

City of West Palm Beach



Request for Proposals
RFP #07/08-107

**Delinquent Account
Collection Services**





"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

1045 Charlotte Avenue
West Palm Beach, FL 33401
Office: 561-659-8036
Fax: 561-835-0028

Request for Proposals #07/08-107

Delinquent Account Collection Services

The City of West Palm Beach, Florida is soliciting proposals from qualified and responsible firms to perform collection services on delinquent accounts.

Time is of the essence and any proposal received after 3:00 p.m. Eastern Standard Time, Thursday, December 6, 2007, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Procurement Official. Proposers are responsible for insuring that their proposal is stamped by Procurement office personnel by the deadline indicated.

Interested parties may obtain a copy of this Proposal by contacting the Procurement Division at (561) 822-2100.

All proposals must be delivered or mailed to:

The City of West Palm Beach, Procurement Division
Nora W. Laudermilk, Procurement Official
1045 Charlotte Ave.
West Palm Beach, FL 33401

ENVELOPE MUST BE IDENTIFIED AS RFP #07/08-107. Small business participation is strongly encouraged.

BY: _____
Nora W. Laudermilk, CPPB
Procurement Official

PUBLISH: November 11, 2007
Palm Beach Post

Delinquent Account Collection Services



INTRODUCTION

Purpose

The purpose of this Request for Proposal is to identify a single qualified vendor and to enter into a contract for the collection of delinquent or non-paying accounts, in accordance with the general terms and conditions provided herein.

SCOPE OF SERVICES

1. BACKGROUND AND SCOPE

The City of West Palm Beach (The City) currently uses multiple collection agencies. The City's efforts are generally limited to sending out delinquent letters for certain types of accounts when an invoice is 30 days past due and again at 60 days past due. After 90 days past due the City sends second delinquent notices to the collection agency. Invoices that are returned to the City and have no follow-up address are forwarded to the collection agency upon receipt. The City desires to engage the services of one collection agency (Agency). The Agency's responsibilities would include, but not be limited to, issuing collection letters, skip tracing, telephone collection and credit bureau reporting. The City's requirement for an Agency will cover virtually all delinquent accounts for services rendered by the City and for the collection of amounts due for such items as unpaid:

- a. Utility Bills – Water, Wastewater, Sanitation and Stormwater are services supplied by the City and billed by the Public Utilities Department. The City is able to place liens due to non-payment of these bills on properties when the account is in the property owner's name. Delinquent balances in excess of \$25.00 on closed tenant accounts, whether a residential or commercial property, will be referred to the Agency. The information the City can supply, but are not limited to, is the customer name, social security number, account closing date, premise address, last known mailing address and telephone number, account number and amount due.
- b. Alarm System Response Fees - The Police and Fire Departments respond to alarms throughout the City for emergency responses. Delinquent accounts will be sent to the Agency at 90 days past due.

- c. Parking Violations – The City issues Parking Citations for certain violations. If the citation is not paid 35 days after issued date, the account will be sent to collections. If a current address unavailable the account will be sent to collections immediately. The information supplied is name, tag, address, amount due, citation number, date and time issued. A file is sent to the collection agency daily and the collection agency sends updates to Parking weekly via an electronic file.
- d. Emergency Medical Services (EMS) Billing –EMS billing encompasses ambulance transport charges. EMS bills are not considered past due until they are outstanding for 90 days. Therefore, delinquent EMS bills will be sent to the Agency at 90 days past due (e.g., 180 days outstanding). All returned mailings are turned over to the Agency immediately unless the City is awaiting an insurance benefit. All EMS patients for whom the City cannot find an address to send the bill to are turned over to collections immediately.
- e. Fire Inspections – The City charges fees for certain Fire Inspection Services. Delinquent accounts will be sent to the Agency at 90 days past due.
- f. NSF Checks – After 45 days, NSF checks are sent to the Agency.

The City of West Palm Beach shall review and approve all collection letters prior to the collection agency's use on behalf of the City.

If the Agency is unsuccessful in its attempts to collect the debt within 720 days from the date of placement, the account should be returned to the City and considered withdrawn.

2. REMITTANCES TO THE CITY

The Agency shall provide and remit to the City on a monthly basis the following:

- a. The gross amount collected for the month by invoice and type;
- b. The indicated collection fee for each collection; and
- c. The date of payment.

For amounts paid directly to the City that have been submitted to the Agency for collection, the City will notify the Agency, on a monthly basis, and the Agency will net this amount against what is owed the City by the Agency.

3. REPORTING

The Agency shall include the following reports available online and in printable format:

- a. Acknowledgement report – provided after the receipt of new accounts.
- b. Client Status report – detailing information and status for all accounts that were submitted to the Agency by the City.
- c. Collection Analysis Summary, by Month – allows the City to follow the collection progress. This report shall include collection percentages as well as full and partial payments received.
- d. Client Cancellation report – provides a listing of those accounts removed from the collection process and returned to the City.
- e. Monthly Statement – includes details of all amounts collected, by account, commission due for services rendered, original amount submitted and percentage collected.

4. LEGAL ACTION

No legal action shall be taken by the Agency in connection with the contract without the express written approval and direction of the City Attorney.

5. CONTRACT TERM

It is the intent to award a contract for an initial three (3) year period with the option to renew it for two, one-year periods for a possible total of five years. The decision to renew the contract will be at the sole discretion of the City.

During the period of the contract or any extension thereof, the City reserves the right to restate/and or negotiate with the proposer such additions, deletions, or changes as may be necessitated by law, changed circumstances, changes in technology and/or available investments of which the City may wish to avail itself. However, no increase in quoted fees will be permitted and no additional charges will be added to items or services in the original proposal that remain unchanged.

6. PROPOSAL REQUIREMENT

This document is intended to be used as the instrument to transmit proposals and to define the terms, conditions and specifications desired by the City to receive proposals for collection services. It is the intent of the City to select one firms to fulfill the needs.

Nothing in this RFP is intended to restrict the City in any way in the selection of the proposal that best meets the needs of the City. The City reserves the right to reject any or all offers and to negotiate changes in proposals or best and final offers. The City may select another firm or use in-house staff to perform any of the above described items, in whole or in part.

Delinquent Account Collection Services

GENERAL TERMS AND CONDITIONS



1. SUBMITTAL INSTRUCTIONS

Proposer shall submit **one (1) original hardcopy, one (1) electronic copy (on diskette or CD-ROM, in MS Word), and six (6) hardcopies** of the proposal to the Procurement Division, at the time and date specified below. At the designated time and place, the City Procurement Official or designee will record the proposals for the record. The City reserves the right to waive any irregularities in the proposal process.

This RFP constitutes the complete set of specification requirements and forms. It is the responsibility of the Proposer to insure that all pages are included. Therefore, all Proposers are advised to closely examine this package.

All proposals must be typed or written in ink, and must be signed in ink by an officer or employee having authority to bind the company. **Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.**

Time is of the essence and any proposal received after 3:00 p.m., Thursday, December 6, 2007, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Purchasing Agent. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFP number, title, date, and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated. The City shall in no way be responsible for delays caused by any other occurrence. Offers by telephone, telegram or facsimile shall not be accepted.

The City may issue written addenda to all recipients to clarify, comment, correct or as otherwise required to facilitate the selection process. Should any questions require revisions to the specifications as originally published such revision will be by formal written addendum only.

For information concerning this RFP, please contact:

The City of West Palm Beach, Procurement Division
Nora W. Laudermilk, Procurement Official
1045 Charlotte Ave.
West Palm Beach, FL 33401
Phone: 561.822.2100

2. RIGHTS AND PRIVILEGES

Rights and privileges granted by the City shall not be assigned or transferred in any manner whatsoever without written approval of the City Commission.

3. LOBBYING PROHIBITED

As to any matter relating to this RFP, any proposer, team member, or anyone representing a proposer are advised that they are prohibited from contacting or lobbying the Mayor, any City Commissioner, City staff, or any other person working on behalf of the City on any matter related to or involved with this RFP. For purposes of clarification, a team's representatives shall include, but not be limited to, the proposer's employees, partners, attorneys, officers, directors, consultants, lobbyists, or any actual or potential subcontractor or consultant of the proposer and the proposer's team. All oral or written inquiries are to be directed to the Procurement Official. Any violation of this condition may result in rejection and/or disqualification of the proposer. The "Non-Lobbying Provisions" are in effect from the date of publication of the RFP and shall terminate at the time the City approves execution of a contract, rejects all proposals, or otherwise takes action which ends the solicitation process.

4. DISCLOSURE AND DISCLAIMER

This Request for Proposals ("RFP") is being issued by the City of West Palm Beach (hereinafter known as "City"). Any action taken by the City in response to proposals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City or their advisors.

In its sole discretion, the City may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the RFP. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting proposals in response to this RFP (each such party being hereinafter known as "Proposer").

Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, partners and employees, as requested by the City.

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the City, nor their advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with City representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFP is being provided by the City without any warranty or representation, express or implied, as to its content; accuracy or completeness and no Proposer or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The City, and its representatives shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. Neither the City nor its representatives warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure and Disclaimer shall govern.

Formal presentation by the Proposer shall be made before the City which may include one or more Proposers. Contract negotiation will take place with the first choice of the City and if a suitable contractual arrangement cannot be made, negotiations will commence with the second choice or, the City may, at its sole option, withdraw this RFP.

The City reserves the right to select the proposal which in the opinion and sole discretion of the City will be in the best interest of and/or most advantageous to the City. The City reserves the right to waive any irregularities and technicalities and may at its discretion request resubmittal of proposals. All expenses in preparing the proposal and any resubmittals shall be borne by the Proposer.

The City and the Proposer will be bound only if and when a proposal, as it may be modified, is approved and accepted by the City, and the applicable agreements pertaining thereto, are approved, executed and delivered by the Proposer and the City, and then only pursuant to the terms of agreements executed by the Proposer and the

City. All or any responses to this RFP may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

The City and its representatives are governed by the Sunshine law and the Public Records law of the State of Florida and all proposals and supporting data shall be subject to disclosure as required by such laws. All proposals shall be submitted in sealed bid form and shall remain confidential to the extent permitted by the Public Records law until the date and time selected for opening responses. Upon award recommendation or ten (10) days after opening, whichever is greater, any material submitted in response to this RFP will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must claim the applicable exemptions to disclosure provided by law in their response to the RFP by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make any final determination of the applicability of the Public Records Law.

5. SMALL BUSINESS PROGRAM

The City, in an effort to encourage Small Business (SB) participation in the City's procurement process, has adopted Ordinance No. 3366-00 ("SB Ordinance"). This SB Ordinance is incorporated hereto by reference. However, Proposers are encouraged to read it in its entirety. Any conflicts between the SB Ordinance and these specifications shall be interpreted pursuant to the SB Ordinance. Please note that, regardless of whether a goal is established or not, the City encourages small business participation in *all* of its procurements.

The Small Business Division of the Mayor's Office is responsible for monitoring compliance with the SB Ordinance. Questions relating to the SB Ordinance requirements or procedures should be directed to: Ms. Pamela Morrison, Small Business Division, 200 Second Street, 5th Floor, West Palm Beach, FL 33401, tel. (561) 822-1275 Fax: (561) 822-1268 or pmorrison@wpb.org.

In accordance with the SB Ordinance, a goal for SB participation has been set on RFP #07/08-106 **in the minimum amount of 10%** of the total contract value.

NOTE: Proposers are encouraged to reference the Small Business Division's website at www.wpb.org/sbiz for a directory of all currently certified small businesses. The directory is intended to assist bidders/contractors with meeting small business participation goals on City projects by connecting them with potential subcontractors for quotes, bids and RFP's.

In accordance with the SB Ordinance, the SB Division has adopted procedures requiring the use forms to insure compliance with the Small Business Program Ordinance. These forms are required to be submitted, as appropriate, with each proposal and/or during the course of the contract.

- STATEMENT OF SUBCONTRACTOR PARTICIPATION

List **all** your certified SBs -- indicate dollar amounts and percentages in the appropriate columns. This form is due with your proposal. **Only City and County Certified** SBs can be used to meet the established goal.

- SUBCONTRACTOR'S LIST

List the names and telephone numbers of SBs that submitted a quote to you, whether you will use them on this project or not. Also, include here, SBs listed in the *Statement of Small Business Participation*. Submit this form with your proposal.

- LETTER OF INTENT

One form per SB subcontractor must be executed and delivered to the City's SB Division **prior** to contract award and will be made a part of the contract.

REQUEST FOR PROPOSALS PREFERENCE (over \$25,000.00)

For procurements using requests for proposals, the Procurement Official or, if applicable, an evaluation committee established to evaluate the proposals, **shall consider compliance with the small business goals as a material criterion for selection, i.e., shall be given significant weight.**

6. DISCLOSURE OF PROPOSAL CONTENTS

All material submitted becomes the property of the City. The City has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of the proposal does not affect this right.

Delinquent Account Collection Services



SPECIAL TERMS AND CONDITIONS

1. CONTRACT AGREEMENT/COMPENSATION

The fixed fee for the services to be rendered will be negotiated with the Firm selected ("Proposer"). The successful Proposer will be required to enter into a formal agreement with the City of West Palm Beach. At all times during the term of the contract, the successful Proposer shall act as an independent contractor and at no time shall be considered an agent or partner of the City.

The City reserves the right to delete or amend any of the services as listed and described herein.

2. ADDENDA TO THE RFP

No interpretation or changes to the meaning of this Request for Proposal will be made to any Proposer orally, except by written addendum.

All questions regarding this RFP should be submitted in writing and must be received not later than ten (10) calendar days prior to the closing date for proposals, addressed to:

Nora W. Laudermilk, CPPB, Procurement Official
City of West Palm Beach Purchasing Division
1045 Charlotte Ave.
West Palm Beach, FL 33401
(561) 822-2100
Fax: (561) 835-0028

All questions will be answered via addenda in a questions and answer format.

3. PRIME PROPOSERS RESPONSIBILITIES

Each Proposer is required, before submitting their proposal, to carefully examine the proposal requirements and to completely familiarize themselves with all of the terms and conditions that are contained within this RFP. Ignorance on the part of the Proposer will in no way relieve the Proposer of any of the obligations and responsibilities which are a part of this RFP.

The successful Proposer will be required to assume responsibility for all services offered in his proposal whether or not he provides them. Further, the City will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

4. CONTRACT

The selected Proposer will be expected to enter into a formal agreement at the time of contract award. The selected Proposer will also be expected to submit a scope of services for the purpose of entering into a formal contract. Scope of services shall be negotiated and decided prior to award of contract and become part of the contract document at award.

If a satisfactory contract cannot be negotiated with the recommended Proposer, negotiations simultaneously will then be started with the first alternate firm.

The successful Proposal shall become an integral part of the contract, but may be modified by the provisions of the contract.

5. TERMINATION

The Contract may be terminated by the City at any time, with or without cause. In the event the Contract is terminated as provided herein, the Proposer shall be reasonably compensated for service rendered to the effective date of such termination, as mutually agreed upon.

6. INSURANCE REQUIREMENTS

The proposer, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified in the attached sample contract. In the event the proposer is a governmental entity or a self-insured organization, different insurance requirements may apply.

Misrepresentation of any material fact, whether intentional or not, regarding the proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any awarded contract.

Workers' Compensation

The proposer shall procure and maintain for the life of this Contract/Agreement, Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's

Liability Insurance. THE POLICY MUST CONTAIN A WAIVER OF SUBROGATION IN FAVOR OF THE CITY OF WEST PALM BEACH executed by the insurance company. Thirty (30) days notice of cancellation is required and must be provided to the Director of Finance of the City of West Palm Beach via Certified Mail.

Comprehensive General Liability

The proposer shall procure and maintain for the life of this Contract/Agreement, Comprehensive General Liability Insurance. This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Independent Contractors' Products and Completed Operations and Contractual Liability. This policy shall provide coverage for death, personal injury or property damage that could arise directly or indirectly from the performance of this agreement. The minimum limits of coverage shall be \$1,000,000 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability.

During the term of the Contract, the successful Proposer shall procure and maintain all insurance listed above. Proof of insurance is required before the contract is signed. It shall be the responsibility of the Proposer to ensure that all subcontractors comply with all of the insurance requirements.

7. RIGHT OF THE CITY TO USE OTHER AGENCIES

The City reserves the right to provide for additional services from other companies if the City so deems necessary. If the City elects to exercise this right the contract covered by this proposal shall remain in affect as for to all terms, agreements, and conditions without penalty or diminution of ongoing services as contained therein and previously provided by the proposal.

8. AGENCY PERFORMANCE

The Agency shall adhere to the Code of Ethics and Professional Responsibility of ACA International, The Association of Credit and Collection Professionals and the Fair Debt Collection Practices Act.

The Agency shall protect the reputation and Code of Professional Conduct of the City of West Palm Beach.

The Agency shall not forward any City account to any other agency except to the Contractor's wholly owned branch.

9. EVALUATION AND AWARD

Upon receipt and evaluation of the proposals, the City will make a selection of the apparent qualified Proposer. The selection will be based on the City's determination of the most advantageous proposal meeting all the needs of the City. The City also reserves the right to reject all proposals if it is deemed in the best interest of the City to do so.

The City will select proposals deemed most qualified based on the submittal criteria. The evaluation committee will rank those Consultants whose proposals are deemed most qualified, as determined by City staff. The Procurement Official will notify the person/firm with whom the City will contract with for this RFP.

The City may select the top three firms and require brief presentations from each firm before making the final selection. This requirement is at the discretion of the Procurement Official and selection committee.

10. CONTRACT

The first-ranked Proposer will be expected to enter into a formal agreement at the time of contract award. The selected Proposer will also be expected to submit a scope of services for the purpose of entering into a formal contract. Scope of services shall be negotiated and decided prior to award of contract and become part of the contract document at award.

If a satisfactory contract cannot be agreed upon with the first-ranked Proposer, the Procurement Official shall advise the Proposer in writing of the termination of negotiations. After termination of negotiations with that Proposer, negotiations may be conducted with the second-ranked proposer. The same process shall apply to the third-ranked Proposer.

Delinquent Account Collection Services



SUBMITTAL CRITERIA

PROPOSAL REQUIREMENTS

Proposer shall submit **one (1) original hardcopy, one (1) electronic copies (on diskette or CD-ROM, in MS Word), and six (6) hardcopies** of the proposal, which includes the functional checklists and cost worksheets in a clear, concise format, on 8 ½ x 11" paper, in English on or before the due date of 3:00 p.m., Thursday, December 6, 2007. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference materials included in the additional documents.

THE PROPOSAL MUST INCLUDE THE FOLLOWING SECTIONS:

Section 1: INTRODUCTION LETTER

An introduction letter introducing the Proposer including the corporate name (if applicable), address and telephone number of principal office, number of years in business and number of branch offices. Indicate the primary person responsible for this project. Introduction **must** be signed by an individual authorized to bind the Proposer. Briefly state the Proposer's understanding of the work to be done, and make a positive commitment to perform and complete the assignment.

Section 2: RESPONSE TO QUESTIONS

Please respond to each question in Appendix A and insert in this section.

Section 3: QUALIFICATIONS AND EXPERIENCE

The Proposer shall provide a profile of its organization. At a minimum the Proposer will respond to the following requests:

1. Provide an organizational chart with total number of employees.
2. Provide the number of signed contracts in progress.

3. Attach audited financial statements for the past two years.
4. Attach latest 10Q SEC (If applicable).
5. Provide a proposed contract.
6. Provide three municipal references. Include name, contact person, address, and telephone number.
7. Describe the staff, i.e., positions, years of service, qualifications, etc.

Section 4: FEES

Please state collection fees in percentages and option to pass on collection amount to debtor. Also, please describe any additional fees that may be applied to this account.



Delinquent Account Collection Services

Questions

1. Does your firm have an office in the State of Florida?
2. Describe your firm's years of experience in delinquent collection services.
3. Describe firm's collection procedures (submit a description of your present collection procedures, including the standards you demand of your present employees who will be handling the City's accounts).
4. Describe reporting capabilities and attach sample reports.
5. Describe technology used for Skip Tracing.



Small Business Division

200 2nd Street, 2nd Floor
 West Palm Beach, FL 33401
 Tel. (561) 822-1275
 Fax (561) 822-1279

Small Business Program

Statement of Subcontractors Participation

Instructions: List all the Small Businesses that will participate on this project/contract. **Only City and County certified Small Businesses** can be used to meet the goals established for this project/contract. **Submit this form with your bid/proposal.**

SECTION I. General Information

Bidder or Proposer's Name: _____

Preparer's Name: _____ Title: _____

Project Name: _____ Project Number: _____

RFP Number: 07/08-107 SB Goal (if established) 10%

Total Base Bid:\$ _____

SECTION II. Small Business Participation

The firm(s) listed below have agreed to participate on this project or contract.

Subcontractor's Name	Item Description or Work/Service To be performed	Dollar Value	Percent of Dollar Value /Base Bid	Percent of Dollar Value /Total Bid
1.		\$	%	%
2.		\$	%	%
3.		\$	%	%
4.		\$	%	%
Totals		\$	%	%

Preparer's Signature: _____ Date: _____



Small Business Division
 200 2nd Street, 2nd Floor
 West Palm Beach, FL 33401
 Tel. (561) 822-1275
 Fax (561) 822-1279

Small Business Program Subcontractor's List

Proposer's Name	Telephone	RFP Num.	Project Name
		07/08-107	

The Municipal Code requires the Small Business Division to compile and maintain information on **all subcontractors that submits bids** for City projects. Please fill out this form with the required information. **List ALL subcontractors** that submitted a bid/quote/proposal to you for this project, including those identified on the Contractor's Statement of Subcontractors Participation. State NONE, if none where sought/received. **Submit this form and with your bid.**

Omission of this form is cause for rejection of your proposal

Company Name	Work Element	Contact Person	Telephone Number	For SB Office Use
1)				
2)				
3)				
4)				

Preparer's Name: _____ Title: _____

Signature: _____ Date: _____



Small Business Division
 200 2nd Street, 2nd Floor
 West Palm Beach, FL 33401
 Tel. (561) 822-1275
 Fax (561) 822-1279

Small Business Program Letter of Intent

Instructions: The bidder/proposer will complete Section I. The Small Business subcontractor will complete Sections II and III. It is the responsibility of the bidder/proposer to verify that the undersigned is a Certified Small Business. Only City and County certified Small Businesses can be used to meet the goals established for this project/contract. **This completed form will be required before contract award.**

SECTION I. General Information

Proposer's Name: _____

Project Name: _____

RFP Number: 07/08-107

SECTION II. Small Business Participation

The undersigned intends to perform the following work pertaining to the above project:

Item No.	<i>Item Description or Work to be Performed</i>	Contract Amount
		\$
		\$
		\$

SECTION III. Information on the Small Business

Small Business Name: _____

Name: _____ Title: _____

Signature: _____ Date: _____

End of RFP