



**REQUEST FOR PROPOSAL # 19-02**

SUNCOAST AQUATIC NATURE CENTER ASSOCIATES, INC. (SANCA)  
FACILITIES & OPERATIONS

**EXTERIOR CLEANING SERVICES**

FOR

**NATHAN BENDERSON PARK**

Date of Issue: June 7, 2019

**Due Date / Time: July 2, 2019 by 2:30 p.m. EDT**

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**INVITATION FOR PROPOSALS  
EXTERIOR CLEANING SERVICES FOR:**

**NATHAN BENDERSON PARK  
SARASOTA, FL**

The SANCA is requesting proposals for exterior cleaning at Nathan Benderson Park.

The RFP will be posted on the SANCA website on or before June 7, 2019 at <https://nathanbendersonpark.org/> and shall remain posted until a contract is executed with the selected Contractor. Any addendums to the RFP will be posted to the website.

Potential Proposers must email [joan@sanca.us](mailto:joan@sanca.us) to indicate an intention to respond. Provide the name, title, address, telephone and email address of the contact person. Addenda will be posted to the SANCA website; a courtesy email regarding addenda and contract award will be sent to all potential Proposers that provided notice of intent to respond.

Proposals shall be submitted in a sealed package, the outside of the package shall bear the name of the Proposer, "Nathan Benderson Park Exterior Cleaning RFP", and **RFP # 19-02**. Submit proposals by mail, express carrier or hand-delivery. The SANCA shall not be responsible for the failure of any mail or delivery services to deliver prior to the stated deadline. No facsimile, telephonic, electronic, or telegraphic submittals will be accepted. Proposals received after the scheduled date and time for submittal will not be considered but can be claimed by the owner within then (10) calendar days of the submittal deadline or if not retrieved within the stated timeframe, may be destroyed by the SANCA.

If reasonable accommodations are needed for participation in any proposal meeting, please call Joan Zimmer forty-eight (48) hours in advance (941-358-7275 X5816).

The SANCA reserves the right to accept or reject any or all proposals in its sole and absolute discretion, whether or not reasonable, either with or without cause, to waive technical errors and informality, to postpone the award of the contract, to elect not to proceed with the subject award process and to accept a proposal or portion of a proposal, which in its judgment best serves the SANCA. The SANCA reserves the right to reconsider any proposal submitted at any phase of the process. It also reserves the right to meet with select Proposers at any time to gather additional information.

Any and all questions relative to the RFP shall be directed in writing only to the Business Administration Manager, Joan Zimmer, [joan@sanca.us](mailto:joan@sanca.us).

## **INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Submit one (1) original and three (3) hard copies and an electronic version on a USB Flash Drive (not password protected) of the required proposal no later than:

**Due July 2, 2019, 2:30 pm EDT**

Send to:           Joan Zimmer  
                      SANCA at Nathan Benderson Park  
                      5851 Nathan Benderson Circle  
                      Sarasota, FL 34235

Proposals shall be submitted in a sealed envelope enclosed in a separate envelope/package; the outside of the package shall bear the name of the Proposer, “Nathan Benderson Park Exterior Cleaning RFP”, and **RFP # 19-02**. Proposals shall be stapled in the upper left corner and not placed in binders or be bound. Submit proposals by mail, express carrier or hand-delivery. The SANCA shall not be responsible for the failure of any mail or delivery services to deliver prior to the stated deadline. No facsimile, telephonic, electronic, or telegraphic submittals will be accepted. Proposals received after the scheduled date and time for submittal will not be considered but can be claimed by the owner within ten (10) calendar days of the submittal deadline or if not retrieved within this timeframe, may be destroyed by the SANCA. Any proposal not completed as specified or missing the required proposal documents may be disqualified at the SANCA’s discretion.

Firms or individuals submit their proposals on a voluntary basis and therefore are not entitled to compensation of any kind. The SANCA shall not be obligated or liable for any expenses incurred by Proposers. All costs to prepare and submit a response to this RFP shall be borne by the Proposer.

**SECTION 2. SIGNATURE ON PROPOSAL.** The proposer must execute all SANCA forms, affidavits, and acknowledgments for which signature and notary blocks are provided using blue ink. If the proposal is made by an individual, that person’s name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. In addition, the proposal shall bear the seal of the corporation. Anyone signing the proposal as agent shall file with the proposal legal evidence of his/her authority to do so. All proposals must be type written. No correction fluid or labels covering printing are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the proposal.

**SECTION 3. FAMILIARITY WITH THE PROJECT.** Before submitting a SANCA proposal, the Proposer shall carefully read the scope and specifications (Exhibit B) and fully inform itself as to all existing conditions and limitations. Submitting a proposal is a certification by the Proposer that the Proposer is familiar with the scope and specifications as well as all areas where work is to be performed. No additional compensation or relief from any obligations of the contract agreement

will be granted because of lack of knowledge of the site or conditions under which the contemplated work will be performed.

A pre-proposal meeting will be held at 9:00 am on June 14, 2019 at 5851 Nathan Benderson Circle, Sarasota FL. There will be a briefing summarizing the RFP with time allotted for questions and answers. Following the briefing, there will be an on-site walk-through of the park to show the areas requiring cleaning. Total time allotted is one-and one-half hours. The meeting is not mandatory.

**SECTION 4. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with the SANCA's operating rules and procedures, as well as all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the provision of the requested services. Ignorance on the part of the Proposer will in no way relieve it from responsibility to provide the services and fulfill such other obligations covered under the proposal in compliance with all such laws, ordinances and regulations.

The SANCA is subject to the Florida's Government in the Sunshine Law.

**SECTION 5. QUALIFICATIONS OF PROPOSER.** The SANCA contract, if awarded, will only be awarded to a responsible Proposer who is qualified and has the ability to provide the services specified herein, at the sole and absolute discretion of the SANCA. The Proposer shall submit with its proposal satisfactory evidence of a history of fulfillment of similar contracts and show that it is fully prepared with the necessary organization, personnel, capital, and equipment to provide the specified services. See Exhibits D-I for required information.

Proposer shall not subcontract all or any portion of the services defined in the RFP without prior written approval from the SANCA. Subcontracting without prior approval may result in termination of the contract for default.

**SECTION 6. COLLUSION.** Proposers shall be immediately disqualified, and their proposals rejected if the SANCA has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 7. INTERPRETATIONS AND ADDENDA.** All questions about the meaning or intent of the RFP are to be directed in writing only to [joan@sanca.us](mailto:joan@sanca.us). Interpretations and clarifications considered necessary in response to such questions will be issued by Addenda and posted to the SANCA website; Proposers recorded as having interest in submitting a proposal will receive a courtesy email directing them to the web site. Any inquiry or request for interpretation received before 4:00PM on June 21, 2019 will be given consideration. Questions will be answered only by formal written Addenda, which will be binding. No interpretations will be given verbally. All questions and answers will be posted to the SANCA web site by 5:00 pm on June 25, 2019.

**SECTION 8. MODIFICATIONS AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are submitted at any time prior to the time and date the proposals are due.

**SECTION 9. PROPOSAL FORMS.** All blanks on the proposal forms, Exhibit J, must be completed in blue ink or typewritten. In making its proposal, each Proposer represents that it has read and understands the RFP and that the proposal is made in accordance therewith, including verification of the contents of the RFP. Failure to supply any requested information and submit fully completed forms may result in disqualification. The SANCA reserves the right to request additional information if clarification is necessary.

**SECTION 10. BASIS OF AWARD/RIGHT TO REJECT.** The SANCA reserves the right to reject any and all SANCA proposals in its sole and absolute discretion, whether or not reasonable, make modifications to the SANCA work, and waive any informalities or irregularities in SANCA proposals as it is deemed in the best interest of the SANCA up until such time as a contract has been fully executed by both parties.

**SECTION 11. CONTRACT AWARD AND SERVICE AGREEMENT TERM.** Within fourteen (14) days of receipt of the Notice of Award of the SANCA contract, or as otherwise extended by the SANCA, the Proposer shall enter into and execute a contract agreement. If a Proposer to whom a SANCA contract is awarded forfeits and fails to execute a contract agreement within the fourteen-day timeframe, the contract award may be annulled at the SANCA's option. If the award is annulled, the SANCA may, at its sole discretion, award the contract to the next highest ranked Proposer, re-advertise, perform the work by day/temporary labor, or through in-house operations. The SANCA and the selected Contractor will execute a contract for the SANCA work for a term of one (1) year with the option to renew for two (2) additional one (1) year periods. Contractor and the SANCA are required to provide written notice sixty (60) days in advance of contract expiration date of their decision to renew or terminate the contract. In the event either party chooses to terminate the contract, Contractor, if requested by the SANCA, agrees to perform the services on a month-to-month basis until the SANCA is under contract with a new Contractor. This RFP does not guarantee that a contract will be awarded. The SANCA reserves the exclusive right to reject any and all proposals. The SANCA reserves the right to award by items, groups of items, or total proposal.

**SECTION 12. CHANGES/MODIFICATIONS.** The SANCA reserves the right to order changes in its scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the Contractor. Price adjustments will be based on the prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

**SECTION 13. INSURANCE.** All Proposers shall include as part of their proposal a current Certificate of Insurance demonstrating the company's insurance coverage. In the event the Proposer is notified of award for the SANCA work, it shall provide proof of Insurance Coverage with minimum limits as specified, identify the SANCA and Sarasota County, its officers, employees and agents as

additional insured's, as more specifically to be stated in the contract to be executed, within fourteen (14) calendar days after notification, or within such approved extended period as may be granted. Failure to provide proof of insurance coverage at the required limits shall constitute a default and the SANCA may proceed as referenced in Section eleven (11) above.

The Contractor shall obtain, at its sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received and approved by the SANCA. If any required insurance policy expires during the term of the agreement, Contractor must provide a certificate of insurance to the SANCA as evidence of policy renewal prior to such policy expiration.

Proposer's signature on this proposal indicates Proposer agrees to obtain additional coverage if needed and understands that failure to comply may result in rejection of proposal.

Workers' Compensation Insurance, with limits of \$100,000 per occurrence, \$500,000 aggregate, and \$100,000 per disease.

Commercial General Liability with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability.

Commercial Automobile Liability with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Evidence of automobile coverage is only necessary if vehicles are used in the provision of services.

**SECTION 14. INDEMNIFICATION.** The Proposer awarded a contract for the SANCA work shall fully indemnify, defend and hold harmless the SANCA, its officers, agents, and employees from and against all claims, liability, damages, expenses and loss arising, in whole or in part, as more fully set forth in the Contract form, to be executed.

**SECTION 15. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of the SANCA's limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.

**SECTION 16. MISCELLANEOUS.** All SANCA proposals shall include the following information in addition to any other requirements of the RFP:

- A. Complete price proposal for the SANCA (Exhibit J).
- B. Five references from projects/accounts of similar size and scope to which the Proposer is currently providing services. In the event the Proposer does not have five active projects/accounts, include a letter of explanation and go back as many years as necessary to provide five references. The Proposer must include information relating to the type of services provided for each reference as well as a name, address, email address and phone number of a contact person. Failure to provide such contact information shall result in the non-consideration of the provided reference.

C. A copy of its insurance certificate indicating the types of coverage and limits for general, property, umbrella, automobile liability insurance, worker's compensation insurance.

D. Completed copies of all other forms included within the RFP.

**SECTION 17. PROTESTS.** Any protests relating to the SANCA and regarding the RFP, a SANCA proposal rejection by the SANCA, or a SANCA proposal award by the SANCA, including SANCA specifications or other requirements contained in the Invitation for Proposal, must be filed in writing, within seventy-two (72) hours (excluding Saturdays, Sundays, and state holidays) after the receipt of the RFP or receipt of the notice of the SANCA's decision as applicable, and must be filed as a formal petition setting forth with particularity the facts and law upon which the protest is based shall be filed within ten (10) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object and protest.

**SECTION 18. PROTEST BOND.** Any Proposer who files a Notice of Protest protesting the RFP, a proposal rejection, or a proposal award shall post with the SANCA at the time of filing (within 72 hours as referenced in Section 17 above), a protest bond payable to the SANCA. The protest bond for protesting the RFP shall be in the amount of one thousand dollars (\$1,000). Notwithstanding the SANCA's operating rules, the protest bond for protesting a proposal rejection or proposal award shall be in an amount equal to ten percent (10%) of the value of the solicitation, but in no case less than ten thousand dollars (\$10,000). Bonds shall be by a U.S. postal service money order, certified cashier's check or such other form of surety as the SANCA's counsel may approve. All bonds shall be made payable to the SANCA. Failure to post such bond within the requested time period shall result in the protest being dismissed by the SANCA, with the Proposer afforded no relief.

If the person or firm protesting the award prevails, the bond shall be returned to the protestor; however, if, after completion of the formal protest hearing in which the SANCA prevails, the bond shall be applied to payment of the costs and attorney fees incurred by the SANCA relative to the protest. The entire amount of the bond shall be forfeited if the SANCA determines that a protest was filed for a frivolous or improper purpose, including, but not limited to, the purpose of harassing, causing unnecessary delay, or causing needless cost for the SANCA or other parties.

**SECTION 19. EVALUATION OF PROPOSALS.** The proposals shall be ranked based on the criteria presented in the Evaluation Criteria sheet (Exhibit A), contained within the RFP. Proposals may be held for a period not to exceed 120 days from the date of proposal opening for the purposes of reviewing the proposals and investigating the qualifications of the Proposers, prior to executing a contract agreement. During this time, all provision of the submitted proposal must be in effect, including pricing. The SANCA may visit the Proposer's facilities as part of the evaluation process.

**SECTION 20. BLACKOUT PERIOD/CONE OF SILENCE.** The blackout period is defined as between the time the Invitation for Proposals is issued and the time the respective Boards award the

contract. During this blackout period, any attempt to influence the thinking of staff or officials related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of their award and/or contract. Anyone attempting to lobby SANCA representatives will be disqualified. This does not apply to pre-solicitation conference, contract negotiations, or communications with staff not concerning this solicitation.

**SECTION 21. PRICING.** Proposers shall submit their price information on the supplied forms with all blank spaces completed (Exhibit J). Proposers shall also sign the required forms in blue ink. Each line item shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers will not be allowed to make any substitutions in materials, quantities or frequencies during the proposal process. Proposers shall guarantee that their pricing shall not increase throughout the term of the contract agreement executed.

**SECTION 22. REFERENCE TERMS.** Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships or corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "SANCA" shall be construed to refer to Suncoast Aquatic Nature Center Associates, Inc. and the SANCA shall be the legislative authority for all matters concerning the SANCA and the SANCA's resulting contract.

**SECTION 23. ADDITIONAL TERMS AND CONDITIONS.** No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to the proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

Once proposals are received for the SANCA, the SANCA's review committee will review each submittal related to the SANCA and score each proposal based on the evaluation criteria. The SANCA's award will be based on the proposal that is most advantageous to the SANCA.

The SANCA also reserves the right to seek clarification from prospective firms on any issue in a response for the SANCA, invite specific firms for site visits or oral presentations, or take any action it feels necessary to properly evaluate the submissions and construct a solution in the SANCA's best interest. Failure to submit the requested information or required documentation may result in the lessening of the proposal score or the disqualification of the Proposer's response.

**EVALUATION CRITERIA SHEET**

All proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. The following criteria will be given considerable weight in the proposal selection process and is not listed in order of importance:

1. Proposals received by the stipulated deadline must be in the correct format
2. Proposer's alleged performance effectiveness with other Owners (references)
3. Proposer's performance history and alleged ability to deliver consistent services per a frequency schedule of tasks to be performed
4. Proposer's ability to provide and deliver qualified personnel having the knowledge, skills, and any required certifications required to effectively and efficiently execute proposed services
5. Overall cost effectiveness

Proposer agrees that the SANCA may contact all submitted references to obtain any and all information regarding Proposer's performance.

**SCOPE OF SERVICES AND SCHEDULE FOR EXTERIOR CLEANING AT NATHAN BENDERSON PARK**

- |  |   |
|--|---|
| <b>1. Finish Tower:</b>                    | <b>Daily</b><br>5851 Nathan Benderson Circle                            |
| <b>2. 500 Meter Restroom</b>               | <b>Daily</b><br>1800 World Championship Drive (west side of lake)       |
| <b>3. Event Garden/Playground Restroom</b> | <b>Daily</b><br>700 World Championship Drive (north end of park)        |
| <b>4. Playground &amp; Pavilion</b>        | <b>Daily</b><br>700 World Championship Drive                            |
| <b>5. Trash Compounds</b>                  | <b>Daily</b>  |
| <b>6. Island Compound</b>                  | <b>Daily</b><br>5873 Nathan Benderson Circle (southeast side of island) |
| <b>7. South Compound</b>                   | <b>Daily</b><br>5700 Athletes Drive                                     |
| <b>8. Starter Pavilion</b>                 | <b>Daily</b><br>1900 Athletes Drive                                     |
| <b>9. Race Platforms (4)</b>               | <b>Weekly</b>   |
| <b>10. North Park</b>                      | <b>Daily</b><br>South of UTC Mall                                       |
| <b>11. All drinking fountains</b>          | <b>Daily</b>  |
| <b>12. All trash cans</b>                  | <b>Daily</b>  |
| <b>13. SANCA Office Trailer</b>            | <b>Daily</b><br><b>5857 Nathan Benderson Circle</b>                     |
| <b>14. Operations Trailer</b>              | <b>Daily</b><br><b>5865 Nathan Benderson Circle</b>                     |

**DAILY UNLESS OTHERWISE SPECIFIED**

**Exterior Cleaning Activity**

**A. Restrooms/Starter Pavilion/Playground Pavilion**

- Dust all cobwebs down -Exterior
- Hose exterior walls, landings and entrances
- Pressure wash - spot any spills around entrance
  
- Hose down pavers
- Pressure wash pavers- MONTHLY *or more frequently if needed*
  
- Pressure wash exterior of Restroom Building – MONTHLY
- Or more frequently if needed

**B. Playground:**

- Wipe/clean/sanitize equipment with product mutually agreed upon
  
- Pressure wash playground equipment – WEEKLY unless appearance warrants sooner
  
- Dust all cobwebs down
- Remove any trash out of park
  
- Blow mulch back to perimeter
  
- Check equipment and report any issues

**C. Trash:**

- Remove trash, replace liners as needed except from interior locations
  
- Police all park grounds for loose trash and debris
  
- Report any rotten trash cans or damage to holders

**D. Tower:**

- Clean all exterior entrance glass
- Clean glass accessible from ground or decking's- WEEKLY
  
- Hose ground floor exterior walls as needed
  
- Clean service area rooms

Dust down cobwebs and sweep both stairways

Hose down stairways - WEEKLY

Hose observation deck, 6<sup>th</sup> floor, wipe down glass and rail

Observation deck, 6<sup>th</sup> floor, de-cob, clean and organize storage/HVAC closet

Bio mass debris removal

### **E. Stairways**

Cob web removal

Wipe down and sanitize handrails

Hose down daily

Pressure wash every two weeks or more frequently if needed

### **F. Grand Stands**

Pressure wash monthly

### **G. Bollard Lights**

Wash and wipe down light weekly

### **H. Picnic tables**

Cob web removal

## G. Miscellaneous

Workers on site shall be cognizant of all areas of the park and attend to anything that is not clean and would contribute to a visitor's impression of the park. SANCA strives for visitors to leave with the impression Nathan Benderson Park is an outstanding world-class facility in all its endeavors. Included but not limited to;

Walkways to buildings

Parking lots

Paths

Kiosks

Signs

Digital signs

Street signs

Fences

## EXHIBIT C

### QUALIFICATION STATEMENT

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1. PROPOSER QUALIFICATION STATEMENT
2. LISTING OF CORPORATE OFFICERS
3. AFFIDAVIT FOR INDIVIDUAL
4. AFFIDAVIT FOR PARTNERSHIP
5. AFFIDAVIT FOR CORPORATION
6. SWORN STATEMENT UNDER SECTION 287.133(3) (A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**PROPOSER'S QUALIFICATION STATEMENT  
EXTERIOR CLEANING SERVICES**

1. Proposer: \_\_\_\_\_  
(Company Name)  Partnership  
 Corporation  
 Subsidiary Corporation

2. Parent Company Name: \_\_\_\_\_

3. Parent Company Address:  
Street Address: \_\_\_\_\_  
PO Box (If any): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

1<sup>st</sup> Contact Name: \_\_\_\_\_  
Title \_\_\_\_\_

2<sup>nd</sup> Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_

4. Proposer Company Address (if Different):  
Street Address: \_\_\_\_\_  
PO Box (If any): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

1<sup>st</sup> Contact Name: \_\_\_\_\_  
Title \_\_\_\_\_

2<sup>nd</sup> Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_

5. List the location of the office from which the proposer would provide services to the SANCA.  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
1<sup>st</sup> Contact Name: \_\_\_\_\_

Title \_\_\_\_\_

6. Is the Proposer incorporated in the State of Florida? Yes ( ) No ( )

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes ( ) No ( )  
If NO, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

- The State with whom the Proposer's company is incorporated? \_\_\_\_\_
- Is the company in good standing with the State? Yes ( ) No ( )  
If NO, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_
- Is the Proposer company authorized to do business in the State of Florida?  
Yes ( ) No ( )

6.3 If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing exterior cleaning services.

7. Has the Proposer's company provided services for the SANCA or similar community development previously? Yes ( ) No ( )

7.1 If Yes, provide the following:

- Number of contracts Proposer has executed with community development SANCAs and/or similar communities during the past five (5) years and the names of the entities as well as the length of the contract and whether each such community is still a current client. **Please also see the attached experience section.**

8. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current full year.

9. What are the Proposer's current insurance limits?

General Liability:

Automobile Liability:

Umbrella Coverage:

Workers Compensation:  
Expiration Date:

10. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)? Yes ( ) No ( )  
If so, state the name(s) of the company(ies) \_\_\_\_\_

\_\_\_\_\_

The state(s) where barred or suspended: \_\_\_\_\_

State the period(s) of debarment or suspension: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Has the Proposer ever failed to fulfill its obligations under any contract awarded to it?  
Yes ( ) No ( ) If so, where and why? \_\_\_\_\_
- \_\_\_\_\_

12. Has any officer or partner of the Proposer ever been an officer, partner, or owner of some other organization that has failed to fulfill job duties or otherwise complete a contract?  
Yes ( ) No ( ) If so, state name of individual, other organization and reason therefore.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. List any and all litigation to which the Proposer or any of its affiliates has been a party in the last five (5) years.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes ( ) No ( ) If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. List five (5) current clients including contact persons and telephone numbers as well as their contract value and length of service:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months and the reason(s) why:

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17. List certified technicians and include number of years of experience and date of last certification:

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18. Attach current financial statements, prepared within the last one hundred either (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year. **Please see attached Financial Section.**

19. Attach any certifications or documentation regarding educational experience of key personnel that would assist the SANCA in evaluating the quality and experience of such personnel. **Please see attached in Key Personnel Section.**

20. Key Personnel: Describe any experience of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual exterior cleaning services work of your organization and who will be assigned to this contract if awarded to contractor.

---

(Name)	(Position)
--------	------------

---

(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)
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(Name)	(Position)
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---

(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)
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(Name)	(Position)
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(Type of Work)	(Yrs. Experience)	(Yrs. w/ Firm)
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\_\_\_\_\_  
(Name) (Position)

\_\_\_\_\_  
(Type of Work) (Yrs. Experience) (Yrs. w/ Firm)

\_\_\_\_\_  
(Name) (Position)

\_\_\_\_\_  
(Type of Work) (Yrs. Experience) (Yrs. w/ Firm)

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the SANCA or its authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether the SANCA should consider the Proposer for bidding on the exterior cleaning services invitation for proposals, including such matters as the Proposer’s ability, standing, integrity, quality of performance, efficiency and general reputation.

\_\_\_\_\_  
Name of Proposer

By: \_\_\_\_\_  
\_\_\_\_\_  
(Name & Title of Person Signing)

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

(Corporate Seal)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
(Seal) Notary Public/Expiration Date

**Exhibit E**

**CORPORATE OFFICERS**

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

Date \_\_\_\_\_

Provide the following information for Officers of the Proposer and parent company, if any.

<b>Name of Proposer</b>	<b>Position or Title</b>	<b>Corporate Responsibilities</b>	<b>Individual's Residence City, State</b>
<b>For the Parent Company (if applicable)</b>			

**Exhibit F**

**AFFIDAVIT FOR INDIVIDUAL**

State of \_\_\_\_\_ ss:

County of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that the statements and answers to the questions concerning the qualification statement and corporate officers contained herein are correct and true as of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and will be considered such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

\_\_\_\_\_  
(Proposer must also sign here)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public/Expiration Date:

(Seal)

**Exhibit G**

**AFFIDAVIT FOR PARTNERSHIP**

State of \_\_\_\_\_ ss:

County of \_\_\_\_\_

\_\_\_\_\_, is a member of the firm of \_\_\_\_\_, being duly sworn, deposes and says that the statements and answers to the questions concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and such action on the part of the Proposer will be considered to constitute good cause for rejecting Proposer's proposal.

\_\_\_\_\_  
(Signature of a General Partner is required)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public/Expiration Date:

(Seal)

**AFFIDAVIT FOR CORPORATION**

State of \_\_\_\_\_ ss:

County of \_\_\_\_\_

\_\_\_\_\_  
(title) \_\_\_\_\_  
of the \_\_\_\_\_

(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions in the foregoing concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this statement constitutes fraud; and such action on the part of the Proposer will be considered good cause for rejection of Proposer's proposal.

\_\_\_\_\_  
(Officer must also sign here)

CORPORATE SEAL

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public/Expiration Date:

(Seal)

SWORN STATEMENT UNDER SECTION 287.133(3) (A),

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_
2. This sworn statement is submitted by \_\_\_\_\_  
(Print Name of Entity Submitting Sworn Statement)

whose business address is \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_)

3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_
4. I understand that a “public entity crime” as defined in Paragraph 287.13 3(1)(g), Florida Statutes, means 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 or with an 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 agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), Florida Statutes, means 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 jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or,
  - B. 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. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a

prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

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

Date: \_\_\_\_\_

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

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

\_\_\_\_\_ who, after first being sworn by me, affixed his/her signature in the space  
(Name of individual signing)

provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

**PROPOSAL FORM**

TO: Suncoast Aquatic Nature Center Associates, Inc.

FROM: \_\_\_\_\_

(Proposer)

In accordance with the Invitation for Proposals for Exterior Cleaning Services at Nathan Benderson Park, the undersigned proposes to provide all services as described in the detailed Scope and/or Specifications for the SANCA.

All Proposals shall be in accordance with the RFP.

**ACKNOWLEDGMENTS**

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. The Proposer agrees through submission of this proposal to honor all pricing information one hundred twenty (120) days from the date of the proposal opening, and if awarded the SANCA Contract on the basis of this proposal to enter into a contract agreement within fourteen (14) days after receiving notice of the award. Proposer understands that inclusion of false, deceptive or fraudulent statements of this proposal constitutes fraud; and, that the SANCA considers such action on the part of the Proposer to constitute cause for denial, suspension or revocation of the proposal.

The undersigned hereby authorize(s), and request(s) any person, firm or corporation to furnish any pertinent information requested by the SANCA and/or its authorized agents, deemed necessary to verify the statements made in this proposal or attachments hereto, or regarding the ability, standing and general reputation of the Proposer.

The undersigned further acknowledges the receipt of the RFP and all Proposal Documents related thereto.

I, \_\_\_\_\_ REPRESENTING \_\_\_\_\_  
and/or \_\_\_\_\_ Corporation, agree to furnish the services required in the scope/specifications at the following prices:

**I. Annual Contract Proposal Amount:**

**A. Annual Total** \$ \_\_\_\_\_

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NAME OF PROPOSER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE (legal name): \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_