



REQUEST FOR PROPOSALS

RFP# 061314
False Alarm Billing and Collection

CITY OF OAKLAND PARK
FINANCIAL SERVICES/PURCHASING DIVISION
3650 NE 12 AVE
OAKLAND PARK, FL. 33334
PHONE: 954-630-4256
EMAIL: margarett@oaklandparkfl.gov

SECTION I INSTRUCTIONS TO PROPOSERS

1. **GENERAL:** The following instructions are given for guiding proposers in properly preparing their proposals.
For information concerning procedures for responding to this Request for Proposal (RFP), contact Maggie Turner, at the phone number or email address listed on the title page of the document. Proposal documents are available for download via demandstar.com. Vendors who obtain specifications and plans from sources other than the City or DemandStar.com are cautioned that the bid package may be incomplete. All addendums, tabulations, and awards will be posted and disseminated by DemandStar.
2. **SCOPE OF WORK:** The City of Oakland Park is seeking the services of an experienced and qualified proposer to implement a process to bill and collect response fees and to otherwise provide support in the administration of the City's False Alarm Reduction Program (FARP) ordinance.
3. **ADDITIONAL INFORMATION, QUESTIONS, INTERPRETATIONS, INCONSISTENCIES AND ADDENDA:** Requests for additional information or questions, must be made in writing, to Maggie Turner, Purchasing Specialist, via email at margarett@oaklandparkfl.gov or fax to 954-630-4265. Additional information will only be transmitted via a written addendum.
4. **DEVELOPMENT COSTS:** Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.
5. **INSURANCE REQUIREMENTS:** The proposer will be required to furnish evidence of the following insurance coverages by a licensed Florida Company that has at least a "BEST" rating of "A."
 - A. Without limiting any of the other obligations or liabilities of proposer, proposer will provide, pay for and maintain in force until all of its work to be performed under this contract has been completed and accepted by City (or for such duration as is otherwise specified after this), the insurance coverages set forth herein.
 - B. Workers compensation insurance to apply for all employees of the contractor, sub contractors, and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. In addition, the policy(s) must include: Employers' liability with a minimum limit of one hundred thousand dollars (\$100,000) each accident.
 - C. Comprehensive General Liability with minimum limits of one million dollars (\$1,000,000) per occurrence combined single limits for bodily injury liability and property damage liability;

- D. Personal Injury Coverage with employee and contractual exclusions removed with minimum limits of coverage equal to those required for bodily injury liability and property damage liability;
- E. Business automobile liability with minimum limits of five hundred thousand dollars (\$500,000) per occurrence combined single limits for bodily injury liability and property damage liability.
- F. The City is to be expressly included as an "Additional Insured" in the name of "City of Oakland Park" with respect to liability arising out of operations performed by City by or for proposer; or acts or omissions of City concerning general supervision of such operation.
- G. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days notice of cancellation and/or restriction.
6. PROOF OF CARRIAGE OF INSURANCE: The Proposer will furnish to the contract administrator Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract.
7. PROPOSER'S EXPERIENCE RECORD: The City will have the right to investigate the financial condition, experience record, and equipment of each proposer and determine to its satisfaction the competency of each to undertake the project. The proposer will submit documentation concerned with the past performance and integrity of a contractor/developer. Accordingly, proposer should provide information as to any of the following: (a) bankruptcy, (b) mortgage foreclosures; (c) previous or pending litigation and (d) restrictions, restraints or impositions imposed by federal or state regulatory agencies such as Federal Housing Administration, Securities and Exchange Commission, etc., that apply to the contractor/developer.
8. NON- APPROPRIATION OF FUNDS: In the event no funds or insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for payments due under the contract, then the City, upon written notice of such occurrence, shall have the unqualified right to terminate the contract without any penalty or expense to the City.
9. POSTPONEMENT OF DATE FOR SUBMITTING PROPOSALS: The City reserves the right to extend the date for the receipt of proposals and will give ample notice of any such postponement to each prospective proposer.
10. CONTRACT AWARD: The City anticipates entering into a contract with the proposer who submits the proposal judged by the City to be most advantageous. The City anticipates awarding one contract but reserves the right to award more than one if in its best interests to do so.

The proposer understands that this RFP does not constitute an offer or a contract with the CITY. A contract shall not be deemed to exist and is not binding until proposals are reviewed and accepted by appointed staff, the best proposal has been identified, negotiations with the Proposer have been authorized by the appropriate level of authority within the City, an agreement has been approved, and executed by parties and by the appropriate level of authority within the City.

In the event the parties are unable to negotiate terms acceptable to the City, the City may determine to accept the offer of the second most responsive and responsible Proposer determined by the selection committee, or it may resolicit proposals.

11. TERM OF AGREEMENT: The initial term of the agreement shall be five years (5), with five (5), one (1) year renewal options, at terms and conditions that are mutually acceptable. The City will reserve the right to cancel this agreement for its convenience at any time with thirty (30) days advanced written notice.
12. RIGHT TO WAIVE AND REJECT: The City, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the City, to complete or perform a City of Oakland Park contracted project in a timely fashion or has failed in any other way, in the opinion of the City, to perform a prior contract in a satisfactory manner, and has directed the City of Oakland Park Purchasing Manager to emphasize this condition to potential proposers.

There is no obligation on the part of the City to award the proposal to the lowest proposer, and the City reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of the City, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. The City of Oakland Park shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

The City of Oakland Park reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgement will best serve the interest of the City.

The City specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal. Each item must be proposed separately and no attempt is to be made to tie any item or items to any other item or items.

13. DISQUALIFICATION OF PROPOSERS: Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:
 - A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
 - B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
 - C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the City until such participant shall have been reinstated as a qualified proposer.
 - D. Uncompleted work which in the judgment of the City might hinder or prevent the prompt completion of additional work if awarded.
 - E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.

F. Default under previous contract.

14. PRINTED FORM OF PROPOSALS: All proposals must be made upon Proposal Documents, attached and should give the price in figures for the item satisfactorily described and the aggregate amount for the work and must be signed and acknowledged by the Proposer according to the directions in this Request for Proposal (RFP); this is beyond other required documents herein. Design documents and all other materials relating to the design portion of this proposal may be submitted in the contractor's chosen format.
15. PRICE: The price is to include the furnishing of all materials, equipment, tools, utilities, acquisition of all permits, approvals, authorizations, certificates, including applicable taxes, all items or matter for which the Proposer is responsible for herein and all facilities and the performance of all labor and services, including design costs necessary or proper for the completion of the work, except as may be otherwise expressly provided in the contract documents.
16. POSTPONEMENT OF DATE FOR SUBMITTING PROPOSALS: The City reserves the right to extend the date for the receipt of proposals and will give ample notice of any such postponement to each prospective Proposer.
17. INDEMNIFICATION: The Proposer will indemnify and save harmless the City and Broward County, its officers, agents and employees, from or because of any injuries or damages received or sustained by any person or persons during or because of any operations connected with the design, planning, investigation or construction of this project; or, by or in consequence of any intentional act, negligence (excluding negligence of City), concerning the same; or by use of any improper materials, design, work, construction or by or due to any act or omission of the said Proposer or its subcontractor, agents, servants or employees. The Proposer agrees to indemnify and save harmless the City from all such claims and fees, and from any and all suits and actions of every name and description that may be brought against the City due to any claims, fees, royalties or costs for any invention or patent, and from any and all suits and actions that may be brought against the City for the infringement of any and all patents and rights claimed by any person, firm or corporation.

The indemnification provided above will obligate the Proposer to defend, at its own expense, or to provide for such defense, at the City's option, any and all claims of liability and all suits and actions of every name and description that may be brought against the City that may result from the operations and activities under this contract whether the construction operations are performed by the Proposer, contractors, subcontractors or by anyone directly or indirectly employed by any of them.

18. NONDISCRIMINATION EQUAL EMPLOYMENT OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT Contractor shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. Contractor shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by this Agreement, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, contractor shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of

compensation, terms and conditions of employment, training (including apprenticeship) and accessibility.

Contractor's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 162), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

Contractor shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.

19. PUBLIC RECORDS The City of Oakland Park is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:
 - A. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
 - B. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
 - C. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
 - D. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.
20. DOMESTIC PARTNER BENEFITS REQUIREMENT: Effective November 7, 2012, Ordinance 2012-28, Requirement for city contractors to provide equal benefits for domestic partners, was passed. The ordinance requires that all Contractors, with 25 or more employees contracting with the City of Oakland Park in an amount over \$100,000, provide benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses and the children of spouses, with certain exceptions as provided by the Ordinance.
21. PROPOSAL SUBMISSION AND OPENING Sealed proposals will be received by the City Clerk's Office, City of Oakland Park, 3650 NE 12th Avenue, Oakland Park, FL until 2:30 P.M. on June 13, 2013, at which time the Proposals will be opened and read aloud. One (1) original, three (3) copies, and one (1) digital copy of proposals must be presented in a sealed envelope and identified with the following information: "**False Alarm Billing RFP # 061314**" If proposals are submitted via an express package service (FEDEX, UPS, USPS, etc.) the mailer package must show the name of the proposal.

SECTION II PROJECT DESCRIPTION AND SCOPE OF WORK

The City of Oakland Park is seeking the services of an experienced and qualified proposer to implement a process to bill and collect response fees and to otherwise provide support in the administration of the City's False Alarm Reduction Program (FARP) ordinance.

In implementing the program, the City will provide notification of each incidence of a false alarm or elevator rescue in a mutually agreed format. The proposer will then be expected to maintain error-free and user-friendly records, to take all necessary actions to either collect response fees or, if unable to effect collection, provide the necessary documentation to the City to facilitate the appeals and Special Magistrate processes in conformance with the City's FARP ordinance.

The City will consider factors such as:

- General qualifications
- Experience
- Information technology systems capabilities and quality of available information
- Checks, balances and controls
- Relevant processes
- Responsiveness to changing circumstances
- Customer service capabilities

It is the City's intention to solicit proposals from as many proposers as are interested, to evaluate the proposals, to conduct oral presentations if necessary, to verify the information presented, and to negotiate and award a contract to the most responsive / responsible proposer.

To be eligible to respond to the RFP, the proposer must be regularly engaged in the business of false alarm billing, collection and administration. In addition, the proposer must have (1) prior successful experience in providing similar services; (2) satisfactory financial capacity; (3) required equipment and software; and (4) an existing organization sufficient to ensure that satisfactory service can be provided within three months of being awarded a contract.

The proposer shall not have any pending criminal charges against the firm, principal owners, partners, corporate officers or management employees.

Proposers meeting the above eligibility requirements will be evaluated in accordance with evaluation criteria contained in the RFP and as further determined by the City.

The proposer awarded this project will be responsible for developing in conjunction with the City of Oakland Park a clear statement of proposer's responsibilities in regard to the development and operation of all relevant phases of the false alarm billing, collection and other administrative support services.

SCOPE OF WORK

Implement all aspects of false alarm billing, collection and other support services for the City, including but not limited to:

- Receive notification of all incidents of false alarms and elevator rescues as transmitted by the City or its agent.
- Establish controls to ensure receipt and effective management of all transmitted information
- Verify all incidents are valid for consideration under the City's FARP ordinance based on parameters defined by the City.
- For each valid incident received, calculate the appropriate response fee based on that account's incident history and City's FARP ordinance parameters.
- Maintain an error-free database accessible by the City containing the account history for all accounts having had false alarm / elevator rescue incidents.
- Issue, at least monthly, user-friendly bills to all accounts having had false alarm / elevator rescues within that month, indicating:
 - New incident(s) either as occurring or at least monthly.
 - Time, date, type, sequence number and response fee for each new incident
 - The amount of unpaid response fees outstanding
 - Procedures to appeal response fees

Notification should go to the alarm / elevator location and to the property owner when the property owner resides elsewhere.

- Initiate follow-up notification on unpaid response fees. Notification should go to the alarm / elevator location and to the property owner when the property owner resides elsewhere.
- Apply payments to appropriate accounts.
- Provide City a monthly reconciliation of all fees received and applied to accounts.
- Provide access to effective user-friendly reports which clearly detail all incidents and payments for each account, including the incident number for each incident as provided by the City. City should have the ability to append administrative notes to each account history. An example of a current City-generated report providing this capability is attached to this RFP.
- Provide access to an effective user-friendly report which provides a clear overview of the payment status, including liens and payment plans, of all active accounts. City should have the ability to append administrative notes to each account on the report. An example of a current City-generated report providing this capability is attached to this RFP.
- Respond to all questions and issues from alarm users, elevator operators and others. Forward to the City all issues not resolved by the proposer.
- Serve as collection point for appeals, which are to be noted in account histories and forwarded to the City for consideration.
- Provide a monthly detailed statement to the City supporting the claim of service fees earned by proposer.
- Provide supporting documentation to the City to be used in conjunction with the appeal and Special Magistrate process. Examples of notification letters, account

details and account fact sheets used in conjunction with these processes currently generated by the City are attached to this RFP.

- Redirect returned mail to the correct recipient, including researching initial incident reports to ensure the accuracy of the information reported and the County Property Appraiser records to ensure correct property ownership. Refer to the City all returned mail which can't be correctly resent.
- Provide excellent customer service in all contacts with the community. This includes both the quality of correspondence sent to the community as well as the manner in which inquiries from the community are resolved.
- If not the current City of Oakland Park false alarm billing and collection contractor, provide a plan for transfer of existing false alarm / elevator rescue data from the current contractor as applicable. The City utilizes a rolling twelve-month period concept in determining the number of false alarms in a period, necessitating utilization of current history at the initiation of this contract.
- Provide a transition plan for transfer of existing future false alarm / elevator rescue data at some future time in the event of the termination of contract governing the provision of these services.

PROPOSER QUALIFICATIONS

The proposer must possess qualifications and experience to meet the requirements of the City. At a minimum the proposer must provide the following:

- Company name
- Date established
- Ownership (public company, partnership, subsidiary, etc.)
- Primary services or products offered by the company
- Number of years of experience in providing requested services
- Detailed description of similar services provided to three other clients, including client point of contact for each
- Detailed description of proposer's information technology systems in terms of capabilities it affords clients. Include examples of reports and queries available to clients.
- Examples of bills and follow-up notifications sent to alarm users / elevator operators
- Examples of documentation available as support for appeal and magistrate hearings
- Detailed description of customer service organization and capabilities
- Description of other available services adding value to a false alarm reduction program
- Most recent audited financial results
- A proposed schedule of milestones for implementing a false alarm billing, collection and supporting administration program with operations commencing as of September 1, 2014.
- A detailed description of responsibilities, procedures and costs associated with terminating agreement and transferring data at a future date.

- Description of proposer organization providing requested services and identification of resources to be dedicated to providing service to the City, including qualifications of dedicated staff and primary points of contact for the City..
- Provide example of monthly settlement statements issued by proposer to client for provided services.
- Proposed price for services

ADDITIONAL REQUIREMENTS

An executive overview addressing key features and benefits of the services should be included in the front of the proposal. Include information that uniquely qualifies proposer's organization or strategy to meet RFP requirements. Specify proposer's competitive advantages

Provide details on the features, functions or other considerations beyond those addressing the requirements specified in the RFP that the proposer affords the customer that may provide additional value to the City. If it is determined that such features, functions or other considerations provide a distinct benefit, the City reserves the right to give the proposer additional consideration. The City will make the sole assessment of the relative merits of each proposed added value.

The proposed must agree to act as the prime contractor on this project and must guarantee the performance and delivery of all tasks, good and services covered by this contract. All findings, documentation and other deliverables under this contract will become exclusive property of the City.

EVALUATION / SELECTION PROCESS

A committee will be established to evaluate and rate all proposals based on the criteria listed below. Each proposal will be evaluated in regard to each of the below criterion and the resulting criterion-based scores will then be combined to produce a single score for each proposal based on the indicated weighting factors.

- | | |
|--|-----|
| • The documented demonstrated success in providing similar services to other agencies | 50% |
| • The quality of the correspondence provided to alarm users / elevator operators. | 5% |
| • The quality of reports to be provided to the City to permit oversight of the False Alarm Reduction Program | 20% |
| • The ability to provide supporting documentation for the appeals and Special Magistrate processes | 5% |
| • Price | 20% |

TIMELINE

The anticipated timeline for this RFP and follow-on implementation is as follows. All dates are tentative and subject to change.

RFP Released	05/21/14
Last date for submission of questions	06/2/14 (4:00 p.m. ET)
Addendum issued (if necessary)	06/4/14
Proposals due	06/13/14 (2:30 p.m. ET)
Commission award of contract	07/16/14
Implementation of program	09/01/14

SECTION III PROPOSAL SUBMITTALS

For the proposal to be considered, one (1) electronic CD/DVD/ copy, one (1) original **marked “ORIGINAL”**, and three (3) copies of the proposal must be received in the City of Oakland Park, City Clerk’s Office, on or before 2:30 P.M. June 13, 2014.

Proposers shall include the following information in their proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

TAB 1

Title Page: Title Page shall show the request for proposal’s subject, title and proposal number; the firm’s name; the name, address and telephone number of a contact person; and the date of the proposal.

Summary of Qualifications: See Qualifications section of this RFP: Provide a brief history of the firm. Indicate the firm’s background in providing these services to governmental entities. Provide a description of the Offerer’s ability to meet the requirements of the RFP.

TAB 2

Technical Proposal: See Additional requirements of this RFP: Outline of proposed manner in which the scope of work will be addressed; Key features and benefits etc.

TAB 3

Proposed Cost: All costs associated with delivering the requested services shall be detailed.

A total all-inclusive maximum price is to be proposed. Include an itemized listing of all direct and indirect costs.

TAB 4

Attachments: Additional information, which the Offeror feels will assist in the evaluation should be included;.

Additional Required Proposal Submittal Forms, Addenda Acknowledgements (if applicable), Proposal Form, Public Entity Crime Form, Non Collusion Affidavit, Domestic Partnership Certification Form.

SECTION IV PROPOSAL FORMS

RFP # 061314

The undersigned hereby declares that after examining the Proposal Documents, does hereby submit a response to the proposal and warrants that:

- a. She/He is an officer of the organization.
- b. She/He is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- c. She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, and the requirements and conditions under which the work is to be performed.

Authorized Signature

Printed Name & Title

Company Name

Company Address

City, State, Zip Code

Date

Phone Number

Email Address

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES (To be signed in the presence Of a notary public or other officer authorized to administer oaths.)

STATE OF _____ COUNTY _____

Before me, the undersigned authority, personally appeared, who, being by me first duly sworn, made the following statement:

Name of Proposer _____

Business address _____

I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that “convicted” or “conviction” is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that “affiliate” is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

Please mark the appropriate paragraph below:

_____ Neither the proposer, contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the proposer or contractor nor any affiliate of the proposer or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

_____ There has been a conviction of a public entity crime by the proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the proposer or contractor who is active in the management of the proposer or contractor or an affiliate of the proposer or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement

Proposer's Signature

Sworn to and subscribed before me on this _____ day of _____, 20__

(affix seal)

Notary Public Signature

NON-COLLUSION AFFIDAVIT

By submission of this affidavit, the proposer certifies that this proposal is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any City of Oakland Park officer or employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the proposer's business who is in a position to influence this procurement. Any City of Oakland Park officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Oakland Park Code of Ordinances.

NAME

RELATIONSHIPS

NONE: _____

Signature of Proposer

Sworn to and subscribed before me on this ____ day of _____, 20__

(affix seal)

Notary Public Signature

DOMESTIC PARTNERSHIP CERTIFICATION FORM

THIS FORM **MUST** BE COMPLETED AND SUBMITTED AT TIME OF SUBMITTAL
FOR CONTRACTOR TO BE DEEMED RESPONSIVE

The Contractor, by virtue of the signature below, certifies that it is aware of the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances, "Requirement for city contractors to provide equal benefits to domestic partners", and certifies the following:

(Please check only one below)

- ☐ 1. The Contractor currently complies with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances and provides benefits to domestic partners of its employees and the partners' dependents on the same basis as it provides benefits to employees' spouses and the spouses' dependents
- ☐ 2. The Contractor will comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances at time of contract award and provide benefits to domestic partners of its employees and the partners' dependents on the same basis as it provides benefits to employees' spouses and the spouses' dependents
- ☐ 3. The Contractor will not comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances at time of award
- ☐ 4. The Contractor does not need to comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances at time of award because the following exemption applies:

(Please check only one below)

- ☐ The Contractor's price bid for the initial contract term is \$100,000 or less
- ☐ The Contractor employs less than twenty-five (25) employees
- ☐ The Contractor does not provide benefits to employees' spouses or spouse's dependents
- ☐ The Contractor is a religious organization, association, society, or non-profit charitable or educational institution
- ☐ The Contractor is a government entity
- ☐ The Contractor cannot comply with the requirements of Section 2-197.1 of the City of Oakland Park's Code of Ordinances because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation _____, and attach explanation of its applicability.

I, _____, _____ of _____
(Name) (Title) (Contractor)

Hereby attest that I have the authority to sign this notarized certification and certify that the above-referenced information is true, complete and correct.

Signature

Print Name

DOMESTIC PARTNERSHIP CERTIFICATION FORM (continued)

STATE OF _____)

COUNTY OF _____)

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____

by _____, to me personally known ____ or produced

identification ____ type of identification produced: _____

of Notary Public

My commission expires: _____ Signature

(SEAL)

Print name of Notary Public