



# CITY OF TAMPA

Bob Buckhorn, Mayor

Growth Management and Development  
Services Department

Thom Snelling, Interim Director

HCDCODE060611

June 6, 2011

## REQUEST FOR PROPOSALS (RFP) FOR CODE DIVERSION REHABILITATION PROJECTS

Pursuant to Chapter 69-1119, Special Acts, Laws of Florida, **SINGLE FAMILY OWNER-OCCUPIED REHABILITATION - CODE DIVERSION** will be received by the Director of Purchasing, City of Tampa, until **4:30 PM, July 8, 2011**.

A **PRE-PROPOSAL CONFERENCE** shall be held at **11:00 AM, on June 21, 2011**, at the Ragan Park Community Center located at 1200 E. Lake Ave, Tampa, FL 33602. The purpose of this conference is to answer questions that may arise from these proposal documents. If you are unable to attend the pre-proposal conference, questions must be submitted to Sharon West, via email to [Sharon.West@tampagov.net](mailto:Sharon.West@tampagov.net) within 24 hours of the pre-proposal conference.

**Attached are important instructions and specifications regarding responses to this Request for Proposal. Failure to follow these instructions could result in Proposer disqualification.**

Questions regarding this proposal should be referred to: **Sharon West, Manager, HCD**. In order to document all communications related to this proposal, all questions shall be submitted by email to [Sharon.West@tampagov.net](mailto:Sharon.West@tampagov.net).

Submission of proposal responses by mail, hand delivery or express mail, must be in a sealed envelope with the Proposer's name and return address indicated. Type or print RFP title on the carrier envelope.

**Proposals may be mailed, express mailed or hand delivered to:**

**Purchasing Department  
Tampa Municipal Office Building, 2<sup>nd</sup> Floor  
306 E. Jackson Street  
Tampa, Florida 33602**

**(This address is appropriate for mailing,  
hand delivery and express mail.)**

The Tampa Municipal Office Building is a controlled access building and all visitors are required to obtain a Visitor's Pass prior to visiting the Purchasing Department.

RFPs shall be accepted no later than the time and date specified on the **REQUEST FOR PROPOSAL**. All RFPs received after that time shall be rejected. Offers by telegram, telephone or transmitted by facsimile (FAX) machine are not acceptable. No RFP may be withdrawn or modified after the time fixed for the opening of the RFP.

Verification of the City's receipt of the proposal submitted is the sender's responsibility. Failure of the City to receive such proposal by the date and time specified on the Request for Proposal will result in non-consideration.

## GPC LISTING

### City of Plant City

Dave Sollenberger, City Manager  
Drawer "C"  
Plant City, FL 33564  
813-659-4200 – Telephone  
813-659-4216 – Fax  
citymanager@plantcitygov.com

### City of Temple Terrace

Judy Crutcher, Assistant Purchasing Agt.  
P.O. Box 16930  
Temple Terrace, FL 33687  
813-506-6420 – Telephone  
813-989-7185 – Fax  
jcrutcher@templeterrace.com

### Clerk of Circuit Court

601 E. Kennedy Blvd.-13th Floor  
P.O. Box 1110  
Tampa, FL 33601  
Phone: (813) 276-8100 Ext.7721  
FAX: (813) 272-5521  
www.hillsclerk.com

### Tampa-Hillsborough County Expressway Authority

Nancy Marino, Facilities & Contracts  
Manager  
1104 East Twiggs St. Suite #300  
Tampa, Florida 33602  
813-272-6740 – Telephone  
813-276-2492 – Fax  
[Nancy@tampa-xway.com](mailto:Nancy@tampa-xway.com)

### Hillsborough Area Regional Transit Authority

Cathy Zickefoose, Purchasing Mgr.  
4305 E. 21<sup>st</sup> Street  
Tampa, FL 33605  
813-623-5835 – Telephone  
813-664-1119 – Fax  
millerr@hartline.org

### Hillsborough Co. Aviation Authority

P. O. Box 22287  
Tampa International Airport  
Tampa, FL 33622-2287  
Phone: (813) 870-8730  
FAX: (813) 875-6670  
www.tampaairport.com

### Hillsborough County School Board

P. O. Box 3408  
Tampa, FL 33601-3408  
Phone: (813) 272-4329  
FAX: (813) 272-4007  
www.sdhc.k12.fl.us

### Hillsborough Community College

Vonda Melchior, Director of Purchasing  
39 Columbia Drive  
Tampa, FL 33606  
813-253-7060 – Telephone  
813-253-7561 – Fax  
vmelchoir@hcc.fl.us

### Hillsborough County Board of County Commissioners

601 E. Kennedy Blvd., 18th Floor  
P. O. Box 1110,  
Tampa, FL 33601-1110  
Phone: (813) 272-5790  
FAX: (813) 272-6290  
www.hillsboroughcounty.org

### Hillsborough Co. Sheriff's Office

J. H. Shillady, Fiscal Officer  
P.O. Box 3371  
Tampa, FL 33601  
813-247-8033 – Telephone  
813-247-8246 – Fax  
Jshillady@hcsa.tampa.fl.us

### State Attorney's Office

Mark Ober, State Attorney  
800 E. Kennedy Blvd., 5<sup>th</sup> Floor  
Tampa, FL 33602  
813-272-5400 – Telephone  
813-272-7014 – Fax  
Ober\_M@SAO13th.com

### Tampa Port Authority

David Webb, Financial Supervisor  
P.O. Box 2192  
Tampa, FL 33601  
813-905-5164 – Telephone  
813-905-5109 – Fax  
dwebb@tampaport.com

### Supervisor of Elections

601 E. Kennedy Blvd., 16th Floor  
Tampa, FL 33602  
Phone: (813) 276-8274  
FAX: (813) 272-7043  
www.votehillsborough.org

### City of Tampa Housing Auth.

Jerome Ryans, President/CEO  
1514 Union Street  
Tampa, FL 33607  
813-253-0551 – Telephone  
813-253-0551 – Fax  
irenew@thaf.com

### Tampa Sports Authority

Joe Haugabrook, Director of Purchasing  
4201 N. Dale Mabry Highway  
Tampa, FL 33607  
813-673-4300 – Telephone  
813-673-4312 – Fax  
jhaugabrook@tampasportsauthority.com

### Tax Collector

601 E. Kennedy Blvd., 14th Floor  
Tampa, FL 33602  
Phone: (813) 307-6222  
FAX: (813) 307-6521  
www.hillstax.org

### The Children's Board of Hills. County

1002 E. Palm Avenue  
Tampa, FL 33605  
Phone: (813) 229-2884  
FAX: (813) 228-8122  
www.childrensboard.org

### University of South Florida

Tom Dibella, Director of Purchasing  
Division of Procurement  
3702 Spectrum Blvd. UTC135-P  
Tampa, FL 33612  
813-974-2481 – Telephone  
813-974-5362 – Fax  
tdibella@admin.usf.edu

### Hillsborough County Purchasing

Lula Banks, Director  
P.O. Box 1110  
Tampa, FL 33601  
813-272-5790 – Telephone  
813-272-6290 – Fax  
procurementservices@hillsboroughcounty.org

### Property Appraiser

601 E. Kennedy Blvd., 16th Floor  
Tampa, FL 33602  
Phone: (813) 272-6100  
FAX: (813) 272-5519  
www.hcpafl.org

### Tampa Palms Community Dev. Dist.

16311 Tampa Palms Blvd W  
Tampa, FL 33647  
Phone: (813) 977-3933  
Fax: (813) 977-6571  
www.tpoa.net

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**SECTION I. SCOPE OF SERVICES**

**1. INTRODUCTION/PURPOSE**

The City shall make \$270,000 of State SHIP funding available to finance the rehabilitation of eligible single family owner-occupied homes with in the City of Tampa. **All rehabilitation projects selected must have construction completed and all funding expended by December 2012.**

**Single Family – Owner-occupied CODE Diversion Rehabilitation** - The City of Tampa's (City) Housing and Community Development Department (HCD) is now accepting proposals from organizations to operate a single family, owner-occupied rehabilitation program benefiting clients earning at or below 80% AMI that have outstanding Code violations, as cited by the City of Tampa Code Enforcement office. Rehabilitation activities must, at a minimum, address all code violations and health and safety issues. The maximum amount of rehabilitation work is limited to \$20,000 per house. The City's HCD staff will refer clients to the selected proposer(s) for all work to be performed.

**2. PROJECTS**

**Single Family – Owner-occupied Rehabilitation** - Applicants seeking funding must be a public or private non-profit entity, incorporated by the State of Florida, or a for-profit housing contractor/developer. Public or private non-profit entities must provide evidence of a tax ruling from the Internal Revenue Service under Section 501(c) of the Internal Revenue Code. Organizations must be able to demonstrate they have previously operated a successful owner-occupied rehabilitation program or be able to demonstrate significant experience and success with residential rehabilitation. Organization(s) will be evaluated based on number of units completed, quality of work and timeliness of expending funds by December 2012.

<b>2010 Income Limits by Household Size</b>								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
50% AMI	\$20,800	\$23,800	\$26,750	\$29,700	\$32,100	\$34,500	\$36,850	\$39,250
80% AMI	\$33,250	\$38,000	\$42,750	\$47,500	\$51,300	\$55,100	\$58,900	\$62,700
120% AMI	\$49,920	\$57,120	\$64,200	\$71,280	\$77,040	\$82,800	\$88,440	\$94,200

The City will execute a SHIP Program Funding Agreement with the selected organization(s) that details the City and state regulations that are applicable when receiving rehabilitation program funds. These regulations include, but are not limited, to the encouragement of minority and women's business enterprises in connection with funded activities, ADA compliance, and other state and federal regulations.

**3. GOAL**

The overall goal of providing this program is to maintain housing affordability in a market that is quickly becoming unattainable for the average working family. These funds shall maintain existing, affordable housing for low- to moderate-income families, and assist residents of the City of Tampa.

**4. CONFLICT OF INTEREST**

The City requires that the Proposers provide professional, objective, and impartial advice and at all times hold the City's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. The Proposers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the City, or that may reasonably be perceived as having this effect. If the City, in its sole discretion, determines that a conflict of interest exists, such Proposer shall not be considered for award of this Contract. Failure to disclose said situations may lead to the disqualification of the Proposer or the termination of the Contract.

Any such interests on the part of the Proposers or their employees, must be disclosed in writing to the City under Section II. General Conditions, Section 3. Content of Proposals, Tab 4. Section I, Scope of Services. Also, the Proposers are aware of the conflict of interest laws of the State of Florida, and agrees that they shall fully comply in all respects with the terms of said law.

End of Section I

## SECTION II. GENERAL CONDITIONS

### 1. GENERAL INFORMATION

**1.1 Proposal Due Date.** Sealed proposals (one original, three complete copies and one electronic copy) shall be received no later than **4:30 PM on July 8, 2011**. Proposals shall not be accepted after this time.

The City is not required to seek proposals for this service; it has chosen to do so in its best interest. In so doing, however, the City is not bound to award to the lowest monetary Proposer or to a single Proposer. The City reserves the right to seek new proposals when such is reasonably in the best interest of the City.

**1.2 Addendum and Amendment to RFP.** If it becomes necessary to revise or amend any part of this RFP, the City shall furnish a revision by written Addendum to all prospective Proposers who received an original RFP.

**It shall be the responsibility of the Proposer to review the HCD web page prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return the executed addenda with the proposal.**

**[http://www.tampagov.net/dept\\_housing\\_and\\_community\\_development/Programs\\_and\\_Services/request\\_for\\_proposals.asp](http://www.tampagov.net/dept_housing_and_community_development/Programs_and_Services/request_for_proposals.asp)**

**1.3 Florida Public Records Law.** In accordance with Chapter 119, Florida Statutes, and, except as may be provided by other applicable State and Federal laws, all Proposers should be aware that the RFP and all responses thereto are in the public domain and are available for public inspection. The Proposers are requested, however, to identify specifically any information contained in their bids/proposals which they consider confidential and/or proprietary, inclusive of trade secrets as defined in s. 812.081, Florida Statutes, and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFP will become the property of the City of Tampa and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City. All materials that qualify for exemption from Chapter 119, Florida Statutes or other applicable law must be submitted in a separate envelope, clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE" with your firm's name and the proposal number marked on the outside. The City will not accept bids/proposals when the entire proposal is labeled as exempt from public disclosure.

Be aware that the designation of an item as exempt from public disclosure by a Proposer may be challenged in court by any person or entity. By designation of material in your proposal as exempt from public disclosure, Proposer agrees to defend the City of Tampa (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to Proposer's designation of material as exempt from public disclosure and to hold harmless the City of Tampa (and its employees, agents and elected and appointed officials) for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees incurred by the City by reason of any claim or action related to your designation of material as exempt from public disclosure.

**Note:** Acknowledgement of the Florida Public Records Law must be submitted with the proposal, under Section I. General Conditions, Section 3. Content of Proposal, Tab 2.

**1.4 City Of Tampa Ethics Code.** The Bidder shall comply with all applicable governmental and city rules and regulations including the City's Ethics Code which is available on the City's Website (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522).

Moreover, each Bidder responding to this Invitation to Bid or Request for Proposal acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract or obligation. The Awardee shall ensure that no City employee receives any such benefit or interest as a result of the award of this Invitation to Bid or Request for Proposal (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d)).

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link below: [http://www.tampagov.net/appl\\_Message\\_Center/external.asp?strServiceID=246](http://www.tampagov.net/appl_Message_Center/external.asp?strServiceID=246)

Tampa's municipal codes are published online by the Municipal Code Corporation.

Printed copies of the Ethics Code can be obtained from the City Clerk's Office for a fee of \$0.15 per page.

**1.5 Hold Harmless.** The Successful Proposer shall agree to release, indemnify and hold harmless the City of Tampa from and against any and all liabilities, claims, suits, damages, charges or expenses (including attorneys' fees, whether at trial or appeal) which the City may suffer, sustain, incur or in any way be subjected to by reason of or as a result of any act, negligence or omission on the part of the Successful Proposer, its agents or employees, in the execution or performance of the obligations assumed under, or incidental to, the contract into which the Successful Proposer and the City will enter, except when caused solely by the fault, failure or negligence of the City, its agents or employees.

**1.6 Warranties and Guarantee.** The City of Tampa will not accept any disclaimer of the warranties of merchantability and fitness for a particular purpose for the products offered. Proposals will clearly state any additional warranties and guarantees against defective materials and workmanship. A copy of the complete manufacturer's warranty statement is to be submitted with the proposal.

The material(s) supplied shall be guaranteed to be free from defect of composition, conception and workmanship for a minimum period one-year from the date of installation and final acceptance by the City. Any parts or portions found not in accordance with this RFP will be rejected by the City and returned to the Successful Proposer at the Successful Proposer's expense for immediate replacement.

**1.7 Copyrights and Patent Rights.** Proposer warrants that there has been no violation of copyrights, patent or other proprietary rights in manufacturing, producing and/or selling the item(s) ordered or shipped as a result of this bid, and Successful Proposer agrees to hold the City harmless from any and all liability, loss or expense by any such violation.

**1.8 Laws, Codes and Ordinances.** The Successful Proposer shall comply with the applicable requirements of Federal and State laws, all Codes and Ordinances of the City of Tampa as amended from time to time and any applicable professional regulations.

**1.9 Assignment and Sub-Contracting.** No Awardee shall assign the award or any rights or obligations there under without the written consent of the City. In the event of such approved Sub-Contracting, the Awardee agrees to provide the City with written documentation relative to the Subcontractor(s) solicited, or that will be employed in this award, including but not limited to submittal of attached Schedule of Sub-Contracting forms, with the proposal response. ("Schedule of All Sub-Contractors/Consultants/Suppliers Solicited" MBD 10 and "Schedule of Sub-Contractors/Consultants/Suppliers to be Utilized" MBD 20).

Subcontractor shall be defined as: a business enterprise, firm, partnership, corporation, consultant or combination thereof having a direct contract with a prime contractor for any portion of the advertised work that is awarded by the City/City's representative.

Supplier shall be defined as: a business enterprise that either directly contracts with a Prime Contractor/Consultant or directly contracts with a Subcontractor under such Prime Contractor/Consultant to provide materials, supplies or equipment in connection with a Contract awarded by the City/City's representative. A Supplier may be a regular dealer, distributor or manufacturer.

**1.10 Incurred Expenses.** The City is not responsible for any expenses which Proposers may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

**1.11 Proposals Binding.** All proposals submitted shall be binding for 180 calendar days following the opening.

**1.12 Non-Discrimination in Contracting and Employment.** The following provisions are hereby incorporated into any contract executed by or on behalf of the City of Tampa (City).

The Successful Proposer shall comply with the following Statement of Assurance:

During the performance of this Contract, the Successful Proposer herein assures the City, that said Successful Proposer is in compliance with Title VII of the 1964 Civil Rights Act, as amended, the Florida Civil Rights Act of 1992, and the City of Tampa Code of Ordinances, Chapter 12, in that the Successful Proposer does not on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against said Successful Proposer's employees or applicants for employment.

The Successful Proposer understands and agrees that this Contract is conditioned upon the veracity of this Statement of Assurance, and that violation of this condition shall be considered material breach of this Contract. Furthermore, the Successful Proposer herein assures the City that said Successful Proposer will comply with Title VI of

the Civil Rights Act of 1964 when federal grant(s) is/are involved. This Statement of Assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.

The Successful Proposer further acknowledges and agrees to provide the City with all information and documentation that may be requested by the City from time to time regarding the solicitation, selection, treatment and payment of subcontractors, suppliers and vendors in connection with this Contract. The Successful Proposer further acknowledges that it must comply with City of Tampa Code of Ordinances, Chapter 26.5, as enacted by Ordinance No. 2008-89.

***For additional information contact the Minority Business Development Office at 813/274-5543 or 813/274-5522. [http://www.tampagov.net/dept\\_minority\\_business\\_development/](http://www.tampagov.net/dept_minority_business_development/)***

**1.13 Equal Opportunity.** The City of Tampa hereby notifies all Bidders that all eligible businesses, including Small Local Businesses Enterprises (SLBEs) will be afforded a full opportunity to participate in any award made by the City of Tampa pursuant to this present proposal matter and will not be subjected to discrimination on the basis of race, color, sex, or national origin. The City of Tampa prohibits any person involved in City of Tampa contracting and procurement activities, to discriminate on the basis of race, color, religion, sex, national origin, age, or physical handicap.

**1.14 Governing Law/Venue.** The laws of the State of Florida (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance, and enforcement. The parties hereto submit to the exclusive jurisdiction and venue of the state and federal courts located in Hillsborough County, Florida.

**1.15 Compliance with Laws.** The Successful Proposer shall comply with all applicable laws, ordinances, and codes of the State of Florida, Hillsborough County, and the City of Tampa. It shall be the responsibility of the contractor to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Failure to comply with all applicable laws, ordinances and codes may lead to termination of the contract.

## **2. QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS.**

To ensure fair consideration for all Proposers, the City prohibits prospective Proposer's communication with any department or employee during the submission process. All questions relative to the interpretation of specifications or the proposal process shall be addressed to the City's Housing and Community Development Division. **Questions can be directed to Sharon West, Manager, Housing and Community Development via email to [Sharon.West@tampagov.net](mailto:Sharon.West@tampagov.net).**

Additionally, the City prohibits communications initiated by a Proposer with any City official or employee evaluating or considering the proposals prior to the time an award decision has been made, except as initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Communications so initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.

## **3. CONTENT OF PROPOSALS**

**3.1** Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to fulfill the requirements of the proposal. **Failure to follow these instructions could result in your proposal being disqualified.**

**3.2** Provide one original proposal marked "original", one electronic version on CD or disk and five complete copies marked "copy" for the Evaluation Committee. If applicable, provide one redacted copy of the proposal with the original following the instructions stated under Section I. General Conditions, Section 1. General Information, Subsection 1.3 Florida Public Records Law.

**In order to insure a uniform review process and to obtain the maximum degree of comparability, do not use three ring binders to submit the proposal, however, it is required that proposals be organized and fasten or bound in the following manner and identified with tabs:**

**A. Owner-occupied Rehabilitation – Code Diversion**

- **Title Page.** Type the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.
- **Table of Contents.** Include a clear identification of the written material by section and by page number.
- **Application Form.** Incomplete applications shall not be reviewed or considered.
- **Scope of Work.** Please describe number of units to rehabilitate, and schedule/capacity to complete units on a monthly basis. Projects will be evaluated based on the Proposer's capacity to complete the project and expend the funds by December 2012.
- **General Statement of Experience.** Include a written, verifiable statement of experience in providing and managing similar services. If the Proposer does not possess an experience similar to the services required, Proposer shall provide any pertinent information or experience Proposer feels may qualify Proposer for consideration of award.
- **References.** Include a reference list of at least three clients to whom the Proposer has provided services similar to those being proposed to the City. This list will include the following information:

Name of Client  
Date of Services  
Address  
Contact Person  
Telephone Number  
Email Address

- **Operational Plan.** Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the Proposer. This description should fully and completely demonstrate the Proposer's intended methods for servicing the requirements. Proposers are also encouraged to provide any other pertinent information that will assist the City in evaluating the proposed method of operation.
- **Budget Including Other Funding Sources.** Provide documentation evidencing commitment from other funding sources (including terms and conditions).
- **Financial Statements.** Proposers must submit their annual financial statements for the last three fiscal years, including company financial statement summaries signed by a Certified Public Accountant or 990 Tax returns.
- **Bidder's Affirmation and Declaration.** Complete and have notarized the Bidder's Affirmation and Declaration form provided in the RFP Package. This form must be signed by an authorized representative of the firm.
- **Addenda.** Include a copy of the addendum, or addenda associated with the RFP, if applicable. **Proposals that do not include a copy of all executed addenda related to this RFP shall not be considered.**
- **W/MBE Participation.** The City of Tampa administers a Women/Minority Business Enterprise (W/MBE) Program to promote the inclusion of W/MBE Companies in procurement solicitations and contract awards. Thus the City is actively encouraging participation in this project by City Certified W/MBE Companies. To obtain a list of the City's Certified W/MBE Companies, visit the City's website at: [www.tampagov.net](http://www.tampagov.net), select Purchasing Department, from the menu select Minority Business Development and select Publications. W/MBE Certified Companies directories are listed by Type of Services and by Company Names. If you need further assistance, please contact Ardail Allen C.C.A., W/MBE Specialist at (813) 274-5542.
- **Small and Local Business Participation. SLBE Participation Goal.** In an effort to promote increased opportunities for Small Local Business Enterprise (SLBE) participation, the City has

determined that a rating preference shall be awarded to City-certified SLBE firm(s) when evaluating and scoring their proposal. There shall be five bonus points given under the evaluation process for a City of Tampa certified SLBE firm that submits a proposal that is the primary Proposer. The primary Proposer must be SLBE certified prior to the opening date and time of the RFP and must submit a copy of the SLBE Certificate in the proposal.

To learn more about the City's SLBE Program or to obtain a SLBE application to become certified prior to submitting a proposal, go to the City's website at [www.tampagov.net](http://www.tampagov.net), go to "Select a Department" and select Minority Business Development; or you can contact Ardail Allen C.C.A., W/MBE Specialist at (813) 274-5542. The current listing of certified SLBE firms registered with the City of Tampa is also available by following the steps above and selecting Publications to view the City-certified SLBE Companies.

- **Job Creation Details.** Proposer shall explain the number of permanent and temporary construction jobs the project will create.
- **Green Building Rehab Practices.** Proposer shall demonstrate the use of Green building and sustainability practices with each proposal.
- **Sub-Contracting Forms.** Under Section II. General Conditions, Section I. General Information, Subsection 1.9 Assignment and Sub-Contracting, the following must be submitted:

Schedule of Sub-Contracting forms:

**Form MBD 10** - Schedule of All Subcontractors/Consultants/ Suppliers Solicited.  
**Form MBD 20** - Schedule of Subcontractors/Consultants/Suppliers to be Utilized.

- **Proposal Signature Form.** Complete the Proposal Signature form provided in the RFP Package. This form must be signed by an authorized representative of the firm as defined below:

When Proposer is a corporation, the president or vice president signing shall set out the corporate name in full beneath which he/she shall sign his/her name and give the title of his/her office. The proposal shall also bear the seal of the corporation attested by its corporate secretary.

When the Proposer is a partnership, the proposal shall be signed in the name of the partnership by a general partner or other person duly authorized to bind the partnership. The capacity and authority of the person signing shall also be given.

When the Proposer is an individual or sole proprietorship, the proposal shall be signed by the individual owner, stating name and style under which the Proposer is doing business.

If the Proposer is doing business under a fictitious name, the Proposer must submit a copy of Certificate of Registration with the Florida Secretary of State.

When the Proposer is a joint venture, each joint venturer must sign the proposal as hereinabove indicated.

#### 4. EVALUATION OF PROPOSALS

A Proposal Evaluation Committee shall be established to review and evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. A Minimum Score of 85 is required for funding awards.

Upon project eligibility determination, the Evaluation Committee shall review and rank each proposal based upon the evaluation criteria as set forth in this RFP. All Proposals submitted shall be evaluated by the Committee and shall be ranked by the criteria provided in this RFP, including the following:

- **Organizational Capacity (30 points).** Proposals will be evaluated based on the financial and staff capacity to complete projects in timely and efficient manner, while providing high quality workmanship and organization.

- **Project Description (15 points).** Describe projects, scope of work and number of units to rehabilitate. Projects must benefit households earning up to 80% AMI.
- **Job Creation (5 points).** Emphasis shall be placed on projects that provide for job creation and retention using local labor pools.
- **Green Rehab Standards (5 points).** Proposer(s) shall receive scores up to 5 points based upon those who will offer sustainable rehabilitation practices.
- **Small Local Businesses/Minority (5 points).** Proposer(s) shall receive scores up to 5 points based upon the organization's use of local small businesses and minority contractors.
- **Project Readiness (20 points).** Proposers that demonstrate they are ready to proceed within 2 months of the proposal due date shall be awarded up to 20 points. Evidence of readiness to proceed includes, but is not limited to, adequate staffing level, appropriate tools and equipment and available funding sources. **Projects will be evaluated based on the Proposer's capacity to complete the project and expend the funds, by December 2012.**
- **Leveraged Funds (10 points).** Proposers shall receive up to 10 points for demonstrating other funds are available to match grant funds.
- **Financial Capacity (10 points).** Proposers shall receive up to 10 points for demonstrating the capacity to provide timely, up-front funding for rehabilitation work completed until such time that the inspections are completed and funds reimbursed by the City. Please provide financial statements as attachments.

The City reserves the following rights to:

**4.4.1** Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposers prior to selection; and make investigations of the qualifications of Proposers as it deems appropriate, including, but not limited to, a background investigation conducted by the Tampa Police Department or any other law enforcement agency.

**4.4.2** Request that Proposer(s) modify the proposal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.

**4.4.3** Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.

**4.4.4** Negotiate any modifications to a proposal that it deems acceptable, waive minor irregularities in the procedures, and reject any and all proposals.

**4.4.5** Process the selection of the successful Proposer without further discussion.

**4.4.6** Waive any irregularity in any proposal, or reject any and all proposals, should it be deemed in its best interest to do so. The City shall be the sole judge of Proposers' qualifications and reserves the right to verify all information submitted by the Proposers. The proposal selected will be that proposal which is judged to be the most beneficial to the City.

**4.5 Financial Statements.** The City reserves the right to request that Proposers submit their annual financial statements for the last three fiscal years, including company financial statement summaries, certified by a Certified Public Accountant. If the organization has been in business for a period of less than three years, Proposers may be required to submit a detailed business plan in addition to any pertinent information that would allow the City to evaluate the sufficiency of financial resources and the ability of the business to successfully perform the services enumerated in the contract. Unless otherwise stated, such requests would be made after the submission of the proposals and prior to award of a contract.

## 5. CONTRACT REQUIREMENTS

**5.1 Basis of Award.** A contract will be awarded to the most responsible and responsive Proposer whose proposal meets the needs of the City to the best degree.

**5.2 Award/Contract Term.** The period of the contract shall expire December 30, 2012.

**5.2.1 Supplemental Unilateral Renewal Periods.** The City, through its Director of Purchasing, has the option and reserves the right to unilaterally extend the original contract term or any renewal term for up to three (3) additional thirty (30) day periods, at the same terms and conditions. Notice of the City's intent to renew shall be provided by the City in writing to the Awardee prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

**5.3 Non-Appropriation Of Funds.** In the event no funds or insufficient funds are appropriated for expenditures under this award, the City will notify the Successful Proposer in writing of such occurrence and the award shall terminate without penalty or expense to the City on the last day of the fiscal year in which sufficient funds have been appropriated.

**5.4 Award Termination.** When deemed to be in the best interest of the City, the City may cancel any award resulting from this specification by the following means:

10-day written notice with cause; or

30-day written notice without cause.

**5.5 Addition/Deletion.** The City reserves the right to add to or delete any service/item from this proposal or resulting agreements when deemed to be in the best interest of the City.

**5.6 Proposal Prices.** Prices quoted in the proposal shall include any and all shipping costs, shipped F.O.B. Tampa, FL, or to the facility location specified by the requestor or the purchase order.

All taxes of any kind and character payable on account of the work done and materials furnished under the contract shall be paid by the contractor and shall be deemed to be included in the proposal. The laws of the State of Florida provide that sales tax and use taxes are payable by the Contractor upon the tangible personal property incorporated in the work and such taxes shall be paid by the Contractor and shall be deemed to have been included in the proposal. The City is exempt from all State and Federal sales, use and transportation taxes.

Proposal prices include all royalties and costs arising from patents, trademarks and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the City, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment or process, to be performed under the contract, and shall indemnify the City, its officers, agents, and employees for any costs, including litigation costs and attorneys' fees through the appellate process, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of work.

**5.7 Government Purchasing Council.** Hillsborough County Government Purchasing Council members may, at their discretion or option, utilize this bid as they require. Estimated quantities for Hillsborough County GPC members have not been included in the Bid Response form. Purchases by these entities may increase the value of the award. A list of the members of the GPC is contained within this bid document.

**5.8 Use Of State Contract, GPC, Or Cooperative Purchasing Bids.** The City of Tampa reserves the right to utilize applicable State of Florida Contracts, GPC Bids, or those contracts of any other federal, state, or local governmental entity under the terms of a bid submitted to such entity, provided that such contract is procured in compliance with the procuring entity's law, bylaws, regulations, or ordinances regarding competitive solicitation, which must provide for full and open competition for any items covered by this specification when the use of same is in the best interest of the City of Tampa.

**5.9 Laws, Codes And Ordinances.** The Successful Bidder shall comply with any applicable requirements of Federal, State, County and City laws, Codes, Ordinances, Regulations and Rules of the City of Tampa as amended from time to time.

**5.10 Payment.** Full payment will be made by the City after receipt and acceptance of materials/services, invoices, sub-contractors/consultants/suppliers payments form, and normal processing time--approximately 30 days in total. The City does not pay service charges on late payments; however, the City is subject to Florida's Prompt Payment Act. (See Section 218.70 - 218.79, Florida Statutes). Bidders that accept Visa/Mastercard payments can be enrolled in the City's ePayments program for faster payment turnaround, by contacting the City's Accounts Payable Department at [acctspayable@tampagov.net](mailto:acctspayable@tampagov.net).

**5.11 Minimum Wage Amendment.** The Awardee shall comply with the minimum wage requirements as required in Article X, Section 24, Constitution of the State of Florida as of May 2, 2005, as amended.

The rate of wages for all persons employed by the Awardee on the work covered shall not be less than the rate of wages required by the Fair Labor Standards Act (Public Law 104-188) enacted August 20, 1996.

**5.12 Invoicing.** The Awardee shall furnish the City complete itemized invoices for work performed. Invoices are to reflect the prices stipulated on the purchase order and as outlined in this bid/proposal itemizing parts, labor hours, materials, etc. The City will not accept an aggregate invoice. As part of the award process, the City may request a sample invoice. Invoices shall contain, but not be limited to the following information:

- Invoice number
- Company Name
- City work order number (if applicable)
- Purchase order number
- Location and dates of work
- Cost of work as stated on Bid Response and extended price to reflect total cost for number of times work was performed

**5.13 Default/Re-award.** Any contract resulting from this specification may be cancelled by the Director of Purchasing in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms, including the failure of the Contractor to deliver materials or services within the time stipulated in this specification, unless extended in writing by the Director of Purchasing. In the event a contract is cancelled because of the default of the Contractor, the Director of Purchasing may: (i) purchase the materials or services specified in this specification on the open market; or (ii) make an award to the next best Proposer and establish the period of such award, provided such period is no longer than the award period set forth in this specification.

**5.14 Convicted Vendor List (Public Entity Crime).** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000.00 and greater) for a period of 36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2)(a)]

## **6. INSURANCE REQUIREMENTS**

During the life of the award/contract, the Awardee/Contractor shall provide, pay for, and maintain insurance with companies authorized to do business in Florida, with an A.M. Best rating of B+ (or better) Class VII (or higher), or otherwise be acceptable to the City if not rated by A.M. Best. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. All commercial general liability insurance policies (and Excess or Umbrella Liability Insurance policies, only if applicable) shall provide that the City is an additional insured as to the operations of the Awardee/Contractor under the award/contract including the additional insured endorsement, the subrogation waiver endorsement, and the Severability of Interest Provision. In lieu of the additional named insured requirement, if the Awardee/Contractor's company has a declared existing policy, which precludes it from including additional insureds, the City may permit the Contractor to purchase an Owners and Contractors Protective Liability policy. Such policy shall be written in the name of the City at the same limit as is required for General Liability coverage.

The policy shall be evidenced on an insurance binder which must be effective from the date of issue until such time as a policy is in existence and shall be submitted to the City in the manner described below as applicable to certificates of insurance. The insurance coverages and limits required must be evidenced by a properly executed Acord 25 Certificates of Insurance on form. Each Certificate must be personally manually signed by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. Thirty days' written notice by registered or certified mail must be given to the City of any cancellation, intent not to renew, or reduction in the policy coverages, except in the application of the aggregate liability limits provisions. Should any aggregate limit of liability coverage be reduced, it shall

be immediately increased back to the limit required by the award/contract. The insurance coverages required herein are to be primary to any insurance carried by the City or any self-insurance program thereof. All claims made insurance policies must provide the retroactive date on the proof of coverage.

Within ten working days of receipt of notification of intent to award, the successful Bidder/Proposer shall provide the City of Tampa Purchasing Department the required insurance on the Acord 25 certificate of insurance form. Failure to furnish by the 10th working day may disqualify Bidder/Proposer as non-responsible, unless the due date is extended by the Director of Purchasing or his Designee.

The City may waive any or all of these requirements based on the specific nature of goods or services to be provided under the award/contract.

The Awardee/Contractor will be required to provide and pay for the following:

**a. Commercial General Liability Insurance** shall be provided on the most current Insurance Services Office (ISO) form or its equivalent. This coverage must be provided to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, contractual liability, and XCU exposures (if applicable). Completed operations liability coverage shall be maintained for a minimum of one-year following completion of work. The amount of Commercial General Liability insurance shall not be less than the amount specified.

\$1,000,000 per occurrence and a \$2,000,000 general aggregate.

**b. Automobile Liability Insurance** shall be maintained in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles. The amount of Automobile Liability Insurance shall not be less than the amount specified.

(a) \$500,000 combined single limit each occurrence bodily injury & property damage.

(b) \$1,000,000 combined single limit each occurrence bodily injury & property damage.

The letter preceding the limits of coverage indicates the insurance required for the type of award based on Total Proposal Price.

(a) \$100,000 and under

(b) \$100,000 and over

**c. Worker's Compensation and Employer's Liability Insurance** shall be provided for all employees engaged in the work under the award, in accordance with the laws of the State of Florida. The amount of the Employer's Liability Insurance shall not be less than the amount specified.

**Worker's Compensation:** Florida Statutory Requirements

**Employer's Liability:**

(a) \$500,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee.

(b) \$1,000,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee.

The letter preceding the limits of coverage indicates the insurance required for type of award based on Total Proposal Price.

(a) \$100,000 and under

(b) \$100,000 and over

**d. Professional or Errors and Omission Liability** on an occurrence or claims made form, coverage shall cover any act or omission in the rendering of professional services pursuant to the award/contract.

\$2,000,000 per Claim/Incident

**Note:** All claims made forms must provide retroactive date information for all policies.

**e. Excess Liability Insurance (Umbrella Policy)** may compensate for a deficiency in general liability, automobile, or worker's compensation insurance coverage limits.

**SECTION III. BIDDER'S AFFIDAVIT AND PROPOSAL SIGNATURE FORMS**

**BIDDER'S AFFIDAVIT**

**Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared**

---

AFFIANT'S NAME

Who, after being duly cautioned and sworn, and being fully aware of the penalties of perjury, does hereby depose and declare, on his own behalf or as a representative on behalf of a partnership or corporation, or other entity that is the Bidder in the matter at hand, as follows:

1. That the Bidder, if a natural person, is of lawful age.
2. That if the Bidder is a partnership, or a corporation, or other legal person or entity recognized in the State of Florida, it has complied with all laws and ordinances governing the formation and continued existence of such entities, including but not limited to, if a Florida corporation, to the filing of its Articles of Incorporation with the Florida Secretary of State and if a corporation incorporated under the laws of a state other than Florida, that it is duly authorized to do business in the State of Florida; that it is currently an active corporation or entity fully authorized to do business; and that the undersigned is representative of the corporation or entity authorized to make this affirmation and declaration and who has the power to bind said corporation or entity.
3. That if the Bidder is operating under a fictitious name, Bidder has currently complied with and any and all laws and procedures governing the operation of businesses under fictitious names in the State of Florida;
4. That the Bidder has not submitted a rigged Bid, nor engaged in collusive bidding, or a collusive bidding arrangement, or fraudulent bidding, or entered into a conspiracy in connection with this bid with any other natural person, partnership, corporation or other entity making a bid for the same purpose. The Bidder has not entered into any understanding or agreement with any other person or entity where one or more such persons or entities agrees not to bid or fixing the prices to be bid.
5. In the event that the City determines that the Bidder has participated in any collusive, deceptive or fraudulent practices in derogation of the statements in this Affidavit the City, in addition to any other remedy it may exercise, will have the right to debar the Bidder. The contract let under such circumstances shall be deemed invalid.
- 6. That the Bidder is not in arrears to the City of Tampa upon debt or contract and is not in default, as surety or otherwise, of any obligation to the City, Hillsborough County or the State of Florida.**
7. That no officer or employee of the City, either individually or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or award to this Bidder; nor does the Bidder know of any City officer or employee having any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of the contract to this Bidder.
8. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

FURTHER AFFIANT SAYETH NOT.

Bidder: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

State of \_\_\_\_\_  
County of \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Affiant

Notary Public  
State of: \_\_\_\_\_  
My Commission  
Expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped  
Commissioned name of notary public

\_\_\_\_\_  
Printed or typed name of Affiant

FOR A PARTNERSHIP

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
20\_\_, by \_\_\_\_\_, who is a partner on behalf of \_\_\_\_\_, a  
partnership. He/She is personally known to me or has produced identification and did (did not) take an oath.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Affiant

Notary Public  
State of: \_\_\_\_\_  
My Commission  
Expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped  
Commissioned name of notary public

\_\_\_\_\_  
Printed or typed name of Affiant

FOR A CORPORATION

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
who  
is \_\_\_\_\_  
(Title)

of \_\_\_\_\_  
\_\_\_\_\_  
(Corporation Name)

a corporation under the laws of the State of \_\_\_\_\_, on behalf of the said corporation.  
He/She is personally known to me or who has produced identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Affiant

Notary Public  
State of: \_\_\_\_\_  
My Commission  
Expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped  
Commissioned name of notary public

\_\_\_\_\_  
Printed or typed name of Affiant

**PROPOSAL SIGNATURE FORM  
REQUEST FOR PROPOSALS (RFP) FOR  
AFFORDABLE HOUSING REHABILITATION PROJECTS**

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **RFP# XXXXXXXXXXXX, (RFP TITLE)**, in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Proposer's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in Section II. General Conditions, Subsection 3. Content of Proposal of this RFP. **If the Proposal Signature Form is not signed by an authorized representative or submitted with the proposal, the proposal is considered non-responsive.**

**Please type or print:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Type Organization:     Individual                       Small Business                       Non-Profit  
                                  Partnership                       Corporation                       Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

Yes     No. License # \_\_\_\_\_

State of FL Corporation ID# (from Sec'y of State): \_\_\_\_\_

State of FL Fictitious Name Reg.# (from Sec'y of State): \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Minority Business Status:  Black     Hispanic     Woman

Is your business certified as a minority business with any government agency?  Yes  No. If yes, please list below:

Agency Name	Certification Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

End of Section III



## Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form

This form must be submitted with all bids or proposals. All subcontractors solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that directly follow are for the form heading information pertaining to the project and prime.

**Contract No.** This is the number assigned by the City of Tampa for the bid or proposal

**Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.

**Contractor Name.** The name of your business.

**Address.** The physical address of your business.

**Federal ID.** FIN. A number assigned to your business for tax reporting purposes.

**Phone.** Telephone number to contact business.

**Fax.** Fax number for business.

**Email.** Provide email address for electronic correspondence.

**No Subcontracting Opportunities existed for this Contract.** Checking the box indicates that your business will not use subcontractors and will self-perform all work. If during the administration of the contract you use subcontractors, the "Sub-(Contractors/Consultants/Suppliers) Payments" form must be submitted with your invoices.

**No Firms were contracted because.** Provide brief explanation as to why no subcontractor were used.

**See attached documents.** Check if you have provided any additional documentation relating to the payment data.

The following instructions are for information of any and all subcontractors solicited.

**SLBE.** Enter "S" for firms Certified by the City of Tampa as Small Local Business Enterprises. Change order.

**Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.

**Company Name, Address, Phone & Fax.** Provide company information for verification of payments.

**Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.

**Trade, Services, or Materials** Indicate the trade, service, or material provided by the subcontractor. NIGP codes are listed at top section of document.

**Contract Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method of soliciting for bid.

**Quote or Resp. (response) Rec'd (received) Y/N.** Indicate "Y" Yes if you received a quotation or if you received a response to your solicitation. Indicate "N" No if you received no response to your solicitation from the subcontractor.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.



## Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form

This form must be submitted with all bids or proposals if subcontracting will be performed. All subcontractors projected to be utilized must be included on this form.

**Contract No.** This is the number assigned by the City of Tampa for the bid or proposal

**Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.

**Contractor Name.** The name of your business.

**Address.** The physical address of your business.

**Federal ID. FIN.** A number assigned to your business for tax reporting purposes.

**Phone.** Telephone number to contact business.

**Fax.** Fax number for business.

**Email.** Provide email address for electronic correspondence.

**See attached documents.** Check if you have provided any additional documentation relating to the payment data.

The following instructions are for information of any and all subcontractors solicited.

**Federal ID. FIN.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.

**SLBE.** Enter "S" for firms Certified by the City as Small Local Business Enterprises.

**Company Name, Address, Phone & Fax.** Provide company information for verification of payments.

**Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.

**Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. NIGP codes are available at <http://www.tampagov.net/mbd>.

**Amount of Quote, Letters of Intent** (required for Women/Minority Business Enterprises)

**Percent of Contract.** Indicate the percent of the total contract price the subcontract(s) represent.

**Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract.

**Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract.

**Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid amount.

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.



**City of Tampa - Sub-(Contractors/Consultants/Suppliers) Payments**     Partial     Final

Contract No.: \_\_\_\_\_ WO#,(if any) \_\_\_\_\_ Contract Name: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Address \_\_\_\_\_  
 Federal ID \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 GC Pay Period \_\_\_\_\_ Payment Request/Invoice Number: \_\_\_\_\_ City Department: \_\_\_\_\_

Total Amount Requested for pay period: \_\_\_\_\_ Total Contract Amount(including change orders): \_\_\_\_\_

-Type of Ownership - (F=Female M=Male), BF BM = African Am., HF HM = Hispanic Am., AF AM = Asian Am., NF NM = Native Am., CF CM = Caucasian S = SLBE

Type	Company Name Address Phone & Fax	Total Sub Contract Or PO Amount	Dollar Amount Previously Paid	\$ To Be Paid For This Period
Trade/Work Activity				Sub Pay Period Ending Date
<input type="checkbox"/> Sub <input type="checkbox"/> Supplier Federal ID				
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Certification: I hereby certify that the above information is a true and accurate account of payments to sub – contractors/consultants on this contract.

Signed \_\_\_\_\_ Name/Title \_\_\_\_\_ Date: \_\_\_\_\_

DMI form 30 (rev. 02/02/09) Pg \_\_ of \_\_     See attached documents

**Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Payment Form**

This form must be submitted with all invoicing or payment requests where there has been subcontracting rendered for the pay period. If applicable, after payment has been made to the subcontractor, "Waiver and Release of Lien upon Progress Payment", "Affidavit of Contractor in Connection with Final Payment", or an affidavit of payment must be submitted with the amount paid for the pay period. The following will detail what data is required for this form. The instructions that directly follow are for the form heading information pertaining to the project and prime.

- Contract No.** This is the number assigned by the City of Tampa for the bid or proposal
- W.O.#** If the report covers a work order number (W.O.#) for the contract, please indicate it in that space.
- Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- Contractor Name.** The name of your business.
- Address.** The physical address of your business.
- Federal ID.** A number assigned to a business for tax reporting purposes.
- Phone.** Telephone number to contact business.
- Fax.** Fax number for business.
- Email.** Provide email address for electronic correspondence.

- Pay Period.** Provide start and finish dates for pay period. (e.g. 05/01/07 – 05/31/07)
- Payment Request/Invoice Number.** Provide sequence number for payment requests. (ex. Payment one, write 1 in space, payment three, write 3 in space provided.)
- City Department.** The City of Tampa department to which the contract pertains.
- Total Amount Requested for pay period.** Provide all dollars you are expecting to receive for the pay period.
- Total Contract Amount (including change orders).** Provide expected total contract amount. This includes any change orders that may increase or decrease the original contract amount.
- Signed/Name/Title/Date.** This is your certification that the information provided on the form is accurate.
- See attached documents.** Check if you have provided any additional documentation relating to the payment data. Located at the bottom middle of the form.
- Partial Payment.** Check if the payment period is a partial payment, not a final payment. Located at the top right of the form.
- Final Payment.** Check if this period is the final payment period. Located at the top right of the form.

The following instructions are for information of any and all subcontractors used for the pay period.

- (Type) of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business or SLBE.
- Trade/Work Activity.** Indicate the trade, service, or material provided by the subcontractor.
- SubContractor/SubConsultant/Supplier.** Please indicate status of firm on this contract.
- Federal ID.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- Total Subcontract Amount.** Provide total amount of subcontract for subcontractor including change orders.
- Dollar Amount Previously Paid.** Indicate all dollars paid to a subcontractor as of the payment request. (Do not include amount to be paid for this period)
- \$ To Be Paid for this Period.** Provide dollar amount of dollars requested for the pay period.
- Sub Pay Period Ending Date.** Provide date for which subcontractor invoiced performed work.

*Forms must be signed and dated or will be considered incomplete. The company authorized representative must sign and certify the information is true and accurate. Failure to sign this document or return the document unsigned can be cause for determining a company is in non-compliance of Ordinance 2008-89.*

If any additional information is required or you have any questions, you may call the Minority Business Development Office at (813) 274-5522.

**SECTION IV: APPLICATION FORM**

**I. APPLICANT/ORGANIZATION NAME AND ADDRESS**

Name:		
Address:		
City:	State:	Zip:
Federal Tax ID:	DUNS #	

**II. CONTACT INFORMATION**

Name:	Title:
Phone:	Fax:
E-Mail:	Signature:

**III. Funding Request**

Funding Amount Requested     \$ \_\_\_\_\_

**IV. PROJECT TYPE (check ONE)**

<input type="checkbox"/>	Single Family
<input type="checkbox"/>	Owner-occupied
<input type="checkbox"/>	Rehabilitation

**V. PROJECT SUMMARY**

**A. Owner-occupied Rehabilitation**

Project Name	
# of Units (Affordable)	
Cost Per Unit	
Funding Requested	\$
Other Public Funds	\$
Applicant Funding (Leverage/Match)	\$
<b>Total Project Cost</b>	\$

**VI. PROJECT DESCRIPTION: (1 PAGE) Briefly describe the project intent and its beneficiaries as it relates to the program requirements.**

**VII. DEVELOPMENT TEAM INFORMATION**

*GENERAL PARTNER / MANAGING ORGANIZATION*

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

*GENERAL CONTRACTOR*

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

*RENTAL MANAGEMENT ENTITY (if applicable)*

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:		
Total number of projects currently under management:	Total Units:	

**VIII. PROJECT TIMELINE**

Activity		Date of Scheduled Completion or Completion (month _____ & year _____)
A.	# of Units	
B.	Financing:	
C.	Specifications and Bids	
D.	Construction Starts	
E.	Completion of Construction	

**IX. RELOCATION INFORMATION**

**Attach separate sheet(s) for relocation information**

**X. GENERAL SCOPE OF WORK – REHABILITATION PROJECT AND SCHEDULE**

**(Provide separate sheet for each Rehabilitation Project)**

**XI. PROJECT BUDGET (Source of funds)**

**Attach Detailed Budget.** List all other sources of funds to be provided to the development.