



# Gulf Coast Electric Cooperative

A Touchstone Energy® Cooperative 

**GULF COAST ELECTRIC COOPERATIVE INC.**

722 WEST HIGHWAY 22  
WEWAHITCHKA, FL 32465

**REQUEST FOR PROPOSALS (RFP) No. GCEC/TAFB\_202601**  
ENGINEERING SERVICES FOR ELECTRICAL AND WATER DISTRIBUTION  
FOR TYNDALL AIR FORCE BASE

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## I. INTRODUCTION

Gulf Coast Electric Cooperative, Inc. (“GCEC”) is a member-owned electric cooperative that provides electric service to areas of the Florida panhandle that historically have been underserved or unserved by other utilities. GCEC and Defense Logistics Agency Energy (the “Government” or the “DLA”) entered into Contract SP0600-10-C-8253 dated September 28, 2010, as amended (the “Prime Contract”), a Fixed Price Contract with Economic Price Adjustment for GCEC to assume ownership of the Government utility systems at Tyndall Air Force Base, Florida (“Tyndall AFB” or the “Installation”) as set forth in the Prime Contract, and to provide related utility services, repairs, and restoration. GCEC is seeking an engineering firm to assist in the design and construction of electrical and/or water services.

The Services covered under this RFP will be funded, in whole or in part, by federal funding. Respondents must therefore be familiar with the respective rules and requirements applicable thereto. The Awardee Subcontractor will be required to comply with all laws, ordinances, codes, and regulations, whether federal, state, or local, applicable to any Services provided, including the maintenance of any necessary license or registration for the performance of its Services. This includes, but is not limited to, compliance with Davis Bacon Act requirements.

Due to the sensitive nature of the job site and the Services to be performed, which necessarily requires access to confidential information, all Respondents must execute the form Non-Disclosure Agreement (the “NDA”), attached as Exhibit C, prior to receiving all the documents. This will be necessary in developing a response to the RFP and in accordance with the proposal schedule set forth in Section III. The Respondents, Prospective Subcontractor(s), and Awardee Subcontractor(s) will maintain all Controlled Unclassified Information (“CUI”) in strict confidence and report any disclosures pursuant to DLA guidance.

Services will be performed according to the requirements set forth herein, as well as the terms and conditions of the final Contract/Subcontract and GCEC’s Prime Contract, as may be amended from time to time.

## II. SCOPE OF WORK

A detailed scope of work is provided in **Exhibit A.1** and **Exhibit A.2**.

There is a possibility that the scope of work covered under this RFP could be funded, in whole or in part, by federal grant funding including but not necessarily limited to grants provided by the Federal Emergency Management Agency (“FEMA”) under Catalog of Federal Domestic Assistance Numbers 97.036, Disaster Grants - Public Assistance (Presidentially Declared Disasters), 97.039, Hazard Mitigation Grant, or both. Respondents must therefore be familiar with the grant programs established by FEMA and the respective rules and requirements applicable thereto. The Contractor will be required to comply with all applicable Federal laws, regulations, executive

orders, and FEMA requirements. Funding for the project under any available federal grants is contingent on strict conformance to the guidelines set forth by applicable state and federal guidelines, including regulations found in 2 C.F.R. Part 200.

### III. PROPOSAL DEADLINE/DELIVERY

All proposals in response to this RFP must be received by GCEC, in accordance with the submission instructions provided herein, on the due date indicated below. Proposals will be opened immediately following the deadline. It is the sole responsibility of the Respondent to ensure that the Proposal and other required documents are received on time.

Solicitation release date	June 10, 2026
Exhibit B: Notification of Intent to Respond	June 18, 2026 at 4:00 pm CST
All inquiries must be submitted by:	June 25, 2026 at 4:00 pm CST
Responses to inquiries, if any, issued by:	June 29, 2026 at 4:00 pm CST
All proposals due on:	July 14, 2026 at 4:00 pm CST
Anticipated date of award:	July 17, 2026 at 4:00 pm CST

**NOTE:** This schedule is subject to change in the sole discretion of GCEC. All times indicated are in the Central time zone.

### IV. GENERAL INSTRUCTIONS

#### *Submittal Instructions*

Respondents shall submit **one electronic PDF proposal** to Tress Dameron at [tdameron@gcec.com](mailto:tdameron@gcec.com). The first page of the PDF proposal shall indicate the RFP number indicated on the cover page of this RFP along with your company name. The subject line of the e-mail transmitting the PDF should also indicate the RFP number along with your company name. Any requirements in the RFP that cannot be met must be so indicated in the proposal. Respondents must respond to the entire RFP. **If a price proposal form is provided in Microsoft Excel format, Respondent shall return its completed price proposal form in Microsoft Excel format, in addition to the remaining portions of its response to this RFP in PDF format.**

#### *Timeliness*

Respondent(s) may submit their Proposal to the above e-mail address any time prior to the stated deadline. If more than one e-mail containing a PDF proposal is provided by the same Respondent, the latest received proposal prior to the deadline will be considered the Respondent's final response. Respondent(s) remain responsible for ensuring that their Proposal is received at the time and e-mail address specified. GCEC assumes no responsibility for any Proposal not received, regardless of the reason for the delay. GCEC will endeavor to respond to each e-mail submission with confirmation of receipt as a courtesy, but Respondents are encouraged to call GCEC's office

to confirm receipt if a courtesy confirmation is not received via e-mail. **Late proposals or proposals submitted in any other form than identified above will be rejected.**

### *Requests/Questions*

Any firms interested in this RFP should send the completed Exhibit B: Notification of Intent to Respond via email to GCEC Tress Dameron at [tdameron@gcec.com](mailto:tdameron@gcec.com). All inquiries and requests for additional information should also be submitted electronically to Mrs. Dameron using this email address and must be submitted no later than inquiry deadline listed above. For all communications regarding this RFP, the message must include the RFP number in the subject line. Responses to inquiries received, if any, will be distributed to all bidders who express interest in this RFP pursuant to these instructions and in accordance with the deadlines stated above.

Respondent(s) who have expressed interest in this RFP shall be notified of any changes in the specifications contained within this RFP. **GCEC is not responsible for responding to any inquiry, substantive or otherwise, received after the inquiry submittal deadline listed above.**

No oral interpretations will be made by GCEC to any bidder as to the requirements of this RFP. Any clarification or interpretation that is not in writing shall not legally bind GCEC. Only information supplied by GCEC in writing or in this RFP should be considered in preparing Proposals. It is the responsibility of the Respondent(s) prior to submission of any proposal to ensure all RFP documentation has been received.

### *Warranty*

Each Respondent shall carefully examine all RFP documents and familiarize themselves with all requirements prior to submitting a Proposal to ensure that the Proposal meets the intent of this RFP. Before submitting a Proposal, each Respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFP.

The contract documents contain the provisions required for the project. Information obtained from an officer, agent, or employee of GCEC, or any other person shall not affect the risks or obligations assumed by the Respondent/Contractor or relieve the Respondent/Contractor from fulfilling any of the conditions of the contract. All goods and services furnished by Respondent, relating to and pursuant to this RFP, will be warranted to meet or exceed the specifications contained herein. In the event of breach, the Respondent will take all necessary action, at Respondent's expense, to correct such breach in the most expeditious manner possible.

Submission of a Proposal indicates acceptance by the Respondent of the conditions contained in this RFP. Failure to conduct such investigations and examinations shall not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the RFP.

***Basis of Contract Award***

The award decision will be based on an evaluation of a Respondent's ability to meet the needs of GCEC. GCEC reserves the right to make one award or multiple awards. Award(s), if made, will be made to the responsible and responsive Respondent(s) whose Proposal(s) represents, in GCEC's sole discretion, the most advantageous Proposal to GCEC and best overall value to GCEC, price and other factors being considered. **GCEC reserves the right to reject all offers or to award the contract to someone other than the lowest priced offeror.**

***Point of Contact***

Tress Dameron, GCEC's Grants & Public Assistance Specialist, will be the primary point of contact for this RFP. Under no circumstances may a Respondent contact any other GCEC employee or agent concerning this RFP until after award unless written consent or instruction is provided to do so. Any such contact may result in disqualification.

***Cancellation/Rejection***

GCEC may cancel this RFP, or reject it in whole or in part, when it is in the best interests of GCEC, in GCEC's sole discretion. Notice of cancellation shall be sent to each Respondent that has expressed interest in this RFP pursuant to the instructions provided herein. The notice shall identify the solicitation, and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of comparable items.

When it deems doing so is in its best interest, GCEC reserves the right to reject any or all Proposals, select and award any portion of any or all Proposal items, and waive minor informalities and irregularities in any Proposal.

A Proposal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFP. A Proposal may be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional Proposals, incomplete Proposals, indefinite or ambiguous Proposals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of Proposals include evidence of collusion, obvious lack of experience or expertise to perform the required work, submission of more than one Proposal for the same work from an individual, Respondent, or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts.

***Transfer of Information Upon Termination***

Upon expiration or termination of the Contract for any reason, Contractor shall promptly deliver to GCEC all information, property, data, materials, reports, documentation, and other work product produced or acquired in the performance of the contract. All materials shall be delivered within sixty (60) days of termination in a mutually agreed electronic format that is usable by the

Government. At GCEC request, Contractor shall provide reasonable assistance to explain the content and organization of the delivered materials.

### ***Licenses***

Respondent(s) shall be properly licensed for the appropriate work specified in this RFP. All Respondents are requested to submit any required license(s) with their qualifications. License(s) must be effective as of the opening date and must be maintained throughout the Contract Period. Failure to be properly licensed as stated above may result in the rejection of the Proposal as non-responsive.

### ***Insurance Requirements***

Applicable insurance requirements are provided in **Exhibit I**, Insurance Requirements.

### ***Confidentiality***

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as many be provided by other applicable State or Federal Law, all Respondents should be aware that this RFP and any communications with respect to it, including but not limited to submitted Proposals, may be considered within the public domain by virtue of GCEC's intent to submit the resulting costs to various grant programs for Federal and/or State reimbursement. Respondents should therefore identify specifically any information contained in their Proposal which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing, specifically the applicable exempting law.

### ***Small Business and Minority Business Enterprise (MBE)***

The Respondent will be the primary service provider and shall be responsible for all work performed and Contract deliverables. If any portion of the Contract is to be let to subcontractors, proposed use of subcontracts should be included in the Respondent's Proposal. Requests for use of subcontractors received subsequent to the solicitation process are subject to review and approval by GCEC. As the scope of work under this contract will be funded in whole or in part using FEMA grant funding, pursuant to 2 C.F.R. § 200.321, if subcontracts are let, the Respondent/Contractor must take the following affirmative steps to solicit disadvantaged firms:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

GCEC reserves the right to request and review information in conjunction with its determination regarding a subcontract request. All subcontractors are subject to the same requirements of this solicitation as the awarded contractor.

### ***Protests***

Any award by GCEC of the Contract as contemplated by this RFP to a Respondent shall be final and not subject to further challenge or protest.

### ***Withdrawal of Proposal***

Any Respondent may withdraw its Proposal, either personally or by written request, at any time prior to the scheduled time for opening Proposals. No Respondent may withdraw its Proposal for a period of 180 days after the date for opening and all Proposals shall be subject to acceptance by GCEC during this period.

## **V. PROPOSAL FORMAT AND EVALUATION CRITERIA**

To receive consideration, Proposals shall be made on the forms provided, properly executed and with all items filled out. Do not change the wording of the Price Proposal Form. No conditions, limitations, or provisions will be attached or added to the Price Proposal Form by the Respondent. Alterations by erasure or interlineations must be explained or noted in the Proposal over the signature of the Respondent. Proposals shall be submitted on 8 ½-x-11-inch paper. There is no page limit for this proposal, although there is a page limit for specific sections of the proposal. Minimum font size shall be 11 points. Each submission must include the following documents divided by individual tabs, as explained in more detail below:

### ***A. Tab 1: Cover Letter (Pass/Fail)***

- a. Provide a cover letter, signed by an authorized representative of the Respondent, indicating the underlying philosophy of the firm in providing the services stated herein and indicating the Respondent's commitment to provide the services

proposed. Provide general company information, including the name of your company (including the name of any parent company), business address, e-mail address, Federal Tax ID number, telephone number, fax number, and the name(s), telephone number(s), and e-mail address(es) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Respondent's certification that the Respondent will accept any awards as a result of this RFP.

***B. Tab II: Executive Summary (5 points / 2 Page Limit)***

- a. The Executive Summary should include a brief overview of the proposed plan of action, including, but not limited to, strategy for implementation, and understanding of the RFP technical requirements. Identify the key personnel that will be committed to the project.

***C. Tab III: Respondents Qualifications (20 points / 8 Page Limit)***

- a. Provide an overview of the Respondent's history, capability, and business ability relative to GCEC's requirements. Include information on organizational structure.
- b. Describe your firm's qualifications in providing disaster recovery and specifically FEMA reimbursed services and any prior work performed for electric cooperative or municipal power entities. Include any special expertise which your firm has in working with FEMA or the Florida Division of Emergency Management (FDEM).

***D. Tab IV: Specialized Expertise of Team Members (15 points / 8 Page Limit)***

- a. Provide a list of individuals who will be assigned (on site) to the service engagement with GCEC and their specific roles. Include summary resumes of the individuals to reflect their experience and education, particularly as they relate to the firm's engagements in the last ten years.
- b. Identify the primary contact who will be actively engaged in serving the account and identify the current client workload of this individual, including the locations of other clients. If lead project staff members are to be changed, requests must be made in writing and pre-approved by GCEC.

***E. Tab V: Technical Approach (20 points / 8 Page Limit)***

- a. Provide a description of the firm's general approach to the proposed scope of services to include team organization, staff assignments, schedules, quality assurance, and accountability.
- b. Provide relevant availability guidelines and/or the average time between request for services/tasks and actual performance for current clients. Discuss the

availability of the primary contact relative to current and future client workload. Include for each individual the estimated number of hours that will be contributed to this project and in what capacity they would serve on this project. Include information on supervisory personnel.

- c. Describe the benefits and challenges of your company and team. No points will be provided if the Proposer believes there are no challenges in past jobs.

***F. Tab VI: Cost of Services to GCEC/Price Proposal (30 points/5 Page Limit)***

- a. Instructions for providing a cost or price proposal are provided in Exhibit D, Price Proposal Form. Final pricing and total amount of quote should be stated clearly. Cost-plus-a-percentage-of-cost contracts are not permitted under Federal regulations (e.g., cost + 20%) and thus will not be accepted by GCEC.

***G. Tab VII: References (10 points)***

- a. In order for the Respondent to be awarded any points for this tab, Respondent must submit three (3) references from clients whose projects are of a similar nature to those requested in this RFP. Information provided for each client shall include the following:
  - i.* Client name, address, e-mail address, and telephone number.
  - ii.* Client contact reference name, e-mail address, and current telephone number.
  - iii.* Description of services provided.
  - iv.* Time period of the project or contract; briefly describe if project met or exceeded the schedule outlined. If it did not meet the schedule outlined, explain why.
  - v.* Dollar value of project; briefly describe if the completed project met or came under budget.

***H. Tab VIII: Acceptance of Conditions (Pass/Fail)***

- a. Indicate any exceptions to the terms and conditions of the RFP, to insurance requirements, or any other requirements listed in this RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations. Exceptions taken by a Respondent may result in evaluation point deduction(s) and/or exclusion of proposal for Selection Committee consideration, depending on

the extent of the exception(s). Such determination shall be at the sole discretion of GCEC.

***I. Tab IX: Required Forms (Pass/Fail)***

- a. Exhibit B: Notification of Intent to Respond
- b. Exhibit C: Non-Disclosure Agreement
- c. Exhibit D: Price Proposal
- d. Exhibit E: Qualification Questionnaire
- e. Exhibit F: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- f. Exhibit G: Certification Regarding Lobbying
- g. Exhibit H: Drugfree Workplace
- h. Exhibit I: Insurance Requirements

***Summary of Evaluation Criteria***

Criteria	Points
Cover Letter / Executive Summary	Pass/Fail
Respondent’s Qualifications	20
Specialized Expertise of Team Members	15
Technical Approach	20
Cost of Services to GCEC	30
References	15
Acceptance of Conditions	Pass/Fail
Required Forms	Pass/Fail

**VI. SELECTION**

Upon receipt, Tress Dameron will complete a limited review of the Proposals for obvious completeness. Those Proposals deemed complete and responsive will be forwarded to the Evaluation Committee.

***Evaluation Committee***

The Evaluation Committee may consist of three (3) or more members. GCEC or designee shall determine the Evaluation Committee that will best serve the needs of GCEC.

### ***Evaluation***

Only Proposals received by GCEC that are compliant with requirements and deadlines provided shall be evaluated. The ranking of proposals shall be based upon the points awarded in the scoring process utilizing the evaluation criteria in this RFP.

The best-qualified Respondents shall be based upon the Evaluation Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed as indicated by the ratings on the scoring sheet.

### ***Presentation/Interviews***

The Evaluation Committee may choose to conduct formal presentations/interviews with any or all Respondents prior to making an Award.

## **VII. CLARIFICATIONS AND NEGOTIATIONS**

GCEC reserves the right to award a contract based on initial responses received, therefore, each response shall contain the Respondent's best terms and conditions from a technical and cost standpoint. GCEC reserves the right to conduct clarifications or negotiations with one or more Respondent(s). All communications, clarifications, and negotiations shall be conducted in writing and in a manner that supports fairness in response improvement.

### ***A. Clarifications***

- a. GCEC may identify areas of a response that may require further clarification or areas in which it is apparent that there may have been miscommunications or misunderstandings as to GCEC's specifications or requirements. GCEC may seek to clarify those issues identified during one or multiple clarification rounds, which will be communicated to all potential respondents. Each clarification sought by GCEC may be unique to an individual Respondent, provided that the process is conducted in a manner that supports fairness in response improvement.

### ***B. Negotiations***

- a. GCEC may elect to negotiate with one or more Respondent(s) by requesting revised responses, negotiating costs, or finalizing contract terms and conditions. GCEC reserves the right to conduct multiple negotiation rounds or no negotiations at all.

### ***C. Cost Negotiations***

- a. All respondents selected for negotiation by GCEC will be given equivalent information with respect to cost negotiations. All cost negotiations will be documented. Additionally, GCEC may conduct target pricing and other goods or services level negotiations. During price negotiations, Respondents are not obligated to reduce their pricing to target process, but no Respondent is allowed to increase price.
- b. If GCEC determines that it is unable to successfully negotiate terms and conditions of the Subcontract with the apparent best evaluated Respondent, GCEC reserves the right to bypass the apparent best evaluated Respondent and enter contract negotiations with the next apparent best evaluated Respondent.

## VIII. AGREEMENT

The successful bidder(s) shall be prepared to immediately enter into contract negotiations with GCEC and must at that time deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by GCEC before the successful Respondent may proceed with the work.

GCEC's intent is to negotiate an agreement with the successful bidder for a term of one year with two or three option periods. The length of the Contract Period may be shorter and is in the sole discretion of GCEC. Prices shall remain firm for the entire Contract Period. Additional items/services related to those described in Exhibit A.1, Exhibit A.2 and/or Exhibit D may be added to the resultant Contract, in compliance with applicable State and federal regulations.

The contract will contain provision required by 2 CFR. § 200.327 and FEMA Public Assistance Program and Policy Guide Version 5.0. FEMA guidance for contract provisions is available for review at [FY24 Contract Provisions Guide](#) .

Website Information:

[www.fema.gov/sites/default/files/documents/fema\\_contract-provsions-guide\\_fy24.pdf](http://www.fema.gov/sites/default/files/documents/fema_contract-provsions-guide_fy24.pdf)

**[END OF RFP DOCUMENT – EXHIBITS & ATTACHMENTS TO FOLLOW]**

**Exhibit A.1: Scope of Services - Water****General**

The Services shall include professional water engineering services including, but not limited to, the following types of tasks:

- Contractor must be able to perform general professional civil engineering services including water hydraulic modeling engineering studies, preparing long-term and short-term construction work plans, developing project design documents including any required local, state, and/or federal permit applications, and all other professional engineering services necessary for GCEC to operate and maintain the water distribution system at TAFB.
- Contractor must be able to assist GCEC with: preparing bid solicitations documents, evaluating bids for construction activities, conducting the award process, preparing all necessary contracts, issuing the notice to proceed, and conducting the pre-bid and pre-construction conferences as necessary.
- Contractor must be able to provide project oversight and inspections throughout the life of the project as directed by GCEC to ensure work is completed in an acceptable manner and provide written inspection reports to GCEC, perform a final inspection providing GCEC with the final inspection report and prepare any additional requested reports and/or inspections as directed by GCEC.
- Contractor must be able to provide Project Updates regarding GIS/CAD files to GCEC during the tenure of the assigned project to ensure that GCEC's mapping system is updated with current knowledge of the system. Contractor must be able to understand and adhere all engineering designs to incorporate and/or exceed Tyndall AFB, State and Federal safety regulations, and follow the procedures set forth in the AWWA manual.

Contractor shall submit periodic, written reports to GCEC documenting the progress of studies, work plans, inspections and project completion. These reports shall include, but are not limited to, the following:

- Progress Reports – Contractor shall provide reports to GCEC to detail Contractor's progress on this project. Such reports shall include:
  - Contractor's Name;
  - Report Date;
  - Location of Completed Work;
  - A description of areas where work was done, and a general overview of the work completed (including breakdown of costs, as applicable);
  - Other operational tracking information as requested by GCEC.
- Inspection Reports – Contractor shall provide reports to GCEC to detail all inspections conducted. Such reports shall include:
  - Contractor's Name;
  - Report Date'
  - Location of Inspection'
  - A description of project status (including breakdown of costs, as applicable).

The format of the reports shall be provided by GCEC, or may be submitted by Contractor for approval by GCEC, at the discretion of GCEC.

### Other Considerations

In performing the services under the contract, the Contractor is expected to use staff with qualifications commensurate with the nature of the work to be performed. Use of staff that are more highly qualified than necessary for the associated work is not permitted and may jeopardize FEMA reimbursement.

This is an acknowledgement that FEMA financial assistance may be used to fund the contract. The contractor shall perform all work in compliance with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives in order to maximize recovery of reimbursable expenses. This task shall include the provision of audit quality documentation as required by and acceptable to FEMA for all work accomplished.

The quantity of work required to complete the Agreement resulted from this RFP is estimated. The actual effort required may be more or less than the estimated amount described in this RFP. Payment will be made at the rates proposed and/or negotiated. The output will be verified by GCEC.

Contractor shall be responsible for correcting any notices of violations issued as a result of the contractor's or any subcontractor's actions or operations during the performance of the contract. Corrections for any such violations shall be at no additional cost to GCEC.

Contractor shall provide contact information for all key personnel to GCEC that shall include name, phone number, cellular phone number and email address. Contractor and its agents shall respond in a timely manner to all GCEC inquiries at all times.

GCEC reserves the right to immediately terminate contractor and any subcontractor who fails to provide service in accordance with guidelines set forth by FEMA and GCEC.

Contractor shall supervise and direct the work, using skilled labor and proper equipment for all tasks. Safety of contractor's personnel and equipment is the responsibility of contractor. Additionally, contractor shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of the contract.

**Exhibit A.2: Scope of Services - Electrical****General**

The Services shall include professional Electrical engineering services including, but not limited to, the following types of tasks:

- Contractor must be able to perform general professional Electrical engineering services including electrical modeling engineering studies, preparing long-term and short-term construction work plans, developing project design documents including and required local, state, and/or federal permit applications, and all other professional engineering services necessary for GCEC to operate and maintain the electric distribution system and TAFB.
- Contractor must be able to assist GCEC with: preparing bid solicitations documents, evaluating bids for construction activities, conducting the award process, preparing all necessary contracts, issuing the notice to proceed, and conducting the pre-bid and pre-construction conferences as necessary.
- Contractor must be able to provide project oversight and inspections throughout the life of the project as directed by GCEC to ensure work is completed in an acceptable manner and provide written inspection reports to GCEC, perform a final inspection providing GCEC with the final inspection report and prepare any additional requested reports and/or inspections as directed by GCEC.

Contractor shall submit periodic, written reports to GCEC documenting the progress of studies, work plans, inspections and project completion. These reports shall include, but are not limited to, the following:

- Progress Reports – Contractor shall provide reports to GCEC to detail Contractor's progress on this project. Such reports shall include:
  - Contractor's Name;
  - Report Date;
  - Location of Completed Work;
  - A description of areas where work was done, and a general overview of the work completed (including breakdown of costs, as applicable);
  - Other operational tracking information as requested by GCEC.
- Inspection Reports – Contractor shall provide reports to GCEC to detail all inspections conducted. Such reports shall include:
  - Contractor's Name;
  - Report Date'
  - Location of Inspection'
  - A description of project status (including breakdown of costs, as applicable).

The format of the reports shall be provided by GCEC, or may be submitted by Contractor for approval by GCEC, at the discretion of GCEC.

Other Considerations

In performing the services under the contract, the Contractor is expected to use staff with qualifications commensurate with the nature of the work to be performed. Use of staff that are more highly qualified than necessary for the associated work is not permitted and may jeopardize FEMA reimbursement.

This is an acknowledgement that FEMA financial assistance may be used to fund the contract. The contractor shall perform all work in compliance with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives in order to maximize recovery of reimbursable expenses. This task shall include the provision of audit quality documentation as required by and acceptable to FEMA for all work accomplished.

The quantity of work required to complete the Agreement resulting from this RFP is estimated. The actual effort required may be more or less than the estimated amount described in this RFP. Payment will be made at the rates proposed and/or negotiated. The output will be verified by GCEC.

Contractor shall be responsible for correcting any notices of violations issued as a result of the contractor's or any subcontractor's actions or operations during the performance of the contract. Corrections for any such violations shall be at no additional cost to GCEC.

Contractor shall provide contact information for all key personnel to GCEC that shall include name, phone number, cellular phone number and email address. Contractor and its agents shall respond in a timely manner to all GCEC inquiries at all times.

GCEC reserves the right to immediately terminate contractor and any subcontractor who fails to provide service in accordance with guidelines set forth by FEMA and GCEC.

Contractor shall supervise and direct the work, using skilled labor and proper equipment for all tasks. Safety of contractor's personnel and equipment is the responsibility of contractor. Additionally, contractor shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of the contract.

**Exhibit B: Intent to Respond  
Engineering Water and Electrical Services**

(Return signed statement no later than June 18, 2026, by 4:00 P.M. CST)

On behalf of the contractor identified below:

(        )        I hereby certify that that it intends to submit a proposal.

(        )        I hereby certify that that it does NOT intend to submit a proposal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Individual/Institution/Firm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address for Receiving Notices

\*\*\*NOTE\*\*\*

Email this completed form back to Tress Dameron at [tdameron@gcec.com](mailto:tdameron@gcec.com) to be eligible for further communications regarding this RFP by the due date above.

**Exhibit C: Non-Disclosure Agreement****CONFIDENTIALITY  
AND  
NONDISCLOSURE AGREEMENT**

This Confidentiality and Nondisclosure Agreement (this “Agreement”), dated as of \_\_\_\_\_, is between Gulf Coast Electric Cooperative, Inc. (“Company”), and \_\_\_\_\_, (“Recipient,” and, collectively with Company, the “Parties”).

Recipient desires to obtain certain Confidential Information and generate Derivative Information (both as defined below) relating to Company and to its affiliates and their businesses for the purposes of determining whether or not Recipient will enter into a business transaction with Company (the “Purpose”). Company has agreed to make the information available to Recipient upon the terms and conditions set forth herein. Both Parties desire to protect such Confidential Information in the event a business relationship is formed pursuant to RFP No.. GCEC/TAFB\_202601

**Confidential Information and Derivative Information.**

The term “Confidential Information” as used in this Agreement shall mean all non-public documents of any type, written or electronic materials, computer hardware or software, information, data, knowledge, trade secrets, know-how, business plans, customer details including goodwill, product pricing details, financial or accounting records, pending patents, inventions, trade secrets, policies and procedures, analyses, evaluations, assessments, reports, specialized training or skill or other similar tangible or intangible property (all of the foregoing in whatever form and however communicated) disclosed to Recipient by Company, its affiliates or any of their officers, directors, members, employees, agents, consultants on or after the date hereof in connection with the Purpose or Recipient’s evaluation of a possible transaction with Company. It shall also include any exchange of information and/or strategy, written or discussed, between the Parties.

The term “Derivative Information” as used in this Agreement shall mean any summaries, notes, analyses, compilations, studies, or other written or electronic records prepared by Recipient that contain or otherwise reflect or have been generated or derived, wholly or in substantial part, from Confidential Information for any other party.

The terms “Confidential Information” and “Derivative Information” shall not include information that (a) was in Recipient’s possession prior to disclosure to Recipient or thereafter becomes available to Recipient or any of its Representatives (as defined below) from a source other than Company, provided that such source is not known to Recipient to be bound by a confidentiality agreement with Company, (b) was in the public domain prior to disclosure to Recipient, (c) lawfully enters the public domain after disclosure to Recipient through no violation of this Agreement by Recipient, or (d) is or was independently developed by Recipient or any of its Representatives without using Confidential Information and without otherwise violating its obligations hereunder. If only a portion of any Confidential Information or Derivative Information

falls within any of the foregoing exceptions, the remainder shall continue to be subject to the prohibitions and restrictions set out in this Agreement.

To the extent possible, anything disclosed by Company to Recipient that is subject to this Agreement shall be marked or labeled "CONFIDENTIAL" or in some other similar manner. In all cases if there is any question regarding whether anything disclosed by any party should be considered Confidential Information but is not so marked or labeled as such, including for all oral communications or visual observations, such disclosures shall be considered Confidential Information notwithstanding the absence of such marking or labeling or its communication orally or visually.

### **Use of Confidential Information.**

Recipient agrees that the Confidential Information and Derivative Information will be used solely for the Purpose and for no other purpose. The Agreement and the disclosure of Confidential Information and the generation of Derivative Information shall not provide Recipient with any express or implied right or license to use the Confidential Information or Derivative Information other than for the Purpose.

### **Disclosure of Confidential Information.**

Subject to any exceptions in this Agreement, Recipient agrees to keep the Confidential Information and any Derivative Information confidential and not to disclose the Confidential Information or Derivative Information to any person or entity other than (a) such Recipient's affiliates, potential financing sources or co-investors, advisors of any of the foregoing (including, without limitation, consultants, attorneys, accountants, bankers, or financial advisors), and its and their respective directors, officers, partners, members, employees, and agents (collectively, but only to the extent the foregoing receive Confidential Information or Derivative Information, "Representatives") who have been informed about the existence of this Agreement, and (b) such other persons as Company hereafter agrees in writing may receive such Confidential Information or Derivative Information. Recipient shall be responsible and liable for any use or disclosure of the Confidential Information or Derivative Information by its Representatives in breach of this Agreement.

### **Legally Required Disclosures.**

In the event that Recipient or any of its Representatives are requested or required (by deposition, interrogatory, request for documents, subpoena, civil investigative demand or similar process or by law, regulation, professional standard, governmental proceeding, or stock exchange rule) to disclose any of the Confidential Information or Derivative Information, Recipient shall (to the extent not prohibited by law or regulation and to the extent reasonably practical) provide Company with notice of such request or requirement as promptly as practicable prior to disclosure and shall reasonably cooperate with Company, at Company's sole cost, so that Company may seek a protective order or other appropriate remedy or, if it so elects, in its sole and absolute discretion, waive compliance with the terms of this Agreement.

### **Representations and Warranties.**

Company specifically disclaims and makes no representation or warranty, expressed or implied, as to the accuracy, completeness, usefulness, or reliability of the Confidential Information or any portion thereof (except in the case of fraudulent or willful misrepresentation).

### **Return and Protection of Information.**

Except as prohibited by law or regulation, Recipient agrees to return to Company or destroy, within five (5) business days after a written request by Company, all Confidential Information delivered or disclosed to and all Derivative Information generated by Recipient, or which Recipient has obtained, and to destroy all other related information, including, without limitation all documents prepared others utilizing or relating to any portion of the Confidential Information. It is understood and agreed that: (a) to the extent that computer systems used by Recipient or its Representatives may automatically back-up any Confidential Information or Derivative Information in the ordinary course, Recipient or its Representatives may retain such copies in their respective archival or back-up computer storage for the period such entity normally archives backed-up computer records and (b) Recipient or its Representatives are not required to return or destroy Confidential Information or Derivative Information that must be retained in compliance with applicable laws, including stock exchange regulations or by governmental order, decree, regulation, or rule.

Recipient shall store Confidential Information and Derivative Information properly and shall secure and ensure that appropriate physical, technological, and organizational measures are in place to protect Confidential Information and Derivative Information against unauthorized or unintended access, use, or disclosures. At a minimum, Recipient shall use commercially reasonable efforts to safeguard Confidential Information received or Derivative Information generated.

### **Legal Remedies.**

Recipient acknowledges that the restrictions in this Agreement are reasonable and necessary to protect the business interests of each party. Further, Recipient acknowledges that the unauthorized disclosure (publicly or to third parties) of Confidential Information or Derivative Information, or the material breach of this Agreement, may cause serious and irreparable damage and harm to Company. Recipient agrees that if this Agreement is breached, or if a breach hereof is threatened, the remedy at law may be inadequate, and therefore, without limiting any other remedy available at law or in equity, Company shall be entitled to seek an injunction, restraining order, specific performance, and other forms of equitable relief. Notwithstanding anything in this Agreement to the contrary, neither party shall be liable to the other for any indirect, special, punitive, exemplary, or consequential damages (including, but not limited to, damages for lost production, lost revenue, lost product, lost profits, lost business, or business interruptions) as a result of a breach of this Agreement.

### **Severability.**

If any provision of this Agreement is invalid or unenforceable in any jurisdiction, such provision shall be fully severable from this Agreement and the other provision hereof shall remain in full force and effect in such jurisdiction and the remaining provisions hereof shall be liberally

construed to carry out the provisions and intent hereof. The invalidity or unenforceability of such provision in any jurisdiction shall not affect the validity or enforceability of such provision in any other jurisdiction, nor shall the invalidity or unenforceability of any provision of this Agreement with respect to any person or entity affect the validity or enforceability of such provision with respect to any other person or entity.

### **Dispute Resolution.**

In the event of a dispute, claim, or other matter in question of any kind whatsoever between the Parties arising out of or related to the provisions and/or subject matter of this Agreement, or the breach, interpretation, or performance thereof, the Parties shall first attempt to resolve such dispute by good faith negotiations, and, if such negotiations have continued for a period of not less than 14 days and are unsuccessful, such dispute, claim, or other matter shall be submitted by the Parties to arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association. The location of the arbitration hearing shall be in Gulf County, Florida, unless otherwise mutually agreed on by the Parties. This provision to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

### **Assignment and Transfer.**

Neither party may assign, pledge, or otherwise transfer its rights or delegate its duties or obligations under this Agreement without the prior written consent of the other party hereto.

### **Entire Agreement.**

This Agreement constitutes the entire understanding between the parties with respect to the subject matter thereof and supersedes all negotiations, prior discussions, or prior agreements and understandings relating to such subject matter. Neither this Agreement nor the parties' performance hereunder shall be deemed to create any special relationship or obligations between the parties other than those expressly set forth herein, and no implied covenants shall apply to this Agreement other than those of good faith and dealing; and nothing contained herein shall oblige either party to enter into any transaction.

### **Term.**

This Agreement shall remain in effect for a period of two years from the date hereof, unless terminated in writing by Company with 30 days advance notice to Recipient, after which it will automatically terminate; provided, however, that the Parties may mutually agree, in a writing signed by each party, to extend the Agreement.

### **Notices.**

Notices from one party to the other party shall be effective upon receipt (which shall not be presumed upon electronical confirmation thereof) when transmitted to the other party by mail or email message as provided below:

Company: Gulf Coast Electric Cooperative, Inc.  
Mr. John Bartley  
722 W. Hwy 22, Wewahitchka, FL 32465  
[jbartley@gcec.com](mailto:jbartley@gcec.com)

Recipient: Contractor Name: \_\_\_\_\_  
c/o Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Miscellaneous.**

This Agreement may not be altered or amended, nor may any rights hereunder be waived, except by an instrument in writing and executed by each of the parties hereto. No waiver of any term, provision, or condition of this Agreement shall be deemed to be, or construed as, a further or continuing waiver of any such term, provision, or condition, or as a waiver of any other term, provision, or condition hereof. The organization of and the headings used in this Agreement shall be given no weight when interpreting or applying this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which shall constitute the same agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

**Gulf Coast Electric Cooperative, Inc.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Recipient:** \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit D: Price Proposal**  
**RFP No. 202601- Electrical/Water Engineering Services for Tyndall Air Force Base**

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Price Proposal. An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by Respondent. GCEC reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract. Any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the Price Proposal (or elsewhere) is approximate only and not guaranteed by GCEC.

**Federal procurement regulations prohibit cost-plus-percentage-of-cost contracting.**

Contractors may offer either an annual flat fee contract price, an hourly rate contract, or both. Regardless of if one or both are offered, GCEC may decide between either price structure during contract negotiations for a fair and reasonable price for Services. Under Federal regulations, an hourly rate contract must include a price ceiling that the contractor exceeds at its own risk. The amount will be set by GCEC based on the information provided in the Qualification Statement, price proposal, and an independent cost analysis, and subject to negotiation of a fair and reasonable compensation. Contractor should include any additional information to allow calculation of a complete, all-inclusive price for all Services to be provided as outlined in this RFQ, including supplying all equipment, tools and labor necessary to perform the Services. All documentation and recovery processes, including plan development, mobilization, demobilization, record keeping and quality control, shall be included in the prices. GCEC reserves the right to enter negotiations with the next highest qualified firm if GCEC and Contractor cannot agree to a fair and reasonable price.

**Examples of Price Structures:**

Annual Flat Fee Pricing (to be paid in equal monthly installments): \_\_\_\_\_

Hourly Rate Schedule (Contractors may add or remove job titles, as needed):

Job Title	Hourly Rate	Job Title	Hourly Rate
Principle Engineer		Project Manager	
Supervising Engineer		Project Engineer	
Senior Engineer		Project Specialist	
Engineer III		Senior Inspector	
Engineer II		Inspector	
Engineer I		Environmental Specialist	
Staker		Drafter/CAD Operator	
Clerical/Admin. Assistant		Data Entry	

Proposer: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit E: Qualification Questionnaire**

All questions on this questionnaire must be answered; do not leave blanks—where appropriate, state “None” or “Not Applicable” (N/A). If additional space is required to fully respond to any questions, please add sheets to this questionnaire and reference the questions/answers appropriately. GCEC reserves the right to inquire further with respect to any matter in this questionnaire or otherwise to determine the suitability of a contractor to receive an award of a contract.

**Identity of Contractor**

- A. Contractor’s full legal name: \_\_\_\_\_
- B. Tax ID Number (“TIN”), Employer Identification Number (“EIN”), and Social Security Number (“SSN”), as applicable: \_\_\_\_\_
- C. Contractor’s form of legal entity (corporation, joint venture, sole proprietorship, etc.):  
 \_\_\_\_\_

If the Contractor is a Joint Venture or Partnership, please list all partner firms and/or parties to the Joint Venture below. All partners and/or parties listed are also required to individually complete a separate Qualification Questionnaire.

(1) Partner/Party Name: \_\_\_\_\_

TIN, EIN, or SSN: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

(2) Partner/Party Name: \_\_\_\_\_

TIN, EIN, or SSN: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

- D. State or country under whose laws the Contractor is organized and year organized: \_\_\_\_\_  
 \_\_\_\_\_

- E. Number of Employees: Company-wide \_\_\_\_\_ Local office \_\_\_\_\_

F. Does the Contractor now use or, in the past ten (10) years has it used, TIN, EIN, doing business as or "DBA", name, trade name or abbreviation other than the Contractor's name or TIN or EIN listed in Part I.B., above? If so, provide the prior identifying information. \_\_\_\_\_  
\_\_\_\_\_

G. Contractor's mailing address: \_\_\_\_\_  
\_\_\_\_\_

H. Contractor's street address (complete only if different than Part G.): \_\_\_\_\_  
\_\_\_\_\_

I. Has the Contractor changed addresses in the past five (5) years and, if so, what was the firm's prior address(es)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Contractor's telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

K. List each person or legal entity which has a 10% or more ownership or control interest in Contractor. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. List the name and title of each director and principal officer of Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Identity of Person Completing this Questionnaire**

A. Name: \_\_\_\_\_

B. Employer/Title: \_\_\_\_\_

C. Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

D. E-mail address: \_\_\_\_\_ Mobile number: \_\_\_\_\_

**Contractor Representations**

If for any reason a representation on this questionnaire is not accurate and complete as of the time the Contractor signs this form, the Contractor must identify the provision and explain the reason in detail on a separate sheet. Absent such an explanation, the Contractor represents that the following statements are complete and accurate.

The following questions apply to (i) Contractor, Contractor’s parent, subsidiaries, and affiliates (if any); (ii) any joint venture (including its individual members) and any other form of partnership (including its individual members) which includes Contractor or Contractor’s parent, subsidiaries, or affiliates; (iii) Contractor’s directors, officers, principals, managerial employees, and any person or entity with a 10% or more interest in Contractor; (iv) any legal entity, controlled, or 10% or more of which is owned, by Contractor, or by any director, officer, principal, managerial employee of Contractor, or by any person or entity with a 10% or more interest in Contractor. (If the answer to any question is “YES,” Contractor must provide all relevant information on a separate sheet attached hereto.)

Please check this box if a separate sheet is attached:

(1) Within the past five (5) years, has Contractor been declared not responsible to receive a public or private contract?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(2) Has Contractor been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(3) Is there a proceeding pending relating to Contractor’s responsibility, debarment, suspension, or qualification to receive a public or private contract?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(4) Within the past five (5) years, has Contractor defaulted on a contract or been terminated for cause on a public or private contract?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(5) Has a public or private entity requested or required enforcement of any of its rights under a surety agreement on the basis of Contractor’s default or in lieu of declaring Contractor in default?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(6) Within the past five (5) years, has the Contractor been required to engage the services of an Integrity Monitor in connection with the award of or in order to complete any public or private contract?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

(7) Within the past (5) years, have Contractor’s safety practices/procedures been evaluated and ruled as less than satisfactory by a public or private entity?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(8) Has Contractor’s Workers’ Compensation Experience Rating (also known as the Experience Modification Rate or EMR) been 1.2 or greater at any time in the last five (5) years? If yes, please explain.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(9) Within the past five (5) years, has the Contractor been accused of violating equal opportunity or nondiscrimination laws?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(10) Within the past five (5) years, has the Contractor been accused of violating prevailing wage laws, regulations, or executive orders?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**Questions Which Must Be Answered by “Yes” or “No”**

To the best of your knowledge after diligent inquiry, in connection with the business of Contractor or any other firm which is related to Contractor by any degree of common ownership, control, or otherwise, do any of the following statements apply to: (i) Contractor, Contractor’s parent, subsidiaries, and affiliates (if any); (ii) any joint venture (including its individual members) and any other form of partnership (including its individual members) which includes Contractor or Contractor’s parent, subsidiaries, or affiliates; (iii) Contractor’s directors, officers, principals, managerial employees, and any person or entity with a 10% or more interest in Contractor; (iv) any legal entity, controlled, or 10% or more of which is owned, by Contractor, or by any director, officer, principal, managerial employee of Contractor, or by any person or entity with a 10% or more interest in Contractor? (If the answer to any question is “YES,” Contractor must provide all relevant information on a separate sheet attached hereto.)

(1) Within the past ten (10) years has been convicted of or pleaded nolo contendere to (i) any felony or (ii) a misdemeanor related to truthfulness in connection with business conduct.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
(2) Is currently disqualified from selling or submitting bids/proposals to or receiving awards from or entering into any contract with any federal, state, or local government agency, any public authority, or any other public entity.	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>(3) Has within a ten (10) year period preceding the date of this Questionnaire been convicted of or had a civil judgment rendered against it for or in relation to: (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; (ii) collusion with another person or entity in connection with the submission of bids/proposals; (iii) violation of federal or state antitrust statutes or False Claims Acts; or (iv) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>
<p>In the past ten (10) years, has Contractor entered into a consent decree, deferred prosecution agreement or a non-prosecution agreement?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>
<p>In the past seven (7) years, have any bankruptcy proceedings been initiated by or against the Contractor (whether or not closed) or is any bankruptcy proceeding pending by or against the Contractor regardless of the date of filing?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>
<p>In the past five (5) years, have there been any judgments or tax liens of \$100,000 or more, including but not limited to judgments based on taxes owed, fines and penalties assessed by a government agency against Contractor at any time?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>
<p>During the past five (5) years, has the Contractor failed to file any applicable federal, state, or local tax return?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>

**Background**

A. Indicate if your business qualifies as one of the following:

- Small Business Enterprise
- Women’s Business Enterprise
- Minority Business Enterprise
- Labor Surplus Area Firm<sup>1</sup>

B. List any licenses your company holds. Attach a separate sheet if necessary.

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<sup>1</sup> A list of labor surplus areas is available at <https://www.dol.gov/agencies/eta/lsa>.

**Insurance Information**

- A. Worker's Compensation Carrier: \_\_\_\_\_  
Policy Expiration Date: \_\_\_\_\_
  
- B. CGL Carrier: \_\_\_\_\_  
Policy Expiration Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name: \_\_\_\_\_
  
- C. Other Carrier: \_\_\_\_\_  
Coverages: \_\_\_\_\_  
Policy Expiration Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Affidavit and Acknowledgement**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On the \_\_\_\_\_ day of 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_

by me known to be said person, who swore under oath as follows:

1. I am \_\_\_\_\_ (print name), \_\_\_\_\_ (print title) of \_\_\_\_\_ (print name of firm).
2. I am duly authorized to sign this Qualification Questionnaire on behalf of said firm and duly signed this document pursuant to said authorization.
3. The answers to the questions set forth in the Qualification Questionnaire and the representations set forth in this questionnaire, including any attachments, are true, accurate, and complete. I authorize GCEC to verify any such information and to conduct any background checks it deems appropriate.
4. I acknowledge and understand that the Qualification Questionnaire includes provisions which are deemed included in the contract if awarded to the firm.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me

this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(Notary Public)

Notary Public \_\_\_\_\_ County

My commissions expires: \_\_\_\_\_

**Exhibit F: Certification Regarding Debarment, Suspension and Other Responsibility Matters**INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the CONTRACTOR (referred to herein as the “prospective lower tier participant”) is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY  
EXCLUSION—LOWER TIER COVERED TRANSACTIONS

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
CONTRACTOR Company Name

\_\_\_\_\_  
Contract Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Exhibit G: Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
CONTRACTOR Name

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

**Exhibit H: Drugfree Workplace**

Section 287.087 of the Florida Statutes provides that, where identical tie bids are received, preference shall be given to a bid received from a bidder that certifies it has implemented a drug-free workforce program. Please sign below and return this form to certify that your business has a drug-free workplace program.

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify the employees, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

BIDDER'S NAME: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature

Print Name and Title

**Exhibit I: Insurance Requirements**

Prior to execution of a contract awarded under this RFP, the selected Respondent shall submit one original certificate of insurance, signed by an authorized representative of the insurance company, stating complete compliance with the following specifications. Notwithstanding any other provision of this RFP or the contract, GCEC shall have no obligation to execute a contract or make any payment to the selected Respondent until all insurance requirements are met. The Certificate of Insurance shall be provided to:

**GULF COAST ELECTRIC COOPERATIVE, INC.**  
**ATTN: TRESS DAMERON, GRANTS & PUBLIC ASSISTANCE SPECIALIST**  
 722 W HWY 22, WEWAHITCHKA, FL 32465  
[TDAMERON@GCEC.COM](mailto:TDAMERON@GCEC.COM)

Contractor’s insurance shall be written for the following types and limits and shall be maintained, at their expense, for the life of the Contract.

A. Workers’ Compensation & Employer’s Liability

- 1. Coverage A – Statutory
- 2. Coverage B – Employer’s Liability

Bodily Injury by Accident	\$ 1,000,000	Each Accident
Bodily Injury by Disease	\$ 1,000,000	Policy Limit
Bodily Injury by Disease	\$ 1,000,000	Each Employee

- 3. Waiver of Subrogation in favor of Gulf Coast Electric Cooperative where permitted by law.

B. Commercial General Liability

- 1. Combined Single Limit
 

\$ 1,000,000	Each Occurrence
\$ 2,000,000	Aggregate
- 2. Coverage Required: Premises-Operations; Explosion; Collapse Underground; Products/Completed Operations; Independent Contractors; Blanket Contractual Liability; Broad Form Property Damage; Personal Injury Liability
- 3. Coverage shall include per project aggregate endorsement.
- 4. Primary Additional Insurance: The following wording must appear on the certificate. We will not accept an endorsement attached to the certificate.

GULF COAST ELECTRIC COOPERATIVE, INC. and UNITED STATES OF AMERICA are additional insured under Contractor's general liability policy. Coverage under such policy shall be primary with GULF COAST ELECTRIC COOPERATIVE, INC. and any GCEC insurance policies, or loss coverage, being excess over the Contractor's coverage.

C. Commercial Automobile Liability

1. Combined Single Limit of                 \$ 1,000,000 Each Occurrence
2. Coverage Required: All owned automobiles, non-owned automobiles, and hired automobiles.

If Contractor does not own any vehicles, the certificate must show Hired and Non-Owned Automobile Liability and must attach a letter stating that Contractor does not own any vehicles.

D. Umbrella Liability                                 \$ 1,000,000

E. Professional Liability (if required)         \$ 1,000,000

F. The foregoing policies shall contain a provision that coverages afforded under the policies will not be cancelled or not renewed until at least thirty (30) days written notice has been given to GULF COAST ELECTRIC COOPERATIVE, INC.

G. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting GULF COAST ELECTRIC COOPERATIVE, INC.'s interest shall not be effective (1) for such period as the laws of the State of Florida prescribe, or (2) until thirty (30) days after the insurer or the Contractor gives written notice to the Contracting Office, whichever period is longer.