

AGENDA
CITY OF VALPARAISO & VALPARAISO CABLE AUTHORITY JOINT MEETING
465 Valparaiso Parkway
Valparaiso, Florida
850-729-5402
July 11, 2016
6:00 pm

Invocation (Commissioner Hamilton)
Pledge of Allegiance (Mayor Arnold)

APPROVAL OF MINUTES

1. June 11, 2016
1. June 20, 2016 (Executive Session)
2. June 20, 2016 (Budget Workshop)

CITIZENS' CONCERNS (non-agenda items)

1. Resident
2. Non-resident

ACTION ITEMS/POTENTIAL ORDINANCES

1. Added Agenda Items
2. Resolution No 05-07-11-16 Affirmative Action Policy-----Attach 1
3. Resolution No 06-07-11-16 Anti-Displacement Policy-----Attach 2
4. Resolution No 07-07-11-16 Citizen Participation Plan-----Attach 3
5. Resolution No 08-08-11-16 Community Development Plan-----Attach 4
6. Resolution No 09-07-11-16 Equal Opportunity Policy -----Attach 5
7. Resolution No 10-07-11-16 Procurement Policy-----Attach 6
8. Resolution No 11-07-11-16 CDBG Leverage Affirmation-----Attach 7
9. Etc.

OLD BUSINESS

1. Carondelet Phase II Development Agreement
2. Etc.

REPORTS / CORRESPONDENCE / ANNOUNCEMENTS

1. TPO/DOT
2. Stormwater
3. Legal Activities Update
4. Community Liaison Report
5. Construction Activity
6. Library Update
7. Budget Workshop Monday July 18 @ 6pm
8. Okaloosa League of Cities Meeting Friday, July 29 @ 6Pm.
9. Disbursements
10. Etc.

RESOLUTION NO. 05-07-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF VALPARAISO, FLORIDA ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT SECTION 3 & AFFIRMATIVE ACTION POLICY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Valparaiso, Florida wishes to undertake a Community Development Block Grant Program (CDBG) project pursuant to the requirements established by the State of Florida, Department of Economic Opportunity; and

WHEREAS, City, if awarded, understands it shall be contractually required to adopt a policy which contains language related to current trends regarding procedures for solicitation of Women-Owned and Minority-Owned Business Enterprises (W/MBE) that includes requirements for prime contractors to solicit minority & women-owned firms as subcontractors and includes current hiring goals for minorities in the City's workforce by the Florida Department of Economic Opportunity;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Valparaiso, Florida, THAT:

The City of Valparaiso, Florida hereby adopts the following plan as its Community Development Block Grant Affirmative Action Policy. This Policy shall become effective immediately upon adoption of this resolution by the Board of Commissioners of the City of Valparaiso, Florida.

I. MBE/WBE AND SECTION 3 BUSINESS CONCERN FOR PROCUREMENT

It shall be the policy of the City of Valparaiso through each department, agency, entity, or agent of the City to promote and assist entities qualified as Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Section 3 Business Concerns in gaining entry to do business with the City for projects funded wholly or in part by the Community Development Block Grant (CDBG) Program.

To the greatest extent feasible and striving for either 2% or a comparative equal to the minority percentage equivalent for the City, whichever is lesser, contracts for work in connection with the project shall be directed to entities qualified as MBE/WBE and Section 3 Business Concerns.

For CDBG-funded projects, the City shall include the Section 3 Clause of the Housing and Urban Development Act of 1968 within all contracts for work connected with the projects to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. The City shall also comply with the Section 3 Clause for all CDBG-funded projects.

II. DEFINITIONS:

- A. *Section 3* means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

- B. *Section 3 Business Concern* means a business concern:
- (1) A business that is 51 percent or more owned by Section 3 Residents; or
 - (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 Residents, or within three years of the date of first employment with the business concern were Section 3 Residents; or
 - (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "Section 3 Business Concern."
- C. *Section 3 Clause* means the contract provisions set forth in §135.38.
- D. *Section 3 Resident* means:
- (1) A public housing resident; or
 - (2) An individual who resides in the Metropolitan area or Nonmetropolitan County in which the section 3 covered assistance is expended, and who is:
 - (i) A low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
 - (ii) A very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.
 - (3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

III. LOCAL MINORITY AND SECTION 3 RESIDENT EMPLOYMENT

It shall be the policy of the City of Valparaiso to ensure that Equal Employment Opportunity (EEO) practices are followed with all employment opportunities offered through the City for projects funded wholly or in part by the CDBG Program, in accordance with all state and federal regulations and statutes relating to non-discriminating in hiring practices.

To the greatest extent feasible, employment opportunities offered through the City shall give equal consideration to minority, women and Section 3 resident applicants in an effort to maintain a percentage of local minority, women and Section 3 resident employment representative and proportionate to the minority, women and Section 3 resident percentage equivalent for the City.

Employment opportunities offered through the City shall be available to all qualified applicants for equal consideration regardless of race, color, religion, sex, national origin, disability, age, or genetics.

To implement these provisions and policies, the City Commission hereby establishes the following procedures and practices to ensure local affirmative action compliance:

- A. Advertise employment opportunities through the local media, such as community television networks, newspapers of general circulation, and radio advertising;
- B. Develop a list of MBE and WBE contractors that operate in the region to be utilized for the solicitation of bids for CDBG-funded projects;
- C. Solicit interest from Section 3 Residents for potential employment opportunities at public housing and income-restricted housing communities in the neighborhoods or service areas of CDBG-funded projects;
- D. Maintain a file of interested Section 3 Residents for the consideration of potential employment opportunities for CDBG-funded projects;
- E. Provide the list of MBE and WBE contractors to awarded contractors to be utilized for hiring subcontractors for CDBG-funded projects;
- F. Provide the file of interested Section 3 Residents to awarded contractors to be utilized for hiring employees for CDBG-funded projects;
- G. Maintain sufficient records to document the City's compliance with the Affirmative Action Plan.

The forgoing procedures and practices shall serve to compliment Section 12 of the City's CDBG Procurement Policy, the "Affirmative Action Program" as established by Resolution No. 10-07-11-16.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of Commissioners.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.
Mayor

Tammy Johnson, CMC
City Clerk

RESOLUTION NO. 06-07-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF VALPARAISO, FLORIDA ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT ANTI-DISPLACEMENT AND RELOCATION POLICY; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Valparaiso, Florida wishes to undertake a Community Development Block Grant Program (CDBG) project pursuant to the requirements established by the State of Florida, Department of Economic Opportunity; and

WHEREAS, City, if awarded, understands it shall be contractually required to adopt an anti-displacement and relocation policy which address current trends and incorporates current programmatic requirements by the Florida Department of Economic Opportunity;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Valparaiso, Florida, THAT:

The City of Valparaiso, Florida hereby adopts the following policy as its Community Development Block Grant Anti-Displacement and Relocation Policy. This policy shall become effective immediately upon adoption of this resolution by the Board of Commissioners of the City of Valparaiso, Florida.

I. DISPLACEMENT AVOIDANCE POLICY

It shall be the policy of the City of Valparaiso to make all reasonable efforts to ensure that projects funded wholly or in part by the Community Development Block Grant (CDBG) Program will not cause unnecessary displacement or relocation. The city shall administer CDBG-funded projects in such a manner that careful consideration is given during the planning phase with regard to avoiding displacement. The city shall provide information to citizens and keep citizens involved in the process regarding pending land use changes, zoning and rezoning actions that threaten the preservation of residential areas.

Involuntary displacement shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public. In this case, community development and housing programs will be planned in a manner which avoids displacement of households or businesses.

However, temporary or permanent voluntary relocation may be necessary in order to achieve a benefit to a household or business (e.g., the rehabilitation or replacement of the building). Such benefits shall be identified and requested by the displaced household or business. Voluntary relocation may also occur when a property owner voluntarily offers his home or business property for sale to the city. In these cases, the seller may be required to waive rights as a condition of sale of the property, and the Uniform Relocation Act provisions will govern actions of the city and/or its representative.

For CDBG-funded projects, the city shall recognize 24 C.F.R. Part 570 as a governing document on displacement and 49 C.F.R. Part 24 as a resource Uniform Relocation Act

information, incorporated by reference. As it pertains to Tenant Assistance, Relocation and Real Property Acquisition Plan, the U.S. Department of Housing and Urban Development Handbook #1378 shall be adopted in its entirety as a part of this policy, as amended.

II. DEFINITION OF "STANDARD CONDITION" AND "SUBSTANDARD CONDITION" SUITABLE FOR REHABILITATION

In the absence of federal and state provided definitions, the following is provided to establish a frame of reference and context when dealing with matters of displacement and/or relocation as defined in 24 CFR Part 570 and 49 CFR Part 24.

A. Standard Condition

A dwelling unit is considered in standard condition if it has no major defects or only slight defects which are correctable through the course of regular maintenance. The dwelling unit must be in total compliance with applicable local housing and occupancy codes; be structurally sound, watertight and in good repair; be adequate in size with respect to number of rooms and area of living space and contain the following:

1. A safe electrical wiring system adequate for lighting and other normal electrical devices;
2. A heating system capable of sustaining a healthful temperature (consistent with normal, year round climatic conditions);
3. A separate, well-lighted and ventilated bathroom that provides user privacy and contains a sink, commode, and bathtub or shower stall;
4. An appropriate, sanitary and approved source of hot and cold potable water;
5. An appropriate, sanitary and approved sewage drainage system;
6. A fully usable sink in the kitchen;
7. Adequate space and service connections for a refrigerator;
8. An unobstructed egress to a safe, open area at ground level; and
9. Be free of any barriers which would preclude ingress or egress if the occupant is handicapped.

Failure to meet any of these criteria automatically causes a dwelling to be considered in substandard condition.

B. Substandard Condition

A dwelling unit is considered in substandard condition if it does not fully comply with the standard condition criteria, or it has minor defects which require a certain amount of correction but can still provide safe and adequate shelter or has major defects requiring a great deal of correction and will be safe and adequate once repairs are made.

To be suitable for rehabilitation, a trained housing specialist must carefully inspect the dwelling and prepare a work write-up of repairs necessary to bring it up to standard condition. A cost estimate of repairs will be prepared based on the needs identified in the work write-up. If these costs are equal to or less than 65% of the value of a comparable replacement unit as obtained from more than one licensed contractor, the dwelling will be considered suitable for rehabilitation. If the predicted cost exceeds 65%, the unit will be deemed unsuitable.

This criteria is arbitrary, however, and the local governing body may authorize deviations

based on the unique aspects of each dwelling, owner, tenant, etc. on a case by case basis. Each deviation so approved must be thoroughly documented.

III. DISPLACEMENT POLICIES AND PROCEDURES

A. Provisions for One-for-One Replacement

The local government will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in 24 CFR Part 570. Replacement low/moderate-income units may include public housing or existing housing receiving Section 8 project based-assistance.

All replacement housing will be provided within two years of the commencement of the demolition or rehabilitation relating to conversion and will meet the following requirements:

1. The units will be located within the local jurisdiction;
2. The units will meet all applicable local housing, building, and zoning ordinances and will be in standard, or better, condition;
3. The units will be designed to remain low/moderate-income dwelling units for at least 10 years from the date of initial occupancy (applies to initial tenant only); and
4. The units will be sufficient in size and number (functionally equivalent) to house at least the number of occupants who could have been housed in the units that are demolished or converted.

Before obligating or expending CDBG funds that will directly result in such demolition or conversion, the local government will make public and submit to the State of Florida the following information in writing:

1. A description of the proposed CDBG assisted activity;
2. The general location on an area map including approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units;
3. A time schedule for commencement and completion of the demolition or conversion;
4. The general location on a service area map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units;
5. Identification of the source of funding at the time of submittal and the time frame, location and source for the replacement dwelling unit;
6. The basis for concluding that each replacement dwelling unit will be designed to remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of a unit with a smaller unit is consistent with the housing needs of low/moderate-income persons in the jurisdiction.

B. Permanent Involuntary Displacement – Provisions for Residential Relocation Assistance

The local government will provide relocation assistance, as described in 24 CFR Part 570, to each low/moderate-income household involuntarily displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of CDBG-assisted activities. Persons that are relocated are entitled to:

1. A choice between actual reasonable moving expenses or a fixed expense and relocation allowance;
2. Advisory services;
3. Reimbursement for reasonable and necessary security deposits and credit checks;
4. Interim living costs; and
5. Replacement housing assistance which may include a Section 8 housing voucher/certificate and referral to assisted units; cash rental assistance to reduce the rent and utility cost or lump sum payment equal to the present value of rental assistance installments to be used toward purchasing an interest in a housing cooperative or mutual housing association for a period up to 60 months (5 years).

C. Permanent Involuntary Displacement – Provisions for Non-Residential Relocation Assistance

Businesses, non-profit organizations, farms, etc., shall not be relocated unless the move is voluntary, essential to the project from the public view, and the owner waives his/her rights under the Uniform Act except for the following relocation assistance:

1. Actual moving and reasonable reestablishment expenses not less than \$1,000 or more than \$20,000, equal to a pro rata share for the period of interruption of operations of the average annual net earnings. Average annual net earnings are one half of the entity's net earnings before taxes during the two taxable years immediately prior to the taxable year it was displaced.

No other benefits will be provided, and a signed waiver acknowledging this fact will be required.

D. Permanent Voluntary Displacement – Provisions for Relocation Assistance of Included Dwellings

Homeowners will have their homes demolished with CDBG funds only as a voluntary action, when rehabilitation of the dwelling is not feasible or cost effective. This form of demolition, with provisions for permanent replacement housing, is referred to as demolition relocation. CDBG funds available for permanent relocation assistance are limited. Therefore, financial assistance shall not exceed that described in the following paragraphs.

Selected homeowners who meet CDBG very low or low-income limits will receive demolition/relocation assistance not to exceed a locally adopted maximum dollar amount (unless approved otherwise by the local governing body). The amount will depend upon the actual cost of demolition and the replacement dwelling price, with limits based upon the number of bedrooms needed by the household to meet Section 8 standards. The dollar limits for demolition/relocation assistance are contained in the CDBG housing/Rehabilitation/Replacement Policies and

Procedures Manual. The assistance amount may be further limited by budget constraints of the CDBG program, so that homeowners may be offered less than these limits. If an owner refuses to accept an offer of assistance, the dwelling will not be demolished and no assistance will be provided.

To the extent feasible, replacement units will be of comparable size and type as original units. Type shall mean single family detached, mobile/manufactured home, or attached. If the unit is attached (duplex, triplex) and the displaced owner also owns the other unit (s) as rental property, up to \$10,000 per unit shall be granted for construction of attached replacement units, provided that zoning and other applicable regulations allow construction of an attached unit (s), and that the unit (s) which will be rented for a period of seven years to CDBG income eligible households at affordable rent levels. Affordable shall mean the average monthly cost for rent and utility charges (water, sewer, electric, gas) and shall not exceed 30% of the tenant household's gross monthly income.

Homeowners will be encouraged to relocate onto the property from which they were displaced or onto other property which they own, in order to reduce the cost of the replacement unit. Land shall be included as an eligible replacement unit cost only when the existing site is unsuitable due to inadequate size (based upon zoning or other applicable regulations) or location in a wetland or 100 year floodplain. Existing new housing that is in standard condition may also be approved as replacement housing if included in the CDBG program. Payment shall be disbursed only upon the CDBG Administrator's approval of the replacement unit, based upon the unit being new, affordable and standard.

If a homeowner chooses to not purchase a replacement dwelling, compensation shall be determined in the same manner as described in Section V. Compensation shall not be less than \$2,000. This type of assistance will generally not be approved, as there is no replacement unit provided pursuant to the Uniform Act requirements.

If space is available, displaced homeowners may be offered temporary replacement housing in one of the units which may be provided by the CDBG program for persons displaced through housing rehabilitation, although there is not likely to be such units available. Moving and storage allowances will be provided as annotated in Section III, Subsection F.

E. Permanent Voluntary Displacement – Provisions for Relocation Assistance of Excluded Dwellings

If it is determined by the local government that occupants of a dwelling not included in the rehabilitation or demolition/permanent relocation program should be permanently relocated, due to CDBG activities, and the occupants voluntarily consent, the government will assist in the relocation to a decent, safe and sanitary dwelling unit. Benefits, if provided, will be limited to actual moving costs, counseling, and increases in monthly housing costs incurred by the occupant in an amount equal to the lesser of 60 times the increase or 30 percent of the person's annual income. 24 CFR Part 570 must be consulted to determine specific limitations.

Compensation to obtain replacement housing shall not exceed \$6,000 unless approved otherwise by the local governing body. Should the amount the tenant is entitled is expected to exceed this threshold, consideration shall be given to not performing the demolition or activity which would cause the displacement.

F. Temporary Voluntary Displacement – Provisions for Relocation Assistance

Persons occupying housing which is to be rehabilitated using CDBG funds must voluntarily agree to inclusion in the program and shall vacate the housing at the direction of the local government or its CDBG Administrator, in order to facilitate the safe, timely and economical rehabilitation process. The Administrator shall determine the necessity for temporarily vacating the dwelling, and the appropriate duration, generally the entire rehabilitation construction period.

The CDBG budget is limited, necessitating that owners are responsible for finding and paying for temporary housing, if necessary. A moving/displacement allowance of \$500 will be provided to each family unit so displaced. This allowance will be provided in two payments of \$250 upon move out and move in.

The local government may provide a safe, decent and sanitary housing unit for use as temporary relocation housing. If financed with CDBG funds, the unit shall be available free of charge to temporarily displaced households for the time period authorized by the local government or its CDBG Administrator, generally for the period of rehabilitation construction. Households who occupy the unit shall have a \$100 refundable deposit withheld from their initial moving allowance payment. This deposit shall be refunded in full immediately after the relocation unit is vacated in a clean and undamaged condition. The deposit refund shall be denied in full or in part for payment of damages to the owner/lessee due to the occupant's (a) failure to properly clean or maintain the unit, (b) physical damage to the unit, (c) loss of keys to the unit, or (d) need for any special condition such as fumigation. A penalty of \$25 per day may also be assessed against the household for failure to properly vacate the relocation unit when directed to do so by the local government or its CDBG Administrator.

G. Provisions for Rental Rehabilitation Tenant Assistance

It is not the local government's policy to permanently displace families in rental units. Participating landlords will be required to warrant that the proposed rental rehabilitation will not cause any tenant to be permanently displaced unless the owner will be able to relocate the tenant displaced in accordance with HUD relocation criteria.

If it becomes necessary for an owner to permanently or temporarily move a tenant from a unit as a direct result of rehabilitation assisted through rental rehabilitation funds, the owner will assure that the tenant is offered a comparable, decent, safe and sanitary dwelling unit at an affordable rate as described in the applicable regulations. No tenant will be considered displaced if the owner has offered the tenant full financial compensation for moving, and a comparable decent, safe, sanitary and affordable rental unit and the tenant has declined the offer. However, rental rehabilitation will not be assisted with CDBG funds if the tenant lawfully refuses to relocate.

Should displacement become necessary for a low/moderate-income family as a result of the rental rehabilitation assistance, the owner will assure that tenants are provided the necessary financial assistance, information, counseling, referrals and housing location options regarding Federal Fair Housing rights, and other relocation services as needed without regard to race, color, religion, sex, familial status, age, handicap or national origin, so as to enable the family to obtain decent, safe and sanitary housing at an affordable rent.

IV. APPEALS AND COUNSELING

If a claim for assistance is denied by the local governing body, the claimant may appeal to the State of Florida and the decision of the State shall be final unless a court determines the decision was arbitrary and capricious.

Counseling will be made available to displaced persons in the areas of household finance, fair housing rights, real estate transactions, and locating and evaluating replacement housing options. Counseling shall be provided by the local government or its CDBG Administrator to permanently displaced households to ensure that:

- A. No person is discriminated against based upon age, race, color, religion, sex, handicap, familial status, national origin, or presence of children in the household; and
- B. Displaced persons receive information concerning the full range of housing opportunities within the local housing market.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.,
Mayor

Tammy Johnson, CMC
City Clerk

RESOLUTION NO. 07-07-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF VALPARAISO, FLORIDA ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Valparaiso, Florida wishes to undertake a Community Development Block Grant Program (CDBG) project pursuant to the requirements established by the State of Florida, Department of Economic Opportunity; and

WHEREAS, City, if awarded, understands it shall be contractually required to adopt a Citizen Participation Plan designed to encourage the public's participation and comply with Florida Administrative Rule 73C-23, as amended;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Valparaiso, Florida, THAT:

The City of Valparaiso, Florida hereby adopts the following plan as its Community Development Block Grant Citizen Participation Plan. This plan shall become effective immediately upon adoption of this resolution by the Board of Commissioners of the City of Valparaiso, Florida.

I. STANDARD PRACTICES

It shall be the policy of the City of Valparaiso to provide a means by which persons may participate, submit public input, and file complaints of substandard workmanship and complaints of discrimination in projects funded wholly or in part by the Community Development Block Grant (CDBG) Program. The City of Valparaiso shall make all reasonable efforts to comply with this policy through the implementation of the following actions:

- A. Make available to the public, in a reasonable and timely manner, information concerning the amounts of funds available for various activities and the range of activities that may be undertaken;
- B. Provide citizens with adequate notice of public hearings, which are to be held at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. If a significant number of non-English speaking residents could reasonably be expected to attend a public hearing, an interpreter shall be provided for the language expected to be represented;
- C. If any party representing low to moderate income persons requests assistance for developing a CDBG proposal, the governing body shall determine the eligibility of the proposed activity. If such activity is eligible for funding, the proposal shall be discussed within the First Public Hearing for the CDBG application or amendment stage. Information available from the state regarding the application process shall be provided to all interested parties;
- D. Hold at least one Public Hearing to obtain the views of citizens on community development needs;
- E. A Citizen Advisory Task Force (CATF) may be established to provide input relative to all phases of the project process. Residents of low and moderate income neighborhoods shall be encouraged to participate within the CATF. The CATF

members shall be appointed by the governing body before the Second Public Hearing on the project. The CATF shall meet at its discretion and will offer recommendations as it deems appropriate;

- F. Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their comments;
- G. Consider any comments and views expressed by citizens on the proposed application and, if appropriate, modify the proposed application;
- H. Hold at least one Public Hearing to obtain the views of citizens on the final application prior to its submission to the state.

II. CITIZEN COMPLAINT POLICY

The following complaint/grievance procedures shall be followed for projects funded wholly or in part by the CDBG Program:

- A. Complaints or grievances may be filed by any citizen, property or business owners or a representative of any of the aforementioned who feel that he/she has been discriminated against because of race, color, religion, sex, national origin, age or physical handicap or has a complaint concerning civil rights, quality workmanship, environmental consideration or any inappropriate or illegal action(s);
- B. Complaints shall be issued in writing to the chief elected official within 30 days of the perceived problem and delivered or mailed to the official address of the local government;
- C. The local government shall investigate the complaint/grievance and respond in writing within 15 days, although conclusion of the matter may take more than 15 days;
- D. The investigation may be performed by local officials, staff, consultants, the CATF, or others as determined appropriate by the local government;
- E. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to the Florida Department of Economic Development; and
- F. Nothing in this policy shall prohibit a person from filing a complaint with HUD or any regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotlines.

HUD: 1-800-424-8590

State: 1-800-342-8170

III. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of Commissioners.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.
Mayor

Tammy Johnson, CMC
City Clerk

RESOLUTION NO. 08-07-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF VALPARAISO, FLORIDA ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY DEVELOPMENT PLAN; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Valparaiso, Florida wishes to undertake a Community Development Block Grant Program (CDBG) project pursuant to the requirements established by the State of Florida, Department of Economic Opportunity; and

WHEREAS, City, if awarded, understands it shall be contractually required to adopt a Community Development Plan designed to identify short-term and long-term community development and housing needs;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Valparaiso, Florida, THAT:

The City of Valparaiso, Florida hereby adopts the following plan as its Community Development Block Grant Community Development Plan. This plan shall become effective immediately upon adoption of this resolution by the Board of Commissioners of the City of Valparaiso, Florida.

I. STANDARD PRACTICES

It shall be the policy of the City of Valparaiso to identify and periodically ascertain community development and housing needs, to include short and long term objectives, in accordance with requirements established by the Florida Department of Economic Opportunity (FDEO) as well as the Department of Housing and Urban Development (HUD).

II. LONG TERM COMMUNITY DEVELOPMENT PLAN OBJECTIVES:

- A. To improve the physical environment of the community to make it more functional, safe and efficient and to preserve the integrity of the neighborhoods.
- B. To promote the public interest.
- C. To inject long-range considerations into the determination of short-range decisions.
- D. To bring professional and technical knowledge to bear on issues concerning social, economical or physical development.
- E. To facilitate effective cooperation and coordination between all concerned with community development.
- F. To identify available resources for significant opportunities to improve the way of life for all in the community.
- G. To recognize, promote and facilitate the importance of well managed, comprehensive growth as it may best benefit the residents of Valparaiso, Florida to improve and appropriately expand needed community facilities, programs and services while also promoting the highest level of public efficiency in the process of community development and in meeting Comprehensive Plan goals and objectives.

III. SHORT TERM COMMUNITY DEVELOPMENT OBJECTIVES:

- A. To participate in Community Development Block Grant (CDBG) Programs as administrated by the Florida Department of Economic Development (DEO) to assist with needed local community development and funding.
- B. To explore other possible resources for the purpose of improving the way of life for all citizens, especially those who live in deteriorated housing and neighborhoods, or who are considered, by federal or state definition, economically disadvantaged.

IV. ESTABLISHING GRIEVANCE PROCEDURES:

The following complaint/grievance procedures shall be followed for projects funded wholly or in part by the CDBG Program:

- A. Complaints or grievances may be filed by any citizen, property or business owners or a representative of any of the aforementioned who feel that he/she has been discriminated against because of race, color, religion, sex, national origin, age or physical handicap or has a complaint concerning civil rights, quality workmanship, environmental consideration or any inappropriate or illegal action(s);
- B. Complaints shall be issued in writing to the chief elected official within 30 days of the perceived problem and delivered or mailed to the official address of the local government;
- C. The local government shall investigate the complaint/grievance and respond in writing within 15 days, although conclusion of the matter may take more than 15 days;
- D. The investigation may be performed by local officials, staff, consultants, the CATF, or others as determined appropriate by the local government;
- E. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to the Florida Department of Economic Development; and
- F. Nothing in this policy shall prohibit a person from filing a complaint with HUD or any regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotlines: HUD at (800)424-8590 and State at (800)342-8170.

V. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of Commissioners.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.
Mayor

Tammy Johnson, CMC
City Clerk

RESOLUTION NO. 09-07-11-16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF VALPARAISO, ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT EQUAL OPPORTUNITY POLICY; SUPERSEDING ALL PREVIOUS ADOPTED AND/OR AMENDED VERSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT EQUAL OPPORTUNITY POLICY; AND, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Valparaiso, Florida wishes to undertake a Community Development Block Grant Program (CDBG) project pursuant to the requirements established by the State of Florida, Department of Economic Opportunity; and

WHEREAS, City, if awarded, understands it shall be contractually required to adopt a policy designed to protect the City's applicants and employees and the applicants and employees of its contractors from discrimination on the basis of specific classes identified by law; and

WHEREAS, the City of Valparaiso desires to create a binding policy which protects its applicants and employees and the applicants and employees of its contractors from discrimination on the basis of specific classes identified by law; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Valparaiso, Florida, THAT:

The City of Valparaiso, Florida hereby adopts the following plan as its Community Development Block Grant Equal Opportunity Policy. This Policy shall become effective immediately upon adoption of this resolution by the Board of Commissioners of the City of Valparaiso, Florida.

I. PURPOSE AND SCOPE

The City of Valparaiso is committed to ensuring that all applicants, employees and contractors are afforded equal opportunities in all employment actions with the City of Valparaiso.

II. DIRECTIVES

- A. The issue of equal employment is of great importance to the City of Valparaiso and to its management staff.
- B. All applicants, employees and contractors shall be afforded equal employment opportunity regardless of race, color, religion, sex or gender, sexual orientation, gender identity or expression, National origin, disability, age, genetics, marital or familial status, amnesty, citizenship, or status as a covered veteran or any other status protected by law.
- C. Equal employment opportunity shall be provided in all employment actions including, but not limited to, hiring, job assignment or placement, retention, opportunities for training and development, pay, benefits, promotion, demotion,

transfer, leaves of absence, layoff, termination, and ethics and standards of personal conduct.

- D. Applicants and employees who meet all regular employment standards, and are otherwise qualified, shall be given reasonable accommodations and access for known disabilities, providing that the accommodation will not create an undue hardship on the employer and/or prevent the proper performance of the essential duties and responsibilities of the job,
- E. It shall be the policy of the City of Valparaiso to ensure that Equal Employment Opportunity (EEO) practices are followed with all employment opportunities offered through the City for projects funded wholly or in part by the CDBG Program. Implementation of such policy shall follow standards identified under the City's CDBG Procurement Policy and CDBG Affirmative Action Policy, as amended.
- F. It is the City's intent to promote full realization of equal employment opportunity through positive continuing programs.
- G. It is the responsibility of City supervisors and management staff to ensure that policies, procedures, management practices, and other supervisory activities are in full compliance with the intent of this policy.

III. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of Commissioners.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.
Mayor

Tammy Johnson, CMC
City Clerk

RESOLUTION NO. 10-07-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF VALPARAISO, FLORIDA ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT PROCUREMENT POLICY; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Valparaiso, Florida wishes to undertake a Community Development Block Grant Program (CDBG) project pursuant to the requirements established by the State of Florida, Department of Economic Opportunity; and

WHEREAS, City, if awarded, understands it shall be contractually required to adopt a Procurement Policy designed to comply with the purchasing requirements set forth under 2 CFR 200 as well as Florida Statute Chapters 255 and 287 by the Florida Department of Economic Opportunity;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Valparaiso, Florida, THAT:

The City of Valparaiso, Florida hereby adopts the following policy as its Community Development Block Grant Procurement Policy. This Policy shall become effective immediately upon adoption of this resolution by the Board of Commissioners of the City of Valparaiso, Florida.

SECTION 1 PURPOSE

This policy is adopted to assure that commodities and services for the Community Development Block Grant Programs are obtained efficiently and effectively in free and open competition and through the use of sound procurement practices. All City staff and other persons (subgrantees or contractors) with designated responsibility for the administration of CDBG award contracts are responsible for ensuring compliance with all applicable federal and state laws and regulations including Chapter 73C-23.0051(1), Florida Administrative Code, 2 Code of Federal Regulations 200.317-.326 (2CFR200.317 – 2CFR200.326), sections 255.0525 (Advertising for Bids or Proposals) and 287.055, Florida Statutes (Consultants Competitive Negotiation Act).

SECTION 2 APPLICATION OF POLICY

This policy shall apply to contracts or agreements for the procurement of all materials, supplies, services, construction and equipment for any Community Development Block Grant Program solicited or entered into after the effective date of this policy.

SECTION 3 PURCHASING DIRECTOR

The CDBG Local Government Contact shall serve as the central purchasing officer (the "Purchasing Officer") of the City for all contracts or agreements described in Section 2.

SECTION 4 PURCHASING CATEGORIES; THRESHOLD AMOUNTS

Except as to Sole Source Purchases (Section 4.06) and Cooperative Purchasing (Section 4.07), all

- A. Small Purchases (Section 4.02)\$ 1 to \$ 1,000
- B. Purchasing Quotes (Section 4.03).....\$ 1,001 to \$ 5,000
- C. Competitive Sealed Bids/Proposals (Section 4.04 & 4.05)..... \$ 5,001 and above

SECTION 4.02 SMALL PURCHASES

The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 4 does not require solicitation of quotes or bids. Small purchases shall be authorized by the Purchasing Officer or his/her designees.

SECTION 4.03 PURCHASING QUOTES

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 4 shall require competitive quotations from three or more vendors. The quotations shall be obtained by the Purchasing Division and shall be reviewed and awarded by the Purchasing Officer.

SECTION 4.04 COMPETITIVE SEALED BIDDING

- A. Conditions for Use. All contracts for purchases of a single item, services or aggregate in excess of the established base amount for Competitive Sealed Bids/Proposals in Section 4, where price, not qualifications, is the basis for contract award, shall be awarded by competitive sealed bidding.
- B. Invitation to Bid. An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place date, and time for opening or submittal. No later than five working days prior to the date for receipt of bids, a vendor shall make a written request to the City for interpretations or corrections of any ambiguity, inconsistency or error which the vendor may discover. All interpretations or corrections will be issued as addenda. The City will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any City employee prior to the opening of proposals. Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the Commission. Also, only communications from firms or individuals which are in writing and signed will be recognized by the Commission as duly authorized expressions on behalf of proposers.
- (1) Alternate(s). Alternate bids will not be considered unless authorized by and defined in the Special Conditions of the bid specifications.
- (2) Approved Equivalent. The City reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with stated requirements for equivalents in the bid conditions are subject to rejection. The procedure for acceptance of equivalents shall be included in the general conditions of the bid.
- C. Public Notice. Public notice shall be made in compliance with section 255.0525 Florida Statute and 73C-23 Florida Administrative Code according to the following thresholds:
- (1) For contracts less than \$200,000, the notice shall be published at least twelve (12) calendar days prior to bid opening in a newspaper of general circulation and a nearby OMB-MSA daily newspaper.
- (2) For awards greater than \$200,000 but less than \$500,000, the notice must be advertised at least once in a newspaper of general circulation in the county where the project is located and a nearby OMB-MSA daily newspaper at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference.
- (3) For awards greater than \$500,000 the notice must be publicly advertised at least once in a newspaper of general circulation in the county where the project is located and a nearby OMB-MSA daily newspaper at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference.
- (4) Notice of the invitation to bid shall give the date, time, and place set forth for the submittal of proposals and opening of bids.
- (5) Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement.
- D. Bid Opening. Bids shall be opened publicly. The Purchasing Officer or his/her designee shall open the bids in the presence of one or more witnesses at the time and place designated

in the Invitation to Bid. The amount of each bid, and other such relevant information as may be deemed appropriate by the Purchasing Officer together with the name of each bidder, and all witnesses shall be recorded. The record (Bid Report) and each bid shall be open to public inspection.

- E. Bid Acceptance and Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the Invitation to Bid, which may include, but not be limited to criteria to determine acceptability such as: inspection, testing, quality, recycled or degradable materials content, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measured, such as discounts, transportation costs, and total or life cycle costs. No criteria may be used in bid evaluation that are not set forth in the Invitation to Bid, in regulations, or in this policy.
- F. Bid Agenda Item. After evaluation, the Purchasing Officer will prepare a recommendation and shall place the item on the agenda of the City Commission.
- G. Correction or Withdrawal of Bids; cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the Invitations for Bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can know by clear and convincing evidence that a mistake on a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in the bid price or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
- (1) the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - (2) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Purchasing Officer.
- H. Multi-Step Sealed Bidding. When it is considered impractical to initially prepare a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.
- I. Award. The contract shall be awarded with reasonable promptness to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid. The City reserves the right to waive any informality in bids and to make an award in whole or in part when either or both conditions are in the best interest of the City providing that such waiver does not violate federal or state CDBG requirements. Any requirement which is waived must be documented and kept in the file.
- (1) Notice of Intended Award. The contract shall be awarded by written notice. Every procurement of contractual services shall be evidenced by a written agreement. Notice of the intended award, including rejection of some or all of bids received, may be given by posting the bid tabulations where the bids were opened, by telephone, by first class mail, or by certified United States mail, return receipt requested, whichever is specified in bid solicitation. A vendor may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped, self-addressed envelope for their record.
 - (2) Notice of Right to Protest. All notices of decision or intended decisions shall contain the statement: Failure to file a protest within the time prescribed in Section 4.08 of the CDBG Procurement Policy of the City shall, constitute a waiver of

proceedings under that section of this Policy.

- J. Cancellation of Invitations for Bids. An invitation for bids or other solicitation may be canceled, or any or all bids may be rejected in whole or in part when it is in the best interests of the City, as determined by the Commission. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any resolicitation or any future procurement of similar items.
- K. Disqualification of Vendors. For any specific bid, vendors may be disqualified by the Purchasing Director or Purchasing Officer, for the following reasons:
- (1) Failure to respond to bid invitation three consecutive times within the last eighteen (18) months period.
 - (2) Failure to update the information on file including address, project or service, or business description.
 - (3) Failure to perform according to contract provisions.
 - (4) Conviction in a court of law of any criminal offense in connection with the conducting of business.
 - (5) Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
 - (6) Clear and convincing evidence that the vendor has attempted to give a City employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the City's purchasing activity.
 - (7) Failure to execute a Public Entity Crimes Statement as required by Florida Statutes Chapter 287.133(3) (a).
 - (8) Other reasons deemed appropriate by the City.

SECTION 4.05 COMPETITIVE SEALED PROPOSALS

All contracts for purchases of a single item or services or aggregate in excess of the established base amount for Competitive Sealed Bids/Proposals in Section 4, where qualifications, not price, is the basis for contract award, shall be awarded by competitive sealed proposals. All contracts for the procurement of professional architectural, engineering, landscape architectural, and land surveying services will be awarded according to the provisions of Section 4.051. All other contracts required to be awarded by competitive sealed proposals will be awarded according to the provisions of Section 4.052.

SECTION 4.051 PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, AND LAND SURVEYING SERVICES

- A. Public Announcement. It is the policy of the City to publicly announce all requirements for professional architectural, engineering, landscape architectural, and land surveying services and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. In the procurement of such services, the City may require firms to submit a statement of qualifications, performance data, and other related information for the performance of professional services.
- (1) Scope of Project Requirements. Prior to submission of the request for proposals for professional services an item shall be placed on the agenda for approval by the City Commission indicating the nature and scope of the professional services needed, including but not limited to the following:
 - (a) The general purpose of the service or study;
 - (b) The objectives of the study or service;
 - (c) Estimated period of time needed for the service or the study;
 - (d) The estimated cost of the service or study;
 - (e) Whether the proposed study or service would or would not duplicate any prior or existing study or service;

- (f) List of current contracts or prior services or studies which are related to the proposed study or services;
 - (g) The desired qualifications, in order of importance, of the person or firm applicable to the scope and nature of the services requested.
- (2) Distribution of Project Requirements. All persons on the City's vendor list who have indicated an interest in being considered for the performance of such professional services and any other additional parties deemed desirable by the Purchasing Officer shall be notified of the project requirements including a statement of relative importance of each of the requirements. The project requirements shall be accompanied by an Invitation to such persons to submit an indication of interest in performing the required services, and by notification of the date and time when such indications of interest are due. This date shall not be less than 14 calendar days from the date of public notice which the Purchasing Officer shall publish in at least one newspaper of wide general circulation in the region.
- (3) Modification Prohibition. After the publicized submission time and date, indications of interest shall not be modified or allowed to be modified in any manner except for correcting of clerical errors or other similar minor irregularities as may be allowed by the Selection Committee (defined in Section 4.051B) prior to making its selection of those best qualified.
- (4) Reuse of Existing Plans. There shall be no public notice requirements or utilization of the selection process as provided in this section for projects in which the City is able to reuse existing plans from a prior project. However, public notice of any plans which are intended to be reused at some future time shall contain a statement which provides that the plans are subject to reuse.

B. Selection Committee Membership and Evaluation. Depending on the expected complexity and expense of the professional services to be contracted the City may determine whether a three member or five member selection committee will best serve the needs of the Commission.

- (1) Three to Five Member Committee Composition. Membership of a selection committee shall consist of persons appointed by the Mayor.
- (2) Selection Committee Evaluation. Only written responses of statements of qualifications, performance data, and other data received in the purchasing office by the publicized submission time and date shall be evaluated. Only evaluation of written responses and selected for formal interview may submit additional data. From among those persons evidencing, by timely submission of written responses, an interest in performing the services the Selection Committee shall:
- (a) prepare an alphabetical list of those persons determined by the Selection Committee to be qualified, interested and available; and
 - (b) designate no less than three persons, unless there were less than three submissions, on the alphabetical list considered by the selection committee to be best qualified to perform the work required.
- (3) Shortlisting. The best qualified respondents shall be based upon the Selection Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed. The Selection Committee shall determine qualifications, interest and availability by reviewing the written responses that express an interest in performing the services, and by conducting formal interviews of no less than three selected respondents that are determined to be best qualified based upon the evaluation of written responses. The determinations may be based upon, but not limited to, the following considerations: (a) competence, including technical education and training, experience in the kind of project to be undertaken, availability of adequate personnel, equipment and facilities, the extent of repeat business of the persons, and person to actual cost of previous projects; (b) current work load; (c) financial responsibility; (d) ability to observe and advise whether plans and specifications are being complied with, where applicable; (e) record of

professional accomplishments; (f) proximity to the project involved, if applicable; (g) record of performance; and (h) ability to design an approach and work plan to meet the project requirements, where applicable.

- (4) Interview and Commission Approval. After conducting the formal interviews, the Selection Committee shall list those respondents interviewed in order of preference based upon the considerations listed in subsection (4) above. The respondents so listed shall be considered to be the most qualified and shall be listed in order of preference starting at the top of the list. The list of best qualified persons shall be forwarded to the Commission for approval prior to beginning contract negotiations.

Negotiation sequence shall be based on the order of preference.

- C. Negotiation Staff. Contract negotiations shall be conducted by the Purchasing Officer unless the Mayor directs that negotiations be conducted by a Negotiation Committee.

Negotiation. The Purchasing Officer or the Negotiation Committee shall negotiate a contract with the firm considered to be the most qualified to provide the services at compensation and upon terms which the Purchasing Officer or the Negotiation Committee determines to be fair and reasonable to the City. In making this decision, the Purchasing Officer or the Negotiation Committee shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. As a part of the negotiation, the Purchasing Officer or the Negotiating Committee shall conduct a cost analysis, including evaluation of profit, based on a cost breakout by the firm of its proposed price. Should the Purchasing Officer or the Negotiation Committee be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm shall be formally terminated. The Purchasing Officer or the Negotiation Committee shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Purchasing Officer or the Negotiation Committee shall formally terminate negotiations, and shall then undertake negotiations with the third most qualified firm. Should the Purchasing Officer or the Negotiation Committee be unable to negotiate a satisfactory contract with any of the selected firms, the selection shall select additional firms in order of their competence and qualifications, and the Purchasing Officer or the negotiation Committee shall continue negotiations in accordance with this selection until an agreement is reached or until a determination has been made not to contract for services.

SECTION 4.052 OTHER COMPETITIVE SEALED PROPOSALS (non-287.055 services)

- A. Conditions for use. All contracts required by Section 5.05 to be awarded by competitive sealed proposals that are not for the procurement of professional architectural, engineering, landscape architectural, and land surveying services, will be awarded according to the provisions of this section.
- B. Consultant's Competitive Negotiation Act. Professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, as defined under the Consultant's Competitive Negotiation Act (Section 287.055, Florida Statutes), shall be secured under the provisions of Section 4.051.
- C. Commission Approval. Proposals anticipated to exceed the threshold established in Section 4 for Competitive Sealed Proposals shall be approved by the City prior to solicitation.
- D. Public Notice. Adequate public notice of the Request for Proposals shall be given in the same manner as provided in subsection 4.04C of this policy for competitive sealed bidding.
- E. Evaluation Factors. The Request for Proposals shall state the relative importance of criteria outlined in the scope of services.
- F. Proposal Cancellation or Postponement. The Purchasing Officer may, prior to a proposal opening, elect to cancel or postpone the date and/or time for proposal opening or submission.
- G. Revisions and Discussions with Responsible Offerors. As provided in the request for

proposals, and under regulations promulgated by the Commission of the City, discussions may be conducted with responsible offerors who submit proposals determined to be qualified of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by proposers prior to the Purchasing Officer making a written recommendation of award to the City Commission. As a part of the recommendation, the Purchasing Officer shall conduct a cost analysis, including evaluation of profit, based on a cost breakout by the firm of its proposed price.

- H. Award. Award shall be made by the City Commission to the lowest responsible offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation criteria that is not included in the Request for Proposal.

SECTION 4.06 SOLE SOURCE PURCHASES

- A. Sole Source Certification. A contract may be awarded for a supply, service, material, equipment or construction item(s) without competition when the Purchasing Officer with the concurrence of the City Clerk, certifies in writing, after conducting a good faith review of available sources, that there is only one available source for the required material, supply, service equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds five thousand dollars (\$5,000), the item will be placed on the agenda for Commission approval and clarification that the vendor has been determined to be a sole source. When a purchase exceeds (\$25,000) it will require prior DEO approval.

SECTION 4.07 COOPERATIVE PURCHASING

- A. State Contracts. The Purchasing Officer is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts of the Department of General Services, subject otherwise to the requirements of this policy.
- B. Other Governmental Units. The Purchasing Officer shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the City would be served thereby, and the same is in accordance with this policy and with City and State law.

SECTION 4.08 BID PROTEST

- A. Right to Protest. Any actual prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award or contract may protest to the City Commission. Protestors shall seek resolution of their complaints initially with the Purchasing Officer and secondly with the City Clerk prior to protesting to the City Commission.
- B. Filing a Protest. Any person who is affected adversely by the decision or intended decision of the City shall file with the Purchasing Officer a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of intended decision and file a formal written protest within 10 calendar days after the date he/she filed the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this Section. A written protest is filed with the City when it is delivered to and received in the office of the Purchasing Officer.

- (1) The notice of protest shall contain at a minimum: the name of the bidder; the bidder's address and phone number; the name of the bidder's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest.
 - (2) The formal written protest shall: identify the protestant and the solicitation involved; include a plain, clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protestant deems applicable to such grounds; and specifically request the relief to which the protestant deems himself entitled by application of such authorities to such grounds.
- C. Settlement and Resolution. The Purchasing Officer shall, within 14 days of the formal written protest, attempt to resolve the protest prior to any proceedings arising from the position. Provided, however, if such settlement will have the effect of determining a substantial interest of another party or business, such settlement must be reached in the course of the proceedings provided herein.
- D. Protest Proceedings. If the protest cannot be resolved by mutual agreement, the Purchasing Officer shall conduct or designate another to conduct a protest proceeding pursuant to the following procedures.
- (1) Protest Proceeding Procedures
 - (a) The presiding officer shall give reasonable notice to all substantially affected persons of businesses. Otherwise petitions to intervene will be considered on their merits as received.
 - (b) At or prior to the protest proceeding, the protestant may submit any arguments which he/she deems relevant to the issues raised.
 - (c) In the proceeding, the protestant, or his representative or counsel, may also make an oral presentation of his evidence and arguments. However, neither direct nor cross examination of witness shall be permitted, although the presiding officer may make whatever inquiries he/she deems pertinent to a determination of the protest.
 - (d) The judicial rules of evidence shall not apply and the presiding officer shall base his/her decision on such information given in the course of the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.
 - (e) Within seven (7) working days of the conclusion of the proceeding, the presiding officer shall render a decision which sets forth the terms and conditions of any settlement reached. Such decision of the presiding officer shall be conclusive as to the recommendation to the City Commission.
 - (f) Any party may arrange for the proceedings to be steno-graphically recorded and shall bear the expense of such recording.
 - (2) Intervenor. The participation of intervenors shall be governed by the terms of the order issued in response to a petition to intervene.
 - (3) Time Limits. The time limits in which protests must be filed as provided herein may be altered by specific provisions in the invitation for bids or request for proposals documents.
 - (4) Entitlement to Costs. In no case will the protesting bidder or offeror be entitled to any costs incurred with the solicitation, including bid preparation costs and attorney's fees.
- E. Stay of Procurement During Protests. In the event of a timely protest under Subsection A of this Section, the Purchasing Officer shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or unless the City Commission makes a determination that the award of a contract without delay is necessary to protect the substantial interests of the City.

SECTION 4.09 CONTRACT CLAIMS

- A. Authority of the Purchasing Officer to Settle Bid Protests and Contract Claims. The

Purchasing Officer is authorized to settle any protest regarding the solicitation or award of a City contract, or any claim arising out of the performance of a City, prior to an appeal to the City Commission or the commencement of an action in a court of competent jurisdiction of \$1,000.00 or greater in value without the prior approval of the City Commission.

- B. Decision of the Purchasing Officer. All claims by a contractor against the City relating to a contract, except bid protest, shall be submitted in writing to the Purchasing Officer for a decision. The contractor may request a conference with the Purchasing Officer on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.
- C. Notice to the Contractor of the Purchasing Officer's Decision. The decision of the Purchasing Officer shall be promptly issued in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of his appeal rights under Subsection D of this Section.
- D. Finality of the Purchasing Officer Decision; Contractor's Right to Appeal. The Purchasing Officer's decision shall be final and conclusive unless, within ten calendar days from the date of receipt of the decision, the contractor file a notice of appeal with the City Commission.
- E. Failure to Render Timely Decision. If the Purchasing Officer does not issue a written decision regarding any contract controversy within fourteen calendar days after receipt of a written request for a final decision, or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been issued.

SECTION 4.10 REMEDIES FOR SOLICITATIONS OR AWARDS IN VIOLATION OF LAW

- A. Prior to Bid Opening or Closing Date for receipt of Proposals. If prior to the bid opening or the closing date for receipt of proposals, the Purchasing Officer after consultation with the City Attorney, determines that a solicitation is in violation of federal, state or local law or ordinance, then the solicitation shall be canceled or revised to comply with applicable law.
- B. Prior to Award. If after bid opening or the closing date for receipt of proposals, but prior to the award contract, the Purchasing Officer after consultation with the City Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law or ordinance, then the solicitation or proposed award shall be canceled.
- C. After Award. If, after award, the Purchasing Officer after consultation with the City Attorney, determines that a solicitation or award of a contract was in violation of applicable law or ordinance, then:
 - (1) if the person awarded the contract has not acted fraudulently or in bad faith:
 - (a) the contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the City; or
 - (b) the contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonable incurred under the contract plus a reasonable profit, but excluding attorney's fees, prior to termination; or
 - (2) if the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interest of the City.

SECTION 5 CONTRACT ADMINISTRATION

SECTION 5.1 CONTRACT PROVISIONS

- A. Standard Contract Clauses and Their Modification. The City after consultation with the City Attorney may establish standard contract clauses for use in City contracts. However, the Purchasing Officer may, upon consultation with the City Attorney, vary any such standard contract clauses for any particular contract.
- B. Contract Clauses. All City contracts for supplies, services and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Officer after consultation with the City Attorney may propose provisions appropriate for supply, service, or construction contracts, addressing among others the following subjects:
- (1) The unilateral right of the City to order, in writing, changes in the work within the scope of the contract;
 - (2) The unilateral right of the City to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
 - (3) Variations occurring between estimated quantities or working contract and actual quantities;
 - (4) Defective pricing;
 - (5) Time of performance and liquidated damages;
 - (6) specified excuses for delay or nonperformance;
 - (7) Termination of the contract for default;
 - (8) Termination of the contract in whole or in part for the convenience of the City;
 - (9) Suspension of work on a construction project ordered by the City;
 - (10) Site conditions differing from those indicated in the contract, or ordinarily Encountered, except that a differing site conditions clause need not be included in a contract;
 - (a) When the contract is negotiated;
 - (b) When the contractor provides the site or design; or
 - (c) When the parties have otherwise agreed with respect to the risk of differing site conditions;
 - (11) Value engineering proposals;
 - (12) Remedies;
 - (13) Access to records/retention records;
 - (14) Environmental compliance; and
 - (15) Prohibition against contingent fees;
 - (16) insurance to be provided by contractor covering employee, property damage, liability and other claims, with requirements of certificates of insurance and cancellation clauses;
 - (17) Bonding requirements as set by the City Commission;
 - (18) Causes of and authorization for suspension of contract for improper contractor activity.
 - (19) The required contract clauses, as modified, under 2 CFR 200.326 and 2 CFR Part 200, Appendix II
- C. DEO APPROVAL. All contracts and agreements, and any and all amendments, extensions, modifications, and material changes thereto, being reimbursed with Community Development Block Grant (CDBG) funds, shall be submitted to the Department of Economic Opportunity (DEO) for prior, written approval by DEO.

SECTION 5.2 PRICE ADJUSTMENTS

- A. Methods of Price Adjustment. Adjustments in price during the term of a contract shall be computed in one or more of the following ways upon approval by the City:

- (1) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (2) By unit prices specified in the contract or subsequently agreed upon;
 - (3) by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon by the City;
 - (4) In such other manner as the contracting parties may mutually agree;
 - (5) in the absence of agreement by the parties, by a unilateral determination by the City of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the City, subject to the provisions of this section.
- B. Cost or Pricing Data Required. A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of this Section.

SECTION 5.3 CHANGE ORDERS/CONTRACT AMENDMENTS

Change orders and contract amendments, which provide for the alteration of the provisions of a contract, may be approved by the Purchasing Officer based upon the dollar value of the change or amendment. The purchasing categories thresholds designated in Sections 4.01 shall govern the appropriate level of approval.

SECTION 5.4 ASSIGNMENT OF CONTRACTS

No agreement made pursuant to any section of this policy shall be assigned or sublet as a whole or in part without the written consent of the City nor shall the contractor assign any monies due or to become due to the contractor hereunder without the previous written consent of the City.

SECTION 5.5 RIGHT TO INSPECT PLANT

The City may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by the City. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving the City.

SECTION 6 RIGHTS OF CITY COMMISSION

Nothing in this Policy shall be deemed to abrogate, annul, or limit the right of the Commission, in the best interests of the City, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for the public good provided that such waiver doesn't violate Federal or State CDBG program requirements.

SECTION 7 CITY PROCUREMENT RECORDS

- A. Contract File. All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the City in a contract file.
- B. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules established by the State of Florida.

SECTION 8 SPECIFICATIONS

SECTION 8.1 MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted to promote overall economy and encourage competition in satisfying the City needs and shall not be unduly restrictive. This policy applies to all specifications including, but not limited to, those prepared for the City by architects, engineers, designers, and draftsmen.

SECTION 8.2 USE OF BRAND NAME OR EQUIVALENT SPECIFICATIONS

- A. Use. Brand name or equivalent specifications may be used when the City determines that:
- (1) No other design, performance, or qualified product list is available;
 - (2) Time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - (3) The nature of the product or the nature of the City requirements makes use of a brand name or equivalent specification suitable for the procurement; or
 - (4) Use of a brand name or equivalent specification is in the City's best interest.
- B. Designation of Several Brand Names. Brand name or equivalent specifications shall seek to designate three, or as many different brands as are practicable, as "or equivalent" references and shall further state the substantially equivalent products to those designated may be considered for award.
- C. Required Characteristics. The brand name or equivalent specifications shall include a description of the particular design, functional, or performance characteristics required.
- D. Nonrestrictive Use of Brand Name or Equivalent Specifications. Where a brand name or equivalent specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.
- E. Determination of Equivalents. Any prospective bidder may apply, in writing, for a pre-bid determination of equivalence by the Purchasing Director. If sufficient information is provided by the prospective bidder, the Purchasing Director may determine, in writing and prior to the bid opening time, that the proposed product would be equivalent to the brand name used in the solicitation.
- F. Specifications of Equivalents Required for Bid Submittal. Vendors proposing equivalent products must include in their bid submittal the manufacturer's specifications for those products. Brand names and model numbers are used for identification and reference purpose only.

SECTION 8.3 BRAND NAME SPECIFICATIONS

- A. Use of Brand Name Specifications. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Director makes a determination that only the identified brand name item or items will satisfy the City needs.
- B. Competition. The Purchasing Director shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 4.06, Sole Source Purchases.

SECTION 9 ETHICS IN PUBLIC CONTRACTING

SECTION 9.1 CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this section constitute violations of the State Criminal Code they shall be punishable as provided therein. Such penalties shall be in addition to civil sanctions set forth in this part.

SECTION 9.2 EMPLOYEE CONFLICT OF INTEREST

- A. Participation. It shall be unethical for any City employee, officer or agent to participate directly or indirectly in a procurement or administration of a contract. A conflict of interest would arise when:
- (1) The City employee, officer or agent;
 - (2) Any member of his immediate family;
 - (3) His or her partner; or
 - (4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.
- B. Blind Trust. A City employee, officer or agent or any member of their family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

SECTION 9.3 CONTEMPORANEOUS EMPLOYMENT PROHIBITED

It shall be unethical for any City employee who is participating directly or indirectly in the procurement process to become or to be, while such a City employee, the employee of any person contracting with the City.

SECTION 9.4 USE OF CONFIDENTIAL INFORMATION

It shall be unethical for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

SECTION 9.5 GRATUITIES AND KICKBACKS

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any City employee, officer or agent or for any City employee, officer or agent to solicit, demand, accept, or agree to accept from another, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase requests, influencing the content of any specification or procurement standard rendering of advise, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. Contract Clause. The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every contract and solicitation therefore.

SECTION 9.6 SANCTIONS

- A. Employee Sanctions. Upon violation of the ethical standards by an employee officer or agent the City, or other appropriate authority may:
- (1) impose one or more appropriate disciplinary actions as defined in the City

Personnel rules and Regulations, up to and including termination of employment;
and

- (2) may request investigation and prosecution.
- B. Non-employee Sanctions. The Commission may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:
 - (1) written warnings;
 - (2) termination of contracts; or
 - (3) debarment or suspension in accordance with applicable state and federal laws.

SECTION 9.7 RECOVERY OF VALUE TRANSFERRED OR RECEIVED IN BREACH OF ETHICAL STANDARDS

- A. General Provisions. The value of anything being transferred or received in breach of the ethical standards of this policy by a City employee or non-employee may be recovered from both City employee and non-employee.
- B. Recovery of Kickbacks by the City. Upon showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickback. Recovery from one offending party shall not preclude recovery from other offending parties.

SECTION 10 FEDERAL POLICY NOTICE

SECTION 10.1 PATENTS

If a contract involving research and development, experimental, or demonstration work is being funded in whole or in part by assistance from a federal agency, then the contract shall include the following provisions.

- A. Notice to Contractor. The contract shall give notice to the contractor of the applicable grantor agency requirements and regulations concerning reporting of, and rights to, any discovery or invention arising out of the contract.
- B. Notice By Contractor. The contract shall require the contractor to include a similar provision in all subcontracts involving research and development, experimental, or demonstration work.

SECTION 10.2 NOTICE OF FEDERAL PUBLIC POLICY REQUIREMENTS

- A. Applicability. If the contract is being funded in whole or in part by assistance from any federal agency, the contract is subject to one or more federal public policy requirements such as:
 - (1) Equal employment opportunity;
 - (2) Affirmative action;
 - (3) Fair labor standards;
 - (4) Energy conservation;
 - (5) Environmental protection; or
 - (6) Other similar socio-economic programs
- B. Notice. The Purchasing Director shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the Purchasing Director shall include in the contract provisions the requirement that the contractor give similar notice to all of its subcontractors.

SECTION 11 PAYMENT TO VENDORS

All payment to vendors shall also be in accordance with the amended "Prompt Payment Act", Chapter 218.70-218.80, and Florida Statutes.

SECTION 12 AFFIRMATIVE ACTION PROGRAM

- A. Purpose and Scope. The purpose of the Affirmative Action Program is to enhance the participation of qualified minority and women-owned businesses in providing goods and services and construction contracts required by the City Commission. This program describes procedures to accomplish this purpose and to monitor and evaluate progress. All Departments and Divisions under the jurisdiction of the City Commission are responsible for implementing this program.
- B. Policy Statement.
- (1) It is the policy goal of the City that all of the Commission approved procurement as contained with both operating and capital improvement budgets shall be:
 - (a) made available to all qualified applicants for equal consideration regardless of race, color, religion, sex, national origin, disability, age, or genetics; and
 - (b) let through a race neutral, competitive bid process that encourages the participation of minority and women businesses or persons.
 - (2) All departments and divisions under the jurisdiction of the City Commission are responsible for implementing this program and for making every reasonable effort to utilize MBEs when opportunities are available. The Purchasing Officer will take the lead role in this process by taking active steps to encourage minority or women owned -businesses.
 - (3) Regarding the implementation of this policy, it is the Commission's intent to foster economic development in the City's area by establishing its MBE goals based on availability of minority and women-owned businesses located within the City. This is in no way intended to limit or restrict competition. Rather, availability of area companies will be used to guide MBE goals. Such geographical preference may be adjusted, amended or repealed by the City Commission, with or without a public hearing, as deemed necessary provided such decision does not violate state or federal CDBG program requirements.
 - (4)
- C. Definition. Minority Business Enterprise (MBE) as used herein, means a business that is owned and controlled at least 51% by one or more minority persons (MBE) or by one or more women (WBE) and whose management and daily operations are controlled by one or more such persons.
- D. Administrative Responsibilities. The Purchasing Officer is responsible for the coordination of the Affirmative Action Program and registration.
- (1) Capital Improvement Projects
 - (a) Review

The Purchasing Officer and an appropriate department representative shall review each proposed project or bid to determine potential for utilization of MBE/WBEs availability of capable MBE/WBE in the area in relation to the scope of the bid package and considers how a project might be broken down into sub-bids.
 - (b) Pre-Bid Activity
 - (1) Language regarding the Minority Business Enterprise Program will be inserted into bid specifications to assure that prospective bidders are aware of a requirement to make good faith efforts to utilize MBE/WBEs.
 - (2) Registered MBE/WBEs, the Minority Contractors Association and other organizations for minority and women owned businesses will be notified in writing regarding pre-bid conferences where information on project scope and specifications will be presented,

along with other types of technical assistance.

- (3) Available plans and specifications will be made available to MBE/WBE associations along with any special instructions on how to pursue bids.
- (4) Majority (prime) contractors on a bid list will be sent a letter outlining the Affirmative Action Program procedures, the supportive documentation required for submittal with their bid, and a list of MBE/WBE contractors on the bid list.
- (5) No contractor will be awarded a bid until the contractor has provided specific detailed documentation on how MBE/WBEs will be utilized, and such a plan is approved by the Commission.
- (6) The MBE/WBE participation plan for a specific project and the contractor commitment to carry out the program will become a part of the contract awarded by the City. Failure to keep these commitments will be deemed noncompliance with the contract and may result in a breach of contract.

(2) Contractor Responsibilities

- (a) Contractors must indicate all MBE/WBEs contracted for quotes regarding a particular scope of work and submit a completed "Intent to Perform" sheet containing information and documentation obtained from each MBE/WBEs.
- (b) A contractor who determines that a MBE/WBEs, names in the bid submittal, is unavailable or cannot perform will request approval from the Purchasing Officer to name an acceptable alternate. Such requests will be approved when adequate documentation of cause for the change is presented by the contractor.
- (c) A contractor's MBE/WBE plan will utilize MBE/WBEs to perform commercially useful functions in the work bid. A MBE/WBE is performing a commercially useful function when it is responsible for the management and performance of a distinct element of the total work.
- (d) Contractors are required to make good faith efforts to obtain MBE/WBE participation when so stipulated by bid specifications and/or contracts. If these efforts are unsuccessful, the contractor will submit a non-availability or refusal to participate and will request waiver of MBE/WBE participation.
- (e) The contractor who is the successful bidder will attend pre-construction conferences with appropriate City representatives to review the project scope and the MBE/WBE utilization plan.
- (f) The contractor who is the successful bidder must request a change order for any modification to the MBE/WBE plan. Change orders require Commission approval and are contingent on contractor documentation of MBE/WBE involvement in the change requested and documentation of cause for the change.

(3) WBE/MBE Contractor's Responsibilities

- (a) MBEs/WBEs must register with the Purchasing Officer in order to participate in the Affirmative Action Program.
- (b) MBEs/WBEs should attend pre-construction conferences to obtain information and technical assistance on projects and bid procedures in which they (MBE/WBEs) have submitted bids.

(4) Joint Venture Responsibilities

- (a) All joint ventures between minority and non-minority contractors must meet the "joint venture" definition included in this Policy.
- (b) The use by MBE/WBEs or prime contractors of "minority fronts" or other fraudulent practices which subvert the true meaning and spirit of the Minority Business Enterprise Program, will not be tolerated and may result

in termination of participation.

- (c) A joint venture consisting of minority and non-minority business enterprises will be credited with MBE/WBE participation on the basis of the percentages of the dollar amount of the work to be performed by the MBE/WBEs.
- (d) Contracts subject to this policy shall contain provisions stating that liquidated damages may be assessed against the general contractor and/or the MBE/WBE firm for violations of this policy and MBE/WBE specifications in the contract(s). Such liquidated damage provisions shall be in a form approved by the Commission.

E. Fulfilling MBE/WBE Participation Requirements

For the purpose of this policy, a general contractor may utilize the services of a MBE/WBE subcontractor, manufacturer, and/or supplier in estimating and satisfying the scope of work, provided that written contract/agreement is executed between the general contractor and the subcontractor, manufacturer, and/or the supplier.

F. Payment

- (1) Payment will be expedited by the Commission within thirty (30) days upon completion and acceptance of the project. Special consideration may be given to hardship cases upon notification by MBE/WBEs.
- (2) The City will provide work progress payments to all businesses at the completion and subsequent acceptance by Commission representatives within various stages of a particular project.

G. Waiver of Bid Bond Requirements

The Commission may, at its discretion, waive any of the requirements of this Section when it is determined to be in the best interest of the City "provided that such waiver does not violate state or federal requirements."

H. Bid List

A bid list for the purpose of bid solicitations shall be maintained by the City. The list shall consist of firms that apply.

- (1) The City may remove firms from the bid list for any of the following reasons:
 - (a) Consistent failure to respond to bid invitations (three (3) consecutive instances) within the last eighteen month period; or
 - (b) Failure to update the information on file including address, product or service description or business description.
- (2) The City may remove firms from the bid list for the following reasons:
 - (a) Failure to perform according to contract provisions;
 - (b) Conviction in a court of law of any criminal offense in connection with the conduct of business;
 - (c) Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals or awarding of contracts;
 - (d) clear and convincing evidence that the vendor has attempted to give a Commission employee, officer or agent a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Commission's purchasing activity;
 - (e) Violation or circumvention of the Minority Business Enterprise Program; or
 - (f) Other reasons deemed appropriate by the City Commission.
- (3) This policy is consistent with and subordinate to the City Procurement Policy. Wherever conflicts may exist, the provision in the CDBG Procurement Policy will prevail.

J. Reporting

The Purchasing Officer or designated person will report, at least annually, to the Commission on the status of the Minority Business Enterprise Program. Records will be

maintained reflecting participation of local minority and women owned businesses and shall be reported.

K. Severability Clause

Each separate provision of this program is deemed independent of all other provisions herein so that if any provision or provisions be declared invalid, all other provisions hereof shall remain valid and full force and effect.

SECTION 13 EQUAL OPPORTUNITY STATEMENT

A. Policy Statement: The City of Valparaiso is committed to eliminating discrimination based upon race, color, religion, sex or gender, sexual orientation, gender identity or expression, National origin, disability, age, genetics, marital or familial status, amnesty, citizenship, status as a covered veteran or any other status protected by law regarding employment or contracting opportunities offered through the City for projects funded wholly or in part by the CDBG Program.

B. Administrative Responsibilities: The City Clerk shall serve as the Equal Opportunity Officer.

SECTION 14 RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of Commissioners.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.
Mayor

Tammy Johnson, CMC
City Clerk

RESOLUTION NO. 11-07-11-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF VALPARAISO, FLORIDA COMMITTING ADDITIONAL FUNDS FOR 2015 CDBG CYCLE.

WHEREAS, the City of Valparaiso, Florida submitted an application under Neighborhood Revitalization category in response to the FY 2015 Community Development Block Grant application cycle; and

WHEREAS, the State of Florida's Department of Economic Opportunity conducted a site visit of the FY 2015 grant application and determined additional funds are needed to complete the addressed needs service areas as defined in the application; and

WHEREAS, the City of Valparaiso must pledge these additional funds to retain their eligibility and ranking under the FY 2015 Community Development Block Grant cycle.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the city of Valparaiso, Florida, that

SECTION 1. City commits an additional \$16,790.00 towards the construction of the lift station improvement project defined under the addressed needs services of the City's FY 2015 Community Development Block Grant **(CDBG) application, and**

SECTION 2. these funds are currently available within the Water & Sewer Reserves Account Number 10-00-101.063.

PASSED AND DULY ADOPTED in a Regular Meeting by a majority vote, with a quorum present and voting, by the Board of Commissioners, this 11th day of July, 2016.

ATTEST:

John B. Arnold, Jr.,
Mayor

Tammy Johnson, CMC
City Clerk