

**RFP 24-09 GADSDEN COUNTY HOUSING PROGRAM LEAD-BASED PAINT AND OR ASBESTOS
INSPECTION SERVICES**

Instructions to Proposers

Proposers interested in the **RFP 24-09 LEAD-BASED PAINT AND OR ASBESTOS INSPECTION SERVICES** are instructed to submit one (1) original, seven (7) copies, and one (1) electronic copy (non-returnable USB flash drive) of its complete Proposal no later than **OCTOBER 3, 2024 @ 3:00 PM EST** (see Section 1.0 Schedule of Events), unless otherwise changed through an addendum to the this RFP, to the County Purchasing Office at [Bids & RFPs | Gadsden County, FL \(gadsdencountyfl.gov\)](https://bidsandrfps.gadsdencountyfl.gov) **Proposals received after date and time will not be considered.**

All proposals, attachments and supporting documentation must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt for Proposals, unless otherwise amended (see Section 1: Schedule of Events). Deliver OR Mail the Proposal in a sealed envelope/package to:

**GADSDEN COUNTY PURCHASING OFFICE
ATTN: RFP 24-09
VIVIAN HOWARD
SUITE 5-B E. JEFFERSON STREET
QUINCY, FL 32351**

The front lower left-hand corner of each **SEALED** envelope/package must contain the following information for proper identification:

LEAD-BASED PAINT AND OR ASBESTOS INSPECTION SERVICES RFP # 2024-09 Attention: Vivian Howard DUE NO LATER THAN: OCTOBER 3, 2024, AT 3:00 PM EST

1. Include name and address of Proposer to each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed envelope/package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

All proposals will be recorded, and date stamped at the Gadsden County Office of Purchasing located at Suite 5-B Jefferson Street, Quincy, FL 32351

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late Proposals will not be opened at the public opening. Arrangements may be made for the unopened Proposals to be returned at the Proposers request and expense.

Proposals may be withdrawn or modified only in writing in accordance with this **RFP, Section 8.19 Withdrawal or Modification of Proposals.**

Proposers Must Address:

The Proposal must address the requirements in a clear and concise manner in the order stated herein. Proposal must be divided as described below and must include the information/documents specified in the applicable divider. Proposals that do not adhere to the

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following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

Required forms can also be provided in Microsoft Word format, upon request. Please contact the Office of Purchasing via email at Procurement@gadsdencountyfl.gov or vhoward@gadsdencountyfl.gov.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposal must be typed. **No changes in or corrections to the Proposals will be allowed after the Proposals are opened.**

The Signer of the Proposal must declare that the Proposal in all respects is fair and in good faith without collusion and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward and concise description of their ability to meet the RFQ requirements.

Proposal Construction

Proposers will construct their Proposal in the following format as outlined below. All Proposals must be bound, and a divider must separate each section.

*The County reserves the right to seek additional/supplemental representation on specific issues as needed. Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are opened.** The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.*

TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRMS LETTERHEAD (FORM 1)

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification numbers have been provided.

TAB 2 – EXPERIENCE AND QUALIFICATIONS AND QUALIFICATION APPLICATION AND QUESTIONNAIRE (FORM 2)

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**PROPOSERS MUST HAVE THE REQUIRED EXPERTISE AND CAPABILITY TO PERFORM THE
WORK OR SUPPLY THE COMMODITIES OR EQUIPMENT FOR INSPECTION SERVICES FOR
LEAD-BASED PAINT AND OR ASBESTOS-NESHAP (NATIONAL EMISSION STANDARDS FOR
HAZARDOUS AIR POLLUTANTS)**

1. **Executive Summary, to include, and limited to ten (10) pages front and back:**
 - a. Provide an organizational overview of the history, capability, and business ability of the Proposer relative to this RFP. Include information on organizational structure.
 - b. Identify by name, title, company, and address of each principal in the development team.
 - c. Summarize Proposers qualifications and experience related to this RFP.
 - d. Proposed Subcontractors: List all proposed subcontractors, with company name, their role, and qualifications.
2. Include under this tab behind the Executive Summary, the properly completed, signed, and notarized **Form 2, Qualifications Application and Questionnaire**. Additional pages may be added to Form 2 if needed. Form 2 is not included in the ten (10) page Executive Summary cap.

TAB 3 – LETTERS OF REFERENCE (FORM 3)

1. Include under this tab three (3) current reference letters from similarly situated communities or local governments dated **2018** or later.
2. Each letter should include a brief description of the services provided and the results, date of the services, and name of the contact person with phone number and email address.
3. Letters must be on the entities' letterhead and signed by an authorized official.

TAB 4 – UNDERSTANDING OF SERVICES TO BE PROVIDED AND APPROACH

1. Provide a description of the firm's general approach to the proposed scope of work/services including team organization, staff assignments, schedules, quality assurance and accountability.
2. Provide relevant availability of the primary contract relative to current and future client workload. Include for each individual the estimated number of hours that will be contributed and what capacity they will serve. Include information on supervisory person.
3. Explain the firm's familiarity and understanding of providing the required and requested provision of inspection services for Lead-Based Paint and or Asbestos-NESHAP.
4. Explain the firm's ability and willingness to comply with the RFP requirements, specifically Section 3.0 Scope of Work, paragraphs 3.3-3.6.

TAB 5 - COST PROPOSAL AND TIMELINE

1. Each Proposer must complete and submit a Cost Proposal (FORM 16: COST PROPOSAL)
2. Costs should be inclusive of all costs to deliver the services pursuant to this RFP, including but not limited to, i.e., travel, printing, supplies, etc. as these costs will not be paid separately. This information will not be considered during the initial stages of the

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evaluation process.

3. Specify how proposer prefers payment (i.e., net, flat fee, per project, deliverable etc.) and how fees are computed.
4. Timeline: Include under this tab a proposed timeline showing milestones and target dates for proposed activities, tasks and deliverables.
5. FORM 16: COST PROPOSAL

TAB 5 – REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

Form No. 4	Indemnification and Hold Harmless Statement
Form No. 5	Public Entity Crimes Sworn Statement
Form No. 6	Equal Employment Opportunity/Affirmative Action Statement
Form No. 7	Drug Free Workplace Certification
Form No. 8	Conflicts of Interest Disclosure
Form No. 9	Non-Collusion Affidavit
Form No. 10	Ethics Clause & Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
Form No. 11	List of Proposed Sub-Contractors
Form No. 12	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions
Form No. 13	E-Verify Certification
Form No. 14	Insurance Certification
Form No. 15	Comments on Draft Contract
Form No. 16	Cost Proposal

Please note any concerns with the Appendix B: draft contract on Form No. 15. Any comments that are included on this form regarding the contract documents will be forwarded to the legal department for review. The County's acceptance of comments does not guarantee any revision of the contract documents. Comments not included on this form **WILL NOT** be considered. Please indicate NONE or Not Applicable (N/A) if there are no comments on the draft contract documents.