



Request for Proposal #21-03

Mowing and Lawn Maintenance Services
City Centre Complex and Athletics Field

Proposals due by January 26th, 2022

At 10:00am: City Hall
300 Municipal Drive
Madeira Beach, FL 33708

CONTACT:

Jay Hatch, Recreation Director

Phone: (727)392-0665

Email: jhatch@madeirabeachfl.gov

City of Madeira Beach

RFP 21-03

Mowing and Lawn Maintenance Services Contract
City Centre Complex and Athletics Field

REQUEST FOR PROPOSAL

Notice is hereby given that the City of Madeira Beach will be accepting sealed proposals for Mowing and Lawn Maintenance Services City Centre Complex and Athletics Field for the City's municipal facilities listed below.

Sealed proposals clearly labeled Request for Proposal for Mowing and Lawn Maintenance Services City Centre Complex and Athletics Field will be received until 10:00 AM on January 26 at City of Madeira Beach City Hall.

The City of Madeira Beach reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of Madeira Beach.

INTRODUCTION

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein.

The proposal must be submitted via mail or in person no later than 10:00am on January 26, 2022, directly to the City Hall at the following address:

City of Madeira Beach

Attn: Jay Hatch

Re: Request for Proposal for Mowing and Lawn Maintenance Services City Centre Complex and Athletics Field
300 Municipal Dr
Madeira Beach, FL 33708

NOTIFICATION: The City utilizes the following methods for notification and distribution of solicitation opportunities:

- City of Madeira Beach website www.madeirabeachfl.gov
- Demand Star

PART A

ADDENDA: Any interpretations, corrections, or changes to this REQUEST FOR PROPOSAL will be made by addenda. Sole issuing authority shall be vested in the Recreation Department. Addenda will be posted and available through the City notification methods shown above.

SUBMISSION: Sealed Proposals and all copies must be received on or before the Due Date and Time (local time) at the City Hall Lobby reception desk located at 300 Municipal Dr., Madeira Beach, Florida, 33708. Proposals must be presented in a sealed container unless otherwise indicated. All Proposals must be clearly marked “RFP #21-03 - MOWING AND LAWN MAINTENANCE SERVICES CITY CENTRE COMPLEX AND ATHLETICS FIELD”. The number of this REQUEST FOR PROPOSAL must appear on all correspondence, or inquiries, pertaining to this proposal. The Proposer’s name, return address, the proposal number, proposal title, Due Date and Time must be noted on the outside of the sealed container. Included in the sealed container shall be:

- One (1) unbound original clearly identifying Proposer and marked “ORIGINAL”.
- Two (2) bound copies clearly identifying Proposer and marked “COPY”
- One (1) USB Electronic copy

LATE PROPOSALS: Hard copy Proposals received at the City of Madeira Beach City Hall after the Due Date and Time shall be considered non-responsive. It is the sole responsibility of Proposer to ensure its Proposal is received by the City by the Due Date and Time. The City is not responsible for the lateness due to weather conditions, delivery service, or any other reasons.

PROPOSAL OPENINGS: All Proposals submitted before the Due Date and Time shall be publicly opened by the Recreation Director at the City Hall Building, located at 300 Municipal Dr. Madeira beach, FL.

SCHEDULE: A summary schedule of the major activities associated with this solicitation is presented below. The City, at its sole discretion, may modify this schedule as the City deems appropriate.

ACTIVITY	DATE
Advertisement for Proposal	December 13, 2021
Mandatory Pre-Proposal meeting	January 5, 2022 @ 10:00 am
Deadline for Delivery of Questions	January 12, 2022
Answers posted by	January 14, 2022
Proposal Opening	January 26, 2022 @ at 10:00am
Commission Award of Contract*	TBD

*Tentative and subject to change

MEETING LOCATIONS:

- **City Hall** - located at 300 Municipal Dr. Madeira Beach, FL 33708
- **POINT OF CONTACT:** For information concerning procedures for responding to this Request for Proposal, contact the Recreation Director via email at jhatch@madeirabeachfl.gov . Such contact shall be for clarification purposes only.

QUESTIONS: Each Proposer must examine this proposal, which incorporates all its addenda, instructions, special conditions, and attachments to determine if the requirements are clearly stated. All questions concerning this proposal, such as discrepancies, omissions and exceptions to any term or condition of the REQUEST FOR PROPOSAL documents, including the Sample Agreement, should be submitted in writing. Questions of a material nature must be received prior to the Deadline for Delivery of Questions specified in the schedule.

Failure of the Proposer to examine all pertinent documents shall not entitle the Proposer to any relief from the conditions imposed in the Agreement.

SPECIAL TERMS AND CONDITIONS

Addenda, Changes, and Interpretations

Requests for clarification, modification, interpretation, or changes must be received prior to the Deadline for Delivery of Questions. Requests received after the Deadline may not be addressed.

Additionally, all questions received, and responses given will be provided via an addendum to this REQUEST FOR PROPOSAL and uploaded to the City Website and DemandStar.

All addenda are a part of the REQUEST FOR PROPOSAL solicitation documents and each Proposer will be bound by such addenda. It is the responsibility of each Proposer to read and comprehend all addenda issued. Failure of any Proposer to acknowledge an issued addendum in its Response will not relieve the Proposer from any obligation contained therein.

Selection of Proposal

Prior to contract award, any Proposer may be required to show that the company has the necessary facilities, equipment, ability, and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. The City may conduct such investigations as the City deems necessary to establish the responsibility, qualifications, and financial ability of proposal, suppliers and individuals, or entities to perform the Work in accordance with the Contract Documents. In evaluating whether a Proposer is responsible, the City will consider the qualifications of the Proposer and may consider the qualifications and experience suppliers proposed for those portions of the Work for which the identified suppliers must be submitted as provided in the Proposal Documents. The City will also consider whether the Proposer is of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. City, at its sole discretion, may select the Proposer that it believes is appropriately qualified, responsible, and responsive.

Lobbying

Lobbying is prohibited in all City of Madeira Beach competitive selection processes and contract awards including but not limited to, requests for qualifications, proposals, or proposals the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a proposal protest being resolved, or the competitive selection process being otherwise concluded. The prospective Proposer may contact the City's main office as specified on page 1 of this Request for Proposal, to address situations such as clarifications relating to the procurement process or Proposer protest.

Lobbying of evaluation committee members, city government employees, or elected officials regarding Request for Proposals, request for qualifications, invitations to proposal, purchasing contracts, or proposal protests, by the Proposer/protestor any member of the Proposer's/protestor's staff, any agent or representative of the Proposer/protestor, or any person employed by any legal entity affiliated with or representing a Proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board of Commissioners, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation

of this section or on behalf of a Proposer/protestor will result in the disqualification or rejection of the Proposal, quotation, statement of qualification, Proposal or contract, and may lead to debarment of the Proposer or Proposer/protestor.

For purposes of this provision, lobbying means influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified in this section involved in the selection, ranking, or contract award in connection with any Request for Proposal, request for quotation, requests for qualification, Proposal or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract will be the effective date of the purchasing contract.

Any evaluation committee member, city government employee or elected official who has been lobbied must immediately report the lobbying activity to the City Manager.

Binding Offer

A submitted proposal made pursuant to the Request for Proposals will be considered a binding offer to perform the required services, assuming the terms of an agreement between the parties is satisfactorily negotiated. Each Proposal must be signed by a Person who is legally authorized to bind the Proposer to the Proposal. The submission of a proposal will be taken as a prima facie evidence that the proposer has fully familiarized itself with the contents of this Request for Proposals. Proposals will be in force for a period of one hundred and eighty (180) days from the date of the public proposal opening.

The City's Acceptance or Rejection of Proposals

- Reject any and all Proposals that fail to satisfy the requirements and specifications in this REQUEST FOR PROPOSAL
- Accept the Proposal, which is the lowest responsible, responsive proposer.
- Waive minor irregularities in any Proposal
- Issue addenda or otherwise revise the requirements in this REQUEST FOR PROPOSAL
- Reject all Proposals, with or without cause
- Issue requests for new Proposals
- The City concludes that collusion existed among two or more Proposers
- Cancel this Request for Proposal

Proposer's Costs

The City shall not be liable for any costs incurred by Proposers in responding to this RFP.

Anti-Collusion:

Proposer certifies that its Proposal is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting a Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal of Proposer from participation in future City solicitations for a specified period.

The City reserves the right to disqualify a Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Proposer.

Notification of Public Entity Crimes

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Specifications:

The specifications contained in the Scope of Services may include items that are considered minimum, mandatory, or required. If any Proposer is unable to meet or exceed these items and feels that the specifications are overly restrictive, the Proposer must notify the Purchasing Department prior to the Deadline for Delivery of Written Questions. If no such notification is received prior to the Deadline for Delivery of Written Questions, the City will consider the specifications to be acceptable to all Proposers.

Proposal Firm for Acceptance:

Proposer warrants that by virtue of submitting a Proposal, the Proposal and the prices quoted in the Proposal will be firm for acceptance by the City for a period of one hundred fifty days from the Due Date and Time.

Communications:

Only written communications from Proposer, which are signed by a person authorized to bind the Proposer will be recognized by the City as duly authorized expressions on behalf of Proposer.

Price Escalation/De-escalation:

The Proposer's annual fee for weekly mowing and landscape services shall remain firm for the initial term period of the Agreement. Any escalation or de-escalation in pricing for each renewal period will be based on the Bureau of Labor Statistics Employment Cost Index (Private industry workers, Total compensation, Installation, maintenance and repair, all workers, United States, Not seasonally adjusted) change in most recent 12 month period. The option for renewal shall be exercised upon mutual agreement between Successful Proposer and City, by written agreement with all original terms and conditions.

PART B:

SCOPE OF SERVICES:

- a. Landscape services shall be performed year round and shall occur weekly. Services shall be performed roughly between the hours of 7am and 5pm, Monday – Friday.
- b. The Contractor shall perform service using the appropriate labor, equipment, and materials required to maintain a 3.5”- 4” turf. The City of Madeira Beach reserves the right to curtail the mowing services during extensive rain or extended drought conditions without penalty.
- c. Trimming of plants, shrubs/hedges, and trees up to 10ft tall will be performed on an as-needed basis.
- d. Lawns bordering structures, fences, trees, utility poles, benches, memorials, etc., shall be string trimmed to match mowed lawn. Sidewalks, curbs, and other paved areas shall be edges as necessary to maintain a neat and landscaped appearance.
- e. Chemical Weed Control shall be performed on an as-needed basis. The Contractor must keep all lawns, shrub beds, ground-cover beds, graveled areas, and all other adjacent areas free of weeds at all times. Any herbicides must be applied by certified or licensed personnel.
- f. Trash and debris must be policed during the maintenance process. Responsibilities will include, but will not be limited to, the removal and disposal of all natural debris (tree limbs, dry brush, dead animals, etc.) and manmade debris. Any debris not picked up but mowed, shall be immediately cleared upon discovery.
- g. After mowing, trimming, and edging all walkways, driveways, and other pavement areas shall be blown or swept. Contractor shall rake and remove clumped grass clippings as necessary to maintain groomed appearance and promote a healthy turf. Driving the lawn mower over sidewalk or road does not constitute “blowing or sweeping”.
- h. Damage to trees, shrubs, sprinklers, benches, buildings, and other fixtures cause by mowing, edging, trimming, or weed control must be repaired by the contractor.
- i. The Contractor shall perform all work in a timely, orderly, and efficient manner satisfactory to the City of Madeira Beach. The Contractor will bill on a monthly basis and shall complete a service ticket and have the ticket signed by the site manager on completion of each site visit. All pertinent copies of completed forms shall accompany monthly invoices.
- j. Damage done to this property by acts of nature such as drought, storms, severe freeze or damages by vandalism, fire, etc. are not covered under this proposal.

Personnel Conduct

The Provider must develop and implement general rules for employee conduct that instruct Personnel to:

- Not use improper language or act in a loud, boisterous or improper manner.
- Not solicit or accept, for any reason whatsoever, any gratuity from any persons using the municipal facilities
- Wear personal Protective equipment when performing work as applicable.

Keys

The City is responsible for the initial issuance of access keys required for all spaces covered under the Contract.

The Provider must:

- Properly secure the City keys at all times;
- Restrict access to keys to essential Personnel only;
- Be responsible for all costs associated with replacing missing keys and/or installing new locks as a result of lost or misplaced keys. Cost must be reimbursed to the City by the Provider within thirty (3) days of the date the expense is incurred, or the expense will be withheld for any payment due the Provider.

Municipal Facility List

1. **Madeira Beach City Hall Area** – 300 Municipal Drive, Madeira Beach FL 33708
2. **Madeira Beach Fire Department** – 250 Municipal Drive, Madeira Beach FL 33708
3. **ROC Park & Recreation Center** – 200 Rex Place, Madeira Beach FL 33708
4. **Athletic Field Located at Madeira Beach Fundamental School** – 591 Tom Stuart Causeway

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PART C:

PROPOSAL RESPONSE REQUIREMENTS

The information each proposer provides will be used to determine the most qualified proposer and those with the perceived ability to perform the scope of services as stated in the Request for Proposals, which may best meet the overall needs of the City.

An evaluation of responding firms will be conducted for the purposes of clarification of both the firm's ability and prospective benefit to the City. For more information refer to Section D: Evaluation of Proposals.

Information to be Submitted

The information identified in this section must be contained within your proposal. The contents of each proposal must be **separated** and **arranged with tabs and must be organized in the same order and following the same format as listed below**, identifying the response to each specific item.

Section 1: MINIMUM QUALIFICATIONS

Each Proposer shall submit information and documentation requested that confirms it meets the following qualification requirement(s):

- a. Proposer's representative must attend the mandatory pre-submittal meeting
- b. Proposer must have been in business for a minimum of three (3) years. All Proposers must be qualified and licensed under the laws, rules, and regulations of the State of Florida to perform the work required by these contract documents. **Documentation is required.**
- c. For at least three consecutive years within the last ten years, Proposer must have provided weekly mowing and landscape services year long. **Documentation is required.**
- d. Proposers must provide a written statement of assurance of proposer's ability to meet the insurance and performance requirements set out in this RFP if selected for award.
- e. Proposers must certify they maintain a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102. **Documentation is required. Form C**

Section 2: EXECUTIVE SUMMARY

An executive summary must be provided that includes a statement of interest in providing weekly mowing and landscape services for the City of Madeira Beach pursuant to the RFP. Proposer should introduce its company, highlighting its background and achievements earned while providing services that are subject of this RFP.

Provide a statement of the proposer's understanding of the services and responsibilities required and a narrative description of the proposed approach to ensure that the services are performed in a manner that upholds or exceeds the City's high standards and levels of customer satisfaction.

Provide a statement of organization which includes the following information:

- Legal name, including DBA (if any), for the contract
- State of organization of incorporation
- Ownership structure of the proposer
- Contact information for corporate headquarter to include address, phone number and email address
- Contact information for local office to include address, phone number and email address
- Years in business
- List of officers, owners, and/or partners to include name, address, and phone number.

Executive summary should not exceed five (5) pages total.

Section 3: BUSINESS ETHICS

Disclose and circumstances where the conduct of the proposer, or any officer, partner, major shareholder (greater than five percent (5%) interest, or other related party is currently being investigated by any governmental, administrative, or law enforcement entity or agency. Also disclose any adverse decision against the proposer or such related parties (including, but not limited to judgments entered by any court, whether state or federal), or settlement with any such legal or administrative body in the past five years.

If proposer or any related parties have other business interests or relations that may cause, or appear to cause, a conflict of interest in its business with the City the details of such conflicts must be stated here. If no conflicts exist that fact should also be stated here.

Proposer must disclose whether it has been convicted of a public entity crime in its history and provide relevant dates and details concerning the conviction.

Proposer must disclose if it has ever been terminated from a contract.

Section 4: EXPERIENCE AND PAST PERFORMANCE

Provide a summary of the proposer's experience providing mowing and landscape services. Include the total number of years in business.

Provide information about the proposer's background providing services similar in complexity and scope to those detailed in the RFP.

Include, at a minimum, the following information for current or previous clients:

- Name of Government entity/large scale client
- Address
- Dates of Service
- Services provided
- Contract Value
- Square footage of space serviced

- Total number of direct employees managed
- Contact information including email address and phone number

The City reserves the right to discuss past performance with the companies and/or contacts provided and will give consideration to the feedback received. Proposer's response to this Section must not exceed ten (10) pages.

Section 5: REFERENCES

Please list three (3) client references. For each reference include contact name, title, address, current telephone number and email address. Also include a brief description of the services provided, the start date for the agreement, and the total dollar value of the contract.

Section 6: KEY PERSONNEL AND PRIMARY CONTACT

Provide the name, address and telephone number of all key personnel currently employed by the proposer who will have a key role in providing services. Describe each person's respective area of expertise.

Provide a resume for each key personnel member that provides background and shows experience with commercial accounts that are for a large public facility. Specify the dates of involvement for each commercial account.

Identify one (1) person currently employed by the proposer who will serve as the primary contact for the successful proposer and identify his or her alternate. The primary contact is the proposer's representative who will be the primary contact for the Authority and who will possess the authority to make decisions on behalf of the proposer.

Proposer's response to this Section must not exceed five (5) pages.

Section 7: STAFFING PLAN

Submit a proposed staffing level statement detailing all staffing needs the Proposer believes will be required to perform Services required to maintain the high standards for maintenance at Madeira Beach, including any part time employees. Explain how staffing demands are to be met for holidays and seasonal peaks.

Section 8: OPERATIONS PLAN

The City understands that mowing and landscape services procedures may vary. Proposers must prepare and submit a weekly mowing and landscape services schedule that demonstrates the efficient use of personnel, equipment and supplies.

Proposers must explain how incidents, accidents, complaints, and emergencies are to be dealt with including proposed response times.

Section 9: EQUIPMENT

Provide a list of equipment including make, model and quantity that will be used to perform the services. Describe the plan for equipment replacement in case of breakdown or failure.

Section 10: SUPPLIES

Provide a list of supplies that will be used to perform the services required in the Lawn Maintenance Plan. The list must include the product name, brand name, product number (if applicable).

Section 11: REPORTS

Provide a sample of daily, monthly, quarterly and annual reports. Explain the purpose of each and who they are distributed to.

Section 12: COST PROPOSAL

Please indicate the monthly pricing for the term of the agreement.

Section 13: REQUIRED FORMS

Proposer must submit attached forms:

- Form A: Acknowledgement of Addenda
- Form B: Public Entity Crimes
- Form C: Drug-Free Workplace

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PART D:

EVALUATION OF PROPOSALS

Proposal Evaluation

The City's Staff Evaluation Committee will meet to review the proposals at one or more publicly noticed meetings, as it deems necessary. The Staff Evaluation Committee's selection will be based on its review and evaluation of the proposals received. Evaluation will be 75% based on price and 25% based on experience, qualifications, staffing/operations plan, and products.

At the conclusion of its evaluations, the Staff Evaluation Committee will establish at a public meeting, by consensus, a recommendation and order of preference to the Board of Commissioners.

Ranking of Proposals

The Staff Evaluation Committee will determine from the proposals and subsequent investigation as necessary, the proposer(s) whose proposal best meets the City's requirements.

PART E:

NEGOTIATION OF THE AGREEMENT

General

The successful proposer's proposal will serve as the basis for negotiating an agreement. Upon submission, all proposals become the property of the City which will have the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposals, whether the proposal is accepted or not.

Negotiation

The Staff Evaluation Committee will make recommendations to the Board of Commissioners of those proposers it determines are best qualified to perform services, if any. Upon approval of the recommendations, the successful proposer(s) may be invited to enter negotiations. These negotiations are generally relative to the scope of services to be performed and the associated costs.

Award

Award of any resulting agreement is subject to the approval of the Board of Commissioners.

Form A- Acknowledgement of Addenda

The Proposer hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this RFP. It is the sole responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. Failure to submit acknowledgement of each addendum issued may result in the Proposer being deemed non-responsive.

ADDENDA NUMBER	ADDENDA DATE

Signature of Proposer's Agent

Title

Printed Name

Date

Form B - Public Entity Crimes

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted providers list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a provider, supplier, sub-Proposer, 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 Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted providers list.

Acknowledged by:

Firm Name

Signature

Date

Printed Name and Title

Form C- Drug – Free Workplace

Proposers must certified that they maintain a drug-free workplace program compliant with the standards set forth in Florida Statutes § 440.102

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes 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) This firm informs 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) This firm gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm imposes a sanction on or requires 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) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by:

Firm Name

Signature

Date

Printed Name and Title

RESPONSE CHECKLIST

A responsive Proposer means a Proposer that has submitted a Proposal that conforms in all material respects to the requirements in the RFP. The City will determine whether each Proposer correctly submitted all of the necessary forms and documents. The purpose of this checklist is to assist Proposers in completing their Proposals and ensuring that all required forms and information is submitted. **Do not include checklist with your Proposal submittal.**

Part C

- Minimum Qualifications
- Executive Summary
- Ethics Disclosure
- Experience and past performance
- References
- Personnel and Primary Contact
- Staffing and Operations Plan
- Equipment and Supply List
- Proposed Report format
- Cost Proposal
- All forms completed (Acknowledgement of Addenda/Public Entity Crimes/ Drug-Free Workplace)

Appendix A: Contract

- Return draft contract, Signed