

410 Constitution Avenue, 11th Floor
Meridian, Mississippi 39301
601-482-9746
<https://lauderdalecounty.org>



RFP NO. #LC103-2023: PROFESSIONAL MOVING SERVICES

PACKET INCLUDES THE FOLLOWING:

- Legal Advertisement
- Project Overview
 - Project Summary
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PROPOSALS ARE DUE ON OR BEFORE THURSDAY, SEPTEMBER 06, 2023, BY 9:00 A.M. CDT

BID OPENING WILL BE AT 10:00 A.M.

NO LATE RESPONSES WILL BE ACCEPTED

Firm Name

ADVERTISEMENT FOR PROPOSALS

NOTICE is hereby given that Lauderdale County Board of Supervisors will receive sealed proposals until 9:00 a.m. CDT on Thursday, September 06, 2023, for the following:

RFP NO. #LC103-2023: PROFESSIONAL MOVING SERVICES

The Lauderdale County Board of Supervisors (“County”) is issuing this Request for Proposal (“RFP”) requesting a proposal from interested qualified firms to provide moving services related to the relocation of the County’s courts, departments, and employees to the new Courthouse Complex currently being constructed. The services will primarily consist of moving boxes and a minimal amount of furniture. The County anticipates the awarded firm will provide moving services to and from each location. The goal is to coordinate all activities relating to this move directly with the County, Elected Officials, and staff to ensure a smooth transition and not to interfere with normal day to day operations.

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors Purchasing website at <https://lauderdalecounty.org/Bids/> or Central Bidding at www.centralbidding.com.

Electronic Proposals can be submitted via Central Bidding at www.centralbidding.com.

Sealed Proposals can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 410 Constitution Ave, 11th Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each proposal must be received in a sealed envelope which is clearly marked on the outside:
“RFP NO. #LC103-2023 PROFESSIONAL MOVING SERVICES”

After the time and in a designated room and place, the names of the Companies submitting proposals will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Proposal. Any proposals received after the date and time listed above will not be accepted.

From the proposals submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her proposal within thirty (30) days after date of opening proposals without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the proposal which best meets the needs of Lauderdale County.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all proposals and waive informalities in bidding.

**PROFESSIONAL MOVING SERVICES:
LAUDERDALE COUNTY COURTHOUSE COMPLEX
612 22ND AVENUE S**

Proposals due on or before 9:00 a.m. CDT on September 06, 2023.



PROJECT SUMMARY

The Lauderdale County Board of Supervisors (County) seeks proposals from qualified professional firms to provide moving services in accordance with the Scope of Work specified in this Request for Proposal (RFP) related to the relocation of boxes and a minimal amount of furniture to the new Courthouse Complex currently being constructed. The goal is to coordinate all activities relating to this move directly with the County, Elected Officials, and staff to ensure a smooth transition.

The terms “vendor”, “proposer”, “bidder”, “firm”, “Vendor”, “company” or “contractor” used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.

This proposal in no way commits Lauderdale County to award a contract, to pay any costs in preparation of a proposal, or to contract for the goods and/or services offered. Although it is Lauderdale County’s intent to contract with the person/company that best meets the qualifications to complete the scope of work, Lauderdale County may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the delivery, assembly, and installation of said furnishings.

COPIES AND RECEIPT

Please submit one (1) original copy of the proposal and one (1) duplicate. **An executed copy of the Conflict of Interest & Non-Collusion SIGNED AND NOTARIZED (Pages 16 & 17) must be included with your submission.** Please note that if these forms are not included, the response will be rejected. Lauderdale County is exempt from paying state and local transaction privilege tax (sales tax). Tax exempt certificate is available upon request.

All responses should be submitted in a sealed envelope, marked on the outside,

RFP NO. #LC103-2023 PROFESSIONAL MOVING SERVICES

Company Name

Responses must be received by **9:00 a.m. Local Time on Wednesday, September 06, 2023**. Late proposals will be rejected and returned without being opened. The clock in the Purchasing office is the official time piece for this submission. If interested, Contractors may use mail or express systems to deliver their proposal to the Purchasing Department; they should ensure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required or submit electronically using Central Bidding. Facsimile transmitted proposals shall not be accepted.

SUBMISSION LOCATION: All proposals which are mailed, shipped, delivered, etc. should be addressed as follows:

Lauderdale County Board of Supervisors
Purchasing Department
Attention: Stephanie Jackson
410 Constitution Avenue, 11th FL.
Meridian, MS 39301

BIDDER QUALIFICATIONS

The Vendor shall have the following minimum qualifications:

- a. A sound business reputation.
- b. A minimum of five (5) or more years' experience in the industry.
- c. At least three (3) professional references of similar moves, including contact information.
- d. Appropriate resources, equipment and staffing to satisfy the requirements set forth herein.
- e. Must hold a current commercial license issued by the State of Mississippi. ***Copy of license must be submitted with the proposal or proposal will be considered non-Responsive and not read.***
- f. Demonstrated track record in providing the services and overall client satisfaction.

BIDDER RESPONSIBILITIES

Services

Each bidder is to review and be familiar with the proposals requirements relating to services required. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services, and labor necessary to carry out the provisions of the contract.

Safety

The contractor shall emphasize and enforce common safety standards.

Equipment

The contractor shall be responsible for providing all equipment needed to satisfactorily provide the services listed in this Proposal. No County equipment will be loaned or otherwise leased or rented to the contractor.

Employment

The contractor shall hire, employ, supervise, and pay the full compensation of all employees needed to adequately provide services. The contractor shall ensure that all employees maintain appropriate attire identifying each worker as an employee of the contracted company. The contractor shall also be responsible for paying all appropriate income taxes, social security, insurance, workers' compensation, etc. on all individuals employed by the contractor.

Subcontractors

The contractor shall disclose any subcontractors hired to perform the services herein. This information is to be provided on the enclosed form.

SITE OF LOCATIONS TO BE MOVED

<p>Lauderdale County Courthouse 500 Constitution Avenue Meridian, MS 39301</p> <p><i>Chancery Clerk, Circuit Clerk, Election Commission, Human Resources/Payroll, Tax Collector, Chancery Court, Circuit Court, County Court, Deputy Offices, District Attorney, Law Library</i></p>	<p>Raymond P. Davis Courthouse Annex 410 Constitution Avenue Meridian, MS 39301</p> <p><i>Data Processing/IT, Tax Assessor, Inventory Control, Justice Court, Constables, Board of Supervisors, County Administration, Purchasing</i></p>
<p><u>Relocation Address:</u> County Courthouse Complex 612 22nd Avenue S. Meridian, MS 39301</p>	

ADDITIONAL LOCATION TO BE MOVED

<p>Lauderdale County Archive Department 2nd Floor Courthouse Annex 410 Constitution Avenue Meridian, MS 39301</p>	<p><u>Relocation Address</u> Lauderdale County Courthouse 500 Constitution Avenue Meridian, MS 39301</p>
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SITE VISIT

While there will be no pre-bid conference, it is recommended that contractors familiarize themselves with each location to understand the scope of the work required. No consideration will be given to any claim based on lack of knowledge of existing conditions. ***All site visits should be scheduled/or coordinated via email with:***

Chris Lafferty, County Administrator
clafferty@lauderdalecounty.org

The email subject line should read: **RELOCATION SITE VISIT**

Please allow 24 hours for a response to your request.

RELEVANT PROJECT EXPERIENCE

The County seeks information regarding the experience of the firm and relevant experience in providing these type services. Provide the requested information for three (3) of your most recently completed contracts for similar services provided and whose scope of work is similar to Lauderdale County’s bid. For each relevant client listed on the enclosed form, please include the following info:

- A. Client reference information including point of contact name and title, phone number, and email address.
- B. Date services were provided to client.
- C. Brief description of the services provided.

INSURANCE

The awarded Firm must have the ability to secure insurance coverage that will protect the Firm and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-contractor, or anyone directly or indirectly employed by either of them. ***Current certificates of insurance shall be enclosed with the bid packet furnished to Lauderdale County and shall show all applicable coverage(s), reference to any special endorsements restricting standard policy coverage.*** Any subcontractor must adhere to the same requirements listed above and below.

Other insurance requirements are:

- -General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate.
- -Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.
- -Workers' Compensation with limit of \$1,000,000 for Employers Liability Limits.
- -We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

Lauderdale County will require the selected Vendor to name Lauderdale County as an additional insured for both the general liability and auto liability. A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not on a blanket basis, please send a copy of the actual endorsements prior to commencement of any work. All insurance must be placed through an insurance carrier licensed to operate in Mississippi and have an AM Best Rating greater than A-VI.

GENERAL INDEMNITY:

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Lauderdale County Board of Supervisors, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the County or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the County or County officials (including administrators, elected officials, and employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the County or County officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts listed in the insurance coverage requirements above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

SCOPE OF WORK

General Outline

1. Scope

The move will consist primarily of moving boxes and a minimal amount of furniture. All labor, supervision, tools, equipment, transportation, permits, fees, taxes, incidentals, and materials necessary to perform move are to be included and provided by the contractor.

The scope also includes moving the Lauderdale County Archives Department from the 2nd Floor of the Courthouse Annex Building to the “old courthouse” (500 Constitution Avenue) at a date to be determined but not to exceed 6 months from the completion date of the initial move.

2. Specifications

2.1 Locations

The move will consist of moving departments from the current Courthouse located at 500 Constitution Ave and Annex building located at 410 Constitution Ave to the new Government Complex located at 612 22nd Avenue, Meridian, MS 39301.

Dates and duration

The move to the government complex will be continuous starting once substantial completion of the Courthouse Complex has been issued.

2.2 Furniture, Materials and Equipment, Records

Furniture in this instance, is limited to:

- Chairs
- Filing cabinets, display cabinets, etc.

The contractor will not be required to disassemble/assemble, takedown/setup furniture for transporting/moving.

Materials and Equipment

The County maintains various materials and equipment throughout its facilities. Items may vary from everyday common types to those specific to certain industries. However, the contractor will not be responsible for those items.

Records/Office Content

County employees will be responsible for boxing up their office contents to be moved by contractor; except for all official document books which are too large for a standard box. An example of that type of book is described as the deed books found in the Chancery Clerk’s office. Those books will be stacked in order, transported, and placed in the appropriate place.

It will be the responsibility of the contractor to move these boxes to their appropriate destination however, the company will not be expected to unpack the boxes. Boxes will be unpacked by County employees.

The company will not transport anything deemed as a personal item. Examples of personal items include, but are not limited to; plants, pictures, decorations, taxidermized animals, personal books, clothes, personal office furniture, etc.

Hazardous Materials

The contractor will not be required to handle, store or transport hazardous materials.

2.3 Technological Equipment

Technological equipment items such as computers, monitors, phones, printers, and scanners are exempt from the contractor's obligation to move. Disconnection, move, transport, and set up will be performed by County staff or supplying vendor. Under these circumstances, the County reserves the right to use supplying vendors per the terms of the contract with such supplying vendors.

2.4 Protection of Property

The contractor will ensure County property is properly prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways, and windows must retain their pre-move appearance and function. Dollies shall be free of grease, oil, etc. to prevent stains on carpeting and flooring, including any apertures that may scratch or mar flooring and walls.

Proper equipment and/or vehicles must be utilized for transport. The contractor assumes all responsibility for damaged or lost property and must resolve any such issues within 30 days of discovery through replacement, repair, or reimbursement. The contractor must work with an appointed County representative in doing so. In no event will the County be responsible for any damages to any of the contractor's equipment, either lost, damage, destroyed or stolen.

2.5 Storage

Temporary overnight tractor trailer storage may also be utilized if during a move time or resource constraints do not permit unloading until the next workday. The trailer must be secured and staged in an area approved by a county representative. It will be a requirement that County furniture, materials, equipment, records, office equipment, etc. remain on County property if contractor's trucks or trailers are not unloaded at the end of each workday.

2.6 Safety

The contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of County employees, contractors and visitors. At no time will the contractor perform any act that is unsafe.

The contractor will also temporarily close off areas to pedestrian traffic to prevent potential injury to bystanders when large or heavy equipment is being moved or used. A County representative will work with the contractor to prepare notification to the County staff, contractors, and visitors, if necessary.

Contractor employees will be required to possess and readily show company identification while working on County sites.

Contractor vehicles must not park in fire lanes, on sidewalks, in landscaped areas or any area not intended for vehicles.

2.7 Damage to Property

The contractor shall preserve from damage all property along the line of work, or which is in the vicinity of or is in any way affected by the work. This applies to, but is not limited to, public and private property, vehicles, utilities, trees, shrubs, signs, grounds including sprinkler systems, etc. Whatever such property is damaged due to the activities of the contractor, it shall be immediately restored to a condition equal to or better than that existing before such damage was done by the contractor and at its contractor's expense.

2.8 Communication and Authorization

An appointed County representative will be the single contact point for the contractor, of which requests, direction, coordination, and authorization will be communicated through.

The contractor shall, at all times, provide a working lead person who shall be responsible to accept and execute such instructions as are conveyed by the County's designated representative during the contract period. This person shall have the responsibility to coordinate the move with the other contractor employees. Instructions conveyed verbally or in writing shall be binding upon the contractor.

2.9 Coordination of Work

The County will contact the contractor to setup and coordinate the moving services before the service is required. The contractor shall not commence any work until contractor has notified the County's designated representative of contractor's arrival. The contractor shall conduct a walk-through with the County's designated representative, prior to the actual move, to determine the number of personnel, tools and equipment required to accomplish an efficient and professional move within the specified completion time.

2.10 Cleanup

The contractor will be responsible for cleanup of any, and all materials directly used by the contractor during the moving process. This includes but is not limited to contractor installed wall and floor protection, padding and wrap. This does not include boxes or packing materials used or provided by any County employee.

QUESTIONS

If further information is required, please contact the Lauderdale County Purchasing Department. All requests for information must be submitted in writing. Responses to all questions received will be sent to each Vendor known to have copies of the Proposal. Requests for information may be e-mailed to purchasing@lauderdalecounty.org. Please reference the proposal number in the subject line. All questions should be submitted on or before **5:00pm on Monday August 21, 2023**. Questions received after said date and time will not receive a response. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original Proposal and will be posted to both the county's website at <https://lauderdalecounty.org> and Central Bidding at www.centralbidding.com.

LAUDERDALE COUNTY BOARD OF SUPERVISORS
410 CONSTITUTION AVE, 11TH FLOOR, MERIDIAN, MS 39301

VENDOR DATA FORM

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my proposal and all documentation required accordingly.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE: (____) _____ FAX: (____) _____

FEDERAL ID #: _____ (Attach/Submit Form W-9)

I hereby certify that I am authorized to sign this proposal for/or on behalf of the company.

SIGNATURE: _____ DATE: _____
(Authorized Principal)

DIRECT PHONE: (____) _____ EMAIL ADDRESS: _____

PRINTED NAME & OFFICIAL TITLE: _____

*******PLEASE PROVIDE ADDITIONAL INFORMATION BELOW IF APPLICABLE*******

AUTHORIZED PERSON IN CHARGE OF PROJECT AT THIS LOCATION:

NAME: _____ TITLE: _____

DIRECT PHONE: (____) _____ FAX: (____) _____

CELL: (____) _____ EMAIL: _____

LOCATION ADDRESS *(if different from above)*: _____

SIGNATURE: _____ DATE: _____
(Authorized Person in Charge of Project)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RFP NO. LC103-2023: PROFESSIONAL MOVING SERVICES

SUPPLIER/SUBCONTRACTOR DATA SHEET

Bidder shall indicate below the name of each supplier and/or subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify any/all equipment to be provided by any supplier and/or work to be performed by any subcontractor to fulfill the agreement.

**If applicable, otherwise indicate N/A & enter company name below.*

Supplier Information:

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Equipment to be utilized: _____

Sub-Contractor Information:

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Work/Services to be performed: _____

Sub-Contractor Information:

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Work/Services to be performed: _____

Company Name of Bidder

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RELEVANT PROJECT EXPERIENCE & REFERENCE SHEET

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you/or your company have been in business as a company providing the type of service(s) specified in this proposal. Year(s) _____ Month(s) _____

Please provide three (3) professional references of similar moves, including contact information.

1. Business Name: _____
Address: _____
Contact Person/Title: _____ Date of Job/Service: _____
Phone Number: _____ Email: _____
Description of Services: _____

2. Business Name: _____
Address: _____
Contact Person/Title: _____ Date of Job/Service: _____
Phone Number: _____ Email: _____
Description of Services: _____

3. Business Name: _____
Address: _____
Contact Person/Title: _____ Date of Job/Service: _____
Phone Number: _____ Email: _____
Description of Services: _____

Company Name of Bidder

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

COST PROPOSAL – GOVERNMENT COMPLEX

Note: All costs are to be included in the fees for services proposed, and there will be no additional expenses billed to the County for any reason.

Cost Proposals Must Be Submitted on This Form

BASE BID

\$ _____

Please list items included in base bid, including number of personnel, trucks, etc.

ADDITIONAL COSTS

Please indicate other costs not listed that are normally part of your service. Also include any minimum charges and travel costs.

Description

Cost

<hr/>	\$ _____
<hr/>	\$ _____
<hr/>	\$ _____

TOTAL ADDITIONAL COST: \$ _____

PROPOSAL TOTAL COST: \$ _____

(Dollar Amount)

(Written Dollar Value Amount)

Submitted by:

Company Name and Address: _____

Telephone: _____ **E-mail:** _____

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

COST PROPOSAL – ARCHIVES DEPARTMENT

Note: All costs are to be included in the fees for services proposed, and there will be no additional expenses billed to the County for any reason.

Cost Proposals Must Be Submitted on This Form

BASE BID

\$ _____

Please list items included in base bid, including number of personnel, trucks, etc.

ADDITIONAL COSTS

Please indicate other costs not listed that are normally part of your service. Also include any minimum charges and travel costs.

Description

Cost

_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL ADDITIONAL COST: \$ _____

PROPOSAL TOTAL COST: \$ _____
(Dollar Amount)

(Written Dollar Value Amount)

Submitted by:

Company Name and Address: _____

Telephone: _____ **E-mail:** _____

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

ADDENDA FORM

**RFP NO. LC103-2023: PROFESSIONAL MOVING SERVICES
LAUDERDALE COUNTY COURTHOUSE COMPLEX**

The following Addenda have been received. The modifications to the Proposal Documents noted below have been considered and all costs are included in the Proposal Total.

(If no addenda, please indicate with N/A in space provided.)

- 1. Addendum # _____ Date: _____
- 2. Addendum # _____ Date: _____
- 3. Addendum # _____ Date: _____
- 4. Addendum # _____ Date: _____

Addendum Acknowledgement:

Signature of Bidder or Authorized Agent

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

BIDDER CONFLICT OF INTEREST STATEMENT

STATE OF MISSISSIPPI, _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____, with a local office in _____ and principal office in _____.
(City & State) (City & State)

2. The above-named entity is submitting a Proposal for Lauderdale County described as Professional Moving Services.

3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

4. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

5. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with Lauderdale County.

9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of Lauderdale County.

10. In the event a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify Lauderdale County.

DATED this ___ day of _____, 20____.

(Affiant)

Typed Name and Title

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

Personally Known _____ Or produced identification _____

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

