



Issue Date: August 1, 2017

Non Mandatory PreProposal Conference: Thursday, August 10, 2017, 1:30pm

Bid Due Date: August 29, 2017 @ 3:00 p.m. local time

REQUEST FOR PROPOSAL

RFP NO. CMGR-180019-GD

**Administer and Implement Services for Low Barrier Emergency
Services Shelter for Homeless Persons**

Procurement Representative:

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Procurement Division

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**City of Gainesville
200 East University Avenue, Room 339 – Gainesville, Florida 32601**

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CITY OF GAINESVILLE
REQUEST FOR PROPOSALS FOR
Administer and Implement Services for Low Barrier Emergency Services
Shelter for Homeless Persons

SECTION I – REQUEST FOR PROPOSAL OVERVIEW & PROPOSAL PROCEDURES

RFP#: CMGR-180019-GD

August 29, 2017; 3:00pm local time
(Due Date)

A. INTRODUCTION/BACKGROUND

The City of Gainesville (hereafter "City") is requesting proposals from qualified providers of services to address the issue of homelessness impacts on the City of Gainesville (City) and Alachua County (County). Homelessness is a quality of life issue that is concerning to City and County residents. The complexity of chronic homelessness and the need for comprehensive support systems within the community for homeless persons requires a collaborative effort.

In a continuing effort to cooperate in the provision of homeless services, the City and County continue to combine local resources to support homeless and human services. The City owns property located at 3055 NE 28th Drive, Gainesville, Florida 32609, for the purpose of providing a site for the provision of homeless services (the "Empowerment Center"). The Empowerment Center is operated 365 days a year, 24 hours a day. Provider should accept referrals from local law enforcement.

The City and County each desire to jointly fund low barrier emergency shelter services for homeless persons at the Empowerment Center. The City and County funds will support innovative practices that limit barriers to entry and focus on housing options for homeless persons.

In order to serve persons experiencing homelessness, our community must transform homeless services to crisis response systems that quickly return people who experience homelessness to stable housing. All homeless housing services should be accessible to the population served and have low barriers to entry.

The RFP is designed to support an integrated system of housing assistance that can address the needs of persons experiencing homelessness and connect them with the resources needed to sustain housing and meet basic needs after services are provided. For these reasons, the City and County are requesting proposals from qualified organizations to provide Outreach, Low Barrier Emergency Shelter, Day Services, Rapid Rehousing Services and Housing Focused Case Management.

Transportation/Bus Passes

Transportation provisions for homeless individuals (i.e., bus passes) may be provided by the City subject to availability of funding.

B. RFP TIME TABLE

The anticipated schedule for the RFP and contract approval is as follows:

RFP available for distribution	August 1, 2017
Non Mandatory Pre-Proposal site visit	August 10, 2017, 1:30pm local time
Deadline for receipt of questions	August 15, 2017, 3:00pm local time
Deadline for receipt of proposals	August 29, 2017 (3:00 p.m. local time)
Evaluation/Selection process	September 6, 2017
Oral presentations, if conducted	Week of September 17, 2017
Projected award date	October, 2017
Projected contract start date	January 1, 2018

C. PROPOSAL SUBMISSION

One original and 7 copies (a total of 8) of the complete proposal must be received by August 29, 2017 at 3:00 p.m. local time at which time all proposals will be publicly opened. In addition, proposer should provide one (1) electronic copy of their proposal in PDF format on a CD or USB flash drive. Electronic document should not be password protected, encrypted, etc.

The original, all copies, and the separate sealed price envelope, if required, must be submitted in a sealed envelope or container stating on the outside the proposer’s name, address, telephone number, RFP title, number and due date and delivered to:

City of Gainesville
General Government Procurement
200 East University Avenue, Room 339
Gainesville, Florida 32601

Hand-carried and express mail proposals may be delivered to the above address **ONLY** between the hours of 7:00 a.m. and 6:00 p.m., local time, Monday through Thursday, excluding holidays observed by the City.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Any proposal received after 3:00 p.m. (local time), August 29, 2017 will not be considered and will be returned unopened.

Both the Technical Proposal and the Price Proposal, if required to be submitted in a separate envelope, must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the proposer, and proposer(s) must affix their company’s corporate seal to both Proposals. In the absence of a corporate seal, the Proposals must be notarized by a Notary Public.

The submittal of a proposal by a proposer will be considered by the City as constituting an offer by the Proposer to perform the required services at the stated fees.

D. PRE-PROPOSAL CONFERENCE

A non-mandatory pre-proposal site visit and conference has been scheduled for 1:30pm local time on Thursday, August 10, 2017 at 3055 NE 28th Drive, Gainesville, FL 32609. At that time, prospective proposers or their representatives will receive a guided tour of the facilities and may discuss any questions pertaining to the project. Proposers should meet at the administration building outside the fence and wait to be escorted and toured through the facilities.

E. CONTACT PERSON

The contact person for this RFP is Gayle Dykeman at (352) 334-5021 or email (dykemangb@cityofgainesville.org) in Procurement. Explanation(s) desired by proposer(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing, as is further described below.

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.

During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process, City officials or employees except the Procurement designated staff contact in the Procurement division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The blackout period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract. Lobbying means when any natural person, for compensation, seeks to influence the governmental decision-making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by City officials and employees, except as authorized by procurement documents.

F. ADDITIONAL INFORMATION/ADDENDA

Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the proposer's name, address, phone number, and facsimile number. Electronic facsimile will be accepted at (352) 334-3163.

Facsimiles must have a cover sheet which includes, at a minimum, the proposer's name, address, number of pages transmitted, phone number, and facsimile number.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued 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. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the proposer's responsibility to be sure all addenda were received. The proposer should verify with the designated contact persons prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals.

G. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Proposals received after the Proposal Due Date and time are late and will not be considered. Modifications received after the Proposal Due Date are also late and will not be considered. Letters of withdrawal received after the Proposal Due Date or after contract award, whichever is applicable, are late and will not be considered.

H. RFP POSTPONEMENT/CANCELLATION/WAIVER OF IRREGULARITIES

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

I. COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the proposer(s) prior to commencement of work as defined by a contract approved by the City Commission.

J. ORAL PRESENTATION

The City may require proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

K. EXCEPTION TO THE RFP

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states where exceptions may not be taken. Should a proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Proposer furnish the services or goods described herein, or negotiate an acceptable alternative.

L. TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY INFORMATION

All proposals (including all documentation and materials attached to proposals or provided in connection with this RFP) submitted to the City are subject to Florida's public records laws (i.e., Chapter 119, Florida Statutes), which requires disclosure of public records, unless exempt, if a public records request is made. Proposals (including all documentation and materials attached to proposals or provided in connection with this RFP (even if in a separate envelope)) submitted to the City cannot be returned. The City will not consider proposals if the entire proposal is labeled a Trade Secret and/or Confidential and/or Proprietary.

If proposer believes that its proposal contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure then such information must be submitted in a separate envelope and comply with the following requirements. In addition to submitting the information in a separate envelope, proposer must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by proposer as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by proposer is/are correct and/or accurate. The City will notify proposer if a public records request is received and proposer, at its own expense, will have forty-eight (48) hours after receipt of such notice (email notice is acceptable notice) to file the necessary court documents to obtain a protective order.

Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary proposer agrees to defend the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against all claims and actions (whether or not a lawsuit is commenced) related to its designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim or action arising out of or related to proposer's designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by proposer to claim that all additional information in its proposal is a trade secret and/or confidential and/or proprietary regardless if such information is labeled trade secret and/or confidential and/or proprietary. Proposer acknowledges and agrees that all information in proposer's proposal (not including information in section L) will be disclosed, without any notice to proposer, if a public records request is made for such information.

Please be advised that proposer's proposal, including the information submitted in a separate envelope in accordance with the requirements set forth in this Section L, will be distributed to the Evaluation Committee members, City staff and City Consultants to allow proposer's entire proposal, including the information submitted in a separate envelope, to be evaluated and considered for award of this Contract. The entire contents of Proposer's proposal, including the information submitted in a separate envelope, may be discussed at meetings that are open to the public, subject to the requirements set forth in Chapter 286, Florida Statutes. In the event a public records request is received the City will notify Proposer and Proposer, at its own expense, will have forty-eight (48) hours after receipt of such notice (e-mail notice is acceptable notice) to file the necessary court documents to obtain a protective order.

M. QUALIFICATIONS OF PROPOSERS

As a part of the Proposal evaluation process, City may conduct a background investigation of proposer, including a record check by the Gainesville Police Department. Proposer's submission of a Proposal constitutes acknowledgment of the process and consent to such investigation.

No proposal shall be accepted from, nor will any contract be awarded to, any proposer who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be irresponsible or unreliable by City.

If Proposer is determined to be irresponsible or unreliable, City will notify Proposer of its finding, including evidence used, and allow proposer an informal hearing and the opportunity to come into compliance within three business days of notification.

N. NEGOTIATIONS

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms from a cost or price and technical standpoint.

The City reserves the right to enter into contract negotiations with the selected proposer. If the City and the selected proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next selected proposer. This process will continue until a contract has been executed or all proposers have been rejected. No proposer shall have any rights against the City arising from such negotiations.

O. RIGHTS OF APPEAL

Participants in this RFP solicitation may protest RFP specifications or award in accordance with Section 41-580 of the City of Gainesville's Financial Services Procedures Manual.

P. RULES; REGULATIONS; LICENSING REQUIREMENT

The proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

Q. REVIEW OF PROPOSALS

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which follows the requirements of the RFP, includes all required documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your proposal non-responsive.

R. LOCAL SMALL AND SERVICE-DISABLED VETERAN BUSINESS PARTICIPATION

It is the policy of the City of Gainesville that all local small and service-disabled veteran businesses as defined in the Local Small Business Procurement Program Policies and Procedures, have the maximum practical opportunity to participate in contracting opportunities provided by the City. In keeping with this policy, each proposer is asked to state whether it will utilize small and service-disabled veteran that are eligible for assistance to perform work on the project(s) being advertised. For firms not yet certified by the City, a small and service-disabled veteran application may be requested and submitted to the Office of Equal Opportunity. Applications can be downloaded from the Office of Equal Opportunity website at <http://www.cityofgainesville.org/OfficeofEqualOpportunity.aspx>. To be

considered as a certified small and/or service-disabled veteran, a proposer must have a current certificate at the time of the solicitation submittal due date. For more information on certified small and service-disabled veteran businesses, please visit the Office of Equal Opportunity's website.

S. LIVING WAGE

- This contract is a covered service. (See Living Wage Decision Tree - Exhibit C attached hereto)
- This contract is not a covered service.

The Living Wage ordinance, Ordinance 020663, as amended at Ordinance 030168, and as shown on the City's web page, applies to certain contracts for specific "Covered Services," which the City has determined may include services purchased under this Contract, depending upon the cost/price of the contract awarded. A copy of the ordinance, as amended, will be attached to and made a part of the executed contract. Bidders/Proposers should consider the effect/cost of compliance, if any, with the requirements of the Living Wage Ordinance if the services purchased are "Covered Services", the prime contract amount exceeds the threshold amount, the bidder/proposer meets the definition of Service Contractor/Subcontractor (and is not otherwise excluded from the application of the ordinance) and the ordinance provisions, which are incorporated herein, apply to any Covered Employees.

If applicable, the adjusted Living Wage for this contract will be \$11.8269 per hour (Living Wage with Health Benefits) or \$13.08 per hour if Health Benefits are not offered.

If applicable, a successful Service Contractor/Subcontractor shall be required to execute the certification, attached as Exhibit B hereto, prior to the City executing the contract. Once executed, such certification will become part of the contract; however, failure to sign such certification will prevent execution of the contract, may result in forfeiture of any applicable bid or proposal bond, and could result in other adverse action.

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

- (1) The Contractor shall comply with the provisions of the City of Gainesville's living wage requirements, as applicable. Failure to do so shall be deemed a breach of contract and shall authorize the City to withhold payment of funds until the living wage requirements have been met.
- (2) The Contractor will include the provision of (1) above in each subcontract for Covered Services with a Service Contractor/Subcontractor, as defined herein, so that the provisions of (1) above will be binding upon each such Service Contractor/Subcontractor. The Contractor will take such action with respect to any such subcontract as may be directed by the contract administrator as a means of enforcing such provisions; provided, however, the City shall not be deemed a necessary or indispensable party in any litigation between the contractor and a subcontractor concerning compliance with living wage requirements.

T. LOCAL PREFERENCE

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the purchasing policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased and awarded by the City Commission or other authority. In the case of requests for proposals, letter of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses. Local Businesses are assigned five (5) percent of the total points of the total evaluation points. If Local Preference is requested by the proposer, the attached Exhibit A must be submitted with the proposal.

Local business means the vendor has a valid business tax receipt, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs

business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, in the Bid or RFP evaluation, the vendor must provide a copy of the business tax receipt and Zoning Compliance Permit. Exhibit -A-(Attach Codified document)

U. RECORDS/AUDIT

Contractor shall maintain records sufficient to document their completion of the scope of services established by this Contract. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized by the City. These records shall be kept for a minimum of three (3) years after completion of the Contract. Records which relate to any litigation, appeals or settlements of claims arising from performance under this Order shall be made available until a final disposition has been made of such litigation, appeals, or claims.

V. INVESTIGATION OF ALLEGED WRONGDOINGS, LITIGATION/SETTLEMENTS/FINES/PENALTIES

The City Commission specifically requests that responders to this document indicate in writing any investigations of wrongdoings, litigation and/or settlements, and fines or penalties (anywhere in the U.S) involving the Contractor and specific Contractors listed as projected to provide services to the City. You may be required to respond to questions on this subject matter.

W. NON-DISCRIMINATION POLICY AND COMMERCIAL NON-DISCRIMINATION REQUIREMENT

As a condition of entering into this agreement, the company represents and warrants that it will comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination. The company shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability or gender identity, or other unlawful forms of discrimination in the solicitation, selection, hiring, commercial treatment of subcontractors, vendors, suppliers or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination.

The City reserves the right to investigate any claims of illegal discrimination by the Contractor and in the event a finding of discrimination is made and upon written notification thereof, the Contractor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of the City. The company understands and agrees that a violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party."

For more information on this policy and requirement, please visit the Office of Equal Opportunity's website.

X. ART IN PUBLIC PLACES

In 1989, the City of Gainesville adopted an ordinance (Art in Public Places) requiring that, "each appropriation for the original construction or major renovation of a local government building which provides public access shall include an amount of at least one (1) percent of the total appropriation for the construction or major renovation of the building to be used for the acquisition of art". Compliance with the Art in Public Places ordinance is required for this project and will require coordination between the Contractor, architect and an artist. A copy of the ordinance is available upon request.

Y. DAVIS-BACON

It will be the responsibility of the contractor to check with the department project manager to determine if compliance with the Davis Bacon Act and the DOL regulations are required.

SECTION II – SCOPE OF SERVICES

A. INTENT

It is the intent of the City of Gainesville to obtain proposals for the services listed below. These services must be consistent with the North Central Florida Alliance Continuum of Care Action Plan (http://www.ncfalliance.org/wp-content/uploads/2016/04/2017-Action-Plan-draft-7-7_17-update.pdf).

1) Outreach- Strategies to end homelessness coordinates street outreach efforts with its community partners, who employ trained case management workers to provide strategic case- management of homeless persons in our community. The Proposer's action plan must be designed to reach out directly and build crucial relationships with people experiencing homelessness, in order to assist them in finding resources and shelter.

2) Shelter and Day Services

A) Shelter Services- the Proposer's action plan must include Low Barrier Emergency Shelter Services: Housing where a minimum number of expectations are placed on people who wish to live there. The aim is to have as few barriers as possible to allow more people access to services. In housing this often means that tenants are not expected to abstain from using alcohol or other drugs, or from carrying on with street activities while living on-site, so long as they do not engage in these activities in common areas and are respectful of other tenants and staff. Low-barrier facilities follow a harm reduction philosophy.

Harm Reduction: A philosophy that focuses on the risks and consequences of a particular behavior, rather than on the behavior itself. In terms of substance use, it means focusing on strategies to reduce harm from high-risk use, rather than insisting on abstinence. Abstinence is neither condoned nor condemned. Instead it is considered one strategy among many others. Underlying harm reduction is the acceptance that many people use substances, and that a drug-free society is both an unrealistic and impractical goal. With regard to housing, harm reduction means that tenants have access to services to help them address their substance use issues. It is based on the understanding that recovery is a long process, and that users need a stable living arrangement in order to overcome their addictions. Focus is on being healthier rather than on the unrealistic goal of being perfectly healthy right away.

B) Day Services- The Proposer's action plan must provide day services (including food, mail, laundry, storage, and shower) for homeless persons. Any additional services, such as, internet, will be the responsibility of the Proposer.

3) Rapid ReHousing Services

The Proposer's action plan must describe how their organization as a Low Barrier Shelter will coordinate, and refer clients into Rapid Rehousing/Supportive Housing and Case Management Services in this community. Additionally, the plan must describe how the organization will participate in the program and identify the rehousing, supportive housing and case management providers that have agreed to work with your organization in moving homeless clients into housing and provide case management services.

B. MINIMUM REQUIREMENTS

1. Must have significant experience (minimum 3 years) providing Low Barrier Emergency Shelter.
2. Must describe how organization will participate in Rapid Rehousing program and identify the rehousing, supportive housing and case management providers that have agreed to work with your organization.
3. Must be able to provide Camping Services Management Plan and Camping Services Outreach and Phase-Out Plan.
4. Must be able to raise a minimum of 15% cash match of the approved budget for operating costs of the Low barrier shelter.

SECTION III – PROPOSAL FORMAT

Instructions to proposers: Proposals must contain each of the below enumerated documents, each fully completed, signed, and notarized as required. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

A. FORMAT AND CONTENTS OF PROPOSAL

1. Table of Contents

The table of contents should outline in sequential order the major areas of the proposal, and all pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

2. Technical Proposals

The technical proposal is a narrative which addresses the scope of work, the proposed approach to the work, the schedule of the work, and any other information called for by the RFP which the proposer deems relevant.

3. Price Proposal

The price proposal is a presentation of the proposer's total offering price including the estimated cost for providing each component of the required goods or services.

Proposers should indicate the dollar amount which will be attributed to each sub-contractor, if any.

If a prescribed format for the price proposal is appended, proposers must use it; otherwise, proposers may use formats of their choice.

4. Qualifications

The response to the minimum qualification requirements contained below is a list of the minimum qualification requirements prescribed for the RFP. Proposers must provide documentation which demonstrates their ability to satisfy all of the minimum qualification requirements. Proposers who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be considered for award. If a prescribed format, or required documentation for the response to minimum qualification requirements is stated below, proposers must use said format and supply said documentation.

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with the proposal if a local preference is requested.

B. QUALIFICATIONS/STATEMENT OF QUALIFICATIONS

[Include a description of the experience, qualifications including any minimum qualifications, financial stability, recent references of the proposer's performance on contracts of similar scope and size required. A specific format may be required of the proposers. Experience may be included as the number of years, level of technical knowledge, educational degrees and certifications required. Financial stability may be determined by requesting the proposers most recent financial statement, certified audit, balance sheet, or evidence of bonding capacity.]

SECTION IV – EVALUATION CRITERIA AND PROCEDURES

A. EVALUATION CRITERIA

1.0 SELECTION AND EVALUATION CRITERIA

Proposals will be evaluated in accordance with the procedures described in the City's Professional Services Evaluation Handbook. The proposals will be evaluated in four stages: Technical Qualifications Evaluation, Written Proposal Evaluation and/or Presentation/Interview Evaluation, and Other Factors as deemed appropriate. The City shall consider the ability of the firm's professional personnel, willingness to meet time and budget requirements, workload, location, past performance, volume of previous work with the City, and location. The Evaluation process provides a structured means for consideration of all these areas.

1.1 Technical Qualifications Evaluation

The Technical Qualifications Evaluation will assess each responding firm's ability based on experience and qualifications of key team members, the firm's capability of meeting time and budget requirements, and the firm's record with regard to this type of work, particularly in the City of Gainesville or in the State of Florida. This stage does not involve review and evaluation of a proposal addressing the project scope of work. Consideration will be given to the firm's current workload, financial stability, and the location where the majority of the technical work will be produced. The City will not be impressed with excessive amounts of boilerplate, excessive numbers of resumes, excessive length of resumes, excessive numbers of photographs, work that distant offices have performed, or work not involving personnel to be assigned to the proposed project.

1.2 Written Proposal Evaluation

The Written Proposal Evaluation will assess the firm's understanding of the project and the proposed approach to be undertaken as addressed in a written proposal. The evaluation process will assess how effectively the requirements of the scope of services have been addressed. The written proposal should identify a project manager and other key members of the project/service team. It should relate the capabilities of the project/service team to the requirements of the scope of services.

1.3 Presentation/Interview Evaluation

The Proposal Presentation/Interview Evaluation is based on an oral presentation that addresses both the technical qualifications of the firm and the approach to the project. Importance is given to the firm's understanding of the project scope of work, the placement of emphasis on various work tasks, and the response to questions. The evaluation process will assess the project manager's capability and understanding of the project and his/her ability to communicate ideas. The role of key members of the project/service team should be established based on the scope of services and the firm's approach to the project/service. The role of any subcontracted firm in the proposal should be clearly identified. Unique experience and exceptional qualifications may be considered with emphasis on understanding of the project/service, particularly "why it is to be done" as well as "what is to be done." The City of Gainesville will not be impressed with excessive boilerplate, excessive participation by "business development" personnel, and the use of "professional" presenters who will not be involved in the project or future presentations.

1.4 Other factors

The Other Factors to be considered, based upon the specific project (but not limited to), are those items, such as SBPP and/ or Local Preference. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the City's Procurement Policies and Procedures.

B. SELECTION PROCESS

The contractor(s) will be selected from the qualified vendors submitting responses to this Request for Proposals. The selection process will be as follows:

1. Evaluators consisting of staff will review the written proposals. The evaluation process provides a structured means for consideration of all proposals.
2. Upon review and evaluation, the City may request oral presentations from the top ranked vendors. During the oral presentations, the vendors shall further detail their qualifications, approach to the project and ability to furnish the required services. These presentations shall be made at no cost to the City. Firms selected for further presentations should provide one (1) electronic copy of materials presented in PDF format on a CD.
3. Prior to final ranking of firms, the apparent top ranked vendor will be required to furnish proof to the City that it complies with the specifications.
4. The final ranking of firms will be in accordance with the procedures described in the City's Professional Services Evaluation Handbook. If required, the final ranking of firms will be presented to the City Commission. The City Commission will be requested to approve the recommended ranking and authorize negotiation and execution of the contract beginning with the top ranked vendor.
5. Provided that the City Commission approves the ranking and an award, the City will negotiate a contract with the top ranked proposer for the provision of Administration and Implementation Services for Low Barrier Emergency Services Shelter for Homeless Persons. Should the City be unable to negotiate a satisfactory contract with the top ranked vendor, negotiations will be terminated with that proposer and negotiations will be initiated with the second most qualified proposer, and so on until a satisfactory contract is negotiated.

SECTION V – GENERAL PROVISIONS

A. CONTRACT AWARD

The award(s), if any, shall be made to the proposer(s) whose proposal(s) shall be deemed by the City to be in the best interest of the City. The decision of the City of whether to make the award(s) and which proposal is in the best interest of the City shall be final.

The Contract to be entered into with the successful proposer will designate the successful proposer as the City's Contractor and will include, but not be limited to, the following terms and conditions.

B. GENERAL TERMS AND CONDITIONS

Following are the General Terms and Conditions, supplemental to those stated elsewhere in the Request for Proposals, to which the Vendor must comply to be consistent with the requirements for this Request for Proposals. Any deviation from these or any other stated requirements should be listed as exceptions in a separate appendix of the proposal.

1. Public Entity Crimes. Section 287.133 (2)(a), Florida Statutes, contains the following provisions: "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not 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 for a period of 36 months from the date of being placed on the convicted vendor list."
2. Tie Bids. Whenever two or more bids which are equal with respect to price, quality and service are received, preference shall be given in the following order: (1) Bidders submitting the attached Drug-Free Workplace form with their bid/proposal certifying they have a drug free workplace in accordance with Section 287.087, Florida Statutes; (2) Bidders located within the City of Gainesville, if not subject to the Local Preference Ordinance; (3) Bidders located within Alachua County; (4) Bidders located within the State of Florida; (5) coin toss. In the case where Federal funds are being utilized, articles 2,3 and 4 will not apply.
3. Drugfree Workplace. Preference shall be given to submitters providing a certification with their qualifications certifying they have a drug-free workplace whenever two or more bids which are equal with respect to price, quality, and service are received in accordance with Section 287.087, Florida Statutes. The attached form should be filled out and returned with the qualifications in order to qualify for this preference.
4. Indemnification. The Contractor shall agree to indemnify and save harmless the City, its officers, agents, and employees, from and against any and all liability, claims, demands, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the contract whether by act or omission or negligence of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Contract between the parties.
5. Insurance. Contractor shall provide proof of insurance in an amount as noted below:

Worker's Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.

Public Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage \$1,000,000 per occurrence (combined single limit for bodily injury and property damage).

The City shall be an additional insured on such Public Liability Insurance and the Contractor shall provide copies of endorsements naming the City as additional insured.

Automobile Liability Insurance

Property Damage \$500,000 per occurrence (combined single limit for bodily injury and property damage).

The Contractor shall furnish the City a certificate of insurance in a form acceptable to the City for the insurance required. Such certificate or an endorsement provided by the Contractor must state that the City will be given thirty (30) days' written notice (except the City will accept ten (10) days written notice for non-payment) prior to cancellation or material change in coverage.

6. Sovereign Immunity. Nothing in the executed contract shall be interpreted that the City waives its sovereign immunity granted under Section 768.28, Florida Statutes.
7. Term. The term of the contract will commence upon final execution and will continue for 3 years, subject to funding in subsequent fiscal years. At the end of the contract period, upon satisfactory performance, the City, may at its option, negotiate and extend the contract for 2 additional 1 year periods.
8. Termination. The contract will provide termination by either party without cause upon 30 days prior written notice to the other party. In the event of termination, the Contractor will be compensated for services rendered up to and including the day of termination.
9. Applicable Law. The contract and the legal relations between the parties hereto shall be governed and construed in accordance with the laws of the State of Florida. Venue in the courts of Alachua County, Florida.
10. Joint Bidding/Cooperative Purchasing Agreement. All bidders submitting a response to this invitation to bid agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same terms and conditions, for the same prices and the same effective period as this bid, should the bidder deem it in the best interest of its business to do so. This agreement in no way restricts or interferes with any State Agency or Political Subdivision of the State of Florida to rebid any or all items.
11. Subcontractors. All successful contractors specific to construction in the amount of \$300 thousand or more to include material suppliers shall be required to provide information of subcontractors in addition to sub and sub subcontractors prior to final payment under the contract.
12. Florida Public Records Act.
Florida has a very broad public records law and certain records of a contractor may be considered public records. Accordingly, by entering into an agreement with the City, contractor must:
 1. Keep and maintain public records required by the public agency to perform the service.
 2. Upon request from the public agency's custodian of public records, provide the public agency 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 this chapter or as otherwise provided by law.
 3. 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 the public agency.
 4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency 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 the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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 THE CUSTODIAN OF PUBLIC RECORDS _____ 352-334-_____, [@cityofgainesville.org](mailto:cityofgainesville.org), P.O. Box 490 Mail Station __, Gainesville, FL 32627.

SECTION VI – TECHNICAL SPECIFICATIONS

A. SCOPE

LOW BARRIER EMERGENCY SHELTER SERVICES

(Written and Technical Categories Combined - Maximum 200 Points)

Experience

The proposer must have significant experience in providing Low Barrier Emergency Shelter.

Low Barrier Housing: Housing where a minimum number of expectations are placed on people who wish to live there. The aim is to have as few barriers as possible to allow more people access to services. In housing this often means that tenants are not expected to abstain from using alcohol or other drugs, or from carrying on with street activities while living on-site, so long as they do not engage in these activities in common areas and are respectful of other tenants and staff. Low-barrier facilities follow a harm reduction philosophy.

Harm Reduction: A philosophy that focuses on the risks and consequences of a particular behavior, rather than on the behavior itself. In terms of substance use, it means focusing on strategies to reduce harm from high-risk use, rather than insisting on abstinence. Abstinence is neither condoned nor condemned. Instead it is considered one strategy among many others. Underlying harm reduction is the acceptance that many people use substances, and that a drug-free society is both an unrealistic and impractical goal. With regard to housing, harm reduction means that tenants have access to services to help them address their substance use issues. It is based on the understanding that recovery is a long process, and that users need a stable living arrangement in order to overcome their addictions. Focus is on being healthier rather than on the unrealistic goal of being perfectly healthy right away.

A. Low Barrier Emergency Shelter Services

Maximum points: 13

Scoring Criteria:

1. Proposer's recent experience (five years or more) in managing a Low Barrier Shelter Facility (24 hours/365 days a year) **10 points; or**
2. Manage a Low Barrier Emergency Shelter for three to five years **6 points; or**
3. Manage a Low Barrier Emergency Shelter in the last three years. **3 points; plus**

Please refer to Exhibit A - Is Your Shelter Housing Focused?

4. Completion of "Is Your Shelter Housing-Focused", answering affirmatively to 15-20 questions on Exhibit A **Maximum 3 additional points; or**
5. Completion of "Is Your Shelter Housing-Focused", answering affirmatively to less than 15 questions on Exhibit A. **Maximum 2 additional points**

B. Emergency Management Experience

Maximum points: 4

Proposer's recent (within the last three years) experience in managing and participating in the county-wide emergency activation including Cold Night Shelter, hurricanes, fires, tornados, etc. Provide information on your role and responsibilities in these activations.

Scoring Criteria:

1. More than five years of experience in working with the Local Emergency Management Team within your County or City. Provide a copy of your Emergency Management Plan that has been reviewed or approved by the Local Emergency Management Team. Your Emergency Management Plan has been activated within the last three or five years
4 points; or
2. Three to five years of experience in working with Emergency Management. Provide a copy of the approved plan or documentation that the plan has been reviewed by the Local Emergency Management Team in your City or County. Proposer must provide a copy of its Emergency Management Plan which has been approved or reviewed by the Local Emergency Management Team *3 points; or*
3. One to three years of experience in working with Emergency Management. Provide a copy of the approved plan or documentation that the plan has been approved or reviewed by the Local Emergency Management Team *2 points; or*
4. Provide a copy of the Emergency Management Plan that has been reviewed and/or approved by the Local Management Team *1 point*

C. Diversion Plan

Maximum points: 10

Describe your experience in implementing a Diversion Plan including your role and responsibilities in implementing the Plan. Identity and provide data on how many clients or residents were diverted to other forms of housing in FY 2016. Include the total number assessed for housing. What criteria are used to assure people do not quickly return to homelessness or seeking shelter within the following 12 months? Scoring Criteria:

1. Diversion Plan and data *10 points; or*
2. Diversion Plan with no data *2 points; or*
3. No plan, no data submitted. *0 points*

D. Coordinated Entry System

Maximum points: 3

Proposer's recent experience (within the last four years) participating in Coordinated Entry Intake System and Homeless Management Information System (HMIS) or comparable system. Describe your local community's Coordinated Entry System and describe your role and responsibilities in the system. Include outline and provide information how a person in your organization goes through the Coordinated Entry System. Scoring Criteria:

1. Provide and participate in the local Coordinated Entry System with clear, defined roles and responsibilities for the organization for more than four years *3 points; or*
2. Less than three years in providing and participating in the Coordinated Entry System for your City, County or CoC *2 points; or*

3. One year of experience and the CoC has just begun to implement the Coordinate Entry System for your City, County or CoC. **1 points**

E. Organizational Structure

Maximum points: 3

Provide a written copy of your organization's structure, including the job descriptions for the funded positions providing Low Barrier Emergency Shelter services. Describe required training for all new employees and any on-going training requirements. Scoring Criteria:

1. Provide a copy of the organization's structure and job descriptions, job descriptions are clearly "housing focused", training in housing first, harm reduction, and motivational interviewing or similar required **3 points; or**
2. Provide a copy of the organizational chart but no job descriptions **2 points; or**
3. Provide no copy of the organizational chart or job descriptions. **0 points**

F. Housing Coordination

Maximum points: 3

Proposer has experience in getting homeless clients into housing as a part of the Housing Focus approach to homelessness. Provide data on how many residents within the Low Barrier Emergency Shelter were placed in permanent housing. Include the number of the residents that are still in permanent housing within twelve months of placement (FY 2016 October 1, 2015-September 30, 2016 and/or FY 2017 October 1, 2016-September 30, 2017). Include the total number assessed for housing. Scoring Criteria:

1. Provide written information on the Rapid Rehousing Model in their community plus data on the placement and the number of clients that remain in housing after 12 months **3 points; or**
2. Provide written information on the Rapid Rehousing program including the number of clients placed in housing, but no data on how many clients remain in housing after twelve months **2 points; or**
3. Provide written information on the Rapid Rehousing program but provide no data supporting the number of clients placed in housing and no data on how many clients remain in housing after twelve month **1 point**

G. Rapid Rehousing

Maximum points: 10

Describe how your organization as a Low Barrier Shelter will coordinate, participate and refer clients into Rapid Rehousing/Supportive Housing and Case Management Services in this community. Describe how the organizations will participate in the program and identify the rehousing, supportive housing and case management providers that have agreed to work with your organization in moving homeless clients into housing and provide case management services. How does the organization work with landlords to quickly move households into housing? How does the organization encourage sustainability for low- or no-income households to avoid return to homelessness? Describe internal or external partnerships to link those served to employment. Include supporting MOU in the attachments for employment training or placement services. Scoring Criteria:

1. Provide a copy of the proposed plan to refer homeless clients to Rapid Rehousing, Permanent Supportive Housing and Case Management including any MOU or

Agreements with organizations that have agreed to provide these services or the funding agency that has agreed to fund your organization to provide these services including a copy of the proposed budget to provide Case Management or provide funding for housing to clients enrolled in the Low Barrier Emergency Shelter **10 points; or**

2. Provide a copy of the proposed plan to refer homeless clients to Rapid Rehousing, Permanent Supportive Housing and case management services but does not have any formal agreement or MOU or no outside funding to support these services **5 points; or**
3. No formal agreement, MOU or proposed plan to refer homeless clients residing at the Low Barrier Emergency Shelter, however a plan will be developed by the time the City's executes an agreement with the provider. **2 points**

H. Maximum Day of Stays

Maximum points: 8

Identify the maximum days a homeless client can stay at the Low Barrier Shelter. Provide a copy of your proposed plan to move clients to permanent housing including the maximum number of days a client can stay at the Low Barrier Shelter, including the camping services and pavilion services. Describe what steps are taken to monitor length of stay, at how many days are an individual with a length of stay an outlier, and what steps are addressed to reduce the length of stay for all outliers.

I. Emergency Shelter Standards Operating Procedures

Maximum points: 8

Provide a copy of your proposed Standard Operating Procedures for the Emergency Low Barrier Shelter which should include rights and responsibilities of the clients as well as admission criteria and intake procedures. Specify any requirements those seeking shelter must comply with, i.e., admissions during specific limited hours, telephone contact, etc.

Provide a copy of your security plan to include Security Protocols for the campus including coordinating services, implementing incident reports and maintaining compliance with the Provider's security plan. Describe first aid preparedness such as on-site staff training (i.e., CPR, AED, First Aid) and first aid equipment and supplies maintained on-site. Describe your plan for enforcing designated smoking areas on the campus and conducting fire drills.

J. Permanent Housing

Maximum points: 10

Experience moving clients into permanent housing within 30 days of intake into the Coordinated Entry System and provide appropriate data supporting your organizations' finding of putting clients into housing. Scoring Criteria:

1. Moving 80% of your clients into permanent housing with leases within 30 days and provide the appropriate data supporting the percentage moving into housing **10 points ; or**
2. Moving 60% of your clients into permanent housing with leases within 30 days and provide the appropriate data supporting the percentage moving into housing **3 points; or**
3. Moving 50% or less of your clients into permanent housing with leases within 30 days and provide the appropriate data within 30 days of intake. **2 points**

K. Housing Services

Maximum points: 10

Describe your plan to provide Housing Focused Case Management to shelter clients. Provide details about your goals, your strategies, and your timeframes for engaging clients. Summarize your staff's training and experience in this area.

L. Homeless Day Services

Maximum points: 3

Experience providing day services (including food, mail, laundry, storage, and shower) for the homeless in the past three to five years. Additional services, including internet, will be the responsibility of the provider. Include the location and city where such services were provided. Include FY 2016 data on how your organization provided day services to the homeless clients and how your services supported your community and its plan to end homelessness through your Continuum of Care. Provide a detailed process and rules for screening, developing and implementing a process for client property/storage. Scoring Criteria:

1. More than five years providing day services to the homeless and providing data showing the location and what services were provided ***3 points; or***
2. Three to five years in providing day services to the homeless in your city or your current location. Provide data showing what services were offered to the homeless ***2 points; or***
3. Zero to three years of experience providing day services to the homeless at your current location. ***1 point***

M. Camping Services Management Plan

Maximum points: 14

Describe your organization's experience managing homeless campsites and homeless camping services. Describe how your organization will manage homeless camping in Dignity Village. Describe whether your organization would allow camping inside the Empowerment Center fence, and if you would, how that would work. More specifically, outline how services will be provided both inside and outside of the Empowerment Center fence, including any proposed rules, regulations and length of stay (***Please see Exhibit B Map***). Explain how camping registration will be conducted and how the camping services will fit into the Coordinated Entry System and the Rapid Rehousing Model. Include the number of people permitted to camp at any one time, and measures to be taken if the campground is full and additional people are seeking camping. Scoring Criteria:

1. More than five years of experience providing and managing camping services (public or private experience). ***4 points; or***
2. Three to five years of experience providing and managing homeless camping services (public or private experience). ***3 points; or***
3. Zero to three years of experience providing and managing homeless camping services or outdoor services or outreach services. Provide information on the services including rules or regulations governing the homeless camping services or private camping services or outreach services. ***2 points; plus***
4. Realistic plan to efficiently manage the camping area in a clean, safe and orderly manner. ***10 points***

N. Camping Services Outreach and Phase Out Plan

Maximum points: 25

Provide information on how your organization anticipates providing outreach services and developing a plan to phase out the camping services, including a communication and housing focus plan for those residents living inside or outside the Empowerment Center. Provide information on how many clients will be allowed to camp on site or off site; and how your organization will measure the clients moving from camping into permanent housing.

O. Budget / Fundraising Capabilities

Maximum points: 20

If requested, provider will supply reports, records, memoranda, audits (including management letters) or other documentation concerning any fiscal matter or program related services provided to the City/County and/or any grantors. Scoring Criteria:

1. It is expected that the City and the County will jointly provide a portion of the Operation funds for the Low Barrier Shelter. It is the responsibility of the provider to raise a minimum of 15% cash match (not including volunteer time and donated goods and services) of the approved budget for operating costs of the Low Barrier Shelter. If other Federal or State funds are being used as a portion of the operating cost, please provide us with a letter of approval from the funding agencies that these funds can be leveraged as the 15% match for the project.

The provider shall provide a resolution or certified minutes from the Board of Directors committing 15% of the proposed budgeted amount toward the operation of the shelter including any letter from the Federal or State government that the funds have been approved as leveraging funds **10 points; and**

2. It is expected if the cost exceeds the allocated budget that the provider shall be responsible for those costs that exceed the allocated budget. The Provider shall be responsible for those costs and will have the obligation to do all the work necessary in the approved agreement. Please provide a certified letter or resolution from your Board of Directors that your agency will assume all costs that exceed the allocated budget **10 points; or**
3. No certification from the Board or Director or Chairman of the Board that the organization will be responsible for the cost of exceeding the operating cost of the Budget. **0 points**

P. Financial Stability

Maximum Points: 35

Provide proof that your organization has the financial stability and capability to manage and support the operation of a Low Barrier Shelter and provide the services required in the RFP.

Scoring Criteria:

1. Provide a copy of the Annual Financial Report and external audits for the past three (3) years, including management letters if applicable.
2. Describe your organization's funding strategies.
3. List community resources your organization has available with regard to fundraising donations and funding streams.
4. Explain how your organization plans to supplement funds from the City and the County.
5. Submit the following financial information:
 - a. Balance sheets and income statements for the current year.

b. Any additional information considered pertinent to indicate the proposer's financial and operations capabilities.

6. Tax and audit history:

Check applicable column:	Yes*	No
Behind on 990 Filings		
Unresolved IRS Findings		
Outstanding HUD or City or State Audit Findings		

*If answer was "Yes" to any of the items above, explain below. Include description of any audit findings that have arisen in the past five (5) years and their subsequent resolution or status. Attach supporting documentation in the Attachments.

7. Provide a list of the members on the Board of Directors including their occupation and local addresses, length of time on the board, and term ending dates. Demonstrate at least 1 person who has experienced homelessness is represented on its Board of Directors or agree to comply if awarded funds.

Q. Property and Facilities

Maximum points: 10

The City has agreed to provide a minimum of five buildings for the Low Barrier Emergency Shelter Services: Dorm D, Laundry Building, Kitchen Facilities, Pavilion and Welcome Center and the Administrative Building. The provider must determine in writing whether the provider has agreed to provide camping in the complex or outside the complex to meet the requirement of the camping component.

R. Facilities

Maximum points: 8

The applicant must have the ability to provide for routine maintenance of the facilities including, trash disposal and maintain the lawn/mowing grass at the Campus. Please describe how your organization is anticipating handling routine maintenance for the facilities including an outline of your experience in handling similar routine maintenance issues.

Describe how you will manage on-site parking to ensure that no unlicensed vehicles are allowed to be parked on the premises. Provide a plan for storing hazardous materials such as gasoline, flammable products, equipment, etc. and obtaining approval for storage of all products which require monitoring or environmental controls.

S. Appellant Process /Procedures

Maximum points: 3

Provide a written copy of your Appellant Process/Procedures for clients/residents who may want to appeal a decision of the staff/organization if for some reason the decision led to the discharge of the client from the facility. Scoring Criteria:

1. Appellant Process/Procedures regarding issues and concerns within the Low Barrier Shelter. *3 points; or*
2. No appellant Process/Procedures for the Clients residing in the shelters. *0 points*

b. BACKGROUND

THIS SECTION INTENTIONALLY LEFT BLANK. REFER TO SECTION 1.A

SECTION VII – PRICE PROPOSAL

It is expected that the City and Alachua County will jointly fund a portion of the improvements to and/or services provided at the Empowerment Center and Dignity Village facilities. **The City's and County's obligation to provide funding is contingent upon a specific annual appropriation by the City Commission and the Board of County Commissioners. This RFP is not a commitment of future appropriations of funding by the City or the County.**

It is anticipated that the City/County funding will be provided on a monthly basis to the Proposer and that all remaining financial needs will be met by Proposer leveraging its cash, in-kind, and other available resources to improve and maintain the facilities and provide services. The budget will be reviewed by the City/County annually.

The Proposer shall provide a Budget Plan #1 for the Startup and Year 1 Services based on the Scope of Services (Section VI. A. Scope), and a Budget Plan #2 for the Expanded Services (Optional) (those that exceed the required minimum Startup and Year 1 Services) that the Proposer intends to provide at the Empowerment Center and Dignity Village.

Each Budget Plan shall describe the expenses of operating the facilities and providing the services and the funding sources (including specifically how the City/County funding will be used and how other cash, grants, in-kind donations, and resources will be used). The budget should be complete, fiscally sound, adequate and cost effective and should include the following:

- a) A budget narrative describing how the budget supports the proposal, including the identification and justification of all expenses presented in a line item format, including administrative costs, fringe benefits, and start-up costs.
- b) Staffing model with estimates by full-time equivalent (FTE) for all employees in administration, social services and support to cover the required hours of operation in the Budget for personal services. Indicate the total number, qualifications, job descriptions, titles and salaries of all personnel.
- c) Any cash, grants, in-kind contributions or other sources of funding.

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 the 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 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of 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

DEBARRED AND SUSPENDED BIDDERS: Breach of Contract

1. **Scope.**

This policy prescribes policies and procedures relating to:

 - (a) the debarment of bidders for cause;
 - (b) the suspension of bidders for cause under prescribed conditions;
and,
 - (c) the rejection of bids, revocation of acceptance and termination of contracts for cause.

It is directly applicable to the advertised and negotiated purchases and contracts, for equipment and services of the City.
2. **General.**

Debarment and suspension are measures which may be invoked by the City either to exclude or to disqualify bidders and contractors from participation in City contracting or subcontracting. These measures should be used for the purpose of protecting the interests of the City and not for punishment. To assure the City the benefits to be derived from the full and free competition of interested bidders, these measures should not be instituted for any time longer than deemed necessary to protect the interests of the City, and should preclude awards only for the probable duration of the period of non-responsibility.
- 2.1 **Definitions.**
 - (a) "Debarment" means, in general, an exclusion from City contracting and subcontracting for a reasonable, specified period of time commensurate with the seriousness of the offense, improper conduct or inadequate performance.
 - (b) "Suspension" means a disqualification from City contracting and subcontracting for a temporary period of time because a concern or individual is suspected upon adequate evidence (See Section 6) of engaging in criminal, fraudulent, improper conduct or inadequate performance.
 - (c) A "debarment list" or "debarred bidders list" means a list of names of concerns or individuals against whom any or all of the measures referred to in this policy have been invoked.
 - (d) "Bidders" means, wherever the term is used in this policy, an offerors bidding pursuant to an invitation for bids or a request for proposals.
 - (e) "Affiliates" means business concerns which are affiliates of each other when either directly or indirectly one concern or individual controls or has the power to control another, or when a third party controls or has the power to control both.
 - (f) "Business operations" means commercial or industrial activity engaged in regularly and continuously over a period of time for the purpose of receiving pecuniary benefit or otherwise accomplishing an objective. "Business operations" constitute and are equivalent to "carrying on business", "engaged in business", "doing business".
3. **Establishment and Maintenance of a List of Concerns or Individuals Debarred or Suspended.**
 - (a) The Procurement Division shall establish and maintain on the basis contained in Sections 6 and 6.1, a consolidated list of concerns and individuals to whom contracts will not be awarded and from whom bids or proposals will not be solicited.
 - (b) The list shall show as a minimum the following information:
 - (1) the names of those concerns or individuals debarred or suspended (in alphabetical order) with appropriate cross-reference where more than one name is involved in a single action;
 - (2) the basis of authority for each action;
 - (3) the extent of restrictions imposed; and,
 - (4) the termination date for each debarred or suspended listing.
 - (c) The list shall be kept current by issuance of notices of additions and deletions.
4. **Treatment to be Accorded Firms or Individuals Debarred or Suspended**

Firms or individuals listed by the Procurement Division as debarred or suspended shall be treated as follows.

 - (a) Total restrictions. A contract shall not be awarded to a concern or individual that is listed on the basis of a Section 5(a)(1), (2) or (3) felony "conviction", or to any concern, corporation, partnership, or association in which the listed concern or individual has actual control or a material interest; nor shall bids or proposals be solicited therefrom. However, when it is determined essential in the public interest by the City Commission, an exception may be made with respect to a particular procurement action where the individual or concern is effectively the sole source of supply or it is an emergency purchase.
 - (b) Restrictions on subcontracting. If a concern or individual listed on the debarred and suspended bidders list is proposed as a subcontractor, the Procurement Division shall decline to approve subcontracting with that firm or individual in any instance in which consent is required of the City before the subcontract is made, unless it is determined by the City to grant approval City Commission essential to public interest and the individual or concern is effectively the sole source of supply or it is an emergency purchase.
5. **Causes and Conditions Applicable to Determination of Debarment.**

Subject to the following conditions, the Procurement Division is authorized to debar a firm or individual in the public interest for any of the following causes occurring with ten (10) years of debarment.

- (a) Causes
 - (1) "Conviction" for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract thereunder, or in the performance of such contract or subcontract.
 - (2) "Convictions" of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification or destruction of records, perjury, or receiving stolen property where the conviction is based upon conduct which arose out of, or was related to, business operations of the bidder.
 - (3) "Conviction" for bid-rigging activities arising out of the submission of bids or proposals.
 - (4) Violation of contract provisions, as set forth below, of a character which is regarded by the City to be so serious as to justify debarment action:
 - (i) willful failure to perform in accordance with the specifications or within the time limit provided in the contract;
 - (ii) a record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts. Failure to perform or unsatisfactory performance caused by acts beyond the control of the firm or individual as a contractor shall not be considered to be a basis for debarment.
 - (5) Debarment by any other governmental agency.
- (b) Conditions.
 - (1) Debarment for any of the causes set forth in this section shall be made only upon approval of the Procurement Division.
 - (2) The existence of any of the causes set forth in (a) of this section does not necessarily require that a firm or individual be debarred except as provided in 4(a). In each instance, whether the offense or failure, or inadequacy of performance, be of criminal, fraudulent, or serious nature, the decision to debar shall only be made if supported by a preponderance of the credible evidence available. Likewise, all mitigating factors may be considered in determining the seriousness of the offense, failure, or inadequacy of performance, in deciding whether debarment is warranted. The actual or apparent authority of an involved individual, the present relationship of involved individuals with the bidder, the past performance of the individual or concern, and the relationship of the violation to the services or materials involved shall be considered.
 - (3) The existence of a cause set forth in (a)(1), (2), and (3) of this section shall be established by criminal "conviction" by a court of competent jurisdiction. In the event that an appeal taken from such conviction results in reversal of the "conviction", the debarment shall be removed upon the request of the bidder (unless other causes for debarment exists). For the purposes of this policy, the following shall have the same effect as a "conviction": pleading guilty or nolo contendere, or being found guilty by a jury or court of, the offense in question, regardless of whether probation is imposed and adjudication withheld.
 - (4) The existence of a cause set forth in (a)(4) and (5) of this section shall be established by a preponderance of credible evidence by the Procurement Division.
 - (5) Debarment for the cause set forth in (a)(5) of this section (debarment by another agency) shall be proper if one of the causes for debarment set forth in (a)(1) through (4) of this section was the basis for debarment by the original debarment agency. Such debarment may be based entirely on the record of facts obtained by the original debarment agency, or upon a combination of such facts and additional facts.

5.1 Period of Debarment.

- (a) Debarment of a firm or individual shall be for a reasonable, definitely stated period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance. As a general rule, a period of debarment shall not exceed five (5) years. However, when partial or total debarment for an additional period is deemed necessary, notice of the proposed additional debarment shall be furnished to that concern or individual in accordance with Section 8.
- (b) A debarment may be removed or the period thereof may be reduced by the City Manager upon the submission of an application supported by documentary evidence, setting forth appropriate grounds for the granting of relief; such as newly discovered material evidence, reversal of a conviction, bona fide change of ownership or management, or the elimination of the causes for which the debarment was imposed. The City Manager may request additional information, shall consider all relevant facts, and shall render a decision within twenty (20) days of receipt of the application unless a longer period is warranted under the circumstances.

6. Suspension of Bidders.

- (a) Suspension is a drastic action and, as such, shall not be based upon an unsupported accusation. In assessing whether evidence exists for invoking a suspension, consideration should be given to the amount of credible evidence which is available, to the existence or absence of corroboration as to important allegations, as well as to the inferences which may properly be drawn from the existence or absence of affirmative facts. This assessment should include an examination of basic documents, such as contracts, inspection reports, and correspondence. In making a determination to suspend, the Procurement Division shall consider the factors set forth in Section 5(b)(2). A suspension may be modified by the City Manager as described in Section 5.1(b).

6.1 Causes and Conditions Under Which the City May Suspend Contractors

- (a) The Procurement Division may, in the interest of the City, suspend a firm or individual when the firm or individual is suspected, upon credible evidence, of having committed one or more the following act(s) within three (3) years of the date of suspension:
 - (1) Commission of fraud or a criminal offense as an incident to obtaining, attempting to obtain, or in the performance of a public contract;
 - (2) Violation of statutes concerning bid-rigging activities out of the submission of bids and proposals; and,
 - (3) Commission of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification, or destruction of records, perjury, receiving stolen property. Commission of any other offense indicating a lack of business integrity or business honesty which seriously and directly affects the question of present responsibility as a City contractor.

6.2 Period of Suspension.

- (a) All suspension shall be for temporary period pending the completion of an investigation and such legal proceedings as may ensue. In the event that prosecution has not been initiated within twelve (12) months form the date of the suspension, the suspension shall be terminated. Upon removal of suspension, consideration may be given to debarment in accordance with Section 5 of this policy.

7. Scope of Debarment or Suspension.

- (a) A debarment or suspension may include all known affiliates of a concern or individual.
- (b) Each decision to include a known affiliate within the scope of a proposed debarment or suspension is to be made on a case-by-case basis, after giving due regard to actual or apparent authority of the controlling concern or individual and similarity of the services provided by the affiliate to those provided by the debarred individual or concern.
- (c) The criminal, fraudulent, or seriously improper conduct of an individual may be imputed to the business concern with which he is connected, where such impropriety was accomplished within the course of his official duty or apparent authority, or was effected by him with the knowledge and approval of that concern. When the individual was an officer of the concern, knowledge and approval may be presumed. Likewise, where a concern is involved in criminal, fraudulent, or seriously improper conduct, any individual who was involved in the commission of the impropriety may be debarred or suspended.

8. Notice of Debarment or Suspension.

When the Procurement Division seeks to debar or suspend a concern or individual (or any affiliate thereof) for cause, it shall furnish that party with a written notice:

- (1) stating that debarment or suspension is being considered;
- (2) setting forth the reasons for the proposed action;
- (3) indicating that such party will be afforded an opportunity for a hearing if requested within ten (10) days; and,
- (4) indicating that such party may make a written response in accordance with Section 9(a).

9. Response to Notice of Debarment or Suspension.

- (a) In lieu of requesting a hearing within the prescribed ten (10) day period, the party may, within said ten (10) day period, notify the City of its intent to provide a written reply and submit written evidence to contest the debarment or suspension. Such written evidence must be submitted within twenty (20) days after receipt of the notice of proposed debarment or suspension in order for it to be considered.
- (b) Whatever response is received to the notice of intent to debar or suspend, such will be considered in determining whether debarment or suspension action will be made. Where a reply is received to the notice of intent to debar or to suspend, and evidence to refute such action is furnished but no hearing is requested, the information furnished will be considered in determining the action to be taken.
- (c) If a hearing is requested, it shall be conducted by the City Manager. The hearing will be held at a location convenient to the City as determined by the City Manager and on a date and at a time stated. An opportunity shall be afforded to the firm or individual to appear with witnesses and counsel, to present facts or circumstances showing cause why such firm or individual should not be debarred or suspended. The proceeding shall be of an informal nature as determined by the City Manager. After consideration of the facts, the City Manager shall notify the firm or individual of the final decision.
- (d) If no response is made to the notice of debarment or suspension within the first ten (10) day period, the decision of the Procurement Division shall be deemed final and the party so notified.

10. Rejection of Bids, Breach of Contract.

- (a) Previously solicited and/or accepted bids may be rejected or acceptance revoked prior to beginning of performance upon discovery by the City that the bidder or its affiliates have committed any act which would have been cause for debarment.
- (b) If after a contract is awarded and performance has been begun the City discovers that the bidder or its affiliates have committed any act prior to award or acceptance which would have been cause for debarment had it been discovered prior to solicitation or acceptance, the City may consider such to be a material breach of the contract and such shall constitute cause for termination of the contract.
- (c) If after bids have been solicited and/or accepted or after a contract is awarded and performance begun, the City discovers that the bidder or its affiliates committed any act prior to award or acceptance which would have been cause

for disbarment or suspension had it been discovered prior to solicitation or acceptance, the City may require additional satisfactory assurances that such act(s) have not occurred and that the contract can and will be faithfully performed. If additional assurances are requested and are not satisfactory or if the bidder or its affiliates fail to immediately cooperate with all reasonable requests, including requests for information reasonably calculated to lead to the discovery of relevant evidence, then such may be considered a material breach of the contract and such shall constitute cause for termination of the contract.

ARTICLE X. LOCAL PREFERENCE POLICY*

***Editor's note:** Section 9 of Ord. No. 001261 states: "This ordinance shall become effective October 1, 2004, and shall be reviewed by the City Commission October 1, 2005, and unless extended by action of the City Commission, shall be deemed repealed effective March 31, 2006, provided that it shall remain applicable to new contracts solicited prior to repeal."

Sec. 2-620. Findings of fact.

The city annually spends significant amounts on purchasing personal property, materials, and contractual services and in constructing improvements to real property or to existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues derived from local businesses in the corporate city limits of Gainesville, and the city commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the city commission has determined that it is in the best interest of the city to give a preference to local businesses in the corporate city limits of Gainesville in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures.

(Ord. No. 001261, § 1, 3-29-04)

Sec. 2-621. Definition.

"Local business" means the vendor has a valid occupational license, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of the occupational license.

(Ord. No. 001261, § 2, 3-29-04)

Sec. 2-622. Local preference in purchasing and contracting.

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the purchasing policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, as described below, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased or awarded by the city commission or other authority. In the case of requests for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, local businesses are assigned five percent of the total points of the total evaluation points.

(Ord. No. 001261, § 3, 3-29-04)

Sec. 2-623. Exceptions to local preference policy.

The preference set forth in this Article X shall not apply to any of the following purchases or contracts:

- (1) Good or services provided under a cooperative purchasing agreement;

- (2) Contracts for professional services procurement of which is subject to the Consultants' Competitive Negotiation Act (F.S. § 287.055) or subject to any competitive consultant selection policy or procedure adopted or utilized by the city commission or charter officer;
- (3) Purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference; or
- (4) Purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc., as such are described in the city's purchasing policies;
- (5) Purchases with an estimated cost of \$50,000.00 or less;
- (6) Application of local preference to a particular purchase, contract, or category of contracts for which the city commission is the awarding authority may be waived upon written justification and recommendation of the charter officer and approval of the city commission. The preferences established herein in no way prohibit the right of the city commission or other purchasing authority to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals. Further, the preferences established herein in no way prohibit the right of the city commission or other purchasing authority from giving any other preference permitted by law in addition to the preference authorized herein.

(Ord. No. 001261, § 4, 3-29-04)

Sec. 2-624. Application, enforcement.

The local preference shall apply to new contracts for supplies, materials, equipment and services first solicited after October 1, 2004. This article shall be implemented in a fashion consistent with otherwise applicable city purchasing policies and procedures.

(Ord. No. 001261, § 5, 3-29-04)

CITY OF GAINESVILLE

CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for

_____ a living wage of \$ 11.8269 per hour to covered employees who receive Health Benefits from the undersigned employer and \$ 13.08 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: _____
Address: _____
Phone Number: _____
Name of Local Contact Person _____
Address: _____
Phone Number: _____
\$ _____ (Amount of Contract)

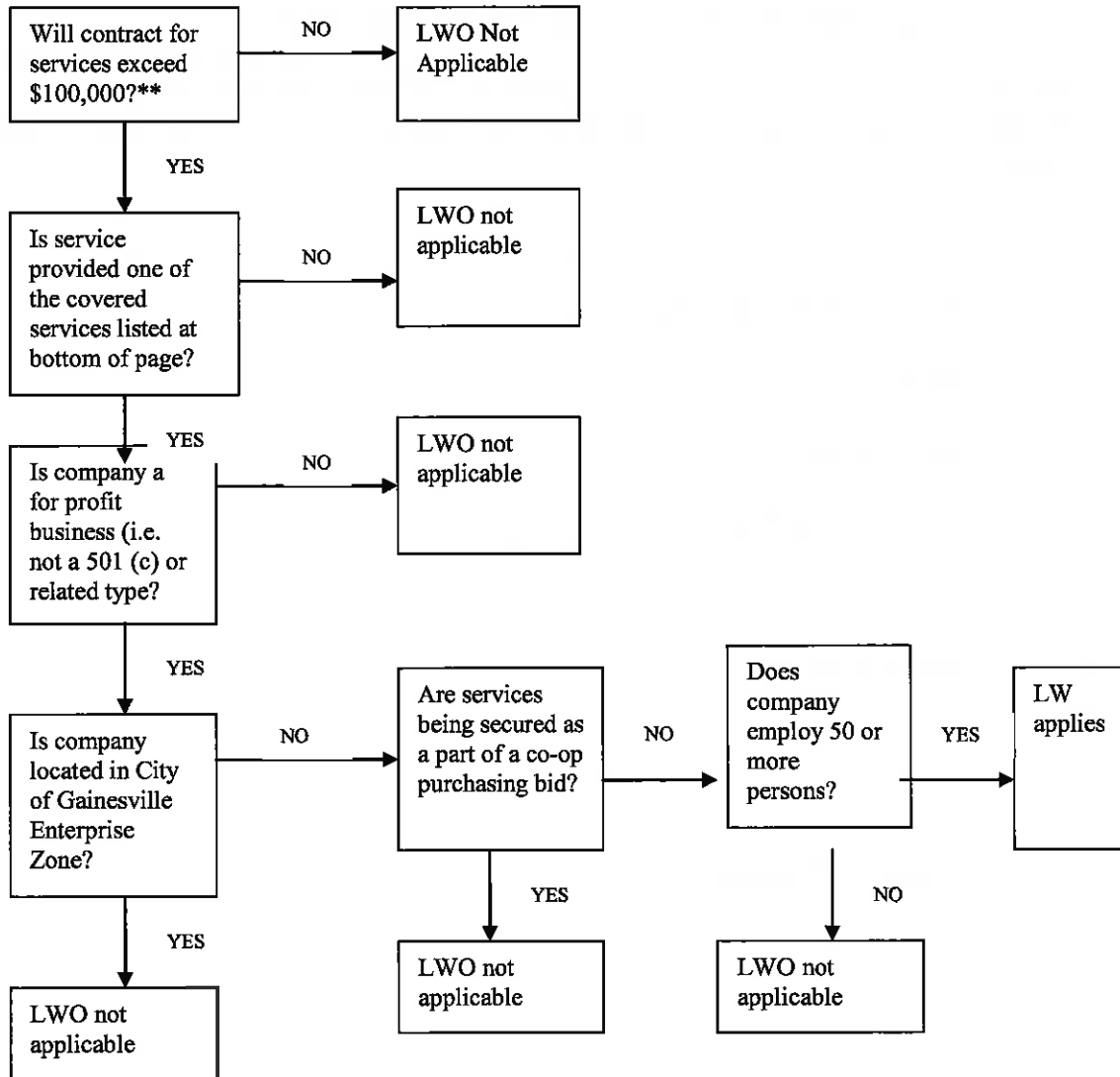
Signature: _____ Date: _____

Printed Name: _____

Title: _____

LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



***Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services
****Total value of contract.**

LIVING WAGE COMPLIANCE
See Living Wage Decision Tree (Exhibit C hereto)

Check one:

- Living Wage Ordinance does not apply
(check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.

- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

PROPOSAL RESPONSE FORM – SIGNATURE PAGE

(submit this form with your proposal)

TO: City of Gainesville, Florida
200 East University Avenue
Gainesville, Florida 32601

PROJECT:

RFP/RFQ#:

RFP/RFQ DUE DATE:

Proposer's Legal Name: _____

Proposer's Alias/DBA: _____

Proposer's Address: _____

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: _____ Telephone Number _____

Date: _____ Fax Number _____

Email address _____

ADDENDA

The Proposer hereby acknowledges receipt of Addenda No.'s _____, _____, _____, to these Specifications.

TAXES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

LOCAL PREFERENCE (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions)
 YES No

SERVICE-DISABLED VETERANS' BUSINESS (check one)

Is your business certified as a service-disabled veterans' business? YES NO

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit C hereto)

Check One:

- Living Wage Ordinance does not apply (check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFP.

ATTEST:

(CORPORATE SEAL)
PROPOSER:

Signature
By: _____

Signature
By: _____

Title: _____

Title: _____

**CITY OF GAINESVILLE
GENERAL GOVERNMENT
PROCUREMENT DIVISION SURVEY
BID INFORMATION**

RFP #: CMGR-180019-GD

DUE DATE: August 29, 2017
@ 3:00 pm

SEALED PROPOSAL ON: Administer and Implement Services for Low
Barrier Emergency Services Shelter for Homeless Persons

IF YOU DO NOT BID

Please check the appropriate or explain:

- _____ 1. Not enough bid response time.
- _____ 2. Specifications not clear.
- _____ 3. Do not submit bids to Municipalities.
- _____ 4. Current work load does not permit time to bid.
- _____ 5. Delay in payment from Governmental agencies.
- _____ 6. Do not handle this item.
- _____ 7. Other: _____

Company: _____

Address: _____

Are you a minority business? yes _____ no _____

RFP (09/22/03)
Rev. local pref. 10/1/04;7/25/05;10/05;4/06;10/06;3/07;10/11;05/12;03/16;7/19/17

This form Document No. P04-213 is a legal instrument approved by the City Attorney. Any deviations from its intended use should be authorized by the City Attorney

Is Your Shelter Housing-Focused?

1. Through diversion procedures, we divert 20% of potential intakes into the shelter.
2. We serve people who do not have identification.
3. We serve people who are, or may be, undocumented non-citizens.
4. We serve people who actively use alcohol.
5. We serve people who use legal and/or illegal drugs (other than alcohol) without a prescription.
6. We serve people who appear on the sex offender registry.
7. We serve people with zero income.
8. Transgender individuals are welcome in our program and they are sheltered according to their gender identification and choice.
9. Unmarried couples and same-sex couples are welcome in our program and we support their household composition by sheltering them together.
10. We do not do drug testing or alcohol testing of any shelter guests under any circumstances.
11. Shelter guests are not required to do chores or participate in meetings.
12. If our guests choose to do chores or participate in meetings, they are not rewarded with extra benefits.
13. There is no intention, explicit or implicit, to “heal” or “fix” people in our program.
14. We do not require our program participants to do any of the following: budgeting or financial literacy classes; parenting classes; AA, NA or substance abuse counseling; mental health evaluation and treatment; religious services; employment assistance; case management.
15. Even if a program participant is diagnosed with a mental illness, we do not require medication compliance or other MH treatment.
16. Every shelter guest staying beyond 7 days has an individualized “housing plan” (different from a “service plan”) that is unique to them, based on their strengths and risk factors, that is focused on helping them move into permanent housing as quickly as possible.
17. We work with the coordinated entry system to connect people with an appropriate housing placement.
18. We participate in local registry meetings focused on those who are Veterans or chronically homeless.
19. More than 80% of guests move into their own permanent housing with a lease within 30 days of intake.
20. The majority of services are provided in the person’s own apartment after he or she moves into permanent housing.

What’s your score? _____

Florida Housing Coalition

1367 E. Lafayette Street, Suite C - Tallahassee, FL, 32301
PH: (850) 878-4219 - Fax: (850) 942-6312 - Email: info@flhousing.org



Map of EMPOWERMENT CENTER

Dignity Village (10+ acres camping area outlined in orange)

