



**NASSAU COUNTY  
SHERIFF'S OFFICE**

**REQUEST FOR PROPOSAL  
Sand (fill material)**

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

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

**REQUEST FOR PROPOSAL**  
**Sand (fill material)**

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**RFP; NCSO-20-R-001: 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 SAND, (fill material)– 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 2<sup>nd</sup>, 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](mailto: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 25<sup>th</sup>, 2020**.

**Contact Information:**

Director of Administrative Services,  
Michael Edwards  
77151 Citizens Circle  
Yulee, FL 32097  
Email: [medwards@nassauso.com](mailto: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.**

Proposals **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **Proposal to provide Sand (fill material) – 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 providing **Sand (fill material)** 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 25<sup>th</sup>, 2020**.

**Contact Information: Director of Administrative Services,**

**Michael Edwards**

**77151 Citizens Circle**

**Yulee FL 32097**

**Email: [medwards@nassauso.com](mailto: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 2<sup>nd</sup>, 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 Sand (fill material) –“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. Adherence to fill material specification outlined in the RFP, 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.

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	5
B. Previous Project Experience	5
C. Staff Qualifications & Resources	5
D. Project Approach	5
E. Quality & Schedule Control	5
F. Price per cubic yards	<u>75</u>
	<b>Total Points Possible: 100</b>

**H. Contract Award:**

The price quoted from lowest to highest will be the primary basis for awarding the contract, in addition to the following considerations. Adherence to fill material specification outlined in the RFP, 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. 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:**

The product is Sand (fill material) to be delivered to the Nassau County Sheriff's Office Public Safety Complex located off highway 108 in north central Nassau County. All bids will be based on a "per cubic yard price" delivered to the site. All charges related in any way will be included in the "per cubic yard pricing". No additional delivery fees or add on charges will be accepted. The estimated Sand (fill material) is approximately **seventy one thousand two hundred and fifteen (71,215) cubic yards.**

**The fill material (SAND) is defined as having 100 percent passing the US Standard Sieve No. 4 (4.76mm) and no material passing the No. 200 Sieve (0.074mm). The specified clean sand fill material may have up to 5 percent of gravel, but no particles can be larger than 0.5 inch. The fill material may have up to 5 percent of silt or clay passing the No. 200 sieve. The fill material may have no more than 5 percent of deleterious or organic material. If there is any organic material, no particle can be larger than 0.5 inch in any dimension.**

#### **B. Scope of Work:**

Fill dirt will be delivered to a specified area at the training center as directed by the project manager. All fill will be delivered within an established period of time. 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 vegetation from the construction debris mound (CDM). The number of sectors completed will be price driven based on fill used. 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 reduced in size to A, B & E in the event the quotes exceed the budgeted amount for the Phase I Project. The Sheriff's Office reserves the right to negotiate with the lowest quoted vendor in the event a reduction of work is required. The Vendor will work in conjunction and coordinate with the Vendor awarded the civil portion of the project. The Sand Vendor will provided to the Sheriff's Office Project Manager daily trip tickets for loads delivered to ensure an accurate accounting is maintain of the yardage. All fill will be of a quality and type as specified in the "deliverables description".

#### **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-imburement 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 Qualifications, 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 RFQ Packages must include the following components:

<b><u>Section</u></b>	<b><u>Topic</u></b>
1	RFP Qualification Cover Page
2	Cover Letter
3	Contractor Profile
4.	Related Experience
5	Quality Control & Schedule
4	Additional Information
5	Project References
6	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 as described in this RFP (acceptance of the evidence 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 monitor and track deliveries. The Vendor needs to defined the methods to be use to ensure that contracted quantity of fill delivered is consistent with the amount and quality described in the “deliverables description” section of the contract. 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 COMPEX  
SAND (FILL MATERIAL)**

**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  
SAND (FILL MATERIAL)  
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  
SAND (FILL MATERIAL)  
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  
SAND (FILL MATERIAL)  
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**

<b>SECTION</b>	<b>ATTACHMENT NAME</b>	<b>CHECK BOX</b>	<b>NCSO USE</b>
<b>Section 1</b>	RFP Qualification Cover Page		
<b>Section 2</b>	Cover Letter		
<b>Section 3</b>	Contractor Profile		
<b>Section 4</b>	Staff Qualifications & Team Organization		
<b>Section 5</b>	Related Experience		
<b>Section 6</b>	Project Approach & Understanding		
<b>Section 7</b>	Quality & Schedule Control		
<b>Section 8</b>	Additional Information		
<b>Section 9</b>	Project References		
<b>Section 10</b>	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 \  
SAND (FILL MATERIAL)  
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"**

END OF DOCUMENT19

**SEALED BID • DO NOT OPEN**

SEALED BID  
NO.: **NCSO-20-R-001**

**REQUEST FOR PROPOSAL  
SAND ( FILL MATERIAL)  
BID TITLE: NASSAU COUNTY PUBLIC SAFETY  
TRAINING COMPLEX**

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

SUBMITTED  
BY:

Company Name

Company Address

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

