

BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT WE, _____
_____ (hereinafter called the Principal) and _____
_____ (hereinafter called the Surety), a
corporation chartered and existing under the laws of the State of _____ with its principal offices in the City
of _____ and authorized to do business in the State of Florida, are held and firmly bound unto the
Board of County Commissioners, Hillsborough County, Florida, in the full and just sum of **FIVE PERCENT (5%)
OF THE FULL AMOUNT OF THE BID** in good and lawful money of the United States of America, to be paid
upon demand of Hillsborough County and to which payment, will and truly to be made, we bind our selves, heirs,
executors, administrators, successors, and assignees, jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit or has submitted a Proposal to Hillsborough County for the purpose of
Enter Bid Title Here for Hillsborough County and designated as Invitation to Bid No. Enter RFQ Number Here; and

WHEREAS, the Principal desires to file this Bid Bond in accordance with law, in lieu of an acceptable check
otherwise required to accompany the Proposal;

NOW THEREFORE, the conditions of this Bid Bond are such that if the Proposal is accepted by Hillsborough County
and if the Principal, within ten (10) days after written Notice of Award, (a) executes a written contract in the form and
manner required by Hillsborough County, in accordance with the Proposal, and upon the terms, conditions and
price(s) set forth therein and (b) executes any Performance Bond and/or Payment Bond required by the Proposal;
valued in the amount(s) specified therein; and in a form and with sureties satisfactory to Hillsborough County, or
furnishes and alternate form of security acceptable to Hillsborough County and (c) submits certificates of insurance in
the manner specified in the Contract Documents, with companies acceptable to Hillsborough County, and in such
amounts as required by the Contract Documents; then this Bid Bond is void. Otherwise, this Bid Bond remains in full
force and effect and the Surety shall immediately pay to Hillsborough County, upon demand, the amount secured by
this Bid Bond in good and lawful money of the United States of America, upon failure of the Principal to comply with
any and all of the foregoing requirements within the time specified above.

THIS BOND DATED THIS ____ DAY OF _____, 20____.

ATTEST:

PRINCIPAL: _____

Witness

BY: _____ (SEAL)
Authorized Signature (Principal)

Witness

Printed Name

Title of Person Signing Above

-OR-

Witness

BY: _____ (SEAL)
As Attorney in Fact (Attach Power)

Witness

Printed Name

Business Address

(_____) _____
Business Telephone

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by _____ as
(Name of person)
_____ for _____.
(ie. Officer, attorney in fact) (Name of party on behalf of whom instrument was executed.)

(Signature of Notary Public)

(Print, Type, or Stamp Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced _____

ATTEST:

SURETY: _____
(Printed Name)

Mailing Address

Witness

BY: _____ (SEAL)
Authorized Signature(s)
(Surety or Sureties)

Witness

Printed Name

Title

-OR-

Witness

BY: _____ (SEAL)
As Attorney in Fact (Attach Power

Witness

Printed Name

Agent's License No.

Agency Name

COUNTERSIGNED (if applicable):

Agency Mailing Address

Signed

()

Agent's License No. () Phone

Agency Telephone No.

()
Agency Fax No.

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by _____ as
(Name of person)
_____ for _____.
(ie. Officer, attorney in fact) (Name of party on behalf of whom instrument was executed.)

(Signature of Notary Public)

(Print, Type, or Stamp Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

375-030-33
PROCUREMENT
10/01

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

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

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

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

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: _____

By: _____ Date: _____

Authorized Signature: _____

Title: _____

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. 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 employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. 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 that this firm complies fully with the above requirements.

Offeror's Signature

Date



Disadvantaged Minority/Disadvantaged Women Business Enterprise Good Faith Effort Determination Form Instructions

Bidders submitting bids to provide construction services to Hillsborough County will be evaluated on their compliance with Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE) participation goals as established by the program.

If the dollar value goals for DM/DWBE participation on a project have not been met, the bidders will be required to complete the following form to document their Good Faith Efforts (GFE) in obtaining DM/DWBE participation. The three lowest bidders submitting on a project, who fail to meet the DM/DWBE contract goal, must complete this form to document all good faith efforts that were expended prior to the Close Date. There is a total of 1260 available points. In order to meet good faith efforts, a bidder must obtain at least seventy percent (70%) or 882 points.

The bidder must show that they took all necessary and reasonable steps to achieve the DM/DWBE goal. When negotiating in good faith with interested DM/DWBEs, it is the bidder's responsibility to select economically feasible portions of work available to DM/DWBE subcontractors, so as to facilitate designated DM/DWBE participation. Bidders using good faith efforts should consider a number of factors when negotiating with DM/DWBE subcontractors and should take a firm's price and capabilities as well as contract goals into consideration.

Scoring Details/Instructions

- Part A – Solicitation: Five (5) Points may be awarded for every DM/DWBE listed in Part A. A copy of the solicitation, whether email or fax must include documentation of who the solicitation was sent to, their receipt of the solicitation, or returned as invalid in order to be awarded points in this section. An additional three (3) bonus points may be awarded for those businesses that are currently Hillsborough County DM/DWBE certified. A maximum of 150 bonus points plus 90 bonus points may be received in this section, totaling 240 points.
- Part B – Follow-Up: Twenty-five (25) points may be awarded for every DM/DWBE listed that includes all follow-up documentation. In order to receive full points in this section, submitted documentation must consist of confirmation emails, phone logs, written negotiation documentation, etc. Submitting a copy of a mass email or phone log will not be viewed as acceptable unless it includes specific details for each subcontractor listed. Nine (9) bonus points will be given for those businesses **that will be** utilized on the project and are currently Hillsborough County DM/DWBE certified. A maximum of 500 points may be earned with a possible 180 bonus points, totaling 680 points.
- Part C: Twenty (20) points may be awarded for attending the pre bid conference, total points will be awarded depending on which of the senior leadership attend. A maximum of twenty (20) points may be received in this section.
- Part D: Ten (10) points maximum may be awarded for providing appropriate access to full sets of plans and specifications of the specific sections of this project to subcontractors and/or suppliers. A maximum of ten (10) points may be received in this section.
- Part E: Twenty (20) points may be awarded for advertising subcontracting opportunities in a Minority or Trade Paper. A maximum of twenty (20) points may be received in this section.
- Part F: Twenty (20) points maximum may be awarded for contacting the Economic Development Department's Small/Minority Business staff for assistance. Documentation of how contact was made and the outcome of the assistance provided by staff must be submitted in order to receive points in this section. Points will not be awarded for simply calling the office or help accessing the B2G website. A maximum of twenty (20) points may be received in this section.
- Part G: Fifteen (15) points may be awarded for every DM/DWBE listed in part G. An additional ten (10) bonus points may be awarded for each business that is currently Hillsborough County DM/DWBE certified. A maximum of 125 points may be received in this section.
- Part H: Fifteen (15) Points may be awarded for every DM/DWBE listed. An additional ten (10) bonus points may be awarded for each business that is currently Hillsborough County DM/DWBE certified. A maximum of 125 points may be received in this section.
- Part I: Twenty (20) points may be awarded for indicating assistance provided to DM/DWBE business in obtaining bonding, insurance and/or lines of credit.
- Page 7: The affirmation page must be signed and dated in order to be admissible.
- Page 8: Extra space has been provided for any additional information required or additional information you may wish to submit.

Failure to fully and clearly complete this form and attach all supporting documentation may result in rejection of the bid.

Total Points _____

ITB NO: _____

BIDDER NAME: _____



Disadvantaged Minority/Disadvantaged Women Business Enterprise Good Faith Effort Determination Form

Points you may receive for the GFE are shown below. Bidders will be deemed in compliance, if an overall score of 882 points is achieved. In order to receive points, you must provide all supporting documentation, labeled clearly (Part A, B, etc.). Scoring will be determined by Hillsborough County Small/Minority Business Staff.

PLEASE NOTE:

DM/DWBE businesses who have graduated from the Hillsborough County DM/DWBE Program, who have been denied certification by Hillsborough County, or who have already received reciprocal certification and it has expired, are not eligible for consideration in subcontracting activities.

Part A. Solicitation. The bidder must provide the name of the DM/DWBE businesses that the bidder has solicited for use as a subcontractor on this project. Points will be awarded for up to thirty (30) businesses; however, you may list as many as you wish. Five (5) points may be awarded for every DM/DWBE listed. An additional three (3) bonus points may be awarded for those businesses that are currently Hillsborough County DM/DWBE certified. *A maximum of 150 Points plus (90 bonus points may be received in this section, totaling 240 Points.*

a. Name of DM/DWBE Business (to receive points, fill in information for each column a-f)*	b. Subcontracting Activity Description (project specific)	c. Phone No. (###) ###-####	d. Name of Certifying Agency (if Hillsborough County 3 bonus points) **	e. Certification Expiration Date (mm/dd/yy)**	f. How was notice submitted to the DM/DWBE (i.e. email, mail, fax, or other written documentation)?* mass email or faxes will only count if documentation is included that shows that the email and faxes were received or not received. If they were not received unless phone calls or other means of notification was made they will not count toward GFE (Additional space provided on Page 7).
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

***You MUST provide all detailed supporting documentation in relation to items a-f. In order to receive points, documentation MUST have been submitted to potential DM/DWBE's at least ten (10) calendar days prior to the Close Date.**

****Please provide copy of DM/DWBE certification that includes certification expiration date.**

Total Points _____

ITB NO: _____

BIDDER NAME: _____

Part A. (continued)

a. Name of DM/DWBE (to receive points, fill in information for each column a-f)*	b. Subcontracting Activity Description(project specific)	c. Phone No. (###) ###-####	d. Name of Certifying Agency (if Hillsborough County (3) bonus points)**	e. Certification Expiration Date (mm/dd/yy)**	f. How was notice submitted to the DM/DWBE (i.e. email, mail, fax, or other written documentation)?*)?* mass email or faxes will only count if documentation is included that shows that the email and faxes were received or not received. If they were not received unless phone calls or other means of notification was made they will not count toward GFE (Additional space provided on Page 7).
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

***You MUST provide all supporting documentation in relation to items a-f. In order to receive points, documentation MUST have been submitted to potential DM/DWBEs at least ten (10) calendar days prior to the Close Date.**

****Please provide copy of DM/DWBE certification that includes certification expiration date.**

Total Points _____

ITB NO: _____

BIDDER NAME: _____

Part B. Follow-Up. Please list DM/DWBE businesses that provided a response to your solicitation for this project by Subcontracting Activity Descriptions. In the Subcontracting Activity Description column, please describe the specific component of the contract. Points will be awarded for up to twenty (20) businesses; however, you may list as many subcontractors as you wish. A maximum of twenty-five (25) points will be awarded for each DM/DWBE listed that includes all supporting documentation, i.e., confirmation email, phone log, negotiation documentation. You **MUST** include the appropriate documentation for each subcontractor in order to receive points. Nine (9) bonus points will be given for those businesses who will be utilized on this project and that are currently Hillsborough County DM/DWBE certified. *A maximum of 500 points plus 180 bonus points may be received in this section, totaling 680 points.*

	a. Name of DM/DWBE Business & Person that Responded. Must fill in ALL information for each column a-g to receive 25 Points.	b. Subcontracting Activity Description(project specific)	c. Provide name of Certifying Agency (if Hillsborough County (9) bonus points)**	d. Date of Initial Response	e. Followed-up and negotiated with DM/DWBE prior to bid? Yes or No Provide detailed Date/Documentation of the various forms of follow-up and negotiation used, if yes	f. Accept Bid Yes or No	g. If no to e, provide reason for rejection of follow-up, bid or no bid from Sub-Contractor** Did they not return repeated phone calls or individual emails. Price was to high after negotiation, they were not available. Be specific for each one individually to receive the 25 points.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

*You **MUST** provide all supporting documentation in relation to items a-g.

**Please provide copy of DM/DWBE certification that includes certification expiration date

Total Points _____

ITB NO: _____

BIDDER NAME: _____

Part C. Pre-bid Conference Participation. A maximum of twenty (20) points may be awarded for attending the County's pre bid conference. The total number of points awarded will depend upon which senior leadership attended.

Which senior leadership, employed by the Bidder and who can interface with the DM/DWBE, attended the Pre-bid conference? Check one box per person, but check all who attended. (Provide a copy of Pre-bid Conference Sign-in Sheet with your company's attendees highlighted).

- 1. Owner/Corporate Officer (10 points)
- 2. Sr. Estimator (5 points)
- 3. Project Manager (5 points)

Part D. Availability of Details, Plans and Specifications. A maximum of ten (10) points may be awarded for providing appropriate access to full sets of plans, specifications and specific sections of this project to subcontractors and/or suppliers. A maximum of ten (10) points may be received in this section.

How did Bidder provide access to full sets of plans, specifications and specific sections for this project to Subcontractors and suppliers? Check boxes for all methods that were used.

- 1. Directed to local plans room (1 point)
- 2. Made available at Bidder's Office (2 points)
- 3. Faxed, emailed or mailed specific sections to Subcontractors and/or suppliers (attach copy of documented notice) (7 points)

Part E. Name of Trade or Minority Focused Paper Advertised

(20) Points may be awarded for publishing a notice of solicitation for subcontractor opportunities in minority focus print media and/or minority trade organizations. A maximum of twenty (20) points may be received in this section.

a. Name of Minority Focus Print Media or Minority Trade Organization. To receive points must fill in information for each column a-b	b. Date Ad Ran (mm/dd/yy) *Must provide copy of ad(s)
1.	
2.	

Part F. Contacted Economic Development Department's Small/ Minority Business staff for assistance. A maximum of twenty (20) points may be awarded for contacting the Economic Development's Small Minority Business Staff for assistance. Documentation as outlined in the instructions will be the basis for awarding points. Points will not be awarded for simply contacting staff or help with accessing the B2G website.

20 Points Available

- 1. By telephone or in writing?
 - Yes (20 points)
 - No (0 points)

Provide the date and name of the Economic Development Department's Small/ Minority Business staff contacted and the assistance they provided. Describe the outcome that resulted from your contact with the Economic Development's Small Minority Business staff. The Economic Development Department's Small/ Minority Business staff should be contacted at least five (5) working days prior to the Close Date. (The section below must be completed in order to receive the possible twenty (20) points for Part F).

Staff Name: _____

Date Contacted: _____

Describe assistance provided by Economic Development's Small/Minority Business staff: _____

Describe the outcome that resulted from your contact with Economic Development' Small/Minority Business staff: _____

Total Points _____

ITB NO: _____

BIDDER NAME: _____

Part G. Developing Relationships Please provide the name of the DM/DWBE business that the owner, partner or principle officer of the bidder has met with in person, within the last sixty (60) calendar days for the purpose of developing a partnering relationship. Points will be awarded for up to five (5) businesses; however, you may list as many subcontractors as you wish. Fifteen (15) points may be awarded for every DM/DWBE listed. An additional ten (10) bonus points may be awarded for each business that is currently Hillsborough County DM/DWBE certified. *A maximum of seventy-five (75) points plus fifty (50) bonus points may be received in this section, totaling 125 Points.*

	a. Name of DM/DWBE Business and Owner's Name that Bidder met with to develop working relationship: 15 points (to receive points, fill in information for each column a-f)*	b. Subcontracting Activity Description	c. Name of Certifying Agency (if Hillsborough County 10 bonus points)**	d. Phone No. (###) ###-####	e. Date of Meeting (mm/dd/yy)	f. Typical Project Size/ Dollar Amount
1.						
2.						
3.						
4.						
5.						

Part H. Sustained Relationships Please provide the names of DM/DWBE businesses that the bidder has sub-contracted on other Hillsborough County projects, other government and private sector contracts within the past two (2) years. For those subcontractors listed, please provide the copy of contract and subcontract value. For those subcontractors listed, please provide the subcontract values. Points will be awarded for up to five (5) DM/DWBE businesses; however, you may list as many as you wish Fifteen 15 points may be awarded for every DM/DWBE listed. An additional ten (10) bonus points may be awarded per business that is currently Hillsborough County DM/DWBE certified. *A maximum 75 Points plus 50 bonus points may be received in this section, totaling 125 Points.*

	a. Name of DM/DWBE Business and Owner's Name that Bidder contracted with to sustain working relationship* (15 points will be awarded for every DM/DWBE business listed)	b. Name of Certifying Agency (if Hillsborough County: 10 bonus points)**	1st Project		2nd Project	
			c. Name of Project	d. Subcontract Value	e. Name of Project	f. Subcontract Value
1.						
2.						
3.						
4.						
5.						

Part I. Bonding/Insurance/Line of Credit Assistance If the bidder determines that the DM/DWBE needs to have bonding, insurance and/or a line of credit, points may be awarded for indicating assistance provided to the DM/DWBE in obtaining any of the aforementioned.

- Yes (20 points)
- No (0 points)

If you answered yes, you must submit documentation of the assistance provided in order to receive points. A maximum of twenty (20) points may be received in this section.

* **You MUST provide all supporting documentation in relation to items a-f.** **Please provide copy of DM/DWBE certification that includes certification expiration date.

Total Points _____

Bonus Points _____

Grand Total _____

ITB NO: _____

BIDDER NAME: _____

AFFIRMATION

ANY MISREPRESENTATION ON THIS FORM MAY RESULT IN BID REJECTION.

I HEREBY AFFIRM THAT THE BELOW INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

SIGNATURE OF AUTHORIZED OFFICIAL

PRINT NAME

TITLE OF OFFICIAL

DATE

PHONE



Invitation to Bid No. _____

Responsibility Survey

In order to determine the lowest responsive and responsible Offeror for this project, Hillsborough County may mandate that the apparent lowest Offeror provide the following survey. **THE FAILURE OF AN OFFEROR TO PROVIDE ALL INFORMATION REQUESTED BY THE SPECIFIED DATE MAY RESULT IN A FINDING BY THE COUNTY THAT THE OFFEROR IS NOT RESPONSIBLE. HILLSBOROUGH COUNTY MAY RELY ON THIS INFORMATION IN ITS DECISION REGARDING THE AWARD OF THE CONTRACT FOR THIS PROJECT; THEREFORE, ANY MATERIALLY FALSE, MISLEADING, AND/OR INCOMPLETE INFORMATION THAT IS SUBMITTED BY THE OFFEROR IN RESPONSE TO THIS SURVEY MAY RESULT IN THE COUNTY'S RESCISSION OF ITS AWARD RECOMMENDATION IF SUCH INFORMATION IS DISCOVERED BEFORE THE CONTRACT IS AWARDED BY THE COUNTY'S BOARD OF COUNTY COMMISSIONERS OR THE COUNTY ADMINISTRATOR, IF APPLICABLE. IF IT IS DISCOVERED THAT THE OFFEROR HAS SUBMITTED MATERIALLY FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION IN RESPONSE TO THIS SURVEY AFTER THE CONTRACT HAS BEEN AWARDED BY THE COUNTY'S BOARD OF COUNTY COMMISSIONERS OR THE COUNTY ADMINISTRATOR, THEN THE CONTRACT AWARD MAY BE RESCINDED BY THE COUNTY OR THE CONTRACT MAY BE TERMINATED.** Any questions concerning the requested information may be directed to the Hillsborough County Procurement Services Department buyer identified on the Solicitation.

*If additional space is needed, please provide as an attachment.

Company Name: _____

Principal Officer: _____

Company Address: _____

Years in Business under Present Name: _____

Primary type of work your firm engages in: _____

Years of experience in your primary type of work: _____

Provide up to five (5) projects within the past five (5) years that are equal to or greater than the scope specified within the solicitation.

Prime Contractor or Subcontractor

Project Name and Location: _____

Project Description: _____

Client Name person: _____

Client Phone and Email: _____

Original Contract Amount: \$ _____ Final Contract Amount \$ _____

Name and License number under which work was performed: _____

NTP Issue Date: _____ Original Completion Date: _____ Actual Completion Date: _____

Explain all outstanding claims or pending litigation: _____

Prime Contractor or Subcontractor

Project Name and Location: _____

Project Description: _____

Client Name person: _____

Client Phone and Email: _____

Original Contract Amount: \$ _____ Final Contract Amount \$ _____

Name and License number under which work was performed: _____

NTP Issue Date: _____ Original Completion Date: _____ Actual Completion Date: _____

Explain all outstanding claims or pending litigation: _____

Prime Contractor or Subcontractor

Project Name and Location: _____

Project Description: _____

Client Name person: _____

Client Phone and Email: _____

Original Contract Amount: \$ _____ **Final Contract Amount \$** _____

Name and License number under which work was performed: _____

NTP Issue Date: _____ **Original Completion Date:** _____ **Actual Completion Date:** _____

Explain all outstanding claims or pending litigation: _____

Prime Contractor or Subcontractor

Project Name and Location: _____

Project Description: _____

Client Name person: _____

Client Phone and Email: _____

Original Contract Amount: \$ _____ **Final Contract Amount \$** _____

Name and License number under which work was performed: _____

NTP Issue Date: _____ **Original Completion Date:** _____ **Actual Completion Date:** _____

Explain all outstanding claims or pending litigation: _____

Prime Contractor or Subcontractor

Project Name and Location: _____

Project Description: _____

Client Name person: _____

Client Phone and Email: _____

Original Contract Amount: \$ _____ Final Contract Amount \$ _____

Name and License number under which work was performed: _____

NTP Issue Date: _____ Original Completion Date: _____ Actual Completion Date: _____

Explain all outstanding claims or pending litigation: _____

Has your firm ever failed to complete any work awarded to it? Yes No

If yes, explain: _____

Provide other information that would be relevant to the County's evaluation of your firm's responsibility
of pending litigation, employee conduct, OSHA violations, work place deaths, etc.)?

Yes No

If yes, explain: _____

Information and Documents to be provided

Provide copies of:

- 1. IRS Substitute W-9.**
- 2. Trade licenses, as required.**
- 3. Certifications, as required.**
- 4. Experience Modification Rate (EMR) verification letter for the most recent three (3) years.**
- 5. Provide a copy of the current resume of the project manager and full-time job superintendent for the Offeror who will be used on this project for Hillsborough County, should the contract be awarded to the Offeror**
- 6. Affirmative Action Plan/Program or Affirmation Action Plan Statement.
(A written Affirmative Action Plan or Program is required if the Offeror has fifteen (15) or more employees. If the Offeror has fewer than fifteen (15) employees, an Affirmation Action Plan Statement is required.)**
- 7. Employment data on current workforce form.**
- 8. Executed DM/DWBE Subcontractor agreements, if applicable.**
- 9. Good Faith Effort Determination form, if applicable.**

AFFIRMATION

I hereby affirm that the information provided herein is true and complete to the best of my knowledge.

SIGNATURE OF AUTHORIZED OFFICIAL

PRINT NAME

TITLE OF OFFICIAL

DATE:

RFQ NO: _____ BIDDER NAME: _____

**A BIDDERS FAILURE TO COMPLETE THE REQUIREMENTS OF THIS PAGE MAY
RESULT IN THE ENTIRE BID BEING REJECTED**

**HILLSBOROUGH COUNTY
DISADVANTAGED MINORITY BUSINESS ENTERPRISE PROGRAM**

SUBCONTRACTORS/MATERIAL SUPPLIERS LIST

List all DM/DWBE subcontractors/material suppliers to be utilized on this project. Include name of company, work item number or scope of work to be performed with the total dollar value of each item.

Item # or Scope of Work	Dollar Amount*	Subcontractors/Material Suppliers	DM or DWBE

Is all subcontract work listed above? If no, list below.

Other Subcontract Work	Estimated Dollar Amount*

*(If the solicitation is for a "term contract", the "dollar amount" column may be left blank.)

HILLSBOROUGH COUNTY, FLORIDA
 FLORIDA TRENCH SAFETY ACT
 CERTIFICATION AND DISCLOSURE STATEMENT (MANDATORY)

The undersigned acknowledges the requirements of the Florida Trench Safety Act and hereby certifies that the undersigned is an authorized representative of the bidder and in that capacity commits the bidder to the following in the performance of the work in the event that the subject contract is awarded to and executed by said bidder.

1. The bidder acknowledges the Florida Trench Safety Act and the requirements established herein.
2. The bidder further acknowledges that the aforementioned Act established the Federal excavation safety standards set forth at 29 CFR Part 1926.650, Subpart P as the interim State standard until such time as the State of Florida, through its Department of Labor and Employment Security, or any successor agency, adopts, updates or reviews said interim standard. This State of Florida standard may be supplemented by special shoring requirements established by the State of Florida or any of its political subdivisions.
3. The bidder, as Contractor, shall comply with all applicable excavation/trench safety standards.
4. The Contractor shall consider the geotechnical information available from the County, its own sources and all other relevant information in its design of the trench safety system it will employ on the subject project. The Contractor acknowledges that it is solely responsible for the selection of the data on which it relies in designing said safety system, as well as for the system itself.
5. The amount the bidder has set forth in the requirement titled "Florida Trench Safety Act" includes the following excavation/trench safety measures and the linear feet of trench excavated under each safety measure. These units, cost and the unit prices inferred shall be disclosed solely for the purpose of compliance with the procedural requirements of the aforementioned Act. No adjustment to the Contract Time or Price shall be made for any difference in the number of linear feet of trench excavation, except as may otherwise be provided in these Contract Documents.

Trench Safety Measure (Description)	Unit (QTY)	Unit of Measure (LF, SY)	Unit Cost	Extended Cost
A. _____	_____	_____	\$ _____	\$ _____
B. _____	_____	_____	\$ _____	\$ _____
C. _____	_____	_____	\$ _____	\$ _____
D. _____	_____	_____	\$ _____	\$ _____
			TOTAL	\$ _____

Total above must be identical to cost shown in the requirement titled "Florida Trench Safety Act". (Use additional blank sheets to further itemize if more room is required.)

6. This amount disclosed as the cost of compliance with the applicable trench safety requirement does not constitute the extent of the Contractor's obligation to comply with said standards. Contractor shall expend additional sums, at no additional cost to the County (except as may otherwise be provided), which are necessary to so comply.
7. Acceptance of the bid to which this certification and disclosure applies in no way represents that the County or its representatives has evaluated and thereby determined that the above costs are adequate to comply with the applicable trench safety requirements nor does it in any way relieve the bidder, as Contractor, of its sole responsibility to comply with the applicable trench safety requirements.

 (Authorized Signature)

 (Typed name of firm, corporation, business or individual)

 (Date)