



Urban League of  
Broward County

## **REQUEST FOR PROPOSAL**

**Urban League of Broward County**

RFP# 01092026-1

---

### **SERVICES FOR** Flooring Replacement

---

*Issue Date:* November 24th, 2025

*Due Date:* January 9<sup>th</sup>, 2026

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>4</b>
<b>1: PURPOSE OF RFP</b>	
1.1 Statement of Purpose .....	4
1.2 Contract Resulting from RFP.....	4
1.3 Period of Performance.....	4
1.4 Conflict of Interest .....	4
<b>2: RFP PROCESS &amp; INFORMATION</b>	
2.1 Calendar of Events .....	5
2.2 Cone of Silence - Limitations on Contacting Personnel/Others.....	5
2.3 Questions.....	5
2.4 Addenda.....	5
<b>3: SCOPE OF WORK</b>	
3.1 General Statement .....	6
3.2 Statement of Work.....	6-7
3.3 Appendices.....	8-16
<b>RFP SUBMISSION PROCESS &amp; INSTRUCTIONS</b>	
4.1 Proposal Content .....	17
4.2 Proposal Specific Requirements .....	17
4.3 Proposal Format.....	17
4.4 Proposal Submission .....	17-18
<b>5: EVALUATION CRITERIA</b>	
5.1 Evaluation Criteria.....	18
5.2 Proposer Technical Qualifications .....	18
<b>6: NOTICE TO PROPOSERS</b>	
6.1 Compliance with Laws/Rules/Regulations .....	19
6.2 Acceptance/Rejection of Proposals and Waiver of Irregularities .....	19
6.3 Disqualification .....	20
6.4 No Discrimination .....	20
6.5 Notice of Contract Award .....	20
6.6 Grievance and Disputes .....	21
6.7 Withdrawal of Proposal .....	21
6.8 Pre-Contractual Expenses & Cost of Preparation .....	21
6.9 Sales Tax .....	21
6.10 Insurance Requirements .....	21
6.11 Bonding Requirements .....	21
6.12 Federal & State Procurement Compliance.....	22
<b>Attachment 1: Vendor Conflict of Interest Disclosure form.....</b>	<b>23</b>
<b>Attachment 2: Non-Collusive Affidavit .....</b>	<b>24</b>
<b>Attachment 3: E-Verification Certification.....</b>	<b>25</b>
<b>Attachment 4: Non-Discrimination, Equal Opportunity Assurances, Certifications, Other.....</b>	<b>26</b>
<b>Attachment 5: Certification of Debarment, Suspension, and Other Responsibility Matters.....</b>	<b>27</b>
<b>Attachment 6: Letter of Intent to Submit to the RFP .....</b>	<b>28</b>
<b>Page Left Blank Intentionally</b>	

## **INTRODUCTION**

The Urban League of Broward County founded in 1975 as an affiliate of the National Urban League, is a 501(c)(3) tax-exempt, nonprofit organization authorized in the State of Florida. The Urban League of Broward County is a community-based organization dedicated to empowering communities and changing lives in the areas of education, entrepreneurship, jobs, justice, housing, and health. For more information about the Urban League of Broward County, please refer to [www.ulbroward.org](http://www.ulbroward.org).

## **1. PURPOSE OF RFP**

### **1.1. STATEMENT OF PURPOSE**

The purpose of this Request for Proposal (RFP) is to contract with one (1) **Flooring Replacement** (Contractor) to provide services outlined herein for the Urban League of Broward County (ULBC). For consideration, proposals for this project must contain evidence of the Proposer's experience and capabilities in the specified area and other disciplines directly related to the proposed service.

### **1.2 CONTRACTING RESULTING FROM RFP**

This Request for Proposal (Solicitation Number: **01092026-1**), hereinafter referred to as the "RFP" is issued to secure a contract with a qualified company to provide the services described herein.

The Urban League of Broward County intends to enter into a contract with one selected Contractor for an initial term of **six (6)** months. The project itself is anticipated to be completed within **thirty (30) days** from the date of contract execution. The one-year contract term also provides for warranty coverage and any necessary follow-up services.

### **1.3 PERIOD OF PERFORMANCE**

The contract term or period of performance shall be determined based on the timeline agreed upon by ULBC and the Contractor. Terms may be exercised by ULBC, at its sole discretion, with prior written notice to the Contractor.

ULBC reserves the right to make any and all determinations exclusively that it deems necessary to protect the best interests of its organization, programs, and the communities it serves directly. All proposers must be willing to negotiate a contract based on these terms, as applicable. Additional contractor terms and conditions will be incorporated into the final contract based on ULBC legal counsel review.

### **1.4 CONFLICT OF INTEREST**

ULBC and its employees, representatives, or agents are bound by federal, and state regulations, and/ or the ULBC Conflict of Interest policy. All proposers must disclose in their Conflict-of-Interest Disclosure the name of any officer, director, or agent who is affiliated with ULBC as an employee, board member, provider, or other stakeholder. All proposers must also disclose the name of any stakeholder who owns, directly or indirectly, any interest in the proposer's business or any of its branches. Additionally, all proposers must disclose any business relationships or family ties with any officer, director, subcontractor, contracted provider, or employee of ULBC. See Attachment #1

## 2. RFP PROCESS & INFORMATION

### 2.1 CALENDAR OF EVENTS

Listed below is the calendar of important actions, including dates and times by which these actions must be taken or completed. If ULBC finds it necessary to change any of these dates or times, it will do so by addendum. Any addendums will be posted on the dedicated procurement site.

Proposals/bids will be received until **[01/09/26]**, by **4:00 PM EST** for furnishing the services described herein.

	Estimated Calendar of Events	Date
1	<b>Release of RFP</b>	11/24/25
2	<b>Deadline to Submit Letter of Intent (Attachment 6)</b> <i>LOI must be emailed to: <a href="mailto:procurement@ulbcfl.org">procurement@ulbcfl.org</a></i> Submission of the LOI is <b>required</b> to gain access to the dedicated procurement site containing official announcements and project documents.	12/17/25
3	<b>Walk-Through / Site Visit (optional)</b> 11:00 am-11:30 am	12/17/25
4	<b>Technical Questions Deadline</b> <i>Submit questions only via email to: <a href="mailto:procurement@ulbcfl.org">procurement@ulbcfl.org</a></i> <b>Cone of Silence/Prohibited Communications:</b> <i>Communications outside of the Procurement Contact are prohibited and may result in disqualification.</i>	12/17/25
5	<b>Posting of Responses to Technical Questions</b>	12/19/25
6	<b>Proposal Submission Deadline</b>	01/09/26
7	<b>Evaluation Period</b>	Internal
8	<b>Interviews</b> (if conducted)	N/A
9	<b>Notice of Selection</b>	01/23/26
10	<b>Contract Negotiations</b>	TBD

### 2.2 CONE OF SILENCE/ PROHIBITED COMMUNICATIONS

Effective as of the issuance of this RFP and continuing through the 24-hour period following ULBC's award to a proposer, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any ULBC official, Board member, employee, or anyone other than the agency contact named in this RFP. Additionally, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any proposer engaged by ULBC to assist in preparing the RFP documents or any cost estimate related to this procurement. Violation of this prohibition may result in disqualification of the proposer, even if the contract has already been awarded.

### 2.3 QUESTIONS

Any questions from Proposers regarding this RFP shall be submitted via email, identifying the submitter, to [procurement@ulbcfl.org](mailto:procurement@ulbcfl.org) by the specified date in the Calendar of Events. All questions and/or changes to the RFP will be posted on the dedicated webpage/procurement platform. It is the Proposer's responsibility to check the website for updates.

### 2.4 ADDENDA

The Urban League of Broward County (ULBC) has the absolute right to cancel, amend, modify, supplement, or clarify this RFP at any time in its sole discretion. If any revisions become necessary or appropriate, as determined in the sole discretion of the ULBC, an addendum issued by the ULBC will be posted. Failure to follow the RFP guidelines could result in a determination that the proposal is non-responsive.

### 3. SCOPE OF WORK

#### 3.1. GENERAL STATEMENT

The Urban League of Broward County (ULBC) is soliciting proposals from qualified firms for the Flooring Replacement. This includes all related activities, services, and any additional allocations necessary to support the successful completion of the project at ULBC's facility.

#### 3.2. STATEMENT OF WORK

##### **General Tasks**

- Remove and dispose of existing carpet as indicated on specific sections of the building (drawings attached).
- Prepare substrate for application of new LVP, LVT, or recommended commercial flooring for high-traffic offices and common areas.
- Disassemble and re-install existing cubicles and office furniture as necessary.
- Install new recommended flooring material in areas specified in the attached drawings.
- Sample of material can be obtained from [www.aladdincommercial.com/hardsurface](http://www.aladdincommercial.com/hardsurface) (Aladdin Commercial Flooring) or other manufacturer equivalent or better.
- Colors, texture, and material to be selected by Owner.
- 

##### **Cubicle & IT Coordination Requirements**

- Pre-Project Planning: Contractor must conduct a walkthrough with ULBC facilities staff and IT to assess cubicle layout, cabling, and flooring conditions. All cubicle components, data ports, and power connections shall be labeled for accurate reassembly.
- Furniture Lift System: Where feasible, contractor may use a furniture lift system to minimize downtime and preserve cabling. If not feasible, full disassembly is required.
- Disassembly & Reassembly: Cubicles must be professionally disassembled and reassembled by experienced installers or furniture vendors. All cables must be secured and labeled.
- IT Coordination: Contractor must coordinate with ULBC's IT team to ensure safe disconnection and reconnection of electrical and data lines. Systems must be tested and operational at project completion.
- Subcontractors: Contractor may use subcontractors or specialized vendors (e.g., cubicle installers, IT/data vendors). All subcontractors must be disclosed in the proposal with company name, scope of work, and qualifications. The prime contractor remains fully responsible for subcontractor performance, coordination, and quality.

##### **Specifications**

Scope: Furnish all labor, materials, tools and equipment necessary to remove existing floor covering and install new recommended hard flooring items indicated on the drawings and/or specified herein

##### **SUBMITTALS:**

- A. Samples: Submit a minimum of one (1) sample of each type and color of pattern of flooring, base material, and specialty material
- B. Manufacturer's Literature: Manufacturer's recommended installation instructions shall be submitted
- C. Maintenance Materials:
  - a. Furnish additional floor covering materials for replacement and maintenance
  - b. Furnish materials of each size, color, pattern and type of material included in the work
  - c. Furnish additional materials at the rate of 2% of each color, minimum one (1) full carton
  - d. Submit latest edition of "Armstrong Commercial Resilient Flooring Maintenance

**QUALITY ASSURANCE:**

- A. Use only skilled and experienced resilient flooring installer for installation of flooring
- B. If required, provide types of patching compounds and adhesives

**PRODUCT DELIVERY AND STORAGE:**

- A. Deliver materials to project site in manufacturer's original, unopened containers with labels indicating brand names, colors and patterns, and quality designations legible and intact
- B. Do not open containers or remove markings until materials are inspected and accepted
- C. Store and protect accepted materials in accordance with manufacturer's directions and recommendations

**PART 2 – PRODUCTS****MATERIALS:**

- A. Hard floor shall be Aladdin Commercial flooring, equivalent, or better recommended product for use in commercial heavy traffic areas. Colors shall be as selected by ULBC representative
  - a. Reducers shall be vinyl strips of such thickness to suit abutting floor covering
  - b. See plans for areas of work
  - c. Adhesive should be used as required by manufacturer
- B. Base shall be 1/8" thick rubber, pre-molded, rounded-top and cove base; 4" high, butt type with both end stops and pre-formed corners

**APPLICATION MATERIALS:**

- A. Provide type and brands of adhesive as recommended by manufacturer of covering material for the conditions of the installation
- B. Primer shall be by type and brand recommended by floor covering manufacturer
- C. Crack filler shall be type and brand recommended by the floor covering manufacturer

**PART 3 – EXECUTION****INSPECTION OF SURFACES:**

- A. Examine substrate for excessive moisture content and unevenness which would prevent execution and quality of flooring as specified
- B. Do not proceed with installation of flooring until defects have been corrected

**PREPARATION:**

- A. Remove dirt, oil, grease, or other foreign matter from surfaces to receive floor covering materials
- B. Fill cracks 1/16" and smaller, and depressions 1/8" and smaller with crack filler
- C. Prime surfaces if recommended by floor covering manufacturer

**APPLICATION OF ADHESIVES:**

- A. Mix and apply adhesives in accordance with manufacturer's instructions
- B. Provide safety precautions during mixing and applications as recommended by adhesives manufacturer
- C. Apply adhesive uniformly over surfaces:
  - a. Apply adhesive to only that area which can be covered by floor covering material within the recommended working time
  - b. Remove adhesive which dries or films over
  - c. Do not soil walls, bases, and adjacent areas with adhesives
  - d. Promptly remove any spillage
- D. Apply adhesives with notched trowel. (Tooth size as per manufacturer recommendations)
- E. Clean trowel and re-work notches as necessary to ensure proper application of adhesive.

**INSTALLATION OF TILE MATERIALS:**

- A. Lay flooring to center of room or space.
- B. Work toward perimeter.
- C. Cut border tile neatly and accurately to fit within 1/64" of abutting surfaces.
- D. Fit flooring material neatly and tightly into breaks, recesses, against bases, around pipes and penetrations, under saddles and thresholds, and around permanent cabinets and equipment.
- E. Lay tile parallel to room axis in straight courses. Lay flooring with grain or pattern running in same direction with joints overlapping.

**3.3. APPENDICES**

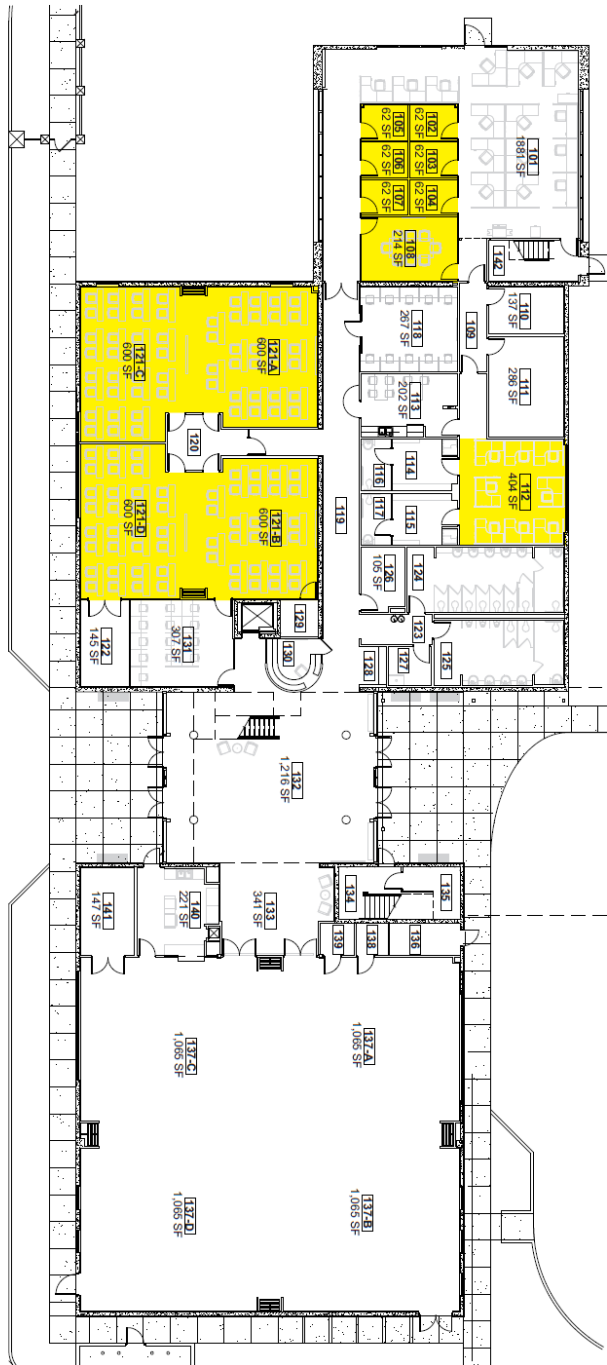
ULBC may provide supporting documents relevant to the project scope, site, or background context. If specified in Section 4.4 Submission Format or 4.5 Proposal Submission, Proposers may be granted access to these materials via a dedicated website following submission of a required Letter of Intent (LOI), stated in the Calendar of Events.

## EXHIBIT B PROPERTY DESCRIPTION & DRAWING



Urban League of  
Broward County

CEC BUILDING / FIRST FLOOR



### ROOM LEGEND

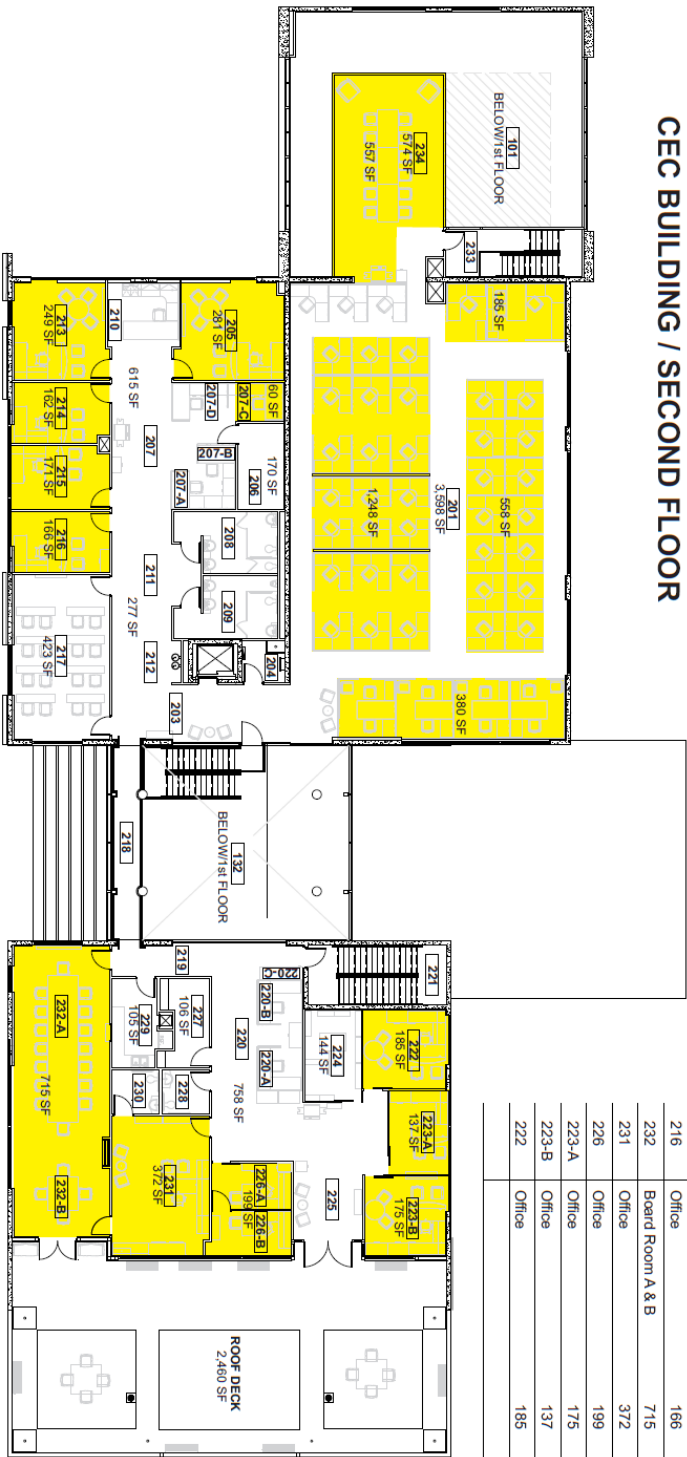
ROOM #	NAME	SQ. FT.	ROOM #	NAME	SQ. FT.
102	Counseling Room	62	112	New Staff Area	404
103	Counseling Room	62	121-A	Training Room A	600
104	Counseling Room	62	121-B	Training Room B	600
105	Counseling Room	62	121-C	Training Room C	600
106	Counseling Room	62	121-D	Training Room D	600
107	Counseling Room	62			
108	Conference Room	214			



EXHIBIT B PROPERTY DESCRIPTION & DRAWING

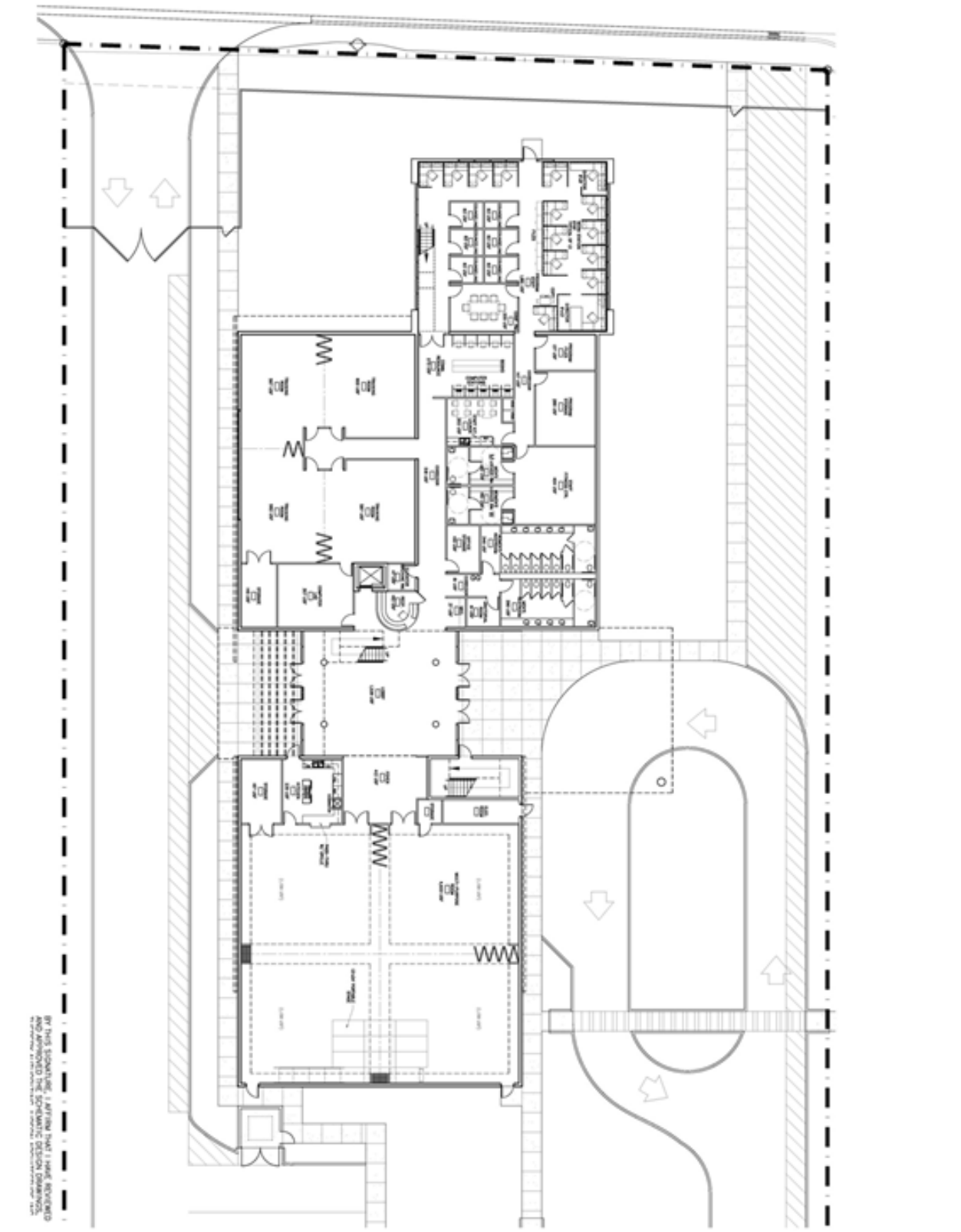


CEC BUILDING / SECOND FLOOR



ROOM LEGEND		
ROOM #	NAME	SQ. FT.
201	Staff Area	2,371
234	Program Staff Breakout Area	557
205	Office	281
207-C	Office (New)	60
213	Office	249
214	Office	162
215	Office	171
216	Office	166
232	Board Room A & B	715
231	Office	372
226	Office	199
223-A	Office	175
223-B	Office	137
222	Office	185

## EXHIBIT B PROPERTY DESCRIPTION & DRAWING



Architectural floor plan of the first floor of the 'L' shaped building at the University of the Pacific. The plan shows a large central hall, several classrooms, a library, a computer lab, and a cafeteria. The building is surrounded by a parking lot and a road. The plan is oriented with the entrance at the top left.

## **PROPERTY DESCRIPTION & DRAWING**

### **Community Empowerment Center (CEC)**

560 NW 27 Avenue

Ft. Lauderdale, FL 33311

Two-story building

Approximately 28,000 square feet

Property located on 2.5 acres of land



## EXHIBIT C

### INSURANCE REQUIREMENTS

The selected Proposer shall maintain insurance coverage that meets or exceeds the requirements outlined below. **Proof of insurance must be submitted with the proposal.** ULBC's insurance agent may review all certificates and may require adjustments to limits or coverage prior to contract execution. The selected Proposer agrees to modify coverage as directed by ULBC's insurance agent.

#### **1. Commercial General Liability (CGL)**

- Minimum limits: **\$1,000,000 per occurrence** and **\$2,000,000 aggregate**
- Coverage must include bodily injury, property damage, and completed operations
- ULBC must be named as **Additional Insured**

#### **2. Professional Liability (Errors & Omissions), if applicable**

- Minimum limits: **\$1,000,000 per claim**
- Required only if the scope includes design, consulting, advisory, or other professional services

#### **3. Automobile Liability**

- Minimum limit: **\$1,000,000 combined single limit**
- Applies to any owned, hired, or non-owned vehicles used in performance of the work

#### **4. Workers' Compensation and Employer's Liability**

- Must comply with all applicable state workers' compensation laws
- Employer's Liability minimum: **\$500,000**

#### **5. Umbrella / Excess Liability**

- Acceptable if **following form** over CGL, Auto, and Employer's Liability
- Must provide limits sufficient to meet or exceed the requirements above

#### **6. Insurance Carrier Qualifications**

- All insurers must be **licensed** to do business in the state
- Carriers must have a minimum **A.M. Best rating of A- (VII)** or higher

#### **7. Certificate of Insurance**

- Certificates must be provided **prior to the start of work**
- ULBC reserves the right to require updated certificates at any time
- Failure to maintain required coverage may result in termination of the award





## YOUR RIGHTS UNDER THE BROWARD COUNTY LIVING WAGE ORDINANCE LIVING WAGES for 2024

In accordance with the Living Wage Ordinance, Section 26.102, Broward County Code of Ordinances, Broward County service contractors' employees and subcontractors performing covered services pursuant to applicable County contracts must be paid at least the following living wage hourly rates and health benefit amount indexed in accordance with Section 26.102(f) of the Living Wage Ordinance:

Security Services Officers	All Other Covered Employees (Not Security Services Officers)
<b>\$17.69</b> per hour with qualifying health benefits* (for employer that offers healthcare benefits) amounting to at least \$3.76 per hour, or <b>\$21.45</b> per hour without health benefits (for employer that does not offer healthcare benefits)	<b>\$15.45</b> per hour with qualifying health benefits* (for employer that offers healthcare benefits) amounting to at least \$3.76 per hour, or <b>\$19.21</b> per hour without health benefits (for employer that does not offer healthcare benefits)

All covered employees will receive 40 hours of paid time off on an annual basis.

\*Note -- If a covered employee declines health care benefits, the covered employer may pay to the employee the living wage rate with health care benefits listed above provided the covered employer provides to the County written proof of the covered employee's declination.

Applicable covered services provided pursuant to a County service contract (exceeding \$100,000/year) include:

- Food preparation and/or distribution
- Security services
- Routine maintenance services: janitorial, cleaning, refuse removal, and recycling collections, or similar services
- Repair and/or refinishing services: for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance and replacement of parts
- Clerical or other non-supervisory office work (temporary or permanent personnel): secretarial, typing, data entry, filing, transcription, specialized billing, sorting/completion of forms, and word, data and informational processing
- Passenger transportation and automobile parking services
- Printing and reproduction services
- Landscaping, lawn, and/or agricultural services

Applicable covered airport services pursuant to a County service contract (any contract value) include:

- Food and beverage concessionaire services and certain retail concessionaire services at Airport Terminals Complex and the Car Rental Center.
- Airline service providers for air carriers: ground handling or ramp services; ground equipment provisioning and maintenance; maintenance; in-to-plane fuel service; passenger service; porter service (including skycaps and employees performing curbside check-in); janitorial service; security service; baggage delivery service; aircraft cleaning; or operation of a private club.

### ENFORCEMENT

If a service contractor is not complying with the living wage requirements, a covered employee or subcontractor of a service contractor may seek to recover back wages against the responsible service contractor by filing a written complaint with the County or filing suit against the covered employer.

A covered employee or subcontractor may file written complaints of underpayment or retaliation/discrimination (in connection with the filing of living wage complaint), with the Broward County Professional Standards/Human Rights Section, 115 S. Andrews Avenue, Room 427, Fort Lauderdale, FL 33301, or call (954) 357-6500.

### SANCTIONS

Damages payable to Broward County in the sum of up to \$500 per day, but not to exceed \$1,000 per week for each covered employee, may be assessed against the service contractor for failure to pay the required wage rates above in addition to payment of the underpaid wages to the employee.

**For other information**, contact the applicable Contract Administrator or the Broward County Purchasing Division, 115 S. Andrews Ave., Room 212, Fort Lauderdale, Florida 33301, (954) 357-6066.

*The Living Wage Ordinance requires service contractors awarded living wage contracts to display this poster at the job site in a prominent location where it can easily be seen by employees.*

Effective January 1, 2024

Broward County Living Wage Ordinance, Sec. 26-102(f)

## 4. RFP SUBMISSION PROCESS & INSTRUCTIONS

### 4.1 PROPOSAL CONTENT

The Proposal Narrative must demonstrate the proposer's capability to perform services in accordance with the requirements outlined in this solicitation. The narrative should provide a clear and comprehensive description of the proposer's qualifications, relevant experience, approach to project management, and ability to complete the project within the specified period of performance. Proposals must be succinct, self-explanatory, and well-organized to allow reviewers to accurately assess the proposer's capacity to deliver the project in compliance with the approved plans, specifications, and applicable standards. Proposals must not exceed 10 pages in length, excluding required attachments. Proposals exceeding this page limit may not be reviewed in their entirety.

### 4.2 PROPOSAL SPECIFIC REQUIREMENTS

Each proposal must include the following sections:

1. **Table of Contents** – With section headings and page numbers.
2. **Organization Profile & Qualifications** – Include company name, address, contact details, primary contact person, certifications, and key personnel.
3. **Overview of Relevant Experience**
4. **Project Approach** – Description of how the proposer will meet each component of the Scope of Work, including ability to meet time constraints.
5. **Financial Stability & Insurance/Bonding** – Proposers must submit acceptable evidence of financial stability, such as audited financial statements, recent tax returns, or a letter from a certified public accountant. Proof of insurance (Exhibit C) and bonding capacity must also be provided.
6. **Cost** – Submit a detailed, line-item cost proposal organized by phase, including total project cost, assumptions, exclusions, contingencies, and whether pricing is fixed or adjustable. The cost proposal must be submitted as a separate attachment labeled "Cost Proposal – [Proposer Name]."
7. **References** – Provide three (3) client references from the past five (5) years using the provided Reference Form (Attachment 3). Each reference must include contact name, title, phone number, and email address.

### 4.3 PROPOSAL FORMAT

1. Proposals must be submitted in PDF format.
2. Proposals will be uploaded to a dedicated website via a link provided at the time of LOI submission.
3. Proposers should ensure that all documents, including attachments, exhibits, and supporting materials, are submitted in PDF format.

### 4.4. PROPOSAL SUBMISSION

#### 1. **Letter of Intent to Submit**

Proposers are required to submit a Letter of Intent (LOI) - Attachment 6 - indicating their intent to respond to this RFP. The LOI must be submitted via email as outlined in the Calendar of Events, and it is required to access the project document and materials.

2. **Proposal Submission Due Date** Complete proposals must be submitted in PDF format via the link provided no later than the date stated on the LOI. Proposals received after the deadline may not be considered. It is the sole responsibility of the respondent to ensure their proposal is received on or before the deadline in the required format stated herein.

#### 3. **Submission of Signed Disclosures (Attachments 1-6)**

Proposers must sign and submit all required disclosure forms, including:

**Attachment - 1:** Vendor Conflict of Interest Disclosure Form

**Attachment - 2:** Non-Collusive Affidavit

**Attachment - 3:** E-Verification Certification

**Attachment - 4:** Non-Discrimination, Equal Opportunity Assurances, Certifications, Other Provisions

**Attachment - 5:** Certification of Debarment, Suspension, and Other Responsibility Matters

**Attachment - 6:** Proposer's Letter of Intent (LOI) by the date stated in the calendar of events

The signed disclosures must be included in the submission along with the full proposal. Failure to sign and submit all required attachments may result in disqualification



## 5. EVALUATION CRITERIA

### 5.1 EVALUATION CRITERIA

Only proposals that successfully pass the Mandatory Compliance Screening will advance to the scored evaluation. All proposals will be reviewed for responsiveness, including completion of all required forms, adherence to submission instructions, and receipt by the required deadline. Incomplete proposals, non-responsive, or fail to meet minimum requirements may be rejected and will not be evaluated.

The Evaluation Committee will score all responsive proposals based on the weighted criteria outlined below to determine the proposal most advantageous to ULBC.

Evaluation Category	Proposal Evaluation Criteria	Weight
Profile & Qualifications	Proposer's ability, capacity, financial stability, staffing, technical skill, licensing, and organizational strength to successfully perform the work.	15%
Past Performance	Relevant Experience, completion of similar projects; reference quality; history of meeting deadlines, budgets, and client expectations.	20%
Technical Approach	Quality of the project approach, installation plan, sequencing, risk mitigation, performance period, and understanding of project requirements.	30%
Cost Proposal	Reasonableness, competitiveness, completeness, and transparency of proposed pricing.	25%
Supplier Diversity (MWVDBE)	Minority-Owned, Women-Owned, Veteran-Owned, Service-Disabled Veteran-Owned, or Disadvantaged Business Enterprise Status.	10%
	<b>Total</b>	100%

Proposals received after the deadline will not be opened or considered. Incomplete or non-responsive proposals may be disqualified at ULBC's discretion. All proposals and supporting documentation shall remain the property of ULBC and will be maintained according to ULBC's record retention policy. Proposal contents shall be kept confidential to the extent permitted by applicable laws and procurement policies.

ULBC reserves the right to shortlist proposers based on initial evaluations prior to final selection, in alignment with ULBC Procurement Policies.

Proposals will be evaluated based on written submissions. At the discretion of the evaluation committee, follow-up questions or requests for clarification may be issued. Formal interviews or presentations will not be conducted for this solicitation unless explicitly stated in the RFP.

### 5.2 PROPOSER TECHNICAL QUALIFICATIONS

The proposer must demonstrate to the satisfaction of ULBC that it possesses the facilities, capacity, expertise, and financial stability necessary to perform the requested services effectively and reliably.

ULBC reserves the right to reject any proposal if, in its sole judgment, the proposer does not meet the required qualifications or if an investigation reveals concerns regarding the proposer's ability to fulfill the terms of the contract.

## **5 NOTICE TO PROPOSERS**

### **6.1 COMPLIANCE WITH LAWS/RULES/REGULATIONS**

The Successful Proposer shall for itself, and it shall cause each of its employees, agents, representatives, contractors, and subcontractors to continuously comply with any and all federal, state, and local laws, rules, regulations, codes, ordinances, statutes, and orders of any public authority bearing on the performance of the awarded Contract by Proposer. The Successful Proposer shall ensure throughout the duration of the Contract that it, and all of its contractors and subcontractors of any tier, shall be properly licensed and certified, as applicable, continuously throughout the duration of all work performed and services provided in accordance with the resulting Contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, the Proposer shall furnish to the ULBC copies of any licenses, permits or certifications required to comply with any law, rule, regulation, code, ordinance, statute, and order referenced herein.

### **6.2 ACCEPTANCE/REJECTION OF PROPOSALS AND WAIVER OF IRREGULARITIES**

The ULBC reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any defects, irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming or non-responsive parts of a Proposal, or to accept any Proposal which, in the ULBC's sole judgment will best serve its interests. The ULBC may supplement, amend, modify and/or expand the solicitation requirements, accept Proposals from one or more Proposers, in whole or in part, and award only a portion of this solicitation. The ULBC reserves the right to cancel this RFP solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the ULBC. In consideration of the ULBC's evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim for damages, of any kind whatsoever, in the event the ULBC exercises its rights.

### **6.3 DISQUALIFICATION**

The Proposal and the Proposer shall be disqualified if:

1. The Proposer or affiliate has been placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes.
2. The Proposer or affiliate has been placed on the federal suspension and debarment list.
3. The Proposer or affiliate has not complied with an official order of any agency of the State of Florida or the United States to repay disallowed costs incurred during its conduct or projects or services.
4. The Proposer or affiliate has failed to perform any contractual obligation with the ULBC in a manner satisfactory to the ULBC; or has failed to correct unsatisfactory performance to the satisfaction of the ULBC.
5. The Proposer or affiliate had a contract terminated by the ULBC, by any other ULBC, State agency or Federal agency.
6. The Proposer or affiliate or any of its staff make contact in violation of the provisions of the Cone of Silence as set forth in Section 2.2 above.
7. The Proposer or affiliate or any of its staff have participated in the development of the RFP documents for this Solicitation.

#### **6.4 NO DISCRIMINATION**

The ULBC will adhere to Title VII of the Civil Rights Act of 1964.

#### **6.5 NOTICE OF CONTRACT AWARD**

ULBC anticipates awarding a contract(s) to the responsible and responsive proposer(s) whose proposal is determined, in writing, to be the most advantageous to the organization, taking into account price and all evaluation criteria specified in the RFP.

The selected proposer will be notified via email. If the notice of award is delayed, ULBC will issue written notice of the delay and include a revised date for the anticipated award announcement. This notification may be communicated by email or posted to the designated platform, as appropriate.

ULBC is not obligated to disclose proposer scores, rankings, or deliberations unless explicitly stated in the RFP. All proposal documents and evaluation materials will be retained in accordance with ULBC's file retention policy and may be subject to federal or state audit.

#### **6.6 GRIEVANCE AND DISPUTES**

The protest procedures set forth in Chapter 120, Florida Statutes, do NOT apply to the ULBC or to this RFP. By submitting a Proposal herein, the Proposer shall comply with the ULBC Grievance Policy and Procedures, which can be requested via email at [procurement@ulbcfl.org](mailto:procurement@ulbcfl.org).

#### **6.7 WITHDRAWAL OF PROPOSAL**

The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to [procurement@ulbcfl.org](mailto:procurement@ulbcfl.org).

#### **6.8 PRE-CONTRACTUAL EXPENSES & COST OF PREPARATION**

ULBC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFP, negotiating with the ULBC any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

#### **6.9 SALES TAX**

ULBC is tax-exempt and shall provide a certificate of tax-exempt status upon written request by the Contractor after contract award.

#### **6.10 INSURANCE REQUIREMENTS**

ULBC requires Contractors to obtain appropriate insurance coverage within the prescribed minimum limits set forth for the proposed goods and/or services. The required proof of insurance must comply with all federal, state, and local requirements as required for executing the proposed goods and/or services. The Urban League of Broward County reserves the right to review and procure risk insurance instead of the insurance selected by the Contractor or in addition to insurance proposed by the Contractor, at ULBC's discretion.

#### **6.11 BONDING REQUIREMENTS**

**Bid Bond:** 5% of the total bid price is required when the estimated contract amount exceeds the Federal Simplified Acquisition Threshold (\$250,000). A bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute any required contractual documents within the specified timeframe (2 CFR Part 200, Appendix II(H))

**Performance Bond:** 100% of the contract price to guarantee that the contractor completes the project per the contract.

**Payment Bond:** 100% of the contract price to ensure subcontractors, laborers, and material suppliers are paid. Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

## **6.12 FEDERAL & STATE PROCUREMENT COMPLIANCE**

This project is funded in whole or in part with federal funds. As such, all applicable provisions of **2 CFR Part 200** and its appendices shall apply to this solicitation and any resulting contract.

As applicable, proposers must adhere to federal and Florida state laws and regulations, including but not limited to:

### **Labor & Wage Standards**

Davis-Bacon Act (40 U.S.C. 3141-3148) and Florida's "Little Davis-Bacon Act" (F.S. § 218.735) require the payment of prevailing wages on federally and state-funded construction projects.

Contract Work Hours and Safety Standards Act (CWHSSA) (40 U.S.C. 3701-3708) mandates overtime pay for laborers working over 40 hours per week.

Copeland "Anti-Kickback" Act (40 U.S.C. 3145) prohibits contractors from forcing employees to return any portion of their wages.

### **Equal Employment & Non-Discrimination**

Equal Employment Opportunity (Executive Order 11246) prohibits discrimination in hiring and requires affirmative action plans.

Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) ensures accessibility compliance in construction projects.

Minority/Women-Owned Business Enterprise (MWBE) & Section 3 Compliance (HUD Section 3 Program, F.S. §

287.09451) promotes the inclusion of disadvantaged businesses and local hiring efforts.

### **Federal and State Contracting & Procurement Standards**

2 CFR 200.318-327 (Uniform Guidance) establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts.

Florida Preference Law (F.S. § 287.084) grants preference to Florida-based businesses when competing against out-of-state firms.

Buy America Act (41 U.S.C. 8301-8305) and Build America, Buy America Act (BABA) (Public Law 117-58) require federally funded infrastructure projects to use domestically manufactured iron, steel, construction materials, and other U.S.-made products unless a waiver is granted.

### **Environmental & Safety Compliance**

National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et seq.) requires environmental impact assessments for federal projects.

Clean Air Act (42 U.S.C. 7401 et seq.) & Clean Water Act (33 U.S.C. 1251 et seq.) mandate pollution control measures in construction.

Occupational Safety and Health Act (OSHA) (29 U.S.C. 651 et seq.) establishes safety requirements for construction sites.

Florida's Environmental Protection Act (F.S. § 403) regulates air and water quality compliance for state-funded projects.

### **Debarment & Transparency Requirements**

Debarment and Suspension (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Florida Debarment Law (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

### **Employment & Foreign Contract Restrictions**

Employment Eligibility Verification (E-Verify) (F.S. § 448.095) requires employers to verify the legal status of all new employees.

Scrutinized Companies List (F.S. § 287.135) prohibits contracts with companies engaged in business operations with Sudan, Iran, or those boycotting Israel, aligning state investments with U.S. foreign policy.

**ATTACHMENT - 1**  
**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

To ensure compliance with 2 CFR 200.318 and the Urban League of Broward County (ULBC) Conflict of Interest Policy, all bidders must complete this form to disclose any actual, potential, or perceived conflicts of interest before participating in the procurement process. A conflict of interest arises when an individual or entity involved in the procurement process has another interest that could materially interfere with their duty to act impartially. This includes ownership, personal, financial, or professional relationships that could create undue influence over the selection process. Failure to disclose a conflict of interest may result in disqualification from this procurement, contract termination, or other actions as permitted by law and ULBC policy.

Please check the appropriate box:

☐ **No Conflict of Interest** – I certify that no owner, officer, director, or employee of my company has a financial or personal interest in the procurement process or any relationship with ULBC staff, board members, or procurement officials that would create a conflict of interest as defined under 2 CFR 200.318.

☐ **Potential Conflict of Interest** – I disclose the following relationships that may be considered a conflict (attach additional pages if necessary):

**Name of Individual:** \_\_\_\_\_

**Nature of Interest (Direct\*\*/Indirect\*\*\*):** \_\_\_\_\_

**Relationship to ULBC or Procurement Process:** \_\_\_\_\_

\* Immediate Family/Relative includes spouse/partner, children, parents, siblings, and in-laws Section 112.3143, F.S.

\*\* Direct ownership means an individual owns any amount of a company or has decision-making control over procurement-related matters. Individuals with direct ownership must recuse themselves from procurement decisions in compliance with 2 CFR 200.318(c)(1).

\*\*\* Indirect ownership includes shares held through immediate family/relatives\*, trusts, business partnerships, or any entity in which the individual has an interest but no controlling power. Even without control, individuals with an indirect interest must disclose the relationship to ensure transparency.

By signing below, I certify that:

1. I have reviewed my affiliations and financial interests, and to the best of my knowledge, I have disclosed all actual, potential, or perceived conflicts of interest.
2. I understand that I am required to update this disclosure annually and immediately report any new conflicts that arise.
3. I acknowledge that failure to disclose a conflict of interest may result in contract termination, disqualification from this procurement, and other legal consequences as permitted under 2 CFR 200.318.

\_\_\_\_\_  
PRESIDENT/CEO/AUTHORIZED SIGNATURE

\_\_\_\_\_  
BUSINESS/COMPANY NAME

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
DATE

**ATTACHMENT – 2**  
**NON-COLLUSIVE AFFIDAVIT**

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Proposer), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other proposers, or with any official of the Urban League of Broward County, or any employee thereof, or any person, business or corporation under contract with Urban League of Broward County whereby the proposer, in order to induce the acceptance of the foregoing RFP by the Urban League of Broward County, has paid, or is to pay to any other proposer, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other proposer/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP.

1. This is to certify that the proposer, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the proposer, nor any officer, director, partner, member or associate of the proposer, nor any of its employees directly involved in obtaining contracts with Urban League of Broward County, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the proposer, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the proposer will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the proposer is authorized by the manufacturer(s) to sell all proposed products.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

\_\_\_\_\_  
PRESIDENT/CEO/AUTHORIZED SIGNATURE

\_\_\_\_\_  
BUSINESS/COMPANY NAME

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
DATE

**ATTACHMENT – 3**

E VERIFICATION CERTIFICATION

**NAME OF VENDOR/CONTRACTOR:** \_\_\_\_\_ (referred to herein as "Contractor")

The undersigned does hereby certify that the above named contractor:

Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Urban League of Broward County; or

2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but does not have any employees and does not intend to hire any new employees during the period that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

**Pursuant to Section 448.095 F.S., if Proposer is selected to enter into a contract with the Urban League of Broward County (ULBC), Proposer and any subcontractors used to carry out the duties and responsibilities outlined in a contract between ULBC and Proposer will register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees. If applicable, selected Proposer(s) must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.**

\_\_\_\_\_  
PRESIDENT/CEO/AUTHORIZED SIGNATURE

\_\_\_\_\_  
BUSINESS/COMPANY NAME

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
DATE



## ATTACHMENT – 4

### NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

The prospective Vendor certifies that it and its principals (subcontractors and suppliers):

As a condition of funding from Urban League of Broward County under Title II, Proposer assures that it will comply fully with the following:

1. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
2. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq., which prohibits discrimination based on sex in educational programs.
4. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination based on age.
5. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation, or beliefs.
6. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
7. Equal Employment Opportunity (EEO): The Proposer agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Proposer and its subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
8. Proposer also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. Proposer understands that the United States has the right to seek judicial enforcement of this assurance.

\_\_\_\_\_  
PRESIDENT/CEO/AUTHORIZED SIGNATURE

\_\_\_\_\_  
BUSINESS/COMPANY NAME

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
DATE



**ATTACHMENT - 5**  
**CERTIFICATION OF DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**  
**TO BE COMPLETED BY PROSPECTIVE VENDOR**

A. The prospective Vendor certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency.
2. Have not within a three (3) year period preceding this bid proposal been convicted of or had a civil judgment entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, City or Town or other local agency) transaction or contract; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
4. Have not within a three (3) year period preceding this bid proposal had one or more public contracts (Federal, State, City or Town or other agency) terminated for cause or default.

B. Where the prospective Vendor is unable to certify any of the statements in this certification, an authorized signatory to this proposal shall complete, sign, and attach a detailed explanation.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

\_\_\_\_\_  
PRESIDENT/CEO/AUTHORIZED SIGNATURE

\_\_\_\_\_  
BUSINESS/COMPANY NAME

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
DATE

## ATTACHMENT – 6

### LETTER OF INTENT

#### SECTION 1: RESPONDENT INFORMATION

Organization Name:	Address:
City, State, Zip Code:	Point of Contact Name:
Title:	Phone Number:
Email Address:	EIN:

#### SECTION 2: LETTER OF INTENT

On behalf of \_\_\_\_\_ [Organization Name], we hereby submit this Letter of Intent (LOI) to notify the Urban League of Broward County of our intent to respond to **RFP #01092026-1 for the Flooring Replacement**. We acknowledge our understanding of the scope of work outlined in the RFP and our commitment to adhering to all applicable federal, state, and local regulations. By signing below, we confirm our intent to submit a proposal and agree to comply with the terms and conditions outlined in the RFP.

#### SECTION 3: SUBMISSION REQUIREMENTS

- **Deadline:** All completed LOI must be submitted via email to [Procurement@ulbcfl.org](mailto:Procurement@ulbcfl.org) no later than the date stated in the Calendar of Events. Late submissions may not be considered.
- **Confirmation:** Respondents must request a receipt to confirm their LOI was received.

#### SECTION 4: ACCESS TO SECURED PROCUREMENT PLATFORM

Access to the SharePoint procurement platform, which hosts all solicitation materials and serves as the required site for uploading proposals, will be granted only to respondents who submit a completed Letter of Intent (LOI). Once the LOI is confirmed, eligible respondents will receive a secure SharePoint invitation.

##### Important:

- **Multi-Factor Authentication (MFA)** is required and time-sensitive. Respondents must check their email and complete setup promptly to avoid access delays. Late LOI submissions may result in disqualification.

##### Access Request:

Please complete the contact information below for the authorized guest requiring SharePoint access. This individual must be authorized to upload the proposal on behalf of your organization.

Authorized Guest Name:	Title:
Email Address:	Phone Number:

#### SECTION 5: CERTIFICATION & AUTHORIZED SIGNATURE

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that \_\_\_\_\_ [Organization Name] intends to submit a proposal in response to **RFP #01092026-1** – ULBC by the terms and conditions outlined in the RFP.

Authorized Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_