

**CITY OF COTTONDALE**  
**Request for Submittals**  
**Program Administration and/or Engineering Services**  
**RFP/RFQ 2024-01**

The City of Cottondale, Florida invites bids/proposals from qualified individuals or firms interested in providing grant administration services and/or engineering services related to the Florida Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category. The City has been awarded CDBG Grant #23DB-N08 H2545 in the amount of \$600,000.00 for the FFY 2021-22 funding cycle; therefore, procurement and contracting will follow CDBG regulations.

All responses will be ranked on an individual and equal basis.

**Ranking criteria and requirements may be requested in person by contacting Sherri McBride, City Clerk, at 2659 Front Street, Cottondale, FL 32431 or by telephone at (850) 352-4361 or via email [cityclerk@cityofcottondale.net](mailto:cityclerk@cityofcottondale.net).**

**Responses will be due by the amended deadline of Tuesday, May 14, 2024 at 12 noon CST. Submit to the City of Cottondale, ATTN: Sherri McBride, PO Box 398; 2659 Front Street, Cottondale, FL 32431.**

***EQUAL OPPORTUNITY EMPLOYER***  
***HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION***

**CITY OF COTTONDALE, FLORIDA**

**REQUEST FOR PROPOSALS**

**RFP NO. 2024-01**

**PROFESSIONAL GRANT ADMINISTRATION SERVICES**

**Community Development Block Grant-Neighborhood Revitalization**

**Grant # 23DB-N08 H2545**

## INSTRUCTIONS TO RESPONDENTS

The City of Cottondale invites qualified firms or individuals to submit Bids/Proposals for Grant Administration related to a CDBG Neighborhood Revitalization (CDBG-NR) funded project, RFP NO: 2024-01, by replying to the enclosed specifications. For the submittal to be considered, complete all items in this specification. Submittals will be ranked separately and considered on an equal and competitive basis.

**This CDBG-NR project will include the rehabilitation of the main pump station owned and operated by the City of Cottondale.**

All submittals must include **five (5) copies** addressed to:

**CITY OF COTTONDALE, CITY CLERK  
ATTN: SHERRI MCBRIDE  
PO BOX 398; 2659 FRONT STREET  
COTTONDALE, FL 32431**

Submittals must be **received** at the address listed above no later than **12:00pm CST – May 14, 2024**. Late responses will not be accepted.

Submittal envelopes for Grant Administration must be sealed and marked with the **RFP number, “Grant Administration”, “CDBG-NR”, due date, and name of respondent** to identify the enclosed submittal. If more than one envelope is needed, please mark “1 of 2”, “2 of 2”, etc.

### **INTERPRETATION OF SPECIFICATION**

All questions pertaining to the terms and conditions of the scope of work must be submitted **in writing or by e-mail** as shown below:

City of Cottondale  
Attn: Sherri McBride, City Clerk  
PO Box 398  
2659 Front Street,  
Cottondale, FL 32431  
cityclerk@cityofcottondale.net

No oral interpretations will be made to any firm as to the meaning of specifications or any other contract documents. In accordance with Florida Statutes 287.057(23), “Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.” **Questions must be submitted in writing.**

All questions must be received at least five (5) calendar days prior to the scheduled opening of submittals. Any interpretation of these terms, conditions, and/or specifications, if made, will be only by Addendum issued by the City Manager. A copy of such Addendum will be e-mailed to each respondent that received a copy of the advertisement of the Request for Submittals. **IT IS THE RESPONSIBILITY OF THE RESPONDENT TO CHECK FOR ANY ADDENDA PRIOR TO SUBMITTING.** No verbal instructions or interpretations of drawings and specifications will be made other than indicated above.

The City of Cottdale reserves the right to reject any or all submittals, to waive informalities in the submittals, and to re-advertise for submittals. The City of Cottdale also reserves the right to separately accept or reject any item or items of a submittal and to award and/or negotiate a contract in its best interest.

**COTTONDALE, FLORIDA**  
**CDBG-NR GRANT ADMINISTRATION SERVICES**  
**FRP# 2024-01**

The City of Cottondale is soliciting Proposals from qualified individuals/firms to perform professional grant administration services related to a Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funded project. Awarded individuals/firms shall be responsible for the performance of all required contracted consulting services as well as any and all associated services as required by the City.

Section 3 businesses under the HUD Act are encouraged to submit a Proposal as any responsive, responsible, business that qualifies as a Section 3 business concern will be given a preference during evaluation. A respondent selected for this project will be responsible for ensuring compliance with all Section 3 requirements including, but not limited to, the hiring and contracting decisions made on the projects.

Administration services shall include, but not be limited to, identifying project/program needs, formulating appropriate grant solutions, developing program linkages, reviewing and developing necessary policies and procedures, developing and administering the program(s), conducting environmental review(s), monitoring of contractors and project activities to ensure program compliance, coordinating with City and funding agency, developing and administering agency contract, tracking and managing program funds in compliance with program guidelines, providing reports and technical assistance required to complete project and as requested by the City, and Contract Management.

The City hereby notifies all that it will take affirmative action to ensure that disadvantaged and women business enterprises will be afforded full opportunity to participate in any contract which may result from this request for submittals and will not be discriminated against on the grounds of race, color, national origin, sex, religion, age, or physical handicap in consideration of contract award.

Bids/Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score. Contingent upon successful ranking of Bids/Proposals and negotiation of a contract, nothing shall preclude the City from selecting a single, qualified firm to provide all services.

Bids/Proposals must contain complete, detailed responses to requests for information contained in this document and any subsequent addenda issued regarding this RFP. Bids/Proposals must conform to the following structure, and must incorporate information regarding subcontractors where applicable:

- A. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any respondent submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. The City reserves the right to reject any and all proposals, waive irregularities in the proposal and the negotiations, and to request additional information from proposers if deemed necessary.
- B. **Letter of Transmittal:** The respondent shall submit a "Letter of Transmittal" which shall as a minimum contain the following:
  - 1. State the location of the office from which the work is to be accomplished.
  - 2. Describe the firm's general qualifications and the range of activities performed by the firm.
  - 3. Briefly state the proposer's familiarity with the needs and conditions existing in the City that are relevant to the proposed project(s).
  - 4. Indicate if respondent personnel have previously developed and/or administered any CDBG or similar grant projects for the City and/or for other jurisdictions.

5. Certify that the respondent will provide professional guidance to the City relative to compliance with applicable federal, state, and local laws and regulations.
6. Indicate if your firm is a Certified Minority Business Enterprise.
7. Provide any additional information that the respondent feels essential to their proposal.
8. State that the person signing the "Letter of Transmittal" is authorized to bind the proposer.

**C. All proposals shall include each of the following:**

1. Indicate why the respondent feels uniquely qualified to undertake the required administration and management services and with CDBG grants.
2. Describe the technical approach to be taken in addressing the scope of work, including a delineation of specific tasks to be undertaken.
3. Include a description of relevant work experience for each person assigned to this project.
4. Identify experience with administering CDBG projects under the Florida Small Cities Community Development Block Grant Program that were successfully completed.
5. Describe experience with administering non-CDBG grants for Florida jurisdictions and other Governmental Agencies.
6. Fee. Provide a detailed fee schedule for services and an explanation or a basis for the fees proposed. (Please note requirements from Florida Statutes 112.061 and any additional CDBG requirements).

Furthermore, the respondent shall certify that to the best of their knowledge and belief all the information herein submitted for consideration and evaluation is true, correct, and accurate.

**D. Evidence of registration and statement of professional liability insurance:**

1. A Certificate of Insurability acceptable to the City shall accompany each proposal or alternate proposal in the amounts as prescribed by State and City.
2. Professional Liability Insurance: The Vendor shall purchase and maintain such insurance as will protect it from claims which may arise out of or result from the Vendor's operations under the terms and conditions of the Request for Submittals. Liability insurance shall be obtained at the Vendor's expense and in its name as the insured, which Certificate shall show the City of Cottondale as an additional named insured. Liability insurance on a form approved by the City (M&D, CGL, etc.) and including endorsements for contractual liability and such other endorsements appropriate for the work required by this Bid as may be required by the City. The limit of liability for this coverage shall not be less than \$250,000.00 CSL per occurrence.
3. General Liability, with combined single limits of not less than \$1,000,000 per occurrence. The only aggregate limit acceptable is a "project aggregate" and the Certificate must show an appropriate endorsement (ISO CG2501) or equal.
4. Business Auto Liability Insurance, with combined single limits of not less than \$200,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, not-owned and hired automobiles and employee non-ownership use.
5. Workers' Compensation Insurance, as required by the State of Florida; \$100,000 each accident and \$100,000 each employee \$500,000 policy limit for disease

Note: Insurance requirements will change from time to time. Amounts of insurance will meet the minimum amounts and limits required by the State of Florida and the City of Cottondale.

**E. Affidavits and Acknowledgements (attached)**

1. Equal Opportunity Report Statement

2. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Primary Covered Transactions
3. Byrd Anti-Lobbying Compliance and Certification Regarding Lobbying
4. Certification of Non-segregated Facilities
5. Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes
6. Public Entity Crime Statement
7. Drug-free Workplace Certification
8. Anti-Collusion Clause Form
9. Anti-Kickback Affidavit

The qualifications for professional Services will be evaluated using the following criteria:

1.	20 points	Company/Firm qualifications and capabilities
2.	20 points	Key Professional Personnel qualifications and capabilities
3.	20 points	Successful administration of CDBG projects under the Florida Small Cities Community Development Block Grant Program
4.	20 points	Successful administration of non-CDBG grants for Florida jurisdictions and other Governmental Agencies
5.	10 points	Client references
6.	10 points	Fee or Proposed Fee Basis

In case of a tie, MBE/WBE Status will be given priority.

The previous criteria are shown in the required submittal format, not to be deviated from by prospective consultants. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any such submittal. The City is an Equal Opportunity Employer. Minority/Women owned businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its requests for submittals. **Questions or requests for additional information shall be directed to the City of Cottondale by mail at PO Box 398, Cottondale, FL 32431 or by email at [cityclerk@cityofcottondale.net](mailto:cityclerk@cityofcottondale.net).**

The City reserves the right to request clarification of any information submitted by respondents. The City, with suitable basis as provided for by law, also reserves the right to reject any and all submittals, and to waive any informalities or irregularities in the submittal process. Contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies.

Respondents shall submit five copies of their submittal(s) to the above referenced contact person and address. Sealed packages should be clearly marked to identify the enclosed submittal, including the **RFP number, “Grant Administration”, “CDBG-NR”, due date, and name of respondent**. If more than one envelope is needed, please mark “1 of 2”, “2 of 2”, etc.

Responses due no later than 12:00pm CST – May 14, 2024

To facilitate effective evaluation by the City, submittals shall be limited to a total of 75 pages. Minority Business Enterprise certification, statement on Public Entity Crimes, Appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. Submittals which exceed this length will be considered non-responsive and will not be evaluated. Late submittals will be returned unopened. Submittals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the City, short lists may be developed, and respondents may be asked to give a short presentation or interview as

part of the selection process. The City of Cottondale supports Equal Opportunity Employment, Fair Housing, and Providing Handicapped Access.

A person or affiliate who has been placed on the State of Florida or a Federal convicted vendor list following a conviction for a public entity crime may not submit a response, or reply on a contract to provide any goods or services to a public entity; may not submit a response, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit responses or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in 287.017 F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.



**CITY OF COTTONDALE**  
**CDBG-NR GRANT ADMINISTRATION SERVICES**  
**RFP 2024-01**

Respondent A: \_\_\_\_\_

Respondent B: \_\_\_\_\_

Respondent C: \_\_\_\_\_

Respondent D: \_\_\_\_\_

<b>CRITERIA</b>	<b>Respondent A</b>	<b>Respondent B</b>	<b>Respondent C</b>	<b>Respondent D</b>
<i>Company/Firm qualifications and capabilities:</i> <b>Maximum of 20 Points</b>				
<i>Key Personnel capabilities and qualifications:</i> <b>Maximum of 20 Points</b>				
<i>Successful administration of CDBG projects under the Florida Small Cities Community Development Block Grant Program:</i> <b>Maximum of 20 Points</b>				
<i>Successful administration of non-CDBG grants for Florida jurisdictions and other Governmental agencies:</i> <b>Maximum of 20 Points</b>				
<i>Client references:</i> <b>Maximum of 10 Points</b>				
<i>Fee or Proposed Fee Basis.</i> Lowest Fee:        10 points Next Lowest Fee:   9 points Next Lowest Fee:   8 points Next Lowest Fee:   7 points Next Lowest Fee:   6 points <b>Maximum of 10 Points</b>				
<i>Total Score: (100 possible)</i>				

Ranking:        #1 \_\_\_\_\_  
                   #2 \_\_\_\_\_  
                   #3 \_\_\_\_\_  
                   #4 \_\_\_\_\_

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

## EQUAL OPPORTUNITY REPORT STATEMENT

The respondent shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of submittal:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation

with a sub-Contractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

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

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Primary Covered Transactions**

The respondent certifies that the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
2. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for; commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
3. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
4. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The respondent certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this Request for Submittals, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the City of Cottondale.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

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

**BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each submittal or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

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

### **Certification of Non-segregated Facilities**

The federally assisted Contractor certifies that he does not maintain or provide for its employees, any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. The federally assisted Contractor certifies that it will not maintain or provide for its employees segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. The federally assisted Contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term “segregated facilities” means any waiting room, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted Contractor agrees that (except where it has obtained identical certifications from proposed sub-Contractors for specific time periods) it will obtain identical certifications from proposed sub-Contractors prior to the award of subcontracts exceeding ten thousand (\$10,000.00) dollars US which are not exempt from the provisions of the equal opportunity clause and that it will retain such certifications in its files.

---

Signature of Contractor

---

Title

---

Date

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES  
ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted to the *City of Cottondale, Florida, 2659 Front Street; PO Box 398, Cottondale, FL 32431* by \_\_\_\_\_  
[print individual's name and title]

for: \_\_\_\_\_ whose business  
[print name of entity submitting sworn statement]

address is \_\_\_\_\_

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

2. I understand that a “public entity crime” as defined in Paragraph 287.133(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 of the United States, including, but not limited to, any submittal 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.

3. 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 a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

- (1) A predecessor or successor of a person convicted of a public entity crime; or
- (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. 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.

5. 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 submittals or applies to submittal 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.

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

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Reference: RFP Number]

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021. Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_.

[Type of identification]

Notary Public – State of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Notary]

\_\_\_\_\_  
[Printed, typed or stamped commissioned name of Notary Public]



# CITY OF COTTONDALE

## DRUG-FREE WORKPLACE CERTIFICATION

**Please complete Part I or Part II as applicable.**

In order to be given preference in the award process for having implemented a drug-free workplace program prior to the submission date, the respondent is requested to certify that as part of their drug-free workplace program, they have:

- I. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specified the actions that will be taken against employees for violations of such prohibition.
2. Informed employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Given each employee engaged in providing the commodities or contractual services that are under submittal a copy of the statement specified in Subsection I.
4. In the statement specified in Subsection I, notified the employees that, as a condition of working on the commodities or contractual services that are under submittal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Imposed a sanction on or required 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. Made a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**Part I - PROGRAM IMPLEMENTED**

I certify that I/we have established a drug-free workplace program meeting the foregoing minimum requirements.

[Printed, typed name] \_\_\_\_\_ [Signature] \_\_\_\_\_

State of Florida; County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who presented \_\_\_\_\_ as identification, and who (did) (did not) take an oath.

\_\_\_\_\_  
[Signature of Notary Public] [Printed, typed or stamped name of Notary Public]

\_\_\_\_\_  
[Commission Number of Notary Public]

**Part II - PROGRAM NOT IMPLEMENTED**

A program meeting the above stated requirements has not been established or has not been fully implemented prior to Submittal closing date, and therefore I/we are not eligible for certification as a drug-free workplace.

\_\_\_\_\_  
[Signature] [Date]

**ANTI-COLLUSION CLAUSE FORM**

The award of a contract or acceptance of submittal is subject to Chapter 112, Florida Statutes\*. All respondents must disclose with their submittal the name of any officer, director, or agent who is a City Official or employee, or a member of an official's or employee's immediate family. Further, respondents must disclose the name of any City Official or employee, or a member of an official's or employee's immediate family, who owns directly or indirectly an interest often percent (10%) or more in the respondent's firm or related business.

**CERTIFICATION**

| | I declare that I do not have any matters which might give rise to a real or perceived conflict of interest.

| | I hereby disclose that the following named person(s) is an Officer, Director, or Agent who is also a City Official, Employee, or member of a City Official or Employee's immediate family and could pose a possible conflict of interest:

Name: \_\_\_\_\_  
Affiliation: \_\_\_\_\_

By signing below, I affirm that I have read and understood the principles of conflict-of-interest disclosure and I have made full disclosure of all matters that may put me in a conflict-of-interest situation in performing my role.

I acknowledge that non-disclosure could result in action being taken to terminate my work with the City of Cottondale and potentially bar me from submittals in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

RFP Number: \_\_\_\_\_ Date: \_\_\_\_\_

\*Florida Statutes Chapter 112.311(5) It is hereby declared to be the policy of the state that no officer or employee of a state agency or of a county, town, or other political subdivision of the state, and no member of the Legislature or legislative employee, shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

**PROGAM REQUIRED CONTRACT CLAUSES:**

Execute the acknowledgement set forth below representing you have reviewed the attached mandatory contract clauses that shall be required for all submittals and included language in all agreements:

I, \_\_\_\_\_, as authorized representative on behalf of  
\_\_\_\_\_(entity) submitting this response to the City of Cottondale  
RFP No. \_\_\_\_\_, herein acknowledge, consent and accept the following mandatory contract clauses  
in any and all Hurricane Michael related consulting services agreement to be included but not limited  
to the following:

(SEE ATTACHED REQUIRED CONTRACT CLAUSES)

## PROGRAM REQUIRED CONTRACT CLAUSES

### 1. Equal Employment Opportunity.

**a)** The contractor agrees to comply with the requirements of Chapter 760, Florida Statutes, and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(6) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended.

**b)** If this contract is in excess of \$10,000 and meets the definition of a “federally assisted construction contract” as provided in 41 C.F.R. § 60-1.3, the following shall apply to the contractor's performance under this contract:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- ii. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- iii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- iv. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts

by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- vii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii. The contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

For the purposes of this section, "federally assisted contract" means any agreement or modification thereof between any applicant and a person for work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

For the purposes of this section, "construction work" means the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

## **2. Davis Bacon Act.**

- a)** This section applies to all construction contracts in excess of \$2,000.
- b)** In accordance with the requirements of the Davis Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction), the contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the contractor shall pay wages not less than once a week.
- c)** Award of this contract to the contractor is conditioned upon the contractor's acceptance of the current prevailing wage determination issued by the Department of Labor as provided in the solicitation for this contract.

**3. Copeland Anti-Kickback Act.**

- a) This section applies to all contracts and subcontracts in excess of \$2,000 for construction or repair.
- b) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract. Specifically, the contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
- c) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- d) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

**4. Contract Work Hours and Safety Standards Act.**

- a) This section applies to all contracts in excess of \$100,000 that involve the employment of mechanics or laborers as provided in 40 U.S.C. § 3701.
- b) As provided in 40 U.S.C. § 3702, and as supplemented by Department of Labor regulations (29 C.F.R. Part 5), the contractor shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
- c) The requirements of 40 U.S.C. § 3704, as supplemented by 29 C.F.R. Part 5, shall apply to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- d) No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- e) In the event of any violation of the clause set forth in paragraph (d) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (d) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (d) of this section.
- f) The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (e) of this section.
- g) The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph

(c) through (f) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (c) through (f) of this section.

**5. Compliance With Clean Air Act.**

- a) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b) The contractor agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c) The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

**6. Compliance with Federal Water Pollution Control Act.**

- a) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b) The contractor agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c) The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

**7. Debarment and Suspension.**

- a) This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b) The contractor must comply with 2 C.F.R. Part 180, Subpart C and 2 C.F.R. Part 3000, Subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c) This certification is a material representation of fact relied upon by the City. If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, Subpart C and 2 C.F.R. Part 3000, Subpart C, in addition to remedies available to the state of Florida and the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d) The respondent agrees to comply with the requirements of 2 C.F.R. Part 180, Subpart C and 2 C.F.R. Part 3000, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The respondent further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**8. Byrd Anti-Lobbying Amendment**

Contractors who apply for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

## 2CFR 200 Required Terms and Conditions

### 1. Termination (Cause and Convenience)

- A. This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given:
- (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate; and
  - (2) an opportunity for consultation with the terminating party prior to termination.
- B. This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in 1(a) above.
- C. If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but
- (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and
  - (2) any payment due to the contractor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice.

For any termination, the equitable adjustment shall provide for payment to the contractor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by the contractor relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate.

- D. Upon receipt of a termination action under paragraphs (a) or (b) above, the contractor shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the contractor in performing this contract, whether completed or in process.
- E. Upon termination, the local government may take over the work and may award another party a contract to complete the work described in this contract.
- F. If, after termination for failure of the contractor to fulfill contractual obligations, it is determined that the contractor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In such event, adjustment of the contract price shall be made as provided in paragraph (c) above.



2. **Access to Records**

The local government, the Florida Department of Commerce, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

3. **Retention of Records**

The contractor shall retain all records relating to this contract for six years after the local government makes final payment and all other pending matters are closed.

4. **Remedies**

Unless otherwise provided in this contract, all claims, counter-claims, disputes and other matters in question between the local government and the contractor, arising out of or relating to this contract, or the breach of it, will be decided by arbitration, if the parties mutually agree, or in a Florida court of competent jurisdiction.

## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each submittal or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official \_\_\_\_\_

Name and Title of Contractor's Authorized Official \_\_\_\_\_

Date \_\_\_\_\_

## **9. Procurement of Recovered Materials.**

**a)** In the performance of this contract, the contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Recovery Act. The contractor shall make maximum use of products containing recovered materials that are EPA- designated items, as set forth in 40 C.F.R. Part 247, Subpart B, unless the product cannot be acquired-

- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
- ii. Meeting contract performance requirements; or
- iii. At a reasonable price.

**b)** The requirements of this section apply to the purchase or acquisition of any procurement item where the purchase price of the item exceeds \$10,000 or where the quantity of such item or of any functionally equivalent item purchased or acquired in the course of the previous fiscal year is \$10,000 or more.

## **10. Section 3 Clause.**

**a)** The work to be performed under this agreement is a project assisted under a program providing direct federal financial assistance from the U.S. Department of Housing and Urban Development (HUD) and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities to low- and very low-income persons residing in the metropolitan area in which the project is located.

**b)** The parties to this agreement agree to comply with the requirements of 24 C.F.R. Part 135, which implement Section 3. As evidenced by their execution of this agreement, the parties certify that they are under no impediment what would prevent them from complying with these requirements.

**c)** The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advertising the contractor's commitments under this Section 3 clause. The contractor shall post copies of this notice in conspicuous places at the worksite where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, the availability of apprenticeship and training positions, the qualifications for each, the name and location of the person(s) taking applications for each position, and the anticipated date the work shall begin.

**d)** The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with the regulations set forth in 24 C.F.R. Part 135 and agrees to take appropriate action, as provided in the applicable provision of the subcontract, or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations set forth in 24 C.F.R. Part 135. The contractor shall not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 135.

**e)** The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. part 135.

**f)** Noncompliance with the regulations set forth in 24 C.F.R. part 135 may result in sanctions, termination of this agreement for default, and debarment or suspension from future HUD assisted contracts.

**g)** With respect to work performed in connection with Section 3-covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this agreement. Section 7(6) requires that to the greatest extent feasible, (i) preference and opportunities for training and employment shall be given to Indians, and (ii)

preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

**11. Compliance with Federal Law, Regulations, and Executive Orders.**

This is an acknowledgement that this contract is funded entirely or in part by federal funds. The contractor will comply with all applicable federal law, regulations, executive orders, Federal Emergency Management Agency, and Department of Housing and Urban Development policies, procedures, and directives, including, but not limited to:

- a) The Housing and Community Development Act of 1974, as amended;
- b) Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5155), as amended;
- c) Section 18 of the Small Business Act (14A U.S.C. § 647), as amended;
- d) 44 C.F.R. § 206.191 (Duplication of Benefit), as amended;
- e) Federal Register, Vol. 76, No. 221, November 16, 2011 (76 FR 71060): Clarification of Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees;
- f) Public Law 114-223: Continuing Appropriations Act, 2017;
- g) Public Law 114-254: Further Continuing and Security Assistance Appropriations Act, 2017;
- h) HUD Federal Register Notice published at 81 FR 83254 dated November 21, 2016;
- i) HUD Federal Register Notice published at 82 FR 5591 dated January 18, 2017; and
- j) HUD Federal Register Notice published at 82 FR 36812 dated August 7, 2017.

**12. No Obligation by Federal Government.**

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

**13. Fraud and False or Fraudulent or Related Acts.**

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

**ANTI-KICKBACK AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum negotiated will be paid to any employees of the City of Cottdale its elected officials and \_\_\_\_\_ leave blank per the Purchasing Agent \_\_\_ or its consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: \_\_\_\_\_

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

Sworn and subscribed before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Notary Public, State of Florida

---

(Printed Name)

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