REQUEST FOR PROPOSAL (RFP)

Subject: Marketing and Public Relations Consulting Services

RFP #: 2013-4-24-01

Due Date/Time: May 30, 2013, 2:00 p.m. Eastern Standard Time

Submit To: City Clerk

City of Wilton Manors

2020 Wilton Drive

Wilton Manors, FL 33305

CITY OF WILTON MANORS
REQUEST FOR PROPOSAL FOR MARKETING AND PUBLIC RELATIONS CONSULTING SERVICES

CALENDAR OF EVENTS

Listed below are important dates and times by which the actions noted must be completed. If the City finds it necessary to change any of these dates or times, the change will be accomplished by addendum. All dates are subject to change.

ACTION	COMPLETION DATE
Issue RFP	April 24, 2013
Deadline for Questions	May 13, 2013
Response to Questions	May 16, 2013
Deadline for Submitting Proposals	May 30, 2013
Select Short List for Presentations	June 6, 2013
Presentations and Reference Checks	June 18-19, 2013
Final Ranking and Selection	June 19, 2013
Contract Negotiation	June 24-July 1, 2013
City Commission Approval of Contract	July 9, 2013

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Section 1 – Introductory Material

1.1 Statement of Purpose

The City of Wilton Manors (hereinafter referred to as "City") is soliciting proposals from qualified Proposers for Marketing and Public Relations Consulting Services. The Consultant shall perform a variety of marketing, public relations, communications, and public affairs activities toward the following goals:

- Increase awareness of City programs, events, and amenities to increase attendance, sponsorships, rental revenue, and program participation.
- Showcase the good work that the City of Wilton Manors accomplishes and the benefits provided to existing and potential new residents, businesses, and visitors; promote the city's public profile
- Effectively communicate messages to the community and others that would be interested in the City
- Support existing communications techniques including newsletters and website and suggest and implement new methods of communications (social media, webcasting, etc.)
- Assist with media communications and relations

The contract term is anticipated to be for two (2) years, and, at the City's discretion, have two (2) one-year renewal terms.

Piggybacking Option – The City intends to have this contract be available for "piggybacking" by other governmental entities.

1.2 Background Information

The City of Wilton Manors, in Broward County, was incorporated in 1947, and was created as a municipality under Chapter 165, Florida Statutes and named the Village of Wilton Manors. The Laws of Florida, 1953, Chapter 29609 established the present municipality, designated it the City of Wilton Manors and enacted its Charter. The City operates under the Mayor/Commission form of government and provides the following services as authorized by its Charter; general government, public safety, public services, transportation, and culture and recreation. Additional information about the City is available at the City's website: www.wiltonmanors.com. The City's purchasing requirements are detailed in Sections 2-266 through 2-272 of the City's Code of Ordinances, also available on the City's website.

Section 2 – Scope of Services

2.1 PROPOSER BACKGROUND AND EXPERIENCE

Proposers **shall** have provided professional Marketing and Public Relations Consulting Service for at least five (5) years to be eligible to participate.

2.2 SERVICES REQUIRED

At a minimum, the Proposer must be able to perform the required services:

2.2.1 Media and Public Relations

- Develop and implement a strategic public relations plan
- Develop and maintain a diverse media distribution list and media contacts on behalf of the City of Wilton Manors.
- Prepare and distribute press releases and media material
- Perform any other public relations related services relevant to the ongoing needs of the city.
- Develop social media programs, with emphasis on Facebook, Twitter and other digital communication channels

2.2.2 Marketing

- Develop an integrated strategic marketing plan designed to increase awareness of city programs, activities, events, and amenities. Implement marketing items and organize promotional communications.
- Develop a strategy to assist in branding the City and increasing the reputation and appeal of the City's brand.
- Organize public service announcements and media-related functions regarding events. Develop printed material including newsletters, brochures, fliers, slide presentations and any other informational literature to support city programs, events and amenities.
- Conduct market research to help enhance and professionalize promotional materials and identify markets. Develop marketing activities.
- Assist in the development of City's communications to the community, i.e. the Town Crier, e-mails, use of signs, etc.
- Support the marketing and public relations components related to achieving the City's short and long term goals.

Section 3 – Procurement Instructions

3.1 QUESTIONS

Any questions relative to interpretation of specifications or the proposal process shall be emailed to Leigh Ann Henderson at lhenderson@wiltonmanors.com by May 13, 2013. Answers to all questions will be included in an Addendum to the RFP and will be posted on the City's website. It will be the responsibility of the Proposer to review the answers to these questions prior to submitting a proposal. It is the Proposer's responsibility to ascertain if any

addenda have been issued, to obtain all such addenda, and to return executed addenda with the proposal. Proposers should continue to monitor the City's website.

3.2 SUBMISSION OF PROPOSAL

3.2.1 Proposer shall submit five (5) paper copies of the proposal in the prescribed form under Section 3.3 along with a single CD containing the RFP response in Adobe PDF format. All copies and the CD must be plainly marked by the Proposer with the Proposer name, date and this RFP Title and number.

3.2.2 Sealed proposals must be received on or before May 30, 2013 at 2:00PM (Eastern Time), at the Office of the City Clerk, 2020 Wilton Drive, Wilton Manors, Florida 33305. The City Clerk's office hours are 7:00 a.m. to 6:00 p.m., Monday through Thursday, except City holidays. Any proposal received after the specified time will be returned unopened. The Proposer is solely responsible for ensuring the proposal is received on or before the deadline.

3.2.3 On the envelope containing the proposal the following shall be written in large letters:

Proposal For:	Marketing and Public Relations Consulting Services
RFP Number:	RFP# 2013-4-24-01
To Be Opened:	May 30, 2013 at 2:00 p.m.

3.2.4 Proposals will be opened and listed publicly in Commission Chambers, 2020 Wilton Drive, Wilton Manors, Florida 33305 on the date and time specified above.

3.2.5 All proposals that are not submitted in the required format or missing required forms will be subject to rejection. The complete RFP and applicable forms are available on the City's website (www.wiltonmanors.com) or by sending an email to lhenderson@wiltonmanors.com. All proposals must be signed in ink. It is agreed upon by the Proposer that the signing and delivery of the Proposal represents the Proposer's acceptance of the terms and conditions of the specifications.

3.2.6 All proposals must be submitted in a sealed envelope, addressed, and mailed or delivered as stated in this Request for Proposal. Any Proposer may withdraw his proposal either personally, or by electronic or written communication at any time prior to opening of the proposals. All proposals must be in the possession of the City Clerk's office at the time of the proposal opening. Proposals submitted after the time specified shall not be considered and shall be returned unopened. It is the sole responsibility of the Proposer to ensure that his or her proposal reaches the City Clerk's Office on or before the closing date and time. Proposals submitted by telephone, telegram or facsimile or email will not be accepted. If the proposal is sent by overnight courier, (i.e., Federal Express, UPS, etc.), the proposal must be enclosed in an envelope marked as instructed above.

3.2.7 Incurred Expenses - The City is not responsible for any expenses the Proposer may incur in preparing and submitting proposals for this Request for Proposal.

3.2.8 Interviews / Presentations - The City reserves the right to conduct personal interviews or require proposers to make an oral presentation as part of the proposal evaluation process.

3.2.9 Request for Modification - The City reserves the right to request that the Proposer modify his proposal to fully meet the needs of the City.

3.2.10 Request for Additional Information - The Proposer shall furnish such additional information as the City of Wilton Manors may reasonably require. This includes information that indicates financial resources. The City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to a background investigation. The City also reserves the right to make such investigations, as it may deem necessary to establish the competency and financial ability of any Proposer to perform the work.

3.2.11 Acceptance, Rejection, or Modification to Proposals - The City of Wilton Manors reserves the right to reject any or all proposals, in whole or in part, with or without cause, to waive any informalities and technicalities, and to award the contract on such coverage and terms it deems will best serve the interest of the City. Criteria utilized by the City for determining the lowest, most responsive and responsible Proposer includes, but is not limited to, cost, whether Proposer meets the City's published requirements, the Proposers experience, skill, ability, financial capacity, references, and any other factors which could reasonably be asserted as being relevant to successful performance.

3.2.12 Proposals Binding - All proposals submitted shall be binding for one hundred fifty (150) calendar days following opening.

3.2.13 Addendum and Amendment to Request for Proposal - If it becomes necessary to revise or amend any part of this Request for Proposal, the City will post the Addendum on the City's website, and will distribute it via email to all identified prospective Proposers.

3.2.14 Economy of Preparation - Proposals should be prepared simply and economically, providing a straight forward and concise description of the Proposer's ability to fulfill the requirements of this Request for Proposal.

3.2.15 Proprietary Information - In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and, except as may be provided by other applicable State and Federal Law, all Proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the Proposers are requested to identify specifically any information contained in their proposals which they consider

confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

3.2.16 Proposals Will Not Be Returned - All proposals received from Proposers in response to this Request for Proposal will become the property of the City of Wilton Manors and will not be returned to the Proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

3.2.17 Proposer's Certification - By submitting a proposal, the Proposer certifies that he/she has fully read and understands the proposal method, meets the requirements and has full knowledge of the scope, nature, and quality of work to be performed.

3.2.18 In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified in Section 3.3. An electronic version of this RFP may be obtained from Leigh Ann Henderson, Assistant City Manager at lhenderson@wiltonmanors.com or on www.wiltonmanors.com.

3.2.19 Any deviation from the specifications must be explained in detail; otherwise, it will be considered that the proposal is in strict compliance with the specifications and the successful Proposer will be held responsible for meeting the specifications. Any exceptions or clarifications to any section of the specifications shall be clearly indicated on a separate sheet(s) attached to the proposal form and shall specifically refer to the applicable specification paragraph number and page.

3.2.20 Proposer's Responsibility to Be Informed - Proposers are expected to fully inform themselves as to the requirements of the specifications and failure to do so will be at their risk. A Proposer shall not expect to secure relief on the plea of error.

3.2.21 Cone of Silence - To ensure fair consideration for all Proposers, the City's Code of Ordinances prohibits communication to/or with any City Commissioner, City official, any department, division or employee during the submission process, except as provided below. Additionally, the City prohibits communications initiated by a Proposer to the City Official or employee evaluating or considering the proposals prior to the time an award decision has been made. Any communication between Proposer and the City in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal will be conducted through the City's Assistant City Manager, Leigh Ann Henderson at lhenderson@wiltonmanors.com. Communications initiated by a Proposer to anyone other than the City's Assistant City Manager may be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.

3.3 FORMAT AND CONTENTS

3.3.1 Cover Page - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.3.2 Tab 1 - Table of Contents
Include a clear identification of the material by section and by page number.

3.3.3 Tab 2 - Letter of Transmittal

3.3.3.1 Limit to one or two pages.

3.3.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.

3.3.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

3.3.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.3.4 Tab 3 - General Information

3.3.4.1 Name of Business.

3.3.4.2 Mailing Address and Phone Number.

3.3.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.

3.3.4.4 Normal business hours.

3.3.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).

3.3.4.6 Give the date business was organized and/or incorporated, and where.

3.3.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.

3.3.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.

3.3.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.3.5 Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.3.6 Tab 5 – Experience and Qualifications

3.3.6.1 Specify the number of years the Proposer has been in business.

3.3.6.2 Identify the Proposer's qualifications to perform the services identified in this RFP.

3.3.6.3 Provide examples of marketing materials, press releases, etc. as described in the service areas listed in section 2.2.2 of the Scope of Services.

3.3.6.4 Identify the specific individual who would serve the City on a day-to-day basis as a primary point of contact and be responsible for the service of the Proposer. The individuals identified shall be available within 24 hours' notice by telephone to accomplish the following:

- Attend meetings
- Respond to telephone calls.
- Respond to specific inquiries.
- Draft and release press releases

Include resumes, not exceeding one page each, of all key personnel who will be assigned to the Program.

3.3.7 Tab 6 – Schedule

3.3.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

3.3.7.2 Indicate the earliest available start date for your project team.

3.3.7.3 Indicate the project completion date based on the date provided in 3.3.7.1.

3.3.8 Tab 7 – Pricing of Services

3.3.8.1 Fee basis should be an all-inclusive, hourly fee. Provide a detailed price

breakdown including fees itemized for the following staff: a. Senior Staff; b. Professional staff; c. Clerical Staff.

3.3.8.2 Alternative pricing proposals (such as monthly, quarterly, or annual lump sums) may be submitted as long as each proposal includes a detailed breakdown of the proposed minimum number of hours to be worked at various staff levels and the hourly rates for those staff levels.

3.3.9 Tab 8 – References

3.3.9.1 List a minimum of three (3) references in Florida for which the proposer has provided marketing and public relations consulting services. Include the name of the organization, brief description of the project, name of contact person and telephone number.

3.4 REVIEW AND EVALUATION PROCESS

The City will conduct a comprehensive and impartial review and evaluation of all Proposals meeting the requirements of this solicitation. Please note that the City, at its sole discretion, reserves the right at any time during the process to reject any all Proposals that are not in the best interest of the City.

Only timely submitted Proposals shall be reviewed and evaluated by staff to determine if they comply with the required forms and documents and submission requirements listed in the RFP. This will be a pass/fail review. Failure to meet any of these requirements may render a Proposal to be a failing response and result in rejection of the entire Proposal. Further evaluation will not be performed.

For the purpose of review, evaluation, scoring and ranking, review categories have been divided into multiple sections. The following reflects the Pass/Fail criteria and the maximum number of points that may be awarded by category:

Local Business – In addition to the foregoing criteria, Proposers may be entitled to additional considerations for local business certification pursuant to Section 2-268(u), "Bidding Preference for Local Vendors" of the City's Code of Ordinances.

3.4.1 The Committee reserves the right to require live or web-based presentations from any or all proposers.

3.4.2 The top-ranked proposer selected by the Evaluation Committee will be submitted to the City Commission for approval.

3.4.3 Contract negotiations will then be conducted with the highest ranked Proposer and the negotiated contract will be submitted to the City Commission for final approval.

ITEM NO.	EVALUATION CRITERIA	SECTION	POINTS
1	Submission of all required Forms and Documents as indicated in Section 3.3.	3.3	Pass/ Fail
2.	Attachment A – Non-Discrimination Affidavit	Attachment A	Pass/ Fail
3.	Attachment B – Non-Debarment Affidavit	Attachment B	Pass/ Fail
4.	Attachment C – Drug-Free Workplace Certification	Attachment C	Pass/Fail
5.	Scope of Services: Experience and Qualifications	3.3.6	30
6.	Scope of Services: Project Approach	3.3.5	40
7.	Scope of Services: Pricing	3.3.8	30

3.4.4 The City reserves the right to reject any and all proposals and to waive minor irregularities. The City further reserves the right to seek new proposals when such a procedure is in the best interest of the City to do so.

Section 4 – General Terms and Conditions

4.1 General and Legal Requirements - Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein shall be deemed to apply. Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility.

4.1.1 Non-Discrimination - Section 2-269 of the City's Code of Ordinances states in part:

All contracting agencies of the city, or any department thereof, acting for or on behalf of the city, shall include in all contracts and property contracts hereinafter executed or amended in any manner or as to any portion thereof, a provision obligating the contractor not to unlawfully discriminate (as proscribed by federal, state, county, or other local law) on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age above the age of twenty-one (21), sexual orientation, gender

identity or expression, marital status, pregnancy, familial status, veterans status, political affiliation, or physical or mental disability and such person's association with members of classes protected under this chapter or in retaliation for or opposition to any practices forbidden under this chapter against any employee of, any city employee working with, or applicant for employment with such contractor and shall require such contractor to include a similar provision in all subcontracts executed or amended thereunder

The Proposer agrees to abide by all provisions of the City Code of Ordinances, including Section 2-269.

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4.1.2 Non-Discrimination Affidavit - Proposers shall submit an executed copy of Non-Discrimination Affidavit attached to this Request for Proposal – Attachment A.

4.1.3 Suspension or Debarment - The contractor certifies that by submitting this bid or proposal neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency.

4.1.4 Non-Debarment Affidavit - The Proposer shall submit an executed copy of the Debarment Affidavit attached to this Request for Proposal – Attachment B.

4.1.5 Drug-Free Workplace – The Proposer shall submit an executed copy of the Drug Free Workplace Certification – Attachment C.

4.1.6 This Request for Proposal and the Proposer's proposal shall be included and incorporated into the final award.

4.2 Applicable Law and Venue - This RFP, responses from Proposers and contracts resulting from this RFP shall be governed by the laws of the State of Florida. Any actions taken between the City of Wilton Manors and the successful Proposer shall be brought in Broward County, Florida.

4.3 Conditions of Proposals

4.3.1 Late Proposals: Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposal to the location designated for receipt of proposals.

4.3.2 Completeness: All information required by the Request for Proposal must be supplied to constitute a legitimate proposal.

4.3.3 Public Opening - All proposals will be publicly opened at the time and place specified and made available for public inspection.

4.3.4 Award Presentation – The City Manager will present to City Commission for acceptance and final award the top ranked proposals or will reject all proposals,

within one hundred and fifty (150) calendar days from the date of opening of proposals.

4.4 Terms and Conditions of Agreement - All sections of the City's specifications and all supplementary documents are essential parts of the City's contract and requirements occurring in one area are deemed as though occurring in all. The response to the RFP will be attached as an addendum to the final negotiated contract.

4.5 Discussion With Responsible Proposers - Discussions may be conducted with responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Proposers except as may be required by the Florida Public Records Law, Chapter 119, Section 286.0113, & Section 286.011, Florida Statutes.

4.6 Execution of Agreement - The successful Proposer shall, within thirty (30) calendar days after the City of Wilton Manors issues Notice of Award, negotiate and enter into a contract with the City for the proposed services. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

4.7 Conflict of Interest - The award hereunder is subject to the provision of State of Florida Statutes and City of Wilton Manors Ordinances.

The Proposer, by affixing his signature to the proposal's "Letter of Transmittal", declares that the proposal is made without any previous understanding, agreement, or connections with any City official or persons, firms, or corporations making a proposal on the same items and without any outside control, collusion or fraud. By signing the proposal, the Proposer further declares that no City Commission Member, other City officer, or City employee directly or indirectly owns more than five (5) percent of the total assets or capital stock of the Proposer entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract.

4.8 Fiscal Year Funding Appropriations/Specified Period - Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by City Commission for funds.

4.9 Public Entity Crimes - A person or affiliate, as defined in §287.133 of the Florida Statutes, who has been placed on the convicted Proposer list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity,

may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.01 of the Florida Statues for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted Proposer list.

4.10 Florida Prompt Payment Act - For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, Proposer or other invoicing party shall consist of at least all of the following:

- A description (including quantity) of the goods and/or services provided to the City (or a party on behalf of the City) reasonably sufficient to identify it (or them);
- The amount due, applicable discount(s), and the terms thereof;
- The full name of the Proposer, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number.

4.11 Insurance Requirements - Proposers must submit with their proposal, Proof of Insurance, meeting or exceeding the following requirements or a Letter of Intent to provide the following requirements if awarded the contract:

- Worker's Compensation Insurance - As required by law
- Employer's Liability Insurance - $500,000 per occurrence
- Comprehensive General Liability Insurance - $500,00/person and $500,000 per accident for bodily injury
- Automobile Liability Insurance - $500,000 per occurrence, $500,000 per accident for bodily injury and $250,000 per accident for property damage
- Employee dishonesty/theft - $250,000

The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the State of Florida, with the minimum rating of B+ or better, in accordance with the latest edition of A.M. Best's Insurance Guide.

The successful Proposer must submit, no later than ten (10) days after award and prior to commencement of any work, a Certificate of Insurance naming the City of Wilton Manors as additional insured.

4.12 Code of Ethics - If any Proposer violates the Code of Ethics of the State of Florida or the Code of Ethics of Broward County, Florida with respect to this proposal, such Proposer may be disqualified from performing the work and future work for the City.

4.13 Patents, Royalties and Copyright - The Proposer, without exception, shall defend, indemnify and save harmless the City of Wilton Manors, Florida and its employees from any action, proceeding liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Wilton Manors, Florida.

If the bidder uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the Bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

ATTACHMENT A

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization or business entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Wilton Manors. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

It is the policy of the City of Wilton Manors that Minority/Women - Owned Business Enterprises (MWBE) shall have the maximum opportunity to participate in all contracts. The City of Wilton Manors will accept MWBE certifications from Broward County and any State of Florida certification.

Further, City Code Section 2-269 requires that all contracting agencies of the City, or any department thereof, acting for or on behalf of the City, shall include in all contracts and property contracts hereinafter executed or amended in any manner or as to any portion thereof, a provision obligating the contractor not to unlawfully discriminate (as proscribed by federal, state, county, or other local law) on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age above the age of 21, sexual orientation, gender identity or expression, marital status, pregnancy, familial status, veterans status, political affiliation, or physical or mental disability and such person's association with members of classes protected under this chapter or in retaliation for or opposition to any practices forbidden under this chapter against any employee of, any City employee working with, or applicant for employment with such contractor and shall require such contractor to include a similar provision in all subcontracts executed or amended there under.

By: _____

Title: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this __ day of _____, 2013, by _____.

_____
Signature of Notary Public

_____ Personally known, or
_____ Produced Identification

_____
Type of ID Produced

ATTACHMENT B

NON-DEBARMENT AFFIDAVIT

_____ Being first duly sworn, deposes and says that:

He/She is _____ of _____the Proposer ("Respondent") that has submitted the attached Proposal. By offering a submission to this RFP, the Respondent certifies and affirms that to the best of his/her knowledge and belief, that:

1.The Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction of any Federal, state or local agency; and

2. The Respondent has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property; and

3. The Respondent is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this affidavit; and

4. The Respondent has not within a three-year period preceding this proposal had one or more public transactions(Federal, State or local) terminated for cause or default; and

5. The Respondent will submit a revised Debarment Affidavit immediately if the status changes.

If the Respondent cannot certify that he/she is not debarred, he/she shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract. Failure to submit a debarment affidavit will disqualify the contractor from the award of any contract.

_____Check here if an explanation is attached to this affidavit.

By:_____

Print Name:_____

Title:_____

Date:_____

STATE OF FLORIDA)
COUNTY OF BROWARD)

The foregoing Agreement was acknowledged before me this _____ day of _____, 2013, by _____, who has affirmed that he/she has been duly authorized to execute the above document. He/she is personally known to me or has produced _____ as identification.

NOTARY'S SEAL:

_____
NOTARY PUBLIC, STATE OF FLORIDA

_____
Name of Acknowledger, typed, printed, or Stamped

ATTACHMENT C

DRUG-FREE WORKPLACE CERTIFICATION

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - 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, a business shall:

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

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

3) Give each employee engaged in providing the commodities or contractual services that are under bid 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 893 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 firm complies fully with the above requirements.

_____

COMPANY NAME

_____

VENDOR'S SIGNATURE

Must be executed and returned with attached proposal to be considered.