Schedule or Task Prices
- Exhibit "C"** Affidavit of No Conflict
- Exhibit "D"** Insurance Requirements

These Exhibits are attached hereto and are incorporated into the Agreement. In the event of a conflict between the terms and conditions provided in the body of this Agreement and any Exhibit, the provisions contained within the Agreement shall prevail unless the term or provision in the Exhibit specifically states that it shall prevail.

### **ARTICLE 3. COMPENSATION**

- A. The total amount due by COUNTY for the services identified in **Exhibit A**, shall not exceed a total cost of **<amount in words> Dollars (\$<amount in numerals>)** as identified in **Exhibit B** for the project. Compensation will be made to CONSULTANT upon acceptable performance of services rendered and/or to reimburse for authorized and documented expenses incurred in providing services identified in **Exhibit A**.
- B. The deliverable payment schedule as shown on **Exhibit B**, shall be the total not-to-exceed compensation for the services and shall contain all costs to include salaries, office operation, transportation, equipment, overhead, general and administrative, incidental expenses, fringe benefits and operating margin.
- C. CONSULTANT represents that it has carefully assessed the work to be performed under this Agreement, has determined that the compensation agreed to will be sufficient for it to fully perform its obligations as set forth in the Agreement, and understands that no further funding shall be provided by COUNTY for the completion of this Agreement unless COUNTY, by way of written amendment to this Agreement, shall add additional tasks not now set forth in the Agreement.
- D. "Task," as used in this Agreement, refers to particular categories/groupings of services described in **Exhibit A**.

### **ARTICLE 4. AGREEMENT TERM**

This Agreement shall commence on the date of execution by COUNTY (herein the "Effective Date"). The Agreement shall remain in force until all deliverables have been met as set forth in **Exhibit B**, unless terminated by COUNTY pursuant to Article 6.

COUNTY reserves the right to extend the term for <number of years>.

### **ARTICLE 5. INVOICES AND TIME OF PAYMENT**

- A. Subject to the provisions of this Agreement, COUNTY shall pay CONSULTANT for the herein described services at a rate of compensation according to the deliverable payment schedule stated in Exhibit B. COUNTY shall have the right to retain from any payment due CONSULTANT under this Agreement, an amount sufficient to satisfy any amount of liquidated damages due and owing to

COUNTY by CONSULTANT on any other agreement between CONSULTANT and COUNTY.

- B. If any Task requires units of deliverables, then such units must be received and accepted in writing by COUNTY prior to payment.
- C. Records regarding payroll, costs and other expenditures incurred under terms of this Agreement shall be maintained and made available upon request to COUNTY at all times during the period of this Agreement and for three years after final payment is made. Copies of these documents and records shall be furnished to COUNTY upon request.
- D. Records of costs incurred shall include CONSULTANT'S general accounting records and the project records, together with supporting documents and records of CONSULTANT and all sub-consultant's performing work on the project and all other records of CONSULTANT and sub-consultant's considered necessary by COUNTY for a proper audit of costs.
- E. Any dispute between COUNTY and CONSULTANT with regard to the percent of a Task that has been completed, or CONSULTANT'S invoice shall be resolved in accordance with the provision of Article 10 of this Agreement.
- F. When CONSULTANT seeks payment for any deliverable or reimbursable expense, it shall provide COUNTY with an invoice which shall include a description of authorized work performed and/or expense incurred, and the total unpaid compensation CONSULTANT represents as being due as of the invoice date. All invoices so submitted shall include the Agreement number which COUNTY has assign to this Agreement.
- G. COUNTY must approve all invoices prior to payment being made.
- H. All costs of providing the Scope of Services shall be the responsibility of CONSULTANT, with the exception of reimbursement by COUNTY for costs deemed reimbursable in **Exhibit B**.
- I. COUNTY shall have forty-five (45) days from the receipt of an invoice seeking payment of fees or costs to either pay the invoice, or notify CONSULTANT that the deliverable, or any part thereof, is unacceptable, and/or that any asserted expense is not reimbursable.

## **ARTICLE 6. TERMINATION OF AGREEMENT:**

### **A. TERMINATION FOR DEFAULT:**

COUNTY shall have the right, by written notice to CONSULTANT, to terminate this

Agreement for default (Work Assignments, if applicable) if CONSULTANT fails to:

1. Provide products or services that comply with the specifications herein or that fail to meet COUNTY's performance standards;
2. Deliver the supplies or perform the services within the time specified;
3. Make progress so as to endanger the overall performance of this Agreement; or
4. Perform any of the other duties set forth in this Agreement.

Prior to termination for default, COUNTY shall provide adequate written notice to CONSULTANT through the County Representative as defined in Article 8.A, affording CONSULTANT the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action.

Such termination may also result in suspension or debarment of CONSULTANT in accordance with Manatee County's Procurement Ordinance, Chapter 2-26. CONSULTANT shall be liable for any damage to COUNTY resulting from CONSULTANT'S default of the Agreement. This liability includes any increased costs incurred by COUNTY in completing contract performance.

In the event of termination by COUNTY for any cause, CONSULTANT shall not have any right or claim against COUNTY for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by COUNTY, CONSULTANT shall:

1. Stop work on the date and to the extent specified;
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work;
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by COUNTY; and
4. Continue and complete all parts of that work that have not been terminated.

**B. TERMINATION FOR CONVENIENCE:**

COUNTY, by written notice, may terminate this Agreement, in whole or in part, when it is in COUNTY'S interest. If this Agreement is terminated, COUNTY shall be liable only for goods or services delivered and accepted. COUNTY Notice of Termination shall provide the contractor thirty (30) days prior notice before it becomes effective.

A termination for convenience may apply to individual Work Assignments, if applicable, or to this Agreement in its entirety.

#### **ARTICLE 7: TRANSITION SERVICES UPON TERMINATION**

Upon termination or expiration of this Agreement, CONSULTANT shall cooperate with COUNTY to assist with the orderly transfer of the services provided by CONSULTANT to COUNTY. Prior to termination or expiration of the Agreement, COUNTY may require CONSULTANT to perform and, if so required, CONSULTANT shall perform, certain transition services necessary to shift the services of CONSULTANT to another provider or to COUNTY itself as described below (the "Transition Services"). The Transition Services may include but shall not be limited to:

- A. Working with COUNTY to jointly develop a mutually agreed upon Transition Services plan to facilitate the termination of the services;
- B. Performing the Transition Services plan activities;
- C. Answering questions regarding the services on an as-needed basis; and
- D. Providing such other reasonable services needed to effectuate an orderly transition to a new service provider or to COUNTY.

#### **ARTICLE 8. COUNTY OWNERSHIP OF WORK PRODUCT**

The Parties agree that COUNTY shall have exclusive ownership of all reports, documents, designs, ideas, materials, reports, concepts, plans, creative works, and other work product developed for or provided to COUNTY in connection with this Agreement, and all patent rights, copyrights, trade secret rights and other intellectual property rights relating thereto (collectively "the Intellectual Property"). CONSULTANT hereby assigns and transfers all rights in the Intellectual Property to COUNTY. CONSULTANT further agrees to execute and deliver such assignments and other documents as COUNTY may later require to perfect, maintain and enforce COUNTY'S rights as sole owner of the Intellectual property, including all rights under patent and copyright law.

#### **ARTICLE 9. RESPONSIBILITIES OF COUNTY**

COUNTY shall:

- A. Through its County Administrator, appoint an individual to serve as County Representative. COUNTY Representative shall have the authority to transmit instructions, receive information, interpret and define the policy of COUNTY and make decisions pertinent to services covered by this Agreement. COUNTY reserves the right to designate a different County Representative, provided that

CONSULTANT is given written notice thereof.

- B. Make available at no cost to CONSULTANT, information relative to the project that is useful in the performance of the Scope of Services.
- C. Give prompt notice to CONSULTANT whenever COUNTY observes or otherwise becomes aware of any defect in the performance of work under this Agreement.
- D. Give careful and reasonable consideration to the findings and recommendations of CONSULTANT, and shall respond and issue notices to proceed in a timely manner so as not to unduly delay CONSULTANT's work called for by this Agreement.
- E. Make COUNTY personnel available on a time-permitting basis, where required and necessary to assist CONSULTANT. The availability and necessity of said personnel to assist CONSULTANT shall be determined solely within the discretion of COUNTY.
- F. Perform activities in this Article at no cost to CONSULTANT.

#### **ARTICLE 10. RESPONSIBILITIES OF CONSULTANT**

CONSULTANT shall:

- A. Appoint a CONSULTANT's Agent with respect to the services to be performed by CONSULTANT pursuant to this Agreement. CONSULTANT's Agent shall have the authority without limitation, to make representations on behalf of CONSULTANT, receive information, and interpret and define the needs of CONSULTANT and make decisions pertinent to services covered by this Agreement. CONSULTANT's Agent shall have the right, from time to time, to designate such other employees of CONSULTANT's as they desire, to serve in their absence. CONSULTANT reserves the right to designate a different agent, provided that COUNTY is given written notice thereof.
- B. Perform the work in accordance with the terms and conditions of this Agreement.
- C. Ensure that all employees assigned to render services under this Agreement shall be duly qualified, registered, licensed or certified to provide the services required.
- D. Be responsible for collecting all existing data required for the successful completion of each task.
- E. Not knowingly engage in any contractual or professional obligations that create an appearance of a conflict of interest with respect to the service provided pursuant to this Agreement. CONSULTANT attests to this via an Affidavit of No



Conflict, **Exhibit "C"**.

- F. Be entitled to rely upon that information which may be provided from time to time, from COUNTY. However, CONSULTANT shall call to COUNTY's attention any errors or deficiencies noted in such information provided and assist, to the extent practicable, COUNTY in the identification and resolution of same. Information referred to above includes, but is not limited to, additional services, consultations, investigations, and reports necessary for the execution of CONSULTANT's work under this Agreement. COUNTY shall, however, hold CONSULTANT fully responsible for verifying, to the extent practicable, documents and information provided by COUNTY and identifying the obvious deficiencies concerning documents and information provided. CONSULTANT agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed under this Agreement.

CONSULTANT shall be responsible for the professional quality technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services.

If CONSULTANT is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.

CONSULTANT shall maintain an adequate and competent staff of professionally qualified persons during the term of this Agreement for the purpose of rendering the required services hereunder. CONSULTANT shall not sublet, assign or transfer any services under this Agreement without the written consent of COUNTY.

COUNTY may require in writing that CONSULTANT remove from the Work any of CONSULTANT's personnel that COUNTY determines to be incompetent, careless or otherwise objectionable. No claims for an increase in Agreement Amount or Contract Time based on COUNTY's use of this provision will be valid. CONSULTANT shall indemnify and hold COUNTY harmless from and against any claim by CONSULTANT's personnel on account of the use of this provision.

#### **ARTICLE 11. DISPUTE RESOLUTION**

Disputes shall be resolved in accordance with § 2-26-63 and § 2-26-64 of the Manatee County Code. Any dispute resolution constituting a material change in this Agreement will not be final until an Amendment to this Agreement has been approved and executed by COUNTY Procurement Official. If such dispute involves the percentage of the work completed by CONSULTANT, COUNTY shall, as promptly and reasonably as possible after resolution of such dispute, forward payment to CONSULTANT of any amount determined to be due and owing.

## **ARTICLE 12. MAINTENANCE OF RECORDS; AUDITS; LICENSES**

- A. CONSULTANT shall maintain records, accounts, property records, and personnel records in accordance with generally accepted accounting principles, as deemed necessary by COUNTY to assure proper accounting of funds and compliance with the provisions of this Agreement.
- B. CONSULTANT shall provide COUNTY all information, reports, records and documents required by this Agreement or by COUNTY ordinances, rules or procedures, or as needed by COUNTY to monitor and evaluate the CONSULTANT'S performance. Such materials shall also be made available to COUNTY for auditing. Inspection or copying will occur during normal business hours, and as often as COUNTY may deem necessary. COUNTY shall have the right to obtain and inspect any audit pertaining to the performance of this Agreement or CONSULTANT made by any local, state or federal agency. To the extent such materials are in the possession of a third party, CONSULTANT must obtain them from that third party, or certify to COUNTY why it was unable to do so. CONSULTANT shall retain all of its records and supporting documents related to this Agreement in accordance with all applicable laws, rules and regulations, and, at a minimum, retain all records and supporting documents related to this Agreement, except duplicate copies or drafts, for at least three (3) years after the termination date.
- C. CONSULTANT shall obtain any licenses required to provide the Scope of Services and maintain full compliance with any licensure requirements. Copies of reports provided to or by any licensing or regulatory agency shall be forwarded to COUNTY within ten (10) days after receipt by CONSULTANT. CONSULTANT shall immediately inform COUNTY if it or any of its principles or agents working on this Agreement are terminated, suspended, revoked or are otherwise invalid and/or are no longer in good standing.

## **ARTICLE 13. PUBLIC RECORDS**

Pursuant to Florida Statutes §119.0701, to the extent CONSULTANT is performing services on behalf of COUNTY, CONSULTANT shall:

- A. Keep and maintain public records required by COUNTY to perform the service.
- B. Upon request from COUNTY'S custodian of public records, provide COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes Chapter 119 or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by

law for the duration of the Agreement term and following completion of the Agreement if CONSULTANT does not transfer the records to COUNTY.

- D. Upon completion of the Agreement, transfer, at no cost, to COUNTY all public records in possession of CONSULTANT or keep and maintain public records required by COUNTY to perform the service. If CONSULTANT transfers all public records to COUNTY upon completion of the Agreement, CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONSULTANT keeps and maintains public records upon completion of the Agreement, CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COUNTY, upon request from COUNTY'S custodian of public records, in a format that is compatible with the information technology systems of COUNTY.

**IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO COUNTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 941.742.5845, DEBBIE.SCACCIAOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER 1112 MANATEE AVENUE WEST, BRADENTON FL 34205.**

#### **ARTICLE 14. INDEMNIFICATION**

CONSULTANT shall indemnify and hold harmless COUNTY, its officers, employees and agents, from liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of CONSULTANT, its personnel, design professionals and other persons employed or utilized by CONSULTANT in the performance of this Agreement, including without limitation, defects in design, or errors or omissions that result in material cost increases to COUNTY. Such indemnification shall include the payment of all valid claims, losses, and judgments of any nature whatsoever in connection therewith and the payment of all related fees and costs. COUNTY reserves the right to defend itself with its own counsel or retained counsel at CONSULTANT's expense. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph or be deemed to affect the rights, privileges and immunities of COUNTY as set forth in Section 768.28, Florida Statutes.

#### **ARTICLE 15. NO WAIVER OF SOVEREIGN IMMUNITY**

Nothing herein shall be interpreted as a waiver of COUNTY of its rights, including the limitations of the waiver of immunity, as set forth in Florida Statutes § 768.28, or any other statutes, and COUNTY expressly reserves these rights to the full extent allowed by law.

## **ARTICLE 16. INSURANCE**

- A. CONSULTANT shall maintain insurance policies that comply with the Insurance Requirements, attached as **Exhibit "D"**, during the term of this Agreement, including any renewal terms.
- B. Certificates of Insurance and copies of policies evidencing the insurance coverage specified in **Exhibit "D"** shall be filed with the Procurement Official before the Effective Date of this Agreement. The required certificates shall identify the type of policy, policy number, date of expiration, amount of coverage, companies affording coverage, shall refer specifically to the title of this Agreement, and shall name Manatee County as an additional insured. No changes shall be made to the insurance coverage without prior written approval by COUNTY's Risk Management Division.
- C. Insurance shall remain in force for at least three (3) years after completion of services under this Agreement in the amounts and types of coverage as required by Exhibit "D", including coverage for all products and services completed under this Agreement.
- D. If the initial insurance expires prior to the termination of this Agreement, renewal Certificates of Insurance and required copies of policies shall be furnished by CONSULTANT and delivered to the Procurement Official thirty (30) days prior to the date of their expiration.
- E. Nothing in this Agreement shall be interpreted as a waiver by COUNTY of its rights including the limitations of the waiver of immunity as set forth in Section 768.28, Florida Statutes, or any other statute, and COUNTY expressly reserves these rights to the full extent allowed by law.

## **ARTICLE 17. LITIGATION SERVICES**

If notified by the Office of the County Attorney in writing, CONSULTANT agrees to provide litigation services up to and including the date of the completion of litigation as follows:

- A. Coordinate and communicate directly with the Office of the County Attorney.
- B. Provide any personnel performing services under this Agreement to testify in any litigation proceeding.
- C. Perform litigation services as directed by the Office of the County Attorney that may include but are not limited to:
  - 1. Predisposition, pretrial, or prehearing preparation.
  - 2. Preparation of court exhibits.

3. Attendance and testimony at depositions, pretrial hearings, or other court hearings.
  4. Any other services deemed necessary by the assigned attorney to successfully litigate and defend COUNTY's position in court.
- D. Compensation for litigation services shall not exceed CONSULTANT's Fee Rate Schedule specified in **Exhibit "B"**. The hourly billing rates shall contain all costs to include salaries, overhead, general and administrative, incidental expenses, fringe benefits and operating margin.
- E. CONSULTANT's travel expenses will be submitted and paid in accordance with Section 112.061, Florida Statutes, provided prior approval of the travel is obtained from the County Attorney or the County Attorney's designee.
- F. CONSULTANT shall submit monthly statements for litigation services rendered to the Office of the County Attorney for approval, providing detailed accounting sufficient for pre-audit and specifying services performed, the dates of the services, hours expended for each service, the name of the person who performed the service, the service and a breakdown of approved expenses incurred with all receipts and invoices attached.

#### **ARTICLE 18. LEGAL RESTRAINTS AND LIMITATIONS**

CONSULTANT acknowledges that COUNTY is subject to restraints, limitations, regulations and controls imposed or administered pursuant to numerous applicable laws, ordinances, rules and regulations of federal, state, regional and certain local governmental agencies or authorities. All services rendered or performed by CONSULTANT pursuant to the provisions of this Agreement, as amended, shall be in compliance with all applicable local, state and federal laws and ordinances.

#### **ARTICLE 19. SOLICITATION OF AGREEMENT**

CONSULTANT warrants that it has not employed or retained any company or person other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person other than an employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift, contingent fee, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, COUNTY shall have the right to annul this Agreement without liability, or at its discretion, to deduct from the Agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

## **ARTICLE 20. NON-DISCRIMINATION**

CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, sex, creed, national origin, disability or age, and will take affirmative action to insure that all employees and applicants are afforded equal employment opportunities without discrimination because of race, color or national origin. Such action will be taken with reference to, but shall not be limited to, recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of training or retraining (including apprenticeship and on-the-job training).

No person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the proceeds of, or be subjected to discrimination in the performance of this Agreement.

## **ARTICLE 21. ASSIGNMENT AND SUBCONTRACTS**

COUNTY has selected CONSULTANT for its stated skills and abilities, as outlined in the Request for Proposal process. CONSULTANT has represented to COUNTY that it has the in-house capabilities, resources and expertise to perform the services required by this Agreement. Therefore, CONSULTANT shall not assign or transfer any right or duty under this Agreement to any other party without the prior written consent of COUNTY. In the unlikely event CONSULTANT asserts it is necessary to utilize the services of third parties to perform any service under this Agreement, CONSULTANT shall first obtain prior written approval of COUNTY. Approval to utilize any third party shall not relieve CONSULTANT from any direct liability or responsibility to COUNTY pursuant to the provisions of this Agreement, or obligate COUNTY to make any payments other than payments due to CONSULTANT as outlined in this Agreement.

## **ARTICLE 22. OWNERSHIP AND SALE OF RIGHTS; SUCCESSORS BOUND**

The identity of the person or the entity, if not an individual, who or which shall be the owner or holder of the rights granted under this Agreement is very important to COUNTY. Therefore, in addition to the limitations of Article 14 above, CONSULTANT shall not, without prior written consent of COUNTY, sell, pledge, transfer or otherwise encumber this Agreement, or the rights granted therein, to any third party. Assignment, pledging, sale, transferring, or encumbering of any interest in or under this Agreement or the rights thereunder, to anyone other than the CONSULTANT, without the prior written consent of COUNTY, shall be grounds for immediate termination of this Agreement. All terms and conditions of this Agreement shall extend to and be binding on any approved purchaser, assignee, or other successor in interest.

## **ARTICLE 23. CERTIFICATION OF NON-PAYMENT OF COMMISSION OR GIFT**

CONSULTANT warrants that it has not employed or retained any company or person other than a bona fide employee working solely for CONSULTANT to solicit or secure

this Agreement, and that it has not paid or agreed to pay any company or person other than an employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift, contingent fee, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, COUNTY shall have the right to annul this Agreement, without liability or at its discretion to deduct from the contract price consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

**ARTICLE 24. KEY PERSONNEL**

The following key personnel are hereby assigned to this Agreement by CONSULTANT:

\_\_\_\_\_  
\_\_\_\_\_

CONSULTANT shall not remove such key personnel from providing the services contemplated by this Agreement; provided, however, that the removal of such personnel due to their incapacity, voluntary termination, or termination due to just cause will not constitute a violation of this Agreement. The County will require that, at a minimum, any proposed replacement have equal or greater qualifications and experience as the key personnel being replaced. CONSULTANT shall not make any personnel changes of the key personnel until written notice is made to and approved by the COUNTY.

**ARTICLE 25. SUB-CONSULTANTS**

It is expected that CONSULTANT shall have standard in-house capability to provide all the services required by this Agreement. However, should CONSULTANT find it necessary to call upon the services of sub-consultants, CONSULTANT shall utilize the sub-consultant's fees specified in Exhibit "B". CONSULTANT shall also require each sub-consultant to adhere to applicable provisions of this Agreement. The utilization of any sub-consultant by CONSULTANT shall not relieve CONSULTANT from any liability or responsibility to COUNTY pursuant to the provisions of this Agreement, as amended, or obligate COUNTY to the payment of any compensation to the sub-consultant or additional compensation to CONSULTANT. CONSULTANT is required to notify COUNTY of any replacements or additions to Exhibit "B" and receive prior written approval of COUNTY for replacements or additions before the use of the sub-consultant.

**ARTICLE 26. NOTICES**

All notices, requests and authorizations provided for herein shall be in writing and shall be delivered by hand or mailed through the U.S. Mail, addressed as follows:

To COUNTY: Manatee County Government, \_\_\_\_\_ Department  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
Bradenton, FL \_\_\_\_\_  
Phone: (941) \_\_\_\_\_  
Email: \_\_\_\_\_

To CONSULTANT: \_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**ARTICLE 27. PROFESSIONAL LIABILITY**

To the fullest extent allowed by law, the individuals performing professional services pursuant to this Agreement shall be personally liable for negligent acts or omissions. To the fullest extent allowed by law, CONSULTANT shall likewise be liable for negligent acts or omissions in the performance of professional services pursuant to this Agreement.

**ARTICLE 28 RELATIONSHIP OF PARTIES**

The relationship of CONSULTANT to COUNTY shall be that of an independent contractor. Nothing herein contained shall be construed as vesting or delegating to CONSULTANT or any of the officers, employees, personnel, agents, or sub-consultants of CONSULTANT any rights, interest or status as an employee of COUNTY. COUNTY shall not be liable to any person, firm or corporation that is employed by Agreements or provides goods or services to CONSULTANT in connection with the Agreement or for debts or claims accruing to such parties. CONSULTANT shall promptly pay, discharge or take such action as may be necessary and reasonable to settle such debts or claims.

**ARTICLE 29. NO CONFLICT**

By accepting award of this Agreement, CONSULTANT, which shall include its directors, officers and employees, represents that it presently has no interest in and shall acquire no interest in any business or activity which would conflict in any manner with the performance of duties or services required hereunder.

**ARTICLE 30. ETHICAL CONSIDERATIONS**

CONSULTANT recognizes that in rendering the services pursuant to the provisions of this Agreement, CONSULTANT is working for the residents of Manatee County, Florida, subject to public observation, scrutiny and inquiry; and based upon said recognition



CONSULTANT shall, in all of its relationships with COUNTY pursuant to this Agreement, conduct itself in accordance with all of the recognized applicable ethical standards set by any related national societies, and the reasonable traditions to perform the services. CONSULTANT shall be truthful in its communications with COUNTY personnel regarding matters pertaining to this Agreement and the scope of services rendered to COUNTY.

#### **ARTICLE 31. PUBLIC ENTITY CRIMES**

CONSULTANT has been made aware of the Florida Public Entity Crimes Act, § 287.133, Florida Statutes, specifically section 2(a), and COUNTY's requirement that CONSULTANT comply with it in all respects prior to and during the term of this Agreement.

#### **ARTICLE 32. SEVERABILITY**

It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is held to be illegal or in conflict with any law, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

#### **ARTICLE 33. HEADINGS, CONSTRUCTION**

The parties agree that they have each participated in the drafting of this Agreement and that the rules with respect to construing ambiguities against the drafter of a contract shall not apply in any action or litigation regarding this Agreement. All articles and descriptive headings of paragraphs of this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

#### **ARTICLE 34. TAXES**

COUNTY is exempt from Federal Excise and State Sales Taxes (F.E.T. Exemption Certificate No. 59-78-0089K; FL Sales Tax Exemption Certificate No. 51-02-027548-53C). Therefore, CONSULTANT is prohibited from charging or imposing any sales or service taxes. Nothing herein shall affect CONSULTANT's normal tax liability.

CONSULTANT shall be responsible for payment of federal, state, and local taxes which may be imposed upon CONSULTANT under applicable law to the extent that CONSULTANT is responsible for the payment of same under applicable law.

#### **ARTICLE 35. FORCE MAJEURE**

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations or any of them is delayed or prevented by Force Majeure.

Force Majeure shall include, but not be limited to, hostility, revolution, civil commotion, strike, epidemic, accident, fire, flood, wind, earthquake, hurricane, explosion, lack of or failure of transportation facilities, any law, proclamation, regulation, ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause, whether or not enumerated in this Article, is beyond the control and without the fault or negligence of the party seeking relief under this Article.

#### **ARTICLE 36. LEGAL REFERENCES**

All references to statutory sections or chapters shall be construed to include subsequent amendments to such provisions, and to refer to the successor provision of any such provision. References to "applicable law" and "general law" shall be construed to include provisions of local, state and federal law, whether established by legislative action, administrative rule or regulation, or judicial decision.

#### **ARTICLE 37. GOVERNING LAW, JURISDICTION AND VENUE**

This Agreement shall be governed by the laws of the State of Florida. Any action filed regarding this Agreement will be filed only in Manatee County, Florida, or if in Federal Court, the Middle District of Florida, Tampa Division.

#### **ARTICLE 38. ATTORNEY FEES**

In the event of any litigation arising under the terms of this Agreement, each party shall be responsible for their own attorney's fees, including appellate fees, regardless of the outcome of the litigation.

#### **ARTICLE 39. PATENT AND COPYRIGHT RESPONSIBILITY**

Any material, design or supplied specified by CONSULTANT or supplied by CONSULTANT pursuant to this Agreement shall not knowingly infringe any patent or copyright, and CONSULTANT shall be solely responsible for securing any necessary licenses required for patented or copyrighted material utilized by CONSULTANT in the performance of the Professional \_\_\_\_\_ Services.

#### **ARTICLE 40. NO THIRD-PARTY BENEFICIARIES**

This Agreement is solely for the benefit of the parties hereto, and no right, privilege, or cause of action shall by reason hereof accrue upon, to, or for the benefit of any third party. Nothing in this Agreement is intended or shall be construed to confer upon or give any person, corporation, partnership, trust, private entity, COUNTY, or other governmental entity any right, privilege, remedy, or claim under or by reason of this Agreement or any provisions or conditions hereof.

**ARTICLE 41. AMENDMENTS**

This Agreement and Exhibits referenced herein constitute the entire Agreement between the parties with respect to subject matter and mutually agree that no verbal agreements, representations, warranties or other understandings affecting the same exist. No amendment hereof shall be effective until and unless reduced to writing and executed by the parties. The parties shall execute any additional documents as may be necessary to implement and carry out the intent of this Agreement.

**ARTICLE 42. TIME**

For purposes of computing any period of a number of days hereunder for notices or performance of ten (10) days or less, Saturdays, Sundays and holidays shall be excluded unless otherwise stated.

**ARTICLE 43. AUTHORITY TO EXECUTE**

Each of the parties hereto covenants to the other party that it has lawful authority to enter into this Agreement.

[Remainder of page intentionally left blank]

**IN WITNESS WHEREOF**, the Parties hereto have caused this **Agreement No.** \_\_\_\_\_  
**for** \_\_\_\_\_ to be duly executed by their authorized representatives:

**CONSULTANT**

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

\_\_\_\_\_  
Print Name & Title of Above Signer

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

**MANATEE COUNTY, a political subdivision of the  
State of Florida**

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

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

**EXHIBIT "A" – SCOPE OF SERVICES**

SAMPLE

**EXHIBIT "B" – PROJECT PRICE or FEE SCHEDULE**

SAMPLE

**EXHIBIT " \_\_\_\_\_ "**

**AFFIDAVIT OF NO CONFLICT**

**AGREEMENT No. \_\_\_\_\_**

STATE OF FLORIDA

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

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, with full authority to bind \_\_\_\_\_ (hereinafter "CONSULTANT"), who being first duly sworn, deposes and says that CONSULTANT:

(a) Is not currently engaged and will not become engaged in any obligations, undertakings or contracts that will require CONSULTANT to maintain an adversarial role against the County or that will impair or influence the advice, recommendations or quality of work provided to the County; and

(b) Has provided full disclosure of all potentially conflicting contractual relationships and full disclosure of contractual relationships deemed to raise a question of conflict(s); and

(c) Has provided full disclosure of prior work history and qualifications that may be deemed to raise a possible question of conflict(s).

Affiant makes this Affidavit for the purpose of inducing Manatee County, a political subdivision of the State of Florida, to enter into this Agreement No. \_\_\_\_\_ for \_\_\_\_\_.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

The foregoing instrument was sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida at Large  
Commission No. \_\_\_\_\_

**EXHIBIT “ \_\_\_\_\_ ”**

**ATTACHMENT  
INSURANCE AND BOND REQUIREMENTS  
SOLICITATION NO.**

**SAMPLE**