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REQUEST FOR QUALIFICATIONS

RFQ 17-301

UTILITY CUSTOMER ACCOUNT ACCESS SOLUTION



Where the Tropics Begin



Financial Services
7 North Dixie Highway
Lake Worth, FL 33460
561.586.1651

RFQ 17-301

UTILITY CUSTOMER ACCOUNT ACCESS SOLUTION

The City of Lake Worth is seeking Qualifications from qualified companies/firms for Web Portal / Phone App & Pre Pay billing solutions for the City of Lake Worth Utilities. The services are for Electric, Water & Sewer accounts within the City of Lake Worth service areas.

Time is of the essence and any proposal received after **3:00 p.m., Thursday, January 5, 2017**, whether by mail or otherwise will be returned unopened. Qualifications shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour Qualifications are scheduled to be received. Respondents are responsible for insuring that their Qualifications are delivered and stamped by the City's Finance Office personnel by the deadline indicated. The City reserves the right in its sole discretion to reject any or all Qualifications and/or to waive all nonmaterial irregularities on any and all Qualifications. All costs and expenses, including reasonable attorney's fees, incurred by any firm in preparing and responding to this RFQ are the sole responsibility of the respondents including without limitation any and all costs and fees related to a protest.

Interested firms may obtain a copy of the RFQ by contacting the Financial Services at (561) 586-1651 or from the City's website at www.lakeworth.org, Purchasing Opportunities. All Qualifications must be hand-delivered or mailed to:

City of Lake Worth
Financial Services-2nd Floor
7 North Dixie Hwy
Lake Worth, FL 33460

ENVELOPE MUST BE IDENTIFIED AS RFQ 17-301.

BY: 
Hirut Darge, Purchasing Agent

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GENERAL INFORMATION

1. PROJECT OBJECTIVE

The objective of this Request for Qualifications (RFQ) is to obtain competitive qualifications from qualified firms/companies capable of providing services to The City of Lake Worth Utilities for Web Portal, Phone App & Pre Pay billing solutions that is compatible with our billing software (SunGard/NaviLine) and our Advanced Metering Infrastructure (AMI) software (Tantalus). A more detailed scope of services is attached and incorporated into this RFQ as **Exhibit "A"**.

2. SUBMITTAL OF QUALIFICATIONS

Interested firms are invited to submit a complete set of Qualifications for consideration. The Qualifications must address the items requested, clearly and concisely. The City intends to negotiate a contract for the desired services upon selection of the Qualifications that best satisfy the evaluation criteria.

Time is of the essence and any Qualifications received after **3:00 p.m., Thursday, January 5, 2017**, whether by mail or otherwise will be disqualified from consideration. The City will in no way be responsible for delays caused by any occurrence. Qualifications shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail. Each envelope will be stamped by the Finance Office personnel with the date and time received. The time of receipt shall be determined by the time clock located in the Finance Office. Qualifications shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour Qualifications are scheduled to be received. Respondents are responsible for insuring that their Qualifications are delivered and stamped by Finance Office personnel by the deadline indicated. At the designated time and place, the City's purchasing agent or designee will record the Qualifications for the record.

The City reserves the right in its sole discretion to reject any or all Qualifications and/or to waive all nonmaterial, minor irregularities on any and all Qualifications. All costs and expenses, including reasonable attorney's fees, incurred by any Respondent in preparing and responding to this RFQ are the sole responsibility of the Respondent including without limitation any and all costs and fees related to a protest. The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the Respondent to insure that all pages are included. Therefore, all Respondents are advised to closely examine this RFQ. All Qualifications must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Respondent. Signatures are required where indicated; failure to do so may be cause for rejection of the Qualifications.

3. REGISTRATION

Each Respondent seeking to submit Qualifications is requested to **register** with the Finance Office in order to receive any addenda to this RFQ. Please complete the Registration form attached as **Exhibit "B"** and mail, fax or e-mail to the Finance Office at the address noted below on or before **2:00 p.m., Friday, December 16, 2016**. It is the responsibility of each Respondent to ensure that it receives all addenda. The City shall have no responsibility to provide any addenda issued under this RFQ to any Respondent; however, the City will use its best efforts to provide issued addenda to those Respondents registered for this RFQ with the City.

Hirut Darge, Purchasing Agent
Financial Services – 2nd Floor
7 North Dixie Highway
Lake Worth, FL 33461
Phone: 561-586-1651
hdarge@lakeworth.org

4. CHANGES AND INTERPRETATIONS

Changes to this RFQ will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given.

All questions regarding this RFQ should be submitted in writing via mail, fax or e-mail and must be received by the above noted Purchasing Agent per RFQ Timetable due date for Qualifications. All questions will be answered via addenda. If a question is not answered, the Respondent should assume all relevant information is contained within this RFQ. The City will attempt to not issue any addenda within three (3) business days of the due date of Qualifications; however, the City reserves the right to issue any addenda at any time prior to the due date and time of Qualifications.

5. PROPERTY OF THE CITY

All materials submitted in response to this RFQ become the property of the City. The City has the right to use any or all ideas presented in any response to this RFQ, whether amended or not, and selection or rejection of a Qualifications does not affect this right. No variances to this provision shall be accepted.

6. RFQ TIMETABLE

The anticipated schedule for this RFQ and contract approval is as follows:

- Registration Form Due December 16, 2016 (2 PM)
- Questions from Potential Respondents Due December 21, 2016 (2 PM)
- Issue Addendum (if necessary) December 27, 2016 (2 PM)
- **Qualifications Due January 5, 2017 (3 PM)**

The City reserves the right to amend the anticipated schedule as it deems necessary.

7. CONE OF SILENCE

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City's procurement code, the City's procurement cone of silence will be in effect as of the deadline to submit Qualifications in response to this RFQ. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Respondents are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all responses or some other action by the City to end the selection process.

8. ETHICS REQUIREMENT

This RFQ is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Respondents are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Respondent coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this RFQ.

9. DISCLOSURE AND DISCLAIMER

The information contained herein is provided solely for the convenience of Respondents. It is the responsibility of a Respondent to assure itself that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this RFQ. Any reliance on the contents of this RFQ, or on any communications with City representatives or advisors, shall be at each Respondent's own risk. Respondents should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFQ is being provided by the City without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Respondent or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any Qualifications conforming to these requirements will be selected for consideration, negotiation or approval.

In its sole discretion, the City may withdraw this RFQ either before or after receiving Qualifications, may accept or reject Qualifications, and may accept Qualifications which deviate from the non-material provisions of this RFQ. In its sole discretion, the City may determine the qualifications and acceptability of any firm or firms submitting Qualifications in response to this RFQ. Following submission of Qualifications, the Respondent agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the Qualifications and/or the Respondent, including the Respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by the City. Any action taken by the City in response to Qualifications made pursuant to this RFQ or in making any award or failure or refusal to make any award pursuant to such Qualifications, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any expense, liability or obligation on the part of the City, or their advisors.

Any recipient of this RFQ who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any Qualifications submitted pursuant to this RFQ is at the sole risk and responsibility of the Respondent submitting such Qualifications.

10. CONTRACT AGREEMENT / COMPENSATION

The terms and conditions of the resulting contract including the fee for the services to be rendered will be negotiated with successful Respondent. If the City and the successful Respondent cannot agree on the terms and conditions of the resulting contract, the City reserves the right to terminate negotiations with the successful Respondent and move to the next ranked Respondent to commence negotiations. Negotiations may continue in this process until the City is able to enter into a contract with a Respondent that best meets the needs of the City.

While the City anticipates awarding one contract, the City reserves the right to award to more than one Respondent if it is in the best interests of the City.

The resulting non-exclusive contracts shall be for an initial term of **three (3) years with additional one (1) year** renewal options unless earlier terminated in accordance with the resulting contract. The City may exercise such advance written notice of its intention to renew prior to the expiration of the then current term. Each fiscal year of the contract and any renewals will be subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the City of Lake Worth. The City need not include a lack of appropriations provision in the resulting contract to avail itself of such legal right.

11. INSURANCE REQUIREMENTS

Prior to execution of the resulting contract derived from this RFQ, the awarded Respondent shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the selected Respondent of its liability and obligations under the resulting contract.

- A. The selected firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The selected firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The selected firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.
- D. The selected firm shall maintain comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the firm or by anyone directly or indirectly employed by the firm.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the selected Respondent shall specifically include the City as an "Additional Insured".

12. EVALUATION AND AWARD

Each submitted Qualifications will be evaluated individually and in the context of all other Qualifications. Qualifications must be fully responsive to the requirements described in this RFQ and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFQ. Qualifications failing to comply with the submission requirements, or those unresponsive to any part of this RFQ, may be disqualified. There is no obligation on the part of the City to award to the most qualified, and the City reserves the right to award the contract to the Respondent submitting the best overall Qualifications and in the best interest of the City (consistent with the evaluation criteria and successful negotiations). The City shall be the sole judge of the Qualifications and the resulting agreement that is in its best interests.

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. By submitting Qualifications, Respondents acknowledge this process and consent to the City's investigation. City is the sole judge in determining the Respondent's qualifications.

There will be a MANDATORY webinar presentation required. The exact date and time will be determined after the RFQ closes.

At its sole option, the Evaluation Committee or City Commission may select the top three to five qualified Respondents and require brief presentations from each before making the final selection. This requirement is at the sole discretion of the City.

While the City allows Respondents to specify any desired variances to the RFQ terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Qualifications which are most advantageous to the City.

Evaluation Scoring Criteria:

The evaluation of the Qualifications will be conducted in accordance with the following criteria (with associated points available).

<u>Qualification Evaluation Criteria</u>	<u>Points Available</u>
Compatibility with City Billing and AMI software systems	30 points
Evidence of capability, experience and skill	30 points
Evidence of successful past performance for similar projects	15 points
Evidence of adequate personnel to perform	15 points
Terminations and/or litigation	5 points
Evidence of required license(s) and certification(s)	5 points
Total	100 Points

13. QUALIFICATIONS FORMAT

Each Respondent shall submit **one (1) original, seven (7) copies and (1) electronic copy (CD)** in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Respondent to respond to a requirement, the response should include reference to the document number and page number. Qualifications not providing this reference will be considered to have no reference materials included in the additional documents.

Qualifications must be properly signed in ink by the owner/principal having the authority to bind the firm to a resulting contract. **Signatures are required where indicated; failure to do so shall be cause for rejection of Qualifications.**

Only one set of Qualifications may be submitted by each Respondent.

Qualifications which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive.

All Qualifications shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause for disqualification.

A. Letter of Transmittal (not to exceed three pages)

This letter will summarize in a brief and concise manner the following:

- General summary of Respondent's firm; how long in business; general approach to tasks and projects; location; and, summary of the firm's qualifications.
- Proposer's brief understanding of the scope of services.
- The letter must name all persons or entities interested in award as principals. Identify all of the persons authorized to make representations for the firm, including the titles, addresses, and telephone numbers of such persons.
- An authorized agent of the firm must sign the Letter of Transmittal and must indicate the agent's title or authority.
- The individual or firm identified on the Letter of Transmittal will be considered the primary firm.
- If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the Qualifications, then same shall be completed prior to submittal. Respondents shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint partnership to be formed.

B. Addenda (unlimited pages)

This section shall include a statement acknowledging receipt of each addendum issued by the City. Each Respondent is responsible for visiting the City's website to view and obtain addendum.

C. References & Materials (not to exceed 10 pages plus the form).

1. Evidence of capability, experience and skill: Respondents shall provide a summary of the firm's capability, experience and skill to provide the requested services (which shall not exceed two pages) and include the firm's organizational structure. Bullet point format is appreciated.

2. Evidence of successful past performance for similar projects: Using the reference form provided, Respondents shall identify successful past performance for similar projects. Respondents shall provide a minimum of three (3) references on the form provided demonstrating their successful past performance. Prior experience with other Florida municipalities is desirable. Respondents are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

3. Evidence of adequate personnel to perform: Respondents shall provide 1-page summaries or resumes of key personnel to be assigned to provide services to the City. Resumes should include a description of:

- Training, education and degrees.
- Related experience and for whom.
- Professional certifications, licenses and affiliations.

D. Proof of Licenses (unlimited)

Respondents shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for services to be rendered (including registration with State of Florida Division of Corporations if applicable);
- Statement or proof of required insurance; and,
- Proof of Proposer's Business Tax Receipt (as applicable).

E. Litigation and/or Terminations (unlimited)

Respondents shall provide a summary of any litigation filed against their firm or key personnel in the past five (5) years which is related to the services sought under this RFQ and that the Respondent provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Respondents shall also state if the Respondent has had a contracts for the services sought under this RFQ which were terminated for default, non-performance or delay, in the past five (5) years. Respondents shall describe all such terminations, including the name and address of the other contracting party for each such occurrence. *If none, state as such.*

F. Evidence of Ability to Deliver on Time (limited to three pages)

Respondents shall provide a three-page summary regarding their ability to deliver the requested services in a specific timeframe. Information regarding dedicated staff and current and projected firm workload should be provided.

14. REPRESENTATIONS BY SUBMITTAL OF QUALIFICATIONS

By submitting Qualifications, the Respondent warrants, represents and declares that:

A. Person(s) designated as principal(s) of the Respondent are named and that no other person(s) other than those therein mentioned has (have) any interest in the proposal or in the anticipated contract.

B. The Qualifications are submitted without connection, coordination or cooperation with any other persons, company, firm or party submitting Qualifications, and that the Qualifications are, in all respects, true and correct without collusion or fraud.

C. The Respondent understands and agrees to all elements of the RFQ unless otherwise indicated or negotiated, and that the RFQ shall become part of any contract entered into between the City and the Respondent.

D. By signing and submitting Qualifications, Respondent certifies that it and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit Qualifications to the City of Lake Worth for 36 months following the date of being placed on the convicted firm list. Respondent certifies that submittal of its Qualifications does not violate this statute.

F. Respondent recognizes and agrees that the City will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure or submittal of its Qualifications to third parties.

15. PROTESTS

Any actual Respondent who is aggrieved in connection with this RFQ may protest such procurement. The protest must be filed with the City in accordance with the City's procurement code. A complete copy of the City's procurement code is available on- line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

16. EXHIBITS

This RFQ consists of the following exhibits (which are incorporated herein by reference):

- | | |
|----------------|---|
| A. Exhibit "A" | Scope of Services |
| B. Exhibit "B" | Registration Form (should be submitted) |
| C. Exhibit "C" | Proposer Information Form (must be submitted) |
| D. Exhibit "D" | Drug Free Workplace Form (must be submitted) |
| E. Exhibit "E" | References (must be submitted) |

17. COMPLIANCE

All Qualifications received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Respondent believes its Qualifications contain exempt or confidential information, the Respondent must identify the same at the time of submission of its Qualifications. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF GENERAL INFORMATION

EXHIBIT “A”

RFQ 17-301

SCOPE OF SERVICES

The City of Lake Worth utilities are seeking solutions to engage their customers, communicate real-time alerts and outages, and display customer usage and increase payment options. The solution must integrate with the City's backend billing and online bill pay systems to give the customer access to billing and meter data through a single sign on experience for both mobile and web portal platforms. Some of the features we require are:

FOR THE CUSTOMER:

1. Mobile and web based customer engagement platform for water and electric services including native mobile application for iOS and Android
2. Mobile and web based payment, billing, account management, graphical usage comparisons, service request, rebates, and efficiency program enrollment
3. Mobile and web prepay options
4. Mobile and web based hourly, daily, monthly and bi-monthly usage graphs (system automatically displays usage options based on customer's meter type) for both water and electric including ability to overlay weather data for hourly and daily usage graphs
5. Mobile and web real-time customer notifications (including text, email, native mobile OS and IVR notification types) for outage, leak, boil water and other communications
6. Multi-language support allowing customer to choose language type on the fly and see the interface automatically across mobile and web platforms
7. Mobile and web capabilities for reporting including ability to snap photo and geocode address
8. Mobile and web bill presentment including bill history, payment history, and account balances
9. Mobile and web based monthly and annual bill amount budgeting with threshold alerts for AMI customers

FOR THE UTILITY:

1. Role based administration portal that gives access to all of the utility's customers
2. Utility has ability to make configurations to the application without relying on vendor for small changes
3. Admin portal provides a 360- degree view of the customer and all their interactions with the utility, from property details, billing history and pending requests to notification and marketing preferences
4. Admin portal capability to create a planned and unplanned outage, boil water notice etc. by drawing a polygon on a map and specifying specific groups of customers
5. Dashboard analytics for Billing, Usage, Service Requests; all provide drill-down capabilities and exportable to Excel and pdf.
6. Must be compatible with our billing software (SunGard / NaviLine)
7. Must be compatible with our Advanced Metering Infrastructure (AMI) software (Tantalus)

THE KEY BENEFIT SHALL INCLUDE:

1. Call Center Savings
2. Reduced Customer Care Expenses
3. Improved Customer Experience
4. Increased payment locations
5. Reduced Outage Restoration Time
6. Displays comprehensive outage related information to concerned customers
7. Customer Satisfaction
8. Prepay option provided to customers to offer the ability to make smaller, more frequent payments
9. Prepay option to help decrease number of non-payment disconnections and associated fees
10. Prepay option to help decrease amount of bad debt owed for non-payment
11. User Friendly Outage reporting functionality
12. Reduced call volumes
13. Real-time updates to customers (Outage, bill due, Leaks, etc.)
14. Reduced Customer Communication Cost

END OF SCOPE OF SERVICES

EXHIBIT "B"

RFQ 17-301

REGISTRATION FORM

Respondents should complete and return this form to the Financial Services prior **2:00 P.M. EST, Friday, December 16, 2016** in order to receive any addenda(s) issued for this RFQ.

It is the responsibility of the Respondent to ensure its receipt of all addenda.

Name of Company: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ Fax (_____) _____

E-Mail Address: _____

Preferred Method of Receipt: Fax E-Mail

EXHIBIT "C"

RFQ 17-301

RESPONDENT INFORMATION PAGE

Company Name: _____

Authorized
Signature: _____
Signature Print Name

Title: _____

Physical
Address: _____
Street

City State Zip Code

Telephone: _____ Fax: _____

Email Address: _____

Web Site (if applicable): _____

Federal Identification Number: _____

This is a requirement of every Respondent.

EXHIBIT "D"

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CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two or more Qualifications are equal with respect to price, quality, and service which are received by any political subdivision 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. In order to have a drug-free workplace program, a business shall:

(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'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.

(3) Give each employee engaged in providing the commodities or contractual services that are under proposal 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 proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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 this statement on behalf of _____, I certify that _____ complies fully with the above requirements.

Authorized Representative's Signature

Date

Name:

Position:

EXHIBIT "E"

RFQ 17-301

REFERENCES

List below or on an attached sheet similar past projects. Please provide the name, addresses and telephone numbers of at least three (3) organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided similar services. (THIS FORM MAY BE COPIED).

#1 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

_____.

Completed on time: Yes___ No ___ (explain : _____).

Completed within budget: Yes___ No___ (explain : _____).

#2 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

_____.

Completed on time: Yes___ No ___ (explain : _____).

Completed within budget: Yes___ No___ (explain : _____).

#3 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

Completed on time: Yes__ No__ (explain : _____).

Completed within budget: Yes__ No__ (explain : _____).