



24-20-VP

**Community Outreach and Collaboration for the Dixie Highway
Rezoning Project**

Issue Date: 4/29/2024

Questions Deadline: 5/2/2024 11:59 PM (ET)

Response Deadline: 5/20/2024 02:00 PM (ET)

Contact Information

Contact: Vanessa Pierre-Pajotte, Buyer
Address: Purchasing and Contract Administration Division
401 SW 4th Street
Deerfield Beach, FL 33441
Phone: 954 (480) 4415
Fax: 954 (480) 4388

Event Information

Number: 24-20-VP
Title: Community Outreach and Collaboration for the Dixie Highway Rezoning Project
Type: Request for Proposals
Issue Date: 4/29/2024
Question Deadline: 5/2/2024 11:59 PM (ET)
Response Deadline: 5/20/2024 02:00 PM (ET)
Notes: The City of Deerfield Beach is requesting sealed proposals from qualified firms, to provide community outreach and collaboration services, as specified in this Request for Proposals (RFP) by conducting outreach activities to facilitate discussions, communication, and collaboration efforts to generate actionable ideas and strategies for the Central City Area during the process in accordance with and subject to the terms and conditions of this RFP.

Billing Information

Contact: Accounts Payable
Address: Financial Services
150 NE 2nd Avenue
Deerfield Beach, FL 33441
Phone: 954 (480) 4228
Fax: 954 (420) 5569
Email: web.finance@deerfield-beach.com

Bid Attachments

24-20-VP Request for Proposals Package.pdf

Request for Proposals Package

[View Online](#)

24-20-VP Attachment A - Vendor Performance Reference Verification Survey Form.pdf

Attachment A - Vendor Performance Reference Verification Survey Form. Complete this form and provide it in your Response Attachments.

[View Online](#)

24-20-VP Attachment B - E-Verify Compliance Verification Form.pdf

Attachment B - E-Verify Compliance Verification Form

[View Online](#)

24-20-VP Attachment C - Background Check Affidavit.pdf

Attachment C - Background Check Affidavit. THIS DOCUMENT IS NOT REQUIRED WITH THE RESPONSE. THIS DOCUMENT SHALL BE EXECUTED BY THE SUCCESSFUL OFFEROR PRIOR TO COMMENCING THE WORK.

[View Online](#)

24-20-VP Exhibit I Proposal Response Requirements.pdf

Exhibit I Proposal Response Requirements

[View Online](#)

24-20-VP Section VI Scope of Work.pdf

Section VI Scope of Work

[View Online](#)

Requested Attachments

Attachment A – References

(Attachment required)

Offerors shall complete this form and provide it with their Response Attachments.

Proof of Insurability

(Attachment required)

Provide proof of insurability meeting the minimum insurance requirements stated in the Insurance Requirements. This is typically accomplished by submitting a current and active Certificate of Insurance, a sample (for bidding purposes only) Certificate of Insurance, or a letter from the insurer certifying that the Offeror does have the capacity and capability to obtain the required insurance.

Certified Business Entity (CBE) Certification

Submit a copy of your firms CBE Certification or your identified subcontractor's CBE Certification if claiming your firm is a CBE pursuant to the City's Disadvantaged Business Enterprise Program. Please reference Section III – General Terms and Conditions, Article 21.

Bid Attributes

1	Drug-Free Workplace Programs <p>Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.</p> <p>In accordance with Florida Statutes, Chapter 287, Section 287.087, Vendor hereby affirms that their business does:</p> <p>(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.</p> <p>(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.</p> <p>(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).</p> <p>(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 bid, 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.</p> <p>(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.</p> <p>(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(Required: Check only one)</i></p>
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2 Indemnification

To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless the City, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, court costs, or other alternative dispute resolution costs arising out of or resulting from the performance of work under this Agreement; provided that any such claims, damages, losses or expenses are attributable to bodily injury, sickness, disease, death, or personal injury, or property damage; but only to the extent caused in whole or in part by the negligent acts, errors, or omissions of the Contractor, Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by Contractor or anyone for whose acts Contractor may be liable, or regardless of whether or not caused in whole or in part by the negligent acts, errors, or omissions of the City its officers, agents, volunteers, or employees, unless such negligent acts, errors, or omissions constitute gross negligence or intentional misconduct. The City reserves the right, but not the obligation, to participate in defense without relieving Contractor of any obligation hereunder. Contractor agrees this indemnity obligation shall survive the completion or termination of the Agreement.

I Affirm

(Required: Check if applicable)

3 Non-Collusive Affirmation

1. Vendor is an authorized Owner, Partner, Officer, Representative, or Agent of the business entity submitting a response to the subject solicitation;

2. Vendor is fully informed respecting the preparation and contents of the response and of all pertinent circumstances respecting such response;

3. Such response is genuine and is not a collusive or sham response;

4. Neither the vendor nor any of its Officers, Partners, Owners, Agents, Representatives, Employees or Parties in interest, including this affirmant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm, or person to submit a collusive or sham response in connection with the work for which the response has been submitted; or to refrain from submitting a response in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with a vendor, firm or person to fix the price or prices in the attached response or of any other vendor, or to fix an overhead, profit, or cost elements of the submitted price(s) or the submitted price(s) of any other vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

5. The price or prices quoted in the response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affirmant.

I Affirm

(Required: Check if applicable)

4 Convicted / Suspended / Discriminatory / Complaints Vendor Lists

An Offeror who is on any of the following lists is ineligible for award of the contract, and may not submit a response. A response submitted by an Offeror that is on any of these lists shall be rejected without further consideration.

A person or affiliate who was placed on the convicted offenders list following a conviction of a public entity crime may not submit bids on leases of 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 F.S. § 287.017 for category two for a period of 36 months following the date of being placed on the convicted vendor list.

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES:

Convicted Vendor List [pursuant to Section 287.133(3)(d), Florida Statutes]

Suspended Vendor List (pursuant to Rule 60A-1.006, Florida Administrative Code)

Discriminatory Vendor List

Federal Excluded Parties List [pursuant to Sections 287.057(1), (2) and (3), Florida Statutes, and Rule 60A-1.006(1), Florida Administrative Code.

Vendor Complaint List (end list)

Offeror affirms that they are not one any of these lists (Convicted Vendor List, Suspended Vendor List, Discriminatory Vendor List, Federal Excluded Parties List, Vendor Complaint List). and that no action or inaction has been taken to warrant inclusion on any of these lists.

I affirm

(Required: Check if applicable)

5 Local Vendor Affirmation

1. Vendor affirms it has a principal place of business located within the City of Deerfield Beach for a period of at least one year prior to the date of the release of this solicitation as evidenced by a local business tax receipt. **VENDOR SHALL ATTACH LOCAL BUSINESS TAX RECEIPT TO THE RESPONSE.** 2. Vendor further affirms it has not had a history within the prior five (5) years of non-performance, delinquent fees, liens, or code violations.

I am a local vendor with no derogatory history I am a local vendor but have a derogatory history

I am not a local vendor.

(Required: Check only one)

6 Certified Business Entity Affirmation

1. Vendor affirms it or one of its named subcontractors performing at least 50 % of the work to be performed is a Disadvantaged Business Enterprise as evidenced by a Certified Business Entity Certificate. **VENDOR SHALL ATTACH CBE CERTIFICATION DOCUMENTATION FOR EACH NAMED TO THE RESPONSE TO THIS SOLICITATION.** Please reference Section III – General Terms and Conditions, Article 20 for list of acceptable certifying organizations. 2. Vendor further affirms it has not had a history within the prior five (5) years of non-performance, delinquent fees, liens, or code violations.

I am a DBE with no derogatory history I am a DBE but I have a derogatory history

I am not a Disadvantaged Business Entity

(Required: Check only one)

7 Ethics Code Disclosure

Pursuant to Section 2-505 Chapter 2, Article IX, Known as the City of Deerfield Beach Ethics Code, any applicant for a land use change or development permit requiring approval of the City Commission or any person/entity seeking a City agreement through an Invitation to Bid, request for qualifications or sealed bids process must provide the following information:

- a. Include a listing of all campaign contributions to a city commissioner in the past four (4) years, (including Names, Titles, Amounts, Dates) as well as contributions of all officers, directors, shareholders of a corporation (if the applicant is a corporation) or partners (if the applicant is a partnership), or members whether generally or limited (if it's a limited liability company):
- b. Disclose all those items that a regulated officer is required to disclose concerning any conflict, whether actionable or non-actionable:
- c. Disclose any action that is a violation of this Ethics Code by a regulated officer with the applicant and/or applicant's agents, and what was done to rectify the violation:

If ANY OF THE ABOVE ARE APPLICABLE, ATTACH TO THE RESPONSE ALL NECESSARY AND RELEVANT INFORMATION AND DOCUMENTATION AS INDICATED IN EACH STATEMENT (a., b., and c.)

Not Applicable At least one of the statements is applicable

(Required: Check only one)

8 Verification of Employment Status

Offeror affirms and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment status of:

- a. all persons employed by Offeror who will perform employment duties within Florida during the term of the Contract if awarded, and;
- b. all persons (including subcontractors) who will be assigned by Offeror to perform work pursuant to the Contract.

The Offeror further acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System shall be a condition of the Contract. Successful Offeror shall annually certify compliance with this requirement in writing to the CITY'S Contract Administrator assigned to the Contract.

I Affirm

(Required: Check if applicable)

9 Background Check Affidavit

Offeror affirms to conduct background checks in accordance to the City's Background Check Affidavit (Attachment C) if awarded the contract.

I Affirm

(Required: Check if applicable)

10 Completing the Statements of Qualification

All statements and questions require a response and shall be completed as required. Should a statement or question not apply, "not applicable", "none", or a similar statement is sufficient.

1
1 **Individuals with legal authority to contract**
In this section include the name and title of each corporate officer, principal, partner, member, or individual, depending on the business structure, with the legal authority to contractually bind the business.

IF THE RESPONSE IS BEING SUBMITTED BY ANYONE OTHER THAN THOSE LISTED, PROVIDE EVIDENCE OF DELEGATED AUTHORITY ON COMPANY LETTERHEAD AND ATTACH SAID EVIDENCE TO THIS RESPONSE.

(Required: Maximum 1000 characters allowed)

1
2 **Compliance with Florida Factitious Name Statute**
If you are operating under a factitious name attach evidence of compliance with the Florida Factitious Name Statute, FL Statute 865.09, to this response.

1
3 **Former Business Names**
Under what other former names has your organization or principals holding at least 30% interest operated?

(Required: Maximum 1000 characters allowed)

1
4 **Years of Experience**
How many years has your company been in business providing the products and services that are subject to this solicitation?

(Required: Numbers only)

1
5 **References**
Please confirm you have provided your references on the attached reference sheet. References will be checked and complete and accurate contact information is required.
 I have completed and attached my references
(Required: Check if applicable)

1
6 **Licenses and Certifications**
I have attached to this response all licenses and certifications required by and relevant to this solicitation and the work to be performed for both the business entity and individuals.
 Yes
(Required: Check if applicable)

1
7 **Use of Subcontractors**
Will you be using any subcontractors?
 Yes No
(Required: Check only one)

18 List of Subcontractors
If using subcontractors state the name of the subcontractor(s), individuals who will perform the work, what work or tasks they will perform, what percentage of work they will perform, and if they are a CBE for the purposes of meeting the City's Disadvantaged Business Entity Program.

(Required: Maximum 4000 characters allowed)

19 Default and Non-Performance History
Have you ever been found in default of a contract, failed to complete any work awarded to you, or otherwise been notified of issues of non-performance by a party to any contract with your business? If yes, provide details.

(Required: Maximum 1000 characters allowed)

20 Litigation History
Does your firm, any principals, staff, employees, or subcontractors who will be assigned to this contract have a conviction or a plea of nolo contendere, regardless of when the plea or conviction occurred, which includes a felony or misdemeanor involving terrorist behavior, violence, use of a dangerous weapon, crimes of moral turpitude or breach of trust/fiduciary responsibility or which raises concerns about building, system, or personal security or is otherwise a job-related crime? If so please provide details?

(Required: Maximum 1000 characters allowed)

21 Conflicts of Interest
Offeror affirms that they read and understand Florida Statute 112.313, Standards of conduct for public officers, employees of agencies, and local government attorneys. For purposes of determining any possible conflicts of interest, all respondents must disclose if any City of Deerfield Beach employee is also an owner, or employee of their business. If yes, give person(s) names(s) and position(s) and you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313 with your business.

(Required: Maximum 1000 characters allowed)

Supplier Information

Company Name: _____
Contact Name: _____
Address: _____

Phone: _____
Fax: _____
Email: _____

Supplier Notes

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Deerfield Beach, this Response, together with all documents prepared by or on behalf of the City of Deerfield Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf of the named Supplier (Offeror).

Print Name

Signature