**DEPARTMENT OF ECONOMIC OPPORTUNITY**

**INVITATION TO BID**

Solicitation Acknowledgement Form

Page 1 of 38 pages

SUBMIT BID TO:
Department of Economic Opportunity  
Office of Property and Procurement  
107 East Madison Street, B-047  
Tallahassee, Florida 32399-4128  
Telephone Number: 850-245-7455

AGENCY RELEASE DATE:  
02/05/2019

SOLICITATION TITLE:  
Manufactured and Modular Home Manufacturers for CDBG-DR IRMA Program

SOLICITATION NO:  
19-ITB-002-WM

BIDS WILL BE OPENED:  
03/07/2019 at 3:00 PM  
and may not be withdrawn within 180 days after such date and time.

I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the Respondent and that the Respondent is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid to an agency for the State of Florida, the Respondent offers and agrees that if the bid is accepted, the Respondent will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State’s discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Respondent.

RESPONDENT NAME:  

RESPONDENT MAILING ADDRESS:  

CITY – STATE – ZIP:  

* Authorized Representative’s Signature

PHONE NUMBER:  

TOLL FREE NUMBER:  

FAX NUMBER:  

EMAIL ADDRESS:  

FEID NO.:  

* This individual must have the authority to bind the Respondent.

TYPE OF BUSINESS ENTITY (Corporation, LLC, partnership, etc.):  

RESPONDENT CONTACTS: Please provide the name, title, address, telephone number and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings as may be appropriate regarding the solicitation schedule.

<table>
<thead>
<tr>
<th>PRIMARY CONTACT</th>
<th>SECONDARY CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME, TITLE:</td>
<td>NAME, TITLE:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>ADDRESS:</td>
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<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
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<td>FAX NUMBER:</td>
<td>FAX NUMBER:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>EMAIL ADDRESS:</td>
</tr>
</tbody>
</table>

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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SECTION A

PUR 1001 – GENERAL INSTRUCTIONS TO RESPONDENTS

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process and is a downloadable document incorporated into this solicitation by reference. This document should not be returned with the Response.

http://dms.myflorida.com/content/download/2934/11780

In the event of a conflict between the terms of the PUR 1001 and the other terms of this solicitation, the other terms of this solicitation will control.

PUR 1000 – GENERAL CONTRACT CONDITIONS

The General Contract Conditions (PUR 1000) is a downloadable document incorporated in this solicitation by reference, which contains general contract terms and conditions that must apply to any contract resulting from this ITB to the extent they are not otherwise modified herein. This document should not be returned with the Response.

http://dms.myflorida.com/content/download/2933/11777

In the event of a conflict between the terms of the PUR 1000 and the other terms of this solicitation, the other terms of this solicitation will control.

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### SECTION B
SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF BIDS

<table>
<thead>
<tr>
<th>B.1 Solicitation Number</th>
<th>19-ITB-002-SS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.2 Solicitation Type</td>
<td>Invitation to Bid (ITB)</td>
</tr>
<tr>
<td>B.3 Program Office</td>
<td>Division of Community Development</td>
</tr>
<tr>
<td>B.4 Issuing Office</td>
<td>Winston McGriff /Purchasing Analyst Vincent McKenzie/Purchasing Manager Office of Property and Procurement 107 East Madison Street, B-047 Tallahassee, Florida 32399 (850) 245-7467 / (850) 245-7463 <a href="mailto:Winston.Mcgriff@deo.myflorida.com">Winston.Mcgriff@deo.myflorida.com</a> <a href="mailto:Vincent.Mckenzie@deo.myflorida.com">Vincent.Mckenzie@deo.myflorida.com</a></td>
</tr>
</tbody>
</table>

**B.5 Restrictions on Communication with DEO Staff**

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following DEO posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement office named above. Violation of this provision may be grounds for rejecting a bid.

**B.6 Calendar of Events**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, it will be accomplished by addendum. Time is stated in terms of local time in Tallahassee, Florida.

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<table>
<thead>
<tr>
<th>Estimated Calendar of Events</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of Issuance and published on the Florida Vendor Bid System at:</td>
<td>02/05/2019</td>
</tr>
<tr>
<td><a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a></td>
<td></td>
</tr>
<tr>
<td>2. Technical Questions due from prospective Respondents (Only email inquiries will be accepted.)</td>
<td>02/18/2019 @ 3:00 PM</td>
</tr>
<tr>
<td>3. Anticipated Posting of Questions and Answers to the Florida Vendor Bid System website (via addendum) at:</td>
<td>02/22/2019</td>
</tr>
<tr>
<td><a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a></td>
<td></td>
</tr>
<tr>
<td>4. Bids Due and Opened 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399</td>
<td>03/07/2019 @ 3:00 PM</td>
</tr>
<tr>
<td>5. Anticipated Posting of Notice of Intent to Award</td>
<td>03/18/2019</td>
</tr>
</tbody>
</table>

Addenda or clarifications to this ITB along with an Addendum Acknowledgement Form will be posted on the Florida Vendor Bid System (VBS). The Addendum Acknowledgement Form that is issued with each posting shall be signed by an individual authorized to bind the Respondent, dated, and returned with the bid package. If a Respondent fails to submit an Addendum Acknowledgement Form, DEO reserves the right, but has no duty, to contact the Respondent by telephone for submission of this document via email. **It is the Respondent’s responsibility to monitor the Florida Vendor Bid System for any solicitation updates.**

**B.7 Notice of Potential Federal Funding**

All or some portion of this procurement may be funded with federal funds. The exact amount of federal funding used will be based on the DEO’s federally approved cost allocation plan.

**B.8 A Mandatory/Non-Mandatory Pre-Bid Conference (This section does not apply to this solicitation)**

**B.9 Questions (This section supersedes Section A, PUR 1001, Instruction #5, Questions)**

Any questions from Respondents concerning this ITB shall be submitted via email to Winston McGriff and Vincent McKenzie at Winston.Mcgriff@deo.myflorida.com and Vincent.Mckenzie@deo.myflorida.com by the date and time specified in Section B.6, Calendar of Events. Only e-mail inquiries will be accepted. All emails to the procurement officer should contain the solicitation number in the subject line of the email. All questions and/or changes to the solicitation will be posted on the Department of Management Services (DMS) Florida Vendor Bid System (VBS) as an addendum. It is the prospective Respondent’s responsibility to periodically check the VBS for any solicitation updates. DEO bears no responsibility for any delays, or resulting impacts, associated with a prospective Respondent’s failure to obtain the information made available through the Florida Vendor Bid System. Respondent questions should be submitted in the format included in Attachment J – Technical Questions Submittal Form.

Each Respondent shall be responsible for all services required under this solicitation. The Respondent is required to carefully examine the specifications set forth and to be knowledgeable of any and all conditions and requirements.
that may in any manner affect the work to be performed as described in this solicitation. No allowances will be made to the selected Respondent because of lack of knowledge of conditions or requirements, and the selected Respondent will not be relieved of any liabilities or obligations.

**INFORMATION WILL NOT BE PROVIDED BY THE TELEPHONE.** Any information received through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent.

**B.10 Submission of Bids** *(This section supersedes Section A, PUR 1001, Instruction #3, Electronic Submission of Responses)*

Bids are to be submitted in a sealed package with the solicitation number and opening date and time identified on the outside. Bids may be sent by U.S. Mail, Courier, or Hand-Delivered. **BIDS SUBMITTED ELECTRONICALLY OR BY FAX WILL BE REJECTED.**

Each bid shall be prepared simply and economically, following the instructions contained herein.

It is recommended that all bids be hand-delivered or sent via certified mail or overnight courier to ensure timely delivery. Since the Caldwell Building is a secured facility, if you are hand-delivering your bid, please allow for sufficient time to gain access into the building.

**BIDS RECEIVED AFTER THE EXACT TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE RESPONDENT UNOPENED.**

**B.11 Withdrawal of Bids**

A submitted bid may be withdrawn if, within seventy-two (72) hours after the bid due date and time indicated in the Calendar of Events, the Respondent submits a signed, written request for its withdrawal to DEO.

**B.12 Bid Opening** *(This section supersedes Section A, PUR 1001, Instruction #12, Public Opening)*

The bid opening will be held at the time and date specified in Section B.6, “Calendar of Events” in the Office of Property and Procurement, 107 East Madison Street, Room B-047, Caldwell Building, Tallahassee, Florida.

The name of all Respondents submitting bids shall be made available to interested parties upon written request to the contact person(s) (Issuing Office) listed in Section B.4. Any person with a qualified disability shall not be denied equal access and effective communication regarding any solicitation documents or the attendance to any related meeting or bid opening.

Sealed bids received by DEO in response to this solicitation are subject to production, disclosure, inspection and copying, in accordance with Chapter 119, Florida Statutes, once DEO posts its decision or intended decision pursuant to s. 120.57(3)(a), F.S., or 30 days after the bid opening, whichever is earlier.

**B.13 Solicitation Requirements**

The following requirements must be met by the Respondent in order for its Bid to be considered responsive to this solicitation; however, this is **not** an exhaustive list of mandatory requirements. Timely bids that do not meet all mandatory requirements of this solicitation, including providing all required information, documents or materials, will be rejected as non-responsive. Mandatory requirements of the bid are those set forth as mandatory, or without
which an adequate analysis and comparison of bids is impossible, or those which affect the competitiveness of bids or the cost to DEO.

**MANDATORY REQUIREMENTS FOR EVALUATION**

A. It is MANDATORY that the Respondent submits its bid in the format prescribed and within the time frame specified in Section B.6, Calendar of Events.

B. It is MANDATORY that the Respondent return in accordance with the requirements of Section B. 36, one (1) original, signed and sealed bid package along with three (3) paper copies and one (1) electronic copy of the sealed bid (on compact disc), which include the following required attachments:

1. DEO Solicitation Acknowledgement Form
2. Attachment A – Reference Form
3. Attachment B – Bid Cost Response
4. Attachment C – Drug Free Workplace Certification
5. Attachment D – Disclosure Statement/Conflict of Interest
6. Attachment E – Certification Regarding Debarment
7. Attachment F – Certification Regarding Lobbying

C. It is MANDATORY that the Respondent returns one (1) original Addendum Acknowledgement Form that is included with each posting, signed and dated by the individual authorized to bind the Respondent. This mandatory requirement is only applicable if one (1) or more addendums are posted.

D. If a Respondent fails to submit all completed documentation with its bid, DEO reserves the right, but has no duty, to contact the Respondent by telephone for submission of this document via email. This right may be exercised when the bid has met all other requirements of the solicitation.

The use of the terms “shall”, “must”, or “will” within these solicitation documents indicate a MANDATORY requirement or condition.

Bids may be rejected as non-responsible if past performance or current status do not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the contract.

**B.14 Cost of Preparing Respondent’s Bid**

DEO is not liable for any costs incurred by a Respondent in responding to this ITB, or for any cost incurred for any oral presentations, if applicable.

**B.15 Disclosure and Ownership of Bids by the Department**

A Respondent’s bid shall be a public record and subject to production, disclosure, inspection and copying consistent with the requirements of Chapter 119, Florida Statutes. A Respondent’s bid, upon submission, and any resulting Contract shall be the property of DEO except those parts asserted to be confidential or exempt pursuant to Chapter
119, Florida Statutes, and DEO, in its sole discretion, shall have the right to use, reproduce, and disseminate the bid and contract.

B.16  Respondent’s Duties to Assert Exemption from Disclosure as a Public Record

Any bid content submitted to DEO which is asserted to be exempted by law from disclosure as a public record shall be set forth on a page or pages separate from the rest of the bid, and clearly marked “exempt,” “confidential,” or “trade secret” (as applicable), with the statutory basis for such claim of exemption specifically identified in writing on each and every such page. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption as applied to the portion of the bid or other document in which the content is set forth.

Pursuant to section 215.985(14), F.S., the Department of Financial Services (DFS), has developed a web-based system that provides information and documentation about government contracts called the “Florida Accountability Contract Tracking System” or “FACTS.” An important aspect of this system is the posting of contract images on the Internet, including contract attachments, which may include all or part of your response to this solicitation.

Any claim of exemption from public disclosure is waived upon submission, unless addressed as set forth above. DEO will attempt to afford protection from disclosure of any trade secret as defined in section 812.081(1)(c), F.S., or section 688.002, F.S., where identified as such in the reply, to the extent permitted under section 815.045, F.S., or section 288.075, F.S., and Chapter 119, F.S. Each Respondent acknowledges that the protection afforded by section 815.045, F.S., is incomplete, and hereby agrees that no remedy for damages may arise from any disclosure by DEO.

DEO takes its public records responsibilities under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If a Respondent considers any portion of the documents, data or record submitted in response to this solicitation to be exempted by law from disclosure as a public record, the Respondent must also provide the Department with a separate Redacted Copy of its bid, in hard copy and on a CD ROM, at the time of bid submission.

This Redacted Copy shall contain DEO’s solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled “Redacted Copy.” The Redacted Copy shall be provided to the Department at the same time the Respondent submits its response to the solicitation and must only exclude or obliterate those exact portions which are exempted by law from public disclosure. Each individual portion of the Redacted Copy that Respondent asserts is confidential must contain a citation to the specific law making the content of the redacted portion confidential.

If it is determined that the bid does not contain any information which is exempted by law from public disclosure, please provide as part of the bid, a written statement to that effect which is executed by an authorized representative of the Respondent’s company with legal authority to make this determination on behalf of the Respondent.

Respondent shall protect, defend, and indemnify, save and hold harmless, DEO from any and all claims, demands, liabilities and suits of any nature arising out of, because of, or due to failure of DEO to release information redacted by the Respondent, and to further indemnify DEO for any other loss DEO incurs due to any claim being made against DEO regarding portions of its Redacted Copy being confidential, proprietary, trade secret or otherwise not subject to disclosure.

If Respondent fails to submit a Redacted Copy with its bid, DEO is authorized to produce the entire document(s), data or records submitted by Respondent in answer to a public records request.
B.17 Posting of Recommended Award *(This section supersedes Section A, PUR 1001, Instruction #13, Electronic Posting of Notice of Intended Award)*.

The Bid Tabulation, with recommended award, will be posted for review by interested parties at the location identified in Section B.6, “Calendar of Events” above and on the Florida Vendor Bid System for a period of seventy-two (72) hours, excluding weekends and State observed holidays. Any Respondent who desires to protest the recommended award must file a protest with the Office of Property and Procurement, Department of Economic Opportunity, 107 East Madison Street, Room B-47, Caldwell Building, Tallahassee, Florida 32399-4128, within the time prescribed in section 120.57(3), Florida Statutes, and chapter 28-110, Florida Administrative Code.

B.18 Description of Work Being Procured

The Department of Economic Opportunity (DEO), Office of Disaster Recovery (ODR) is seeking bids from qualified companies, developers, manufacturers, and contractors to provide services that include, but are not limited to, the provision of contractor oversite and supervision, all labor and associated hardware and materials, required permits, and equipment needed to repair or replace a manufactured home or modular home unit. The unit will include the following requirements: new (unused) manufactured home or modular home unit, meeting specific square footage requirements, floor plan designs specifications and local wind zone requirements. The contractor must be able to elevate a structure up to three feet. All necessary permitting must be obtained. Haul and install of the units will also be required. Contractor shall transfer title, if applicable, directly to the recipient of the CDBG-DR grant, through coordination with the grant recipient and DEO’s Project Manager. Additionally, contractors must be able to provide a unit that matches and maintains the aesthetic and visual character of each community. Work may include repairs and renovations to existing units. The maximum cap for the units are $150,000.00. All work shall be performed in accordance with the Scope of Work contained in Section C.

B.19 Number of Awards

DEO anticipates the issuance of multiple contracts for services under this solicitation. DEO reserves the right to issue a single contract if doing so is believed to be advantageous to DEO and the State of Florida. DEO, in its sole discretion, shall determine whether multiple contracts will be issued.

B.20 Contract Period

The contract period is expected to begin upon execution and remain in effect for a period of thirty-six (36) months. The selected Contractor will be expected to be able to assume the responsibilities outlined herein within thirty (30) days of contract execution.

B.21 Contract Renewal

DEO reserves the right to renew the contract resulting from this solicitation. Renewal of this contract shall be in writing and shall be subject to the terms and conditions set forth in the existing contract. Renewal shall be limited to an additional term not to exceed three (3) years. All renewals are contingent upon satisfactory performance by the Contractor and the availability of funds.

Any contract resulting from this RFP will have a duration of three (3) years. No contract/amendment shall be valid, nor shall the state be bound by the contract/amendment, until it has first been executed by the head of the using agency, or his/her designee, the contractor and has been approved in writing by DEO. Total contract term, with extensions, shall not exceed three (3) years.
B.22 Type of Contract Contemplated (This section supersedes Section A, PUR 1000, Condition #2, Purchase Order, only if the Contract award is equal to or greater than $65,000)

A fixed price Contract is proposed; however, DEO reserves the right to award another type of Contract if doing so is believed to be advantageous to DEO and the State of Florida, considering price and other factors. Contractor shall be paid for the services rendered under the Contract upon satisfactory completion of these services.

A copy of the proposed contract containing all requirements is included in Section D, “DEO Vendor Core Contract.” The requirements contained in the proposed Contract should be closely reviewed by the Respondent. DEO may consider any modifications proposed by the Respondent if it is determined to be in the best interest of DEO.

Information on Federal procurement regulations, state statutes and rules referred to in this solicitation, may be obtained by contacting DEO’s Office of Property and Procurement referred to in Section B.4.

B.23 Bid Acceptance Period

DEO intends to execute the contract(s) as soon as possible after the posting of DEO’s decision. DEO, at its discretion, may terminate discussions with the highest ranked Respondent if an agreement is not executed within thirty (30) days after the announcement of an award and may proceed to award the contract to the second ranked Respondent.

B.24 Firm Bid (This section supersedes Section A, PUR 1001, Instruction #14, Firm Response).

Any submitted bid shall remain firm and valid for one hundred eighty (180) days after the bid submission due date, or until a contract is fully executed, whichever occurs first. The Respondent shall not withdraw any bid within this time period except as described in Section B.11. Any bid that expresses a shorter duration of validity may, in DEO’s sole discretion, be accepted or rejected.

B.25 Disclosure

Information will be disclosed to Respondents in accordance with state statutes and rules applicable to this solicitation.

B.26 Laws and Permits

Contractor(s) must comply with all local, state and federal laws, rules, regulations and codes whenever work is being performed under this contract. All permits and licenses required for this contract must be obtained by the contractor and maintained for the duration of the Contract.

B.27 Insurance

1. Contractor’s Commercial General Liability Insurance:

   By execution of this Contract, unless Contractor is a state agency or subdivision as defined by Subsection 768.28(2), F.S., Contractor shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during this Contract. A self-insurance program established and operating under the laws of the State of Florida may provide such coverage.

2. Workers’ Compensation and Employer’s Liability Insurance:
Contractor, at all times during the Contract, at its sole expense, shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract, which, as a minimum, shall be: workers’ compensation and employer’s liability insurance in accordance with chapter 440, F.S., with minimum employer’s liability limits of $100,000 per accident, $100,000 per person, and $500,000 policy aggregate. Such policy shall cover all employees engaged in any Contract work.

3. Other Insurance:

During the Contract term, Contractor shall maintain any other insurance as required in Section C, Scope of Work.

The Contractor selected under this ITB shall maintain, during the life of the Contract, Workers’ Compensation Insurance for all of its employees connected with this Contract. Such insurance shall comply fully with the Florida Workers’ Compensation Law. In case any class of employee engaged in hazardous work under the contract is not protected under the Workers’ Compensation statute, Contractor shall provide adequate insurance, satisfactory to DEO, for the protection of its employees not otherwise protected.

The Contractor selected under this ITB shall maintain, during the life of the Contract, comprehensive general liability coverage with limits of not less than $100,000 per occurrence and $500,000 general aggregate for bodily injury and property damage.

The selected Contractor’s current certificate of insurance shall contain a provision that the insurance will not be canceled or modified for any reason except after thirty (30) days written notice to DEO’s Contract Manager, with the exception of ten (10) days’ notice for non-payment of premium by the insured.

The selected contractor shall be required to submit insurance certificates, evidencing such insurance coverage, prior to the execution of a contract with DEO. The insurance certificate must name DEO as an additional insured and identify DEO’s Contract Number. Copies of new insurance certificates must be provided to DEO’s Contract Manager with each insurance renewal.

B.28 Vendor Registration

Prior to entering into a contract with DEO, the selected contractor must be registered with the Florida Department of Management Services (DMS) MyFloridaMarketPlace (MFMP) Vendor Registration System. Information about the registration process is available, and registration may be completed, at the MFMP website at: http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration. Respondents who do not have Internet access may request assistance from MFMP Customer Services at (866) 352-3776.

The following DMS Class/Group code is provided to assist you in the registration process:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>72111001</td>
<td>Single family home remodeling addition and repair service</td>
</tr>
<tr>
<td>72111002</td>
<td>Single family home general remodeling service</td>
</tr>
<tr>
<td>72111003</td>
<td>On site mobile home repair service</td>
</tr>
<tr>
<td>72111004</td>
<td>Patio and deck construction and repair service</td>
</tr>
</tbody>
</table>
A list of Commodity Codes can be found here: http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/current_projects/myfloridamarketplace_commodity_code_standardization_project. If you need assistance, the purchasing office can help.

B.29 Florida Department of State Registration Requirements

All entities identified under chapters 607, 608, 617, 620, 621 or 865, Florida Statutes, seeking to do business with DEO shall, prior to entering into a Contract, be appropriately registered with the Florida Department of State.

B.30 Diversity

The State of Florida is committed to supporting its diverse business industry and population through ensuring participation by minority-, women-, and veteran-owned business enterprises in the economic life of the state. The State of Florida Mentor Protégé Program connects minority-, women-, and veteran-owned business enterprises with private corporations for business development mentoring. We strongly encourage firms doing business with the State of Florida to consider this initiative. For more information on the Mentor Protégé Program, please contact the Office of Supplier Diversity at (850) 487-0915 or osdinfo@dms.myflorida.com.

B.31 Contractors and Subcontractors

The resulting Contract allows the Contractor to subcontract for any of the services provided in the resulting Contract. The Contractor will be the prime service provider and shall be responsible for all work performed and Contract deliverables. The Contractor shall not enter into any subcontracts for the delivery of any services described in this Contract without the prior written approval of DEO. Proposed use of subcontracts should be included in the Respondent’s proposal. Requests for use of subcontractors received subsequent to the ITB process are subject to review and approval by DEO based on the terms described in Section C.8 of this ITB.

B.32 Conflict of Interest

The Respondent covenants that it presently has no interest in and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance of the services required to be performed under the contract resulting from this solicitation. The selected Contractor shall be required to provide written notification to DEO within (5) working days of the discovery of a potential conflict of interest. DEO shall have the authority to determine whether or not a conflict of interest exists.

B.33 Rights to Data and Copyright

Writings, publications, films, videos, technical reports, equipment, computer hardware and software, recordings, computer programs, computerized data bases, data processing programs, pictorial reproductions, maps, drawings,
specifications, graphical representations, and works of similar nature (whether copyrighted or not copyrighted), which are submitted with a bid or specified to be delivered under a project contract shall be maintained by DEO and may be released as public records. Additionally any writings, publications, films, videos, technical reports, equipment, computer hardware and software, recordings, computer programs, computerized data bases, data processing programs, pictorial reproductions, maps, drawings, specifications, graphical representations, and works of similar nature (whether copyrighted or not copyrighted), which are developed or produced and paid for in whole or in part by Contract funds become the property of DEO except as may otherwise be provided in the Contract.

B.34 Most Favored State Status *(This section does not apply to this solicitation)*

B.35 Submittal Requirements

One (1) signed original, three (3) copies, and one (1) electronic, signed copy (on compact disc) of the bid must be submitted for review by DEO. Each copy is to be bound individually. Use of legible reproductions of signed originals is authorized for all other copies of the bid.

If a Respondent fails to submit the one (1) electronic (i.e., on compact disc), signed copy of its original bid or the one (1) electronic (i.e., on compact disc) with its bid, DEO reserves the right to contact the Respondent by telephone for submission of this document via mail. This right may be exercised when the bid has met all other requirements of the solicitation.

If Respondent considers any portion of its bid to be confidential, the Respondent shall submit a compact disc containing one (1) copy of the signed original bid with the confidential information redacted. This compact disc shall be titled “Redacted Copy.” Each individual portion of the Redacted Copy that Respondent asserts is confidential must contain a citation to the specific law making the content of the redacted portion confidential.

B.36 Elaborate Bids

It is not necessary to prepare your bid using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids; instead prepare your bid simply and in accordance with the instructions herein.

B.37 DEO Solicitation Acknowledgement Form

DEO’s Solicitation Acknowledgement Form shall be completed as instructed. Respondents are required to complete, sign and return the “DEO Solicitation Acknowledgment Form” with their bid submittal. This form must be completed and signed by a representative who is authorized to contractually bind the Respondent.

If a Respondent fails to submit a signed DEO Solicitation Acknowledgment Form with their bid, DEO reserves the right to contact the vendor by telephone for submission of this document via fax with follow up via mail. This right may be exercised when the bid has met all other requirements of the solicitation.

In the event that respondents submit a bid as part of a joint venture, each member of the joint venture must complete and sign a separate DEO Solicitation Acknowledgement Form.

B.38 Cost Response Submittal

Each Respondent shall use the forms provided as Attachment B, “Cost Response”, to provide rates for the services requested in this solicitation.
The rates provided shall include the cost of all things necessary to accomplish the services outlined in Section C and the Respondent’s response hereto, including, but not limited to Respondent’s furnishing the necessary personnel and, labor, supplies, equipment, services, insurance, MyFloridaMarketPlace transaction fees miscellaneous expenses and the application of all multiples (i.e. overhead, fringe benefits, etc.), travel and incidental expenses. Failure by the Respondent to complete and submit Attachment B, “Cost Response,” and provide a cost on Attachment B shall result in the bid being deemed non-responsive, and therefore, the bid will be rejected. Footnotes, notations, and exceptions made to Attachment B shall not be considered.

B.39 Past Performance References

In the spaces provided on Attachment A, the Respondent must list three (3) separate and verifiable clients, other than DEO, for which work similar to that specified in this solicitation has been performed for a period of at least three (3) year(s). The Respondent’s work for the clients listed must be for work similar in nature to that specified in this solicitation. Confidential clients shall not be included. Do not list DEO as a client reference (as explained below, if Respondent has performed work as a prime contractor of DEO during the timeframe specified above, DEO will be one of the two clients selected for contact). Proposals that list DEO as a client reference will result in the Respondent receiving a score of zero (0) points for the Past Performance References section of the evaluation criteria.

The same client may not be listed for more than one (1) reference (for example, if the Respondent has completed a project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one of the projects may be listed because the client, the Florida Department of Transportation, is the same).

Firms that are currently parent or subsidiary companies to the Respondent will not be accepted as Past Performance references under this solicitation.

In the event that the Respondent has had a name change since the time work was performed for a listed reference, the name under which the Respondent operated at the time the work was performed must be given at the end of the project description for that reference, on Attachment A.

In the event that Respondents submit a proposal as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture. However, the total minimum number of clients to be listed remains three (3).

References should be available to be contacted during normal working hours. DEO will choose, at its own discretion, two (2) of the Respondent’s references to contact in order to complete an evaluation questionnaire as provided in Attachment G. In the event that the Respondent has performed work as a prime contractor for DEO within the timeframe specified above, DEO shall attempt to contact one Department and one non-Department reference. In the event that the Respondent has not performed work as a prime contractor for DEO within the timeframe specified above, DEO shall attempt to contact two (2) non-Department references.

DEO will attempt to contact each selected reference by phone or email up to three (3) times. In the event that the contact person cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for that reference evaluation. DEO will not attempt to correct incorrectly supplied information and will not select a replacement for a non-responding reference.
Failure to provide the required information for a minimum of three (3) separate and verifiable clients in the spaces provided on Attachment A or failure to provide the required information for each reference shall result in the Respondent receiving a score of zero (0) for the Past Performance section of the evaluation criteria.

B.40 State Project Plan

The Respondent should submit a written plan addressing the State’s four (4) objectives listed below, to the extent applicable to the items/services covered by this solicitation. DEO expects prospective respondents to address each objective. Objectives not addressed in the selected Respondent’s bid must be addressed prior to Contract execution. The State reserves the right to negotiate mutually acceptable changes with the respondent selected for award, prior to execution of the Contract.

1. Environmental Considerations: The State supports and encourages initiatives to protect and preserve our environment. The Respondent shall submit as part of this plan, the Respondent’s plan to support the procurement of products and materials with recycled content. The Respondent shall also provide a plan for reducing and/or handling of any hazardous waste generated by the Respondent which must comply with the provisions of rule 62-730.160, Florida Administrative Code, and applicable State and Federal laws. It is a requirement of the Florida Department of Environmental Protection that a generator of hazardous waste materials that exceeds a certain threshold must have a valid and current Hazardous Waste Generator Identification Number. This identification number shall be submitted as part of the respondent’s explanation of its company’s hazardous waste plan and shall explain in detail its handling and disposal of waste.

2. Certification of Drug Free Workplace Program: The State supports and encourages initiatives to keep the workplace of Florida’s suppliers and contractors drug free. Section 287.087, Florida Statutes, provides that, where proposals which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a respondent that certifies it has implemented a drug-free workforce program. If the Respondent has a drug-free workplace program, the Respondent shall sign and submit the “Certification of Drug Free Workplace Program” Form, attached hereto and made a part hereof as Attachment C.

3. Products Available from the Blind or Other Handicapped (RESPECT): The State supports and encourages the gainful employment of citizens with disabilities. Information about RESPECT and the products it offers is available at http://www.respectofflorida.org.

The Respondent shall describe how it will support the use of RESPECT in offering the services/items being procured under this solicitation. Respondents proposing the use of RESPECT as a subcontractor shall be required to provide written proof of a subcontractor agreement for this solicitation with RESPECT with their bid. The written documentation shall be a one (1) page letter supplied by the subcontractor on its letterhead stationery, clearly identifying the DEO Solicitation Number, the project title, and the prime contractor with whom the firm intends to subcontract.


The Respondent shall describe how it will support the use of PRIDE in offering the services/items being procured under this solicitation. Respondents proposing the use of PRIDE as a subcontractor shall be required to provide written proof of a subcontractor agreement for this solicitation with PRIDE with their
bid. The written documentation shall be a one (1) page letter supplied by the subcontractor on its letterhead stationery, clearly identifying the DEO Solicitation Number, the project title, and the prime Contractor with whom the firm intends to subcontract.

B.41 Award

1. Award(s) will be determined by the respondents meeting requirements and qualifications as identified in this ITB:

   a. Qualifications- if the Respondent fails to meet the qualification requirements as outlined, DEO shall disqualify the Respondent from further consideration.

2. In determining vendor responsibility, DEO may consider any information or evidence which comes to its attention and which reflects upon a vendor’s capability to fully perform the Contract requirements and/or the vendor’s demonstration of the level of integrity and reliability which DEO determines to be required to assure performance of the Contract.

A printed copy of the score tabulation(s) and DEO’s intended award decision will be posted for 72 hours in the Purchasing Office, Room B-047 Caldwell Building, locate at 107 E. Madison Street, Tallahassee, Florida, and on the Vendor Bid system at the following website URL address: http://vbs.dms.state.fl.us/vbs/search.criteria_form.

A copy will also be available upon written request to the Office of Property and Procurement. Telephone requests will NOT be accepted. Each written request must contain a self-addressed, stamped envelope (unless an e-mail response is being requested) and must reference the solicitation title and number.

B.42 Identical Tie Bids (This section does not apply to this solicitation)

B.43 Terms and Conditions (This section supersedes Section A, PUR 1001, Instruction #4, Terms and Condition).

All proposals are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

1. Scope of Work (Section C),
2. DEO Core Contract (Section D),
3. Special Instructions for the Preparation and Submission of Proposals (Section B),
4. General Conditions (PUR 1000),
5. General Instructions to Respondents (PUR 1001), and

DEO objects to and shall not consider any additional terms and conditions submitted by a Respondent, including and appearing in documents attached as part of the Respondent’s bid. In submitting its bid, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions found in this solicitation, including those specifying information that must be submitted with a bid, shall be grounds for rejecting a bid.

- Remainder of Page Intentionally Left Blank -
B.44 Trade Names

Any manufacturer’s names, trade names, brand names or catalog numbers used in specifications contained in this bid are for the purposes of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality level of item(s) response.

B.45 Visitor Pass to the Caldwell Building

Each visitor to the Caldwell Building is required to sign in and obtain a visitor’s pass at the security desk on the first floor, or the security desk at the loading dock entrance. Please allow enough time to obtain a visitor’s pass if hand delivering your bid to the Office of Property and Procurement. The official date and time of receipt is the date and time the bid is stamped as received by the Office of Property and Procurement.

B.46 Employment of DEO Personnel

Contractor shall not knowingly engage, on a full or part-time basis, any personnel who are in the employment of DEO, without prior written approval of DEO.

Further, the Contractor shall not knowingly engage any former employee of DEO where such employment conflicts with the requirements of section 112.3185, F.S.

B.47 Respondent’s Responsibility

It is understood and the Respondent hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this solicitation.

B.48 Accessible Electronic Information Technology

Respondents submitting responses to this solicitation must provide electronic and information technology resources in complete compliance with the accessibility standards provided in rule 60-8.002, F.A.C. These standards establish a minimum level of accessibility.

B.49 Agency for State Technology (AST) *(This section does not apply to this solicitation)*

B.50 In-State Preference

Respondents shall complete and submit Attachment K, Principal Place of Business and Foreign State Preferences, indicating whether its principal place of business is within the State. For the purposes of this ITB, “principal place of business” means the state in which the Respondent’s high-level officers direct, control, and coordinate the Respondent’s activities. Section 287.084(2), F.S., states:

> A vendor whose principal place of business is outside this state must accompany and written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal place of business are in that foreign state in the letting of any or all public contracts.

Consistent with section 287.084(2), F.S., if a Respondent indicates on its form that its principal place of business is outside of this State, it shall have an attorney provide the opinion on Attachment K, Principal Place of Business and Foreign State Preference Form.
B.51 Definitions

- **Applicant:** An eligible homeowner or property owner for the Housing Repair and Replacement Program.

- **Bid:** The offer extended to DEO in response to an Invitation to Bid.

- **CDBG-DR:** The Community Development Block Grant- Disaster Recovery Program, as authorized under the Title 1 of the Housing and Community Development Act 1974, as amended.

- **Contract:** A written agreement between DEO and the Contractor, including all documents, exhibits and attachments specifying services to be performed or provided by the Contractor, billing rates for these services and the manner in which the Contractor shall be compensated for these services, which shall be executed by both the Contractor and DEO.

- **Contract Manager:** The person designated by DEO who is charged with monitoring a Contract through the term of the agreement and who is specifically responsible for enforcing performance of the contract terms and conditions, and maintaining all financial information, i.e., payment history, payment method, payment tracking, etc. The Contract Manager serves as the liaison between DEO and the Contractor regarding performance issues contained in the Contract.

- **Contractor:** The person or entity that enters into a Contract to sell commodities or contractual services to DEO. The contractor can include companies, developers, manufacturers, and contractors. As used in this solicitation the term includes subcontractors used as agents or representatives of the Contractor with the Contractor having primary responsibility for its subcontractors.

- **Contractor Personnel:** Persons directly employed by the Contractor or its subcontractors.

- **DEO:** Department of Economic Opportunity (DEO) including vendors contracted with by the Florida Department of Economic Opportunity for providing CDBG-DR housing repair administrative services.

- **Department Business Hours:** Typically 8:00 A.M. through 5:00 P.M., Monday through Friday, during which time DEO conducts routine business.

- **Department Non-Business Hours:** Typically holidays, weekends, and night time frames in which DEO is closed to conducting routine business.

- **Department-Observed Holidays:** The following holidays are currently observed by DEO. If any of these holidays fall on a Saturday, the preceding Friday is observed. If any fall on a Sunday, the following Monday is observed.
  
  ➢ New Year’s Day
  ➢ Martin Luther King Day
  ➢ Memorial Day
  ➢ Independence Day
  ➢ Labor Day
  ➢ Veteran’s Day
  ➢ Thanksgiving Day and the following day
  ➢ Christmas Day
• Invoice: Contractor’s itemized document stating prices and quantities of goods and/or services delivered, and sent to DEO for verification and payment.

• Manufactured Home: A manufactured home (informally known as a mobile home) is built to the manufactured home construction and safety standards and displays a red certification label on the exterior of each transportable section. Manufactured homes are required to be constructed on a permanent chassis.

• Modular Home: Modular homes are constructed to the same state, local or regional building codes as site-built homes.

• Premise(s): The entire Department of Economic Opportunity property identified by DEO’s Project Manager (or his/her designee) and any other property that may be added to or deemed part of the Contract agreement.

• Project Manager: DEO’s staff member(s), manager(s), Contractor(s) or consultant(s) with overall responsibility and authority to oversee the contractual services being performed or provided by the Contractor for DEO as described in the Contract.

• Respondent: The person or entity submitting a bid in response to an Invitation to Bid.

• Responsible Vendor: A vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

• Responsive Bid: A response submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.

• Responsive Vendor: A vendor that has submitted a response, proposal, or reply that conforms in all material respects to the solicitation.

• Subcontractor: A person or entity contracting to perform part or another’s entire contract, upon DEO approval.

• Vendor: A person or entity that sells or offers to sell commodities or contractual services.

• Vendor Bid System (VBS): The system which allows all state agencies to advertise bids and exceptional purchases on MyFlorida.com. It also permits registered vendors to receive automatic email notification of bid advertisements, addendums to bids, and exceptional purchases.

• Written Notice: Written Notice is herein defined as notice in writing, signed and may be an email of the original.

**B.52 Strict Enforcement**

DEO reserves the right to enforce strict compliance with any requirement of this solicitation.
SECTION C
SCOPE OF WORK

C.1 Purpose

DEO is seeking bids from qualified companies, developers, manufacturers, and contractors to provide and facilitate services that include, but are not limited to, the oversite and installation of a turnkey installation of a new manufactured home or modular home unit, including permits and utility connections. Elevation of the unit may be required, depending on each individual property’s needs. Services must provide a new, unused manufactured home or modular home unit, meeting specific square footage requirements, floor plan designs specifications and local wind zone requirements. All units must be standard/economy units with standard/non-luxury grade interior finishes and a model year of January 1, 2017, or after. The contractor must be able to elevate the structure up to three feet and obtain all required permitting. Hauling and installation of the units is required. Contractor shall transfer title, if applicable, directly to the recipient of the CDBG-DR grant, through coordination with the grant recipient and DEO’s Project Manager. Contractors must be able to provide a unit that matches and maintains the aesthetic and visual character of each community. Work may include repairs and renovations of the existing unit up to $15,000 or replacement if the unit is older than five years. DEO shall include an itemized listing of all services to be provided by the contractor for each project. Projects may be bundled up to a maximum of 10 units. Services shall include the provision of materials, acquisition of required permits, and equipment necessary to repair or replace homes that have been selected to receive assistance. DEO will submit a request for quote to all eligible contractors within each applicable region, which may bundle these projects as necessary. The contractors will have 3 business days to respond with their quotes. Quotes shall include the final pricing separated by the project and account for completion within a 90-day timeline from DEO’s approval to proceed.

The maximum cap for the units are $150,000.00. Manufactured homes and modular homes must vary in size and design. Please see below:

<table>
<thead>
<tr>
<th>Economy/Standard Model MHU Type</th>
<th>Average Square Footage</th>
<th>Bed/Bath</th>
<th>Handicap Accessible Option</th>
<th>Elevation Maximum</th>
<th>Required Permitting</th>
<th>Hauling &amp; Installation</th>
<th>Wind Zone/FBC Zone II or III*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Wide Manufactured /Modular Home Unit</td>
<td>475-600</td>
<td>1/1</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
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</tr>
<tr>
<td></td>
<td>650-785</td>
<td>2/1</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750-900</td>
<td>3/1</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750-900</td>
<td>2/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>900-1200</td>
<td>3/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Double-Wide Manufactured / Modular Home Unit</td>
<td>750-1250</td>
<td>2/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
<td></td>
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<tr>
<td></td>
<td>1150-1450</td>
<td>3/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
<td></td>
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<tr>
<td></td>
<td>1450-1950</td>
<td>4/2</td>
<td>X</td>
<td>3-feet</td>
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<td>Included</td>
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<tr>
<td>Triple-Wide Manufactured / Modular Home Unit</td>
<td>1620</td>
<td>2/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
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<tr>
<td></td>
<td>1880</td>
<td>3/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
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<tr>
<td></td>
<td>2000</td>
<td>4/2</td>
<td>X</td>
<td>3-feet</td>
<td>Included</td>
<td>Included</td>
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</table>

*Note: Wind zone will be determined once the specific site is determined*
C.2 Background and Overview

REGIONAL SERVICE AREAS:

NORTH WEST REGION: Dixie, Lafayette, Suwannee, Hamilton, Columbia County, and other counties as may be determined necessary by DEO.

NORTH EAST REGION: Gilchrist, Levy, Alachua, Bradford, Union, Baker, Nassau, Duval, Clay, St. Johns, Putnam, Flagler, Volusia, Lake, Marion, Citrus, Sumter, Hernando County, and other counties as may be determined necessary by DEO.

CENTRAL REGION: Pasco, Pinellas, Polk, Hillsborough, Seminole, Brevard, Orange, Osceola, Sarasota, Manatee, Desoto, Hardee, Highlands County, and other counties as may be determined necessary by DEO.

SOUTH REGION: Dade, Palm Beach, Monroe, Broward, Charlotte, Glades, Lee, Hendry, Collier Indian River, Okeechobee, St. Lucie, Martin County, and other counties as may be determined necessary by DEO.

BACKGROUND OVERVIEW: Typical projects may include, but are not limited to: providing and facilitating oversite and installation of a turnkey installation of a new manufactured home or modular home unit, including permits and utility connections. Elevation of the unit may be required, depending on each individual property’s needs. Services must provide a new, unused manufactured home or modular home unit, meeting specific square footage requirements, floor plan designs specifications and local wind zone requirements. All units must be standard/economy units with standard/non-luxury grade interior finishes and a model year of January 1, 2017, or after. Hauling and installation of the units is required. Contractors must be able to provide a unit that matches and maintains the aesthetic and visual character of each community. Work may include repairs and renovations of the existing unit up to $15,000, or replacement of the unit if it is older than 5 years old and the renovations are above $15,000. This work is in support of helping manufactured and modular homeowners and renters through the Rebuild Florida Housing Repair and Replacement Program (HRRP).

Individual Project Contracts may be awarded on a competitive basis by region to a qualified regional company, developer, manufacturer, and contractor. DEO reserves the right to award the Individual Project Contract to the next qualified regional Company, developer, manufacturer, and contractor under some of the following circumstances: 1) If the current candidate is non-responsive after multiple attempts to establish communication in a DEO emergency; or 2) If the current candidate does not begin the contracted services within fifteen (15) calendar days of a mutually agreed upon project start date. There is no work guarantee to any Respondent as a result of being selected and placed under contract.

C.2.1 Materials

The standard materials listed are the materials expected within units that will be installed as replacement homes for the Rebuild Florida program. Because the funds that will be used to obtain these units are federal grant funds, certain cost reasonableness standards apply. Therefore, materials that are typically considered “luxury” are prohibited unless the cost of such materials is substantially similar to the cost of standard grade items. Understanding that certain material combinations are available depending upon manufactured or modular home model, the Rebuild Florida program is seeking manufactured home or modular units that are considered a “base” or “standard” model, and which meet the EnergyStar and wind rating requirements. Rebuild Florida recognizes that model configurations may require an increase in the quality of finishes and materials to meet these requirements.
Responses shall include specifications of the manufactured or modular units at each price point quoted. DEO requests for respondents to include photos or other marketing materials, such as brochures for review as well.

- **Standard Carpet / Roll Goods**
  - Nylon Carpet
  - Tack strip installation
  - Carpet pad
  - .25 mil thickness vinyl flooring

- **Electric range**

- **Standard Exterior Doors**
  - Steel insulated 6 panel front door
  - Steel rear door
  - Deadbolt lock front and rear door

- **Standard Windows**
  - Welded frame and sash corners
  - Removable screens-all windows

- **Standard Exterior**
  - Vinyl siding
  - 40 mil thick vinyl material

- **Standard Wall Construction**
  - 2" x 6" Top & Bottom Plate
  - 8' sidewall height with flat ceilings

- **Standard Insulation**
  - R-22 ceiling insulation
  - R-19 sidewall insulation
  - R-11 floor insulation

- **Standard Plumbing**
  - 30 gal. Electric Water Heater
  - Main supply water shutoff
  - Brass plumbing tees and elbows
  - Brass stem and bonnet faucets
  - 1 FF Exterior Faucet

- **Standard Electrical**
  - 100 AMP electric service
  - Metal Water Heater Door ~ where applicable
  - Perimeter heat ducts and registers T/O
  - All 14/2 copper lighting circuits
  - All 12/2 Copper kitchen / small appliance circuits
  - 1-Ext. GFI weatherproof
  - Exterior heat tape under house
  - GFI bath receptacles
  - GFI kitchen receptacle
  - Porch Lights - all exterior doors
  - Bath exhaust fans
  - Strip lights, all bathrooms above vanities
  - Wire and vent for dryer
  - Smoke detectors
  - Carbon monoxide detectors for any units that have natural gas or propane
  - Ceiling fans with light kits in living area and all bedrooms

- **Standard Roof Construction**
  - Roof vent caps

- **Standard Kitchen / Baths**
  - Full 30" high overhead cabinets
  - Full 24" deep base cabinets
  - Stainless steel double bowl sink - Kitchen
  - Recessed range hood
  - 18 C.F. FF Refrigerator

### C.2.2 Standards of Performance

All services shall be performed in a manner consistent with the requirements of this Contract. The company, developer, manufacturer, and/or contractor, and any of their employees, while performing work for the State, shall maintain a professional work ethic.
In the event the company, developer, manufacturer, and/or contractor fails to perform any component of the services to DEO’s reasonable satisfaction and such services are not performed in a manner reasonably consistent with the requirements of this Contract DEO shall then have the option of immediately terminating this agreement as set forth in Section C.10.

C.3 Method of Payment/Invoice

Payment shall be made in accordance with sections 215.422 and 287.0585, F.S., which govern time limits for payment of invoices. Invoices that must be returned to a Contractor due to preparation errors will result in a delay in payment. Contractors may call (850) 413-7269 Monday through Friday to inquire about the status of payment by State agencies. DEO is responsible for all payments under this Contract.

Invoices shall contain the Contract number, purchase order number, and the appropriate Federal Identification Number (FEID). The State may require any other information from the Contractor that the State deems necessary to verify that the goods and or services have been rendered under the Contract.

Contractor shall submit invoices to DEO on or before the 5th of each month for the services rendered the previous month. If there are any questions or concerns regarding your invoice you may contact the Contract Manager listed herein with questions.

Contractor shall provide complete pricing information, as detailed above, for all items, per Contract year and including each renewal year. All requests for compensation for services or expenses must be submitted in detail sufficient for a pre-audit and post-audit in accordance with subsection 287.058(1)(a), Florida Statutes.

Contractor will submit with the invoice all documentation to support any reimbursements to DEO for review.

C.4 Staffing Changes

The successful Contractor shall staff the project with key personnel identified in the Contractors’ bid, which are considered by DEO to be essential to this project. Prior to substituting any key personnel, the Contractor shall notify and obtain written approval from DEO. Written justification must include documentation of the circumstances requiring the changes and a list of the proposed substitutions in sufficient detail to permit evaluation of the impact on the project. DEO, at its discretion, may agree to accept personnel of equal or superior qualifications in the event that circumstances necessitate the replacement of previously assigned personnel.

C.5 Background Screening

Contractor will be responsible for obtaining and providing Level One (1), or equivalent, written background checks from the Florida Department of Law Enforcement (FDLE) on all employees and substitute(s) that will work in the building. This documentation must be provided to the DEO Contract Manager upon execution of the contract. DEO reserves the right to reject any employee from providing services on the basis of the background check. The Contractor may access the FDLE website to perform the background check and is responsible for payment. The address for the website is: http://www.fdle.state.fl.us/cms/Criminal-History-Records/Obtaining-Criminal-History-Information.aspx. Written FDLE background checks must be submitted and approved prior to staffing changes.

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C.6 Deliverable, Tasks, Performance Measures and Financial Consequences

Contractor agrees to perform the following:

<table>
<thead>
<tr>
<th>Deliverable No. 1 – Project Plan and Project Schedule</th>
</tr>
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<tbody>
<tr>
<td><strong>Tasks</strong></td>
</tr>
<tr>
<td>Contractor must provide a detailed Project Plan and</td>
</tr>
<tr>
<td>Project Schedule within ten (10) days of DEO providing</td>
</tr>
<tr>
<td>Contractor specifications based on property assessment</td>
</tr>
<tr>
<td>for manufactured and/or modular home placement, as</td>
</tr>
<tr>
<td>specified in Section C. 7.1.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable No. 2 – Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasks</strong></td>
</tr>
<tr>
<td>Contractor must provide installation of manufactured</td>
</tr>
<tr>
<td>and/or modular homes within ninety (90) days of a DEO</td>
</tr>
<tr>
<td>approved Project Start Date.</td>
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</table>

Deliverable 1 - $Cost
C.7 Contractor Responsibilities

1. Deliverable 1: Project Plan and Project Schedule
   a. Contractor must provide a detailed Project Plan and Project Schedule within ten (10) days of DEO providing Contractor specifications based on property assessment for modular/manufactured home placement. The project plan and schedule will need to include the following information: 1) Manufactured or Modular Unit specifications, 2) pricing expectations from production to installation of the unit, 3) Timeline from production to installation of the unit, 4) permitting and licensing for all necessary activities, including but not limited to demolition, installation and utility setup. Subject to approval by DEO.

2. Deliverable 2: Installation
   a. Contractor must provide installation of manufactured and/or modular homes within ninety (90) days of a DEO approved Project Start Date.
   b. Contractor must provide monthly status reports with project photographs to DEO Contract Manager, due by the 30th of each month.

3. Contractor will cooperate with the applicant and Project Manager and/or construction management staff from the initial assignment of the project through obtaining a certificate of occupancy for closing. This includes, but is not limited to:
   a. Obtaining all necessary state and local permits and approvals prior to installation;
   b. Utility disconnection and reactivation;
   c. Foundation leveling, repair, and/or elevation;
   d. Address special needs accessibility requirements;
   e. All manufactured homes and modular homes must comply with HUD code wind zone ratings for area in which the manufactured home or modular homes will be installed. Applicable wind zones include: Wind Zone 2 and 3;
   f. All units must be EnergyStar qualified;
   g. All units must contain the HUD “tag” to signify “HUD certified”;

4. All contractors must comply with Federal Register No. FR-6066-N-01 and Federal Register No. FR-6109-N-01;

5. All contractors must be able to demonstrate compliance with all U.S. Department of Housing and Urban Development (HUD) Section 3 requirements at any time throughout the process;

6. All contractors must provide proof of all appropriate licenses, credentials and certifications to demonstrate ability to complete job specific work and local requirements within each designated county;

7. Contractor must provide demolition and removal services of destroyed manufactured or modular homes;

8. Contractor will need to prepare the site as needed;

9. Contractor will need to repair the following as needed:
   a. Flooring
   b. Roof repair or replacement, and attendant damage
   c. Door and window replacement
   d. Mechanical (HVAC), electrical, and plumbing systems repair or replacement
   e. Cabinet and/or appliance replacement

10. Contractor must address special needs accessibility requirements;

11. Contractors must provide manufactured homes are built to the Manufactured Home Construction and Safety Standards, 24 CFR Part 3280;

12. Contractors must transport manufactured and modular homes in one or more sections on a permanent chassis and display a red certification label on the exterior of each transportable section;

13. Contractor shall transfer title, if applicable, directly to the recipient of the CDBG-DR grant, through coordination with the grant recipient and DEO’s Project Manager.
DEO will develop and execute a master agreement with all eligible contractors within the pool. Then, Contractor will communicate directly with the DEO assigned project manager for each property. This information will be relayed to the applicant from the Project Manager. Contractors must be able to provide a status report upon request within 48 hours.

C.8 DEO’s Responsibilities

1. Develop policies and procedures, and distribute to each contractor
2. Develop all forms for submission of deliverables and invoices each contractor must use;
3. Assign a Contract Manager to manage the Contract;
4. Ensure the DEO Contract Manager provides information to the Contractor as required;
5. Conduct any required coordination, communication, and document distribution with any entities external to DEO, including the Florida Legislature, House and Senate staff, other State agencies, the Governor’s office, and other entities as required;
6. Review all deliverables and authorize payments for approved deliverables. Deliverables should be complete and comply with the terms of this Contract;
7. Be available for consultation throughout the project;
8. Review the Contractor’s invoices for accuracy and thoroughness and process them on a timely basis;
9. Review and approve the assignment of all team members, both initially proposed and any subsequent changes;
10. Maintain paper, electronic and final archive copies of all deliverables;
11. Expeditiously respond to inquiries or requests from Contractor;
12. Provide meeting sites when necessary.
13. DEO will provide Contractor with specifications based on property assessment, for purposes of triggering Deliverable 1, within 10 days of selecting Contractor’s quote for a project or bundle of projects

C.9 Financial Consequences for Failure to Timely and Satisfactorily Perform

Failure to complete the deliverables in accordance with the requirements of this Contract, and in particular, as specified in Section C.7 Contractor’s Responsibilities of this Scope of Work will result in substantial injury to DEO and damages arising from such failure cannot be calculated with any degree of certainty. Therefore, it is hereby agreed that if the services/items are not timely and satisfactorily performed, and the parties agree to a corrective action plan, but Contractor then fails to comply with the approved corrective action plan, Contractor(s) may be assessed Financial Consequences as specified in Section C.6

If Contractor has only one instance of failure to timely and satisfactorily complies with an approved corrective action plan, then DEO, in DEO’s sole and absolute discretion, may grant a one-time waiver when Contractor complies with the corrective action plan.

This provision for financial consequences shall in no manner affect DEO’s right to terminate the Contract as provided elsewhere in DEO’s Core Contract.

C.10 Liquidated Damages upon Contract Termination

DEO is entitled to completion of the services/items within the schedules fixed in Section C Scope of Work, hereof or within such further time, if any, as may be allowed in accordance with the provisions of the Contract. In the event of termination of the Contract by DEO for cause, Contractor shall be liable to DEO for $1,000 dollars for each calendar day after termination, up to 60 days, for DEO’s expenses for additional managerial and administrative
services required to complete or obtain the services/items from another contractor. Liquidated damages for this period of time, is in addition to the financial consequences assessed (as provided for in Section C.6) prior to termination. This liquidated damage provision addresses only the cost to DEO for re-procurement of these services and does not limit DEO’s ability to pursue other damages it incurs as a result of Contractor’s breach. In addition, if there is any termination for cause, DEO may withhold payment for any work performed that did not result in the completion of the scope of work and may assess additional damages in an amount equal to any cost incurred by DEO due to contractor failure.

C.11 Notification of Instances of Fraud

Incidents of Contractor’s operational fraud or criminal activities shall be reported to DEO’s Contract Manager within twenty-four (24) chronological hours.

C.12 Confidentiality and Safeguarding Information

The Contractor may have access to confidential information during the course of performing these services/items described in this ITB. The Contractor must implement procedures to ensure protection and confidentiality of data, files and records involved with this Contract. The Contractor’s confidentiality procedures must comply with all State and Federal confidentiality requirements, including but not limited to 2 C.F.R. 200.82.

C.13 Change of Ownership

If a change of ownership of the company is anticipated during the twelve (12) months following the RFP Technical Proposal Due date, the Contractor must describe the circumstances of such change and indicate when the change is likely to occur.

C.14 Ownership and Intellectual Property Rights (This section does not apply to this solicitation)

C.15 Errors and Omissions Insurance

Contractor shall obtain and keep in force during the life of the Contract Errors and Omissions Insurance which shall indemnify and pay on behalf of Contractor for direct loss which may be incurred due to human error, computer error, machine error, or equipment problems, whether caused by negligence, error, omission or mistake by Contractor, subcontractor, any employee, officer or agents thereof. DEO shall be named as the additional insured. Errors and Omissions Insurance coverage shall not limit any liabilities or any other obligations that Contractor has under the Contract.

C.16 Performance Bond (This section does not apply to this solicitation)
SECTION D
DEO’s VENDOR CORE CONTRACT

The proposed contract language contained in DEO’s Vendor Core Contract should be reviewed by all Respondents. In responding to DEO solicitation 19-ITB-002-WM, Respondent agrees to accept the terms and conditions of DEO’s Vendor Core Contract. Respondent has read and understands these Contract terms and conditions, and the submission is made in conformance with those terms and conditions.

DEO reserves the right to make modifications to this Contract if it is deemed to be in the best interest of DEO or the State of Florida.

DEO Vendor Core Contract is attached by separate document and incorporated by reference within this solicitation

- Remainder of Page Intentionally Left Blank-
**ATTACHMENT A**
**REFERENCE FORM**

**Respondent’s Name:**
The Respondent must list three (3) separate and verifiable clients, other than DEO, for which work similar to that specified in this solicitation has been performed for a period of at least one (1) continuous year(s). Any information not submitted on this attachment shall not be considered. The clients listed shall be for services similar in nature to that described in this solicitation. The same client may not be listed as more than one (1) reference (for example, if the Respondent has completed one project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one (1) of the projects may be listed because the client, the Florida Department of Transportation, is the same). DEO shall choose two (2), clients at its discretion to contact. Confidential clients shall not be included. DO NOT LIST DEO WORK ON THIS FORM. (Please provide at least two (2) Contact Names for each client.)

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*Authorized Representative’s Signature*

*Typed Name and Title of Authorized Representative*
*This individual must have the authority to bind the respondent*
ATTACHMENT B
COST RESPONSE

Below are two cost proposal tables per year, up to three years, including three years of renewal. The first set of tables are for cost proposal in year one. The first table is for manufactured and modular homes with a level II wind zone. The second table is for year 1 manufactured and modular homes a level III wind zone. The cost proposal tables repeats this pattern for the first three years and three years of renewal. Please input your cost proposals in each sheet based off the region(s) you wish to submit a bid for. Please include proposed pricing for each standard model at the varying specifications listed.

Please Click Here to Access Attachment B - Cost Response

________________________________
*Authorized Representative's Signature

________________________________________
*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
ATTACHMENT C
DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which 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 received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

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

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

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

5) For any employee who is convicted or pleads to a violation of chapter 893, Florida Statutes, impose a sanction on the employee, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such program is available in the employee’s community.

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 the statement, I certify that this firm complies fully with the above requirements.

Respondent Name:________________________________________              Date:_______________________________

*Authorized Representative’s Signature

*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
ATTACHMENT D
DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of DEO, the State of Florida, or any of its Agencies. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Respondent’s firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of DEO, or other person, who has received or will receive compensation of any kind to seek to influence the actions of DEO in connection with this procurement, or who has registered or is required to register under section 112.3215, Florida Statutes in connection with this procurement.

The following persons are officers, directors, employees, or agents of Respondent’s firm and state officers or employees:

____________________________________________________________________

____________________________________________________________________

The following persons are state officers or employees who own, directly or indirectly, more than a 5% interest in the Respondent’s firm:

____________________________________________________________________

____________________________________________________________________

The following persons have sought to influence DEO in this procurement on behalf of the Respondent:

____________________________________________________________________

____________________________________________________________________

☐ The Respondent has no interest to disclose and has had no person seeking to influence DEO in connection with this procurement.

Respondent Name:________________________________________              Date:_____________________

*Authorized Representative’s Signature

*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CONTRACTS/SUBCONTRACTS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987, Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS
1. Each provider whose Contract/subcontract equals or exceeds $25,000 in federal monies must sign this certification prior to execution of each Contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the Contract amount. The Department of Economic Opportunity cannot Contract with these types of providers if they are debarred or suspended by the federal government.

2. This certification is a material representation of fact upon which reliance is placed when this Contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.

3. The provider shall provide immediate written notice to the Contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Contract manager for assistance in obtaining a copy of those regulations.

5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this Contract/subcontract unless authorized by the Federal Government.

6. The provider further agrees by submitting this certification that it will require each subcontractor of this Contract/subcontract, whose payment will equal or exceed $25,000 in federal monies, to submit a signed copy of this certification.

7. The Department of Economic Opportunity may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.

8. This signed certification must be kept in the Contract manager's Contract file. Subcontractor's certifications must be kept at the contractor's business location.

CERTIFICATION
(1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract/subcontract by any federal department or agency.

(2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Respondent Name:________________________________________              Date:_______________________________

________________________________________
*Authorized Representative's Signature

________________________________________
*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS,
LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Respondent Name:________________________________________              Date:_________________________

________________________________________
*Authorized Representative’s Signature

________________________________________
*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
ATTACHMENT G

EVALUATION OF PAST PERFORMANCE

Respondent’s Name _________________________________________________________

Respondent’s Reference Name _______________________________________________

Person Interviewed __________________________________________________________

Interviewed By _____________________________________________________________

Date of Interview __________________________________________________________

The following questions will be asked of the client reference chosen at the discretion of DEO:

1. Briefly describe the work the contractor performed for your company.

2. How well did the contractor adhere to the agreed upon schedule?
   - Excellent = 4 points; Above Satisfactory = 3 points, Satisfactory = 2 points; Fair = 1 point; Poor = 0 points. _______

3. How would you rate the contractor’s quality of work?
   - Excellent = 4 points; Above Satisfactory = 3 points, Satisfactory = 2 points; Fair = 1 point; Poor = 0 points. _______

4. How would you rate the contractor’s use of adequate personnel in quantity, experience and profession?
   - Excellent = 4 points; Above Satisfactory = 3 points, Satisfactory = 2 points; Fair = 1 point; Poor = 0 points. _______

5. How would you rate the contractor’s use of appropriate equipment and methods?
   - Excellent = 4 points; Above Satisfactory = 3 points, Satisfactory = 2 points; Fair = 1 point; Poor = 0 points. _______

   Score _______

Reference’s Signature _______________________________________ Date______________
ATTACHMENT H
BID PACKAGE CHECKLIST

To ensure that your bid can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Respondent and may not be relied upon in lieu of the instructions or requirements of this solicitation. If a Respondent fails to submit all completed documentation with its bid, DEO reserves the right, but has no duty, to contact the Respondent by telephone for submission of this document via email. This right may be exercised when the bid has met all other requirements of the solicitation.

Check off each of the following:

____ 1. The DEO Solicitation Acknowledgement Form has been completed, manually signed, and enclosed in the original bid.

    In the event that Respondents submit a bid as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.

____ 2. The Reference Form (Attachment A) has been completed with three references as required in solicitation and enclosed in the bid.

____ 3. The Solicitation Cost Sheet (Attachment B) has been completed, reviewed for accuracy, signed by authorized representative, and enclosed in the bid. The authorized representative must have the authority to bind the Respondent.

____ 4. The Drug Free Workplace Certification (Attachment C), Disclosure Form (Attachment D), Debarment Form (Attachment E), Lobbying Form (Attachment F), and the In-State Preference Form (Attachment K) have been read, completed, signed, and enclosed in the original bid, if applicable.

____ 5. The Certified Minority Business Enterprise Certificate (CMBE) has been enclosed in the bid, if applicable.

____ 6. The Respondent’s bid addresses the State’s four (4) objective State Project Plans to support, to the extent applicable to the items/services covered by this solicitation: Environmental Considerations, Drug Free Workplace, Use of Respect; and Use of PRIDE.

____ 7. The Scope of Work, Section C has been thoroughly reviewed for compliance to the solicitation requirements.

____ 8. The www.myflorida.com website has been checked and any Addenda posted have been completed, signed, and enclosed in the original bid.

____ 9. The original bid must be received, at the location specified, prior to the Bid Opening Date and Time designated in the Invitation to Bid Document.

____ 10. One (1) original signed and sealed bid package marked “Original”, three (3) copy of the signed original marked “Copy”, one (1) electronic copy of the signed and sealed bid package (on compact disc), and one (1) original, signed Redacted sealed bid package electronic copy (on compact disc) must be submitted to DEO in accordance with Section B.6.

____ 11. On the lower left hand corner of the envelope transmitting your original bid, write in the following information:

    Solicitation Number: 19-ITB-002-WM

    Title: Manufactured and Modular Home Manufacturers for CDBG-DR IRMA Program

    Bid Opening Date & Time: 03/07/2019 @ 3:00 PM
ATTACHMENT
LIST OF SUBCONTRACTORS

Each Respondent shall submit with its bid a list of the subcontractors who will perform work under the contract(s) that result from this solicitation. The Respondent shall have determined to its complete satisfaction that a listed subcontractor has been successfully engaged in similar scope/services as required by this solicitation and is qualified to provide the services for which it is listed.

In the event that no subcontractor will be used, this list shall be returned indicating “No subcontractors will be used.”

NO SUBCONTRACTORS WILL BE USED: ☐

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Respondent Name:________________________________________  Date:______________________________

*Authorized Representative’s Signature

*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
**ATTACHMENT J**

**QUESTIONS SUBMITTAL FORM**

For Attachment J, Respondents shall complete the form provided based on their questions relating to this ITB. The completed form shall be submitted in accordance with the instructions provided in Section B.9. The electronic bid must be submitted in a Microsoft Word file format. This form may be expanded as needed to facilitate response to this requirement.

**Respondent’s Name: ______________________________**

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*Add rows as necessary.

*Authorized Representative’s Signature

*Typed Name and Title of Authorized Representative

*This individual must have the authority to bind the respondent.
ATTACHMENT K
PRINCIPLE PLACE OF BUSINESS AND FOREIGN STATE PREFERENCE FORM

For Invitation-to-Bid-Commodity

Bid Number:________________________________________________________

Title:____________________________________________________________

Pursuant to Section 287.084, Florida Statutes, relating to the Florida-based business preference, effective July 1, 2012:

In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

Note: The Vendor is required to complete and submit this form with their bid to be considered for this preference.

Vendor Name:______________________________________________________

Vendor ID:________________________________________________________

The Vendor (does_______) (does not__________) have a principal place of business located in the State of Florida.

If so, please provide an address:

___________________________________________________________________
___________________________________________________________________

Note: A vendor whose principal place of business is outside this state of Florida must accompany any written bid documents with a written opinion of an attorney of law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

Authorized Signature:______________________________________________

Title:____________________________________________________________

Date:______________________________________________________________