

RFP Number 18-03: Property Management and Accounting Services

Leon County R&D Authority

Submission Deadline: July 2, 2018, 2:00pm



REQUEST FOR PROPOSALS
PROPERTY MANAGEMENT & ACCOUNTING SERVICES
RFP NO. 18-03

PROPOSAL DUE DATE
JULY 2, 2018

**REQUEST FOR PROPOSALS (“RFP”)
PROPERTY MANAGEMENT & ACCOUNTING SERVICES
AT INNOVATION PARK
June 8, 2018**

The Leon County Research and Development Authority (“Authority”) is requesting proposals for the provision of Property Management & Accounting Services at Innovation Park. The award shall be made to the responsible Proposer taking into consideration the evaluation factors set forth in the Request for Proposals (RFP) and, if necessary, obtaining best and final offers.

In issuing this RFP, it is the intent of the Authority to obtain proposals which will provide the services indicated in the highest quality, at a reasonable, fixed monthly management fee, with additional payments in the event of certain activities or unforeseen circumstances, from the best Proposer.

The Authority will receive all proposals. The Board of Governors (“Board”) will establish an Evaluation Committee to evaluate all proposals and which may conduct negotiations and make a final recommendation to the Board for award of the contract.

A. Services Sought.

1. Location.

The Authority is requesting proposals from qualified firms (“Proposers”) for the provision of Property Management & Accounting Services at Innovation Park. It is the Authority’s intent to award one contract for Property Management & Accounting Services for its properties at Innovation Park as identified in Exhibit “A” attached hereto.

2. Scope of Services and Approach to Scope of Services.

- a. The successful Proposer shall be required to provide the Property Management & Accounting Services as outlined in Article 2 (“Basic Services”) in Exhibit “B” of the (“Contract”) attached hereto for the above referenced properties.
- b. The successful Proposer shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute the contract. Proposer’s Proposal should include an outline of the type of equipment, which the Proposer intends to use to ensure Proposer has sufficient equipment and supplies for the provision of services contemplated in this request for proposals.
- c. The Proposer should propose a plan as to how the Basic Services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel, which will be used to execute the services and when the services will be performed, and estimated time to complete each service. The Proposer is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be approved by the Authority. In the event Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the subcontractor(s) and the role of said subcontractor(s).
- d. The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer’s employees are performing their work in a safe manner.

The Proposer shall submit with the proposal a summary of any training provided to employees to ensure the services proposed are provided in a safe and high quality manner and environment.

3. Minimum Qualifications of Proposer.

- a. The Proposer shall state their qualifications as a professional Property Management & Accounting firm, which should include but not be limited to, previous Property Management & Accounting Services offered to businesses within Leon County, current Property Management & Accounting contracts being performed by Proposer, the length of time that this Proposer has been performing this service, the length of time employees who will execute the service have been employed by the Proposer, and any special qualifications those employees might have.
- b. The Proposer shall have a minimum of five (5) years previous experience in Property Management & Accounting Services for properties similar in size and type to the subject property prior to the date the proposal is submitted.
- c. The management staff to be assigned to this agreement must have a minimum of no less than three (3) years' experience in the property management and accounting business with proven supervisory experience.
- d. The Proposer must demonstrate financial capability and capacity, and are required to submit as a part of their proposal the following items:
 - i. A letter from the Proposer's relationship bank or accountant stating the financial capability to handle this contract (meet payroll and adequately secure supplies and equipment).
 - ii. Proof of insurance capacity by completion of the Insurance Certification form contained in this RFP.
 - iii. In the references requested in 4(a) below, the Proposer will identify at least three facilities currently being serviced that the Authority staff or committee may visit to evaluate a representative sampling of the Proposer's performance.
- e. If any services are expected to be subcontracted, the Proposer shall also provide all of the above information for the subcontractor(s).

4. References/Client List.

- a. The Proposer shall provide a list of five (5) client references, at least three (3) of which shall be current clients, for whom the same or similar type of services as those sought in this RFP are being provided and can be visited as required in (3)(d)(iii) above. The Authority reserves the right to contact clients for reference checks.
- b. For each reference, the Proposer shall provide the following:
 - i. Name and address of company.
 - ii. Site of work under contract (address and brief description of facility including square footage).

- iii. Person to contact, title, telephone number and electronic mail address, if available.
 - iv. Contract term, starting and ending dates.
 - v. A summary of the types of services provided under this contract.
- c. In the event the Proposer plans to subcontract any services, the above information shall be provided as it relates to the subcontractor(s) and the services that will be performed by such subcontractor.
- d. If incomplete reference information is provided, the proposal may be determined to be non-responsive. Proposers not meeting the minimum experience requirements as set out herein will be determined to be non-responsive and the proposal will not be considered.

5. General Terms of Agreement.

- a. Final terms of the agreement will be negotiated with the selected proposer but will be in substantially the same form as the sample provided in Exhibit "B" attached. Additional contract terms are identified in Section 8 below.
- b. The agreement for the Property Management & Accounting Services will begin October 1, 2018.
- c. The term of the agreement will be a minimum term of three (3) years with the option for additional one-year extensions by mutual agreement.
- d. The agreement will be monitored for acceptable services rendered throughout the agreement term. The Authority will have the option to cancel the agreement in whole or in part during the agreement term, for any reason or no reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.
- e. At the discretion of the Authority, price adjustments may be negotiated annually beginning with the first extension period. Any price adjustment shall not exceed changes in the Consumer Price Index for all Consumers (CPI-U) for the twelve (12) month period prior to the contract extension.

6. Payments.

- a. For payment due for Basic Services the Proposer shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Proposer's services as rendered. For accounting purposes only, charges shall be allocated to each building and tenants in common using a method agreed to by the Authority.
- b. The Proposer shall provide an invoice which provides detailed billing for services provided no later than thirty (30) calendar days after the date the services have been rendered. Two separate invoices shall be provided by Proposer to the Authority: one for accounting services and one for property management services. Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this agreement.

- c. Unless specified otherwise, the invoice shall be addressed as follows:

Leon County Research and Development Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

- d. Payments shall be paid to the Proposer within thirty (30) days contingent upon the receipt by the Authority of properly documented invoices for payment as determined by the budgetary and fiscal guidelines of the Authority and the condition that the Proposer has accomplished the services to the satisfaction of the Authority.

B. Proposal Process.

1. Mandatory Pre-submittal Conference

A mandatory Pre-submittal Conference meeting and walk-through of the job sites will be held at the Leon County Research and Development Authority's conference room, 1736 W Paul Dirac Drive, Tallahassee, Florida, at 2:00 PM on June 18, 2018 with Ron Miller.

2. Contact Information

Each Proposer shall examine the RFP documents carefully and inspect the properties to be maintained pursuant to this RFP. Questions concerning the RFP terms, conditions and technical specifications will be accepted in writing through 2:00 PM, June 21, 2018. Requests must be transmitted via email. No Proposer may rely upon any oral responses. Answers to such questions will be posted on the Authority's website. Such written questions and requests shall be directed to the following Authority Contact person:

Authority Contact:
Ron Miller, Executive Director
Leon County R&D Authority
rmiller@inn-park.com

- a. All registered Proposers will be sent any addenda or clarifications issued in response to this RFP. It is the responsibility of the Proposer to register its name and contact information with Mr. Miller, prior to July 2, 2018, in order to receive said addenda or clarifications.
- b. Only communications from the Proposer which are in writing and signed by a person(s) authorized to contractually bind such Proposer will be recognized by the Board as duly authorized expressions on behalf of the Proposer.
- c. From the time this RFP is issued until a final decision is made by the Board as to the award of a contract to a Proposer, Proposers are instructed to:
- i. Only contact the Authority Contact, identified hereinabove, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal in writing; provided any such contact shall be limited to questions regarding the process of this RFP and shall not relate to the merits of the Proposer's Proposal or another Proposer's Proposal; and
 - ii. Other than discussions held during the optional Pre-Submittal Conference and public meetings of the Board, or of the Evaluation Committee, no contact or communication in

person, by telephone, e-mail, through an intermediary, or otherwise with any member of the Board or any other representative of the Authority, other than Authority Contact, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal shall occur.

- d. Any contact or communication in violation of the provisions above shall be cause for rejection of the Proposer's Proposal.

3. Proposal Deadline.

Proposals must be received by the Authority by 2:00 PM, July 2, 2018 ("Submission Deadline"). Proposals may be mailed or hand-delivered to the below address:

Mail or hand-deliver to:

Leon County R&D Authority
Attn: Ron Miller
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Mark on the outside of the envelope and on any carrier's envelope: "PROPOSAL FOR PROPERTY MANAGEMENT & ACCOUNTING SERVICES AT INNOVATION PARK, July 2, 2018, 2:00PM".

Due to inconsistent office hours, hand-delivered Proposals will only be accepted on the day of the Submission Deadline after 9:00am and before 2:00pm, or by appointment only if on days prior to the Submission Deadline. Please email rmiller@inn-park.com to make an appointment.

4. Submission of Proposal.

- a. Proposals must arrive at the above address no later than Submission Deadline to be considered.
- b. It is the Proposer's responsibility to assure that their Proposal is delivered to the proper location no later than the Submission Deadline.
- c. The Opening of Proposals will take place in the Authority's offices located at the Knight Administrative Centre, located at Innovation Park, at 1736 W. Paul Dirac Drive, Tallahassee, Florida, 32310. The Opening of Proposals is open to the public, but attendance by proposers is not required. Only the names of Proposers will be listed and disclosed until such time as a Notice of Intent to Award is posted.
- d. Proposals received prior to the Opening of Proposals will be secured unopened.
- e. The Authority Contact, whose duty it is to open the Proposals, will open the Proposals as soon as practicable after the established Submission Deadline.
- f. Proposals received later than the Submission Deadline will not be considered, will be marked "Too Late" and may be returned unopened to the Proposer.
- g. The Authority is not responsible for the premature opening of a Proposal not properly addressed and identified by the RFP title and submission deadline on the outside of the envelope/package.

- h. The Proposer shall submit an ORIGINAL and three (3) copies of the proposal, **along with an electronic version in PDF format on a USB flash drive**, on or before the Submission Deadline. The Original of your Proposal must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding Proposer; all other copies may be photocopies. Proposals will be retained as the property of the Authority.
- i. Proposer Registration - Potential Proposers MUST officially register, prior to July 2, 2018, in order to be placed on the Registered Proposers list for the solicitation. This list is used for communications to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than the Authority Contact may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer may cause a Proposer's Proposal to be rejected as non-responsive. The registration form is Attachment 9.
- j. Special Accommodation - Any person requiring a special accommodation at the Opening of Proposals because of a disability should inform the Authority Contact no less than three (3) workdays prior to the proposal deadline.
- k. All expenses associated with the submittal of a proposal will be borne solely by the Proposers.

5. General Conditions.

- a. Proposers must be available for interviews by the Evaluation Committee, and/or the Board if required.
- b. The contents of the Proposal of the successful Proposer will become part of the contractual obligations except as may be modified by subsequent written agreement.
- c. Proposals must be typed or printed in ink. All corrections made by the Proposer to their Proposal prior to the Opening of Proposals must be initialed and dated by the Proposer. No corrections will be allowed to be made to Proposals after the Opening of Proposals.
- d. The Authority reserves the right to waive any minor irregularity, technicality or omission if the Authority determines that doing so will serve the Authority's interests. The Authority may reject any proposal not submitted in the manner specified in the solicitation document.
- e. The Authority reserves the right to reject any or all Proposals, in whole or in part, when such rejection is in the best interest of the Authority. Further, the Authority reserves the right to withdraw this solicitation at any time prior to the final award of the contract.
- f. Equal Opportunity/Affirmative Action Requirements - The Proposer shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief. For federally funded projects, in addition to the above, the Proposer shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein. **In addition to completing Attachment 3, the Equal Opportunity Statement, the Proposer shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.**

- g. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - The Proposer must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency and meet all other responsibility matters as contained in the certification form attached as Attachment 4.
- h. Fictitious Name Registration - If the Proposer is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the Proposal.
- i. Unauthorized Alien(s) - The Proposer shall be responsible for assuring that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Authority shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the contract entered into by the Authority as a result of this RFP. As part of the response to this RFP, please complete and submit Attachment 5 -- the "Affidavit Certification Immigration Laws."
- j. Addenda to Specifications - If any addenda are issued after the initial specifications are released, the Authority will post the addenda on the Authority's website at <http://innovation-park.com/opportunities/>
- k. It is the responsibility of the Proposer prior to submission of any Proposal to check the above website or contact the Authority Contact rmiller@inn-park.com to verify any addenda. The receipt of all addenda must be acknowledged on the Proposal sheet.

6. Schedule

The following table lists the important dates/times and actions relative to this solicitation. If the Board finds it necessary to make changes to the actions, dates, and/or times, such changes will be accomplished by written addendum to this solicitation and posted on the Authority's website. All times are local times in Tallahassee, Florida.

<u>Events</u>	<u>Date/Time</u>
Release/Issuance of RFP	June 8, 2018
Mandatory Pre-Submittal Meeting	June 18, 2018 at 2:00PM (EST)
Questions for Clarification Deadline	June 21, 2018 at 2:00 PM (EST)
Proposer Registration PRIOR TO	July 2, 2018 (earliest recommended)
Submission Deadline	July 2, 2018 at 2:00 PM (EST)
Opening of Proposals	July 2, 2018 at 2:15pm (EST)
Evaluation Committee: short list meeting	July 9, 2018 (time TBD)
Evaluation Committee: presentation meeting	July 16, 2018 (time TBD)
Evaluation Committee's Recommendation for Contract Award to the Board	July 23, 2018 (time TBD)
Authorization of contract by Board of Governors of Authority	August 2, 2018
* Notice of meetings of the Evaluation Committee will be posted on the Authority's website at http://innovation-park.com/opportunities/ . Committee meeting dates subject to change. Depending on the number of responses received, the Evaluation Committee	

chair may elect to forego the short list meeting allowing all respondents to present, as well as potentially holding the presentation meeting at the time scheduled for the short list meeting.

7. Evaluation

a. Review of Proposals

The Evaluation Committee will use a point formula during the review process to score and rank proposals. Each member of the Evaluation Committee will first determine responsiveness to the Request for Proposals by making sure all terms of the Request for Proposals were followed. Any proposal determined not to be responsive by a majority of the committee will be eliminated from further consideration. For those proposals determined to be responsive, each member of the Evaluation Committee will score each proposal using the criteria described below. Firms will be ranked based on each member's scores. These rankings will be combined for all members to determine the recommended ranking of the top three firms. In the event of a tie for first, second, or third position, the affected ranking will be determined by a vote of the committee.

b. Preliminary and Final Evaluation

If more than three firms submit responsive proposals, the Evaluation Committee may, in its sole discretion hold a meeting to score the proposals before holding a final selection meeting for the purposes of hearing oral presentations and making final rankings. The Evaluation Committee may choose to limit the number of oral presentations to be heard in the final selection process based on the preliminary scoring. By vote of the Evaluation Committee, more than three firms may be chosen for oral presentations in the final selection meeting. Preliminary scoring of finalist firms may be adjusted during the final selection meeting based on information obtained in the final selection meeting.

c. Proposal Evaluation Criteria

The following factors will be evaluated for each Proposal and points awarded as indicated:

i. Operations and Management Plan-20 points maximum

- (1) The Proposer shall submit an Operations and Management Plan identifying its staffing and approach to providing property management services contained in this RFP. Said plan shall provide the following:
- (2) Description of staffing, quantity of labor hours and supervision assigned to the facilities to successfully complete the work. In the event Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the sub-contractor(s) and the role of said sub-contractor(s).
- (3) Description of plan to perform the property management services required, including the systems, procedures and forms used.
- (4) Description of unscheduled or emergency work procedures.
- (5) Description of quality control procedures.
- (6) Enhanced Services - Recommendations on service improvements including the cost of same.

ii. Accounting Services & Reporting Plan-20 points maximum

The Proposer shall submit an Accounting Services & Reporting Plan identifying its staffing and approach to providing accounting and reporting services contained in this RFP. Said plan shall provide the following:

- (1) Description of staffing and supervision assigned to complete the work. If the Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the sub-contractor(s) and the role of said sub-contractor(s).
- (2) Description of plan to perform the accounting & reporting services required, including the systems, procedures and forms used.
- (3) Description of system of internal accounting controls, IT policy, and records retention policy employed by Proposer.

iii. Qualifications & Experience of Proposer-20 points maximum

- (1) Length of time company has operated; length of time providing both property management and accounting services similar to those required in the proposal; extent of Proposer current and prior similar contracts; location(s) of Proposer's office(s); and current and past project references.
- (2) Company has considerable and readily quantified experience in providing similar property management and accounting services.
- (3) Company has a proven ability to effectively manage multiple sites. Company shall provide relevant experience data and references.
- (4) Company's policy in recruitment, hiring, testing and assignment to ensure that only qualified persons are hired and that the appropriate skill sets are deployed to fit any site-specific needs.
- (5) Company has adequate organizational size, structure, and qualified key personnel to be assigned to this project. Provide an organization chart and resumes of key individuals including any industry related and professional designations held by key individuals.
- (6) If any services are expected to be subcontracted, the Proposer shall also provide all of the above information for the sub-contractor(s).

iv. Price-40 points maximum

The Proposal shall provide for a fixed price management fee for all services to be provided pursuant to the RFP. Separate amounts must be provided for fee for Accounting services and fee for Property Management services. The Price for all services is the MANAGEMENT FEE ONLY AND DOES NOT INCLUDE property, administrative and other expenses which are the responsibility of the Authority as defined in the Contract.

v. Local Preference in Purchasing and Contracting

- (1) Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria, additional points shall be added to the total score for a local preference, as follows:
 - (a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five (5) points.
 - (b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three (3) points.
- (2) Local business definition. For purposes of this section, "local business" shall mean a business which:

- (a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by LCRDA; and
 - (b) Holds any business license required by Leon County and, if applicable, the City of Tallahassee; and
 - (c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- (3) Certification. Any vendor claiming to be a local business as defined shall so certify in writing to LCRDA. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed (Attachment 8). LCRDA shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

vi. Minority, Women and Small Business Enterprise (MWSBE) Preference

- (1) Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria, a preference of five (5) points shall be added to the total score for a certified MWSBE.
- (2) Certification. Any vendor claiming to be an MWSBE shall attach evidence of certification from the Tallahassee-Leon County Office of Economic Vitality, or the State of Florida.

d. Final Evaluation Interviews

Interviews - Following the evaluation of the items listed above, up to the three Proposers with the highest rankings will be selected for interviews. The Proposers may present any information that the Proposer deems important to illustrate the merits of its Proposal, and to answer the questions of the Evaluation Committee.

8. Other Contract Provisions

By submitting a Proposal, the Proposer acknowledges and agrees to comply with the following if they become the Proposer chosen by the Board:

- a. Hold Harmless - The Proposer shall agree to indemnify and hold harmless the Authority from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Proposer, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Proposer, including but not limited to costs and a reasonable attorney's fee. The Authority may, at its sole option, defend itself or allow the Proposer to provide the defense. The Proposer shall acknowledge that ten dollars (\$10.00) of the amount paid to the Proposer is sufficient consideration for the Proposer's indemnification of the Authority.
- b. Audits, Records, and Records Retention: The Proposer shall agree as follows:

- i. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this contract.
 - ii. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
 - iii. Upon completion or termination of the contract and at the request of the Authority, the Proposer will cooperate with the Authority to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
 - iv. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Authority.
 - v. Persons duly authorized by the Authority and Federal auditors, pursuant to 45 CFR Part 92.36(I)(10), shall have full access to and right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 - vi. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- c. Insurance - Attention is directed to the insurance requirements below. Proposers should confer with their respective insurance carriers or brokers to determine in advance of Proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. Proposers who fail to comply strictly with the insurance requirements may be disqualified from award of the contract.
- i. The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, or employees.
 - ii. Minimum Limits of Insurance – The Proposer shall maintain limits no less than the following:
 - (1) General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's insurance shall include Authority as an additional insured as provided herein below.
 - (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile.

Contractor's insurance shall include Authority as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.

- (3) Worker's Compensation and Employers Liability: Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming Authority as an additional insured, Contractor shall provide to Authority a waiver of all rights of subrogation against Authority with respect to losses payable under such workers' compensation policy(ies).
- iii. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions applicable to any of Contractor's policies required above shall be declared to and approved by Authority. Thereafter, at the request of Authority, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to Authority, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- iv. Other Insurance Provisions – The policies are to contain, or be endorsed to contain, the following provisions:
 - (1) General Liability and Automobile Liability Coverages (**Authority and its agents are to be named as Additional Insured**).
 - (2) The Authority, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Proposer, including the insured's general supervision of the Proposer; products and completed operations of the Proposer; premises owned, occupied or used by the Proposer; or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitations on the scope of protections afforded the Authority, its officers, officials, employees, agents or volunteers.
 - (3) The Proposer's insurance coverage shall be primary insurance as respects the Authority, it officers, officials, employees, agents and volunteers. Any insurance of self-insurance maintained by the Authority, its officers, officials, employees, agents or volunteers shall be excess of the Proposer's insurance and shall not contribute with it.
 - (4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Authority, its officers, officials, employees, agents or volunteers.
 - (5) The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - (6) All Coverages - Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by

either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.

- (7) Acceptability of Insurers - Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- (8) Verification of Coverages – The Proposer shall furnish the Authority with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Authority before work commences. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

d. Ethical Business Practices

- i. Gratuities - It shall be unethical for any person to offer, give, or agree to give any Authority employee, or for any Authority employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or response therefore.
- ii. Kickbacks - It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the Proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- iii. The Authority reserves the right to deny award or immediately suspend any contract resulting from this response pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

9. Proposal Format.

a. General Format for Proposals

To facilitate evaluation, the Proposer shall follow the format outlined in this section. Failure of a Proposer to follow the required format may, at the sole discretion of the Authority, result in the rejection of the submittal. Proposals shall contain concise written material that enables a clear understanding and evaluation of the capabilities of the Proposer. Clarity and completeness are essential. The Authority, at its sole discretion, may reject any Proposal which is unclear in any way.

b. Proposal Content

This RFP will be used as the instrument to solicit Proposals for Property Management & Accounting Services for the Authority. It defines the terms, conditions and specifications to be followed and met by the Proposers. In order to maintain comparability and simplify the review and evaluation process, all Proposals submitted are required to be organized in the following manner. Failure to comply with the prescribed organization may, at the discretion of the Evaluation Committee, result in the elimination of the Proposal from consideration. Proposals are to be submitted in three ring binders or bound by binder clips **only**. **No manner of plastic, comb or wire bindings or staples are acceptable.** Be sure to follow and clearly mark each section of your Proposal according to the sections below.

Tab 1 – Title Page – The Title Page should contain the following:

- The RFP title
- The name of the proposing Proposer
- The name, address, telephone, e-mail address and fax number of the primary contact person

Tab 2 – Table of Contents – The table of contents should include a clear identification of the material included in the Proposal, by section and by page number.

Tab 3 – Operations & Management Plan, and Accounting Services & Reporting Plan

Tab 4 – Qualifications & Experience

Tab 5 – References/Client List

Tab 6 – Required Forms

- (1) Include the following completed forms:
 - Attachment 1 – Proposal Form
 - Attachment 2 – Price Schedule
 - Attachment 3 – Equal Opportunity/Affirmative Action Statement;
 - Attachment 4 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;
 - Attachment 5 – Affidavit Certification Immigration Laws;
 - Attachment 6 – Insurance Certification Form; and
 - Attachment 7 – Drug-Free Work Place Form.
 - Attachment 8 – Local Vendor Certification
 - Attachment 9 – Proposer Registration Form (as submitted prior to July 2, 2018)
- (2) Copies of required licenses, registrations, and certifications, if any.

ATTACHMENT 1

PROPOSAL FORM

Property Management & Accounting Services
At Innovation Park

Place: Leon County R&D Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Proposal Due Date: July 2, 2018 at 2:00 PM

Proposal of _____ hereinafter-called PROPOSER, a corporation organized and existing under the laws of the State of _____, or a partnership, a company, or an individual doing business as _____.

To the Leon County Research and Development Authority, hereinafter referred to as "Authority".

The PROPOSER, in compliance with the Request for Proposals 18-03 for Property Management & Accounting Services (RFP), having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions of the proposed work, including the availability of materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices shown in the attached Price Schedule. These prices are to cover all expenses incurred in performing the work required under the proposal documents, of which this proposal is a part. These prices are firm and shall not be subject to adjustment provided this Proposal is accepted within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the specifications for the unit prices shown on the attached Price Schedule.

PROPOSER certifies that the attached Price Schedule reflects ONLY MANAGEMENT FEES and does not include any expenses which are the responsibility of the Authority as defined in the Contract provided in Exhibit B to the RFP.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this Proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties likewise submitting a proposal; and that it is in all respects for and in good faith, without collusion or fraud.

RFP Number 18-03: Property Management and Accounting Services

Leon County R&D Authority

Submission Deadline: July 2, 2018, 2:00pm

DEVIATIONS FROM SPECIFICATIONS IF ANY:

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____ AGENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

Respectfully submitted,

Attest:

By: _____

By: _____

Print Name _____

Print Name _____

Date _____

Title _____

ATTACHMENT 2
PRICE SCHEDULE

The PROPOSER, in compliance with the request for proposals for the **PROPERTY MANAGEMENT & ACCOUNTING SERVICES**, having examined the scope of work and written specifications, hereby proposes to furnish **PROPERTY MANAGEMENT & ACCOUNTING SERVICES** for the following price.

Property Management Fee per month: \$ _____

Accounting Fee per month: \$ _____

Total Fee per month: \$ _____

Option 1
Additional Suggested Service Enhancements

Cost of any additional work suggested by Proposer.

Total Cost per month for Option 1 \$ _____

The above prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other costs of the Proposer necessary to perform the Basic Services defined herein.

PROPOSER understands that the Authority is responsible for paying out of its own funds certain costs of repairs, maintenance, administrative and other expenses as defined in the Contract provided in Exhibit B to the RFP, and that inclusion of Authority expenses in the Price Schedule will be cause for rejection of the Proposal.

PROPOSER certifies that this Price Schedule reflects ONLY MANAGEMENT FEES and does not include any expenses which are the responsibility of the Authority as defined in the Contract provided in Exhibit B to the RFP.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

Attest: _____

By: _____
Signature

Print Name

Print Name & Title

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Proposer: _____

Address: _____

ATTACHMENT 4

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Proposer's name

Address

ATTACHMENT 5

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act).

The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

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

Personally known _____
NOTARY PUBLIC

OR Produced identification _____
Notary Public - State of _____
My commission expires: _____

(Type of identification)

Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

ATTACHMENT 7

DRUG FREE WORK PLACE FORM

Drug-Free Work Place: Yes _____ N/A _____

If **Yes**, please complete the remainder of this form.

The undersigned proposer hereby certifies that _____ (Name of Business) does:

Publish 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.

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.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

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 novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

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.

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.

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

ATTACHMENT 8
LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone: Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:

Signature of Authorized Representative

Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

By _____, of _____,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a _____ corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)

or has produced _____ as identification.
(type of identification)

Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

Return Completed form with supporting documents to:

**Leon County R&D Authority, Ron Miller
1736 W. Paul Dirac Drive
Tallahassee, Florida 32310**

ATTACHMENT 9

PROPOSER REGISTRATION FORM

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA’s website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before July 2, 2018, in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Ron Miller at rmiller@inn-park.com.
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA’s website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company:		
Company's Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:
Primary Contact Person for the Company:		
Contact Person's Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Ron Miller. Such written questions and requests shall be: (1) received by Ron Miller no later than June 21, 2018 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Ron Miller by the company by e-mail. Answers to such questions will be posted on the LCRDA’s website <http://innovation-park.com/opportunities/>.

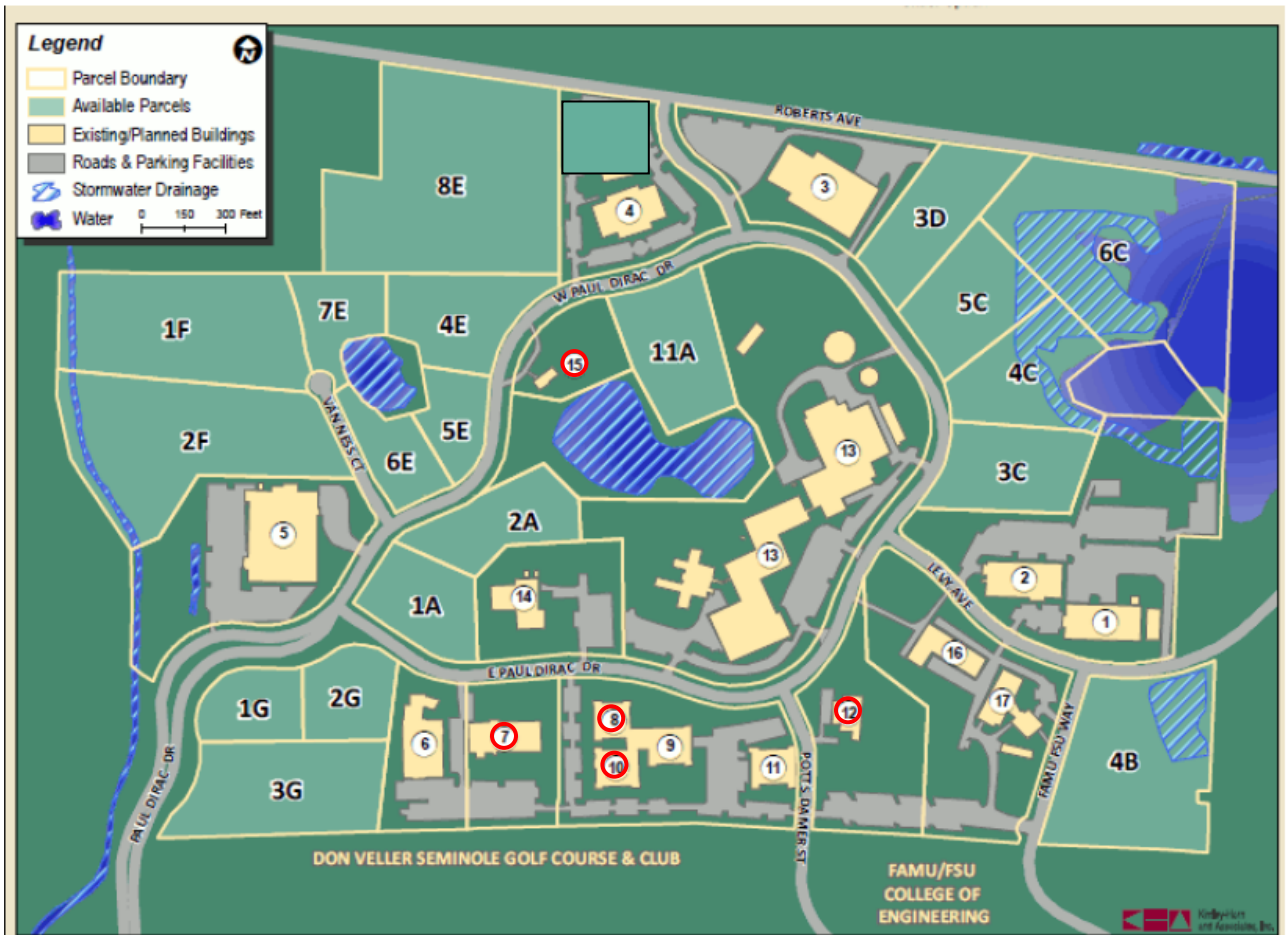
Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Ron Miller concerning this RFP.

Contact Information for Ron Miller –

- E-mail: rmiller@inn-park.com

Submit completed registration form to Ron Miller via email at rmiller@inn-park.com.

Exhibit "A"
Property Management & Accounting Services
Locations



Bldg #	PROPERTY NAME	PROPERTY ADDRESS	SQUARE FEET
8	Morgan	2035 E Paul Dirac Dr.	32,528
10	Johnson	2035 E Paul Dirac Dr.	39,337
7	Collins	2051 E Paul Dirac Dr.	24,900
12	Phipps	2007 E. Paul Dirac Dr.	14,661
15	Knight	1736 W Paul Dirac Dr.	2,800
Undeveloped Lots: 4E-6E, 8E (wooded) Central & West Stormwater Ponds Ground leases: Lots 1F, 7E Ground leases—no maintenance: Bldg's 3 & 4			

Exhibit “B”
Property Management & Accounting Services
Professional Services Agreement