



**Request for Proposals  
Removal, Hauling, and Disposal of Animal Waste  
RFP # FSF – 05/24/2017**

**RFP Response Due Date: 05/24/2017 at 12:00 PM EST**

**Contact Person:**

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Tampa, Florida 33610

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**FLORIDA STATE FAIR AUTHORITY REQUEST FOR PROPOSAL FOR ANIMAL WASTE REMOVAL, HAULING,  
AND DISPOSAL SERVICES**

**I. GENERAL DESCRIPTION OF REQUIREMENTS AND SERVICES REQUESTED.**

The Florida State Fair Authority (“Authority”) is seeking proposals from qualified contractors to serve as the Authority’s Animal Waste hauler. The purpose of this Request for Proposals (“RFP”) is to solicit responses from qualified firms to enter into a one (1) year contract for the removal, hauling, and disposal of manure resulting from shows and animal activities (collectively “Animal Waste”) at the Authority’s Bob Thomas Equestrian Center and Agribusiness Facility. The contractor selected to perform the work (“Contractor”) must exhibit a proven ability to provide the “Services” and deliverables as specified herein within the specified time and fiscal limits.

**II. GENERAL AND TECHNICAL SPECIFICATIONS**

**A. GENERAL SPECIFICATIONS**

1. The Contractor shall designate a coordinator for the services to be provided pursuant to this RFP. At the request of the Authority, Contractor’s designated coordinator shall meet with Authority Staff to determine the progress of the service contracted for pursuant to this RFP. The coordinator shall address any failure insufficiencies in the delivery of services or any other issues arising in the implementation of the contracted entered into as a result of this RFP.
2. Contractor shall provide equipment necessary to perform and complete the services described herein in all respects. Contractor shall warrant that all services shall be performed in accordance with the RFP specifications.
3. Contractor shall comply with the Authority’s regulations, policies, and procedures including those relating to hazardous materials and other environmental health and safety issues.
4. Contractor shall not be entitled to be paid or reimbursed by the Authority for any services or any other labor, supervision, material or equipment that is in excess of the scope of Services. Any unauthorized extra services furnished by Contractor will be provided at Contractor's sole cost and expense and, to the fullest extent possible under applicable law, Contractor waives any claim for unjust enrichment of the Authority arising out of any such extra services.
5. The Authority shall have the right to monitor and audit of the quality of services provided by Contractor, including but not limited to both scheduled and unscheduled on-site inspections, surveys of the Authority and Authority's representative's satisfaction, and communications with Authority’s representatives following reports of failures or insufficiencies in the delivery of services. The foregoing shall include review of incident and other reports and communication with designated Authority's representatives regarding critical issues such as trends in types of incidents and the implications for incident prevention, potential cost savings and improvement of safety procedures.
6. The term of any contract awarded pursuant to this RFP (“Agreement”) is one year. The Authority may renew the Agreement at its sole option, for an additional two year term, subject to the approval of the Authority’s governing board (“Renewal Term”). The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term and the Renewal Term.
7. Based on the proposals received, the Authority shall have the right to award contracts to multiple Contractors when deemed in its best interest to accomplish the services detailed in this specification.

**B. TECHNICAL SPECIFICATIONS**

1. Contractor must be licensed by the appropriate Federal, State, and local authorities.

2. Contractor must haul and dispose of the Animal Waste in compliance with the appropriate Federal, State, and local authorities.
3. Contractor must demonstrate its experience and ability to haul and dispose of animal waste, including a description of the vehicle(s) to be used for the same.
4. Contractor must demonstrate its ability to respond in a timely manner to the Authority's request for Services.
5. Contractors should become familiar with any local conditions that may, in any manner, affect the services required. The Contractors are required to carefully examine the bid terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.
6. The awarded Contractor shall provide the materials, fabrication and installation, labor, supervision, equipment, transportation, tools, travel, fuel costs, removal of refuse from the Authority's property and disposal of refuse necessary to perform the services required in this bid.
7. The awarded Contractor shall take all necessary precautions to protect the Authority's property from damage. The awarded Contractor shall be held responsible for any damage to property caused by operations on the Fairgrounds.
8. It shall be the sole responsibility of the awarded Contractor to safeguard their own materials, tools and equipment. The Authority shall not assume any responsibility for vandalism and/or theft of materials, tools and equipment.

## **II. DESCRIPTION OF SERVICES**

The services include the removal, hauling, and disposal of Animal Waste resulting from shows and animal activities at the Authority's Bob Thomas Equestrian Center and Agribusiness Facility. Authority personnel will place the Animal Waste in an appropriate location within these facilities. The Contractor will be notified when its services are required and must provide these in an expeditious manner. The Authority will utilize the Contractor solely based upon its needs.

## **III. PERFORMANCE QUALIFICATIONS DURING TERM OF AGREEMENT**

The Authority reserves the right to investigate or inspect at any time whether the Services, qualifications, or facilities offered by the Contractor meet the requirements of the Agreement executed pursuant to this RFP ("Agreement"). Contractor shall at all times during the Agreement term remain responsive and responsible. If the Authority determines that the conditions of the solicitation documents are not complied with, or that the services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Authority may terminate the Agreement.

### **A. INDIVIDUAL PERFORMANCE**

The Authority has the responsibility to inform the Contractor of specific substandard performance issues by an individual in the employment of the Contractor. After this notice is given, the Authority reserves the right to refuse payment for additional services by this individual if the performance issue is not remedied to the satisfaction of the Authority.

### **B. CONTRACTOR TEAM PERFORMANCE**

The Authority will also have the responsibility, in writing, to inform the Contractor of specific substandard performance issues by the Contractor team. After this notice is given, the Contractor

will address the issues in writing within a reasonable time frame as described in III(C) below. The Authority reserves the right to withhold payment for additional services by the Contractor or terminate the Agreement if performance issues are not remedied to the satisfaction of the Authority within the specified time frame.

**C. REASONABLE TIME FRAME**

A reasonable time frame to address issues in III (B) will be thirty (30) days after the notice is given, except during the period of seven (7) days before the Fair until three (3) days after the Fair. During this timeframe, all issues must be addressed within a twenty-four (24) hour timeframe.

**IV. SPECIAL INSTRUCTIONS TO CONTRACTORS RESPONDING TO THIS RFP.**

**A. PERFORMANCE QUALIFICATIONS FOR AWARD**

Contractor must be prepared, if requested by the Authority, to present evidence of experience, ability, and financial standing, as well as a statement as to capacity of the Contractor to furnish the Services. If the Authority determines that the conditions of the solicitation documents are not complied with, or that the Services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, the Authority may reject the response. Contractor may be disqualified from receiving awards if it, or anyone in its employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Authority to make an investigation either before or after award of a contract, but should the Authority elect to do so, Contractor is not relieved from fulfilling all contract requirements.

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**B. RFP ANTICIPATED TIME TABLE**

<b>DATE</b>		<b>PROCESS</b>
<b>5/10/2017</b>		Request for Proposals published
<b>5/16/2017</b>	10:00 AM ET	Onsite visit. (Enter: Orient Road, to the Administration Office)
<b>5/18/2017</b>	3:00 PM ET	Written Questions due to Authority
<b>5/19/2017</b>	5:00 PM ET	Written Response from the Authority
<b>5/24/2017</b>	12:00 PM ET	RFP due to Authority
<b>5/25/2017</b>	3:00 PM ET	RFP Opening
<b>5/29/2017</b>	3:00 PM ET	Award Posting

**C. PROPOSAL FORMAT (the following should be included and referenced with index tabs)**

Table of Contents: Identify contents by tab and page number

**TAB 1 - Letter of Transmittal.** A brief letter of transmittal should be submitted that includes the following information:

1. The Contractor's understanding of the work to be performed.
2. A positive commitment to perform the service within the time period specified.
3. The names of key persons, representatives, project managers who will be the main contacts for the Fair Authority regarding this project.

**TAB 2 - Qualifications. (Abilities, Experience and Expertise)** The following information should be included:

1. A statement of qualifications, abilities, experience and expertise in providing the requested services.
  - A.** A description of what qualifies your company, financial and otherwise, to provide the Fair Authority with these services for the required period of time, provide appropriate staffing, provide necessary resources and show a history of demonstrated competence.
  - B.** An assessment of the Contractor's abilities to meet and satisfy the needs of the Authority, taking into consideration the requested services, additional services and/or expertise offered that exceed the requirements, or the Contractor's inability to meet some of the requirements of the specifications.

- C. References – A minimum of three references, preferably from other public entities within the State of Florida, for whom you have provided similar services. Include the name of entity, contact person’s names, phone numbers, e-mail addresses, mailing addresses, type of service provided, dates these services were provided.
2. Identification of senior and technical staff to be assigned to the Fair Authority. Staff named in the proposal may not be substituted without permission of the Fair Authority.

**TAB 3** - Program Description and Method of Approach. Clearly define the program offered and your method of approach to include, but not limited to the following elements:

1. Project Plan/Approach
2. Ability to Respond/Scheduling
3. Reporting (provide examples of forms and reports as applicable)

**TAB 4** - Pricing Sheet (Attachment A). The cost portion of the proposal should include the following elements:

1. Completed and Signed Pricing Sheet
2. A listing of any and all additional charges not specifically identified on the Pricing Sheet

**TAB 5** - Other Forms. The following forms should be completed and signed:

1. Contractor Information form
2. Copies of licenses and/or certifications, as required
3. W-9 Form. All responses should include a fully completed, most current W-9 form. (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

#### **D. SUBMISSION INSTRUCTIONS**

Contractors shall submit the response to this RFP using an electronic version, which may be either emailed to [Randall.Foster@floridastatefair.com](mailto:Randall.Foster@floridastatefair.com) or delivered to the Authority on a USB thumb drive in .pdf format, with the envelope marked with “Florida State Fairgrounds RFP Response” and delivered to the Authority. In either event, the RFP response must be received by 05/24/2017, at 12pm ET. Responses on a USB thumb drive must be delivered to the following physical address:

Florida State Fair Authority  
4800 U. S. Highway 301 N.  
Tampa, Florida 33610  
Attn: Randall Foster  
[Randall.Foster@freshfromflorida.com](mailto:Randall.Foster@freshfromflorida.com)

Respondents delivering the USB thumb drive in person or wishing to attend the bid opening must enter through the Orient Road entrance and proceed to the Administration Office.

- E. **EVALUATION PROCESS.** Proposals will be reviewed by a screening committee comprised of Authority employees. The Authority staff may or may not initiate discussions with proposers for clarification purposes. Clarification is not an opportunity to change the proposal. Proposers shall not initiate discussions with any Authority employee or official.
- F. **CRITERIA FOR EVALUATION AND AWARD.** The Authority evaluates four categories of information: responsiveness, responsibility, the technical proposal and price. All proposals must meet the following responsiveness and responsibility criteria.

1. Responsiveness. The Authority will determine whether the proposal complies with the instructions for submitting proposals including completeness of proposal which encompasses the inclusion of all required attachments and submissions. The Authority must reject any proposals that are submitted late. Failure to meet other requirements may result in rejection.
2. Responsibility. The Authority will determine whether the Contractor is one with whom it can or should do business. Factors that the Authority may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced proposals, past performance, references (including those found outside the proposal), compliance with applicable laws, record of performance and integrity- e.g. has the Contractor been delinquent or unfaithful to any contract with the Authority, whether the Contractor is qualified legally to contract with the Authority, financial stability and the perceived ability to perform completely as specified. A proposer must at all times have financial resources sufficient, in the opinion of the Authority, to ensure performance of the contract and must provide proof upon request.
3. Technical Proposal. The Authority will determine how well proposals meet its requirements in terms of the response to the specifications and how well the offer addresses the needs of the project. The Authority will rank offers using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation.
4. If less than (3) responsive proposals are received, at the Authority's sole discretion, the proposals may be evaluated using simple comparative analysis instead of any announced method of evaluation, subject to meeting administrative and responsibility requirements.

**V. SPECIAL CONDITIONS**

**A. RFP OPENING**

1. If Contractor elects to mail/ship the thumb drive containing its RFP Proposal, the Contractor must allow sufficient time to ensure the Authority's proper receipt of the proposal package by the time specified above. Regardless of the form of delivery, it is solely the responsibility of the Contractor to ensure that the RFP Proposal package arrives at the Authority's Purchasing Department no later than 12:00 P.M. on 05/24/2017.
2. RFP Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposals submission time and date specified above.
3. The Agreement shall include terms and conditions of this RFP.
4. RFP Proposals on USB thumb drives must be delivered to the Authority in sealed envelopes/packages clearly marked.

**B. INQUIRIES**

1. Note: Contractors are responsible to insure that the Authority has their point of contact as well as their name, title, company name, address, telephone, and e-mail address in order to receive any addenda.
2. Direct all inquiries to the Sole Point of Contact, Randall Foster.

**C. MANDATORY SITE VISIT**

It is solely the Contractor's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including, but not limited to possible interference from Authority activities. To aid you in becoming fully informed, the Contractors or his/her designees must attend the mandatory site visit described in the schedule below. Authority representative(s) will be available at the site visit to answer any questions

related to this RFP. Any suggested modifications may be presented, in writing to and/or discussed with the Authority's representative(s) at this meeting and may be considered by said representative(s) in formulating possible amendments to the RFP. Failure to attend the site visit shall result in the disqualification of your bid.

## **VI. STANDARD CONDITIONS**

### **A. COST OF PREPARING AND SUBMITTING STATEMENTS**

Each Contractor shall pay their own costs and expenses in connection with responding to this RFP, any discussions, and/or any contract, agreement or transaction ultimately awarded by or entered into with the Authority, unless otherwise specifically agreed by the Authority in writing. The Authority is not responsible for any expenses that any Contractor may incur in the preparation or submittal of any document(s) or the making of any presentation to the Authority or the conducting of any interview, including but not limited to, costs associated with travel or accommodations.

### **B. RESERVATIONS AND OPTIONS**

To the fullest extent permitted by law, the Authority reserves the right to reject any or all proposals or responses, and/or waive informalities, minor irregularities, inconsequential deviations, and minor variations from specifications in proposals received. The Authority may accept any item or group of items of any proposal that will produce the most satisfactory results suited to its requirements. Without limiting the foregoing, the Authority reserves the right and options to: reject any or all of the submittals; waive or modify any of the provisions of the RFP; issue subsequent RFPs; cancel the RFP process; waive any errors in responses it receives.

More than one RFP response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a party is interested in more than one response for the same work will cause the rejection of all responses in which such firm is believed to be interested.

Any or all RFP responses will be rejected if there is reason to believe that collusion exists among those responding and no participants in such collusion will be considered in any future invitations for the same work. Falsifications of any entry made in the firm's response or in any other written or oral communication with the Authority will be deemed a material irregularity and will be grounds for rejection.

RFP responses received by the Authority after the RFP opening time and date will be rejected as untimely and will not be opened. A late response notice will be sent to the firm upon the posting of any award notice. Unclaimed late responses will be destroyed after 45 days.

### **C. CONFLICT OF INTEREST DISCLOSURE**

All Contractors must disclose with their response the name of any officer, director, partner, employee or agent of the firm who is also a director, member, or employee of the Authority. By submitting a response, a Respondent shall be deemed to represent and warrant the following to the Authority:

1. No person or entity employed by the Authority or otherwise involved in preparing this RFP on behalf of the Authority: (i) has provided any information to Respondent that was not also available to all entities responding to the RFP; (ii) is affiliated with or employed by Contractor or has any financial interest in Contractor; (iii) has provided any assistance to Contractor in responding to the RFP; or (iv) will benefit financially if Contractor is selected; and Contractor has not offered or given to any Authority employee any gratuity or anything of value intended to obtain favorable treatment under the RFP or any other solicitation or other contract, and Contractor has not taken any action to induce any Authority or State officer or employee to

violate the rules of ethics governing the Authority or State and its employees. Contractor has not and shall not offer, give, or agree to give anything of value either to the Authority or State, or any of its employees, agents, job shoppers, consultants, managers, or other person or firm representing the Authority or State, or to a member of the immediate family (i.e., a spouse, child, parent, brother, or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this RFP.

1. As used herein, “anything of value” shall include but not be limited to any (a) favors, such as meals, entertainment and transportation (other than that contemplated by this RFP, if any, or any other contract with the Authority or State) which might tend to obligate an Authority or State employee to Respondent, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment, or business opportunity. Such term shall not include work or services rendered pursuant to any other valid Authority or State contract.

#### **D. MISCELLANEOUS PROVISIONS**

1. Change in Contractor’s Information: If after Contractor has submitted a response, substantive information provided in that response changes, the Contractor must notify the Authority in writing and provide updated information. The Authority reserves the right to evaluate the modified response, eliminate a Contractor from further consideration, or take other action as the Authority may deem appropriate.
2. Restricted Communications – Cone of Silence: The Authority has established a cone of silence applicable to this RFP. The cone of silence will be imposed beginning with the advertisement of this RFP and will end upon the earlier of the selection of a Contractor by the Authority or the termination of the procurement process by the Authority. The cone of silence prohibits any communications regarding this RFP or respecting any issue related to this RFP between (i) a potential Contractor, (which includes Contractors, service providers, bidders, proposers, lobbyists, consultants and advisors) and their representative(s), on the one hand, and Authority staff, on the other hand, except for communications made pursuant to this RFP, provided the communication is strictly limited to procedural matters or is otherwise expressly permitted by this RFP (such as, for example, providing a response to a direct inquiry or request for clarification from the Authority), (ii) a potential Contractor and their representative(s), on the one hand, and an Authority member / board member on the other hand, and/or (iii) a potential Contractor and their representative(s), on the one hand, and a member of the Authority’s Evaluation Committee, on the other hand. However, unless specifically provided otherwise by the Authority, the cone of silence does not apply to (a) communications with the Authority’s legal counsel, (b) oral communications at any pre-qualification conference or at any presentation or interview granted by the Authority, (c) oral communications during any Evaluation Committee meeting, and/or (d) communications with Authority staff or Evaluation Committee members by a Contractor during any negotiations between the Authority and that Contractor. Any violation of the cone of silence will render voidable the Contractor’s response and/or any awarded agreement or other written commitment.
3. Selection Non-Binding: Neither this RFP, nor the receipt or acceptance of any response submitted by any Contractor, nor the pre-qualification of a Contractor for a presentation or interview before the Evaluation Committee nor the short-listing or ranking of any Contractor by the Evaluation Committee, nor any oral or written statement related to this RFP made by the Authority or any of its representatives constitutes a binding commitment on the part of the Authority to enter into any contract, development agreement, memorandum of

understanding, or other contractual commitment with any Contractor or any other party. Each Contractor acknowledges and agrees that, unless and until a written definitive agreement between it and the Authority has been executed and delivered, the Authority will not be under any legal obligation of any kind whatsoever by virtue of this document or any other written or oral expression. The Authority reserves the right at all times to reject any and all responses when such rejection is in the best interests of the Authority, and/or to reject the response of a Contractor who the Authority determines is unable to adequately perform a contract with the Authority, all in the sole and absolute discretion of the Authority. The Authority also reserves the right to waive any minor irregularity or technicality in or with respect to any response received – but the Authority has no duty to do so.

4. Sunshine Law and Public Records Act; Waiver of Trade Secrets. The Authority is subject to the requirements of the Government in the Sunshine Law, Art. I, § 24(b), Fla. Const.; §286.011, Fla. Stat., as well as the requirements of the Florida Public Records Act, Chapter 119, Florida Statutes. Contractors are hereby notified that information submitted as part of, or in support of, any response hereto will be available for public inspection in compliance with Chapter 119, Florida Statutes. The Contractor shall not submit any information in response to this RFP which the Contractor considers to be trade secret, proprietary or confidential. The submission of any information by Contractor to the Authority in connection with this RFP shall be deemed conclusively to be a waiver by said Contractor of any trade secret or other legal protection which would otherwise be available to Contractor. Any claim to confidentiality or trade secret protection is deemed expressly waived by the Contractor upon submission of any information to the Authority.
5. Public Entity Crimes; Discrimination. A person or affiliate who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a response to this RFP or enter into any contract to provide any goods or services to a public entity, may not submit a response to this RFP or enter into any contract for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted Contractor list. A firm that has been placed on the discriminatory Contractor list may not submit a response to an RFP on a contract to provide goods or services to a public entity, may not submit a response to an RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact any business with any public entity.  
  
A firm that has been placed on the discriminatory Contractor list may not submit a response to an RFP on a contract to provide goods or services to a public entity, may not submit a response to an RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact any business with any public entity.
6. Employment of Unauthorized Aliens. The following standard provision shall apply to any contract that may ultimately be awarded as a result of this RFP: The employment of unauthorized aliens by any firm is considered a violation of section 274A(e) of the Immigration

and Nationality Act [8 U.S.C. §1324]. If the firm knowingly employs unauthorized aliens, such violation would allow the Authority to unilaterally cancel any contract.

7. **Non-Liability; Indemnity.** The firm contracted pursuant to this RFP shall hold harmless and indemnify to the fullest extent permitted by applicable law, the Authority, the State of Florida, the Authority Members, and all directors, managers, members, trustees, employees, attorneys, consultants, independent contractors, agents and representatives of each of them (all, collectively, the “Indemnified Parties”), from and against any and all claims, damages, losses, liabilities, penalties, fines, costs and expenses (including reasonable attorney’s fees and related expenses) (all, collectively, “Losses”) arising out of, resulting from or related to the performance or non-performance of any contract or work or any act or omission of the firm (including also the firm’s officers, directors, managers, members, employees, attorneys, consultants, independent contractors, agents and representatives), provided that such Losses are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (including loss of use resulting therefrom), or to a breach of any written agreement or commitment by the firm, or to the negligence, recklessness or wrongful conduct or any violation of any applicable law by the firm (or any of its officers, directors, managers, members, employees, attorneys, consultants, independent contractors, agents and representatives), all regardless of whether or not such Claim(s) are caused in part by any of the Indemnified Parties. The Authority reserves the right, at its option, to participate in the defense of any suit, without relieving the firm of its indemnity obligations. The foregoing indemnification clause shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which otherwise exist in favor of any of the Indemnified Parties under any law, statute, rule, regulation, or ordinance or under any contract or at common law. The foregoing indemnity obligations shall not be limited by the amount of any insurance required to be obtained or maintained by a firm. Nothing herein or in any contract ultimately entered into by the Authority will be construed as a waiver of any immunity the Authority may have under the doctrine of sovereign immunity. If this clause is found to conflict in any way with Florida law, the clause will be considered modified to the minimum extent necessary to remedy the conflict and make the clause enforceable
8. **Independent Contractor.** A firm, in performance of any executed definitive agreement with the Authority, shall at all times act in the capacity of an independent contractor, and neither the firm nor any of its officers, directors, managers, members, employees, attorneys, consultants, independent contractors, agents or representatives shall be considered an officer, director, manager, member, employee, or agent of the Authority.
9. **Compliance with Laws.** Contractor shall comply with applicable Federal, State, and local laws and regulations and Florida State Fair Authority Regulations and Policies with respect to its participation in the RFP process. If Contractor receives an award as a result of the RFP, Contractor shall continue to comply with the foregoing laws, regulations, and policies. If Contractor fails to comply with the requirements of the proceeding sentences, the Authority in its sole discretion, may disqualify Contractor, or if Contractor has been awarded a contract pursuant to the RFP, the Authority, in its sole discretion may determine that Contractor is in default.
10. **Right to Terminate.** In the event any of the provisions of the Agreement are violated by the successful proposer, the Authority may serve written notice upon Contractor of its intention to terminate the Agreement. Such notice will state the reason(s) for the intention to terminate the Agreement. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) days after the notice is served upon the Contractor,

the Agreement shall cease and terminate. The liability of the Contractor and/or his surety for any and all such violation(s) shall not be affected by any such termination.

11. **Minority Business Enterprises.** The Authority desires to encourage ultimate award of a contract, or subcontracting portions of a contract to, or purchase of goods or services from, State of Florida Certified Minority Business Enterprises ("CMBE"s). Each Contractor must state whether or not they are a CMBE, and if not, what percentage of any total contract price may be spent with CMBE firms who will be supplying them. Only CMBEs properly certified by the State of Florida will be considered in evaluating minority business enterprise status. If Contractor is a CMBE, the Contractor must submit certification documentation as part of its response.
12. **No Assignment.** Neither the selection of any Contractor following this RFP, any short-listing or ranking of any Contractor, nor any contract ultimately awarded, nor any right related to any of the foregoing, may be assigned, delegated or transferred by said firm without the prior written consent of the Authority.
13. **Addition/Deletion.** To the greatest extent permitted by applicable law, the Authority reserves the right to add or delete any item from this RFP or any resulting document or contract when deemed to be in the Authority's best interests.
14. **Publicity.** A firm shall coordinate all publicity relating to bid or contract with the Authority, and a firm shall not issue or publish (or cause to be issued or published) any press release or publicity statement, written or oral, without prior written consent of the Authority.
15. **Governing Law.** The interpretation and construction of this RFP and any response hereto, any transaction or dispute related thereto or hereto, and any contract that may ultimately be entered into with any firm will be governed by and construed under the laws of the State of Florida.
16. **Within five (5) business days of the award, Contractor will be provided with the Fair Authority's standard contract for execution. The final contract will incorporate the terms of this RFP and the Contractor's response.**

**E. INSURANCE REQUIREMENTS**

1. The Contractor shall not commence any work in connection with this contract until obtaining, at a minimum, the insurance described in this section.
2. The Contractor must secure and maintain, during the life of this agreement, Worker's Compensation Insurance for all his employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the insurance for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Contractor's insurance. Such insurance shall comply fully with the Florida Worker's Compensation -Law. In case any class of employees engaged in work under his contract at the site of the project is not protected under Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Authority, for protection of the employees not otherwise protected.
  - **Waiver of Subrogation in favor of the Florida State Fair Authority is to be applied to the Workers Compensation.**
  - The Contractor shall secure and maintain during the life of the Agreement, COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE which shall protect the Contractor and its officers, employees, servants,

agents, and Authority from claims for damages and personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor and the amounts of such insurance shall be for, at a minimum, the amounts as follows:

- **Endorsement to the policy naming the Florida State Fair Authority as the Additional Insured applied the General Liability and the Business Auto Liability.**
- **Commercial General Liability**

Each occurrence	\$ 1,000,000
Each aggregate	\$ 2,000,000
- **Business Auto Liability Insurance**

Combined Single limit	\$ 1,000,000
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- **Umbrella or Excess Liability** \$ 1,000,000

The Authority is exempt from paying, and is in no way liable for, any sums of money which may represent a deductible in any Contractor's insurance policy. The payment of such deductible is solely the responsibility of the Contractor obtaining the insurance.

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*Remainder of Page Left Blank Intentionally*

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**Contractor Certificate of Offer**

**By signing and submitting this Proposal, the Contractor certifies that:**

1. It is under no legal prohibition to contract with the Florida State Fair Authority.
2. It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
3. It has no known, undisclosed conflicts of interest.
4. The prices offered were independently developed without consultation or collusion with any of the other respondents or potential respondents or any other anti-competitive practices.
5. No offer of gifts, payments or other consideration were made to any Authority employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and or goods/materials covered by this contract.
6. It understands the Florida State Fair Authority may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. 119) or other applicable law, subpoena, or other judicial process.
7. Contractor hereby warrants to the Authority that the respondent and each of its subcontractors, if any, ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees.
8. Contractor certifies that they are not in violation of section 6(j) of the Federal Export Administration Act and not debarred by any Federal or public agency.
9. It will provide the materials or services specified in compliance with all Federal, State, and Local Statutes and Rules if awarded by the Authority.
10. It is current in all obligations due to the Authority.
11. It will accept such terms and conditions in a resulting contract if awarded by the Authority.
12. The signatory is an officer or duly authorized agent of the Contractor with full power and authority to submit binding offers for the goods or services as specified herein.

**ACCEPTED AND AGREED TO:**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT "A"**  
**PRICE PROPOSAL SHEET**  
**Services Required Pursuant to this RFP**

**PROPOSED PRICE**

(Per truckload of 18-21 cubic yards of Animal Waste)

\$ \_\_\_\_\_

By affixing signature to this PRICE PROPOSAL SHEET, proposer acknowledges reading and agrees to all terms, provisions and conditions contained in this Request for Proposal.

FIRM NAME: \_\_\_\_\_

SIGNATURE (MANUAL): \_\_\_\_\_

SIGNATURE (PRINTED): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

FEID/SSN: \_\_\_\_\_