

INVITATION TO BID

FY20-IFB-04

**Emergency Command/Envision Center
Commercial Vehicle**

Issue Date: **Thursday, November 19, 2020**

Deadline for Questions: **Monday, November 30, 2020, 5:00 PM (EST)**

Submission Deadline: **Monday, December 7, 2020, 2:00 PM (EST)**

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Tampa, Florida 33607

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AN EQUAL OPPORTUNITY EMPLOYER

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INVITATION TO BID

Bid No. **FY2020-IFB-04**

Date Issued: **November 19, 2020**

The Housing Authority of the City of Tampa (the “Authority”) will receive sealed bids for an Emergency Command/Envision Center Commercial Vehicle until **2:00 p.m. (prevailing Tampa, Florida time), on December 7, 2020**. All bids are to be submitted to the attention of the 1st floor receptionist to be date and time stamped in and dropped in the designated bid submission repository of the Authority’s Administrative office located at **5301 West Cypress Street, Tampa, Florida, 33607**, at which time and place all bids will publicly opened and read along via the following Ring Central meeting link @<https://meetings.ringcentral.com/j/1481150686?pwd=RUITOGIFeG9SdkFKc2VFKzMwbzIqZz09> **Password: 063864**

Bids received after the above stated time may not be considered.

Qualified Contractors may pick up copies of the bidding documents by visiting THA’s website at <http://www.thafl.com/Departments/Contract-n-Procurement/Default.aspx> or by submitting an email request to bidderquestions@thafl.com.

All questions concerning the bid documents requiring additional information or clarification shall be submitted in writing to THA via e-mail at bidderquestions@thafl.com. All questions will be accepted until **November 30, 2020 at 5:00 p.m.** and responded to in writing with addendum(s) issued to all prospective bidders by visiting the THA’s website at <http://www.thafl.com/Departments/Contract-n-Procurement/Default.aspx>.

The Authority intends to award a contract on the basis of the lowest and most responsible TOTAL base bid and in a single Contract for all work to be performed in the above referenced solicitation. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of without the prior written consent of the Authority. The Authority reserves the right to waive irregularities and to reject any or all bids. Failure to submit a bid properly may result in rejection of the Bid.

Documents to be submitted with Bid

- Complete Bid Form, Section 00 41 00.
- Certifications and Representation of Offerors (HUD 5369-C
- Non-Collusive Affidavit
- Attachment E: Sworn Statement Under Section 287.133 (3)(A), Florida Statutes, on Public Entity Crimes
- Comprehensive Specifications , manufactures brochures and other information sufficient to describe the vehicle and outfitting details to be provided for the price bid
- Company profile and information describing the business and services provided

Questions regarding this solicitation may be directed to the Authority by e-mailing bidderquestions@thaf.com.

THE HOUSING AUTHORITY OF THE CITY OF TAMPA IS AN EQUAL OPPORTUNITY EMPLOYER, BY ORDER OF JEROME D. RYANS, PRESIDENT/CEO.

END OF INVITATION TO BID

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PART I. SCOPE OF SERVICES

1.1 Specifications for the THA Emergency Command Center Vehicle shall include:

- a. Workstation seating for 8 persons
- b. Additional seating where possible
- c. Conference table with seating for 8+
- d. Fully equipped Bathroom
- e. Sink with a refrigerator and microwave/convection oven.
- f. Pull down bed for overnight sleeping suitable for the driver only.
- g. Minimum of (2) two 42" flat screen TVs.
- h. Camera system with surveillance inside and along the perimeter of the vehicle
- i. Main generator capable of powering all electric onboard
- j. A 2nd generator suitable for allowing other devices to connect. Including a 100 electrical outlet charge station for allowing clients to boost charge their cell phones and other PDAs for emergency communications, family check-ins and access to news and important information during power outages.
- k. Awning mounted on the side of the vehicle for providing shade during outside staging for intake and service delivery.
- l. Ample Storage sufficient to store emergency items and supplies.
- m. Dedicated communications equipment to allow for internet, Wi-Fi, satellite tv, and phone connection.

1.2 ENVISION CENTER:

During times when the emergency command center is not in use for emergency situations, this vehicle will be used as THA's Envision Center. As such this vehicle will allow program and property services staff to deliver direct service and support to the residents such crucial programs and services needed to promote greater self- sufficiency, improved health and wellness, Youth empowerment and educational support, as well as Health screening, voter education, community engagement and participation opportunities all in support of promoting a stronger more vibrant community of informed citizens.

Specifications for the THA ENVISION Center will make use of many of the above features but additional features shall include:

- a. Mobile Workshops
- b. Vendor Fairs
- c. Community Outreach within the City

1.3 Vehicle Wrap/Branding:

This vehicle shall be fully wrapped with THA branding and information inclusive of the following:

- **THA EMERGENCY COMMAND CENTER** in large heading
- A separate magnetic label matching the wrap color scheme will carry the words “**THA ENVISION Center**” and shall be designed in such a manner and size as it will overlay the “**THA EMERGENCY COMMAND CENTER**” labeling for when the vehicle is in use as the Envision center.
- Additional informational graphics to be included in the branded wrap shall include:
 - THA Logo
 - Cultivating Affordable Housing While Empowering People and Communities
 - Services direct to your doorsteps...
 - Caring for One another...
 - Safety Signs (Entrance, Exit)
- Full Graphic design services shall be made available to THA to create the vehicle wrap and cost shall be included in bid

PART II. Specific Requirements:

2.1 A. NEW Emergency Command/Envision Center:

The vehicle furnished to **The Housing Authority of the City of Tampa (THA)**, shall be new and unused factory standard unless otherwise stated herein. Vehicle shall come equipped with all standard factory fittings, trim and accessories, unless otherwise noted in the specifications. Vehicle

shall not have been used as demonstrators, or for any other prior service.

B. REGISTRATION PLATES ETC.:

The Housing Authority will complete and file all necessary applications and transfer of ownership papers and apply for exempt license plates. The contractor shall provide all documentation required for registration. The registered owner shall be shown exactly as follows on all forms where the registered owner is listed: ***The Housing Authority of the City of Tampa at 5301 W Cypress Street Tampa FL, 33607.***

C. MANUALS:

One (1) complete set of parts, shop/service and electrical manuals for the **Emergency Command/Envision Center** will be provided; manuals on CD are acceptable.

D. KEYS:

Three (3) sets of ignition and door keys will be required, and if equipped, two (2) keyless-entry remotes.

E. WARRANTY:

The Manufacturer's regular new Vehicle Warranties shall apply to the **Emergency Command/Envision Center** within this bid and shall be honored by all dealers. A warranty certificate and/or card shall be supplied with vehicle delivered.

F. DELIVERY:

Vehicle shall be delivered to City of Tampa Housing Authority located at, ***5301 W Cypress St Tampa, FL 33607.***

G. QUALITY ASSURANCE PROVISIONS:

Prior to delivery, the **Emergency Command/Envision Center** Body shall be completely inspected and serviced by the delivering dealer and/or per the manufacturer's standard pre-delivery service. A checklist shall be completed for the vehicle, signed by a representative of the organization performing the inspection/service and delivered with the vehicle. In the event deficiencies are detected, the vehicle will be rejected and the delivering dealer will be required to make the necessary repairs, adjustments, or replacements. Payment and/or the commencement of a discount period (if applicable) will not be made until defects are corrected and the vehicle re-inspected and accepted. Alternately, if the vehicle is inspected after delivery and rejected because

of deficiencies, it shall be the dealer's responsibility to pick up the vehicle, make the necessary corrections and re-deliver the vehicle for re-inspection and acceptance.

Part III. COMPLETENESS:

Any bidder who fails to submit the following required documents with their bid, sufficient detail, and completeness, may be declared non-responsive and ineligible for consideration.

Documents to be submitted with Bid:

- Bid Form 00400
- Certifications and Representation of Offerors (HUD 5369-C)
- Non-Collusive Affidavit
- Sworn Statement Under Section 287.133 (3)(A), Florida Statutes, on Public Entity Crimes
- Comprehensive Specifications , manufactures brochures and other information sufficient to describe the vehicle and outfitting details to be provided for the price bid
- Company profile and information describing the business and services provided

Proposal shall be made on unaltered bid forms, which are incorporated within the bidding documents. All blank spaces shall be completed. Proposals shall be signed with name typed below signature. When bidder is a corporation, proposals shall be signed with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract. The Authority intends to award multiple contracts on the basis of the lowest and most responsible bid for all work to be performed in the above referenced project. No bid shall be withdrawn for a period of sixty - (60) days subsequent to the opening of bids without the prior written consent of the Housing Authority of the City of Tampa. Bidders shall carefully examine the documents and project site to obtain first-hand knowledge of existing conditions. Contractors will not be given an extra payment for conditions that can be determined by examining the site and documents.

The Authority reserves the right to waive irregularities and to reject any or all bids. Failure to submit a bid properly may result in rejection of the Bid

3.1 DIRECTIONS FOR SUBMISSION

The Housing Authority of the City of Tampa (THA) will receive sealed bids for the **“Emergency Command/Envision Center Commercial Vehicle”** until **2:00 p.m. (prevailing Tampa, Florida time)** on **Monday, December 7, 2020** on the ground floor of the Authority’s Contracting Headquarters office located at **5301 West Cypress Street, Tampa, Florida, 33607**, at which time and place all bids will be publicly opened and read aloud via the following Ring Central meeting link [@https://meetings.ringcentral.com/j/1481150686?pwd=RUITOGIFeG9SdkFKc2VFKzMwbzIqZz09](https://meetings.ringcentral.com/j/1481150686?pwd=RUITOGIFeG9SdkFKc2VFKzMwbzIqZz09) **Password: 063864** .

Bids received after the above stated time will not be considered.



**BID FORM
for
“Emergency Command/Envision Commercial Vehicle”**

Attention:

The undersigned, having familiarized (him/herself) (themselves) with the Minimum Specifications included in this Invitation for Bid; Certifications and Representation of Offerors (HUD 5369-C), this Bid Form, the form of the Non-Collusive Affidavit; the Sworn Statement Under Section 287.133 (3)(A), Florida Statutes, on Public Entity Crimes form, for the Tampa Housing Authority to provide an **Emergency Command/Envision Commercial Vehicle**.

The following principles shall govern the competitive bidding process:

1. The Housing Authority will award the contract to the acceptable Bidder submitting the lowest, most responsive total base bid for the properties as listed and/or grouped.
2. In the event an error is made totaling amounts listed on the bid form the award will be made on the basis of amounts correctly extended.
3. All prices and information required on the bid form must be typewritten or written legibly in ink.
4. Any stipulations made as to the bidder's bid shall subject the bid to rejection. If bidder wishes to include additional information, bidder may do so with attachments. However, alternate bids will not be considered.
5. Any bidder having a complaint or protest regarding a bid must submit the complaint or protest in writing to the Housing Authority's Contracting Officer eight (8) or more days prior to the date set for opening of bids. Any bidder protesting a bid opening must submit the protest in writing to the Contracting Officer no later than three (3) days after bid opening for the protest to be considered.

BID FORM

	MOBILE COMMAND CENTER REQUIREMENTS	COST
1.	Emergency Command/Envision Center Vehicle in accordance with the Scope of Work and Requirements	\$
2.	Custom outfitting of the Command to Center in accordance with the scope	\$
3.	Vehicle wrap design and install	\$
Total Base Bid Amount:		\$

ADDENDA:

Bidder hereby acknowledges the following addenda, if any issued during the bidding period:

Addendum #1 _____ Issued _____
 Addendum #2 _____ Issued _____

In submitting this bid it is understood that the right is reserved by the Housing Authority to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within sixty (60) consecutive calendar days after the opening thereof, or at any time thereafter, before this bid is withdrawn, the undersigned agree to execute and deliver a contract in the prescribed form and furnish the required bond within ten (10) consecutive calendar days after the contract is presented to him/her for signature:

DATE _____ NAME OF BIDDER _____

SEAL BY _____
 BY _____
 TITLE _____

NOTARYPUBLIC

ADDRESS _____
 PHONE _____
 FEDERAL I.D. NUMBER _____

It is the respondent's obligation to ensure the required submission arrives in a timely manner at the specified location. The THA will bear no responsibility or make any exceptions for delays or errors in delivery of the submission documents, even if such delays or errors occur through no fault of the respondent.

To assure that the respondent's sealed bid arrives at the proper place, on time, and to prevent opening by unauthorized individuals, sealed bid submissions must be identified on the outside, as follows:

BID DOCUMENTS

Housing Authority of the City of Tampa

**Attention: Mrs. Tina Washington-Jones,
Contracting Officer 5301 West Cypress Street
Tampa FL, 33607**

**"Emergency Command/Envision Center
Solicitation Number - FY20-IFB-04**

3.2 QUESTIONS

Questions regarding this **IFB** must be submitted by email only to bidderquestions@thaf1.com. Questions received prior to **5:00 PM (local Tampa time) on Monday, November 30, 2020**, will be answered and disseminated to all firms who requested a copy of this RFP.

PART IV - SELECTION & AWARD PROCESS

4.1 DETERMINATION OF RESPONSIVENESS

The Authority intends to award a contract on the basis of the lowest and most responsible TOTAL base bid and in a single Contract for all work to be performed in the above referenced project. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of without the prior written consent of the Authority.



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PART V - GENERAL CONDITIONS

5.1 EXPENSE OF SUBMISSION

All expenses incurred in the preparation and submission in response to this IFB shall be borne by the respondent.

5.2 THA OPTIONS

THA reserves the right to cancel this IFB, or to reject, in whole or in part, any and all submissions received in response to this IFB, upon its determination that such cancellation or rejection is in the best interests of the agency. THA further reserves the right to waive any informality in any submissions received, if it will be in the best interest of the agency to do so. The determination of the criteria and process whereby submissions are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this IFB, shall be at the sole and absolute discretion of the Selection Committee, initially, and thereafter at the sole and absolute discretion of the THA Board of Commissioners.

THE HOUSING AUTHORITY OF THE CITY OF TAMPA IS AN EQUAL OPPORTUNITY EMPLOYER
BY ORDER OF JEROME D. RYANS, PRESIDENT/CEO.

End of Document



FORMS

Bid Form 00400

HUD-5369-B Instructions to Offerors, Non-Construction

HUD-5369-C Certifications and Representations of Offerors

Non-Collusive Affidavit

Sworn Statement Pursuant to Florida Statutes on Public Entity Crimes

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Certifications and Representations of Offerors Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) has, has not employed or retained any person or company to solicit or obtain this contract; and

(2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

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NON COLLUSIVE AFFIDAVIT

State of _____)

County of _____)

_____, being first duly sworn,
(Printed Name)

deposes and says,

That he/she is _____
(Owner, Partner, Officer, Representative or Agent)

the party making the foregoing proposal or bid is genuine and not collusive or sham; that the said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the bid price or any other bidder, to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the City of Tampa or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

SIGNATURE _____

TITLE _____

COMPANY NAME _____

Bidder, if the Bidder is an Individual
Partner, if the Bidder is a Partnership
Officer, if the Bidder is a Corporation

Subscribed & sworn to before me

This _____ day of _____, 20____.

My Commission expires _____, 20____.

END OF NON COLLUSIVE AFFIDAVIT



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**SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared _____
who, being by me first duly sworn, made the following statement:

1. The business address of
(name of Offeror or business) is.
2. My relationship to _____ (name of Offeror or business) is
_____. (Relationship such as sole proprietor, partner, president,
vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or no contest.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)



7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ a copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

(Signature)

(Print name)

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.

_____ Notary Public

My Commission Expires:

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