

Addendum # 2

REQUEST FOR BID PROPOSAL **Gravel Road Grading, Mowing, and Vegetative Removal Services**

DATE: February 15, 2013

BID NO. 2013-001

The Town Manager has directed that Addendum #2 be issued to address inquiries, suggestions or requests concerning interpretation, clarification or additional information submitted by potential Respondents written questions.

Pursuant to Section **1.5 Request for Additional Information/Clarification** (Bid Packet page 3 of 27) of the Gravel Road Grading, Mowing, and Vegetative Removal Services Bid No. 2013-001, the Town deems it necessary to issue responses to inquiries and any other corrections or amendments in written addenda.

Proposers should not rely on any representations, statements or explanations other than those made in this Bid Proposal or in any written addendum to this Bid Proposal. Where there appears to be conflict between the Bid Proposal and any addenda issued, the last addendum issued shall prevail. Any dispute regarding the timeliness of a submittal shall be resolved against the proposer.

The following is the Town's responses to inquiries submitted to the Town Manager from vendors by February 5, 2013.

1. As indicated in 2.0 Procedures, 2.1, please explain what happens to rates effective May 1, 2014?
 - A. It is up to the Proposer to determine and state whether the rates quoted for all road segments shall remain the same, provide for escalation, or renegotiate through the balance of the Contract in their bid response as reflected in 1.0 Introduction, 1.7 Instructions (second paragraph).
2. Will the Town Manager direct all grading operations for Town Roads as indicated in 3.0 General Requirements, 3.3?
 - A. Yes.
3. Please confirm that Gravel Road Grading should be bid as a full service hourly unit?
 - A. No, the Gravel Road Grading will be bid on a per mile unit cost, pursuant to Town Council direction on September 18, 2013.
4. Please confirm Commercial General Liability coverage for public entity bidders will be based on liability limits governed by Florida State Statutes 768.28?
 - A. No, insurance requirements as specified in the Bid Proposal must apply to all prospective bidders.
5. Is there exclusion to 2.0 Procedures, 2.4 Evaluation Criteria, Item 4, "Ability to provide 24-hour emergency services"?
 - A. No, Item 4 is just one factor in the evaluation criteria.

6. Should the per ton cost of Rock Material be included in 2.0 Procedures, 2.4 Evaluation Criteria?
- A. 2.4 Evaluation Criteria is hereby amended by eliminating 2.4.1 and 2.4.2 as follows:
1. Per Mile Rates of road segments for gravel road grading;
 2. Per hour rates of mowing, and vegetative removal services of road segments;
- And by adding a new item to 2.4 as 2.4.1 as follows:
1. Responses to Bid Proposal Form are incorporated therein.
7. Will Rock Material to be used be material currently used on Town Roads?
- A. General Specifications (Bid Packet 10 of 27) and Bid Proposal Form for Rock Material specifications and costs is hereby amended and attached to include current Town gradation requirements and Unit Cost for base rock/ 57 mix or equivalent and for base rock 1” minus.
8. Can invoices be received on the 15th of each month for the previous month’s work?
- A. No. Section entitled *** Billing***, No. 2 (Bid Packet 18 Of 27) states that invoices must be received on the 5th of each month for the previous month’s work.
9. Please explain bolded language included in the Municipal Proposal Form?
- A. A new Municipal Proposal Form is hereby attached that eliminates the bolded language of the Form as the Bid Proposal includes a Non-Collusive Affidavit.
10. Is a prospective bid intended to be included in the definition of a pending application or petition with respect to the Town’s Ordinance 2009-01?
- A. Yes.
11. Can the Certificate of Authority be waived for a public entity?
- A. A new Certificate of Authority is included and attached to the Addendum for use by entities that are not Corporations, Joint Ventures, or Partnerships.
12. Can requirement for submission of business license be waived for a public entity?
- A. No waiver is necessary as the Proposal states that a copy of license must accompany bid, **if applicable**. See Bid Packet page 27 of 27 entitled Check List, Business License.
13. Please clarify all registration documents that may be required as reflected in 3.0 General Requirements, 3.1 ?
- A. It is dependent on the Contractor to ensure that equipment used for this work is properly registered as required by law.
14. The Town Roads Lists (bid packet 11-13 of 27) includes a Unit Cost and Mileage extension that may be confusing to bidders?

- A. The Unit Cost and Mileage Extension Column included in the Town Roads List was provided for illustrative purposes only. The Town Roads List is hereby amended in order to eliminate confusion as follows: Unit Cost and Mileage Extension columns are eliminated from Roads List, and a new Town Roads List is attached.
15. Why is there no qualification of bidders as required for all public contracts under Florida Statute 287.017?
- A. SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES is hereby added to the Bid Proposal as Section 5.0. It will also be included in the Check List for documents that must be submitted with Bid Proposal.
16. Who will be supplying and purchasing necessary materials to repair potholes, patchwork and material for the OGEM Roads (Marcella, Compton, and Bryan)?
- A. The Contractor will be required to supply and purchase necessary materials for all Road Repairs and Emergency call out services as noted in General Specifications under “Additional Services Provided” (Bid Packet 10 of 27) states that the cost of needed materials to complete necessary repairs will be reimbursed under a separate work authorization.
17. Who will be supplying and purchasing any necessary rock materials?
- A. The Contractor will be responsible for supplying and purchasing necessary rock materials as noted in General Specification, Rock Material (Bid Packet 10 of 27), and Bid Proposal Form (Bid Packet 15 of 27).
20. Who will cover cost of any dump fees for vegetation removal?
- A. The Contractor will cover cost of any dump fees for the vegetation removal. Bid Proposal Form will change to reflect Vegetative Removal Dumping Fees, and the unit cost for vegetation removal and disposal will be calculated on a per yard basis.
21. Who will be supplying and purchasing any necessary material for any Road repairs?
- A. See answer to Question No. 16.
22. How can an hourly rate be determined and submitted with the bid for Emergency call outs if this type of service will be performed under a separate work authorization?
- A. As stated in the General Specifications, road repairs and emergency call outs will be performed on an hourly rate basis if applicable. The work authorization process for these services allows for the inclusion of Contractor’s costs for the needed materials to complete the necessary repair or emergency service (Bid Packet 10 of 27).

REMINDER: Sealed Bids, including information in response to this Addendum #2 must be received and time stamped by the Town Clerk’s Office, either by mail or hand delivery, no later than 2:30 p.m. local time on **March 15, 2013**. Any Responses received after 2:30 p.m. local time on said date will not be accepted under any circumstances. Any uncertainty regarding the time a Response is received will be resolved against the Offeror.

Addendum #2

2.0 PROCEDURES

Submittal Requirements

Contractors must submit the following:

2.1 Bid Proposal Form - Keeping in mind the following:

Rates quoted for all road segments on the Bid proposal shall be valid until May 1, 2014. Bid Proposal pricing must be inclusive; that is, cost for use of equipment, all labor costs, fuel, equipment maintenance, equipment delivery charges, fuel surcharges, and any other charges.

Please include with your bid proposal a list of equipment (make, model, size, number of units, etc.) to be used for the TOWN'S gravel road grading, mowing, and road vegetative removal operations.

2.2 All drivers must be properly licensed operators.

The Contractor is responsible for updating operator information as necessary. The TOWN reserves the right to verify this information at any time before contract award or any time throughout the duration of the contract. Any Contractor who fails to supply photocopies of the operator licenses if requested will be subject to disqualification.

2.3 Proof of Insurance as specified under "Insurance Requirements".

Contractor may submit such additional information as it deems necessary or helpful to the Town's evaluation process.

2.4 Evaluation Criteria: Bid Proposals will be evaluated using the following criteria:

1. Unit Costs included in Bid Proposal Form;
2. Contractor's willingness to commit to timely service; and
3. Ability to provide 24-hour emergency service;
4. Submission of all required information with proposal.

2.5 Rejection or Disqualification: Proposals may be rejected:

1. If the bid proposal is on a form other than that furnished by the TOWN;
2. If there are unauthorized additions, conditions or irregularities which may make the bid proposal incomplete, indefinite or ambiguous as to its meaning;
3. If more than one bid proposal for the same work from an individual, firm, or corporation under the same or different name;
4. If there is evidence of collusion among bidders;
5. Failure to submit all required information.

Addendum #2
General Specifications
Purpose

The purpose of this bid is to establish a contract by means of a sealed bid to provide for the gravel road grading, mowing, and vegetative removal services for the "Town Roads" located within the Town of Loxahatchee Groves on an as-needed and when-needed basis as specified herein.

The Town Roads are organized into 100 identified road segments comprising more than 29.5 miles. Attached to and a made a part of this Bid Proposal is Exhibit "A" which identifies all Town Roads along with mileage calculation for each segment, and the Town's Boundary Map that identifies all the road segments.

Gravel Road Grading:

The Town expects all road segments to be graded at least twice per month if needed. The Town also expects that the successful Bidder will perform gravel road grading service on an as-needed basis in addition to the frequency herein enumerated. Additionally, the Town may require road repairs to be provided such as pothole repair, patch work on existing OGEM roads (Marcella, Compton, Bryan Roads), etc.

Rock Material:

Base rock will be placed with the successful bidder on an as-needed when-needed basis to meet the Town's **current gradation requirements as attached for base rock 57 mix or equivalent, and base rock 1" minus.** Town seeks a source of supply that will provide accurate and timely deliveries. All bid prices for rock material must be FOB destination; freight prepaid Loxahatchee Groves, FL with delivery/unloading to the location specified at time of order

Mowing:

Mowing maintenance will be performed of the road segments no less than eight (8) times per year.

Vegetation Removal Services:

Trimming and/or removing trees and shrubbery that create a hazard to roadway users will be performed on all the road segments on an as-needed when-needed basis.

Additional Services Provided:

Road Repair and Emergency call out services will be performed on an hourly rate basis if applicable. These type services will be performed under separate work authorization that will allow inclusion of needed materials to complete the necessary repair.

Palm Beach Aggregates - Coarse Worksheet

21025 SR.80 LOX., FL.

FM 1-T 011, FM 1-T 027

SIEVE SIZE	CUMM WEIGHT	%CUMML. RETAINED	%PASSING	ASTM SPEC.
1.5"	0.00		100.00	100.00
1IN.	154.8	1.11	98.89	95-100
3/4IN.	2236.9	15.98	84.02	80-95
1/2IN.	4521.0	32.30	67.70	65-80
3/8IN.	4895.6	34.98	65.02	
#4	6600.5	47.16	52.84	50-65
#8	9832.8	70.25	29.75	n/a
#10	11056.3	78.99	21.01	n/a
	13165.3	96.00	4.00	< 8
TOTAL WT	13996.6			

F.M.= 5.69

DATE

MATERIAL TYPE: 57/ mix base rock

SAMPLED BY:

TESTED BY:

SAMPLE TIME:

SAMPLE #:

-200
 SAMPLE WEIGHT = 13996.60
 DRY WEIGHT = 13165.30
 LOSS OF MATERIAL = 831.30
 PAN WEIGHT =
 % OF -200 = 5.94

Palm Beach Aggregates - Coarse Worksheet

21025 SR.80 LOX., FL.

FM 1-T 011, FM 1-T 027

SIEVE CUMM %CUMML. %PASSING ASTM SPEC.

SIZE	WEIGHT	RETAINED	
1.5"	0.00		100.00
1IN.	0.0	0.00	100.00
3/4IN.	143.5	1.25	98.75
1/2IN.	3285.7	28.71	71.29
3/8IN.	4258.6	37.22	62.78
#4	5236.3	45.76	54.24
#8	5968.4	52.16	47.84
#10	7937.3	69.36	30.64
	10985.6	96.00	4.00
TOTAL WT	11443.0		

F.M.= 5.36

DATE

MATERIAL TYPE: 1" minus

SAMPLED BY:

TESTED BY:

SAMPLE TIME:

SAMPLE #:

-200
SAMPLE WEIGHT = 11443.00
DRY WEIGHT = 10985.60
LOSS OF MATERIAL = 457.40
PAN WEIGHT =
% OF -200 = 4.00

**ADDENDUM #2
 BID PROPOSAL FORM
 BID NO. 2013-01**

Gravel Road Grading, Mowing, and Vegetative Removal Services

TO: Town Manager
 Town of Loxahatchee Groves
 14579 Southern Boulevard, Suite 2
 Loxahatchee Groves, FL 33470

The undersigned, as bidder, does hereby declare that he/she has read the Introduction, Procedures, General Requirements, Insurance Requirements, General Specification, Bid Form, and any other documentation for

Gravel Road Grading, Mowing, and Vegetative Removal Services – Annual

and further agrees to furnish all items listed below in accordance with the Unit Price(s) submitted. The above-specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

Description	Units	Unit Cost
Gravel Road Grading	Mile	\$
Rock Material		
Base rock /57Mix or equivalent	Ton	\$
Base rock "1 Minus	Ton	\$
Mowing	Hourly	\$
Vegetative Removal	Ton	\$
Vegetative Removal Dumping Fees	Ton	\$
Road Repair	Hourly	\$
Emergency Call Outs	Hourly	\$

Notice Needed Prior to Commencement: _____ calendar days.

NOTE: Town of Loxahatchee Groves official bid openings are open to the public. Citizens and submitting bidders are encouraged to attend. However, if you are unable to attend but wish to obtain the unofficial bid results, you may do so by visiting our website at www.loxahatcheegrovesfl.gov under Bids. No information regarding the submittal will be divulged over the telephone.

Name of Bidder: _____

**Addendum #2
MUNICIPAL PROPOSAL FORM**

The undersigned agrees that he/she has read the proposal documents including the Procedure, General Requirements, and Insurance Requirements and General Specifications, and agrees to the terms and conditions set forth therein. Proposer specifically understands that the Town reserves the right to contract with as many vendors as it deems necessary for the safe, efficient, and timely gravel road grading, mowing, and vegetative removal services.

Proposer further agrees that this bid proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Submitted by Authorized Agent:

Signature

Print Name & Title

ADDENDUM #2

Town Roads List

TOWN ROAD NAME	PLAT DESIGNATION	MILEAGE
10TH PLACE NORTH	BLOCK B	0.081
11TH LANE NORTH	BLOCK F	0.351
11TH TERRACE	BLOCK C	0.244
12TH PLACE NORTH	BLOCK E	0.197
131ST TERRACE NORTH	BLOCK F	0.147
13TH PLACE NORTH	BLOCK F (FOLSOM)	0.282
13TH PLACE NORTH	BLOCK F (F ROAD)	0.166
140TH STREET NORTH	CUT-THRU / SUNSPORT	0.100
145TH AVENUE NORTH	T: 43S / R: 41E	0.457
147TH AVENUE NORTH	BLOCK C	0.126
147TH DRIVE NORTH	BLOCK C	0.115
148TH TERRACE NORTH	T: 43S / R: 41E	0.339
149TH AVENUE NORTH	BLOCK I	0.126
14TH PLACE NORTH	BLOCK E	0.257
152ND WAY NORTH	BLOCK B	0.068
160TH STREET NORTH	T: 43S / R: 41E	0.394
161ST TERRACE NORTH	T: 43S / R: 40E	2.014
17TH ROAD NORTH	BLOCK B	0.076
21ST ROAD NORTH	BLOCK C	0.126
22ND COURT NORTH	BLOCK F	0.292
22ND ROAD NORTH	BLOCK C (C ROAD)	0.248
22ND ROAD NORTH	BLOCK E (E ROAD)	0.156
22ND ROAD NORTH	BLOCK F (F ROAD)	0.210
23RD COURT NORTH	BLOCK E	0.189
24TH CIRCLE NORTH	BLOCK C	0.177
24TH COURT NORTH	BLOCK C (C ROAD)	0.282
24TH COURT NORTH	BLOCK D (E ROAD)	0.194
24TH COURT NORTH	BLOCK E (WEST F)	0.250
24TH COURT NORTH	BLOCK F (EAST F)	0.406
25TH PLACE NORTH	BLOCK B (C ROAD)	0.136
27TH LANE NORTH	BLOCK C	0.135
30TH COURT NORTH	BLOCK B (C ROAD)	0.141
30TH COURT NORTH	BLOCK D (D ROAD)	0.132
34TH PLACE NORTH	BLOCK C	0.135

ADDENDUM #2

Town Roads List

TOWN ROAD NAME	PLAT DESIGNATION	MILEAGE
35TH PLACE NORTH	BLOCK D	0.127
41ST ROAD NORTH	T: 43S / R: 41E	0.068
42ND ROAD NORTH	T: 43S / R: 41E	0.153
42ND STREET NORTH	T: 43S / R: 41E (OFF 160TH)	0.234
43RD ROAD NORTH	T: 43S / R: 41E (GLOBAL)	0.194
43RD ROAD NORTH	T: 43S / R: 41E (140TH)	0.394
44TH STREET NORTH	T: 43S / R: 41E (OFF 160TH)	0.235
8TH PLACE NORTH	BLOCK C	0.319
APRIL DRIVE	BLOCK C	0.164
BIDDIX ROAD	BLOCK D	0.191
BRYAN ROAD	BLOCK F	0.749
BUNNY LANE	BLOCK C	0.244
CANAL MAINTENANCE RD	T: 43S / R: 41E (40TH ST N)	1.462
(WILSON) CASEY ROAD	BLOCK F	0.748
CITRUS DRIVE	BLOCK K	0.243
COMPTON ROAD	BLOCK F	0.748
EAST CITRUS DRIVE	BLOCK K	0.501
EDITH ROAD	BLOCK E	0.197
FARLEY ROAD	BLOCK E	0.197
FERRIS LANE	BLOCK A	0.194
FLAMINGO DRIVE	BLOCK C	0.186
FOREST LANE	BLOCK B	0.188
FORTNER DRIVE	BLOCK B (B ROAD)	0.126
FORTNER DRIVE	BLOCK B (C ROAD)	0.135
FOX TRAIL	BLOCK E	0.204
GLOBAL TRAIL	T: 43S / R: 41E	0.519
GREAT DANE LANE	BLOCK F	0.130
GRUBER LANE	BLOCK C	0.489
HYDE PARK ROAD	BLOCK E	0.518
IAN TRAIL	T: 43S / R: 41E	0.384
JEWEL LANE	BLOCK B	0.103
KAZEE ROAD	BLOCK G	0.432
KERRY LANE	BLOCK E	0.260
LOS ANGELES DRIVE	BLOCK B	0.244

ADDENDUM #2

Town Roads List

TOWN ROAD NAME	PLAT DESIGNATION	MILEAGE
LOXAHATCHEE AVENUE	BLOCK K	0.180
MARCELLA BOULEVARD	BLOCK F	0.749
MARCH CIRCLE	BLOCK F	0.174
MORROW COURT	BLOCK B	0.180
ORANGE AVENUE	BLOCK K	0.075
PARADISE TRAIL	BLOCK C	0.186
PERKINS DRIVE	BLOCK F	0.336
PINEAPPLE DRIVE	BLOCK I	0.434
QUAIL ROAD	BLOCK F	0.135
RACKLEY ROAD	BLOCK F	0.146
RAYMOND DRIVE	BLOCK F	0.337
ROBERTS WAY	BLOCK B	0.229
SALLY'S ALLEY	BLOCK B	0.244
SAN DIEGO DRIVE	BLOCK B	0.244
SCOTTS PLACE	BLOCK B	0.213
SHAMROCK DRIVE	BLOCK B	0.244
SIXTH COURT NORTH	BLOCK I (WEST D)	0.177
SIXTH COURT NORTH	BLOCK K (EAST D)	1.733
SNAIL TRAIL	BLOCK C	0.244
TANGERINE DRIVE	BLOCK K	0.510
TEMPLE DRIVE	BLOCK I	0.100
TIMBERLANE PLACE	BLOCK B	0.219
TRIPP ROAD	BLOCK D	0.242
VALENCIA DRIVE	BLOCK K	0.136
WEST "B" ROAD	BLOCK A	0.340
WEST "C" ROAD	BLOCK B	0.623
WEST "D" ROAD	BLOCK I (SOUTH C.C.)	0.314
WEST 'D' ROAD	BLOCK C (NORTH C.C.)	0.388
WEST 'F' ROAD	BLOCK E	0.198
WILLIAMS DRIVE	BLOCK B	0.193
	MONTHLY MILEAGE =	29.552

Addendum #2
Billing, Contract, Proposal Verification, Signature Page
BID NO. 2013-01
Gravel Road Grading, Mowing, and Vegetative Removal Services

***** Billing *****

1. The contractor shall provide invoices to the Town of Loxahatchee Groves monthly in a timely manner.
2. Those invoices must be received on the 5th of each month for the previous month's work performed.
3. An invoice must have a Purchase/Work Authorization number issued by the TOWN before it will be considered for payment
4. The invoice must provide sufficient detail reflecting roads graded, repaired, areas mowed, and vegetative removal performed. If Work Authorization issued for emergency call outs and repairs detail of work performed along with breakdown for additional charges if any must be included.

***** Contract *****

1. The contract starting date, the contract term and the contract renewal details for the service(s) will be negotiated with the awarded contractor(s).
2. The agreement may be terminated by either party given a 90 day written notice upon the other parties failure to timely perform its responsibilities under this agreement.
3. The contractor may provide additional bid proposals and processes. The Town of Loxahatchee Groves reserves the right to consider or dismiss any bid proposal or additional bid proposal.

NUMBER OF PROPOSALS SUBMITTED: The undersigned office of the company submitting the Bid Proposal has submitted responses to the following specific Road Maintenance work.

- Gravel Road Grading
- Rock Materials
- Mowing of Town Property
- Vegetative Removal Services
- Vegetative Removal Dumping Fees
- Road Repair
- Emergency Call Out/Repairs

Signature of Officer

Printed Name of Officer and Title

Date

Addendum #2

Certification Form (Page 4 of 4)

CERTIFICATE OF AUTHORITY

(OTHER)

STATE OF _____)

COUNTY OF _____)

I _____, _____ of _____
(Signer's Name) (Title)

(Name of Entity)

An entity lawfully organized and existing under the laws of the State of _____, the following Resolution was duly passed and adopted on _____ day of _____, 2013.

"RESOLVED, that, _____, as _____ of _____
(Signer's Name) (Title)

(Name of Entity)

In accordance with all of its documents of governance and management and the laws of the State of

_____ is empowered and authorized on behalf of _____
(Name of Entity)

to execute the Bid Proposal dated, _____, 20____, to the Town of Loxahatchee Groves and

_____ and that their execution
(Name of Entity)

thereof, attested by the Secretary of the _____
(Name of Entity)

,and with the Official Seal affixed, shall be the official act and deed _____
(Name of Entity)

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of

_____, this _____, day of _____, 2013.
(Name of Entity)

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY RESPONSE.

Addendum #2

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

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

STATE OF _____ COUNTY

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

Name of Proposer _____

Business address _____

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 agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that “convicted” or “conviction” is defined by the statute 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, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that “affiliate” is defined by the statute 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.

Please mark the appropriate paragraph below:

_____ Neither the proposer, contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the proposer or contractor nor any affiliate of the proposer or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

_____ There has been a conviction of a public entity crime by the proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the proposer or contractor who is active in the management of the proposer or contractor or an affiliate of the proposer 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

Proposer's Signature

Sworn to and subscribed before me on this _____ day of _____, 20__

(affix seal)

Notary Public Signature

Addendum #2
Check List

Submitted with Proposal

Bid Acknowledgement Cover Page	
This form must be completed, signed and returned with Proposal	YES_____
Bid Proposal Form	
This form must be completed, signed and returned with Proposal	YES_____
Municipal Proposal Form	
This form must be signed and returned with Proposal	YES_____
Proposal Verification Form	
This form must be completed, signed and returned with Proposal	YES_____
Equipment Listing Form	
This form must be completed and returned with Proposal	YES_____
Certificate of Authority	
This form must be completed, signed, and returned with Proposal	YES_____
Sworn Statement of Public Entity Crimes	
This form must be completed, signed, notarized, and returned with Proposal.	YES_____
Insurance Requirements	
Acknowledgement of receipt of information on the insurance for this Request for Bid must be signed and returned with Proposal	YES_____
Affirmative Action Policy for Equal Employment Opportunity	
Submit Sample	YES_____
Non Collusive Affidavit	
This form must be completed, signed and returned with Proposal	YES_____
Business License	
All responses shall be accompanied by a copy of your current License(s), if applicable	YES_____
Complete Bid Proposal with all required forms and attachments.	YES_____