



**Marion County Board of County Commissioners
Procurement Services Department
2631 SE Third St
Ocala, FL 34471**

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24P-026: Temporary Staffing/Executive Recruitment Services

SUMMARY: Marion County Board of County Commissioners seeks proposals from qualified firms to provide staffing services for one or both of the following: (A) Temporary/short term staffing on an as-needed basis, (B) Permanent/Contingency staffing on a permanent basis. The Respondents will provide candidates for temporary placement and/or permanent/contingency placement as listed in the Scope of Work.

Contract Term: The initial contract term shall be for a period of 13 months (December 1, 2023 – December 31, 2025), with four (4) annual renewals available.

LAST DAY FOR QUESTIONS: October 17, 2023, 12:00PM

Marion County Procurement Services will continue to conduct all formal bid openings and Selection Committee Meetings via videoconference on WebEx, and most Pre-Bid/Pre-Award Meetings via teleconference, until further notice.

****Please note that this information may change at any time and with very little notice.**

For questions relating to this solicitation, contact: Shari Chinevere | shari.chinevere@marionfl.org

*****SUBMITTALS WILL ONLY BE ACCEPTED ELECTRONICALLY THROUGH THE DEMANDSTAR SYSTEM. ALL OTHER SUBMITTALS WILL NOT BE OPENED*****

DUE DATE: October 30, 2023, 3:00PM

It is the responsibility of contractors who receive this Solicitation from sources other than Marion County or DemandStar to contact the Procurement Services Department prior to the due date to ensure any updates/addenda are received in order to submit a responsible and responsive offer. Not submitting a complete and accurate document may deem the offer non-responsive and have your bid rejected.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # _____

Company Name: _____

Printed Name: _____ Title: _____

Primary E-mail address (required): _____

Secondary E-mail address (required): _____

Street Address: _____

Mailing Address (if different): _____

Telephone: (_____) _____ FEIN: _____

My submittal contains pages which are considered proprietary or confidential: **YES / NO**

By noting "yes," firm acknowledges its responsibility to identify pages as such on all sets. Information may be subject to public records request if the notation does not meet FL Statutes 119.07 definition; subject to County Procurement or Legal opinion.

By signing this form, I acknowledge I have read and understand, and my firm complies with all General Conditions and requirements set forth herein:

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

DATE SUBMITTED _____

This document must be completed and returned with your Submittal

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Temporary Staffing/Executive Recruitment Services

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Temporary Staffing/Executive Recruitment Services

PART 1 - SCOPE OF WORK

Marion County Board of County Commissioners seeks proposals from qualified firms to provide staffing services for one or both of the following: (A) Temporary/short term staffing on an as-needed basis, (B) Permanent/Contingency staffing on a permanent basis. The Respondents will provide candidates for temporary placement and/or permanent/contingency placement as listed in the Scope of Work. Marion County reserves the right to contract with one or multiple firms, if it is in the best interest of the County.

Respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all or part of services to the Corporation as described in the Scope of Work.

It is the responsibility of agencies who receive this Solicitation from sources other than Marion County to contact Procurement Services prior to the due date to ensure any updates/addenda are received in order to submit a responsible and responsive offer. Not submitting a complete and accurate document may deem the offer non-responsive and have your bid rejected.

A - SCOPE OF WORK (Temporary/Short Term Staffing): Selected Firm shall work with County's individual departments to provide qualified candidates, when requested, for a variety of positions through temporary labor services, as identified in this RFP and based on the requirements and agency qualifications listed herein. The list below is for illustrative purposes and is not all-inclusive:

- Administrative Staff Assistant
- Animal Care Technician
- Client Services Specialist
- Customer Service Specialist
- Emergency Telecommunicator
- Equipment Operator (Light, Medium & Heavy Duty)
- Facility Trade Technician I-III
- General Maintenance Technician
- Grounds Maintenance Technician
- Human Resources Technician
- Library Aide
- Parks Services Worker
- Recreation Leader
- Staff Assistant I-IV
- Utilities Billing and Account Specialist
- Utilities Lift Station Technician
- Utilities Plant Operator

SPECIFIC REQUIREMENTS:

1. The candidates placed on assignment at Marion County will be paid by the temporary staffing agency ("agency") in accordance with the rates set forth in the applicable work order but, shall otherwise be employed by the agency in accordance with the agency's policies and procedures.
2. The agency will provide employee benefits to candidates placed with Marion County in accordance with its policies and procedures and will be responsible for all payroll related activities associated with the candidate.

3. Marion County reserves the right to independently recruit and place temporary workers at its discretion. If a candidate's resume is received by the Corporation through the Corporation's recruitment efforts, the Corporation will not be obligated to pay a placement or any other fee or charge under the agreement.
4. The agency will pre-screen candidates before submitting them for consideration. The pre-screening process utilized by the agency must include personal interviews, employment reference checks, I-9 verification, drug screens, criminal background checks, motor vehicle reports (if requested), and skills testing/assessments (if requested) and education verification (if requested). Marion County reserves the right to interview any pre-screened candidates before placement.
5. For each Candidate placed with Marion County, the agency must provide the designated Marion County Human Resources representative(s) with the commencement date for the placement, the candidate's bill rate per hour and agency's mark-up rate.
6. The agency will be responsible for all communication with Candidates concerning each Assignment.
7. Marion County reserves the right to select candidates to become temp-to-perm assignments at their discretion.
8. Marion County reserves the right to part ways with candidates that do not meet the standards of the position and request a replacement from the agency.

B. SCOPE OF WORK (Permanent/Contingency Staffing): Selected Firm shall work with County's individual departments through Human Resources, to provide qualified candidates, when requested, for permanent placement for a variety of professional level positions, through permanent/contingency or temporary to permanent recruitment services, as identified in this RFP, and based on the requirements and agency qualifications listed herein. The list below is for illustrative purposes and is not all-inclusive:

- County Administrator
- Assistant County Administrator
- Business Analyst
- Business Technologist
- County Engineer
- County Surveyor
- Director
- Engineer
- Planner
- Veterinarian

SPECIFIC REQUIREMENTS:

1. Bi-weekly activity reports summarizing and detailing the progress of on-going candidate search. The Consultant shall agree to respond immediately to all inquiries from the County regarding the progress of any candidate search.
2. Developing a strategy to accomplish the recruitment, including outreach to qualified candidates who might not otherwise express an interest, whether currently employed or not, to encourage applicants from diverse backgrounds to apply. Recruitment should utilize services provided by, but not limited to, and any additional appropriate venues identified by the Consultant.
3. Reviewing the resumes of all applicants for background and qualifications to identify candidates who present the most promising qualifications for any given position.

4. Providing a complete listing and copies of resumes of all candidates applying or expressing interest in each position.
5. Verifying the educational background of the selected candidates, and conducting criminal, financial, newspaper, social media and civil litigation checks.
6. Meeting with the County following interviews and identifying additional candidates if necessary.
7. Notifying non-selected applicants and candidates in writing and providing a copy to the County.

FEE PROPOSAL

Firm will outline its fee structure clearly and completely. Clarity of the proposed fees, reasonableness of cost and the relationship of cost to completed services/deliverables are important elements in the evaluation of the Respondent’s Fee Proposal. All costs and expenses not clearly identified as part of the Respondent’s proposal submission will not be considered at a later date.

Temporary Staffing – Firm shall identify their mark-up percentage for temporary candidates and a placement fee percentage for conversion of temporary to permanent if conversion is prior to 90 days.

Executive Recruitment (Permanent/Contingency Staffing) – Firm shall identify their mark-up percentage of the first year’s total compensation (Search Fee) to be paid for each candidate upon successful placement with the County.

If available, Respondent may provide a list of optional services and the associated fees that will aid Marion County in meeting the goals of the Scope of Work. Marion County may wish to consider these optional services based on the availability, associated costs and value add to the overall initiative.

TERM: The initial contract term shall be for a period of 13 months (December 1, 2023 – December 31, 2025), with four (4) annual renewals, pending mutual agreement by both parties, for a total term not to extend beyond December 31, 2029. Future years’ terms will run on a calendar year. Unless requested three (3) months prior to each term’s renewal, rate(s) shall remain as contracted into the next annual term without consideration for increase of contracted rate(s). This contract may be terminated by either party, without cause or liability whatsoever, upon 30 days’ written notice.

PROPOSAL EVALUATION FACTORS AND AWARD

The proposal evaluation process is designed to award the contract, not necessarily to the Respondent of least cost, but rather to the Respondent with the best combination of attributes (e.g., qualifications and experience, cost), based upon the evaluation factors specifically established for this RFP.

All proposals shall set forth full and accurate information in response to all evaluation factors in the order listed below to be considered responsive. Proposals will be evaluated based on the responsiveness of the Firm’s information to the Evaluation Factors which will demonstrate the Firm’s understanding of the Evaluation Factors.

The maximum points that may be awarded for each of the Evaluation Factors are detailed and described below:

Factor	Maximum Points Possible
Staffing, Qualifications and Experience	60
Methodology	75
Location	25
Fee Proposal	40
Total	200

Evaluation Factor Description

Methodology

- Based on the Firm's understanding of the unique needs of Marion County, identify your proposed method of approach to providing temporary staffing services.
- Provide information on the process the Agency utilizes in identifying, screening and referring applicants to prospective clients.
- Provide information on the Agency's response time in providing résumés and/or applicants for consideration.
- Provide information on the Agency's sourcing strategies (i.e. Agency's access to websites or various professional publications and/or associations, etc.).

Staffing, Qualifications and Experience

- Include an organizational chart identifying the names, job titles, specifications of task responsibility and participation levels of staff that will be assigned to the resulting contract.
- Provide detailed information of the company's qualification requirements and applicable certifications and/or licenses for staff.
- Provide detailed information on Respondent's experience in providing temporary staffing services to organizations of a similar size, structure and industry.
- Provide a copy of the Agency's Placement Assurance Policy or provide statement around the Agency's policy or practice for replacing temporary workers who leave an assignment prior to the assignment end date for any reason.

Location

Provide addresses of all Agency's locations.

- A score of (5) will be given to firms with a physical office location within Marion County.
- A score of (3) will be given to firms with a physical office location in the immediate surrounding counties listed (Sumter, Citrus, Alachua, Lake, Putnam, Levy, Volusia).
- A score of (2) will be given to firms with a physical office location within Florida.
- A score of (1) will be given to firms with no physical office location within Florida.

Fee Proposal

- Mark-up percentage rate for temporary candidates (percentage rate may be a range); fees should be competitive with the industry and must not exceed 40%. Mark-up rate is defined as the percentage fee charged by the Firm in addition to the temporary worker's pay rate. Pay rate is defined as the hourly rate paid to the temporary worker by the Firm.
- Placement fee percentage or flat fee for conversion of temporary candidates to permanent employees prior to 90 days.
- Discounts percentage rate for long-term assignments (if applicable).

Marion County reserves the right to:

- Reject any or all offers, discontinue this RFP process and re-publicize this RFP without obligation or liability to any potential Respondent;
- Accept other than the lowest priced offer; and
- Award more than one contract if no respondent is found who can meet all requirements outlined in the Scope of Work.

ADDENDA ACKNOWLEDGMENT: Prior to submitting your offer, firms must ensure that all addenda issued to date were considered as part of your offer.

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RESUMES OF KEY INDIVIDUALS

Use one page per individual and additional pages as necessary.

Name of Individual: _____

Title and/or Position: _____

Indicate if individual is authorized to sign contracts on behalf of the Firm: _____

Name of Company	Office Location	City of Residence	Years of Experience in Field	Years with this Firm

Education / Certifications / Registration

Describe Related Experience Within the Last 5 Years and your SPECIFIC ROLE This Firm Previous Firm

Project Descriptions –

Project Descriptions –

Project Descriptions –

Description of Equipment/Hardware Software Familiarity and Significant Accomplishments

This document must be completed and returned with your Submittal

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SIMILAR WORK DETAIL

Provide at least three (3) unique references for similar work that your company has completed.

REFERENCE LETTERS from each firm that answer completion time, manner and scope of work, and budget adherence are required as part of your responsive submittal.

Entity Name:	
Point of Contact:	E-mail:
How the scope of work applies to this RFP:	

Entity Name:	
Point of Contact:	E-mail:
How the scope of work applies to this RFP:	

Entity Name:	
Point of Contact:	E-mail:
How the scope of work applies to this RFP:	

This document must be completed and returned with your Submittal

CONFLICT OF INTEREST STATEMENT

Florida Statute §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the County either directly or indirectly. Therefore, please indicate if the following applies:

PART 1.

- I am an employee, public officer, or an advisory board member of the County (LIST).
NAME: _____
- I am the spouse or child of an employee, public officer or advisory board member of the County.
NAME: _____
- An employee, public officer, or advisory board member of the County, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity. For the purposes of FS §112.313, indirect ownership does not include ownership by a spouse or minor child.
NAME: _____
- Respondent employs or contracts with an employee, public officer, or advisory board member of the County.
NAME: _____
- Principal or Agent is former employee of MCBCC with less than one (1) year of inactive service.
NAME _____
- NONE OF THE ABOVE

PART 2.

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under FS §112.313(12)
- I will NOT request an advisory board member waiver under FS §112.313(12)
- N/A

The County shall review any relationship which may be prohibited under the Florida Ethics Code and will disqualify any vendor whose conflicts are not waived or exempt.

COMPANY _____

PRINTED NAME _____

SIGNATURE _____

This document must be completed and returned with your Submittal

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PART 2 - INTENT AND GENERAL INFORMATION

Thank you for your interest in working with the Marion County Board of County Commissioners. Please direct questions regarding the bid documents and specifications to Marion County Procurement Services, in writing. We look forward to working with you. Pertinent information and required documents regarding this solicitation as part of a responsive submittal are listed below:

2.1 REQUEST FOR PROPOSALS:

The Marion County Procurement Services Department on behalf of the Board of County Commissioners is soliciting letters of interest for statements of proposals for this project. Marion County expects interested individuals and firms will make every effort to assemble a team with the requisite expertise and qualifications to supply the product or service.

SELECTION COMMITTEE APPOINTMENT AND SUBMITTAL EVALUATION PROCESS:

Proposals will be evaluated by an Administration-approved Selection Committee, or the using Director with concurrence from the Assistant County Administrator (ACA). In all cases, firms will be evaluated based on the criteria herein. In cases where there is only a single response, or the only responding firm(s) is the County's incumbent provider, the using Director and ACA may recommend some/all/none of the respondents qualified for the type of work.

PROHIBITION OF LOBBYING:

To ensure fair consideration for all proposers, The County prohibits communication to or with any department, bureau or employee during the submission process, except as provided in this section. Additionally, the County prohibits communication initiated by a proposer to any County Official or employee evaluating or considering the proposals (up to and including the County Administrator or Board of County Commissioners) before the time an award decision has been made. Any communication between proposer and the County will be initiated by the Procurement Services staff in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

2.2 HOW TO SUBMIT A REQUEST FOR PROPOSALS (RFP):

DEADLINE for receipt of submittals in response to this Request for Proposals is listed on the Invitation's Cover Page.

Due to cybersecurity concerns, all submittals must be entered in electronically through [DemandStar](#) (click on DemandStar text for direct link to Marion County Procurement Services current procurement opportunities). The DemandStar system will ensure all submittals will remain sealed in their system until the due date. Once the due date is reached, submittals will may be opened electronically. Any submittals not entered electronically through DemandStar will not be opened.

2.3 SUBMITTAL OPENING PROCESS:

Proposals will be opened on or as reasonably feasible after the Due Date, after which time a Respondents' List will be identified and uploaded to DemandStar; pricing (if applicable) is not part of this detail. A Selection Committee Meeting will be set when the Committee has had sufficient time to review all submittals. The Selection Committee Meeting will be noticed on DemandStar (only), and after the Committee makes its recommendation, all responding firms will be notified of intent.

2.4 SUBMITTAL REQUIREMENTS AND EVALUATION OF PROPOSALS:

Proposals will be reviewed, and evaluated by a Selection Committee based upon the criteria below, and as supported by the firm's documentation supporting the requirements within each tab. The Selection Committee or using Director will make recommendation to short-list, accept, and/or negotiate with any, all, or none of the firms, or a selected group of firms may be required to make presentations. Such presentations may provide opportunity for the firms to clarify the information provided in their proposal. If presentations are given, the final decision of the Selection Committee will be based on the tabulation from the presentations. If applicable, location scoring of submittals will be added to the final scoring of the presentations. The County reserves the right to make selections based on the submittals only or to request presentations before determining final ranking. Procurement will notify the firm(s) of recommendations, and will present to the Board of County Commissioners, or in some cases the County Administrator, both of whom have the authority to make the final determination and award contracts.

SCORING GUIDELINES:

All submittals received in accordance with this solicitation will be evaluated using the following scoring guidelines (multiplied by weights when applicable) unless other scoring is specifically identified in the category:

- 0 *Non-Responsive – Included no information on subject criteria; blank; unacceptable*
- 1 *Poor - Indicated responses, but indecipherable or incomplete for subject criteria; unacceptable*
- 2 *Fair – Contained adequate information, but information is less than required of subject criteria; unacceptable*
- 3 *Average – Included minimum information requested in subject criteria; acceptable*
- 4 *Good – Response was thorough and complete for subject criteria; acceptable*
- 5 *Excellent – Response exceeds requested criteria; exceptional resources, staff, materials, etc.; excellent*

A. COMPANY/FIRM AND PROFESSIONAL PERSONNEL QUALIFICATIONS, CAPABILITIES

- The firm demonstrated its ability to perform services as described in this RFP. That the firm included its organizational chart identifying the names, job titles, specifications of task responsibility and participation levels of staff that will be assigned to the resulting contract. The firm Provide detailed information of the company's qualification requirements and applicable certifications and/or licenses for staff and firm's experience in providing temporary staffing services to organizations of a similar size, structure and industry to Marion County. Firm also provided a copy of the Agency's Placement Assurance Policy or statement around the Agency's policy or practice for replacing temporary workers who leave an assignment prior to the assignment end date for any reason. **Weight for this category is 12 (Min 0, Max 60*)**

B. METHODOLOGY – Based on the firm's understanding of the unique needs of Marion County, firm identified their proposed method of approach to providing temporary staffing services including information on the process the firm utilizes in identifying, screening and referring applicants to prospective clients. Firm detailed response time in providing résumés and/or applicants for consideration and provided information on their sourcing strategies (i.e. Firm's access to websites or various professional publications and/or associations, etc.). **Weight for this category is 15 (Min 0, Max 75*)**

C. LOCATION –

- A score of (5) will be given to firms with a physical office location within Marion County.
- A score of (3) will be given to firms with a physical office location in the immediate surrounding counties listed (Sumter, Citrus, Alachua, Lake, Putnam, Levy, Volusia).
- A score of (2) will be given to firms with a physical office location within Florida.
- A score of (1) will be given to firms with no physical office location within Florida.

Weight for this category is 5 (Min 0, Max 25*)

D. COST PROPOSAL – Mark-up percentage rate for temporary candidates; fees are competitive with the industry (cannot not exceed 40%). Includes Placement fee percentage or flat fee for conversion of temporary candidates to permanent employees prior to 90 days. Discounts percentage rate for long-term assignments (if applicable).

- Mark-up rate is defined as the percentage fee charged by the firm in addition to the temporary worker's pay rate.
- Pay rate is defined as the hourly rate paid to the temporary worker by the Firm.

Weight for this category is 8 (Min 0, Max 40*)

*Scores are per Committee Member; to gain maximum points, verify each item above is supported by all necessary and required documentation listed in the tabs below.

HOW TO ASSEMBLE YOUR PROPOSAL:

The following documents and forms must accompany any offer submitted **in the order identified**, and will be the basis for Selection Committee evaluation and scoring for the criteria listed in Section 1.4. A submittal returned without these documents may deem the offer non-responsive. Marion County reserves the right to request additional information from any vendor prior to award.

***Documents are included with this RFP*

SUBMITTAL LAYOUT/ORDER OF DOCUMENTS

Tab 1

A. Agency Qualifications Statement/Introduction Letter

1. How is your agency qualified to provide the required functions of this RFP?
2. Describe agency's understanding of the unique needs of Marion County, identifying your proposed method of approach to providing temporary staffing.
3. Provide detailed information on the agency's experience in providing temporary staffing services to organization of similar size, structure, and industry.
4. Provide a copy of the agency's Placement Assurance Policy or provide a statement around the agency's policy or practice for replacing temporary workers who leave an assignment prior to the assignment end date for any reason.
5. Provide information on the process the agency utilizes in identifying, screening and referring applicants to prospective clients.
6. Provide information on the agency's response time to providing résumés and/or applicants for consideration.
7. Provide information on the agency's sourcing strategies (i.e. agency's access to websites or various professional publications and/or associations, etc.)

B. Describe any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the agency, any of its employees intended for this project is, or has been involved within the last three (3) years.

C. Letter from a financial institution with which the agency has conducted business for at least the last 12 months stating the agency is in good standing (this should be generic enough to not be considered confidential).

Tab 2

D. Staffing, Qualifications, and Experiences

1. Include an organizational chart identifying the names, job titles, specifications of task responsibility and participation levels of staff that will be assigned to the resulting contract.
2. ****Resumes of key individuals and personnel assigned to project.**

3. Provide detailed information of the company's qualification requirements and applicable certifications and/or licenses for staff.
4. **Similar Work Detail
5. Reference Letters from all agencies listed in C4 (if agency cannot provide letter, select a new reference).

Tab 3

- E. List addresses of all agency's locations.

Tab 4

- F. Fee Proposal
 1. Mark- up percentage rate for temporary candidates (percentage rate may be a range); fees are competitive with the industry and does not exceed 40%. Mark-up rate is defined as the percentage fee charged by the Agency in addition to the temporary worker's pay rate. Pay rate is defined as the hourly rate paid to the temporary worker by the Agency.
 2. Placement fee percentage or flat fee for conversion of temporary candidates to permanent employees prior to 90 days.
 3. Discount percentage rate for long-term assignments (if applicable).

Tab 5

- G. The submittal shall contain *proof of insurability* issued by a company authorized to do business in the State of Florida and with an A.M. Best Company rating of at least A- for the required insurance(s) listed below. Self-Insured companies that cannot be rated, will also be considered.

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws.

- Employer's Liability limits for not less than \$100,000 each accident \$500,000 disease policy limit and \$100,000 disease each employee must be included.
- The Contractor/Vendor, and its insurance carrier, waives all subrogation rights against Marion County, a political subdivision of the State of Florida, its officials, employees and volunteers for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not.
- The County requires all policies to be endorsed with WC00 03 13 Waiver of our Right to Recover from others or equivalent.

COMMERCIAL GENERAL LIABILITY

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence for Bodily Injury, Property Damage and Personal and Advertising Injury
- \$2,000,000 each occurrence for Products and Completed Operations

BUSINESS AUTOMOBILE LIABILITY

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-

Owned vehicles for Bodily Injury and Property Damage of not less than \$500,000 combined single limit each accident.

- In the event the Contractor/Vendor does not own vehicles, the Contractor/Vendor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

NOTE! If awarded a contract, vendor will be required to attain and provide a Certificate of Insurance that meets all requirements listed above, references the project number and shows Marion County named as additional insured.

- H. Proof of firm location (tangible tax listing, firm license or registration on www.sunbiz.org, or other type of location document.
- I. Proof of firm's ability to do business in the State of Florida
- J. Proof of firm's registration with E-Verify
- K. W-9
- L. **Conflict of Interest Statement
- M. **Agency Certification Page/Addenda Acknowledgement/Cover Page

PROPOSAL SPECIFICATIONS, ASSEMBLY, AND SUBMITTAL:

Proposal requirements

- **One (1) Original Document** – uploaded into DemandStar as a single .pdf file.
- **Page Limit** – None, if not otherwise specified herein this document.
- **Page Size** – 8 ½ x 11; oversized pages must be scanned to print out to appropriate page sizes, if necessary.

Assembly requirements

- **Submitted in order of Submittal Layout as listed above** – documents should be scanned as PDF or similar format as one complete package.

Submittal requirements

- **Complete package** – Complete package shall consist of all required information and documents as listed in Section 2.4 under Submittal Layout/Order of Documents.

2.5 DISCUSSIONS AND NEGOTIATIONS

The County, in its sole discretion, may do any or all of the following:

1. Evaluate proposals and award a contract with or without discussions with any or all of the Proposers.
2. Discuss and negotiate anything and everything with any Proposer or Proposers at any time.
3. Request additional information from any or all Proposers.
4. Request one or more best and final offers from any or all Proposers.
5. Accept any Proposal in whole or in part.
6. Require a Proposer to make modifications to their initial Proposals.
7. Make a partial award to any or all Proposers.
8. Make a multiple award to any or all of Proposers.
9. Terminate this RFP, and reissue an amended RFP.

NEGOTIATIONS FOR PROJECTS:

Will be held with the most qualified firm for compensation which the County determines is fair, competitive, and reasonable. Should the County be unable to negotiate a satisfactory contract with the

firm considered to be the most qualified at a price the County determines to be fair, competitive, and reasonable, negotiations with that firm will be formally terminated. The County will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the County will terminate negotiations. The County will then undertake negotiations with the third most qualified firm. Should the County be unable to negotiate a satisfactory contract with one of the top three firms, the County shall select additional firms in the order of their competence and qualification and continue negotiations until an agreement is reached.

2.6 BILLING COMPLIANCE:

Firm should be able to provide a variety of options for invoice and statement formats to accommodate the specific needs of the County. Depending on the number of departments utilizing the contract, needs of the County can vary throughout the length of the contract. This may include the ability to separate County departments' or department divisions' billing to meet the needs of the County.

2.7 ACKNOWLEDGEMENT OF CONTRACTOR RESPONSIBILITIES:

Contractor shall review and acknowledge all addenda issued to date on the Acknowledgement and Acceptance Form. I understand timely commencement may be considered in award of this Request for Proposals (RFP), and cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify services will meet or exceed RFP requirements. I, the undersigned, declare I have carefully examined the RFP, specifications, terms and conditions as applicable, and I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare I have not divulged, discussed or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose.

2.8 PUBLIC RECORDS COMPLIANCE SERVICES/CONSTRUCTION IF NO AGREEMENT

CONTRACTOR'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

1. Keep and maintain public records required by the County to perform the service.
 - The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies. (See <http://dos.dos.state.fl.us/library-archives/records-management/general-records-schedules/>).
 - Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the County. CONTRACTOR'S records under this Agreement include but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copies within a reasonable time at a cost that does not exceed the cost provided for by law. If a CONTRACTOR does not comply with the County's request for records, the County shall enforce the provisions in accordance with the contract.
3. Ensure that project records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to County.

4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the CONTRACTOR or keep and maintain public records required by the County to perform the service. If the CONTRACTOR transfers all public records to the County upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon the completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT MARION COUNTY PROCUREMENT AT (352) 671-8444, BY MAIL AT 2631 SE 3rd ST, OCALA, FL 34471 OR BY EMAIL AT PROCUREMENT@MARIONCOUNTYFL.ORG.

A CONTRACTOR who fails to provide the public records to the County within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

2.12 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING -- F.S. 287.05701: Firms are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Firm's social, political, or ideological interests when determining if the Firm is a responsible Firm. Firms are further notified that the County's governing body may not give preference to a Firm based on the Firm's social, political, or ideological interests.

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Temporary Staffing/Executive Recruitment Services PART 3 - GENERAL CONDITIONS - Revised 1/8/2019

3.1 PUBLIC ENTITY CRIME: A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Bids 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

3.2 INDEMNIFICATION : The Contractor agrees to indemnify and hold harmless Marion County and its elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the firm.

3.3 ANTI TRUST LAWS: By submission of a signed Bid, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

3.4 DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original County format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document, or is altered from its originally distributed format/content.

3.5 FUNDING: Obligation of the County for payment to a Contractor is limited to availability of funds appropriated in a current fiscal period, and continuation of contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

3.6 INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the Bid Contract Documents. Any inquiry or request for interpretation received by the Marion County Procurement Services Department before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established Bid opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Bidder fails to acknowledge receipt of such addenda or addendum, his bid will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the BID FORMS and each Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each bidder to verify that he has received all addenda issued before bids are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Bid Contract are to be

considered as approximate only and are to be used solely for the comparison of bids received. The COUNTY and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other bid/proposal Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

3.7 GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

3.8 PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of Bids, will be available for public inspection ten days after opening of the Bids or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the Bids must make an appointment by calling the Marion County Procurement Services Department at (352) 671-8444. All Bids submitted in response to this solicitation become the property of the County. Unless information submitted is proprietary, copy written, trademarked, or patented, the County reserves the right to utilize any or all information, ideas, conceptions, or portions of any Bid, in its best interest.

3.9 TAXES: Marion County Board of County Commissioners, Florida, is exempt from sales and excise taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

3.10 NON-COLLUSION DECLARATION: By signing this ITB, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the work for which their Bid has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

3.11 BIDDER RESPONSIBILITY: Invitation by the County of Marion to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State and County law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

3.12 OWNERSHIP OF SUBMITTALS: All correspondence relating to or in reference to this ITB, and all other documentation submitted by the vendors will become the property of the Marion County Board of County Commissioners. Reference to literature submitted with a previous Bid will not relieve the Bidder from including required documents with this Bid.

3.13 EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the Bid Document to ensure all pages have

been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

3.14 VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Procurement Services Department will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the U. S. Postal Service.

3.15 LONG TERM CONTRACT AND ECONOMIC CHANGE: During the life of the contract, if circumstances (e.g.: fuel costs) arise beyond the Contractor's control creating a need for a price adjustment, the Contractor may submit a request for such adjustment. Requests may only be submitted once per calendar year and will be considered a temporary adjustment. Temporary shall mean price adjustments are monitored in association with market fluctuations. All price adjustments are subject to Board approval. If approved, price adjustments would only be in effect until reasonable market stability has occurred. At that time, all pricing would revert to original contract pricing.

3.16 MARION COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida, reserves the right to reject any and/or all submittals, reserves the right to waive any informalities or irregularities in the examination process, and reserves the right to award contracts and/or in the best interest of the County. Submittals not meeting stated minimum terms and qualifications may be rejected by the County as non-responsive. The County reserves the right to reject any or all submittals without cause. The County reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Board of County Commissioners of Marion County, or who has failed to perform faithfully any previous contract with the County or with other governmental agencies.

3.17 PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this ITB become public records subject to the provisions of Chapter 119, Florida Statutes. **DETAIL OF SUBMITTALS/PUBLIC RECORDS EXEMPTION:** §119.07, F.S., the Public Records Law. Florida law provides that municipal records shall at all times be open for personal inspection by any person. Information and materials received by the County in connection with any solicitation response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or thirty (30) days after opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in §119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The County's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the County and the County's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the County's treatment of records as public records. §286.0113, F.S. Provides that meetings of persons appointed to evaluate bids or proposals and negotiate contracts shall be closed to the public during oral presentations made by a vendor,

or where a vendor answers questions. Neither bidders, nor the public will be permitted to sit in on meetings wherein their competitors are making presentations or discussing their bid or proposal with the committee members. The portions of these meetings are subject to disclosure at the time of an intended award decision or within thirty (30) days of the bid or proposal opening, whichever is earlier.

3.18 VERIFICATION OF TIME: Atomic time is hereby established as the Official Time for Marion County Solicitations. All times stated in solicitation generated by the Marion County Procurement Services Department will refer to atomic time.

3.19 PREPARATION OF BIDS: Signature of the Bidder: The Bidder must sign the BID FORMS in the space provided for the signature. If the Bidder is an individual, the words "doing business as _____," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Bidder is a corporation, the title of the officer signing the Bid on behalf of the corporation must be stated and evidence of his authority to sign the Bid must be submitted. The Bidder shall state in the BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price bid for each item shall be on a lump sum or unit price basis according to specifications on the BID FORM. The bid prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Bid Price/Total Contract Sum Bid: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices bid and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the BID FORM. In the event that there is a discrepancy on the BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

3.20 TABULATION: Those wishing to receive an official tabulation of the results of the opening of this Bid shall request a copy of the tabulation in accordance with public records policy.

3.21 OBLIGATION OF WINNING BIDDER: The contents of the Bid of the successful Bidder will become contractual obligations if acquisition action ensues. Failure of the successful Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

3.22 AWARD OF BID: It is the County's intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Bids. However, Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of Bids.

3.23 ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as Marion County may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The County reserves the right to make investigations of the qualifications of the firm as it deems appropriate.

3.24 PREPARATION COSTS: The County of Marion shall not be obligated or be liable for any costs incurred by Bidders prior to issuance of a contract. All costs to prepare and submit a response to this ITB shall be borne by the Bidder.

3.25 TIMELINESS: All work will commence upon authorization from the County's representative (Marion County Procurement Services Dept). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED

(PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

3.26 DELIVERY: All prices shall be FOB Destination, Ocala, Florida, inside delivery unless otherwise specified.

3.27 PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Marion County Procurement Services Department. These packages are available for pickup or email at no additional charge. NO BID FORMS will be faxed. If requested to mail, the Bidder must supply a courier account number (UPS, FedEx, etc). Bidders are required to use the official BID FORMS, and all attachments itemized herein, are to be submitted as a single document. BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay DemandStar fees or shipping), unless otherwise noted.

3.28 MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Bidder may Bid any brand for which he is an authorized representative, which meets or exceeds the Bid specification for any item(s) and for a County-approved equivalent as specified in writing by addendum to the RFP. Requests for equivalents shall be made prior to the Last Day for Questions, and shall include all materials necessary for the County or Engineer of Record to determine how the equivalent request meets or exceeds the minimum standard or product identified, and not be an exception thereto. Reference to literature submitted with a previous Bid will not satisfy this provision. The County's Procurement Services Department is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the County unless evidenced by a Change Notice issued and signed by the Procurement Services Director, or designated representative.

3.29 QUANTITIES: Quantities specified in this Bid are estimates only and are not to be construed as guaranteed minimums.

3.30 SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Bidder's expense. Each sample shall be labeled with the Bidder's name, manufacturer brand name and number, Bid number and item reference. Samples of successful Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the County within a reasonable time as deemed appropriate.

3.31 ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGYBACK"): The Vendor by submitting a bid/proposal acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being proposed in this bid/proposal, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

3.32 PAYMENT TERMS: If payment terms are not indicated, terms of NET 30 DAYS shall be applied by the County. Payment terms to apply after receipt of invoice or final acceptance of the product/service, whichever is later. Payment terms offering less than 20 days for payment will not be considered. However the County

has implemented a *Visa* credit card program. As a card-accepting vendor, some of the benefits of the program are: payment received within 72 hours of receipt and acceptance of goods, reduced paperwork, issue receipts instead of generating invoices, resulting in fewer invoice problems, deal directly with the cardholder (in most cases). Vendors accepting payment by the County's p-card (*Visa*) may not require the County (Cardholder) to pay a separate or additional convenience fee, surcharge or any part of any contemporaneous finance charge in connection with a Transaction. Merchant shall not process p-card payments until merchandise/service has been received by the County, in good condition.

3.33 DRUG FREE WORKPLACE CERTIFICATION: As part of my submittal for this project, and authorization on the Acknowledgement and Acceptance Form, and in accordance with Florida Statute 287.087, the person submitting for this RFQ attests this firm:

- Publishes a written statement notifying the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions will be taken against violations of such prohibition.
- Informs employees about dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and penalties may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services under bid or proposal, a copy of the statement specified above.
- Notifies the employees as a condition of working on the commodities or contractual services under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction or pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.

3.34 EMPLOYEE ELIGIBILITY VERIFICATION: For projects funded with State or Federal dollars, Marion County adheres to practices set forth under the e-verification (EV) system, which is outlined in the clauses below. Information provided by the Contractor is subject to review for the most current version of the State or Federal policies at the time of award. Contractor has agreed to perform in accordance with these requirements and agrees:

- To enroll and participate in the federal EV Program for Employment Verification under terms provided in the "Memorandum of Understanding" governing the program.
- To provide to the County, within thirty (30) days of the effective date of this contract, documentation of such enrollment in the form of a copy of the EV "Edit Company Profile" screen, containing proof of enrollment in the EV Program (*this page can be accessed from the "Edit Company*

Profile” link on the left navigation menu of the employer’s home page).

- To require each subcontractor that performs work under this contract to enroll and participate in the EV Program within ninety (90) days of the effective date of this contract/amendment/extension or within ninety (90) days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. Contractor shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the EV Program and make such record(s) available to the County upon request.
- To maintain records of its participation and compliance with the provisions of the EV program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- To comply with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

3.35 EVALUATION, ACCEPTANCE OR REJECTION

OF PROPOSAL: The County may, at its sole and absolute discretion reject any and all, or part of any and all, responses; re-advertise this RFP; postpone or cancel at any time this RFP process; or waive any irregularities in this RFP or in any responses received as a result of this RFP. The Marion County Board of County Commissioners may reject a bid based on past performance of Contractor or any of the following:

- If bid form furnished or authorized is not used or is altered;
- If bid form or any required supplemental documents are incomplete, contain any additions, deletions, conditions, or otherwise fail to conform to COUNTY’s requirements;
- If Bidder adds any provisions reserving the right to reject or accept the award, or enter into the contract;
- If Bid or Bid Bond is not properly executed, or shows an incorrect amount;
- If Bid fails to include a unit price or lump sum price for every bid item as required;
- If COUNTY reasonably deems Bid Bond inadequate;
- If Bidder fails to acknowledge receipt of any or all addenda;
- If COUNTY deems any of the bid prices to be excessively unbalanced either above or below the amount of a reasonable bid price for the item of Work to be performed or product provided, to the potential detriment of COUNTY; or
- If bid prices cannot be read clearly.

3.36 OBJECTIVITY: In order to ensure objective supplier performance and eliminate unfair competitive advantage, suppliers that develop or draft specifications, requirements, statements of work and invitations for bids or requests for proposals are excluded from competing for such procurements.

3.37 FOR FEDERAL AND/OR FDOT FUNDING – TITLE VI/ NONDISCRIMINATION POLICY STATEMENT –

APPENDIX A & E: During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

- **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, “USDOT”) Title 49, Code of Federal Regulations,

Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

- **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- **Sanctions for Noncompliance:** In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - cancellation, termination or suspension of the contract, in whole or in part.

Compliance with Nondiscrimination Statutes and

Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section

504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

3.38 Contractor Conduct: These Guidelines cover any contractor, business, firm, company or individual (hereinafter “contractor”)

doing work on Marion County property, as well as the contractor’s employees, agents, consultants, and others on County property in connection with the contractor’s work or at the contractor’s express or implied invitation.

Courtesy and Respect: Marion County is a diverse government institution and it is critical that all contractors and their employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all staff, guests, or visitors.

Language and Behavior: Contractors and their employees cannot engage in behavior that is rude, threatening, or offensive. Use of profane or insulting language is prohibited. Harassment of any type, including sexual harassment is strictly prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior cannot be tolerated. Roughhousing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on County property is not permitted under any circumstance.

No Weapons, Alcohol, or Drugs: The use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled dangerous substance by any contractor or contractor’s employee is prohibited. Offenders will be removed from County property and/or reported to law enforcement.

Smoking: Contractors and their employees are not permitted to smoke in or near any of the County buildings.

Fraternization: Contractors and their employees may not fraternize or socialize with County staff.

Appearance: Contractors and their employees are required to wear appropriate work wear, hard hats and safety footwear, as the case may be, while on the job. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or graphics. Marion County has the right to decide if such clothing is inappropriate.

Reporting: The Contractor is required to report any matter involving a violation of these rules of conduct to Marion County Procurement. Any matter involving health or safety, including any altercations, should be reported to Marion County Procurement Services immediately.

The Contractor is responsible for his/her employees, agents, consultants and guests. If prohibited conduct does occur, the contractor will take all necessary steps to stop and prevent any future occurrence. Any breach of these conditions will result in the removal of the person responsible from County property and prohibited actions could result in the immediate termination of any contract or agreement with Marion County.

3.39 Scrutinized Companies Lists: If the Agreement exceeds \$1,000,000.00 in total, not including renewal years, the Contractor certifies they are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.473, F.S. and 215.4725, F.S. Pursuant to Sections 287.135(5), F.S. , and 287.135(3), F.S., the Contractor agrees County may immediately terminate the Agreement for cause if the Contractor is found to have submitted a false certification, or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of the Agreement.

THE CONDITIONS HEREIN ARE ACKNOWLEDGED BY YOUR SIGNATURE ON THE BIDDER COVER PAGE