

**NASSAU COUNTY
SHERIFF'S OFFICE**



**REQUEST FOR PROPOSAL
LAND CLEARING & EARTH WORK**

**NASSAU COUNTY
SHERIFF'S OFFICE PUBLIC
SAFETY TRAINING COMPLEX**

**NASSAU COUNTY
ADMINISTRATIVE SERVICE
77151 CITIZENS CIRCLE
Yulee, FL 32097**

REQUEST FOR PROPOSAL

LAND CLEARING & EARTH WORK

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RFP – NCSO-20-R-002: NASSAU COUNTY SHERIFF’S OFFICE PUBLIC SAFETY TRAINING COMPLEX

PART I: ADVERTISEMENT

Notice is hereby given That Nassau County Sheriff’s Office (“NCSO”) is soliciting responses for **Request for Proposal (“RFP”) for Land Clearing & Earth Work - Nassau County Sheriff’s Office Public Safety Training Complex.** Interested and qualified respondents may submit a PROPOSAL, according to the requirements described herein, to the Nassau County Sheriff’s Administrative Services Management and Purchasing Policy. All proposal are due by or before 4:00PM (EST) on **October 2nd, 2020**. Any proposal delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

Information may be requested by vendors who request through email to medwards@nassauso.com or by phone 904-548-4090. Any question or requests for information relating to the item being quoted shall be **submitted in writing before** (4:00PM) **September 25th, 2020**.

Contact Information:

Director of Administrative Services,
Michael Edwards
77151 Citizens Circle
Yulee, FL 32097
Email: medwards@nassauso.com
Phone (904) 548-4090

Interested firms may not contact any staff member of the Nassau County Sheriff’s Office, Nassau County, FL, and Government Division and Units within Nassau County, FL except the above referenced individual, with regard to this proposal, “Lobbying” is prohibited. All inquiries will be routed to the contact member list for response.

Proposal **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **Proposal for Land Clearing & Earth Work – Nassau County Sheriff’s Office Public Training Complex.** Each BID submitted must have the Vendor’s name and mailing address marked plainly on the outside of the envelope/container. Each BID shall consist of one (1) original and three (3) copies of the RFP Package which shall include all required documents and any supplemental information.

Deliver or Ship RFP to: Nassau County Sheriff’s Office

**Administrative Services
77151 Citizens Circle
Yulee, Fl. 32097**

Vendors shall not contact, lobby or otherwise communicate with any NCSO OR ANY employee OF THE NASSAU COUNTY FLORIDA GOVERNMENT, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Proposal until contract(s) are executed by all parties, per NCSO Purchasing in accordance to NCSO policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.

Any bidder, proposer, or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or request for services, shall file with the Sheriff of and for Nassau County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of Nassau County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived

PART II: INTRODUCTION

A. Purpose:

Nassau County Sheriff’s Office of Administrative Service on behalf of the Sheriff of Nassau County, FL is accepting sealed Proposal from qualified and experienced firms to be considered for **Land Clearing & Earth Work** for the Nassau County Sheriff’s Office Public Safety Training Complex.

B. Proposal Information Questions:

Any and all questions or requests for information relating to this Proposal Request shall be submitted in writing before (4:00PM) on **September 25th, 2020**.

Contact Information: Director of Administrative Services,
Michael Edwards
77151 Citizens Circle
Yulee Fl. 32097
Email: medwards@nassauso.com
Phone (904)584-4090

Interested firms may not contact any staff member of Nassau County Sheriff’s Office or Nassau County Government Personnel, except the above referenced individual, with regard to this Request for Proposal as stated in NCSO Purchasing Policy “Lobbying” is prohibited. All inquiries will be routed to the appropriate staff member for response.

C. Addenda:

Any and all clarifications, answers to questions, or changes to this Request for Proposal shall be provided through an issued Addendum, submitted to all qualifying vendors through email. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered “unofficial” and shall not bind the Nassau County Sheriff’s Office to any requirements, terms or conditions not stated herein.

The Nassau County Sheriff’s Office shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

D. Due Date & Location:

Bid submitted in response to this Request for Proposal must be delivered to, and received by the Director of Administrative Service by or before four o’clock (4:00PM) on **October 2nd, 2020**. Any bid received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

RFP Bids shall be delivered to: Nassau County Sheriff’s Office
Administrative Services
77151 Citizens Circle
Yulee, Fl. 32097

E. RFP Bid package Instructions:

1. To be considered, submit one (1) original, and three (3) complete copies which shall include all required documentation and any supplemental information.
2. RFP must be in a **SEALED** envelope/container and clearly marked on the exterior of the package: “**RFP for Land Clearing and Earth Work–“Nassau County Sheriff’s Office Public Safety Training Complex”**”.
3. Each Request for Proposal submitted must also have the respondent’s company name and mailing address marked plainly on the exterior of the envelope/container.

F. Evaluation of Proposal:

The price quoted from lowest to highest will be the primary basis for awarding the bid in addition to the following considerations. Civil earthwork and land clearing experience, consideration of any evidence regarding financial, technical, other qualifications and abilities of Vendor, including past performance (experience) with the Sheriff’s Office or Nassau County Government prior to recommending approval of the BID by the Sheriff of Nassau County. The Sheriff’s Staff reserves the right to reject any or all proposals, waive minor formalities or award / negotiate with the firm whose proposal best serves the interest of the County.

G. Evaluation Criteria:

It is the intention of Nassau County Sheriff Office to evaluate and rank each vendor that submit an RFP Package from Lowest to highest on pricing and with the criteria list below. **All submissions will be broken down by their estimated cost to complete each sector as described in the Scope of Work.**

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Company Qualifications	10
B. Previous Project Experience	10
C. Staff Qualifications & Resources	10
D. Project Approach	10
E. Quality & Schedule Control	10
F. Price	<u>50</u>
	Total Points Possible: 100

H. Contract Award:

The price proposed from lowest to highest will be the primary basis for awarding the bid in addition to the following considerations. Experience with projects predominantly related to earthworks, berms, road, and clearing and disposal of vegetated debris by burning. In addition consideration will be given to civil engineering technical capabilities of the Vendor, including past performance (experience) with the Sheriff’s Office or Nassau County Government prior to recommending approval of the BID. The Sheriff’s Staff reserves the right to reject any or all proposals, waive minor formalities or award / negotiate with the firm whose proposal best serves the interest of the County

I. Contract Performance:

At any point in time during the term of the Contract with the vendor, Sheriff’s Staff may review records of performance to ensure that the vendor is continuing to provide sufficient support, equipment and organization as prescribed herein. Vendor will provide proof of product amount delivered by trip ticketing of loads delivered. The Sheriff may place said vendor on probationary status and implement termination procedures if the Sheriff determines that a vendor no longer possesses the financial support, equipment and organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

PART III: GENERAL REQUIREMENTS

A. Deliverables Description:

Site work is located at the Nassau County Sheriff's Public Safety Training Center located off highway 108 in north central Nassau County. The winning vendor will be required to construct earthworks for two pistol ranges, one rifle range, build a road, parking lots, earthen berms based on design drawings provided by the Sheriff's architectural/engineering firm. Phase I of the project will be divided into five work sectors, (A) road and parking areas, (B) north pistol range, (C) south pistol range, (D) rifle range and (E) Clearing of brush from the construction debris mound (CDM) and adjacent vegetated areas. The number of sectors to be completed will be based on the price. The Sheriff's Office reserves the right to enter into negotiation with the selected vendor to reduce cost and scope of construction. **All submissions will be broken down by their estimated cost to complete each sector as described in the Scope of Work.**

B. Scope of Work:

Vendors will receive with this (RFP) packet a complete set of civil drawing for the phase one project. The Vendor will provide all clearing of brush and trees, earthwork and fill placement for the Phase I Project which will included the roadways and parking lots sector (A), two pistol ranges (B&C), rifle range (D), and Clearing of the project area (E). This will involve approximately ten (10) acres of the site to include the remove of all vegetation from the existing construction debris mound (CDM). The CDM will be surface scraped only to the degree necessary for removal of vegetation (no grubbing). Debris will be burned on site, Florida Forest Service has approved the site as being located in an area where vegetated debris can be burned with a standard (FFS) permit number authorization. The CDM itself will be used as the primary base to form the pistol ranges. The vendor will be required to construct berms to a designated height and angle, compacted to a designated density and orientation utilizing fill provided by the Sheriff's Office. Estimated fill to be used for the entire project is seventy one thousand two hundred and fifteen cubic yards. Clearing of the site (E), the pistol ranges (B&C) and the road/parking lots (A) will be the initial construction effort. The project may be restricted to A, B & E in the event the vendor proposal exceed the budgeted amount for the Phase I Project.

Pistol ranges will be oriented west to east, defined by three berms that run east to the CDM which forms the target end of the two ranges. The rifle range will be formed by the CDM running north and south on the west side of the rifle range and will have two small east side berms running north and south in orientation one abutting the shooting line on the east running south and the second berm located two hundred fifty yards (250) to the south abutting the target backstop berm. The Road will be constructed from the entrance at the northwest corner of the property to the parking lots adjacent to the pistol ranges. All will be constructed and compacted according to project drawings. All compaction work requires testing evidence and written documentation of compliance with specifications. The site will be available for an orientation visit by bidding vendors. No building structures or concrete work will be required during this part of construction project.

C. Sub-Vendors:

If the vendor elects to sub-contract with any firm, for any portion of the work, the vendor to whom the bid was awarded shall be responsible for all work performed by any sub-contract and the vendor shall not be relieved of any obligations under this Contract.

The Vendor shall submit a list of proposed sub-contracts to be used if awarded the contract. The Vendor must provide a list of Sub-Vendors, under Section 4: Staff Qualifications and Team Organization, and attach a copy of any and all licenses and certificates for each sub-contract listed and submit with each copy of the RFP Package. If no subcontracts are proposed, so state there on.

At any time, the Sheriff's Office may, at its discretion, require any Vendor to submit all relevant data required to establish to the satisfaction of the Sheriff, the reliability and responsibility of the proposed sub-contracts to furnish and perform the work proposed.

Prior to the award of the Contract, NCSO or Nassau County, FL will notify the Vendor in writing if the Sheriff's Office, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Vendor then may, at his option, withdraw his RFP Package, or submit an acceptable substitute at no increase in price. If the Vendor fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Vendor, at no cost to the Sheriff's Office.

The Sheriff's Office reserves the right to disqualify any Vendor, Contractor, Sub-contractor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-contracts and other persons and organizations proposed by the Vendor and accepted by the Sheriff's Office, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

PART IV: CONTRACT REQUIREMENTS

A. Insurance Requirements:

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the Sheriff's Office. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the Sheriff's Office prior to the commencement of operations in the form of a certificate. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Sheriff's Office. Certificates shall specifically include Nassau County, FL and the Nassau County Sheriff's Office as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: Nassau County Sheriff Office
77151 Citizens Circle
Yulee, Fl. 32097

1) Standard Contract for Service: \$500,000 or less with no unusual hazards

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the General Counsel for the Sheriff Office or his designee may adjust these insurance requirements.

2) Major Contract for Service: \$500,000 or more with unusual or high hazards

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its per Florida Statute 440.02.

In the event of unusual circumstances, the General Counsel for the Nassau Sheriff's Office, or his designee, may adjust these insurance requirements.

B. Licenses, Permits & Fees:

The Vendor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

C. Contract Agreement & Term:

The intent of this RFP is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated the Sheriff Office will issue a services contract for the duration of the project.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the Sheriff's Office. In the event that a Contract Agreement is not attached to the RFP, it is expressly understood that the Sheriff's Office preference/selection of any proposal does not constitute an award of a Contract Agreement with the Sheriff's Office. It is anticipated that subsequent to the Sheriff's preference/selection of any Proposal, Contract Negotiations will follow between the Sheriff's Office and the selected Vendor. It is further expressly understood that no contractual relationship exists with the Sheriff's Office until a Contract has been approved by the NCSO Office of General Counsel and fully executed by both the Sheriff's Office, and the selected Vendor. The Sheriff's Office reserves the right to delete, add to, or modify one or more components of the selected Vendor's Proposal, in order to accommodate changed or evolving circumstances that the Sheriff's Office may have encountered, since the issuance of the RFP.

D. Governing Laws & Regulations:

It shall be the responsibility of the Vendor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County of Nassau both as to interpretation and performance.

E. Termination:

Failure on the part of the Vendor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, Nassau County Sheriff's Office shall provide written notification stating any and all items of non-compliance. The Vendor shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by Nassau County Sheriff's Office for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor.

In addition to the above, the Sheriff's Office may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Vendor.

F. Indemnification:

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless Nassau County Sheriff's Office and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Vendor, a Sub-Vendor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Vendor, a Sub-Vendor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Vendor or a Sub-Vendor under workers' compensation acts, disability benefits acts or other employee benefit acts.

G. Trade Secrets:

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

H. Public Records:

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto

are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting Chapter and subsection of Florida Statute.

I. Use of Nassau County Sheriff's Office and Nassau County Logo:

Pursuant to, and consistent with, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the Nassau County Sheriff's Office or Nassau County Government Seal/Logo without express written approval of the Sheriff of Nassau County and the Board of County Commissioners for the County of Nassau, Florida.

PART V: REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

A. Vendor's Responsibilities:

Vendors are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposal. Vendors are also solely responsible for any and all costs associated with interviews and/or presentations requested by the Sheriff's Office. It is expressly understood, no Vendor may seek or claim any award and/or re-imbursement from the Sheriff's Office for any expenses, costs, and/or fees (including attorneys' fees) borne by any Vendor, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Vendor.

All RFP Packages received in response to this Request for Sheriff's Office shall become the property of Nassau County Sheriff's Office and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of Nassau County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposal, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

B. RFP Package Submittal Format:

All RFP Packages must follow the same format, and shall be evaluated partially based on the Respondent's ability to follow the instructions herein. To receive points from evaluation, the RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1.	RFP Qualification Cover Page
2.	Cover Letter
3.	Contractor Profile
4.	Related Experience
5.	Quality Control & Schedule
6.	Additional Information
7.	Project References
8.	Administrative Information

C. RFP Package Components:

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original and three (3) copies, on 8 1/2" X 11" pages, numbered, with headings typewritten with no smaller than 10 size font and sections and sub-sections identified appropriately. All documentation shall be **exact order and format as shown below**. No exceptions to this format will be accepted. The goal of the required format is to simplify the proposal preparation and evaluation process, and to ensure that all proposals receive the same orderly review.

Vendors shall not include the Nassau Sheriff's Office or Nassau County Seal/Logo(s) in any part of their submitted package. Should a package be submitted with any County's seal/logo included, the County reserves the right to find the submitting firm non-responsive to the requirements stated herein, which may result in the respondent being removed from consideration for award of a contract under this RFP.

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified as follows:

Section 1: RFP Qualification Cover Page (Complete and Submit)

Section 2: Cover Letter

Provide a one or two page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal.

The cover letter should include the following:

- The Vendor Company type (sole proprietorship, partnership, corporation, joint venture, etc.), Company name and business address – must include location address of office that will administer this Contract
- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent's organization who will respond to questions regarding the submitted RFP Package
- Highlights of the Vendor's qualifications and ability to perform the project services

Section 3: Vendor Profile

Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number, and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the office or offices that would provide the project services
- Professional Affiliations
- A brief statement of the firm's background

Section 4: Staff Qualifications and Team Organization

In this section, respondent shall provide evidence that the firm has qualified and experienced staff and other resources necessary to successfully perform the scope of work required for this project. Provide key personnel assigned to the projects defined in the Scope of Work.

- Identify the primary contact

Section 5: Related Experience

In this section, respondent shall provide evidence of successful completion **as the lead firm** on previous job(s) similar to the project described in this RFP Scope of Work (acceptance of the evidence's suitability will be determined by the reviewing committee).

Section 6: Project Approach & Understanding

In this section, Vendor shall briefly describe the approach the firm intends to take to successfully complete the project.

Section 7: Quality & Schedule Control

In this section, the respondent shall provide a brief description of the methods that will be used to ensure that all roads, parking lots, and earthworks are properly placed. In addition provide an estimated time line for completion of each sector. This would include how the sub-contractor(s) (if used) will be supervised to achieve this end.

Section 8: Additional Information

In this section, at the respondent's discretion, include additional information to support the proposal.

Section 9: Project References

In this section, respondent shall attach a list of Project References. The project list shall include the name of the project, the project owner's name, the contact name for the project including title, phone number and email, the dollar value of the project, and the completion date of the project.

Section 10: Administrative Information

Please include the following:

- Proper and valid licensing to conduct business in the State of Florida
- Current Department of Professional Regulation License(s)
- Current Applicable Certification(s)
- Proof of Liability Insurance and its limits
- Drug Free Work Place Form (Complete and Submit)
- Conflict of Interest Declaration (Complete and Submit)
- RFP Affidavit (Complete and submit)
- RFP Affidavit of Solvency (Complete and Submit)
- Acknowledged Addenda

PART VII: – ATTACHMENTS/FORMS

**REQUEST FOR PROPOSALS (RFP) NASSAU COUNTY SHERIFF'S OFFICE PUBLIC SAFETY
TRAINING COMPLEX
LAND CLEARING & EARTH WORKS**

COVER PAGE

SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES TO:

**NASSAU COUNTY SHERIFF'S OFFICE
ADMINISTRATIVE SERVICES
77151 CITIZENS CIRCLE
YULEE, FL 32097
ATTN: Michael Edwards**

COMPANY NAME: _____

DATE: _____

**REQUEST FOR PROPOSAL
LAND CLEARING & EARTH WORKS
NASSAU COUNTY SHERIFF'S OFFICE PUBLIC SAFETY TRAINING COMPLEX**

Company Name: _____

**Nassau County Sheriff's Office
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, 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 Florida Statute 893, as amended, 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 or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

Signature

Date

Company Name: _____

**Nassau County Sheriff's Office
CONFLICT OF INTEREST DECLARATION**

For _____

(Name of firm/organization)

		YES	NO
1	Do you, your immediate family, or your business partner have financial or other interests in Nassau County or the recipient(s) of the proposed services?		
2	Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of NC?		
3	Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with, NC or the recipient(s) of the proposed services?		
4	Are there any other conditions which may cause a conflict of interest?		

If you checked "yes" after any of the above questions, please explain your answer. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge and belief, and I will notify Nassau County Sheriff's Office Director of Administrative Services in writing in the event of any change affecting such correctness or completeness.

Name

Date

Title

Company

**REQUEST FOR PROPOSALS
LAND CLEARING & EARTH WORKS
NASSAU COUNTY SHERIFF'S OFFICE PUBLIC SAFETY
TRAINING COMPLEX**

AFFIDAVIT

TO: NASSAU COUNTY SHERIFF'S OFFICE
YULEE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP - NASSAU COUNTY SHERIFF'S OFFICE PUBLIC SAFETY TRAINING COMPLEX.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Proposer)

By _____

(Title)

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by

who personally appeared before me at the time of notarization, and who is personally known to me or who has produced
_____ as identification.

Notary Public

My commission expires:

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex. CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ___day of _____, 20__.

Signature of Affiant

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____, by

who personally appeared before me at the time of notarization, and who is personally known to me or who has produced
_____ as identification.

Notary Public

My commission expires: _____

**REQUEST FOR PROPOSALS
 LAND CLEARING & EARTH WORKS
 NASSAU COUNTY SHERIFF'S OFFICE PUBLIC SAFETY TRAINING COMPLEX**

PART VIII: OPTIONAL CHECKLIST

**REQUEST FOR PROPOSAL (RFP)
 NASSAU COUNTY SHERIFF'S OFFICE PUBLIC SAFETY
 TRAINING COMPLEX**

SECTION	ATTACHMENT NAME	CHECK BOX	NCSO USE
Section 1	RFP Qualification Cover Page		
Section 2	Cover Letter		
Section 3	Contractor Profile		
Section 4	Staff Qualifications & Team Organization		
Section 5	Related Experience		
Section 6	Project Approach & Understanding		
Section 7	Quality & Schedule Control		
Section 8	Additional Information		
Section 9	Project References		
Section 10	Administrative Information (include the following):		
	Proper and Valid Licensing for conducting business in State of FL		
	Current Department of Regulation License(s)		
	Current Applicable Certification(s)		
	Proof of Liability Insurance and Limits		
	Drug Free Work Place Form		
	Conflict of Interest Declaration		
	RFP Affidavit		
	RFP Affidavit of Solvency		
	Acknowledged Addenda		

PART IX: SEALED BID MAILING LABEL

**REQUEST FOR PROPOSAL **
LAND CLEARING & EARTH WORKS
NASSAU COUNTY PUBLIC SAFETY TRAINING COMPLEX

**Cut along the outer border and affix this label to your sealed
bid envelope to identify it as a
"Sealed Bid"**

SEALED BID • DO NOT OPEN

SEALED BID
NO.: NCSO-20-R-002

REQUEST FOR PROPOSAL
LAND CLEARING AND EARTH WORK
BID TITLE: **NASSAU SHERIFFS COUNTY PUBLIC**
SAFETY TRAINING COMPLEX

DUE
DATE/TIME: **By 4:00PM – October 2nd, 2020**

SUBMITTED
BY:

Company Address

DELIVER TO: CONTRACT MANAGEMENT
ATTN: MICHAEL EDWARDS
NASSAU COUNTY SHERIFF'S OFFICE
77151 CITIZENS CIRCLE
Yulee, FL 32097





END OF DOCUMENT**19**