

<p>Submit Bid to:</p> <p>CITY OF DELTONA Attn: Kate Duffy, CPPO, CPPB 2345 Providence Blvd. Deltona, Florida 32725 Attn: Purchasing</p> <p>CLEARLY MARK SEALED ENVELOPE WITH BID NAME AND NUMBER</p>	<p style="text-align: center;">BID# 21004</p> <p style="text-align: center;">ECONOMIC DEVELOPMENT SPECIALIST</p>
<p><u>Contact:</u> Kate Duffy, CPPO, CPPB Purchasing Manager kduffy@deltonafl.gov Phone: (386) 878-8570 Fax: (386) 878-8571</p>	<p>RESPONDENTS NAME: _____ _____ _____</p>
<p><u>Response Due Date & Time:</u> THURSDAY, MARCH 18, 2021 AT 2:30 P.M.</p>	<p>MAILING ADDRESS: _____ _____ _____</p>
<p><u>Location of Public Opening:</u> City of Deltona, 1st Floor Conference Room 2345 Providence Blvd., Deltona, FL 32725</p>	<p>Phone#: _____</p>



These documents constitute the complete set of terms and conditions, specification requirements, and forms. Respondents shall complete and submit the additional required information together with the forms herein. All responses shall be submitted in a sealed envelope. The face of the envelope shall contain Company's name, return address, the due date and time, the BID# and title. Companies shall submit **three typed copies and one unbound original (please do not use three ring binders)** of their response, complete with all supporting documentation. SUBMITTAL OF A RESPONSE TO THIS BID CONSTITUTES AN OFFER BY THE COMPANY SUBMITTING RESPONSE. BID responses which do not comply with these requirements may be rejected at the option of the City.

CONTACT: All prospective Respondents are hereby instructed not to contact any member of the City of Deltona Commission, City Manager, or City of Deltona Staff members other than the noted contact person regarding this bid at any time during the bid process. Any such contact shall be cause for rejection of your bid.

DELAYS: The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify bidders of all changes in scheduled due dates by written addendum.

EXECUTION OF BID: Bid must contain a manual signature, in ink, of an authorized representative, who has the legal ability to bind the bidder in contractual obligations. Responses must be typed or legibly printed in ink. Use of erasable ink is not permitted. The original bid conditions and specifications cannot be changed or altered in any way. Altered bid will not be considered.

RESPONDENT INFORMATION: Firms shall complete the "Corporate Authority", "Joint Venture", "Sole Proprietorship", or "Partnership" portion of the bid Information Sheet, whichever part applies, and include with their submittal.

JOINT VENTURES: Responses submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this Bid.

NO RESPONSE: If not submitting a bid response, respond by returning only the Statement of No Response, and give the reason in the space provided. .

BID OPENING: Shall be public, at the above address, on the date and at the time specified above. The date and time shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered; such Submittals will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Finance Department serve as the official authority to determine lateness of any response. It is the Respondents sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place of the bid opening. Submittals which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are **not** acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids. Bid tabulations will be furnished upon written request which includes a self-addressed, stamped envelope.

Persons with disabilities needing assistance to participate in the Public Bid Opening should contact the City Clerk at least 48 hours in advance of the meeting at 386-878-2100.

TAXES: The City is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The City's exemption numbers are on the face of the purchase order. If requested, the Purchasing Manager will provide an exemption certificate to the awarded Bidder. Vendors/contractors doing business with the City shall **not** be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any Vendor/Contractor be authorized to use the City's Tax Exemption Number in securing such materials.

CERTIFICATES: The City reserves the right to require proof that the bidder is an established business and is abiding by the Ordinances, Regulations, and Laws of their Community and the State of Florida such as but not limited to: Occupational Licenses, Business Licenses, Florida Sales Tax Registration, Federal Employee Identification Number.

MISTAKES: Bidders are expected to examine the terms and conditions, specifications, delivery schedule, proposed prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT BIDDER'S RISK.** In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price, and extension thereof, will prevail and the Bidder's total

offer will be corrected accordingly. Bids having erasures or corrections must be initialed in ink by the Bidder.

AWARD TERM The initial term of this award is for a period of three years renewable annually upon mutual agreement of both parties.

INVOICING AND PAYMENT: Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this specification shall minimally meet the following conditions to be considered as a valid payment request:

- a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to the Finance Department at the address as stipulated on the Purchase Order.
- b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated City employee or authorized Agent; be clearly marked as "partial", "complete" or "final" invoice. The City will accept partial deliveries.
- c. The invoice shall contain the Bidder's Federal Employer Identification Number (F.E.I.N.).
- d. The City's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any discounts must be offered on the Bid Response Form.

GENERAL: The City of Deltona, having limited storage facilities, requires the service of private firms to provide materials, supplies and/or services on an as needed basis, as indicated herein, to support the City's needs.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, the following conditions shall apply: No additional terms and conditions included with the response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this request if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

INTERPRETATIONS: All Respondents shall carefully examine the Bid Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of bids. Failure to do so, on the part

of the Respondent, will constitute an acceptance by the Respondent of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid Documents shall be requested in writing by email to kduffy@deltonafl.gov (facsimile transmission acceptable (386) 878-8571, and received by the City at least seven (7) calendar days prior to the Bid Opening. Inquires shall be addressed to the attention of the Contact person as indicated on Page 1. No person is authorized to give oral interpretations of, or make oral changes to, the Bid. Therefore, oral statements given before the Bid opening will not be binding. Any interpretation of, or changes to, the Bid will be made in the form of a written Addendum to the Bid and will be furnished to all Respondents through DemandStar. Receipt of all addenda shall be acknowledged by the Respondents by signing and enclosing said addenda or addendum acknowledgement with their response.

ADDENDUM: The City will record its responses to inquiries, any supplemental instructions, and/or necessary revisions to Bid Documents, in the form of a written addendum. Should revisions to the Bid Documents become necessary, the City will post a written addendum to the DemandStar website which will go out to all Respondents who received a bid package through DemandStar. All addenda are posted to the DemandStar website and current plan holders are notified that an addendum has been issued. Respondents who obtain Bid Documents from other sources must officially register with the City's Purchasing Manager in order to be placed on the DemandStar website as a Bid holder in order to receive any forthcoming addenda or other official communications. Failure to register as a prospective Respondent may cause your bid to be rejected as non-responsive if you have failed to submit a bid without an addendum acknowledgment for the most current addendum. It is the vendor's responsibility to check the DemandStar website at www.demandstar.com in order to be sure latest addendum and any prior addendum have been received.

PROTESTS: Any Respondent who disputes the contract award recommendation shall file such protest according to the bid protest procedures. These procedures are available upon request from the City.

CONFLICT OF INTEREST: All Respondents must disclose with their bid the name of any officer, director, or Agent who is also an employee of the City. All Respondents must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches.

LEGAL REQUIREMENTS: Respondents are required to comply with all provisions of Federal, State, City and local laws and ordinances, rules and regulations that are applicable to the items being bid. Lack of knowledge by the Respondent shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

DRUG-FREE WORKPLACE: Preference shall be given to business with Drug-Free Work Place (DFW) programs. Whenever two or more bids which are equal with respect to

price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

POSTING OF BID AWARD: Recommendation for award will be posted for review by interested parties on DemandStar. Failure to file a protest to Purchasing within the time prescribed in the City's Purchasing Manual, shall constitute a waiver of proceedings.

AWARD: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all Submittals, or waive any minor irregularity or technicality in Submittals received, award or eliminate an portion of the submittal, and may, at its sole discretion, request a re-bid, or abandon the project in its entirety. Respondents are cautioned to make no assumption until the City has entered into a contract or issued a purchase order.

EEO STATEMENT: The City is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

CONTRACTUAL AGREEMENT: The contents of this bid and all provisions of the successful firm's submittal deemed pertinent by the City may be incorporated into a contract and become legally binding. A separate contract document, other than the purchase order, may or may not be issued. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be County of Volusia, Florida.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Respondent to notify Purchasing at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

PERMITS/LICENSES/FEES: Any permits, licenses, or fees required will be the responsibility of the Contractor, no separate or additional payment will be made.

Adherence to all applicable code regulations (Federal, State, City, City) are the responsibility of the Contractor.

INDEMNIFICATION: The Respondent, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Commissioners from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item

manufactured by the Respondent. Further, if such a claim is made, or is pending, the Respondent may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Respondent and receive reimbursement. If the Respondent used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

ADVERTISING: In submitting a bid, Respondent agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

ASSIGNMENT: Any purchase order or contract issued pursuant to this Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the City, through the Finance Department.

COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH: Respondent certifies that all material, equipment, etc., contained in his/her bid meets all applicable O.S.H.A. requirements. Respondent further certifies that, if he/she is the successful Respondent, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Respondent.

RESPONSIBILITY: A Respondent must have at the time of the bid opening, a company in operation, (if applicable) or be a fully authorized Agent or representative of the product proposed, and capable of producing or providing the items proposed, and follow-up parts and service, including any warranty services as applicable, and so provide such certification upon request.

FACILITIES: The City reserves the right to inspect the Respondent's facilities at any reasonable time, during normal working hours, to determine that Respondent has a bona fide place of business, and is a responsible Respondent.

DISQUALIFICATION OF RESPONDENT: More than one response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Respondent is involved in more than one bid submittal will be cause for rejection of all BID's in which such Respondents are believed to be involved. Any or all Submittals will be rejected if there is reason to believe that collusion exists between Respondents. Bids in which the prices obviously are unbalanced will be subject to rejection.

ADJUSTMENTS / CHANGES / DEVIATIONS: No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a BID expressly so provide. Any other adjustments, changes or deviations shall

require prior written approval, and shall be binding **ONLY** if issued by the City's Finance Department. The Respondent shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

PUBLIC RECORDS: Upon award recommendation or thirty (30) days after opening, whichever is earlier, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(o), Florida Statutes. Respondents must invoke the exemptions to disclosure provided by law in the response to the bid, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

BID's may be reviewed at City Hall, 2345 Providence Blvd., Deltona, FL 32725.

BID PREPARATION COSTS: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Bid. Respondents should prepare their submittals simply and economically, providing all information and prices as required.

ACCEPTANCE / REJECTION: The City of Deltona reserves the right to accept or reject any or all Submittals and to make the award to that Respondent, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City of Deltona also reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. The City of Deltona reserves the right to inspect all facilities of respondents in order to make a determination as to the foregoing. The City of Deltona reserves the right to waive any irregularities, informalities, and technicalities in offers received, and may, at its discretion, request a re-bid, or abandon the project/procurement in its entirety.

TERMINATION FOR CONVENIENCE Agreement resulting from this bid may be terminated for convenience by the City upon thirty (30) days advance written notice to the consultant; but if any work is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the City until said work is completed by the Consultant and accepted by the City

ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

BID#21004
ECONOMIC DEVELOPMENT SPECIALIST

GENERAL INFORMATION

The City of Deltona, Florida is seeking bids from firms or individuals with a business in Florida and insurance to provide Economic Development Specialist Services for the City's Office of Economic Development. The respondent shall provide a detailed resume outlining their knowledge and experience as it relates to the work as listed below. The position requires a minimum of ONE (1) YEAR working in the field of Economic Development under the direction of a certified Economic Development Manager.

The City is requesting an annual fee to work at City Hall as a contracted employee or firm for 40 hours per week for 26 weeks per year. Also requested is an hourly rate for any work requested outside of the standard annual work schedule. It is the City's intent to award an initial contract to a firm or individual for a period of three years, renewable annually if agreed upon by both parties. The City anticipates entering into an exclusive contract with the firm/individual that is deemed to be the most advantageous for the City's purposes. The firm or individual shall not be considered an employee of the City of Deltona. This is a contracted position.

General Description

Under general supervision, the purpose of the position is to provide complex, diversified office support for the City of Deltona's Office of Economic Development. Firms/individuals in this classification coordinate varied administrative processes for the Office of Economic Development. Firms/individuals are responsible for basic economic development tasks, document management, schedules, answering inquiries, and other specialized technical, creative or operational capacity. Performs related work as required.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the job/class as necessary. This is a three (3) year contract, renewable annually upon agreement of both parties.

Scope of Work:

Functions as the Economic Development Specialist in a complex department requiring complex and confidential activity. Coordinates with the Economic Development Manager to organize and implement economic development programs based on Economic Development Strategic Plans. The ability to utilize economic development in the management of City OED websites (www.DeltonaMeansBusiness.com and www.FloridaEcoParks.com) is a primary and critical duty. Economic development video production is a primary function of this position. Implements programs upon assignment and with minimum supervision.

Assists the Economic Development Manager in efforts to foster corporate attraction and relocation of new businesses into the City, and/or expansion of businesses located within the City of Deltona, retention of existing businesses in the City of Deltona; maintains relationships

with community and economic development partners and participates in trade associations, industry events and other community events; works regularly with other economic development organizations, Team Volusia EDC, neighboring local, county, state and federal governments.

Performs research and reports specialized demographic and financial information. Provides marketing support to the Office of Economic Development. Demonstrates professional communication skills using both orally and in writing.

Assist in preparation of grant applications and perform grant management for economic development projects, as required for the Office of Economic Development.

Work with other City departments in cross departmental projects to assist developers and business owners with site planning, zoning, platting, incentives and other regulatory issues associated with redevelopment and economic development, including the Southwest Deltona Community Redevelopment Area (CRA).

Meets with representatives from Deltona's business community, public officials, and civic groups to maintain relationships and explain various City projects and programs.

Assists with marketing projects and events; orders promotional supplies and coordinates resources related to events and marketing materials, and maintains a current running budget for the Office of Economic Development.

Essential Requirements for this position include but are not limited to the following:

The position requires a minimum of ONE (1) YEAR working in the field of Economic Development under the direction of a certified Economic Development Manager.

The position requires that the Respondent must have and be able to demonstrate ability to produce, direct, edit videos and create graphics, charts and presentations. The ability to operate a wide variety of programs which are required to implement factors such as digital animation, GIS, HTML, JSON, CSS. Must be experienced in website design and implementation. Required to understand and operate all social media platforms and create custom embed codes for videos with custom thumbnails.

The Respondent must have and be able demonstrate a deep knowledge of Google's Search Console and analytics.

The Respondent must be able to write well designed, testable, efficient code, utilizing best software development practices. Create website layout/user interface by using standard HTML/CSS practices. Integrate data from various back-end services and databases, while gathering and refining specifications and requirements based on technical needs. The position requires the Respondent create and maintain software documentation, and be responsible for maintaining, expanding, and scaling the City's Economic Development sites.

The Respondent must maintain current knowledge of emerging technologies/industry trends and then be able to apply those current trends into operations and activities and be able to cooperate with web designers in matching visual design intent requirements:

1. Proven working experience in web programming;

2. Top-notch programming skills and in-depth knowledge of modern HTML/CSS Familiarity with at least one of the following programming languages: PHP, ASP.NET, JavaScript and/or Ruby-on-Rails;
3. Must have a solid understanding of how web applications work including security, session management, and best development practices Adequate knowledge of relational database systems, Object Oriented Programming and web application development Hands-on experience with network diagnostics, network analytics tools
4. Must have and demonstrate basic knowledge of Search Engine Optimization process and have aggressive problem diagnosis and creative problem solving skills;
5. Must have strong organizational skills to handle multiple tasks within the constraints of timelines and budgets with business acumen;
6. Must have the ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques.
7. Must have be currently registered with the FAA for drone operation.
8. Must have a current Apple Developer's License.
9. Must have a current Google App Developer's License.
10. Must have current knowledge and capabilities in video equipment:
 - (A) Preproduction: Write script and have it approved. Make sure shoot locations are available and reserved. Have available equipment capable of accomplishing your anticipated vision. Make a plan for recording sound. Schedule any talent (actors) being used in the video. Make a plan for video output. Determine desired camera settings before shooting (resolution, frame rate, etc.).
 - (B) Production: Bring all necessary gear to the shoot. Set white balance. Make sure camera settings are correct. Make sure tripod is level. Use headphones when recording audio. Shoot establishing shots. Get shots of the environment (coverage, B-roll) to make editing easier. Get wide, medium and close-up shots of on-camera talent line delivery. Make shots as stable as possible. Don't zoom during shots. Keep the subject of each shot in sharp focus.
 - (C) Post-production: Add UNT intro and outro graphics. Keep footage organized and together. Watch for flash frames (black frames caused by gaps between clips). Make sure audio levels are consistent. Use only essential footage/audio in the final piece (to avoid videos that drag). Make sure any titles included are appropriate and look professional. Avoid typefaces: Comic Sans, Papyrus, Chiller, Curlz, etc. Use the standard UNT typeface for video titles, Helvetica Neue/Make sure you adhere to standard export settings. Set H.264 codec, 1920X1080, 30p or 24p, at least 20mbps (bitrate). Set audio at 44.1kHz or 48kHz
 - (D) YouTube: Include relevant video title. Include relevant description. Include relevant video tags and include UNT-related tags as well. Set the category/location. When upload is complete, change the video settings. End-screens & cards.
 - (E) Camcorders DSLR and mirrorless cameras Compact cameras Mobile phones
 - (F) Tripods/Lenses (Prime & Zoom)
 - (G) Video Software (DaVinci Resolve & Adobe Creative Suite, including Animation, Photoshop AfterEffects, Illustrator and Character Animator), plus Lighting, Microphones (External, On-camera, Wireless, Shotgun and accessories), Memory cards, Portable Hard drives, Batteries, Gimbals, Carrying bags, Light reflectors)
 - (H) WEBMASTER: Wordpress, HTML, JSON, CSS Graphic Design -from concept to reality SEO -websites, videos Writing -Content creation and article marketing Content Strategy -Proper placement, analytics VIDEO EDITOR, PRODUCER, DIRECTOR &

CAMERA OPERATOR. Audio engineer After Effects, Premier Pro, Character Animator, Photoshop, Lightroom Production scheduling, partnerships and online marketing (custom embed codes, keywords, SEO) Camera, lighting and audio equipment setup and utilization CGI, 3d Modeling/rigging MAPS JAVASCRIPT API Custom markers, overlays, KML and GeoRSS, Geocoding, local context library, google loader migration, vector maps, POI behavior, versionizing and url parameters. Custom legends and styles. Google map video tours.

(I) APP DEVELOPMENT Utilizing data routing, security, authentication, authorization and service orchestration. MBaaS, SOA, IDE. SDK's to access device features, cross-platform. HTML5, C#. Action trees visual programming language, visual blocks PL. Python and OTA development

(J) CUSTOM QR CODE Two dimensional quick response code generation. Encoding, Byte, Kanji, ECI, FNC1. IQR, JAB code, QRGraphy, IQR at zero cost with integration of search analytics.

(K) ONLINE MARKETING Combinations of search engine optimization (SEO), search engine marketing (SEM), content marketing, influencer marketing, content automation, campaign marketing, data-driven marketing, social media marketing, social media optimization and e-mail direct marketing.

11. Must be experienced WEBMASTER:

Experienced in the utilization of -Wordpress, HTML, JSON, CSS - Graphic Design - from concept to reality - SEO -websites, videos - Writing -Content creation and article marketing - Content Strategy -Proper placement, analytics

12. Must be experienced VIDEO EDITOR, PRODUCER, DIRECTOR & CAMERA OPERATOR (Audio Engineer)

(A) After Effects, Premier Pro, Character Animator, Photoshop, Lightroom Production scheduling, partnerships and online marketing (custom embed codes, keywords, SEO)

(B) Camera, lighting and audio equipment setup and utilization

(C) CGI, 3d Modeling/rigging

(D) MAPS JAVASCRIPT API, Utilizing custom markers, overlays, KML and GeoRSS, Geocoding, local context library, google loader migration, vector maps, POI behavior, versionizing and url parameters. Custom legends and styles. Google map video tours.

(E) APP DEVELOPMENT Experienced user of data routing, security, authentication, authorization and service orchestration.

MBaaS, SOA, IDE. SDK's to access device features, cross-platform. HTML5, C#. Action trees visual programming language, visual blocks PL. Python and OTA development

(F) CUSTOM QR CODE Fully capable in the use of two dimensional quick response code generation. Encoding, Byte, Kanji, ECI, FNC1. IQR, JAB code, QRGraphy, IQR at zero cost with integration of search analytics.

(G) ONLINE MARKETING

Combinations of search engine optimization (SEO), search engine marketing (SEM), content marketing, influencer marketing, content automation, campaign marketing, data-driven marketing, social media marketing, social media optimization and e-mail direct marketing.

Keeps appointment calendar and schedules appointments; makes travel arrangements. Operates a variety of office equipment, such as computer terminals, copy machines, digital cameras, etc.

Additional Duties:

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Plans and works with others in the sequence of major activities and reports on operations and activities which are very broad in scope.

People Responsibility:

People include City workers, workers in other areas or agencies, and the general public.

Works with others in determining work procedures, duties and assignments, and maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the departmental management procedures.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

The computation of Investments and Returns on Investments.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, customers, businesses or others in the general public; works in a very fluid environment with guidelines, but significant variation.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is serious – affects most units in organization, and may affect citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires no responsibility for the safety and health of others.

Minimum Education and Experience Requirements:

Requires a minimum of a Bachelor's Degree, preferably but not limited to a degree in Business, Economics, Urban Development or closely related field.

IEDC Basic Course Certification and/or CEcD Certification is preferred and existing and prior economic development experience is required. If the IEDC Basic Course Certification and/or CEcD Certification course has not been previously successfully completed, then said class must be successfully completed within the time limits set by the Economic development Manager, dependent on class scheduling availability.

Special Certifications and Licenses:

Requires a driver's license valid in the State of Florida.

Americans with Disabilities Act Compliance

The City of Deltona, FL is an Equal Opportunity Employer. ADA requires the City of Deltona, FL to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Bidders must submit one (1) response marked “Original” and three (3) copies marked “Copy” for a total of four (4) complete packages of the bid in a sealed envelope. Bids shall be addressed to:

**City of Deltona
Attn: Kate Duffy, CPPO, CPPB
2345 Providence Blvd.
Deltona, Florida 32725**

All bids must be received by Thursday, March 18, 2021 by 2:30 p.m. Any bids received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand-delivered or couriered. Faxed or e-mailed bids will be automatically rejected. Only the names of the bids will be read aloud at the due date and time. Bid do not become public record until 30 days or upon Notice of Award, whichever comes first.

All bids shall remain valid for a period of sixty (60) days beyond the deadline for submission and may be extended beyond that time by mutual agreement. The City will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under section 287.133(3) (d), Florida Statutes. The City of Deltona declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the City.

The City reserves the right to reject any and all bids, to waive informalities in any or all bids, to re-advertise for bids, and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the City of Deltona.

**BID #21004
ECONOMIC DEVELOPMENT SPECIALIST
BID FORM**

Annual Fee to provide 40 hours per week for of 26 weeks per year	\$ _____
Hourly Rate for any additional work (after hours/weekends)	\$ _____

Firm/Individual Name: _____ **Bid dated:** _____

Firm Representative: _____

DISQUALIFICATION OF RESPONDENTS

Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity, may not submit response/bids on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes. Attachment “B” must be completed, signed and included in the Respondent’s bid.

Conflict of Interest. Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

Prohibited Communication. Any form of communication, except to the Purchasing Manager, shall be prohibited regarding this particular Request for Bids, between:

1. Any person or person’s representative or any person on behalf of anyone seeking an award from such competitive solicitation; and
2. Any City Commissioner, Selection Committee member, City Manager, City Attorney, or any City employee not identified as a point of contact for this Request for Bids.

The prohibited communication shall be in effect as of the date of release of this BID. The provisions of this section shall terminate at the time the City awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

A violation of the prohibited communication section shall be cause for disqualification of the bid or bid. The determination of a violation shall be made by the Purchasing Manager and communicated to the bidder.

EXAMINATION OF BID DOCUMENTS

Each Respondent shall carefully examine the bid and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall at once notify the City's Purchasing Manager in writing.

ATTACHMENT "A"

Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period. BID#21004	Addendum # _____ through # _____ Initial: Date:
Person Completing BID (Signature)	
Name (Printed):	Title:

>>>Failure to submit this form would have a negative impact on your evaluation score<<<

**ATTACHMENT
"B"**

THE CITY
OF DELTONA

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES

**TO BE RETURNED WITH
BID**

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Bid or Contract for _____.
2. This sworn statement is submitted by _____
(entity submitting sworn statement), whose business address is _____
and its Federal Employee Identification Number (FEIN) is _____
. (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____). _____
(please print name of individual signing), and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1) (a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The

ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

Date

STATE OF FLORIDA
CITY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
, who, after first being sworn by me, affixed his/her signature in the space
provided above on this _____

**CITY OF DELTONA
FIRM INFORMATION FORM**

The information below is required to complete your bid packet. Type or print only.

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Fax Number: _____

Project Contact: _____

e-mail address: _____

Remittance (Payment) Mailing Information

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Fax Number: _____

Project Contact: _____

e-mail address: _____

Federal Tax ID No.: _____

Tax ID Type: Federal Tax ID Social Security Number

This Form Must Be Completed and Returned with your Submittal.

STATEMENT OF NO BID

Kate Duffy, Purchasing Manager
Purchasing Division, Finance Department
City of Deltona
City Hall
2345 Providence Blvd.
Deltona, FL 32725
(386) 878-8570
kDuffy@deltonafl.gov

We, the undersigned, have declined to bid on Bid _____ for the following reason(s):

- We do not offer this service\product.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Other

We understand that if the Statement of No Bid letter is not executed and returned, our name may be deleted from the list of qualified Respondents to the City of Deltona.

Company Name

Authorized Person's Signature

(Print or type name and title of signer)

Company Address

Telephone Number

Toll Free Number

FAX Number

Date

DRUG FREE WORKPLACE FORM

The undersigned Respondent, in accordance with Florida Statute 287.087 hereby certifies that does: (Name of Business)

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 Drug-Free statement.
4. Notify the employees that as a condition of working on the commodities or Contractual services that are under bid, employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no lo contendere to, any violation of Chapter 1893 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 the 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 business complies fully with the above requirements.

(Authorized signature)

(Date)

NON-COLLUSION AFFIDAVIT OF PRIME RESPONDENT

STATE OF (_____) COUNTY OF (_____)

_____, being duly sworn, deposes and says that:

- (1) He/she is of _____ firm, Respondent that has submitted the attached response.
- (2) He/she is fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such solicitation.
- (3) Such solicitation is genuine and is not a collusive or sham solicitation.
- (4) Neither the said Respondent nor any of its officers, partners, City’s, agent representatives, employees or parties in interest including this affiant, has in any way, colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person, to submit a collusive or sham response in connection with the Agreement for which the attached response has been submitted or to refrain from bidding in connection with such Agreement, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached solicitation or of any other Respondent, or to fix any overhead, profit or cost element of the proposed price or the proposed price of any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful Agreement any advantage against the City of Deltona, Florida, or any person interested in the proposed Agreement.
- (5) The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, or unlawful Agreement on the part of the Respondent or any of its agents, representatives, City’s, employees, or parties of interest, including affiant.

(Signed)

(Title)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

(Signature of Notary Public)

(Name of Notary Typed, Printed or Stamped) Notary Public _____
(Commission Number)

INSURANCE REQUIREMENTS

The Contractor/Respondent agrees to provide and maintain at all times during the term of any agreement resulting from this BID, or for such longer periods as may be required, without cost or expense to the City of Deltona, policies of insurance insuring the Contractor/Respondent against any and all claims, demands, or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the Contractor under the terms and provisions of this agreement. The awarded vendor shall secure and maintain, at its sole cost and expense during the contract term, the following minimum insurance coverage:

Commercial General Liability – Shall have minimum limits of \$100,000 Per Occurrence. Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and/or Operations, Independent Contractors and Products and/or completed Operations, and a Contractual Liability Endorsement.

Workers Compensation – Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$100,000 each accident.

Requirements for Contractors that qualify for an exemption under the Florida Worker's Compensation law in Chapter 440 Florida Statutes are detailed below: Incorporated or unincorporated Contractors with one or more employees shall be required to provide a copy of their "Notice of Election to be Exempt," along with valid proof of coverage for non-exempt employees.

The City reserves the right to request a copy of the complete insurance policy(ies) and any endorsements for the insurance referenced above. A certificate of insurance indicating that the respondent has coverage in accordance with the requirements herein set forth shall be furnished prior to the execution of the contract and annually upon renewal thereafter. **The respondent shall either cover any sub-Contractors on its policy or require the sub-Contractors to conform to all requirements for insurance contained herein.**

Respondent agrees that City will make no payments pursuant to the terms of the contract until all required proof or evidence of insurance has been provided to the City Representative. Respondent agrees that the insurer shall waive its rights of subrogation, if any, against the City on Commercial General Liability and Workers Compensation.

E-VERIFY FORM

Project Name:	
Project No.:	

ACKNOWLEDGEMENT

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Coconut Creek; and
- c) *Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.*

I attest to being E-Verified:

COMPANY CONTACT INFORMATION	Company Name:
	Authorized Signature:
	Print Name:
	Title
	Date:
	Phone:
	Email:
	Website: