
JOINT CITY/COUNTY WORKSHOP

CITY OF LAKE CITY

January 20, 2026 at 5:00 PM

Venue: Columbia County School District Administrative Complex

AGENDA

REVISED

Revised 1/16/2026: Updated YouTube streaming information

This meeting will be held at the Columbia County School Board Administrative Complex Auditorium located at 372 West Duval Street, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

Call to Order

Pledge

Invocation

Roll Call - City

Roll Call - County

Public Participation - Public Comments

Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to submissions@lcfla.com no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Items for Discussion

- [1.](#) Fire Consolidation Feasibility Study

YouTube Information

Members of the public may also view the meeting on our YouTube channel at:
<https://www.youtube.com/c/CityofLakeCity>

Pursuant to 286.0105, Florida Statutes, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

SPECIAL REQUIREMENTS: *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

File Attachments for Item:

1. Fire Consolidation Feasibility Study

REQUEST FOR PROPOSAL

026-2025

FIRE CONSOLIDATION STUDY FOR FIRE SERVICES MERGER-CITY OF LAKE CITY AND COLUMBIA COUNTY

City of Lake City
205 N. Marion Ave.
Lake City, FL 32055

RELEASE DATE: September 5, 2025

DEADLINE FOR QUESTIONS: September 19, 2025

PROPOSAL SUBMISSION DEADLINE: October 6, 2025, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/lcfla>

City of Lake City
REQUEST FOR PROPOSAL
Fire Consolidation Study for Fire Services Merger-City of Lake City and
Columbia County

I.	The City of Lake City Florida
II.	Introduction
III.	Instruction to Proposers
IV.	Scope of Work
V.	Format and Content.....
VI.	Evaluation Criteria
VII.	Pricing Proposal
VIII.	Terms and Conditions
IX.	Vendor Questionnaire.....

Attachments:

A - Services Agreement RFP-026-2025

1. The City of Lake City Florida

1.1. Request for Proposal

026-2025

Fire Consolidation Study for Fire Services Merger-City of Lake City and Columbia County

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Monday, October 6, 2025. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the names of the respondents will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before the Friday, September 19, 2025 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a response to determine if any addenda has been issued, obtain such addenda, and acknowledge that addenda must be accessed through OpenGov.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Don Rosenthal

City Manager

2. Introduction

2.1. Summary

The City of Lake City (herein after, "City") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide a fire consolidation study for fire services merger for the City of Lake City and Columbia County. The two fire departments seek to evaluate the feasibility of merging into a unified fire district to serve Columbia County. The overarching goal for this RFP is to ensure that any potential consolidation maintains or enhances public safety, improves efficiency, promotes fiscal sustainability, and provides a clear, legally compliant path forward for fire service delivery in Columbia County.

2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,500. The City of Lake City is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government. It provides a full range of municipal services, including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

2.3. Contact Information

Project Contact:

Joshua Wehinger

Fire Chief

225 NW Main Blvd

Lake City, FL 32055

Email: wehingerj@lcfla.com

Phone: [\(386\) 752-3312](tel:(386)752-3312)

Procurement Contact:

Brenda Karr

Procurement Director

205 North Marion Avenue

Lake City, FL 32055

Email: karrb@lcfla.com

Phone: [\(386\) 758-5407](tel:(386)758-5407)

Department:

City Administration

2.4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

Issue RFP Notice	September 5, 2025
Last Date for Receipt of Written Questions	September 19, 2025, 4:00pm
Addendum Issued (If Applicable)	September 26, 2025
Proposal Due Date	October 6, 2025, 2:00pm
Evaluation Committee Meeting	October 17, 2025
Recommendation Presented for Approval	November 3, 2025

3. Instruction to Proposers

3.1. Proposal Response

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Monday, October 6, 2025. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

3.2. Questions

All questions related to this RFP shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, September 19, 2025 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include section referenced for each question in order to ensure that questions asked are responded to correctly.

3.3. Method of Source Selection

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

3.4. Pre-Proposal Conference

A pre-proposal conference is not applicable for this solicitation.

3.5. Proposal Due Date

Sealed Proposals must be received via the City's e-Procurement Portal, OpenGov , no later than 2:00 pm, Local Time, Monday, October 6, 2025. Proposals received after this date and time will not be considered.

3.6. [Public Opening](#)

There is no public opening of the proposals. Only the names of the respondents will be publicly read aloud.

3.7. [Public Record](#)

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

4. Scope of Work

4.1. Scope of Work

The City of Lake City is seeking proposals from qualified and experienced firms, licensed to practice in the State of Florida, with demonstrated skills and experience in conducting a fire consolidation study for a fire district.

The fire consolidation and implementation study must be conducted in compliance with:

- Chapter 163, Florida Statutes – Interlocal Cooperation Act
- Chapter 191, Florida Statutes – Independent Special Fire Control Districts
- Section 189.031(3), Florida Statutes – Feasibility Study Requirements

Proposers must demonstrate familiarity with and the ability to comply with all statutory requirements, including those governing the creation and operation of special districts, and the content of feasibility studies.

The City and County will provide the successful proposer with access to relevant data and documents, including but not limited to: incident reports, staffing and budget information, facility, apparatus, and vehicle inventories, GIS data, and existing agreements. Additional information may be made available upon request to support the study.

4.2. Criteria

Proposals received for the requested services shall be evaluated separately using the following criteria:

1. Qualifications and Experience.
2. Technical Approach and Methodology.
3. Financial Proposal- Fixed Fee and Value.
4. Implementation and Project Management.
5. Innovation and Best Practices.
6. References and Past Performance.

5. Format and Content

5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

5.3. Proprietary Information

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes
- B. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

5.4. Requirements

- A. Proposals will be evaluated based on the information provided in the response. All documents should be 8 1/2 x 11 format and must not be more than 25 pages.
- B. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents which provides clear identification of the material by section.

5.5. [Delivery of Proposals](#)

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

5.6. [Evaluation Criteria](#)

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is identified in the "[Evaluation Criteria](#)" section of the solicitation.

The scoring mechanism will be used by individual Evaluation Committee members to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer in order to establish the overall rank order.

5.7. [Proposal Evaluation Committee and Evaluation Process](#)

A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

B. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

C. Award without Presentations

The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

D. Ranking

The Committee will evaluate and rank the Proposers as set forth in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

E. Authority to Award

Contracts negotiated as a result of this RFP will be presented to City Council for final award.

F. Reserved Rights

1. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.
2. The City does not guarantee the award of any Contract as a result of this solicitation process.

6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Qualifications and Experience (20 points)</p> <p>Proposers must demonstrate prior successful experience in conducting feasibility studies, implementation plans, or consulting work involving fire service mergers, consolidations, or the establishment/reorganization of special fire districts in Florida within the past five (5) years.</p> <ul style="list-style-type: none"> • Demonstrated experience conducting fire service consolidation/merger studies. • Familiarity with Florida Statutes relevant to consolidation (Ch. 163, 189, 191, and 175). • Track record working with counties, municipalities, or fire control districts. <p>Scoring Guide</p> <ul style="list-style-type: none"> • Excellent (16–20 pts): Extensive, directly relevant consolidation studies completed; proven success in Florida; strong expertise in Ch. 163, 189, 191, and 175; senior staff dedicated to project. • Good (11–15 pts): Some relevant experience with fire/EMS studies; knowledge of Florida statutes evident; adequate staff qualifications. • Fair (6–10 pts): Limited relevant experience; weak or indirect Florida knowledge; staff experience is modest. • Poor (0–5 pts): No prior consolidation projects; unfamiliar with Florida requirements; weak staffing plan. 	Points Based	20 (20% of Total)

2.	<p>Technical Approach and Methodology (25 points)</p> <p>Provide the approach that would be taken by your firm.</p> <p>The proposer’s approach will be evaluated for:</p> <ul style="list-style-type: none"> • Proposed scope of work and methodology for analyzing consolidation. • Inclusion of: <ul style="list-style-type: none"> ○ Operational analysis (coverage, response times, station locations). ○ Financial analysis (cost savings, revenue, sustainability). ○ Governance models (joint authority, interlocal agreements, special district changes). ○ Labor & pension impacts (compliance with Ch. 175 and collective bargaining). • Ability to address compliance requirements (FS 163, 189.031, 191, 175). • Risk assessment and mitigation strategies. <p>Scoring Guide</p> <ul style="list-style-type: none"> • Excellent (21–25 pts): Clear, detailed methodology addressing operations, finance, governance, labor, and pensions; shows compliance with statutes; strong risk mitigation; well-structured phases. • Good (16–20 pts): Solid methodology with most required elements; compliance considered; phases mostly clear. 	Points Based	25 (25% of Total)
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	<ul style="list-style-type: none">• Fair (11–15 pts): Generic methodology; partial compliance discussion; unclear phases.• Poor (0–10 pts): Vague or missing methodology; fails to address compliance; inadequate detail.		
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3.	<p>Financial Proposal-Fixed Fee and Value (15 points)</p> <p>Provide the cost for your firm to do a fire consolidation study for a fire district.</p> <ul style="list-style-type: none"> ▪ Total cost of services compared to scope of work. ▪ Transparency of pricing structure (clear breakdown of what is included in the fixed fee). ▪ Demonstrated ability to provide a comprehensive cost analysis of potential consolidation impacts (short and long term). ▪ Value-added services or deliverables at no additional cost. ▪ Clarity on assumptions, exclusions, or contingencies tied to the fixed fee. <p>Scoring Guide</p> <ul style="list-style-type: none"> ● Excellent (13–15 pts): Fixed fee is clear, comprehensive, fully aligned with scope; transparent breakdown; strong value demonstrated; no hidden contingencies. ● Good (10–12 pts): Fixed fee provided with some breakdown; generally aligned with scope; fair value. ● Fair (6–9 pts): Fixed fee unclear or missing details; scope and cost alignment questionable; value limited. ● Poor (0–5 pts): Incomplete or non-transparent fee proposal; misaligned with scope; weak value. 	Points Based	15 (15% of Total)
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4.	<p>Implementation and Project Management (20 points)</p> <p>Provide a project timeline, deliverables, staffing, and engagement.</p> <ul style="list-style-type: none"> • Realistic project timeline with milestones and deliverables. • Approach to stakeholder engagement (elected officials, fire leadership, union reps, public). • Communication plan for community transparency. • Staffing plan — key personnel assigned and their availability. <p>Scoring Guide</p> <ul style="list-style-type: none"> • Excellent (16–20 pts): Detailed timeline with clear milestones; strong project manager identified; robust community and stakeholder engagement plan; proven staffing availability. • Good (11–15 pts): Adequate timeline; clear milestones; acceptable staffing and engagement plan. • Fair (6–10 pts): Basic timeline; limited milestones; weak staffing or engagement. • Poor (0–5 pts): Unclear or unrealistic timeline; inadequate staffing; no engagement strategy. 	Points Based	20 (20% of Total)
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5.	<p>Innovation and Best Practices (10 points)</p> <p>Provide what technology, standards, and lesson learned.</p> <ul style="list-style-type: none"> • Use of technology, GIS mapping, ISO and NFPA standards in analysis. • Case studies of previous consolidations and lessons learned. • Proposals for continuous improvement metrics post-consolidation. <p>Scoring Guide</p> <ul style="list-style-type: none"> • Excellent (9–10 pts): Incorporates GIS, NFPA/ISO standards, and national best practices; strong innovation track record. • Good (7–8 pts): Some innovation and best practices demonstrated. • Fair (4–6 pts): Minimal innovation; limited best practice application. • Poor (0–3 pts): No innovation or best practices evident. 	Points Based	10 (10% of Total)
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6.	<p>References and Past Performance (10 points)</p> <p>Proposers must provide a minimum of three (3) references from projects completed within the last five (5) years that are similar in scope and complexity to this fire consolidation study. Preference will be given to projects involving fire service mergers, consolidations, or special district formation in Florida.</p> <p>Each reference should include:</p> <ul style="list-style-type: none"> • Client name and jurisdiction (City/County/District). • Contact person's name, title, phone number, and email. • Project name and brief description (scope, objectives, outcomes). • Contract amount and project completion date. • Statement of whether the project was completed on time and within budget. • Client satisfaction and repeat work. <p>Scoring Guide</p> <ul style="list-style-type: none"> • Excellent (9–10 pts): Strong references from multiple Florida/local governments; documented successful consolidations. • Good (7–8 pts): Positive references; some relevant outcomes. • Fair (4–6 pts): Mixed references; limited direct outcomes. • Poor (0–3 pts): Negative or missing references; no relevant outcomes. 	Points Based	10 (10% of Total)
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7. Pricing Proposal

FIRE CONSOLIDATION FOR FIRE SERVICES MERGER.

Include all cost associated with the project.

Line Item	Task/Deliverable: Description of Work Included	Quantity	Unit of Measure	Unit Cost	Total Cost
1	Project Initiation and Stakeholder Meetings. Include kickoff, data request, and coordination.	1	Fixed Fee Amount		
2	Operational Analysis. Include staffing, response times, and service coverage.	1	Fixed Fee Amount		
3	Financial and Cost Analysis. Include budgets, revenue models, and savings projections.	1	Fixed Fee Amount		
4	Governance and Legal Review. Include statutory compliance, pension, and labor review.	1	Fixed Fee Amount		
5	Consolidation Options and Recommendations. Include draft alternatives, advantages, and disadvantages.	1	Fixed Fee Amount		
6	Final Report and Presentation. Include a written report and a presentation to the City/County.	1	Fixed Fee Amount		
TOTAL					

8. Terms and Conditions

8.1. CDBG Guidelines

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

8.2. Contract Award

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP.

8.3. Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

8.4. Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

8.5. Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

8.6. Execution of Contract

Unless such time is extended by the City, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

8.7. Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

8.8. Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents. In the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

8.9. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

- A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
 1. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).

2. Workers' compensation insurance to apply for all employees of the contractor, sub-contractors and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.
 3. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 4. Comprehensive Automobile Liability Insurance covering all owned, hired and non- owned vehicles with coverage limits not less than one hundred thousand dollars (\$100,000) per person, three hundred thousand dollars (\$300,000) per occurrence and one hundred thousand dollars (\$100,000) property damage.
- B. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

8.10. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before the date of their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and / or restriction.

9. Vendor Questionnaire

9.1. [Table of Contents*](#)

Please upload your Table of Contents here.

*Response required

9.2. [Proposal Requirements*](#)

Did you read through and confirm that you met all of the proposal requirements included in the sections?

☐ Yes

☐ No

*Response required

9.3. [Acknowledgement*](#)

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final. Respondent agrees to all terms and conditions contained in the Solicitation.

☐ Yes

☐ No

*Response required

9.4. [Documents Requiring Notorization*](#)

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)
- [Conflict of Interest Statem...](#)

*Response required

9.5. [Scrutinized Companies Certification*](#)

Per State of Florida Statute s. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration of award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists

for the purpose of making profit have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this Solicitation is for a contract for goods or services where the total contract value is one million dollars (\$1,000,000) or more, I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority- owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

☐ Yes

☐ No

*Response required

9.6. [Human Trafficking Affidavit*](#)

Please download the below documents, complete, and upload.

- [Human Trafficking.docx](#)

*Response required

9.7. [Disputes Disclosure Form*](#)

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

Select all that apply

☐ Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

☐ Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

☐ Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

☐ None of the Above

*Response required

9.8. [E-Verify Affirmation Statement*](#)

Please download the below documents, complete, and upload.

- [E-VERIFY AFFIRMATION STATEM...](#)

*Response required

9.9. [Statement of Qualification Document*](#)

Please upload your COMPLETE Statement of Qualifications

*Response required