



Urban League of  
Broward County

## **REQUEST FOR PROPOSAL**

**Urban League of Broward County**

RFP# PC05012026-1  
(*PROCUREMENT OF PROFESSIONAL SERVICES*)

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### **SERVICES FOR**

Event Decor

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***Issue Date:*** May 1<sup>st</sup> 2026

***Due Date:*** June 30<sup>th</sup> 2026

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The purpose of this RFP is to contract with one (1) Event Décor/Design (Contractor) to provide Event Décor Services outlined herein for the Urban League of Broward County (ULBC), 560 NW 27th Avenue Fort Lauderdale, FL 33311. The period of the engagement is for one (1) consecutive year(s) beginning at the time of the contract.

**CALENDAR OF EVENTS**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If the ULBC finds it necessary to change any of these dates/times, it will be accomplished by addendum.

**Optional Renewals:** This is at the discretion of ULBC. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are approved by the Urban League of Broward County and both parties execute a written contract.

Proposals/bids will be received until June 30<sup>th</sup>, 2026, at 4:00 p.m. for furnishing the services described herein.

	<b>Estimated Calendar of Events</b>	<b>Date</b>
1	Issue Date	May 1, 2026
2	Pre-Proposal Conference/Discovery Call	<del>May 7, 2026</del> N/A
3	Final Technical Questions (Email Questions Only: <a href="mailto:procurement@ulbcfl.org">procurement@ulbcfl.org</a> )	<del>June 1, 2026,</del> June 24, 2026
4	ULBC Response; Technical Questions	June 26, 2026
5	Proposal Submission Due Date	June 30, 2026 <del>June 12, 2026</del>
6	Evaluation of Proposal	TBD Internally
7	Evaluation Committee Selection	TBD Internally
8	Notice Released	July 15, 2026 <del>June 30, 2026</del>
9	Release of Contract Signing	N/A
10	Contract Signature Deadline	N/A
11	Estimated Contract Start Date	July 17, 2026

**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.

**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. Violation of this prohibition may result in the disqualification of the proposer, even if the contract has already been awarded.

**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.

## **1.0 INTRODUCTION AND PURPOSE**

The Urban League of Broward County (ULBC) is soliciting proposals from interested firms and individuals to provide Event Décor services. ULBC will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service.

## **2.0 BACKGROUND**

ULBC is a non-profit organization that provides community-based social and human services to persons throughout Broward County. ULBC operates over 17 programs and initiatives in the strategically designed areas of: economic services, education, health, housing, jobs, and justice.

## **3.0 QUALIFICATIONS**

The Proposer must show to the complete satisfaction of Urban League of Broward County that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a history and references to satisfy Urban League of Broward County regarding the Proposer's qualifications. Urban League of Broward County may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to Urban League of Broward County all information for this purpose that may be requested. Urban League of Broward County reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy Urban League of Broward County that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

### **Evaluation of the Proposer's qualifications shall include:**

- A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- B. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- D. The quality of performance of previous contracts or services.

\*Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter and manage any components targeted by the RFP.

Give an overview of your organization's qualifications relevant to the purpose. List and include qualifications of the primary individuals proposed to manage the work, carry out the required activities and prepare the required deliverables. Include information about past projects, years in operation, education, certifications, areas of expertise and any other information you would like to be considered. Give the same information to any other employees you intend to assist you with this project.

## **4.0 SCOPE OF WORK**

### **4.1 General Statement:**

Urban League of Broward County requests proposals for Event Décor Services and for all activities and any other allocations provided to Urban League of Broward County.

### **4.2 Work Summary**

Work Summary: The complete scope of services is detailed in the attached Statement of Work (see Exhibit A). In summary, ULBC requires the services of one firm to provide Event Décor Services for the 2026 Red Gala on Saturday, September 26, 2026.

Exhibit A outlines the services being requested (Statement of Work)

Exhibit B is a list of insurance requirements

Exhibit C is an event concept overview

## **5.0 FEE PROPOSAL**

Give the proposed compensation amount for the deliverables listed above. The amount should include any costs associated with administering this service. Preferences will be given to **firm** fixed pricing.

## **6.0 TIMELINE**

It is expected that Event Décor Service will begin on TBA

- RFP Issued Date: May 1, 2026
- RFP Due Date: June 30, 2026
- Notice Released Date: July 15, 2026

Urban League of Broward County reserves the right to make adjustments as needed to the above schedule.

## **7.0 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. The proposer must submit the Procurement Site Access Authorization Form to access the site.

## **8.0 NOTICE TO PROPOSERS**

### **8.1 Pre-Contractual Expenses:**

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.

**8.3 Proposer Representations:** By submitting a proposal, each proposer represents that it:

- **8.3.1** Has thoroughly examined and become familiar with the work described in the Statement of Work (Exhibit A).
- **8.3.2** Understands the requirements of the Statement of Work, the nature and location of the work, and all other matters that can affect the work.
- **8.3.3** Will honor its proposal for 120 days and acknowledges that the proposal cannot be withdrawn within that time and without prior written consent from ULBC.
- **8.3.4** Will comply with all requirements set forth in this RFP and, if awarded, the ensuing contract.
- **8.3.5** Will, if selected to perform the work, comply with all terms and conditions set forth in the contract associated with this procurement.
- **8.3.6** Will comply with:
  - The Equal Employment Opportunity Act relating to non-discrimination.
  - Statutory requirements relating to employment of undocumented aliens.
  - Statutory requirements related to prevailing wage & requirements.

**8.4 Addenda:** ULBC reserves the right to revise or amend the RFP documents prior to the stated proposal submittal deadline. Any such revisions will be made by written addenda to this RFP.

**8.5 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).

**8.6 ULBC Rights:** ULBC may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer and require additional evidence of qualifications to perform the work described in this RFP. This RFP does not commit ULBC to issue a contract to implement this procurement. Furthermore, ULBC reserves the right to:

- **8.6.1** Accept or reject any, and all proposals, or any item or part thereof, at its discretion.
- **8.6.2** Cancel or withdraw the entire RFP, or any part thereof, at any time without prior notice.
- **8.6.3** Waive any minor errors or irregularities in any proposal, to the extent permitted by law.
- **8.6.4** Obtain information from any source that has the potential to improve the understanding and evaluation of the RFP.

- **8.6.5** Postpone RFP openings for its own convenience.
- **8.6.6** Remedy or overlook technical errors in the RFP process.
- **8.6.7** Seek the assistance of outside technical experts.
- **8.6.8** Approve or disapprove the use of particular subcontractors.
- **8.6.9** Negotiate with any, all or none of the respondents to the RFP.
- **8.6.10** Accept other than the lowest monetary offer.
- **8.6.11** Award a contract based upon initial offers.

### **8.7 Compliance with Laws**

The selected Contractor(s) shall comply with all laws, rules, codes, ordinances, licensing, bonding and permits requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the Contractor(s) shall comply with the Immigration and Nationality Act, the Americans with Disabilities Act, the Clean Air Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of such laws shall be grounds for Contract termination. If the proposer outsources any work or job to a sub-proposer, it will be the prime proposer's responsibility to ensure that all sub-proposers meet the requirements set forth in this RFP and the resultant contract.

### **8.8 Convicted Contractors**

A person or affiliate placed on the convicted contractor list pursuant to Section 287.133 of the Florida Statutes following a conviction for a public entity crime is prohibited from submitting a proposal on a contract to provide any goods or services to a public entity for a period of 36 months from the date of being placed on the convicted contractor list.

### **8.9 Discriminatory Contractors**

An entity or affiliate placed on the discriminatory contractor list pursuant to section 287.134 of the Florida Statutes may not submit a proposal on a contract to provide any goods or services to a public entity for a period of 36 months from the date of being placed on the discriminatory contractor list.

### **8.10 Litigation**

The ULBC reserves the right to reject bids from bidders that are currently in litigation or that have previously been in litigation with the ULBC.

### **8.11 Prohibited Communications/ Cone of Silence**

**No proposer, or anyone representing a proposer, is to discuss this RFP with any official or employee of ULBC, event venue, subcontractors other than the agency contact named in this RFP.** Neither proposers, nor anyone representing a proposer, are to discuss this RFP with any Proposer engaged by ULBC for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the Proposer even if the contract has already been awarded.

### **8.12 Use of Subcontractors**

- **8.12.1** The proposer awarded a contract by ULBC must be the prime contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting, and a listing of subcontractors. Acceptance or rejection of a proposer's request to use subcontractors is at the sole discretion of ULBC. ULBC reserves the right to reject any proposal to function as the prime Contractor on the awarded contract. When approved, the subcontractor(s) shall agree to and be bound by all terms, conditions and specifications of the awarded contract and the proposer shall be responsible for proper performance of the contract by its subcontractor(s).

- **8.12.2** With prior approval of ULBC, the prime contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of resultant agreement. The prime contractor shall at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them. Nothing in this contract shall constitute any contractual relationship between any others and ULBC or any obligation on the part of ULBC to pay, or to be responsible for the payment of, any sums to the subcontractors.
- **8.12.3** The provisions of the resultant agreement shall apply to all subcontractors in the same manner as to the prime contractor. ULBC will not pay, even indirectly, the fees and expenses of a subcontractor that does not conform to the limitations and documentation requirements of the resultant agreement.
- **8.12.4** Upon written request from ULBC, the contractor shall supply ULBC with subcontractor Agreements.

### **8.13 Confidentiality and Safeguarding Information**

ULBC and all selected Contractor(s) may have access to confidential information during the course of performing the services described in this RFP. The Contractor(s) must implement procedures to ensure protection and confidentiality of all data, files and records involved with this contract. The Contractor(s) and all team members must sign and return to ULBC a confidentiality statement, which will be provided by ULBC upon awarding the services described in this RFP.

### **8.14 Records and Retention**

In all cases, the Contractor(s) shall maintain accurate and current records related to the operations of ULBC as agreed upon in the terms of this engagement. The Contractor(s) shall maintain all documentation, for a minimum of five (5) years, in accordance with federal and state guidelines. ULBC reserves the right to request at any time, that supporting documentation be submitted (in electronic or hard copy format) or made available for examination by authorized representatives. All records, documentation, and work product of the Contractor(s) shall be the property of ULBC upon termination of the contract.

### **8.15 Audit**

ULBC reserves the right to audit and examine for compliance any provisions associated with the contract to determine that the Contractor has met all obligations under the terms of the contract. Such records and accounts shall be maintained for five (5) years after the end of the contract year to which they are related.

### **8.16 Public Records**

All materials submitted in response to this RFP become the property of ULBC and the State of Florida, and will be a public record and open for inspection by any person in accordance with the provisions of Chapter 119, F.S. The State of Florida shall have the right to use such ideas or adaptations of those ideas contained in any proposal without cost or charge. Selection or rejection of a proposal will not affect this right.

### **8.17 Execution of Contract**

The Contractor to whom the Contract is awarded shall, within ten (10) days after the prescribed documents are presented for signature, execute and deliver to ULBC the Contract, in substantially the same form as the attached Contract, Performance, satisfactory evidence of all required insurance coverage, and proof satisfactory to ULBC of the authority of the person(s) executing the Contract and the Performance on behalf of the Contractor. The above documents must be furnished executed and must be delivered by certified mail before the Contract will be executed by ULBC. The Contract shall not be binding upon ULBC until it has been executed by ULBC and a copy of such fully executed Contract is delivered to the Contractor.

### **8.18 Cost of Preparation of Contractor Reply**

ULBC is not liable for any costs incurred by a contractor in responding to this RFP.

### **8.19 Sales Tax**

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

## **8.20 Diversity**

ULBC is committed to ensuring the participation of minority vendors in its procurement of goods and services and maintains a voluntary program to support business relationships with women and minority owned businesses and to encourage women and minority owned businesses bidding and contracting with ULBC. Contractor is encouraged to include the participation of minority firms in their bids which relate to the subject matter covered under this Agreement.

It is the right of ULBC to terminate and cancel any contract or contractual agreement entered into, including elimination of the individual(s) and/or business enterprise(s) from consideration and participation in future ULBC contracts, on the basis of having submitted deliberate and willful, false or misleading information as to his, her, or its status as an Minority, Woman-Owned business enterprise and/or other classified group.

Contractor agrees to provide a sworn statement of compliance with the provisions of this special condition to the contract award under consideration certifying that the Contractor during the course of time involved in the performance of the contract sought by Contractor shall not discriminate against any business, employee or applicant for employment because of age, ethnicity, race, creed, color, religion, sex, sexual orientation, national origin, handicap, or marital status.

## **9.0 INSURANCE REQUIREMENTS**

ULBC requires Contractors doing business with them to obtain appropriate insurance coverage within the prescribed minimum limits set forth in the attached. Insurance Requirements (Exhibit B). The required proof of insurance must comply with all requirements of the standards as shown in Exhibit B and must be provided with the proposal.

## **10.0 EVALUATION AND SELECTION PROCESS**

Proposals will be reviewed for responsiveness and adherence to proposal deadline. Any proposal that is incomplete will be considered non-responsive.

Responsive proposals will be evaluated by the Selection Committee based on the following criteria:

- **Qualifications of Proposer (Experience)**  
Experience in performing work similar in nature and/or related to the work described in the Statement of Work; experience working with public agencies, strength, and stability of the firm; appropriateness of personnel to their assigned work tasks; logic of project organization; adequacy of labor commitment.
- **Approach and Understanding (Creativity and Design Approach)**  
Depth of proposer's understanding of ULBC requirements; overall quality and logic of work plan; safety program and history; appropriateness of labor distribution among the tasks; ability to meet project deadlines; utility of suggested technical or procedural innovations.
- **Quality of Materials and Equipment**  
Evaluation will consider the quality, appropriateness, condition, and suitability of proposed materials, equipment, décor items, rentals, furnishings, florals, lighting, signage, staging elements, and other proposed event décor components, as applicable.
- **Cost**  
Reasonableness of the total price based on anticipated requirements; adequacy of data support of figures proposed; basis on which prices are proposed; additional fees for special events.

## **11.0 RFP SUBMISSION PROCESS & INSTRUCTIONS**

Proposal deadline: Proposals must be received no later than the date stated in the Calendar of Events.

1. Proposals must be submitted in PDF format.
2. Proposals will be uploaded to a dedicated procurement site as stated in the Procurement Access Authorization Form, Attachment (6)
3. Proposers should ensure that the submission checklist is completed with the proposal package and all required documents.

### **13.0 CONFLICT OF INTEREST**

This Agreement is subject to chapter 112, F.S. Grantee shall disclose the name of any officer, director, employee, or other agent who is also an employee of the Urban League of Broward County (ULBC). The Grantee shall also disclose the name of any ULBC employee who owns, directly or indirectly, more than a 5% interest in the Grantee or its affiliates. Contractor shall certify that neither contractor nor its principles are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency. Where contractor as the recipient of federal funds, is unable to certify to any of the statements in the certification, contractor must include an explanation with their bid/proposal. Debarment, pending debarment, declared ineligibility or voluntary exclusion from participation by any Federal department or agency may result in the bid/proposal being deemed non-responsible.

### **14.0 E-VERIFY**

Effective January 1, 2021, all new contracts between the Urban League of Broward County and its providers/contractors will require that the provider/contractor swears and affirms that, in accordance with Florida Statutes Section 448.095, such provider/contractor,

- (a) uses the E-Verify system to verify the work authorization status of all newly hired employees, contractors and subcontractors, and all employees, contractors, and subcontractors working on federal contracts,
- (b) does not employ, contract with, or subcontract with an unauthorized alien,
- (c) has obtained affidavits from its applicable subcontractors swearing and affirming that such subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and (d) will maintain a copy of any such subcontractor affidavits for the duration of the applicable xxx contract.”

### **15.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS**

Sam.gov Search: An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. All Contractors/Providers shall be checked in SAM.gov to ensure they are free of exclusions are also referred to as suspensions and debarments. Proposer certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. Vendor further agrees to immediately notify Urban League of Broward County with pending purchases or seeking to purchase from the vendor if vendor is later listed on the governmentwide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under stat statutory or regulatory authority other than Executive Order 12549.

### **16.0 VIOLATION OF CONTRACT TERMS AND CONDITIONS**

Provisions regarding vendor default are included in Urban League of Broward County terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary ULBC contract, or construction contract agreed upon by the vendor and the Urban League of Broward County, which must be consistent with and protect the extent of Urban League of Broward County's terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

### **17.0 TERMINATION FOR CAUSE OF CONVENIENCE**

For Urban League of Broward County purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply: The ULBC may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the vendor. If this agreement is terminated in accordance with this paragraph, ULBC shall only be required to pay vendor for goods and services delivered to the ULBC prior to the termination and not otherwise returned in accordance with the vendor's return policy. If the ULBC has paid the vendor for goods and services not year provided as the date or termination, vendor shall immediately refund such payment(s). If an alternate provision for termination of a ULBC's purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the ULBC's purchase order, ancillary agreement or construction contract agreed to by the vendor, the ULBC's provision shall control.

## **18.0 EQUAL EMPLOYEMENT OPPORTUNITY**

Except as otherwise provided under 41 CFR Part 60, all Urban League of Broward County purchases or contract that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any ULBC purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60- 1.3 and vendor agrees that it shall comply with such provision.

## **19.0 DAVIS BACON ACT & COPELAND "ANTI-KICKBACK" ACT**

When required by Federal program legislation, vendor agrees that, for all Urban League of Broward County construction contracts/purchases in excess of \$2,000, vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, vendor shall pay wages not less than once a week. Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination. Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

## **20.0 CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

Where applicable, for all Urban League of Broward County purchases in excess of \$100,000 that involve the employment of mechanics or laborers, vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, vendor is required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of the 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

## **21.0 RIGHT TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

If the Urban League of Broward County's federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the "funding agreement," the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by ULBC's RFP Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding ULBC.

## **22.0 CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT**

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251- 1387), as amended, contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding ULBC and the Regional Office of the Environmental Protection Agency (EPA). When required, vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

**23.0 BYRD ANTI-LOBBING AMENDMENT**

Byrd Anti-Lobbying Amendment (31 USC 1352), vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Urban League of Broward County, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**24.0 PROCUREMENT OF RECOVERED MATERIALS**

For ULBC purchases utilizing Federal funds, vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a ULBC may require confirming estimates and otherwise comply. The requirements of Section 6002 include ULBC RFPs procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recover, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**25.0 PROFIT AS A SEPARATE ELEMENT OF PRICE**

For purchases using federal funds in excess of \$150,000, Urban League of Broward County may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a ULBC, vendor agrees to provide information and negotiate with the ULBC regarding profit as a separate element of the price for a particular purchase. However, vendor agrees that the total price, including profit, charged by the vendor to the ULBC shall not exceed the awarded pricing, including any applicable discount, under the vendors contract with Urban League of Broward County.

**General Compliance**

In addition to the foregoing specific requirements, vendor agrees, in accepting any purchase order from Urban League of Broward County, it shall make a good faith effort to work with ULBC to provide such information and to satisfy requirements as may apply to a particular purchase or purchases.

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## **EXHIBIT A**

### **SCOPE OF WORK**

#### **1. Project Overview**

This project outlines the scope of work for event decor and design services for 2026 Red Gala, a fundraiser taking place on September 26, 2026, at the Omni Fort Lauderdale Hotel. The objective is to create a visually appealing and immersive atmosphere that reflects the event's theme, and enhances the overall guest experience.

#### **2. Description of Goods and Services**

**Conceptual Design:** Development of a comprehensive design plan that incorporates the client's vision, theme, and venue layout. This includes mood boards, color palettes, and 3D renderings (if applicable).

**Furniture and Equipment Rentals:** Sourcing and procurement of furniture (tables, chairs, sofas, etc.) and any necessary equipment (drapes, linens, lighting fixtures, etc.) based on the design plan and guest count.

**Centerpieces and Floral Arrangements:** Design and creation of centerpieces and floral arrangements for tables and designated areas, aligned with the event theme and color scheme.

**Signage and Backdrops:** Design, fabrication, and installation of event signage, including directional signs, welcome displays, and branded backdrops.

**Décor and Props:** Selection and placement of decorative elements and props that complement the overall design concept and enhance the event atmosphere.

#### **3. Delivery Requirements**

All furniture, equipment, and décor items will be delivered to the event venue on September 26, 2026, at a designated time slot coordinated with the venue staff.

Deliveries will be clearly labeled for easy identification and placement.

#### **4. Installation/Implementation**

- A team of experienced decorators will be responsible for the setup and installation of all décor elements according to the approved design plan.
- Site preparation, including furniture arrangement, table dressing, and floral placement, will be completed before the event begins.
- The client or venue representative will have a final walkthrough to approve the installation before guests arrive.

#### **5. Training and Support**

No specific training is required for the use or maintenance of the décor elements. However, a point of contact will be available on-site throughout the event duration for any troubleshooting or adjustments.

#### **6. Quality Assurance**

All décor items and equipment will be thoroughly inspected before being delivered to the venue to ensure they are in excellent condition, clean, and functional.

The design team will conduct a final quality check on-site before the event to guarantee the installation meets the approved design plan and client expectations.

## 7. Compliance and Certifications

All décor materials and equipment will comply with fire safety regulations set by the venue and local authorities. The vendor will provide documentation upon request demonstrating compliance with relevant safety standards.

## 8. Warranty and Maintenance

The vendor will offer a limited warranty on all rented equipment (details to be specified in the contract). Routine maintenance of the décor elements is not required by the client.

## 9. Pricing and Payment Terms

The vendor will submit a detailed proposal outlining the cost for all goods and services included in this scope of work. This may include a breakdown of rental fees, labor costs, and any additional charges.

Payment terms will be established in the final contract and may involve a deposit upon signing, progress payments based on milestones, and a final payment due after successful event completion.

## 10. Proposal Submission Requirements

- Proposals will be uploaded to a dedicated procurement site as stated in the Procurement Access Authorization Form, **Attachment (6)**, in PDF format.
- Proposers should ensure that the submission checklist is completed with the proposal package and all required documents.

### **The proposal should include:**

A cover letter outlining the vendor's experience and qualifications for this project.

- A detailed breakdown of the proposed services and corresponding costs.
- A portfolio showcasing relevant event design and decor work.
- References from previous clients (optional).

## 11. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience: Demonstrated experience in event design and decor for similar events.
- Creativity and Design Approach: Alignment with the client's vision and theme, and overall originality of the design concept.
- Quality of Materials and Equipment: Commitment to using high-quality, well-maintained items.
- Pricing and Value: Competitiveness of pricing and overall value proposition compared to other proposals.

## 12. Contractual Terms and Conditions

A formal contract will be established between the client and the chosen vendor outlining the scope of work, pricing, payment terms, insurance requirements, cancellation policies, and dispute resolution procedures.

## 13. Timeline

Proposal Submission Deadline: June 30, 2026

Evaluation Period: July 1 – July 14, 2026

Contract Award Date: July 15, 2026

**Additional Information:** The client may include any additional project-specific requirements in this section. This could include preferred vendors for catering or entertainment, accessibility considerations, or waste disposal procedures.

## EXHIBIT B

### INSURANCE REQUIREMENTS

#### Requirements

Proposer is to submit proof of insurance. ULBC's insurance agent will review coverage for all respondents and advise if coverage or limits need to be amended by selected vendor. Selected proposer agrees to modify coverage as outlined by ULBC insurance agent.

1. **General Liability Insurance:**
  - **Minimum Coverage:** The consultant must carry **commercial general liability (CGL)** insurance with a minimum limit of **\$1 million per occurrence** and **\$2 million aggregate**.
  - **Additional Insured:** The organization should be named as an **additional insured** on the policy.
2. **Professional Liability (Errors & Omissions) Insurance:**
  - **Minimum Coverage:** The consultant must maintain **professional liability insurance** (commonly known as **Errors & Omissions** or **E&O** insurance) with a minimum limit of **\$1 million per claim**.
  - **Coverage Scope:** This insurance protects against claims arising from professional services, advice, or errors made during the engagement.
3. **Automobile Liability Insurance:**
  - **Minimum Coverage:** If the consultant uses vehicles for business purposes, they should carry **auto liability insurance** with a minimum limit of **\$1 million per accident**.
4. **Workers' Compensation Insurance:**
  - **Requirement:** The consultant must comply with all applicable workers' compensation laws.
  - **Coverage:** Workers' compensation provides benefits to employees in case of work-related injuries or illnesses.
5. **Umbrella or Excess Liability Insurance:**
  - **Acceptable:** Umbrella or excess liability policies are acceptable if they follow form over the underlying insurance requirements.
  - **Minimum Limits:** The umbrella/excess policy should provide coverage above the primary liability policies (CGL, auto, etc.) and meet the same minimum limits.
6. **Insurance Carrier Requirements:**
  - **Licensing:** The insurance carriers providing the required coverages must be **licensed in the state** where the consultant is headquartered.
  - **Financial Strength:** Carriers must be rated no lower than **"A-"** by the most recent **Best's Key Rating Guide**.
  - **Financial Size Category:** The carriers' **Best's Financial Size Category** should be **VIII or higher**, unless otherwise agreed upon.
7. **Proof of Insurance:**
  - The consultant must provide **proof of insurance** before commencing work.
  - The organization reserves the right to verify insurance coverage during the contract term.

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**EXHIBIT C**  
EVENT CONCEPT OVERVIEW

**The Event Concept Overview is provided in the Documents folder on the designated procurement platform. Access to the procurement platform requires completion and approval of the Procurement Platform Access Authorization process.**

Detailed technical documents supporting the Event Concept Overview are provided in the Technical Documents folder.

Any additional addenda, revisions, or supporting documentation will be issued exclusively through the official procurement process via formal addendum on the designated procurement platform. Respondents are solely responsible for monitoring the platform for updates. No information provided outside of this process shall be considered binding.

**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

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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

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MAILING ADDRESS

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CITY, STATE, ZIP

**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)

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MAILING ADDRESS

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TITLE

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CITY, STATE, ZIP

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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

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NAME (PRINT OR TYPE)

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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)

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MAILING ADDRESS

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TITLE

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

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DATE

**ATTACHMENT – 6**  
**PROCUREMENT SITE ACCESS AUTHORIZATION FORM**

**SECTION 1: 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 Procurement Site Access Authorization Form (PSAA). Once the PSAA 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 PSAA submissions may result in disqualification. Access to PSAA is required to upload and submit proposals.

**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.

**Individual submitting proposal:**

Authorized Guest Name
Title
Email Address
Phone Number

**Firm Information:**

Firm Name:	
Business Address:	
City, State, Zip:	
Phone:	Email:
Website (if applicable):	License Number(s)

**SECTION 2: CERTIFICATION & AUTHORIZED SIGNATURE**

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that [\_\_\_\_\_]  
intends to submit a proposal in response to RFP # \_\_\_\_\_ issued by the Urban League of Broward County, in  
accordance with the terms and conditions outlined in the RFP.

Authorized Representative Name	
Title	
Signature	Date

## ATTACHMENT – 7

### COST DETAIL SHEET AND PRICE PROPOSAL FORM

**The Cost Detail Sheet and Price Proposal Form is available in the Documents folder on the designated procurement platform. Access to the platform requires completion and approval of the Procurement Platform Access Authorization process.**

Respondents are required to download, complete, and submit the Cost Detail Sheet and Price Proposal Form as part of their proposal. The completed form must be included in the proposal package in PDF format. In addition, respondents must upload the corresponding completed Excel version to their designated proposal submission folder on the procurement platform.

All pricing must be fully itemized, accurate, and submitted in accordance with the instructions provided in the solicitation documents and any associated technical materials.

Any revisions, supporting documentation, or official procurement updates related to Attachment 7 will be issued exclusively through the designated procurement platform via formal addendum. Respondents are solely responsible for monitoring the platform for updates.

**ATTACHMENT - 8**  
**DRUG-FREE WORKPLACE FORM**

The undersigned proposer, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

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

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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

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MAILING ADDRESS

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CITY, STATE, ZIP

**ATTACHMENT – 9**

**REFERENCES**

List three (3) clients during the past ten (5) years for which you provided a comparable amount of goods or services substantially similar to those specified in the solicitation in the spaces provided below. The same client entity shall not be used more than once. Attach additional documentation if necessary.

1.	Company Name:	
	Owner's Name:	
	Description of goods provided:	
	Contract Amount:	
	Start and End Date of Contract:	
	Contact Person:	
	Address:	
	Telephone Number:	
	Email Address:	
2.	Company Name:	
	Owner's Name:	
	Description of goods provided:	
	Contract Amount:	
	Start and End Date of Contract:	
	Contact Person:	
	Address:	
	Telephone Number:	
	Email Address:	
3.	Company Name:	
	Owner's Name:	
	Description of goods provided:	
	Contract Amount:	
	Start and End Date of Contract:	
	Contact Person:	
	Address:	
	Telephone Number:	
	Email Address:	

**ATTACHMENT-10**  
**PROPOSAL SUBMISSION CHECKLIST**

This Proposal Submission Checklist is provided to assist Proposers in submitting a complete and responsive formal proposal issued under a Request for Proposals (RFP). It identifies pre-submission administrative items, compliance proposal submission documents, and compliance acknowledgments. Failure to comply with applicable requirements may result in the proposal being deemed non-responsive or disqualified.

**Part A: Pre-Submission Administrative Items**

The following items are requested for administrative planning, secure system access, and communications purposes only. These items are not evaluated, scored, or used to determine proposal responsiveness or eligibility for award. Failure to submit these items may limit access to the procurement platform or communications.

**ATTACHMENT 6: Procurement Site Access Authorization Form**

**Part B: Proposal Submission Documents (Required Compliance Submission)**

The following documents must be completed, signed where applicable, and uploaded to the secured procurement platform by the proposal due date and time.

- Proposal Cover Letter and Requirements stated in Scope of work, Exhibit A**
- 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, and Other Required Certifications
- ATTACHMENT 5:** Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- ATTACHMENT 6:** Procurement Site Access Authorization Form
- ATTACHMENT-7:** Cost Detail Sheet & Price Proposal Form (Excel) (Only if attachment is stated in RFP or Addendum)
- ATTACHMENT-8:** Drug Free Workplace Form
- ATTACHMENT-9:** References
- ATTACHMENT-10:** Proposal Submission Checklist (Signed)

**Part C: Additional Submittals (Required Compliance Submission)**

- Insurance:** Certificate of Insurance, proof of current coverage, or other documentation confirming the Proposer can meet the insurance requirements specified in the solicitation
- Licenses or Certifications:** Copy of current applicable business license, professional license, trade license, certification, or other credential necessary to perform the work. If no license or certification is required, Proposer may mark "Not Applicable."
- Subcontractors:** Disclosure of all subcontractors (if applicable).
- Certified Minority Vendor or disadvantaged business** status (if applicable): provided for reporting purposes only (not for evaluation or scoring).

**Federal Funding Acknowledgment**

I acknowledge this project may be funded in whole or in part with federal funds and compliance with 2 CFR Part 200 is required. Initial \_\_\_\_\_.

By signing below, the undersigned certifies that they are authorized to bind the firm and that all information submitted is true, complete, and accurate.

Firm/ Business Name: _____	EIN: _____
Address: _____	Email: _____
Authorized Representative Name: _____	Title: _____
Primary Contact, if different: _____	Phone: _____
Signature: _____	Date: _____