

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL CONSULTANT SERVICES FOR  
BROADBAND INFRASTRUCTURE AND CONSTRUCTION PLANNING**

**PART I – GENERAL INFORMATION**

The Jefferson County Board of County Commissioners is seeking to ensure competitive, high-speed broadband for all homes and businesses in Jefferson County. The County is pursuing **Professional Consultant Services for Broadband Infrastructure and Construction Planning** (broadband infrastructure engineering design and operations planning). Jefferson County has fiber optic networks in place that may have only a limited extent and also lack essential infrastructure components such as end point connections. To support a diverse and sustainable economy, Jefferson County needs improvement to, and significant expansion of, the existing fiber optic infrastructure network to include all parts of the County. Fiber optic broadband performance shall be in the range of 50 to 100 Mbps, with a preference for the higher end of that range. In no instance shall performance be lower than 25Mbps down and up. The purpose of this project is to identify the needs and implement solutions to improve and expand fiber optic infrastructure throughout Jefferson County, including essential “last mile” infrastructure.

All plans, designs, specifications, maps, analyses, and all other documents and data, including GIS data, created through this project shall become the property of the County at no additional cost.

This RFQ applies to the provision of services for planning, engineering, and design of an expanded and reliable broadband network, and, at the option of the County, for oversight and management of construction of the broadband network. Services for actual network construction, operation, and maintenance shall be procured through a separate competitive procurement process or processes.

**PART III – RFQ RESPONSE INFORMATION**

**RFQ with criteria, requirements and anticipated scope of work will be provided upon written request by contacting directly: Shannon Metty, Planning Official, by e-mail [smetty@jeffersoncountyfl.gov](mailto:smetty@jeffersoncountyfl.gov), or in writing to 445 W Palmer Mill Rd. Monticello, FL 32344 or by telephone at (850) 342-0223.**

Proposal submissions must be sealed and marked with the name of the proposer and titled “**Professional Consultant Services for Broadband Infrastructure and Construction Planning.**” so as to identify the enclosed proposal. Each submittal shall include [**one (1) original and five (5) copies**] of the proposal. Proposals must be delivered to [**445 W. Palmer Mill Rd. Monticello, FL 32344**], no later than **2:00 PM, E.T. on September 30, 2021**. RFQ responses will be opened October 7, 2021, at the regular meeting of the Board of County Commissioners. Proposals received later than the date and time specified above will be rejected. The Board will

not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, or by mail or any other type of delivery service.

The Jefferson County Board of County Commissioners reserves the right to accept or reject any or all proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the final evaluation of the submitted proposals and thereafter the invitation to negotiate a professional services contract. The Board reserves the right to waive irregularities in the proposal.

Any questions concerning this RFQ should be directed to **Shannon Metty, Planning Official, by e-mail to [smetty@jeffersoncountyfl.gov](mailto:smetty@jeffersoncountyfl.gov) or in writing to 445 W. Palmer Mill Rd. Monticello, FL 32344, or by telephone at (850) 342-0223.** Questions will be received **17, September, 2021 and 4:00PM.** After this time, a cone of silence will be in place until a Respondent is selected.

#### **PART IV – GENERAL CONSIDERATIONS/INDEMNIFICATIONS**

1. Proposals must be submitted by mail, courier or in person to 445 W. Palmer Mill Rd. Monticello, FL 32344.
2. Proposals that are not delivered to the physical address of the Planning Department prior to the specified time will not be considered and will be returned to the responder unopened.
3. Once opened no Proposal may be withdrawn prior to the BOCC action without written consent from the Planning Department.
4. Proposals constitute an offer to contract, which will remain valid and in effect, for a period of no less than 180 days from the date of submission.
5. It is the responsibility of the Respondents to fully understand and follow all conditions and specifications contained in this request.
6. The Respondent shall be licensed to perform the required services in Florida and work with Jefferson County on all areas of work outlined in this RFQ.
7. Two or more firms may combine for the purpose of responding to this solicitation provided that one is designated as the “Prime” Respondent. The other firm(s) will be referred to as the “Sub-Consultant(s).” By signing and submitting the Letter of Response, the Respondent certifies that the response is made without prior understanding, agreement or connection with any corporation, firm, entity or person submitting a response for the same goods/services (unless otherwise specifically noted), and is in all respects fair and without collusion, fraud, and that the individual signing the Letter of Response has full authority to negotiate for and bind the Respondent.
8. By submitting a response, the Respondent warrants that is has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to

solicit or secure this award and that is has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, or gift or other consideration contingent upon or resulting from the award. Breach or violation of this provision serves as just cause to terminate the award without liability and, to deduct from the agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

9. Proposal responses must include a completed:
  - A. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
  - B. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker's Compensation Exemption is being used)
  - C. Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
  - D. Byrd Anti-Lobbying Amendment Certification Form
  - E. Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
  - F. Drug Free Workplace Statement as outlined by F.S. §287.087
  - G. Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
10. All Proposal responses require a current Certificate of Insurance listing Jefferson County as an "Additional Insured" and the following coverages on the respondent:
  - A. Errors and Omissions Liability \$1,000,000 per occurrence
  - B. General Liability and Worker's Compensation \$1,000,000 per occurrence

Alternatively, Respondents may provide a sworn statement from an insurance agent, verifying that is the Respondent is awarded the bid, Certificates of Insurance will be issued to the Respondent in the amounts required within thirty (30) days of the acceptance of the proposal. Additionally, all proposed sub-consultants shall be insured under the Respondent's policies. All coverages for sub-consultants shall be the same as the requirements state herein.

11. Respondents shall include certification information showing Worker's Compensation Insurance/Exemption on all employees working on the project. Worker's Compensation exemptions will be accepted upon provided a current exemption certificate, Articles of Incorporation, and a signed Jefferson County Worker's Compensation Hold Harmless Agreement.
12. Any Respondent, who does not furnish the required insurance documents within thirty (30) days after acceptance of the proposal, is hereby advised that the proposed award may be

revoked and negotiations initiated with the next lowest Respondent who meets all proposal specifications.

### 13. Access to Records and Record Retention

- Any Consultant performing work associated with this solicitation must retain all records pertinent to the project and must be made available for Jefferson County review upon request. Records may be stored electronically or in hard copy format, although electronic format is preferred. The term “records includes, but is not limited to the following:
  - Copies of all contracts and documents related to the contract;
  - Subcontractor awards, contracts, conflict of interest forms;
  - Copies of all contracts and documents related to the contract;
  - Subcontractor awards, contracts, conflict of interest forms;
  - Site visits, reports, audits, and other monitoring of contractors;
  - All financial and accounting records;
  - Any litigation, claim, investigation, or audit relating to any activity under this contract.

## **PART V – SCOPE OF WORK**

**BROADBAND INFRASTRUCTURE AND CONSTRUCTION PLANNING, ENGINEERING AND DESIGN** – Respondent shall provide a clear and concise plan that includes the following Engineering and Design Services:

### **Engineering and Design Services**

Stated generally, Respondents must demonstrate the capability to provide the engineering services described more specifically herein below, which services include, without limitation specifying network architecture and technology, identifying permitting requirements, designing optimal routes for fiber or other technologies, surveying utility poles and conduit, and engineering and designing a high performance and reliable broadband network. In addition, at the option of the County the successful Respondent may be requested to provide additional continuing services related to the construction process such as, without limitation, managing the pole and conduit licensing process, overseeing utility pole “make ready” work, preparing the construction bid package, specifying testing procedures, performing construction quality assurance/quality control, developing detailed project budgets, and any other functions that may be needed to ensure successful construction and operation of a high performance broadband network in Jefferson County.

More specifically, Respondents will be required to show the ability to provide all the Engineering services described below:

- Provide preliminary and final engineering, investigations, and drawings, including at a minimum:

- Cross sections/elevations
- Project layout/staging areas
- General notes
- Special notes
- Design details
- Specifications
- Utility relocation designs
- Construction limits, including environmentally sensitive areas that should be avoided during construction
- Required permits
- Quantities
- Estimate of construction costs to within +/- 20%
- Schedules for design, permitting, acquisition and construction
- Design surveying, topographic and utility mapping.
- Perform subsurface explorations for project sites, as necessary.
- Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- Provide all project information necessary to ensure timely execution of the environmental review.
- Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- Prepare plans and profiles, including vertical design information for the selected alternative.
- Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- Provide project schedules from start to completion in MS Project format or equal as approved by County.
- Where there are technical design alternatives or alternative technologies available, and/or where there are multiple types, brands, or models of equipment with differing levels of performance or data transmission capability, identify all options and present to the County a reliable and understandable explanation of each, along with an explanation of tradeoffs in terms of functions, features, costs, and other pros and cons.
- Create a budget for the build-out that includes all aspects of permitting, utility pole agreements, construction costs, construction oversight, network equipment (including premise terminal equipment), connection fees, etc.
- Generally, demonstrate the ability to oversee and manage the processes relating to construction of a high-performance broadband network in Jefferson County, if such

additional construction oversight and management services are requested to be performed.

**PART VI – EVALUATION/SELECTION PROCESS**

Jefferson County shall follow the procedures of the Consultants’ Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

1. Prepare an alphabetical listing of proposers determined to be interested and available. Evaluate the proposals meeting minimum submission criteria based upon qualifications. Selection as best qualified will be based on the following considerations:

No	Evaluation Criteria	Points
1	Did the firm follow submittal requirements and clearly demonstrate an understanding of the purpose for the Request for Proposals?	10
2	Qualifications of personnel assigned	15
3	Women and minority participation	
4	Geographic location of the firm, including permanent office of project management team	
5	Current workload and potential effect on project schedule/deliverables	10
6	Past record of professional accomplishments	25
7	Financial viability and responsibility	
8	Firm’s reputation and competence, including technical education and training, availability of adequate personnel, equipment and facilities, the extent of repeat business of the firm and, where applicable, the relationship of cost estimates by the firm to actual costs on previous projects	
9	Familiarity with anticipated project areas/scope of work required	25
10	Previous project experience with similar Scopes of Work	15
11	Willingness to complete Scope of Work activities within budget and timeline provided	
Total		100

The Evaluation Review Committee will consider the most qualified firm that demonstrates the knowledge, qualification and ability to complete the intended Scope of Work based on the above listed criteria provided by the proposers. A proposer’s ability to successfully complete the Scope of Work should be based on their demonstrated qualifications, past accomplishments of similar work, financial responsibility, and staff availability and capacity in order to accurately determine that the project objectives will be achieved timely and feasibly.

2. Review of all responses to the Request for Qualifications received will proceed as follows:

- a. The Review Committee will review all written documents submitted;
  - b. The Committee's ranking of prospective firms shall be based on the Evaluation Criteria listed above;
  - c. The Committee may request oral presentations/interviews from the Respondent when establishing the recommended priority or short list. Respondents will be notified of dates and times of any interviews.
3. Direct one-on-one contact with any of the Board of County Commissioners members, the County Coordinator, or County Attorney is not allowed during the short listing process unless initiated by the County to request specific information to understand information submitted in the proposal.
  4. The County reserves the right to accept or reject any or all submittals that it may, in its sole and absolute discretion, deem unresponsive, or waive technicalities which best services the overall interests of the County. The County Commission's decision on these matters shall be final.

#### **PART VIII – SMALL, WOMEN, MINORITY AND LABOR SURPLUS PARTICIPATION**

The County encourages the use of small, women, minority and labor surplus business enterprises to participate in this Request for Qualifications process. The County will conduct the following six (6) required affirmative steps to contracting with small, minority, women and labor surplus business enterprises, as required by 2 CFR §200.321:

1. Establish a qualified small, minority, and women's business enterprises on a solicitation list.
2. Ways to assure that small, minority, and women's business enterprises are solicited whenever there are potential resources.
3. Dividing the total requirements, when economically feasible, into smaller tasks or quantities permit maximum participation by small, minority, and women's business enterprises.
4. Establish a delivery schedule, where requirement permits, which encourages participation from small, minority, and women's business enterprises.
5. Use services provided by SBA or other organizations to encourage participation from small, minority, and women's business enterprises.
6. Require the prime contractor to consider the 5 affirmative steps above when selecting subcontractors.

#### **PART X – DISADVANTAGED BUSINESS ENTERPRISES**

The Jefferson County Board of County Commissioners hereby affirms that it will affirmatively ensure that any Disadvantaged Business Enterprise will be afforded full opportunity to submit Statement of Qualifications in response to this invitation and will not be discriminated against on

the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

## **PART XI – PROPOSAL SUBMITTAL FORMAT**

**LETTER OF RESPONSE** – A letter or response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

1. Date
2. RFQ title
3. Consultant firm name and address
4. Consultant point of contact name, phone, e-mail address
5. Brief overview of the Consultant firm
6. Number of Consultants dedicated to project

**PROJECT UNDERSTANDING AND PAST EXPERIENCE** – Demonstrate experience in other projects similar in scope and complexity to the project described in Part V Scope of Work of this RFQ.

1. Firm history and specialties – including projects similar to the Scope of Work
2. References – include five (5) references for projects similar to the Scope of Work
  - a. Project name
  - b. Project contact name
  - c. Telephone number
  - d. E-mail address
  - e. Brief description of the project
  - f. Project year
  - g. Contract amount

**STAFF QUALIFICATIONS** – Identify the roles and responsibilities of the proposed personnel with each individual's experience and qualifications. Include resumes for each team member involved in the project.

1. Consultant firm organizational chart
2. Number of years experience completing similar projects
3. Availability of staff & ability to meet the time requirements of the project

**APPROACH AND METHODOLOGY** – Explain how project design will be approached and what methodology will be followed to complete the project.

1. Include a detailed plan as to how the Consultant(s) will develop a project plan and execute it
2. Include communication methods with County staff during the project planning process
3. Describe monthly progress reporting process



**REQUIRED FORMS** – The person authorized and responsible for binding this proposal must complete, sign and include the following forms in order to be considered a Respondent to this RFP. Respondents whom do not complete, sign and include these forms in their proposal will be deemed unresponsive and will be disqualified during the Evaluation Process.

1. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
2. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker’s Compensation Exemption is being used)
3. Exhibit A - Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
4. Exhibit B - Byrd Anti-Lobbying Amendment Certification Form
5. Exhibit C - Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
6. Exhibit D - Drug Free Workplace Statement as outlined by F.S. §287.087
7. Exhibit E – Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**PART XII – RFQ TIMELINE**

SCHEDULE	DATE/TIME
Advertisement Request for Proposal	Sept. 1, 2021
Deadline for Questions	Sept. 17, 2021 at 4pm
Proposal Submission Due Date and Time	Sept. 30, 2021 at 2pm
Evaluation Committee Meeting (Public Meeting)	Oct. 7, 2021 at 6pm
Responding Firms Oral Interview (if necessary)	Oct. 8-15, 2021 Time: TBD
Board Approval of Selection and Award (subject to change)	Oct. 21, 2021 at 6pm

**PART XIII – LENGTH OF SERVICE**

The selected Respondent’s professional consulting services begin upon written Notice to Proceed (NTP) by the County. It is anticipated that the NTP will be issued by October 22, 2021. It is projected that all work will be completed within a 6 month time period.

**PART XV – TITLE VI NONDISCRIMINATION POLICY STATEMENT**

Jefferson County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best

public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the County will not exclude from participation in, deny benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

[END OF RFQ INSTRUCTIONS]

**EXHIBIT A - SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**(This form must be signed and sworn to in the presence of a notary public or other official authorized to administer oaths.)**

1. This sworn statement is submitted to

\_\_\_\_\_

By \_\_\_\_\_

[print individual's name and title]

For \_\_\_\_\_

[print name of entity submitting sworn statement]

whose business address is \_\_\_\_\_

(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement) : \_\_\_\_\_.

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (2017), means a violation of any public entity or with an agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "*convicted*" or "*conviction*" as defined in Paragraph 287.133 (1)(b), Florida Statutes (2017), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "*affiliate*" as defined in Paragraph 287.133 (1)(a), Florida Statutes (2017), means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or
  - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "*affiliate*" includes those officers, directors, executives,

partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "*person*" as defined in Paragraph 287.133(1)(e), Florida Statutes (2017), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Proposals or applies to Proposal on Contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement: [indicate which statement applies]

\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list [attach a copy of the final order].

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I**

**AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.**

\_\_\_\_\_ [signature]

\_\_\_\_\_ [date]

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

**PERSONALLY APPEARED BEFORE ME**, the undersigned authority \_\_\_\_\_

\_\_\_\_\_

[Name of individual

signing]

who, after first being sworn by me, affixed his signature in the space provided above on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**NOTARY PUBLIC** \_\_\_\_\_

**My commission expires:** \_\_\_\_\_

**EXHIBIT B - Byrd Anti-Lobbying Amendment  
Contractor Certification Form**

\_\_\_\_\_, as a proposed contractor for \_\_\_\_\_, certify  
(Name of Contractor) (RFQ/RFP/Bid NO.)  
that any Contractor employee or Subcontractor performing work on this project must  
comply with regulations described in the Byrd Anti-Lobbying Amendment (31 U.S.C.  
1352), which requires that each Contractor or Subcontractor employee certifies that he or  
she has not used any Federal appropriated funds to pay any person or organization for  
influencing or attempting to an officer or employee of any agency or Congress in  
connection with obtaining any Federal contract, grant or any other award.

By my signature, as the Authorized Official for the Respondent, I affirm that all  
Contractor and Subcontractor employees understand and agree with the Byrd Anti-  
Lobbying Amendment requirements described above.

CONTRACTOR:

\_\_\_\_\_

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

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**EXHIBIT C - Copeland Anti-Kickback Act (40 U.S.C. 3145)  
Contractor Certification Form**

\_\_\_\_\_, as a proposed contractor for \_\_\_\_\_, certify  
(Name of Contractor) (RFQ/RFP/Bid NO.)  
that any Contractor employee or Subcontractor performing work on this project must comply with regulations described in the Copeland “Anti-Kickback Act” (40 U.S.C. 3145), which provides that each Contractor or Subcontractor must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

By my signature, as the Authorized Official for the Respondent, I affirm that all Contractor and Subcontractor employees understand and agree with the Copeland “Anti-Kickback Act” requirements described above.

CONTRACTOR:

\_\_\_\_\_

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

\_\_\_\_\_ Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**EXHIBIT D - DRUG FREE WORKPLACE FORM**

The undersigned in accordance with Florida Statute 287.087, hereby certifies that

\_\_\_\_\_ does:  
(Name of Business/Company/Consultant Firm)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities, professional or contractual services that are obligated under this solicitation/contractual arrangement a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 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.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Individual/Business/Consultant complies fully with the above requirements.

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

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Date



**EXHIBIT E - Federal Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

**Contractor Covered Transactions**

- (1) The prospective contractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

\_\_\_\_\_

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

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**EXHIBIT F – LOCATION MAPS**