

# REQUEST FOR QUALIFICATIONS

**RESIDENTIAL PAINTING SERVICES**

RFQ CRA #01-2023



**RELEASE DATE: JANUARY 24, 2023**

**SUBMISSION DEADLINE: FEBRUARY 16, 2023**

THE LAKE WORTH BEACH COMMUNITY REDEVELOPMENT AGENCY  
1121 LUCERNE AVENUE  
LAKE WORTH BEACH, FL 33460  
[WWW.LAKEWORTHCRA.ORG](http://WWW.LAKEWORTHCRA.ORG)

## Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit qualifications to hire an experienced residential or commercial painting contractor to be part of the CRA's new residential paint grant program. The Lake Worth Beach Community Redevelopment Agency (CRA) has developed a home paint grant program in which residents can apply for free exterior paint services. This program proposes giving homeowners the opportunity to have the exteriors of their homes pressure sprayed, prepped and completely repainted. The CRA will allocate up to \$5,000 per home which will be paid directly to a pre-approved CRA paint contractor upon completion. Interested residential grantees will submit a grant application for the CRA to review. Those applicants must also be able to demonstrate the need for their home to be repainted and Staff will determine final eligibility.

**This RFQ will allow the CRA to select no more than three pre-approved residential or commercial painting contractors to be part of the program.** The CRA will request quotes from the pre-approved contractors and the grantees will then be given the chance to choose one of the pre-approved paint contractors to conduct services on their property. CRA Staff will encourage the applicant to choose the lowest bid, but this will not be mandated. The painting contractor will enter into an agreement for services with the CRA and be reimbursed at the completion of each job. The CRA will contract with each pre-approved painting contractor for no less than one year with the option to continue services for additional years as deemed necessary.

The City of Lake Worth Beach is located on the southeast coast of Florida, in Palm Beach County, just south of West Palm Beach and north of Delray Beach. The City is determined to attract new residents, businesses and activities while still remaining quaint, distinctive and authentic. Lake Worth Beach is known as the place where art is created due to the many artists who call Lake Worth Beach home. It is home to such cultural institutions as the Cultural Council of Palm Beach County, the historic Lake Worth Playhouse, Benzaiten Center for the Arts, and it hosts the annual Street Painting Festival, Pride Fest and Dia de los Muertos. Lake Worth Beach is also known for its inclusive environment and its diverse ethnic make-up.

## Scope of Services

The CRA is offering this paint grant program to qualified single-family homes within the City of Lake Worth Beach. The pre-approved contractors shall provide painting services at various locations as identified by the CRA. Services consists of providing all labor, materials, equipment, and supervision for the painting and finishing of new and existing exterior surfaces, i.e., walls, doors, jambs, window frames, and other work as directed by the CRA Project Manager. Work areas may be occupied and require moving and repositioning of furniture or equipment. The CRA reserves the right to prepare an individual Scope of Work and require a proposal with complete breakdown of material, equipment, and labor cost for each project consistent with the prices established. The CRA may solicit a quote for Services from one or more companies prior to assigning an individual project.

**FIELD QUALITY CONTROL / STANDARD OF ACCEPTANCE:** Painted surfaces shall be considered to lack uniformity and soundness if any of the following defects are apparent: a) Brush/roller marks, streaks, laps, runs, sags, drips, heavy stippling, hiding, or shadowing by inefficient application methods, skipped or missed areas, and foreign materials in paint coatings. b) Evidence of poor coverage at plate edges, lap joints, crevices, pockets, corners and re-entrant angles. c) Damage due to touching before paint is sufficiently dry or any other cause. d) Damage and/or contamination of paint due to blown contaminants (dust, spray paint, etc.). Painted surfaces rejected by the CRA Project Manager shall be corrected at the expense of the Company. Small affected areas may be touched up. Large affected areas or areas without sufficient dry film thickness of paint shall be repainted. Runs, sags, or damaged paints shall be removed by scraper or by sanding prior to application of paint.

**PREPARATION AND CLEANING:** Perform preparation and cleaning procedures in strict accordance with coating manufacturer's instruction. Use applicators and techniques best suited for the material and surfaces to be applied. Apply paint only to dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by activities such that airborne particles will not affect the quality of finished surfaces. Apply additional coats when undercoats or conditions show through final paint coat, until paint film is of uniform finish, color and appearance. Work must be evenly uniform in sheen, color and texture; free from brush marks, sags, crawls, runs, or other defects detrimental to appearance or performance. Paint surfaces behind movable equipment and furniture same as adjacent similar exposed surfaces unless otherwise directed by the Project Manager. Apply each material at no less than the manufacturer's recommended spreading rate.

**STANDARD PROVISIONS CHANGE ORDERS:** Alterations or modifications to the work performed under a task order under the contract shall be made only by written Change Order between the company and the CRA Point of Contact prior to commencement of the altered or modified work. No claims for any extra work or materials will be allowed unless covered by written Change Order.

**CLEAN UP:** All clean up shall comply with all applicable Federal, State, and local laws and regulations. Company shall remove paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces. Company shall, at all times, keep the site free from accumulation of waste materials, debris, or rubbish caused by his or her employees at work. Company shall remove from the site all tools, surplus materials, debris, or rubbish and shall leave the site and the work in a neat and orderly fashion at the completion of the work. Clean equipment and dispose of wash water/solvents as well as other cleaning and protective materials (e.g., rags, drop cloths, masking papers, etc.), paints, thinners, paint removers/strippers, etc., as directed by Project Manager. Whenever possible, clean up shall be conducted with water or water-based agents. Companies may not utilize on-site office trash cans. Arrangements may be made in advance with the Project Manager for the use of City owned or leased waste containers for disposal of the above. Only fully dry paint residues may be disposed of in City containers. Opened cans of partially used paint may not be disposed of in City containers under any circumstances.

**EQUIPMENT:** The Company shall have in its possession, or available, sufficient equipment, hand tools, materials, and supplies necessary to perform the work as outlined in this Scope of Services.

**MATERIALS AND EQUIPMENT STORAGE:** The Company shall be responsible for locating and providing storage areas for construction materials and equipment. The material and equipment storage shall comply with all local and state ordinances throughout the contract period. The Company shall restore the storage area to its original condition upon completion of the Project or upon such time as directed by the CRA. Such restoration shall be at no additional cost to the CRA. The Company shall be responsible for the safeguarding of materials and equipment against fire, theft and vandalism and shall not hold the CRA responsible in any way for the occurrences of same. The Company shall furnish and erect, at no additional cost, whatever works may be necessary for the protection of the public, including but not limited to barricades, fences, etc. Prior to final payment being made, the Company shall obtain a release from the property owner of the storage area utilized for the Project.

**PROJECT LOCATION INSPECTIONS:** All trades shall be performed by skilled craftsmen. Satisfactory work and housekeeping will be maintained by the Company at all times. The worksite conditions, progress of work, and quality of work at each Project location may be inspected by the CRA on a continual basis. Any condition or situation deemed by the CRA to be unsatisfactory shall be remedied as soon as logistically possible and no later than within 24 hours. During its inspection, the CRA may note whether each Project location is satisfactory or unsatisfactory.

**PROTECTION OF PROPERTY:** Company shall protect all surrounding furniture, surfaces (including glass, aluminum, wood, labels, signage, etc.), mechanical, electrical, computer hardware and other sensitive components from sanding dust, paint splatter, spills and/or overspray. Use sufficient drop cloths and coverings for the protection of floors, furnishings and adjacent surfaces. Company shall be responsible for providing and placement of barricades, drop cloths, tarps, plastic, flag tape and any other safety equipment required to protect the public and employees in the work area. Company shall be responsible for the security of its equipment and materials. **SAFETY** Provide a safe work environment in accordance with all local, state, Federal, and applicable OSHA regulations. Employees must wear OSHA required safety equipment while working.

**STAFFING REQUIREMENTS AND IDENTIFICATION OF COMPANY PERSONNEL:** The Company shall provide a sufficient work force and supervisory personnel to perform the specified services and to meet the requirements of the CRA. The CRA has the right to require any additional personnel that the CRA deems necessary to complete the Project. The CRA also has the right to require removal and replacement of any personnel deemed unsatisfactory by the CRA. Personnel shall maintain a neat and clean appearance, with identification clearly identifying the person and the name of their company.

**SUBCONTRACTS:** No portion of a contract shall be subcontracted without prior written consent of the CRA. The CRA shall retain the right of approval of all subcontractors.

**SUPERVISION:** One competent individual shall be available on-site at all times to supervise the work. This individual shall be a full-time employee of the Company and shall be experienced in the type of work being performed. Additionally, the individual shall be fully capable of managing, directing, and coordinating the work; reading and thoroughly understanding the Contract; and receiving and carrying out directions from the CRA. This individual shall be reachable via cell phone during normal business hours (Monday – Friday, 8:00 AM to 5:00 PM).

**WARRANTY OF MATERIALS AND WORKMANSHIP:** All materials and equipment provided shall be listed and labeled for the purpose intended and must be in good working order. All work provided shall have, as a minimum, a one (1) year warranty from the date of final acceptance against any latent defects, materials, workmanship, and installation. All materials used shall be new and work must be performed by skilled tradesperson(s).

**WORKING HOURS:** Routine operations shall generally be performed between the hours of 8:00 AM to 5:00 PM, Monday through Friday, except for City observed holidays. Emergency or non-routine work shall be performed as necessary with prior approval from the CRA.

All responses to this RFQ must be delivered, mailed or emailed to:

Lake Worth Community Redevelopment Agency  
1121 Lucerne Avenue  
Lake Worth Beach, FL 33460  
Attn: Chris Dabros // 561 493-2550  
[cdabros@lakeworthbeachfl.gov](mailto:cdabros@lakeworthbeachfl.gov)

**ENVELOPE MUST BE IDENTIFIED AS RFQ #01-2023 AND RECEIVED AT THE CRA OFFICE NO LATER THAN 3:00pm February 16, 2023**

The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the submitter to insure that all pages are included.

All must be typed or written in ink, and must be signed in ink by an officer having authority to represent the company. Signatures are required where indicated; failure to do so shall be cause for submittal rejection.

### Changes and Interpretations

Changes to this RFQ will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given. All addenda will be posted on the CRA's website - [www.lakeworthcra.org](http://www.lakeworthcra.org). It is the sole responsibility of each Proposer to check the CRA's website for posted addenda. The CRA will not mail or fax any addenda to a Proposer.

All questions regarding this RFQ should be submitted in writing via mail or e-mail and must be received by the CRA no later than ten (10) calendar days prior to the due date for submissions:

CRA Office  
Chris Dabros, Deputy Director  
1121 Lucerne Avenue  
Lake Worth Beach, FL 33460  
[cdabros@lakeworthbeachfl.gov](mailto:cdabros@lakeworthbeachfl.gov)

All questions will be answered via addenda. If a question is not answered, the submitting firm should assume all relevant information is contained within this RFQ. The CRA will strive to issue all addenda at least three (3) business days before the proposal due date; however, the CRA reserves the right to issue any addenda at any time.

### Property of the CRA

All materials submitted in response to this RFQ become the property of the CRA. The CRA has the right to use any or all ideas presented in any response to this RFQ, whether amended or not, and selection or rejection of a proposal(s) does not affect this right. No variances to this provision shall be accepted.

### RFQ Timetable

The **anticipated** schedule for this RFQ and contract approval is as follows:

- |  |                              |
|--|------------------------------|
| ▪ Proposals Due:                       | February 16, 2023            |
| ▪ Short List Announcement (if needed): | No later than March 1, 2023  |
| ▪ Firms Approved by CRA:               | No later than March 30, 2023 |

The CRA reserves the right to amend the anticipated schedule as it deems necessary.

### Cone of Silence

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City of Lake Worth Beach procurement code, the City's procurement cone of silence will be in effect as of the due date for proposers in response to this RFQ. A complete copy of the City's procurement code is available on-line and at [municode.com](http://municode.com) under the City's code of ordinances (Sections 2-111-2-117). All Firms are highly encouraged to review the ordinance. In summary, the code of silence prohibits communication between certain City/CRA official's employees and agents and any entity or person seeking to be awarded a contract. The cone of silence terminates at the time of award, rejection of all responses or some other action by the City/CRA to end the selection process.

### **Ethics Requirement**

This RFQ is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Respondents are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

### **Disclosure and Disclaimer**

The information contained herein is provided solely for the convenience of Respondents. It is the responsibility of a Respondent to assure itself that information contained herein is accurate and complete. Neither the CRA, nor its advisors provide any assurances as to the accuracy of any information in this RFQ. Any reliance on the contents of this RFQ, or on any communications with CRA representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFQ is being provided by the CRA without any warranty or representation, express or implied, as to its content; accuracy or completeness and no Respondent or other party shall have recourse to the CRA if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the CRA that any response conforming to these requirements will be selected for consideration, negotiation or approval.

In its sole discretion, the CRA may withdraw this RFQ either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFQ. In its sole discretion, the CRA may determine the proposals and acceptability of any firm or firms submitting proposals in response to this RFQ. Following submission of a response, the Firm agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the response and/or the Firm, including the Firm's affiliates, officers, directors, shareholders, partners and employees, as requested by the CRA. Any action taken by the CRA in response to submittals made pursuant to this RFQ or in making any award or failure or refusal to make any award pursuant to such responses, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any liability or obligation on the part of the CRA, or their advisors.

Any recipient of this RFQ, who responds hereto, fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFQ is at the sole risk and responsibility of the party submitting such response.

### **Contract Agreement**

The terms and conditions of the resulting contract for the services to be rendered will be negotiated with the successful respondent. If the CRA and the successful respondent cannot agree on the terms and conditions of the resulting contract, the CRA reserves the right to terminate negotiations with the successful respondent and move to the next ranked respondent to commence negotiations. Negotiations may continue in this process until the CRA is able to enter into a contract with a respondent that best meets the needs of the CRA.

### **Insurance Requirements**

Prior to execution of the resulting contract derived from this RFQ, the awarded firms shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the CRA. Compliance with the foregoing requirements shall not relieve the firm of its liability and obligations under the resulting contract.

- A. The firms shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The firms shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The firms shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the firm shall specifically include the Lake Worth Beach CRA and the City of Lake Worth Beach as an "Additional Insured".

### **Evaluation and Award**

The CRA will assemble an Evaluation Committee to evaluate the submittals from respondents. The Evaluation Committee will convene for a public meeting to evaluate and rank the most advantageous submittals and make a recommendation for contract award to the CRA Board. CRA Staff will notify all submitting Respondents and advertise the Evaluation Committee meeting in the appropriate media as directed by law. The CRA Board is not bound by the recommendation of the Evaluation Committee and the CRA Board may deviate from the recommendation in determining the best overall response which is most advantageous and in the best interest of the CRA District.

Each Response will be evaluated individually and in the context of all other responses. Submittals must be fully responsive to the requirements described in this RFQ and to any subsequent requests for clarification or additional information made by the CRA through written addenda to this RFQ. Submittals failing to comply with the submission requirements, or those unresponsive to any part of this RFQ, may be disqualified. The CRA reserves the right to award contracts to the Respondents submitting the best overall responsive submittal which is most advantageous and in the best interest of the CRA District. The CRA shall be the sole judge of the submissions and the resulting contract that is in its best interest and its decision shall be final.

While the CRA allows Responders to specify any desired variances to the RFQ terms, conditions, and specifications, the number and extent of variances taken will be considered in determining the Respondent who is most advantageous to the CRA. **Evaluation Scoring Criteria has been incorporated into the RFQ document.**

### **Representations by Submittal of Firms**

By submitting a response, the Firm warrants, represents and declares that:

- A. Person(s) designated as principal(s) of the Firm are named and that no other person(s) other than those therein mentioned has (have) any interest in the submittal or in the anticipated contract.
- B. The submittal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another proposal, and that the Firm submitted is, in all respects, fair and in good faith without collusion or fraud.

C. The Firm understands and agrees to all elements of the submission unless otherwise indicated or negotiated, and that the response may become part of any contract entered into between the CRA and the Firm.

D. By signing and submitting a response, Submitter certifies that Firm and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a submittal to the CRA/City of Lake Worth Beach for 36 months following the date of being placed on the convicted firm list. Proposer certifies that submittal of its proposal does not violate this statute.

F. Proposer recognizes and agrees that the CRA will not be responsible or liable in any way for any losses that the Firm may suffer from the disclosure or submittal of response information to third parties.

### **Protests**

Any actual Firm who is aggrieved in connection with this RFQ may protest such procurement. The protest must be filed with the CRA in accordance with the City's procurement code. A complete copy of the City's procurement code is available on-line at [municode.com](http://municode.com) under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

### **Compliance**

All proposals received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF GENERAL INFORMATION

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### **SUBMITTAL REQUIREMENTS:**

Submittals must contain the following documents, each fully completed and signed as required.

Letter of Transmittal or Company Literature:

Each submittal should include a letter of transmittal or company literature containing the Firms interest in the providing services and the signature of the representative authorized to enter into signed contracts for the prime contractor. This letter should not exceed two pages in length. The following items shall be provided in the order specified. Each firm is asked to submit one hard copy plus one electronic copy of the submittal on a portable drive, CD or through email.

Written submittals should be concise and clearly outlined and include:

- The Company's ability to conduct the scope of work
- The Company must show the qualifications of the team members



- A description of previous projects that your Company has conducted for organizations of similar size and complexity. Provide names and information of references from these organizations.
- The Company's proposed management and staffing and the name of the designated contact or point person for the firm to the CRA
- All related licenses and/or certifications
- Confirmation of a Drug-Free Workplace

## **Process for Consideration of Proposals**

### **Selection Criteria and Points**

Background/ Experience/ License and Insurance – 25 points

Skill – Firm's understanding of the project, capacity and skill – 25 points

References – Firms references evidencing record of performance and ability to successfully complete projects on time and within budget – 25 points

Team – Firms qualifications, experience and understanding of the Lake Worth Beach community – 25 points

Total – 100 points

CRA Staff will be responsible for ensuring all submittals responded to the RFQ accordingly and have provided all the necessary information to be considered "responsive." This includes handing qualifications in by the time and date specified earlier in this request. The CRA will establish an evaluation committee to review the submittals and rank them according to the point system explained above. The evaluation committee will then make a formal recommendation to the CRA Board for approval.

**SUBMITTING FIRM'S INFORMATION PAGE\***

Company Name: \_\_\_\_\_

Authorized  
Signature:

\_\_\_\_\_  
Signature Print Name

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

Physical  
Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

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

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

Website: \_\_\_\_\_

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

**\*This is a requirement of every Firm who submits a proposal.**

**EXHIBIT 'A'**  
**CONFIRMATION OF DRUG-FREE WORKPLACE \*\***

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement on behalf of \_\_\_\_\_, I

certify that \_\_\_\_\_ complies fully with the above requirements.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Position Name

**\*\* If this form is not returned, the CRA will assume the responding Firm has not implemented a drug-free workplace program.**

**EXHIBIT 'B'**  
**SIMILAR PROJECTS**

List three (3) similar projects successfully completed in the past three (3) years by the individual, firm, or project manager assigned to the project.

**Completed Project #1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

**Name(s) of assigned personnel:**

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

**Completed Project #2:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

**Name(s) of assigned personnel:**

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

**Completed Project #3:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

**Name(s) of assigned personnel:**

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

**EXHIBIT 'C'**  
**REFERENCES**

Below, or on an attached sheet, list references per the RFQ requirements for providing painting services. Provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past three (3) years** provided services. This form may be copied.

**REFERENCE #1**

Name of Client: \_\_\_\_\_

\_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

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

Description of services:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCE #2**

Name of Client: \_\_\_\_\_

\_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

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

Description of services:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCE #3**

Name of Client: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

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

Description of services:

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT 'D'**  
**SCRUTINIZED COMPANIES CERTIFICATION FORM**

By execution below, I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (hereinafter, the "Contractor"), hereby swear or affirm to the following certifications:

The following certifications apply to all procurements:

1. The Contractor has reviewed section 215.4725, Florida Statutes, section 215.473, Florida Statutes and section 287.135, Florida Statutes, and understands the same.
2. The Contractor is not on the Scrutinized Companies that Boycott Israel List nor is the Contractor engaged in a boycott of Israel.
3. If awarded a contract, the Contractor agrees to require these certifications for applicable subcontracts entered into for the performance of work/services under this procurement.
4. If awarded a contract, the Contractor agrees that the certifications in this section shall be effective and relied upon by the City for the entire term of the contract, including any and all renewals.

If the contract awarded hereunder is for one million dollars or more, the following additional certifications apply:

1. The Contractor is not on the Scrutinized Companies with Activities in Sudan List.
2. The Contractor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
3. The Contractor is not engaged in business operations in Cuba or Syria.
4. If awarded a contract, the Contractor agrees to require these certifications for applicable subcontracts entered into for the performance of work/services under this procurement.
5. If awarded a contract, the Contractor agrees that the certifications in this section shall be effective and relied upon by the City for the entire term of the contract, including any and all renewals.

**CONTRACTOR:**

By:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was sworn to (or affirmed) and subscribed before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is the \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY PUBLIC  
**Printed Name of Notary:** \_\_\_\_\_  
**My Commission expires:** \_\_\_\_\_