



Request for Proposal #22-01

Independence Day Celebration Fireworks Display

Proposals due by February 24th, 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

REQUEST FOR PROPOSAL

Notice is hereby given that the City of Madeira Beach will be accepting sealed proposals for Independence Day Celebration Fireworks Display.

Sealed proposals clearly labeled Request for Proposal for Independence Day Celebration Fireworks Display will be received until 10:00 AM on February 24th 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

The City of Madeira Beach is requesting proposals from qualified and professional fireworks production companies for the purposes of providing a Fireworks display for the City's annual Fourth of July celebration.

Selected contract shall be effective immediately upon approval for the 2022 display date with the option for two (2), one (1) year renewals.

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 February 24th, 2022, directly to the City Hall at the following address:

City of Madeira Beach
Attn: Jay Hatch
Re: Request for Proposal for Independence Day Celebration Fireworks Display
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 #22-01 - INDEPENDENCE DAY CELEBRATION FIREWORKS DISPLAY”. 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”.
- Five (5) 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 | February 7, 2022 |
| Deadline for Delivery of Questions | February 16, 2022 |
| Answers posted by | February 18, 2022 |
| Proposal Opening | February 28, 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 highest rated, 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.

PART B:

SCOPE OF SERVICES:

The City of Madeira Beach is requesting proposals from qualified and professional fireworks production companies for the purposes of providing a Fireworks display for the City's annual Fourth of July celebration. The display shall be fired electronically and the supply, delivery, set-up, firing, breakdown and disposal shall not exceed the budget of \$30,000.

Selected proposal shall be effective immediately upon approval and signature of contract for the 2022 display date with the option for two (2), one (1) year renewals.

Proposers are requested to provide proposals offering the City maximum variety in color, shell size, length and over all effect to **maximize value within the budget**. Length and variety of fireworks display will be evaluation points considered on the Proposed Cost Schedule (Exhibit A).

Proposals shall include display dates of July 3, 2022 and July 4, 2022. Display location from land shall have a fall out zone of 350 ft diameter and the barge display shall have a fall out zone of 700ft diameter.

Proposals will include firing from a barge or non-permanent floating structure and the cost of the barge will be considered in-addition to the initial fireworks budget amount of \$30,000. Firing from a barge is the preferred method of the City of Madeira Beach but it is not a requirement for responses.

Proposals shall also include proposed terms for cancellation and/or rescheduling of fireworks display.

Indemnification: Due to the inherent dangers in major fireworks displays, the winning Proposer must, and by accepting the work agrees to, indemnify and hold harmless the City, its officers, and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Proposer and persons employed or utilized by the Proposer in the performance of the contract.

Such Proposer indemnification shall not be limited to the amount of comprehensive general liability insurance which it otherwise carries for the event. Nothing contained herein is intended nor shall it be construed to waive the City's rights and immunities under the common law or Florida Statutes § 768.28, as amended. This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party described in this section.

Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever, excluding only those in which the damages arose out of the sole negligence of the City or a third party, in connection with the foregoing indemnifications, including, but not limited to, reasonable attorney's fees and costs to defend all claims or suits in the name of the City when applicable.

A. GENERAL INFORMATION

- a. Time of Display – Display will begin at approximately 9:00 PM on the selected date. Start times may be adjusted by the City in anticipation of inclement weather or as mutually agreed upon by the selected Proposer and the City.
- b. Date of Display – The City is seeking proposals from July 3, 2022 and July 4, 2022 in order to maximize value within the budget.

B. LENGTH OF DISPLAY

- a. The length of the display shall be minimum of 20 minutes from beginning to end. Proposer's are requested to indicate in their proposal how long the display shall last. Shells must be launched at a moderate rate, at a minimum of eight to ten second's or shorter.

C. SHELLS

- a. Proposer must offer a variety of shell types. Shells must have different functions, patterns of break, colors, and sizes. Proposer must provide a list of types of shells offered with the proposal.
- b. Proposer shall deliver all required equipment, mortar tubes, racks, shells ,etc. to the launch size. The display must be electronically fired.
- c. The City of Madeira Beach Fire Chief and/or Fire Marshal reserves the right to inspect and count the shells and compare the actual inventory at the site to the material list submitted as part of the final accepted bid proposal.
- d. Proposer shall be responsible for sufficient electrical cables to ensure fireworks will be set up in the safest manner possible. A shooter's box shall be utilized and proposer shall provide licensed pyrotechnician and assistants with the required protective gear as per NFPA 1123.

D. INCLEMENT WEATHER

- a. Display will be fired in all weather conditions. The exception may be torrential rain, severe lightning, and sustained winds of 15MPH or greater. If a barge is being utilized and significant weather or rough water hazards exist, the City and Proposer may mutually agree to delay or cancel the display.
- b. If the display is cancelled due to inclement weather, the City will either:
 - i. Reschedule the display for the following evening.
 - ii. Not reschedule the display.

E. CANCELLATION/POSTPONEMENT POLICY

- a. Proposer shall identify on the Bid Schedule (Exhibit A) any and all payment requirements the proposer expects the City to pay in the event the Proposer has delivered and set up the display and:
 - (1) The display is cancelled and is not rescheduled (fireworks are not utilized); or
 - (2) the display is postponed until the following evening.

F. FIRING FROM A BARGE

- a. If possible, fireworks will be fired from a barge, supplied by the proposer, offshore of the Madeira Beach Recreation Center located at 200 Rex Place, Madeira Beach FL 33708.

- b. Proposer shall coordinate with the City of Madeira Beach for staging set up and removal of the Fireworks.
- c. Barge may arrive in the City of Madeira Beach no more than three (3) days prior to the date of the fireworks display date and must be removed no more than three (3) days after the fireworks display date, unless written approval is provided by the City.
- d. On the day of the display, the barge shall be moved to its firing location which is approximately 1,000ft north of the Madeira Beach Recreation Center (200 Rex Place, Madeira Beach FL 33708)
- e. Barge shall be at the designated firing location no later than one hour prior to display start time.
- f. The \$30,000 budget for the display is for FIREWORKS ONLY. Proposer must include, in the proposal, the cost for the barge and any other associated costs for firing off a barge structure.

G. CLEAN UP

- a. The proposer shall be responsible for all set up, tear down, and clean up. The firing location and the staging areas must be restored to their original condition following the display. The proposer must sweep the launch site and locate, identify, and remove any unexploded shells.

H. SAFETY STANDARDS

- a. All fireworks shall be performed according to the National Fire Protection Association Code for the Outdoor Display of Fireworks, NFPA Standard 1123.
 - i. Proposer must perform all work in strict accordance with all applicable Federal, State, and Local laws and regulations.
 - ii. With prior arrangements, the City will provide overnight security, if needed, for fireworks the night before the display and the additional night if the display is postponed for the following evening.

I. LICENSES AND INSURANCE

- a. Valid Federal Explosives License issued by the BATFE – Mandatory
- b. Proposer is responsible for all permits and licenses as required by Federal, State, and Local Authorities
- c. Proposer must provide copies of all permits and licenses to the City of Madeira Beach Fire Chief, Fire Marshal, or designee at least two weeks prior to ANY display.
- d. Liability Insurance in the amount of \$5,000,000. City of Madeira Beach and the Pinellas County School Board shall be listed as additional insured under the certificate of insurance.

J. AGENCY NOTIFICATIONS

- a. Proposer will notify all agencies of fireworks display as necessary, i.e. Coast Guard, FAA, etc.
- b. The City of Madeira Beach will coordinate with Pinellas County Sheriff's Office and the Madeira Beach Fire Department to ensure proper safety clearance of fall out zone.

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 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.**
- b. 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.
- c. 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 the fireworks display 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 fireworks display 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.

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 five (5) 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: EVENT OPERATIONS PLAN (40 Points)

Each respondent shall demonstrate its capacity to deliver professional pyrotechnics. Proposer shall outline methodology and logistics needed to meet the goals outlined in the RFP. This should include a planned delivery schedule and timeline for the event.

Section 7: COMMITMENT TO EVENT BUDGET (60 Points)

Proposer shall provide a total base fee for the display. Each proposer shall include shall explain the methods and process it will utilize to ensure the project is within budget and that the City of Madeira Beach will be receiving maximized value with the budgeted amount.

Section 8: REQUIRED FORMS

Proposer must submit attached forms:

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

[Remainder of page intentionally left blank]

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.

| CRITERIA | VALUE |
|-----------------------------------|------------------|
| COMMITMENT TO EVENT BUDGET | 40 Points |

| | |
|---|-------------------|
| PROPOSED COST SCHEDULE | 40 Points |
| EVENT OPERATIONS PLAN | 10 Points |
| PROPOSED TERMS FOR CANCELLATION/RESCHEDULE | 10 Points |
| TOTAL | 100 Points |

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 |
|-----------------------|---------------------|
| | |

City of Madeira Beach
Independence Day Celebration Fireworks Display

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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

Exhibit A: Page 1 of 2

Proposed Cost Schedule: July 3, 2022

| Item | Shell Size | Total Number of Shells by Size | Shell % by size |
|--|------------------------------|---------------------------------------|------------------------|
| 1 | 3" or smaller | | |
| 2 | 4" | | |
| 3 | 5" | | |
| 4 | 6" | | |
| 5 | 7" | | |
| 6 | 8" or larger | | |
| 7 | Display Length: _____ | Total Cost: | \$ |
| 8 | | | |
| <u>Please include all associated costs for barge display:</u> | | | |
| 9 | Item: | | Cost: |
| A | | | \$ |
| B | | | \$ |
| C | | | \$ |
| 10 | Total Barge Cost: | | \$ |
| <u>Please provide proposed cancellation/postponement terms:</u> | | | |
| | | | |

Exhibit A: Page 2 of 2

Proposed Cost Schedule: July 4, 2022

| Item | Shell Size | Total Number of Shells by Size | Shell % by size |
|--|------------------------------|---------------------------------------|------------------------|
| 1 | 3" or smaller | | |
| 2 | 4" | | |
| 3 | 5" | | |
| 4 | 6" | | |
| 5 | 7" | | |
| 6 | 8" or larger | | |
| 7 | Display Length: _____ | Total Cost: | \$ |
| 8 | | | |
| <u>Please include all associated costs for barge display:</u> | | | |
| 9 | Item: | | Cost: |
| A | | | \$ |
| B | | | \$ |
| C | | | \$ |
| 10 | Total Barge Cost: | | \$ |
| <u>Please provide proposed cancellation/postponement terms:</u> | | | |
| | | | |

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

- Section 1: Minimum Qualifications
- Section 2: Executive Summary
- Section 3: Business Ethics
- Section 4: Experience and Past Performance
- Section 5: References
- Section 6: Event Operations Plan
- Section 7: Commitment to Event Budget
- Section 8: Required Forms
 - Acknowledgement of Addenda
 - Public Entity Crimes
 - Drug-Free Workplace

Exhibit A: Cost Schedule

- Completed and included in packet.