

LIBERTY COUNTY BOARD OF COUNTY COMMISSIONERS

**10818 NW SR 20
PO BOX 399
BRISTOL, FLORIDA 32334**

REQUEST FOR PROPOSALS (RFP)

INSURANCE SERVICES

INTRODUCTION

The Liberty County Board of County Commissioners (County) is soliciting Proposals for insurance services. Proposals may be submitted directly from government sponsored trust funds, self-insurance risk pools, and/or brokers/agents (Proposer). The scope of the coverage and services will encompass all aspects of County operations and requires extensive knowledge and experience across all lines of coverage.

The Proposer's main roles are the procurement of primary and/or excess insurance and serving in an ongoing service capacity with regard to insurance, claims, and similar issues. The Proposer shall provide the services set forth in the Scope of Services in accordance with the terms set forth herein. The Scope may be amended from time to time by written agreement from both parties.

The selected Proposer will work in close coordination with the County's designee. The selected Proposer can also expect to interact with the County's Insurance Consultant.

Liberty County has hired McGriff Insurance Services to serve as its Insurance Consultant (Consultant). The Consultant has been hired to assess the County's insurance needs and provide recommendations regarding appropriate types of insurance and levels of coverage. Mr. John Palm is the Consultant's contact who will be assisting and representing the County in this procurement. The Consultant will evaluate the RFP responses and provide recommendations to the Liberty County Board of County Commissioners (Board) of Proposers who present the most advantageous policy terms, premiums, and services to the County. After the bid opening, Consultant is authorized to negotiate with Proposers to present the Board the Proposer's highest and best offer.

The County is seeking proposals from qualified Proposers for the following insurance coverages:

- General Liability
- Public Official's Liability
- Property
- Inland Marine
- Cybersecurity
- Business Auto
- Workers' Compensation

The information provided in the specifications is only to be used for the purpose of preparing a proposal detailing terms and costs of providing the insurance coverage or insurance service specified. Each Proposer is expected to read these specifications with care.

The County believes that the data contained in these specifications is sufficient for preparation of responses. The information is believed to be accurate and is based upon the latest available information but is not to be considered in any way as a warranty. The County reserves the right to reject any or all offers or any portion thereof and to accept the offer deemed most advantageous to the County.

It is the intent to award a contract to one qualified Proposer. However, the County reserves the right to award all or part of the services to one or more Proposers if deemed to be in the best interest of the County.

The selected Proposer shall work with the County's designee to perform any and all related tasks required by the County in order to fulfill the purpose of the contract. The Proposer must provide all necessary services including, but not limited to the following Scope of Services:

SCOPE OF SERVICES

The Proposer shall respond to this RFP with proposals of insurance coverage as requested (including associated premium, taxes and fees). The proposals should provide the County with a summary of the basic structure of each policy, including coverage, exclusions, terms, analysis of coverage scope, cost, services, and other essential information. Preference will be given to Proposers who provide responses that include all requested coverages; however this is not a requirement. Proposers shall attempt to maintain coverages at expiring terms and limits based on the County's current coverages. Any deviations from expiring terms and limits as disclosed shall be noted in the proposal.

ADDITIONAL SERVICES REQUIRED FROM PROPOSER DURING THE AGREEMENT TERM:

1. Keep the County informed of significant market conditions that may affect its insurance programs by providing early warning of pending rate, coverage or renewal problems, including significant changes in the financial status of insurers; keep County apprised of market forecasts prior to each renewal; and advise County about pricing, service trends, availability of markets and the longer-term direction of the market and particular insurers;
2. Provide unbiased information regarding the most advantageous insurance markets and insurance coverage options for selection by the County;
3. Structure insurance programs to eliminate gaps and overlaps in coverage;
4. When possible, Proposer shall tender to the County renewal quotes no later than sixty (60) days prior to policy renewal or as otherwise requested by the County;
5. After County's election of coverage and prior to delivery of policies, Proposer shall verify the accuracy and adequacy of all binders, policies, and endorsements to ensure that wording is complete and accurate and that coverage complies with specifications negotiated. Proposer shall provide County with an outline of any issues found during the verification process, any request for clarification from the carrier, and advice regarding when and how the issue(s) are resolved. Proposer shall prepare a Schedule of Insurance report detailing coverage bound for the County following placement of coverage;
6. Issue binders, certificates of insurance, and other coverage documents as requested;
7. Maintain copies of all policies of the County and provide the County all policies, including an electronic copy of same;
8. Provide a complete review annually of all insurance policies to assure that the policy language, coverage, and exclusions are in the best interest of the County and that no coverage gaps exist;
9. Assume oversight responsibilities for any insurance policies the County has in place at the beginning of the Proposer contract period.
10. Place carriers on notice of claims on behalf of the County; intervene and resolve insurance claim issues as needed or requested. Represent the interests of the County in policy interpretation and other negotiations.
11. Be available by email, phone and/or in-person with County's designated staff and/or Consultant as reasonably requested; respond to County staff within a reasonable timeframe. Response times for routine requests, such as certificates of insurance, policy questions, etc. shall be within 24 hours;

12. Provide answers to the County's designated staff and/or Consultant and obtain clarification from underwriters or adjusters as to coverage or claims questions;
13. Physically attend meetings with the County's designated staff, Consultant or Board of County Commissioners, as requested;
14. Upon request or subpoena, provide information, data, and/or testimony in hearings, meetings, or litigation pertaining to insurance issues in general or specific to the County; and
15. Prepare and present a formal annual stewardship report to the County, as requested. This report shall include a comprehensive review of the County's total cost of risk; marketplace changes, highlights of concern; and recommendations as to the most appropriate strategies to implement which best meet the County's needs.

Proposer shall name one individual as the primary contact for the County. The County must approve the primary contact and any other personnel assigned to perform services for the County. If for any reason the County finds, in its sole discretion, that the service provided by any assigned personnel is unsatisfactory, the Proposer will agree to assign replacement personnel that must be approved by the County. The principal contact assigned to the account must have a minimum of 5 years' experience with insurance service for local governments and/or public entities.

COVERAGE TERM

Though insurance coverage is subject to annual policies, it is anticipated that coverages provided by the Proposer shall commence on October 1, 2024, and shall continue through September 30, 2025, unless terminated earlier.

QUALIFICATION OF AGENTS AND INSURERS

Agents shall be duly licensed in the State of Florida, provide evidence of errors and omissions coverage by request, and comply with all applicable state insurance laws and requirements of duly constituted applicable insurance regulatory authorities.

Insurers shall be duly licensed in the State of Florida, or approved non-admitted carriers or insurance pools, and comply with all applicable state insurance laws and requirements of duly constituted applicable insurance regulatory authorities.

In addition, the selected proposer shall maintain the following insurance coverages for the entire term of the contract: General Liability, Public Official's Liability, Property, Inland Marine, Cybersecurity, Business Auto and Worker's Compensation. A Certificate of liability shall be provided to the County upon commencement of the contract. The County shall be provided 30-day notice of cancellation of insurance policies.

CURRENT INSURANCE

See Exhibit B – Current Insurance. Additional questions regarding current insurance or requests for copies of the County's current insurance coverage documents shall be submitted to the County's Consultant: John Palm, McGriff Insurance Services, jpalm@mcgriff.com. Requests shall be submitted before the deadline for submitting questions.

Note - The selected respondent will be responsible for placing applicable coverages on behalf of the County whether or not the County currently carries the coverage.

Proposers shall attempt to maintain coverages at expiring terms and limits; however this is not a requirement. Any deviations from expiring terms and limits as disclosed shall be noted in the proposal.

UNDERWRITING INFORMATION, PROPERTY SCHEDULE AND LOSS HISTORY

See Exhibit C – Underwriting Information. Additional questions regarding underwriting information, property schedule and loss history shall be submitted to the County’s Consultant: John Palm, McGriff Insurance Services, jpalm@mcgriff.com. Prospective Proposers may arrange to visit County property to be covered and become familiar with the existing conditions. No allowance will be made to any prospective Proposer because of a claimed lack of such examination or knowledge. Responding to the RFP shall be construed as conclusive evidence that the prospective Proposer has made such examination. Questions shall be submitted, and site visits shall be completed before the deadline for submitting questions.

PROPOSAL DEADLINE/DELIVERY

SEALED PROPOSALS for RFP –Insurance Services will be received by the BOARD OF COUNTY COMMISSIONERS OF LIBERTY COUNTY, FLORIDA at the Clerk’s Office, 10818 NW SR 20; Bristol, Florida 32321 up until **4:00 PM EST Friday, August 2, 2024**. Proposals will be publicly opened immediately following the deadline. It is the sole responsibility of the Proposer to ensure that the Proposal is received on time.

Each Proposal shall be delivered to the Liberty County Clerk’s Office at 10818 NW SR 20; Bristol, Florida 32321 no later than the Proposal deadline.

Special Accommodation: Any person requiring a special accommodation at a Pre-Proposal Conference or Proposal opening because of a disability should call the Clerk’s Office at (850) 643-2215 at least five (5) workdays prior to the Submittal opening. For Hearing Impaired, Dial 1-800-955-8771 (TOO), and 1-800-955-8770 (Voice).

SOLICITATION DOCUMENTS

Electronic versions of the solicitation documents are available via the County’s Web Page <https://libertycountyfl.org/public-notices/>

POINT OF CONTACT

The County’s risk Consultant, John Palm with McGriff Insurance Services, will be the only point of contact for this RFP.

QUESTIONS

Proposers shall submit all questions, in writing, to John Palm with McGriff Insurance Services, at jpalm@mcgriff.com. All questions shall be submitted no later than **5:00 PM EST on Friday, July 18, 2024**.

STANDARD BID TERMS AND CONDITIONS

The Standard Bid Terms and Conditions attached as **Exhibit A** are hereby incorporated by reference into this RFP and any resulting contract with the Proposer. By submitting a bid, the Proposer agrees to be bound by the Standard Bid Terms and Conditions, which shall survive the bid solicitation process.

BASIS OF AWARD

The contract will be awarded to the responsive, responsible Proposer who the Board of County Commissioners determines presents the best proposal for the County based on the content of the proposal, any presentation to the Board, and the criteria specified in this RFP.

RIGHT TO REJECT

The County reserves the right to:

- a. reject any or all Proposals received;
- b. select and award any portion of any or all Proposal items;
- c. waive minor informalities and irregularities in the Proposer's Proposal.

A Proposal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFP. A Proposal may be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional Proposals, incomplete Proposals, indefinite or ambiguous Proposals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of Proposals include evidence of collusion, obvious lack of experience or expertise to perform the required work, submission of more than one Proposal for the same work from an individual, Proposer or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Proposals may be rejected if not delivered on or before the date and time specified as the due date for submission of the Proposal.

EXECUTION OF AGREEMENT

The successful Proposer shall, within 30 days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the Clerk of Court all required contract documents. The awarded Proposer shall also deliver insurance certificates as required. All insurance shall be approved by before the successful Proposer may proceed with the work.

The term of the contract shall commence October 1, 2024, and continue in effect through October 1, 2025. Upon mutual agreement between the County and Proposer, the contract may be renewed for additional one-year terms.

LICENSES

All Proposers are requested to submit any required license(s) with their qualifications. License(s) must be effective as of the opening date and must be maintained throughout the Contract Period. Failure to be properly licensed as stated above will result in the rejection of the Proposal as nonresponsive.

EXEMPTION OF MEETINGS/PRESENTATIONS

Pursuant to Florida Statute section 286.0113(2), any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. However, the County must make a complete recording of any portion of an exempt meeting and no portion of the exempt meeting may be held off the record. The recording of, and any records presented at, the exempt meeting are exempt from the public records law of section 119.07(1), Fla. Stat. (2011) and section 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, submittals, or final replies, whichever occurs earlier. If the County rejects all bids, submittals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, the recording and any records presented at the exempt meeting remain exempt from section 119.07(1), Fla. Stat. (2011) and section 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision concerning the reissued competitive solicitation or until the agency withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial agency notice rejecting all bids, submittals, or replies.

PROTEST

A notice of protest must be submitted in writing or by email to Daniel Stanley, Liberty County Clerk of Court, at (850) 643-2215, dstanley@libertyclerk.com or 10818 NW SR 20; Bristol, Florida 32321.

PROPOSAL REQUIREMENTS

Each Proposer's proposal shall include sufficient information to enable the County to evaluate the capability of the Proposer to provide the desired services.

All Proposals are to be on 8 ½" x 11" paper or, if larger documents are required, they are to be folded to 8 ½" x 11" size. Proposals should be stapled together or otherwise bound. Proposals shall be prepared simply and economically, providing a straightforward, concise delineation of Proposer's capabilities to satisfy the requirement of the RFP. Elaborate binding, colored displays, and promotional material are not desired; however, technical literature may be included as attachments to the proposal.

Proposers should submit one (1) original clearly labeled "Original", six (6) copies clearly labeled "Copy" and one (1) electronic version of the package. The electronic version shall be in pdf format on a cd or USB drive. Electronic versions submitted via e-mail will **not** be accepted. If the proposal contains confidential information, such information shall be in a separate pdf document. Any information that Proposer deems confidential and exempt from the Public Records Act should be clearly marked and Proposer must include its statutory basis for the exemption. Proposals shall be enclosed in a sealed envelope bearing the title of the solicitation, the name of the Proposer and the date for opening. Proposals shall be valid for a period of 90 days after the opening.

Emphasis in each Proposal must be on completeness and clarity of content.

In order to expedite the evaluation of Proposals, it is essential that Proposers follow the format and instructions contained in the RFP.

Outlined below is the required format and specific items/areas a proposal must address in order to comply with this RFP. Note that lengthy or wordy submissions are neither desired nor necessary. Proposal should be concise and complete.

(Please number and title tabs for each section as indicated).

Section 1 - Cover Letter

1. Full name of company.
2. State the RFP number and complete solicitation title.
3. Provide the name, title, address, telephone number, and email address of the person authorized to:
 - a. Provide any clarification required.
 - b. Conduct final contract negotiations and execute a contract with County on behalf of the Proposer.

Section 2 - Company Profile

1. Provide name, address, phone, fax, email, Federal ID#, and website (if applicable)
2. Form of ownership (sole proprietorship, corporation, etc.)
3. Location of the principal office and offices in Florida.
4. Identify the office(s) that would provide the services to the County.
5. Incorporation by the Secretary of State and current Florida Professional License.

Section 3 - Executive Summary

1. Provide a high-level overview of Proposer's plan for providing the requested services.
2. List or describe the specific benefits County would receive by engaging the Proposer and explain how the Proposer differs from competitors.
3. Describe specific unique business features and/or options County should consider.

Section 4 - Key Personnel and Professional Licenses

The definition of Key Personnel is any individual who will contribute to the execution of the project in a substantial and measurable manner. Include only team members who will actively participate in the assignment and identify the primary account manager.

1. Include a chart depicting the name, title, and specific area of responsibility of Key Personnel assigned to County's account.
2. Describe their qualifications and prior experience for similar assignments.
3. Outline their education, accomplishments, any specialized training and/or professional certifications and licenses held.
4. Indicate the availability and accessibility of Key Personnel.

Section 5 - Experience and Client References

1. Provide three to five current client references from other public sector clients, preferably local governments, for whom you have provided services similar to those included in this RFP within the last three years. Do not include an entity as a client reference unless the Proposer previously had or currently has a contract with the entity. This list should include entity name and address, primary contact person, telephone number and email address, length of business relationship and any other pertinent details.
2. Prior Engagements with Liberty County - List all past coverage provided for Liberty County.
3. Explain how you ensure or measure performance and/or client satisfaction.

Section 6 - Understanding of Services

Document an understanding of and the ability to meet the requirements outlined in "Scope of Services".

1. Provide a detailed summary of the services the Proposer intends to provide. Include a schedule and process for takeover and verification that the policies can be serviced by the Proposer.
2. Explain the strategy when marketing the County's programs and how often you will request competitive proposals for the insurance programs. Describe your methods for developing specifications for competitive quotes and communicating results to the County.
3. Describe value added services, additional unique business features or options. Describe any in-house expertise you have in providing these services.

Section 7 - Additional Information

1. Provide responses to the following questions:
 - a. Is the Proposer, its affiliates, and/or subsidiaries subject to any contract that creates a conflict of interest with and/or prohibits or limits the company, its affiliates, and/or subsidiaries from providing services to County? If yes, please explain in detail.
 - b. Has the Proposer been involved in any litigation with a client directly related to the services provided during the past five years that would have a material effect on a contract with County? If yes, provide a summary of involvement and outcome.
 - c. Within the last 10 years has Proposer, its parent corporation, or any partner or principal of the company or its parent corporation (a) filed a voluntary petition in bankruptcy or a voluntary petition seeking reorganization or to effect a plan or other arrangements with creditors, (b) made an assignment for the benefit of creditors, (c) voluntarily suspended transaction of business, become insolvent or unable to pay its debts as they mature, (d) applied for or consented to the appointment of any receiver or trustee for any such entity or person or of all or any substantial portion of the property of any such entity or person? If yes and this fact would have a material effect on the proposed services, please provide a detailed explanation.

Section 8 – Proposals of Insurance Coverages and Premiums/Contributions

1. Proposals shall provide the County with a summary of the basic structure of each policy, including coverage, exclusions, terms, any associated endorsements, analysis of coverage scope, cost, services, and other essential information. Coverage premiums/contributions shall include all associated taxes and fees.

- a. The Proposer shall disclose any and all additional fees for performing the service as outlined. Fees must include all items, such as professional time, travel, data processing, forms, printing, or other expenses.
- b. Specifically outline any additional costs, such as value-added services, which are not automatically included.
- c. The Proposer confirms they will disclose any compensation, including commission or that from owned intermediaries, upon request.

REQUIRED ADDITIONAL FORMS

- a. Proposal Form
- b. Waiver of Exemption of Meetings/Presentations
- c. Addendum Acknowledgement
- d. Anti-Collusion Clause
- e. Conflict of Interest Disclosure Form
- f. Identical Tie Proposals/Drug Free Workplace
- g. Proposer Guarantees / Proposer Warranties

ANTICIPATED SCHEDULE

This schedule may be altered solely at the County's discretion:

RFP Advertisement – June 27, 2024

Questions Due Date – July 18, 2024 at 5:00 PM EST

Proposal Deadline – August 2, 2024 at 4:00 PM EST

Board Meeting for recommended award – August 8, 2024 at 4:00 PM EST

Note: There will be no pre-proposal conference

EVALUATION PROCESS AND CRITERIA

1. The Consultant will evaluate the RFP responses and provide recommendations to the Board of Proposers who present the most advantageous policy terms, premiums, and services to the County. After the bid opening, the Consultant is authorized to negotiate with Proposers to present the Board the Proposer's highest and best offer.
2. The Clerk's Office will provide reasonable notice of the meeting of the Board of County Commissioners where the Board will evaluate the proposals and the Consultant's recommendation, no less than 72 hours in advance of such scheduled meeting, excluding holidays and weekends, by posting a Notice of Board Meeting on the public notice bulletin board in the courthouse and on the Liberty County website.
3. Evaluation of Proposals. Only written responses of statements of qualifications, performance data, and other data received by the publicized submission time and date shall be evaluated.
4. Proposals submitted will be evaluated by the Consultant and presented to the Board of County Commissioners at a publicly noticed meeting.

5. The Consultant will conduct a comprehensive, fair, and impartial evaluation of all Proposals received. Each Proposal will be analyzed to determine overall responsiveness and qualifications. In the Consultant's evaluation, the following items shall be considered and scored accordingly. The order in which these items have been listed does not necessarily reflect their order of importance.
- Responsiveness to the Request for Proposal (20 Points)
 - a. Requested information included and thoroughness of response.
 - b. Understanding and acceptance of the scope of services.
 - c. Acceptance of the RFP and Contract requirements.
 - d. Clarity and conciseness of the response.
 - Economic Evaluation of the Proposed Cost (40 Points)
 - a. The County requires the Proposers to disclose all premiums/contributions and associated taxes and fees, to be received on the County account(s).
 - Capability to Provide the Services Requested (30 Points)
 - a. Background of Proposer and support personnel, including professional qualifications and length of time working in stated capacity.
 - b. Relevant experience of Proposer.
 - c. Specific experience with public entity clients, especially county governments.
 - d. Evidence of financial strength.
 - e. References with contact names and telephone numbers.
 - Added value such as Proposer's capability to provide items not listed in proposal response forms (10 Points)

100 Total Points

6. Oral Presentations. After all proposals have been evaluated, the County may require representatives of one or more of the Proposers to appear and make presentations for the purpose of making a final evaluation and recommendation for award. However, the Consultant may in its sole discretion, recommend award without presentations, based solely on information supplied in the proposal responses.
7. Final Selection. The Board of County Commissioners shall make the final selection.
8. The provisions of the RFP and the receipt of submittals from Proposers shall not create any legal or other obligation between Liberty County and Proposers (except as expressly set out in this RFP).
9. During the evaluation process, the Consultant reserves the right, where it may serve the County's best interest, to request additional information or clarification from Proposers, or to allow corrections of errors or omissions.
10. Liberty County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Liberty County and the Proposer selected.

REQUIRED ADDITIONAL FORMS

PROPOSAL FORM

This proposal of _____, ("Proposer") organized and existing under the laws of the State of _____ doing business as _____ (Insert a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the Board of County Commissioners, Liberty County, ("County").

In compliance with the Request for Proposals, this Proposer proposes to perform all work as detailed in this solicitation.

By this Proposal, this Proposer certifies, and in the case of a joint proposal each party certifies as to its own organization, that this proposal has been arrived at independently, without consultation, communication or agreement as to any matter relating to this solicitation with any other competitor.

Submitted By: _____
Name of Proposer/Contractor Submitting This Bid

Bid Prepared By: _____
Name of Individual Who Prepared This Bid

Contact Email: _____

Address: _____

Phone: _____

Signature of Authorized Representative of Proposer/Contractor

Date

SEAL: (If bid is by Corporation)

WAIVER OF EXEMPTION OF MEETINGS/PRESENTATIONS

Pursuant to section 286.0113(2), Fla. Stat. (2011), any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. The County encourages transparent and open meetings and decision-making but will honor any request by a Proposer to maintain the exemptions provided by section 286.0113(2).

Please indicate your preference regarding any meetings at which you may provide an oral presentation or answer questions regarding your submittal or at which negotiations may be conducted:

_____ ***Waive*** all requirements to keep such meetings and negotiations exempt from public meeting laws.

_____ ***Maintain*** all requirements to keep such meetings and negotiations exempt from public meeting laws.

INDICATE WAIVE OR MAINTAIN, HOWEVER DO NOT SIGN THIS FOR

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____

Name of Proposer: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

It is the responsibility of the Proposer to ensure that they have received addendums if issued. The County will post the addenda on the Liberty County website at: <https://libertycountyfl.org/public-notices/>. Check the website prior to submitting your Proposal to ensure that you have received addendums.

ANTI-COLLUSION CLAUSE

Proposer certifies that their response is made without prior understanding, agreement or connection with any Corporation, Proposer or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Proposer: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all Proposers, must disclose if any Liberty County Board of County Commissioner(s), employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their Proposer.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO _____

NAME(S)

POSITION(S)

Name of Proposer: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

IDENTICAL TIE PROPOSALS/DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied Proposers have a drug-free workplace program. To have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's 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.

Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employees 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.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

_____ This Proposer complies fully with the above requirements.

_____ This Proposer does not have a drug free work place program at this time.

Name of Proposer: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

PROPOSER GUARANTEES

The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in the Scope of Services.

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Florida laws with respect to foreign (non-state of Florida) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of Liberty County.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (printed): _____

Title: _____

Proposer: _____

Date: _____