

# **EMERALD COAST UTILITIES AUTHORITY**

## **REQUEST FOR PROPOSALS AGENT-BROKER SERVICES FOR COMMERCIAL INSURANCES AND BONDS**

**RFP# 2017-11**

**PROPOSALS DUE:  
2:00 PM., CENTRAL STANDARD TIME  
TUESDAY, JULY 25, 2017**

**RISK MANAGEMENT DIVISION  
HUMAN RESOURCES & ADMINISTRATIVE SERVICES DEPARTMENT  
EMERALD COAST UTILITIES AUTHORITY  
JUNE 2017**

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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Legal Advertisement**

#### **LEGAL ADVERTISEMENT**

Sealed proposals for Request for Proposals (RFP# 2017-11), Agent-Broker Services for Commercial Insurances and Bonds, will be received by the Emerald Coast Utilities Authority's Purchasing and Stores Manager, 9255 Sturdevant Street, Ellyson Industrial Park, Pensacola, FL 32514, until 2:00 p.m. (CT), Tuesday, July 25, 2017, at which time proposals submitted will be publicly opened. Specifications and information may be obtained from the ECUA Purchasing and Stores Manager via email at [amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov), by phone (850-969-3350), or on the web at [www.ecua.fl.gov](http://www.ecua.fl.gov). Proposals received after 2:00 p.m. (CT), Tuesday, July 25, 2017, will be returned unopened. ECUA reserves the right to reject any or all proposals and re-advertise.

Proposed Advertisement Date June 22, 2017

**1.2 Statement of No Proposal**

**Emerald Coast Utilities Authority  
Purchasing Division  
9255 Sturdevant Street  
Pensacola, Florida 32514-7038  
850-969-3350**

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**STATEMENT OF NO PROPOSAL**

If you **do not** intend to make a proposal for this service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Emerald Coast Utilities Authority Vendors' list for this commodity/service.

We the undersigned have declined to make a proposal on requested service **RFP 2017-11** for the following reasons:

- Specifications too "tight," i.e. geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Request for Proposals.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this commodity/service.
- Other (specify below).

**Remarks:**

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

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

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

**NOTE:** Statement of No Proposal may be faxed into the Purchasing Division (850-969-3384), or emailed to [amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov)

### **1.3 Purpose**

The purpose of this Request for Proposals (“RFP”) is to contract with one Agent-Broker\* (hereinafter either “Agent-Broker,” “Proposer,” “Contractor,” “Quoter,” or “Vendor”) to obtain commercial insurances and bonds specified herein. Additionally, the Contractor is to arrange for loss control services and other support as part of the insurance coverage. Agent of record letters will be provided after the contract has been awarded. \* See page 20, item 3.6.3 for detail.

Proposals are required to provide competitive pricing quotes for specified insurance and bonds. Responding agent-brokers should have extensive knowledge of the Commercial Insurance market and access to provide competitive pricing/quotes from multiple well-established and highly rated commercial insurers as requested by the Emerald Coast Utilities Authority (“ECUA”).

### **1.4 Profile of the ECUA**

The ECUA is an independent special district local governmental body created by special act of the Florida Legislature in 1981 to provide utility services to customers in unincorporated Escambia County, the City of Pensacola, and contiguous areas. The ECUA is governed by a five-member elected Board and is managed by an Executive Director appointed by the Board. It currently employs approximately 582 employees and is in the business of providing water, water reclamation, solid waste collection, and recycling services to the residents of Escambia County. Solid waste collection and recycling services have been provided to Santa Rosa County since 2015.

### **1.5 Notification**

A legal advertisement describing this RFP is published in the Escambia Sun Press providing notice to interested parties and information for how to obtain a complete RFP package. In addition, ECUA has elected to send copies of the RFP via email to companies who may have expressed interest in providing services to ECUA, or have otherwise been recently added to an email list of contacts. Inclusion in, or exclusion from, the initial email distribution of RFPs will not be considered in the evaluation of submittals.

### **1.6 Cost**

All costs and expenses involved with the preparation and submission of a response to this RFP and the proposer’s participation in the RFP process shall be borne solely by the respondent Contractor and shall not, in any case, be reimbursed by the ECUA.

### **1.7 Method of Payment**

Compensation to the Agent-Broker for insurance and other services will be in the form of commissions for placement of insurance as provided by the insurance carrier. Invoices for all insurance coverages must be delivered timely and the policies and endorsements are to be delivered upon inception or renewal dates. Payment frequency on other than an annual basis will be considered.

## **1.8 Information Provided / Request for Additional Information / Addenda**

This information is provided to facilitate proposals. Much effort was made to provide necessary and accurate information when this RFP was prepared, but ECUA is not to be penalized for any lack of completeness. Accuracy of this data is not guaranteed. It is the sole responsibility of proposers to assure they have all information necessary for submission of their proposals.

No interpretation of the meaning of the RFP or other pre-qualification documents will be made to any party orally. Requests for additional information or clarifications of the RFP must be made to the RFP coordinator no later than Tuesday, July 18, 2017. The request must contain the proposer's name, address, phone number, and email address.

All questions concerning this RFP must be submitted, in writing, to:

Amy Williamson, Senior Purchasing Agent

Email: [amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov)

Other ECUA staff, elected officials and the ECUA's agents and advisors, shall not be contacted, and doing so may result in the disqualification of a Vendor. \*See also Item 1.26 on pages 10-11.

The ECUA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP, or in any addendum to this RFP and materials provided by ECUA post execution of the Non-Disclosure Agreement. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Any addendum will be sent via email to the same list of individual companies that originally were sent a qualification package (unless a recipient submits a Statement of No Proposal) and any other company that contacted the Purchasing Division and requested their name be added to that list. The addendum will also be posted to the ECUA website at [www.ecua.fl.gov](http://www.ecua.fl.gov) under the "Doing Business with ECUA" tab, "Bid Opportunities" section. The ECUA reserves the right to request additional information as required to adequately evaluate all submittals.

## **1.9 Dissemination of the RFP**

Legal advertisement of this Request for Proposals will be published in the Escambia Sun Press, providing notice to interested parties.

The RFP will be disseminated by the ECUA's Purchasing Division via email. To request a copy of the RFP, email [amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov) or to download a copy of the RFP, visit [www.ecua.fl.gov](http://www.ecua.fl.gov) and click on "Doing Business with ECUA."

## **1.10 RFP Transmittal**

Whether this Request for Proposals is transmitted to proposers in one entire package, or in separate components, with or without subsequent addenda, each recipient is responsible for assuring that other parties to whom the document(s) are subsequently transmitted receive all relevant documentation.

A proposer's response based on less information than provided herein, or failure to respond to relevant proposal questions, could put the proposer at a competitive disadvantage.

### **1.11 Waiver / Rejection of Proposals**

The Emerald Coast Utilities Authority reserves the right to waive informalities in any proposal; reject any or all proposals, in whole or in part; re-advertise a request for proposals, in whole or in part; and to accept a proposal that, in its judgment, is the lowest and best proposal of a responsible responder. In accepting a proposal, ECUA may award a contract based only on the base proposal, the base proposal plus alternates, or the base proposal plus any alternates which ECUA selects—with all decisions being made based upon what ECUA believes to be in the best interests of its ratepayers, in the reasonable exercise of its discretion.

### **1.12 Policy of Non-Discrimination**

The ECUA does not discriminate on the basis of race, color, national origin, sex, creed/religion, age, marital status, disability/handicapped status, or any other legally protected status in employment or provision of service.

### **1.13 Proposal Withdrawal**

No proposal may be withdrawn for a period of ninety (90) days from the opening of the proposals. Prices may not be modified during this period. Proposals may be withdrawn at any point prior to the RFP opening time.

### **1.14 Non-Confidentiality of Proposals**

ECUA does not warrant the confidentiality of proposals submitted in response to this Request for Proposals. All proposals are subject to Florida's public records law. Proposers requiring confidentiality should not submit.

RFP Tabulations/List of Proposers will be posted for review by interested parties on the ECUA Website, [www.ecua.fl.gov](http://www.ecua.fl.gov) on or about July 26, 2017.

### **1.15 Contracts**

Contracts shall be proposed for the term of September 1, 2017 – August 31, 2019, two (2) years. If mutually agreeable to both parties, the contract may then be extended for up to two additional one-year periods.

### **1.16 Termination, Renewal, Increase Notification**

The ECUA shall be given at least 90 days written notice of cancellation or nonrenewal of coverages or Agent-Broker Services. The ECUA shall be notified of any premium renewal increases within 60 days prior to renewal and presented with competitive pricing quotes which the agent-broker has obtained from qualified insurance carriers to ensure no lapse in coverage.



If the ECUA shall be required to provide advance notice to the proposer of cancellation or nonrenewal, the required notice should not exceed 30 days.

### **1.17 Conviction of Public Entity Crime**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 in excess of the threshold amount provided in Section 287.017, for Category Two (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

### **1.18 Quote Errors**

The following shall govern the correction of information submitted in a proposal when that information is a determinant of the responsiveness of the proposal:

- A) Prior to the award, the Purchasing and Stores Manager may correct errors in the extension of unit prices stated in the proposal or in multiplication, division, addition, or subtraction in a proposal. In such cases, the unit prices shall not be changed.
- B) No proposer shall be permitted to correct a proposal mistake after opening the proposals that would cause such proposer to have the lowest proposal, except that any proposer may correct errors in extension of unit prices stated in the proposal, or in multiplication, division, addition, or subtraction. In such cases, unit prices in the proposal shall not be changed.

### **1.19 Taxes**

Do not include any tax with your proposal. The Emerald Coast Utilities Authority is exempt from federal, state and local taxes. Tax exempt number 85-8012640152C-4 applies.

### **1.20 Compliance with Specifications**

In order to determine that your proposal complies with specifications, product literature and/or data/information should be included with the proposal. Any deviations from the RFP specifications should be identified separately.

### **1.21 Execution of Contract**

Any action of ECUA in awarding the purchase of any material or performance of a service is subject to and conditioned upon the execution of a written purchase contract and/or a purchase order between ECUA and the proposer. The following words are used interchangeably throughout this document and have the same meaning and effect: proposer, contractor, vendor, responder, offeror and supplier.

### **1.22 Uniform Commercial Code**

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded proposer/contractor and Emerald Coast Utilities Authority for any terms and conditions not specifically stated in this request for proposal.

### **1.23 Right of Negotiation**

The ECUA reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

### **1.24 Indemnification**

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the ECUA, its employees, and agents from any liability of any nature or kind in regard to the delivery of these services.

### **1.25 Rights to Submitted Material**

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the ECUA when received.

### **1.26 Conduct of Participants:**

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from lobbying as defined herein or otherwise attempting to persuade or influence any elected ECUA\_officials, their agents or employees or any member of the relevant review or advisory committee at any time during the blackout period as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided in the solicitation or unless otherwise directed by the purchasing manager.

Lobbying means the attempt to influence the thinking of elected ECUA officials, their agents or employees or any member of the relevant review or advisory committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

#### **Blackout period:**

Blackout period means the period between the time the bids/proposals for invitation to bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or

the invitation to negotiate, as applicable, are advertised and the time the ECUA board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise cancelled. Conduct inconsistent with this section may be grounds for disqualifying the offending proposer from consideration or any future proposal.

### **1.27 No Collusion Clause**

By submitting a response to this RFP, the proposer certifies that the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers and has not colluded with any other proposers or parties to this competitive proposal. Also, the proposer certifies, and in the case of a joint competitive proposal each party thereto certifies as to its own organization, that in connection with the competitive proposal:

- Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- Any prices and/or cost data quoted for this competitive proposal have not been knowingly disclosed by the competitive proposer and will not knowingly be disclosed by the proposer, directly or indirectly to any other proposer or to any competitor, prior to the scheduled opening and award of the contract;
- No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a competitive proposal for the purpose of restricting competition.
- The only person or persons interested in this competitive proposal is/are the principal or principals named herein and that no person other than herein mentioned has any interest in this competitive proposal or in the Agreement to be entered into.

### **1.28 Protests**

Any person whose substantial interests are directly and adversely affected by the award or intended award of a purchase or contract or by plans or specifications contained in an invitation to bid or request for proposals may file a protest in accordance with the following rules and Section 12 of the ECUA Act (Chapter 2001-324, Laws of Florida as amended).

Notice of protest of plans, specifications or other requirements contained in an invitation to bid or in a request for proposals shall be filed not later than 5:00 p.m. of the third business day following receipt of the plans for specifications. Notice of protest of the rejection of a bid or proposal as non-responsive shall be filed not later than 5:00 p.m. of the third business date following notice to the bidder of the rejection. Notice of protest of the award or intended award of a purchase order or contract to the lowest bidder shown on a posted bid tabulations shall be filed not later than 5:00 p.m. of the third business day following the posting of the bid tabulations. Notice of protest of the award or intended award of a purchase order or contract to a bidder other than the lowest bidder shown on a posted bid tabulation shall be filed not later than 5:00 p.m. of the third business day following notice of the award of a purchase order or contract.

A notice of protest shall be in writing and shall state the subject matter of the protest.

A formal written protest shall be filed within seven (7) business days after the filing of notice of protest. A formal written protest shall state with particularity the facts and the law on which the protest is based.

Notice of protest and formal written protest of plans or specifications for or the award or intended award of a contract shall be filed with the Executive Director or his or her designee.

Failure to file a notice of protest or failure to file a formal written protest within the times permitted shall constitute a waiver of proceedings under these rules and under Section 12 of Chapter 2001-324, Laws of Florida, as amended.

Upon receipt of a notice of protest which has been timely filed, the Executive Director shall stop the bid solicitation or purchase order or contract award process until the protest has been resolved. However, the bid solicitation or purchase order or contract award process may proceed when the Executive Director determines that delay would be detrimental to the interests of ECUA. Any award of a purchase order or contract under such conditions shall be subject to the outcome of the protest. After the award of a contract or purchase order resulting from a bid in which a timely protest was received and in which ECUA did not prevail, ECUA may take such action as it considers appropriate, which may include, but shall not be limited to, award of the contract or purchase order to the prevailing party, cancellation of the contract or purchase order, or rebidding.

The Executive Director shall provide reasonable opportunity to resolve a protest agreement. If agreement is not reached within such time as the Executive Director or his or her designee considers reasonable under the circumstances, the Executive Director or his or her designee shall review the facts and the law on which the protest is based, and shall render a decision which shall be in writing and shall be promptly transmitted to the protestor.

If the protestor wishes to continue the protest beyond the decision of the Executive Director or his or her designee, the protestor shall be required to file a petition for review by the ECUA Board. This petition shall be made in writing and presented to the Executive Director or his or her designee; otherwise, the decision of the Executive Director or his or her designee shall be final and binding. Such petition shall state the particular grounds on which it is based and may include pertinent documents and evidence relating thereto. Any grounds not stated shall be deemed to have been waived by the protestor. This petition must also be accompanied by a protest bond of an amount equal to 1.0 percent (1%) of the value of the solicitation, but in no case less than \$1,000 nor greater than \$10,000. This bond shall be in the form of a money order, certified cashier's check, or certified bank check made payable to the Emerald Coast Utilities Authority. Failure to post such bond within ten (10) business days after the decision of the Executive Director or his or her designee shall result in the protest being dismissed by the Executive Director.

The bond required by the above paragraph shall be conditioned upon the payment of all costs and charges which may be adjudged against the person filing the petition for review. If the protestor prevails, the bond shall be returned to the protestor. If however, ECUA prevails, the bond shall be forfeited, and ECUA shall be entitled to recover the cost and charges, excluding attorney's fees, of such hearing. The entire amount of the bond also shall be forfeited if it is determined that a protest was filed for a frivolous or improper purpose, including, but not limited to, the purpose of harassing, causing unnecessary delay, or causing needless cost for ECUA or another interested party/parties.

Any notice required or permitted under this bid protest procedure shall be effective when delivered personally or by facsimile, or when deposited in the U.S. mail. If notice is given only by mail, three (3) days shall be added to the time within which a protestor may file a notice of protest or petition for review.

### **1.29 Licensing**

The Proposer must be licensed to provide services in the State of Florida and produce proof of licensing with its submittal.

### **1.30 Insurance Requirements**

Prior to commencement of work under the agreement, the Proposer shall obtain and maintain without interruption the insurance as outlined in the "ECUA Risk Management Policy and Standards for Agreements, Contracts and Leases" on pages 21 through 25 of this RFP. The Proposer agrees to furnish a fully completed certificate of insurance naming ECUA as additional insured, signed by an authorized representative of the insurer providing such insurance coverages. Additional insurance includes (1) Fidelity/Dishonesty Coverage-For Employer and (2) Professional Liability/Malpractice/Errors or Omissions Insurance with minimum limits of \$100,000.

## **SECTION 2 – SUBMITTAL REQUIREMENTS AND INSTRUCTIONS**

### **2.1 General Submittal Requirements**

#### **2.1.1 Submittal**

Complete proposals (including completion of Proposal Forms, submission of quotes and contracts, etc.) are to be delivered in one (1) paper original and three (3) paper copies (a total of four).

Proposals shall be sealed and marked "Agent-Broker for Commercial Insurances and Bonds" - RFP #2017-11". If proposals are mailed, it is suggested that proposers request the delivering agency to provide a record of their delivery. Proposals received after the established deadline will not be considered. EMAILED OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

Proposals shall be valid for 90 days from the due date and should be mailed or delivered to:

**Mailing:** Emerald Coast Utilities Authority  
PO Box 17089  
Pensacola, Florida 32522  
Attn: Pete Wilkinson, Purchasing & Stores Manager

**Delivery:** ECUA's Purchasing and Stores Manager  
Emergency Operations Support Addition  
2<sup>nd</sup> Floor, Purchasing Office  
9255 Sturdevant Street (Ellyson Industrial Park)  
Pensacola, Florida 32514  
Attn: Pete Wilkinson, Purchasing & Stores Manager

Submittals will be received no later than 2:00 pm, July 25, 2017 (Central Time). The submittal package will contain one original and three (3) copies, with the envelope clearly marked as follows:

**Company Name**  
**RFP No. 2017-11**  
**Request for Proposals**  
**Agent-Broker for**  
**Commercial Insurances and Bonds**

The Proposer will be responsible for ensuring their submittal is received prior to the deadline. The ECUA shall not be responsible for delays caused by the Proposer’s selected delivery service. **No extenuating circumstances will be recognized.**

Any proposal received after 2:00 p.m. (Central Time), July 25, 2017, will not be considered and will be returned unopened.

All proposals will be publicly opened at 2:00 p.m., Central Time on Tuesday, July 25, 2017, in the Finance Conference Room (#2202), at the ECUA’s Emergency Operations Support Addition, 9255 Sturdevant Street (Ellyson Industrial Park), Pensacola, Florida.

**2.1.2 Request for Proposals Timeline**

Thursday, June 22, 2017	Publication of Legal Advertisement – Escambia Sun Press
Thursday, June 22, 2017	Request for Proposals Released
Wednesday, July 5, 2017	Completed Non-Disclosure Agreement Deadline - Proposer to return to ECUA, with request to obtain Confidential Questionnaire #1
Thursday, July 6, 2017	Confidential Questionnaire #1 distributed to all requesting proposers with receipt of completed Non-Disclosure Agreements
Tuesday, July 18, 2017	Proposers last day to submit clarifying questions regarding RFP
Tuesday, July 25, 2017 at 2:00 p.m. (CT)	Proposal Due Date & Time

**2.1.3 Pre-proposal Conference**

A pre-proposal conference will not be conducted for this RFP.

**2.2 Minimum Qualifications**

### **2.2.1 Licenses**

Principal companies must be licensed in the State of Florida to conduct business and provide services pursuant to the applicable provisions of Florida Statutes.

## **2.3 Submittal Format and Instructions**

### **2.3.1 Proposal Forms**

Submittals should be clear, concise, and organized to facilitate efficient review and evaluation.

Proposers should complete the appropriate Proposal Form(s) included in this RFP. All blanks on the Proposal Forms should be completed. Responses should be clear, concise, and organized to facilitate efficient review and evaluation. Proposal Forms include:

- 1) General Information Questionnaire
- 2) Specific Information Questionnaire
- 3) Quotes for Specified Insurances & Bonds
- 4) Agent-Broker Professional References
- 5) Equal Opportunity Clause
- 6) Certification of Nonsegregated Facilities
- 7) Drug-Free Workplace Form

Supplemental information may be attached to the Proposal Forms. Failure to fully complete the appropriate Proposal Forms may result in disqualification of your proposal.

### **2.3.2 Non-Disclosure Agreement**

The Non-Disclosure Agreement, hereinafter "NDA," (Attachment 1) must be completed, signed, and submitted to [amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov) before the proposer requests the Confidential Questionnaire #1. This document provides helpful information regarding ECUA's current Privacy & Network liability coverage. Once the completed and signed NDA is returned to Amy Williamson, the confidential information will be provided to you via direct pickup or express mail.

**Direct pickup:** ECUA's Purchasing and Stores Manager  
Emergency Operations Support Addition  
2<sup>nd</sup> Floor, Purchasing Office  
9255 Sturdevant Street (Ellyson Industrial Park)  
Pensacola, Florida 32514

**Express Mail:**

1. Proposer must provide an express mail account number to Amy Williamson via email at [amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov) or by phone at 850-969-6531.
2. Upon receipt of the confidential informational questionnaires and claims reports, the Proposer (or designee) must sign acknowledging receipt.

### **2.3.3 Authorized Offer**

The person submitting the proposal should indicate the position he or she holds with the Proposer and affirmatively state his or her authority to make a valid offer in the Proposal Forms that may be accepted by ECUA to form a valid and binding contract.

If the person submitting the proposal is not authorized to submit a proposal that can be bound by ECUA's acceptance, such person should also obtain the signature of an authorized representative of the proposer that may result in a bound contract upon ECUA's acceptance.

Proposals should be typed. Signatures shall be manually signed in ink, and any corrections should be typed or made in ink and initialed.

**2.3.4 Conflict of Interest**

The award of contract is subject to the provisions of Chapter 112, Florida Statutes.

**2.3.5 Evaluation of Proposals**

With ECUA staff's evaluation of proposals, several items shall be considered, including but not limited to:

<b>Cost of specified insurances &amp; bond and other charges (if any)</b>	A major consideration, though not the only consideration
<b>Proposer qualifications</b>	Experience in providing the desired insurance and related services; qualifications and experience of Contractor's staff
<b>Services</b>	Service responsiveness; ability to attend ECUA meetings and meet with staff, if requested
<b>Responsiveness to the RFP</b>	Demonstrated understanding of the scope of services and ability to provide quotes and services as requested
<b>Stability</b>	Number of years in business; commercial insurance client history
<b>References</b>	Quality of references received for proposers selected for interview (if interviews are conducted)
<b>Interviews</b>	Quality of the interview and the information provided about the proposal and expectations for service to ECUA, if interview is requested

The order, in which the above items are listed, does not necessarily reflect their order of importance.

It is possible that ECUA in its' judgment, may consider a proposal unacceptable solely because one of these key items is unsatisfactory. For example, a proposal may be considered unacceptable solely on the basis of unsatisfactory cost or of unsatisfactory service, etc.

The proposals received will be reviewed by a panel appointed by the Executive Director. The panel shall make ranking recommendations to the Executive Director. The Executive Director shall consider all proposals, and he may direct the panel to interview some or all of the proposers. Ultimately, the Executive Director will make ranking recommendations to the ECUA Board, which will make a final decision.

**2.4 PROFESSIONAL REFERENCES**

To be responsive, proposers shall provide with their proposals current professional references. Proposers are required to provide name, address and phone number of at least five organizations they have served for at least three full years; the references provided should be for organizations in a similar industry and



of similar size which have risk management or insurance programs requiring services comparable to those being proposed to the ECUA.

## **2.5 NON-WARRANTY OF SPECIFICATIONS**

Due care and diligence have been exercised in the preparation of this RFP #2017-11 and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures to risk and verification of all information herein shall rest solely with the proposers. Neither the ECUA nor its representatives shall be responsible for any error or omission in this RFP, nor for the failure on the part of the proposer(s) to determine the full extent of the exposures.

## **2.6 CONTRACT DELIVERY**

Proposers are expected to deliver contracts, certificates of insurance, endorsements and other related documentation of coverage as proposed and as accepted by ECUA.

If contracts, certificates, endorsements and other documentation of coverage are not delivered as proposed and as accepted by ECUA, no less coverage will later be accepted.

ECUA shall not be obligated to follow-up to obtain documentation of proposed items not included or incomplete in delivered contracts, certificates, or endorsements. If ECUA does not follow-up, or if ECUA follows up only on a limited basis, and if the proposer does not fulfill its obligation to deliver documentation of services, or other terms proposed, it shall not be construed as ECUA's accepting anything less than proposed, and as accepted by ECUA.

## **2.7 EXCEPTION TO THE RFP**

The ECUA shall determine the acceptability of proposed exceptions, and the proposals will be evaluated based on the proposals as submitted. The ECUA, after completing evaluations, may accept or reject the exceptions.

## **SECTION 3 - SCOPE OF INSURANCE & BOND COVERAGE AND AGENT-BROKER SERVICES**

### **3.1 Commercial Insurance Policies and Bonds**

Proposers should provide quotes for competitively priced insurance products and services for the specified Insurances and Bonds listed in the table below. The following table outlines the current insurance coverages. The current Agent-Broker is Public Risk Insurance Agency (Agent Paul Dawson) Daytona, Florida.

<b>Policy or Bond</b>	<b>RFP Exhibit</b>	<b>Current Policy Period</b>	<b>Current Annual Premium</b>
*Flood Policies - Various buildings and equipment	See <b>Exhibits 1-A thru 1-J</b>	<b>1-A:</b> 06/15/17 – 06/15/18 <b>1-B:</b> 06/15/17 – 06/15/18 <b>1-C:</b> 06/15/17 – 06/15/18 <b>1-D:</b> 08/03/17 – 08/03/18 <b>1-E:</b> 08/23/16 – 08/23/17 <b>1-F:</b> 08/23/16 – 08/23/17 <b>1-G:</b> 01/07/17 – 01/07/18 <b>1-H:</b> 04/15/17 – 04/15/18 <b>1-I:</b> 04/15/17 – 04/15/18 <b>1-J:</b> 04/15/17 – 04/15/18	\$6,931 \$1,665 \$8,260 \$4,791 \$3,323 \$6,181 \$2,962 \$1,662 \$1,108 \$1,328
Privacy & Network Liability	See <b>Exhibit 2</b>	10/01/16 – 10/01/17	\$13,260
Crime Policy	See <b>Exhibit 3</b>	10/01/16 – 10/01/17	\$5,184
Road Restoration Bond	See <b>Exhibit 4</b>	11/18/16 – 11/18/17	\$147

In the above table, coverage for Exhibits 1-A, 1-B, 1-C, 1-D have been renewed at the listed premium. Please include projected estimated cost of renewal for the remaining six (6) Exhibits, 1-E through 1-J for this RFP. ECUA understands quotes for these flood policies will be adjusted based on actual costs issued prior to the listed expiration dates.

### **3.2 The Exhibits** [[Visit ECUA website, RFP2017-11, ShareFile for additional documentation](#)]

**Exhibits 1-A through 1-J** - The current Flood Insurance declarations (ten policies), including premises location and rating information, liability limits, and flood zones.

**Exhibit 2** - The current Privacy & Network Liability policy, including the declaration with coverage limits.

**Exhibit 3** - The current Crime Policy declaration, including coverage description and liability limits.

**Exhibit 4** - The current Road Restoration Bond, including liability limit.

In addition to the above commercial insurances, ECUA would like to obtain a separate quote for its Auto Insurance and Property Insurance. The Florida League of Cities through the Florida Municipal Insurance Trust currently provides these two coverages. ECUA reserves its right to exclude the procurement of the Auto and or Property coverages from the agent broker agreement if deemed necessary.

<b>Current Insurer</b>	<b>Policy Description</b>	<b>Current Policy Period</b>	<b>Current Annual Premium</b>
Florida Municipal Insurance Trust / Florida League of Cities	Auto Liability & Physical Damage	10/01/2016 - 10-01-2017	\$ 193,535
Florida Municipal Insurance Trust / Florida League of Cities	Property	10/01/2016 - 10-01-2017	\$ 560,532

**Exhibit 5** - The current Vehicle & Trailer Asset List, including the declaration with coverage limits.

**Exhibit 6** - The current Property in Open, Property List, 2015 Property Asset Survey, and the Marine Property List, including the declaration with coverage limits.

### **3.3 Broker Services**

Required services will include, however, are not limited to the following:

- a) Review, analysis, and recommendation of various insured and self-insured programs at ECUA.
- b) Conduct an analysis of current policies of insurance to identify any overlapping coverage.
- c) Make recommendations to ensure optimal coverage protection at competitive pricing.
- d) Negotiation of insurance renewals or other recommended coverage additions.
- e) Monitor utilization of the ECUA's Risk Management Insurance program and determine trends requiring targeted action.

### **3.4 Periodic Meetings with ECUA**

The agent-broker will meet with ECUA staff in person, at the ECUA main office, at least quarterly to review and discuss claims, loss control, exposure, changes, and general administrative matters. Agent-broker will also confer with ECUA staff as necessary regarding current or prospective insurance coverage, as it relates to services performed by agent-broker.

### **3.5 Retention of Records**

The agent-broker is required to maintain records, documents, and any evidence on costs and expenses for services provided. Records must be maintained and presented to ECUA for review or audit upon request.

### **OTHER PROVISIONS**

Contractor is required to comply with public records laws codified in Chapter 119, Florida Statutes, and is specifically required to:

- a. Keep and maintain public records required by ECUA to perform the service.
- b. Upon request from ECUA's custodian of public records, provide ECUA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to ECUA.
- d. Upon completion of the contract, transfer, at no cost, to ECUA all public records in possession of the Contractor or keep and maintain public records required by ECUA to perform the service. If the Contractor transfers all public records to ECUA upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to ECUA, upon request from ECUA's custodian of public records, in a format that is compatible with the information technology systems of ECUA.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT ECUA'S CUSTODIAN OF PUBLIC RECORDS AT [850-969-3302](tel:850-969-3302), [LINDA.IVERSEN@ECUA.FL.GOV](mailto:LINDA.IVERSEN@ECUA.FL.GOV), AND LINDA IVERSEN, 9255 STURDEVANT STREET, PENSACOLA, FLORIDA 32514.**

### **3.6 Miscellaneous Notes**

**3.6.1** The NDA must be completed and returned prior to the release of confidential information;

1) Questionnaire #1, Privacy & Network Liability

The Questionnaire #1 will only be sent to respondents after the respondents' signed Non-Disclosure Agreement has been received.

**3.6.2** Not having prior experience with a public entity does not necessarily disqualify a respondent during the evaluation of the proposals. Having public sector experience is only one factor of the evaluation process, but it is not a primary factor.

**3.6.3** It is the intent of ECUA to award one (1) agent-broker for all Insurances being sought in this RFP. However, ECUA reserves its right to exclude the procurement of the Auto and or Property coverages from the agent-broker agreement if deemed necessary.

**3.6.4** It is not ECUA's intent to assign markets. The purpose of the RFP is to select an agent-broker for the specified insurances and bonds. Agent-broker services will be outlined in a contractual agreement between ECUA and the selected agent-broker. The selected agent-broker and ECUA will establish and finalize policies prior to expiration of current policy period for each respective policy or bond, with the intent to establish the new coverage period and effective date.

**3.6.5** This RFP does not include proposal requests for Workers' Compensation, Pollution Liability, or Employer's Practice Liability insurances.

**3.6.6** Approximately 40-50 certificates of insurance are issued annually on the active lines of coverage.

**3.6.7** Talking with an underwriter is not a violation of Section 1.27 [No Collusion Clause], nor does the term "parties" apply to a firm's underwriter.

**3.6.8** We believe the information provided to be sufficient to obtain quotes for the specified insurances and bond. If more specific information is required at the time insurance is being bound by the selected agent-broker, said information will be provided.

**RISK MANAGEMENT POLICY AND STANDARDS  
FOR  
AGREEMENTS, CONTRACTS AND LEASES**

**DEFINITIONS**

The following definitions apply to these Risk Management Provisions:

**Contract** - The contract or agreement of which these Risk Management Provisions are a part for the construction, alteration, repair, or demolition of a structure or facility.

**Organization** - The Emerald Coast Utilities Authority, a local governmental body of the State of Florida, its Board, officers, employees, volunteers, representatives, and agents.

**Other Party** - The other party to the Contract of which these Risk Management Provisions are a part, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, contractors, and subcontractors.

**HOLD HARMLESS**

The Other Party agrees to hold the Organization and the members of its governing board and its other officers and employees harmless against all claims for bodily injury, sickness, disease, death, personal injury, or damage to property or loss of use resulting therefrom, arising out of or related to the Contract, to the extent such claims are caused by the negligence, recklessness, or intentional wrongful misconduct of the Other Party and persons or entities employed or utilized by the Other Party in the performance of the Contract.

**PAYMENT ON BEHALF OF ORGANIZATION**

The Other Party agrees to pay on behalf of the Organization all claims described in the above "Hold Harmless" paragraph, and to pay the reasonable costs and fees of the attorneys selected by the Organization, at trial and on appeal, to defend the Organization and its officers and employees against such claims. Provided, however, that the total liability of the Other Party to the Organization under the above "Hold Harmless" paragraph and this "Payment on Behalf of Organization" paragraph shall not exceed the sum of One Million Dollars (\$1,000,000) per claim or occurrence.

Such payment on behalf of the Organization shall be in addition to any and all other legal remedies available to the Organization and shall not be considered to the exclusive remedy of the Organization.

**LOSS CONTROLS/SAFETY**

Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees, and property. The Other Party shall comply with all laws, regulations, or ordinances relating to safety and health, and shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

The Organization may order work to be stopped if conditions exist that present immediate danger to persons or property. The Other party acknowledges that such stoppage will not shift responsibility for any loss or damages from the Other Party to the Organization.

#### **SEVERABILITY**

The provisions of these Risk Management Provisions are severable. In the event a court of competent jurisdiction should declare any provision of these Risk Management Provisions to be void or contrary to public policy such provision shall be stricken from these Risk Management Provisions, and the remaining provisions shall be enforced as though the provision determined to be void or contrary to public policy had not been included herein.

#### **INSURANCE - BASIC COVERAGES REQUIRED**

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the Organization, on policies and with insurers acceptable to the Organization. These insurers shall have A.M. Best (or equivalent) rating of no less than A:VII unless otherwise agreed to by the Organization.

These insurance requirements shall not limit the liability of the Other Party. The Organization does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation, the Other Party waives its right of recovery against the Organization, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the Organization and may be disapproved by the Organization. They shall be reduced or eliminated at the option of the Organization. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the Organization, if any, shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of Organization, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

#### **Additional Insured**

Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the Organization as an additional insured for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the Other Party's acts or omissions; or the acts or omissions of those acting on the Other Party's behalf; in the performance of the Other Party's ongoing operations for the Organization. The preferred Commercial General Liability coverage endorsement is ISO Form CG 2010.

### **Workers Compensation Coverage**

The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The Other Party shall also purchase any other coverages required by law for the benefit of employees.

### **General, Automobile and Excess or Umbrella Liability Coverage**

The Other Party shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies of the Insurance Services Office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers Compensation Coverage section) and the total amount of coverage required.

### **Commercial General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The Other Party is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the Organization's acceptance of renovation or construction projects.

### **Business Auto Liability Coverage**

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

### **Excess or Umbrella Liability Coverage**

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it should be at least "following form" and shall not be more restrictive than the underlying insurance policy coverages.

## EVIDENCE/CERTIFICATES OF INSURANCE

Required insurance shall be documented in Certificates of Insurance, including indication that the policy(s) is endorsed to provide the Organization at least 30 days in advance notice of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the Organization at least 15 days prior to coverage renewals.

If requested by the Organization, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the Organization, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the Organization, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

## ADDITIONAL INSURANCE

If checked below, the Organization requires the following additional types of insurance.

**Fidelity/Dishonesty Coverage - for Employer**

Fidelity/Dishonesty insurance is to be purchased to cover dishonest acts of the Other Party's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

**Fidelity/Dishonesty/Liability Coverage - for Organization**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Other Party's employees resulting in loss to the Organization.

## PROFESSIONAL LIABILITY, MALPRACTICE AND/OR ERRORS OR OMISSIONS

If checked below, the Organization requires the following terms and types of insurance for professional, malpractice, and errors or omissions liability.

**Hold Harmless**

The following replaces the previous Hold Harmless wording.



The Organization shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom arising out of performance of the agreement or contract, unless such claims are a result of the Organization's sole negligence.

The Organization shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the Organization's sole negligence.

**Professional Liability/Malpractice/Errors or Omissions Insurance**

The Other Party shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of \$100,000 per occurrence.

If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the Organization, on policies and with insurers acceptable to the Organization.

These insurance requirements shall not limit the liability of the Other Party. The Organization does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation, the Other Party waives its right of recovery against the Organization, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the Organization and may be disapproved by the Organization. They shall be reduced or eliminated at the option of the Organization. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the Organization shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of Organization, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

EMERALD COAST UTILITIES AUTHORITY

GENERAL PROVISIONS

PURCHASE ORDER/CONTRACT

1. Products are of domestic origin unless indicated by quoter.
  - 1.a. If you are unable to quote, please advise. This request does not commit Emerald Coast Utilities Authority to pay any cost incurred in the preparation or submission of this quotation or to procure or contract for supplies or services.
2. DELIVERY, INSPECTION AND ACCEPTANCE – Delivery, inspection and acceptance will be destination unless otherwise provided. Until delivery and acceptance and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of ECUA.
3. ENTIRE AGREEMENT – The terms, and specifications included in this order when duly executed constitute the entire agreement between the parties unless otherwise stated on the face of the order. No modification or waiver of terms of this agreement shall be binding unless in writing signed by a duly authorized representative of ECUA and confirmed by such a representative of the Vendor. This agreement shall be interpreted in accordance with the laws of the State of Florida.
4. PAYMENTS –Invoices shall be submitted in triplicate (one copy shall be marked “Original”) unless otherwise specified, and shall contain the following information: Contract or Order number, item number, contract description of supplies or services, sizes, quantities, unit prices and extended totals. Bill of Lading number and weight of shipment will be shown for shipments of Bills of Lading. Unless otherwise specified, payment will be made on partial deliveries accepted by ECUA when the amount due on such deliveries so warrants.
5. CONVICT LABOR – In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89.176, September 10, 1965 (18 U.S.C. 40821ch21) Executive Order 11755, December 29, 1973.
6. COVENANT AGAINST CONTINGENT FEES – The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty ECUA shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

7. CONTINGENCIES – Neither party shall be liable for delays or defaults due to acts of God, government authority or public enemy, war, fires, floods, epidemics, strikes, labor troubles, freight embargoes, or contingencies reasonably beyond its control. The party so affected, upon prompt written notice to the other party, shall be excused from making or taking deliveries hereunder to the extent of such prevention or restriction. At ECUA's option, deliveries so omitted shall be made on notice thereof to the Vendor, upon cessation of such contingency even though such might have been operative at the date of this order.
8. GRATUITIES – (a) ECUA may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found after notice and hearing by the Executive Director or his duly authorized representative, that gratuities (in the form of entertainment, gifts or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of ECUA with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract, provided, that the existence of the facts upon which the Executive Director or his duly authorized representative make such findings shall be in issue and may be reviewed in any competent court, (b) in the event this contract is terminated as provided in paragraph (a) hereof, ECUA shall be entitled (1) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor and (2) as a penalty and in addition to any other damages to which it may be entitled by law to exemplary damages in an amount (as determined by the Executive Director or his duly authorized representative) which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee, (c) The rights and remedies of ECUA provided in this clause shall not be exclusive or in addition to any other rights and remedies provided by law or under the contract.
9. CONDITION FOR ASSIGNMENT – This (contract or purchase order) shall not be assigned in full or in part without the consent of ECUA. Such consent shall not relieve the Contractor from its obligations and liabilities.
10. GOVERNMENT REGULATIONS – Vendor warrants that all applicable laws and regulations of governmental authority, covering the production, sale and delivery of the materials specified herein, have complied with and shall indemnify and save ECUA harmless from and against any liability or loss resulting from Vendor's failure to do so.
11. TAXES – ECUA is exempt from Federal Taxes on transportation charges and any Federal Excise Tax, if you prepaid transportation do not pay tax as ECUA will not reimburse you for the taxes paid. ECUA is exempt from State Sales Tax.
12. CHANGES – The Purchasing and Stores Manager may at any time, by written order, and without notice to the sureties, make changes, within the general scope of this contract. If any such change causes an increase or decrease in the cost of, or the time required for the

performance of this contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of this contract.

Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change provided that the Purchasing and Stores Manager, if he decides that the facts justify such action, may receive and act upon any such claim asserted prior to final payment, under the contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with this contract as changed.

13. TERMINATION FOR DEFAULT – The Purchasing and Stores Manager, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof, in such event, the Contractor shall be liable for damages; including the excess cost of reprocurring similar products or services; provided that if (i) it is determined for any reason that the Contractor was not in default or (ii) the Contractor's failure to perform is without his and his subcontractors control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 17. As used in this provision the term "subcontractor" and "subcontractors" means subcontractors at any tier.
14. TERMINATION FOR CONVENIENCE – The Purchasing and Stores Manager by written notice, may terminate this contract, in whole or in part, when it is in the best interest of ECUA. If this contract is for supplies and is so terminated, the Contractor shall be compensated for goods delivered and accepted up to the date of termination at the discretion of the Executive Director. To the extent that this contract is for services and is so terminated, ECUA shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.
15. ASSIGNMENT OF CLAIMS – Claims for monies due or to become due under this Contract shall be assigned only pursuant to the Assignment of Claims Act of 1940, as amended (31 U.S.C 203, 41 U.S.C. 15). However, payments to an assignee of monies under this contract shall not, to the extent provided in said Act, as amended be subject to reduction or set-off (see Clause 12).
16. EXTENT OF OBLIGATION – ECUA is obligated under a call-type Purchase Order only to the extent of authorized calls actually placed against this agreement.
17. PRICING – The prices to ECUA for all purchases made under this Agreement shall be as low as or lower than those charged the suppliers most favored customer, in addition to any discounts for prompt payment.

18. **WARRANTIES** – In addition to all warranties, established by statute or common law or set forth elsewhere in this order, the Vendor expressly warrants that all material or services covered herein shall conform to all specifications, drawings, samples, and descriptions furnished or adopted by ECUA and shall be of the best quality and fit, and sufficient for the purpose for which purchased, if specified hereon, merchantable of good material and workmanship, and free from all patent and patent defects. ECUA’s failure to give notice to Vendor of any breach of warranty shall not discharge Vendor’s liability therefore. Without limiting the generality of the foregoing, Vendor agrees to be responsible for all defects in design, workmanship and materials, which may become apparent within twelve months of receipt by ECUA.
19. **PATENTS** – Vendor shall protect and indemnify ECUA against all claims, judgments and expenses arising from infringement or any patent by any of the goods delivered hereunder. Vendor shall defend or settle at its own expense any proceeding brought against ECUA for such infringement provided Vendor is notified promptly of the commencement of such proceeding and is given authority, information and assistance by ECUA for the defense or settlement thereof.
20. **NON-DISCLOSURE** – Without prior written consent of ECUA in each instance, Vendor shall not reveal to a third party the details, characteristics or any information on materials made to the special order for ECUA or use reproductions thereof and any promotional media or reveal that, ECUA is purchasing the materials hereunder.
21. **COMMERCIAL WARRANTY** – The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights to the Emerald Coast Utilities Authority by any other clause of this contract.
22. **DEVIATION FROM SPECIFICATIONS** – Emerald Coast Utilities Authority has the sole authority to determine if any deviation from the specifications cited is acceptable.

## PROPOSAL QUESTIONNAIRE INSTRUCTIONS

This proposal questionnaire and forms (pages 32 – 42) are prepared to facilitate the Emerald Coast Utilities Authority's review of proposals received. Once completed, four (4) proposal questionnaire & forms are to be submitted: one (1) paper original and three (3) paper copies. The original shall be the governing document.

No one is authorized to use the proposal questionnaire and forms for any purpose other than to respond to this specific RFP. No one is authorized to alter the proposal form content; such alteration could result in disqualification of the proposal.

**To be responsive, complete these Proposal Questionnaire and forms (pages 32-42) for your proposal, as the information applies. Your completed Proposal Questionnaire and forms should be typed. Corrections, if any, to your typed forms should be made in ink and initialed.**

The ECUA recognizes it is not possible to predict how much space will be needed for each answer to each question. If additional space for a response is required, attach an additional page to the page on which the question is stated. Clearly identify the number of the question to which the response is attached. Further, if additional Proposal Questionnaire and form pages are needed, photocopy or replicate as appropriate, and attach such additional pages to the page on which the question or chart is stated.

**Direction for return of the Confidential Informational Questionnaires, including all components, is provided in the Non-Disclosure Agreement, Item 6, "Return of Confidential Information."** The contact person is Amy Williamson, Senior Purchasing Agent:

**Emerald Coast Utilities Authority  
9255 Sturdevant Street  
Pensacola, FL 32514  
850-969-6531 (Direct)  
[amy.williamson@ecua.fl.gov](mailto:amy.williamson@ecua.fl.gov)**

### **AVOID VAGUE TERMS**

The use of N/A should be avoided. N/A can mean several things: Not Available; Not applicable; Not applicable for varied reasons, etc. Instead, please use "Included," "Not Included," or "Not Proposed."

Avoid using "See Proposal." The Questionnaire on pages 32 – 42 is your proposal! When referring to an appendix or schedule, please note where in your proposal the information can be found.

## EXCEPTIONS

All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the ECUA and a description of the advantage to be gained or disadvantages to be incurred by the ECUA as a result of these exceptions. (See page 38, “Exceptions,” to provide detail)

### ***Confidential Documentation – sent to respondents after NDA is received***

- ◆ Questionnaire #1 – Privacy & Network Liability

### ***Access to Electronic Information via ECUA Website***

2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

<http://www.ecua.fl.gov/system/files/Finance/2016%20Comprehensive%20Annual%20Financial%20Report.pdf>

The CAFR report is accessible via ECUA’s Website at [www.ecua.fl.gov](http://www.ecua.fl.gov)  
Click on “News & Reports” for drop-down menu and select “Reports”,  
then scroll to locate “2016 Comprehensive Annual Financial Report.”

**EMERALD COAST UTILITIES AUTHORITY  
RFP 2017-11**

**QUESTIONNAIRE**

For evaluation of the proposals, it is essential the following information be included in the submission:

**Agent-Broker:** \_\_\_\_\_

**Contact Name / Title:** \_\_\_\_\_

**Toll Free Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**General Information**

1. Has the proposer completed the Non-Disclosure Agreement in order to obtain the Confidential Questionnaire #1, and the Vehicle & Property Loss Run Claims reports?
2. Did the proposer receive the Confidential Informational Questionnaire, Attachments, CD, and Claims Reports?
3. Is the agent-broker licensed to do business in Florida?
4. Has the proposer, as of the proposal due date, been successfully operating as an agent-broker for a minimum of five consecutive years?
5. Do you agree to provide a rate guarantee for the quoted premium and term of coverage for each specified insurance and bond?
6. Do you agree to provide that the proposal submitted shall include one (1) original and three copies (3) copies and be valid for 90 days from the proposal due date?
7. Is a **sample** agent-broker contract provided (attached) for analysis?



8. Is a 60-day notice to the ECUA by the agent-broker of any renewal increases in premium for the specified commercial insurances and bonds included?
9. Is a 90-day notice of termination to the ECUA of the agent-broker services contract included?
10. Is a 30-day notice of termination of the agent-broker services contract by ECUA acceptable?
11. Can the agent-broker services contract with the ECUA be canceled mid-year for any reason other than non-payment? If so, for what reason(s)?
12. Have you provided quotes for all specified commercial insurances and bonds?
13. Do you agree that receipt of a future request for proposals from ECUA does not automatically mean ECUA wishes to terminate the agent-broker services provided, but that any notification required will be considered satisfied by dissemination of the request for proposals?

**Specific Information**

14. Describe in detail the qualifications of the proposer and the staff or team to perform services under the contract with the ECUA. Details should include:
  - a. Description of the experience of the proposer, including the number of years providing agent-broker services
  - b. Detail of past client service performance including size of entity
  - c. Names of assigned staff or team and their assigned function in relation to this request for proposal
  - d. Experience, education, and training of assigned staff/team
  - e. Licensure, certifications and affiliations of assigned staff/team
  - f. Attach State of Florida license (copy)

<p>15. If you are the successful proposer, will you agree to hold harmless and pay on behalf of ECUA or any liability and/or legal costs arising out of any claims and litigation related to the services provided, including actions that may arise from errors and omissions related to the service provided by your employees? _____</p>
<p>16. Do you agree to the insurance requirements listed in the RFP? _____</p>
<p>17. Have you completed and submitted the agent-broker references form? _____</p>

18. Will you agree to maintain records, documents, and evidence on costs for services provided for at least five (5) years after the contract ends? _____
19. Will such records be presented at no cost to ECUA for audit purposes? _____
20. Who, or whose spouse or other family member is also an officer or employee of ECUA? (List name(s) and if none, state "None.") _____
21. Who, or whose spouse or other family member own, directly or indirectly, an interest of five percent or more in the proposer's company or any of its branches. (List name(s) and if none, state "None.") _____

	<u>Yes</u>	<u>No</u>
22. Are you independently owned? If not, name affiliated organization(s) or company(ies). Explain the affiliation.	___	___
23. Do you sell insurance? If so, explain.	___	___
24. Do you receive, directly or indirectly, any commissions or contingent commissions?	___	___
25. Do you agree to refrain from marketing insurance or other products to ECUA's employees other than those authorized by ECUA?	___	___
26. Do you understand and agree that the agent-broker contract will be terminated if you embark on the marketing of insurance or other products to employees other than those authorized by ECUA?	___	___
27. Have you provided background information on your specific staff/team assigned to service ECUA, including the type and extent of training received and the number of years of experience in employee benefits and insurance consulting?	___	___
28. Will you provide ECUA with at least all of the services requested in this RFP? Explain any variation here or by attachment.	___	___

<b>Will your services to ECUA include:</b>	<u>Yes</u>	<u>No</u>
29. Review, analysis, and recommendation of all insured and self-insured programs at ECUA	___	___
30. Conduct an analysis of current policies of insurance to identify any overlapping coverage	___	___
31. Attend ECUA Committee and Board meetings as needed to explain renewals, including changes in coverage and premium	___	___
32. Where applicable, provide cost projections for the upcoming renewals	___	___

33. Provide reports and relevant data for the development of requests for proposals	___ ___
34. Negotiation of insurance renewals or other recommended coverage additions	___ ___
35. Review policies for alignment with proposed or negotiated coverage	___ ___
36. Review policy amendments and endorsements	___ ___
37. Monitor utilization and determine trends requiring targeted action by ECUA's Risk Management Program	___ ___

### 38. QUOTES FOR SPECIFIED COMMERCIAL INSURANCES AND BONDS

#### Flood Policies

1. Did Proposer review all applicable exhibits?
2. To obtain the quoted premium, how many insurers were contacted?
3. What is your experience with insurer?
4. Have you provided a summary of the proposed insurance for ECUA's review?
5. What contingencies are attached to the quote(s) you are proposing?

<b><i>Policy</i></b>	<b><i>Policy Period</i></b>	<b><i>Projected Estimated Premium</i></b>
Flood Policies		
<b>Exhibit 1-A</b> Generator Bldg & Generator Pensacola Bch, FL 32561	6-15-2017 thru 6-15-2018	
<b>Exhibit 1-B</b> 2 Story Main Bldg. Pensacola Beach, FL 32561	6-15-2017 thru 6-15-2018	
<b>Exhibit 1-C</b> Ops Building Pensacola Beach, FL 32561	6-15-2017 thru 6-15-2018	
<b>Exhibit 1-D</b> 425 Pensacola Beach Blvd. Gulf Breeze, FL 32561	8-3-2017 thru 8-3-2018	
<b>Exhibit 1-E</b> 1605 N Guillemard St. Pensacola, FL 32501	8-23-2017 thru 8-23-2018	
<b>Exhibit 1-F</b> 2600 W Cervantes St. Pensacola, FL 32505	8-23-2017 thru 8-23-2018	

<b>Policy</b>	<b>Policy Period</b>	<b>Projected Estimated Premium</b>
<b>Exhibit 1-G</b> 450 W Government St Pensacola, FL 32502	1-7-2018 thru 1-7-2019	
<b>Exhibit 1-H</b> 609 S. Corry Field Rd. Main Office & Warehouse Pensacola, FL 32507	4-15-2018 thru 4-15-2019	
<b>Exhibit 1-I</b> 609 S. Corry Field Rd. Office Bldg. Pensacola, FL 32507	4-15-2018 thru 4-15-2019	
<b>Exhibit 1-J</b> 609 S. Corry Field Rd. Storage Bldg. Pensacola, FL 32507	4-15-2018 thru 4-15-2019	

**Privacy & Network Liability**

**See Confidential Questionnaire #1**

1. Did Proposer review all applicable exhibits?
2. To obtain the quoted premium, how many insurers were contacted?
3. What is your experience with insurer?
4. Have you provided a summary of the proposed insurance for ECUA’s review?
5. What contingencies are attached to the quote(s) you are proposing?

<b>Policy</b>	<b>Policy Period</b>	<b>Quoted Premium</b>
Privacy & Network Liability <b>Exhibit 2</b>	10-1-2017 thru 10-1-2018	

**Commercial Crime Policy**

1. Did Proposer review all applicable exhibits?
2. To obtain the quoted premium, how many insurers were contacted?
3. What is your experience with insurer?
4. Have you provided a summary of the proposed insurance for ECUA’s review?
5. What contingencies are attached to the quote(s) you are proposing?

<b>Bond</b>	<b>Period</b>	<b>Quoted Premium</b>
Commercial Crime Policy <b>Exhibit 3</b>	10-1-2017 thru 10-1-2018	

**Road Restoration Bond**

1. Did Proposer review all applicable exhibits?

2. To obtain the quoted premium, how many insurers were contacted?
3. What is your experience with insurer?
4. Have you provided a summary of the proposed insurance for ECUA’s review?
5. What contingencies are attached to the quote(s) you are proposing?

<i><b>Bond</b></i>	<i><b>Period</b></i>	<i><b>Quoted Premium</b></i>
Road Restoration Bond <b>Exhibit 4</b>	11-18-2017 thru 11-18-2018	

**Auto**

1. Did Proposer review all applicable exhibits?
2. To obtain the quoted premium, how many insurers were contacted?
3. What is your experience with insurer?
4. Have you provided a summary of the proposed insurance for ECUA’s review?
5. What contingencies are attached to the quote(s) you are proposing?

<i><b>Policy</b></i>	<i><b>Period</b></i>	<i><b>Quoted Premium</b></i>
Auto <b>Exhibit 5</b>	10-1-2017 thru 10-1-2018	

**Property**

1. Did Proposer review all applicable exhibits?
2. To obtain the quoted premium, how many insurers were contacted?
3. What is your experience with insurer?
4. Have you provided a summary of the proposed insurance for ECUA’s review?
5. What contingencies are attached to the quote(s) you are proposing?

<i><b>Policy</b></i>	<i><b>Period</b></i>	<i><b>Quoted Premium</b></i>
Property <b>Exhibit 6</b>	10-1-2017 thru 10-1-2018	

	<u>Yes</u>	<u>No</u>
39. Are there any other fees associated with your delivery of any of the services contemplated with this relationship?	___	___

**EXCEPTIONS**

	Yes	No
40. Does your proposal include exceptions to this RFP? If yes, list the exceptions to this RFP with explanation below.	—	—

**Exceptions include the whole proposal document, our specifications, instructions to proposers and general provisions.**

Please list the exceptions to this document with explanation:

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**AUTHORIZED REPRESENTATIVE**

I read the Emerald Coast Utilities Authority Request for Proposals (#2017-11), I understand the scope of services requested and requirements stated, and I am either complying with the scope of services and requirements or indicating the specific items with which I cannot comply. In cases of noncompliance, where possible, I offered an alternate solution.

The Request for Proposals by the ECUA is understood to be a request for proposals from agent-brokers which may be accepted by ECUA for formation of a valid and binding contract. I represent that I am authorized to make such an offer on behalf of the agent-broker proposed.

_____	_____
Authorized Representative	Company Name
_____	_____
Date	Telephone

**EMERALD COAST UTILITIES AUTHORITY**

**RFP 2017-11**

**AGENT-BROKER REFERENCES**

To be responsive, proposers are required to provide five (5) references. All references should be organizations of similar size to ECUA, and for similar insurances and bonds as those requested by the ECUA.

- 1. Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact, phone number \_\_\_\_\_  
Type commercial policy or bond \_\_\_\_\_  
Length of Client Relationship \_\_\_\_\_  
Current or Past Client? \_\_\_\_\_
  
- 2. Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact, phone number \_\_\_\_\_  
Type commercial policy or bond \_\_\_\_\_  
Length of Client Relationship \_\_\_\_\_  
Current or Past Client? \_\_\_\_\_
  
- 3. Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact, phone number \_\_\_\_\_  
Type commercial policy or bond \_\_\_\_\_  
Length of Client Relationship \_\_\_\_\_  
Current or Past Client? \_\_\_\_\_
  
- 4. Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact, phone number \_\_\_\_\_  
Type commercial policy or bond \_\_\_\_\_  
Length of Client Relationship \_\_\_\_\_  
Current or Past Client? \_\_\_\_\_
  
- 5. Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact, phone number \_\_\_\_\_  
Type commercial policy or bond \_\_\_\_\_  
Length of Client Relationship \_\_\_\_\_  
Current or Past Client? \_\_\_\_\_

## EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, creed/religion, sex, national origin, disability/handicap, age, marital status, veteran status, or any other legally protected status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed/religion, sex, national origin, disability/handicap, age, marital status, veteran status, or any other legally protected status. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed/religion, sex, national origin, disability/handicap, age, marital status, veteran status, or any other legally protected status.

(3) The contractor will send to each labor union or representative of workers which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts with the Emerald Coast Utilities Authority. Provided, however, that no such action shall be taken without prior notice to the contractor and an opportunity for a hearing before the governing Board of the Emerald Coast Utilities Authority or its designee.

(5) The contractor will include the provisions of paragraphs (1) through (4) in every subcontract or purchase order for an amount exceeding ten thousand dollars (\$10,000) in any twelve (12) month period, so that such provisions will be binding upon each subcontractor or vendor.

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Signature

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Date

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Name & Title of Signer



CERTIFICATION OF NONSEGREGATED FACILITIES

By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, creed/religion, national origin, age, marital status, or veteran status because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts or purchase orders exceeding \$10,000; that he will retain such certifications in his files and make them available to the Emerald Coast Utilities Authority upon request.

Provided, however, that such certifications shall not be required in the case of purchase orders or contracts which, in case of a Federal Government contract or subcontract, would be exempt from compliance with the Equal Opportunity Clause by 41 CFR S60-1.5. This section provides for the exemption of transactions not exceeding \$10,000, contracts and subcontracts for indefinite quantities established not to exceed \$10,000 in any contract year, contracts with certain educational institutions, work on or near Indian reservations, facilities (including, but not limited to, agencies, instrumentalities or subdivision of state or local government) which are separate and distinct from activities of the prime contractor or subcontractor related to the performance of the contract or subcontract, and emergencies involving national security.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title of Signer

**DRUG-FREE WORKPLACE FORM**

The undersigned vendor 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, and 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 bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, 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 Chapter 1893 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 this section.

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

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

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

Bid/RFP/PO: \_\_\_\_\_