



**REQUEST FOR PROPOSALS**

**FOR**

**ELECTRONIC MONITORING AND ASSOCIATED  
SERVICES**

**PROPOSAL NUMBER BC-05-01-14-32**

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA**

Release Date: April 3, 2014

## I. INTRODUCTION

Leon County Florida is accepting requests for proposals from qualified Contractors for the provision of global positioning satellite (GPS) and Alcohol Electronic Monitoring Services for defendants and offenders supervised by the Office of Intervention and Detention Alternatives. Responders may compete for all or part of these services in any combination which include Active, Passive, and Radio Frequency/House Arrest GPS electronic monitoring equipment, alcohol monitoring equipment and/or an all-in-one device that would provide both GPS and alcohol monitoring. Contractor staff support to include alert services 24 hours a day, 7 days a week (24/7) and equipment enrollment, activation, and maintenance. Costs associated with equipment and/or services must be detailed in your response. The Scope of Services is defined in Section III.

The contract resulting from this RFP shall be for a period of twenty-four (24) months, commencing on or about October 1, 2014 and shall continue until September 30, 2016. After the initial twenty-four month period, at the discretion of the County, the contract may be extended for no more than two additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period.

Leon County reserves the right to negotiate with the successful vendor for any related items not specifically listed following the award.

This is a re-bid due to a lack of competition from a previous RFP # BC-03-18-14-23. Questions and answers issued from the original RFP have been attached as Attachment A to assist you in preparing your response to this RFP.

## II. GENERAL INSTRUCTIONS:

- A. Response Address: The response to the proposal should be submitted in a sealed envelope/package addressed in the following manner:

*BC-03-18-14-23  
Purchasing Division  
1800-3 N. Blair Stone Road  
Tallahassee, FL 32308*

- B. Proposal Copies: **One ORIGINAL, five (5) copies and one electronic copy** of the Response ("Proposal") must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, non-electronic signature of an authorized representative of the responding firm or individual**, all other copies may be photocopies and should be printed double-sided. The contents of the proposal of the successful Proposer will become part of the contractual obligations.

- C. Schedule of Events: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings.** The website addresses follow:

**Addenda:** <http://www.leoncountyfl.gov/Purchasing/Addenda>

**Public Meetings:** <http://www.leoncountyfl.gov/Purchasing/PublicMeetingNotices>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
April 3, 2014	<b>Release of the RFP</b>
April 17, 2014	<b>QUESTIONS/INQUIRIES DEADLINE:</b> Date and time by which written questions and inquiries regarding the RFP must be received by the Leon County Purchasing Division via e-mail submittal to Shelly Kelley at <a href="mailto:kelleys@leoncountyfl.gov">kelleys@leoncountyfl.gov</a> and Don Tobin at <a href="mailto:tobind@leoncountyfl.gov">tobind@leoncountyfl.gov</a> Respondents are requested to send the e-mail to both representatives.
May 1, 2014 at 2:00 PM	<b>OPENING DATE:</b> Date and time by which <b>Proposals</b> must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308

- D. Information: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Shelly W. Kelley and Don Tobin at (850) 606-1600; FAX (850) 606-1601; or e-mail at [kelleys@leoncountyfl.gov](mailto:kelleys@leoncountyfl.gov) and [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov). **Vendors are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

- E. Prohibited Communications: Any Form of communication, except for written communication with the Purchasing Division requesting clarifications or questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
1. Any person or person's representative seeking an award from such competitive solicitation; and
  2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on

behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- F. Special Accommodation: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
  
- G. Proposer Registration: Proposers who obtain solicitation documents from sources other than the Leon County Purchasing Division or DemandStar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer through the Purchasing Division or online through DemandStar.com may cause your submittal to be rejected as non-responsive.

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available online at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

- H. Proposal Deadline: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (date and time), as identified in the Schedule of Events, to be considered.
  
- I. Receipt and Opening of Vendor Responses: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/Purchasing/TabulationSheets>. A vendor may request, in their submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

- J. Timely Delivery: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE." Late proposals may be returned unopened to the vendor.
- K. Preparation Costs: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- L. Interviews: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- M. Preparation and Changes: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- N. Reservation of Rights: The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- O. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- P. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor 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, 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- Q. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- R. Licenses and Registrations: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida

Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

S. Audits, Records, and Records Retention:

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

T. Monitoring:

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being

deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

U. Local Preference in Purchasing and Contracting:

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
  - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this section, shall be given a preference in the amount of five percent.
  - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
  - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
  - b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
  - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
3. Certification. Any vendor claiming to be a local business as defined herein, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements set forth above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

- V. Addenda To Specifications: If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/addenda>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

- W. Unauthorized Alien(s): The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the

attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

- X. Award of RFP and Protest: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/purchasing/IntendedDecision> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments or divisions regarding the vendor complaint.

- Y. Errors and Omissions: The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful proposer.

### **III. SCOPE OF SERVICES:**

Leon County requests proposals from qualified Contractors for the provision of global positioning satellite (GPS) and Alcohol Electronic Monitoring Services for defendants and offenders supervised by the Office of Intervention and Detention Alternatives. The responses may compete for all or part of these services in any combination which include Active, Passive, and Radio Frequency/House Arrest GPS electronic monitoring equipment, alcohol monitoring equipment and/or an all-in-one device that would provide both GPS and alcohol monitoring. Contractor staff support to include alert services 24 hours a day, 7 days a week (24/7) and equipment enrollment, activation, and maintenance. The anticipated number of offenders to be monitored/ tracked may range from one to one-hundred offenders on a continuous basis. However, Leon County is not obligated to maintain a minimum or maximum number of offenders on the system. Depending on the services the contractor is competing for, all or part of the following will be required:

- A. Electronic Monitoring Database System: The Contractor shall utilize a system that is capable of being accessed through a secure internet connection and fully supported by a secure database for transactional records. Records shall include, but are not limited to tracking offenders' GPS points and monitoring for the presence of alcohol, date, time, speed and direction of travel. Records shall also include monthly statistical data identifying the name of each offender monitored during the month and the number of alerts for each offender monitored during the period. Information in the database shall include the total number of days each offender was monitored. The Contractor must provide all GPS points, date, time, speed, and direction of travel and alcohol monitoring to include the presence of alcohol and

level. All equipment and systems furnished shall be standard products of the manufacturer, shall be in proper working order, clean and free from defects of features affecting appearance, service ability, or the safety of the offender in normal intended use. No deviations from these minimum specifications shall be permitted without the prior written approval of the Office of Intervention and Detention Alternatives. The Contractor must provide all information and make it available to Leon County five years beyond the contract termination date.

- B. Enrollment: Contractor must ensure client enrollment occurs on the day of release from jail and prior to release from the jail facility as determined by the court order or Leon County Office of Intervention and Detention Alternatives.
- C. Alerts: Contractor must detect, respond to, and/or address all alerts of non-compliance with preset schedule and location where applicable. Contractor must notify identified Leon County Office of Intervention and Detention Alternatives of significant alerts such as equipment tampering, exclusionary zones, alcohol detection alerts, or equipment removal alerts.
- D. Victim Support: Contractor shall provide notification equipment (beeper, cell phone, etc.), if available, and instructions to victims regarding offenders' electronic monitoring equipment as it relates to the court's order of no victim contact. Victim information will be provided by Leon Office of Intervention and Detention Alternatives.
- E. Contact/Reporting: Contractor shall maintain daily contact and communication (verbal and written) with identified Leon County Office of Intervention and Detention Alternatives staff regarding alerts and equipment violations to ensure staff may provide timely notification to the court of non-compliance with court order conditions. Statistical reports, as defined by Leon County Office of Intervention and Detention Alternatives, of the previous month's activities shall be submitted no later than the 15th day of the following month.
- F. Expert Testimony: Contractor's appropriate staff must be available to attend court to provide expert witness testimony and supporting documentation, if needed, regarding electronic monitoring equipment and/or defendant monitored activities.
- G. Training of Office of Intervention and Detention Alternatives Staff:
  - 1. Contractor will provide instruction and appropriate written documentation on the proper use of equipment to no fewer than five staff members, including affixing and removing electronic monitoring bracelet.
  - 2. Contractor will provide instruction and hands on training on the proper use of equipment to no fewer than five staff members, including affixing and removing electronic monitoring bracelet.
- H. Payment: Contractor shall retain all fees. Proposed costs should include both an itemized listing of the costs to the offender/defender and any additional payment expected directly from Leon County. Clients shall be responsible for payment of electronic monitoring fees directly to the Contractor. Leon County shall not be liable for any uncollected fees.
- I. Liability of Equipment: Leon County shall not be liable for any equipment lost or damaged by the offender.
- J. Service for Defendants/Offenders: The contractor will be responsible for:
  - 1. Providing regular equipment diagnostics on a weekly basis for all offenders and defendants. A diagnostic report must be sent to Leon County Office of Intervention and Detention Alternatives staff weekly.

2. Immediately addressing equipment issues for offenders/ defendants who reside inside and outside of Leon County. A report must be sent to Leon County Office of Intervention and Detention Alternatives staff regarding equipment issues and resolutions within 24 hours. The report should identify the issue and how it was addressed.
- K. Records Requests: The contractor will be responsible for providing public records requests or other records requests in a timely manner but no more than 10 business days of the initial request.

#### IV. REQUIRED SUBMITTALS:

***Proposals are to be submitted bound by binder clips only.*** No manner of plastic, comb or wire bindings, three ring binders, or staples are acceptable. All copies of proposals are to be printed double-sided, on paper with no less than 30% post-consumer recycled content. As a part of our sustainability program, Leon County is reducing the excess packaging, binders, and waste associated with submittals.

##### A. CONTRACTOR INFORMATION

Firm name or Joint Venture, business address and office location, telephone number. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm. Also provide address of the office where services will be provided to clients, if different.

##### B. EXECUTIVE SUMMARY

Present in brief, concise terms, a summary level description of the company, its capabilities, and the distinctive competitive attributes of the respondent to provide the scope of services. Give the names of the person(s) who will be authorized to make representations for the respondent, their title(s), address(es), and telephone and fax number(s).

The summary must be limited to a maximum of two pages and the signer of the RFP must declare that the RFP is in all respects fair and in good faith without collusion or fraud and that the signer of the RFP has the authority to bind principal proponent.

##### C. EXPERIENCE AND EXPERTISE

Applicants shall provide an information package that addresses the Selection Criteria listed in Section V. below. Applicants shall consider the general information provided herein and provide information appropriate for consideration for this contract. Specific information to be submitted is listed below.

1. List other clients for whom you have provided similar services. These should best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 clients, nor clients which were completed more than three (3) years ago.)
  - 1) Name and location of the Client
  - 2) The nature of your services and responsibility
  - 3) Clients representative name, address and phone number
  - 4) Date services were completed or are anticipated to be completed
2. Describe basic and special resources available to the firm for the performance of the duties. Examples would be specialty software, monitoring equipment, computers, vehicles, etc.

**D. APPROACH AND SERVICES**

Describe how you would deliver the required services, and outline the specific services to be provided (Address paragraphs A through K in the Scope of Services). Describe clearly and concisely the tasks and activities that you will perform. Include a representative time/task schedule. Describe how you will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

**E. COSTS**

Please indicate the service(s) that your agency is willing to provide by marking an 'X' in the adjacent column. For every service that is marked, provide a detailed response noting specific costs for each service. The Contractor shall retain all fees. Proposed costs should include both an itemized listing of the costs to the offender/defender and any additional payment expected directly from Leon County. Clients shall be responsible for payment of electronic monitoring fees directly to the Contractor. Leon County shall not be liable for any uncollected fees.

<b>Available Services</b>	
<b>Service</b>	
GPS Equipment Only	
Alcohol Monitoring Equipment Only	
GPS and Alcohol Monitoring Equipment Only	
GPS Equipment and 24/7 Call Monitoring	
GPS Equipment, 24/7 Call Monitoring, and Staff (i.e., responsible for affixing/removing equipment and are available 24/7)	
Alcohol Monitoring Equipment and Services (i.e., responsible for affixing/removing equipment and generating reports to IDA staff)	

**F. REQUIRED FORMS**

Complete and submit the following forms: Affidavit Certification Immigration Laws; Equal Employment Policies; Insurance Certification Form; Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions; and if applicable, the Local Vendor Certification form.

**V. SELECTION PROCESS**

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review and evaluate all proposals received on time. The Committee may, select one or more firms for interview based on the evaluation of the responses of each proposer.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as a part of the competitive solicitation, or at which a vendor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the Purchasing Division website at: [www.leoncountyfl.gov/Purchasing/notices/index.asp](http://www.leoncountyfl.gov/Purchasing/notices/index.asp) and in the Purchasing Division Offices

no less than 72 hours (excluding weekends and holidays).

- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. Evaluation Criteria: Proposals will be evaluated and ranked on the basis of the following considerations:

<b>CRITERIA</b>	<b>MAXIMUM RATING</b>
Firms Experience	20
Approach	40
Cost	35
Local Preference	5
<b>TOTAL</b>	100

**VI. INDEMNIFICATION**

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

**VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES**

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
  - 1. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.

2. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:
  - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
  - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
  - c. Provide increased levels of information and assistance available to MBEs and WBEs.
  - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
3. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBEs, please contact Shanea Wilks, MWSBE Director, at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail [wilkssh@leoncountyfl.gov](mailto:wilkssh@leoncountyfl.gov).

**B. Equal Opportunity/Affirmative Action Requirements**

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

**VIII. INSURANCE**

Respondent's attention is directed to the insurance requirements below. Respondents should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to strictly comply with the insurance requirements, that bidder may be disqualified from award of the contract, or otherwise found non-responsive.

Respondent procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Respondent, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Respondents pricing.

**1. Minimum Limits of Insurance**

Contractor shall maintain limits no less than:

- a. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property

damage per occurrence with a \$2,000,000 annual aggregate.

- b. Automobile Liability: One Million and 00/100 (\$1,000,000.00) Dollars combined single limit per accident for bodily injury and property damage. **(Non-owned, Hired Car).**
- c. Workers Compensation Employers Liability: Insurance covering all employees meeting Statutory Requirements in compliance with the applicable state and federal laws and Employers Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. **Waiver of Subrogation in lieu of Additional Insured is required.**

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

3. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- a. General Liability and Automobile Liability Coverages **(County is to be named as Additional Insured).**
  - 1. The County, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insureds general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
  - 2. The Contractors insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractors insurance and shall not contribute with it. Contractor hereby waives subrogation rights for loss or damage against the county.
  - 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
  - 4. The Contractors insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurers liability.
  - 5. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles with are all at the sole responsibility and risk of Contractor.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after

thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers

Insurance is to be placed with insurers with a Bests rating of no less than A:VII.

5. Verification of Coverage

Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

6. Subcontractors

Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**IX. TRAVEL EXPENSES**

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

**X. ETHICAL BUSINESS PRACTICES**

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

**XI. AGREEMENT:**

After the proposal award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

**XII. PURCHASES BY OTHER PUBLIC AGENCIES:**

With the consent and agreement of the successful vendor(s), purchases may be made under this solicitation by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

**PROPOSAL RESPONSE COVER SHEET**

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley, Purchasing Director

Kristin Dozier, Chairman  
Leon County Board of County Commissioners

This solicitation response is submitted by the below named firm/individual by the undersigned authorized representative.

\_\_\_\_\_ (Firm Name)

BY \_\_\_\_\_ (Authorized Representative)

\_\_\_\_\_ (Printed or Typed Name)

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_

**Attachment A**  
**Questions & Answers from Original RFP**

1. We noticed that in 2011, Leon County posted a bid for GPS monitoring for Leon County Probation; however, this bid #BC-03-18-14-23 is for the Office of Intervention and Detention Alternatives. Please clarify whether this a separate contract, a new program, or possibly the result of a reorganization?

**This is the result of reorganization in 2012, which expanded its duties and resulted in a name change.**

2. What is the annual budget for the new contract?

**The budget is driven by the structure of the respondent's contract.**

3. Please provide the make and model of all equipment currently under contract and the daily rate for each.

**Current GPS provided utilizes a UniTrak (one piece) or the Trakmate (two piece) in addition to either a landline or cellular home monitoring unit (HMU).**

GPS Equipment and Alcohol Monitoring Equipment Makes & Models	Current Daily Rate
Sentinel GPS Active Tracking (Unitrak or Trakmate)	\$8.50-\$9.15 (based on sliding scale)
Sentinel GPS Intermediate Tracking (Unitrak or Trakmate)	\$8.25-\$8.95 (based on sliding scale)
Sentinel GPS Passive Tracking (Unitrak or Trakmate)	\$7.70-\$8.35 (based on sliding scale)
Alcohol Monitoring Services SCRAM X Bracelet	\$7.70 daily
Alcohol Monitoring Services SCRAM X Base Station	Included in \$7.70 daily cost
Alcohol Monitoring Services SCRAM X Multi-Connect Device	\$20 monthly rental & \$1 per day when in use

4. Please provide the average units on leg for the month of January 2014.

**GPS monitoring 82 and alcohol monitoring 38.**

5. Please indicate by device type, how many units were lost, damaged, or stolen in the calendar year, January through December 2013.

**Information not provided by GPS provider.**

6. How many local or on-site case managers are provided by your current contractor and on what days of the week?

**Two case managers at 40 hours per week. Also, available on-call for after-hours enrollments or equipment trouble shooting.**

7. Please clarify the specific services currently provided by the vendor's case managers?

**Enrollment and removal of equipment; equipment maintenance; weekly meetings with defendants to check equipment; 24 hour monitoring of violations; notification to Pretrial staff as needed.**

8. Is the County's current contractor providing drug testing?

**No**

9. Does the currently contracted GPS tracking device have advanced onboard processing technology that provides the capability of calculating compliance and non-compliance with geographic zones without being connected to the host system?

**Yes**

10. Page 7. Local Business Definition: Does subcontractor participation qualify for the 5-point local business preference scoring on Purchasing and Contracting?

**No**

11. Page 9. B-Enrollment: Please indicate how the contractor will receive communication regarding upcoming jail releases/enrollments and how much notice will be provided?

**The contractor will be notified by the Pretrial staff of a pending release. Typically, Pretrial staff is made aware of the GPS requirement at the court enters the order. Notification is immediately provided to the contractor.**

12. What is the average number of days on leg per offender or average installs per month?

**For GPS monitoring, the period of January 2013 – December 2013 there were a total of 114 enrollments which averages to 9.5 per month.**

**For SCRAM monitoring, the period of January 2013 – December 2013 there were a total of 104 enrollments which averages to 8.6 per month.**

13. Contact/Reporting: *Contractor shall maintain daily contact and communication (verbal and written) with identified Leon County Office of Intervention & Detention Alternatives staff regarding Alerts and equipment violations...* Could you please clarify the form of "written" communication? Could this include emails or text?

**Yes; Staff maintains contact through e-mails and various reports.**

14. Page 9. H-Payment: *Proposed costs should include both an itemized listing of the costs to the offender/defender and any additional payment expected directly from Leon County.*

Please clarify "additional payments" and indicate any additional payments being collected by the current contractor?

**Our interpretation of additional payments includes, but is not limited to lost equipment and/or enrollment fees. Current provider imposes a one-time enrollment fee.**

15. Page 11 E-Costs: Public records indicate that the current contractor may be receiving a supplement payment from the county for uncollectable offender fees greater than \$75 per offender.

- a. Is the County willing to continue this supplemental payment?

**To be determined when bid responses are reviewed.**

- b. Is the County currently reimbursing the contractor for travel expenses?

**No**

16. Page 13. MBE and WBE Participation: Please indicate the current contractor's level of MBE and WBE participation as a percentage of the annual contract value—combined direct billings and offender payments?

**None**

17. Page 13. MBE and WBE Participation: The RFP states, *Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services...* If vendors provide MBE/WBE participation in the services component of this bid, will there be a scoring benefit in the evaluation for MBE/WBE participation?

**No; please contact the M/WBE Coordinator for further clarification.**

18. In the First Amendment to Agreement between Leon County, Florida and Sentinel Offender Services, LLC, dated January 31, 2013, *the contract amount will not exceed \$123,000.00*. In the current RFP, *Section H. Payment* states: *It is the preference of Leon County that this be a totally client fee driven system.*

What does the sum appropriated to the Sentinel Offender Services of \$123,000.00 represent?

**The mutually agreed upon appropriation offset unanticipated costs to the contractor due to factors that changed after the contract was executed.**

19. Is it permissible for vendors to modify the cost form to include the following:

A flat rate for install and a flat rate for retrieval?

A pricing option for a victim phone for GPS notification?

**Yes, the vendor may structure his cost as he deems appropriate. Per the RFP, please specify and outline a description of any costs.**

20. How many victims utilized vendor provided victim notification devices in 2013?

**One**

What device did the County utilize to notify the victim?

**Telephone**

21. Regarding your SCRAM equipment:

Who is currently installing your SCRAM equipment?

**County staff**

On average how many SCRAM installs did the County have weekly in 2013?

**2 enrollments per week**

On average how many SCRAM retrievals (removals from the system) did the County have weekly in 2013?

**2 deactivations per week**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_





**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this 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 public 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;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

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Signature

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Title

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Contractor/Firm

**AFFIDAVIT CERTIFICATION**  
**IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

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

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally known \_\_\_\_\_ NOTARY PUBLIC

OR Produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification) My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

**LOCAL VENDOR CERTIFICATION**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone:
	Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone:
	Fax:

\_\_\_\_\_  
Signature of Authorized Representative Date

STATE OF \_\_\_\_\_  
COUNTY \_\_\_\_\_  
OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By \_\_\_\_\_ of \_\_\_\_\_,  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)  
a \_\_\_\_\_ Corporation, on behalf of the corporation. He/she is personally known to me  
(State or place of incorporation)  
or has \_\_\_\_\_ as identification.  
produced \_\_\_\_\_

**Return Completed form with supporting documents to:**

**Leon County Purchasing Division**  
**1800-3 N. Blair Stone Road**  
**Tallahassee, Florida 32308**

\_\_\_\_\_  
Signature of Notary  
\_\_\_\_\_  
Print, Type or Stamp Name of Notary  
\_\_\_\_\_  
Title or Rank  
\_\_\_\_\_  
Serial Number, If Any

**DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

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(Name of Business)

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 response/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 response/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 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
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, or 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.

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Responder's Signature

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Date