



Request for Quote

Copy Services

Service Provision Term: July 1, 2026 to June 30, 2031

| | |
|--------------------------------|--|
| Date Issued | March 16, 2026 EDT |
| Deadline for Submission | No Later Than 3:00 pm, EDT April 17, 2026 |
| Submit Quotes To: | Nica Morgan Executive Assistant CareerSource Heartland 5901 US Hwy 27 S, Suite 1 Sebring, Florida 33870 emorgan@careersourceheartland.com (863) 385-3672 x 1317 |

A proud partner of the
The logo for AmericanJobCenter network features the text "AmericanJobCenter" in a blue sans-serif font, with a red star above the "o" in "Job", and the word "network" in a smaller, grey sans-serif font below it.

CareerSource Heartland is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Request for Quote

Tel 863-385-3672
Fax 863-382-9067

5901 US Hwy 27 S, Ste 1
Sebring, FL 33870

www.careersourceheartland.com

Date Released: March 16, 2026 EDT

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REQUEST FOR QUOTE (RFQ)

CareerSource Heartland (CSH) is a not-for-profit, tax-exempt corporation that operates as a demand-driven and business focused public-private partnership. Through oversight provided by the local elected officials from Desoto, Hardee, Highlands and Okeechobee counties, our Board offers workforce development related growth opportunities to Business Customers and Job Seekers throughout our Quad-County service delivery area.

Heartland Workforce Investment Board, Inc., dba CareerSource Heartland is issuing this RFQ for copy services in our Arcadia, Okeechobee, and Sebring offices.

PROGRAM FUNDING

CSH programs are fully supported by the U.S. Department of Labor, the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and/or the Florida Department of Commerce, as part of awards totaling \$3,393,080.

TERM

CareerSource Heartland is seeking a multi-year subscription with an approved vendor. This monthly plan should be tax exempt and provide support throughout the term of the subscription. All terms will be reviewed and approved by CareerSource Heartland's Board or its designated representative before final decisions are made on vendor selection.

PROJECT MANAGER

The Project Manager is Caleb Henderson, Director of Information Technology for CareerSource Heartland.

RFQ QUESTIONS

All RFQ questions and/or inquires may be submitted by email, referencing "Copy Services RFQ" in the subject line, to emorgan@careersourceheartland.com from the date of release until March 23, 2026. Answers will be posted on the CareerSource Heartland website within 24 hours of receipt of question, or as soon as possible thereafter. View the CareerSource Heartland website at <http://www.careersourceheartland.com>

RFQ TIMETABLE

This schedule may be subject to change due to modifications to the scope of work and/or other components necessary for successful completion of the project plan. The following schedule has been established for this RFQ:

Release Date: 3/16/2026 EDT
Initial Proposal Due: 4/17/2026 EDT

PROJECT OVERVIEW

CareerSource Heartland is looking for quotes for the lease of equipment comparable to that currently in use (see list below).

Unit 1

eStudio 2525AC--Sebring location

25 ppm Color Unit

300 Sheet DSDF Feeder

Includes:

(3) 550 sheet paper trays plus a bypass tray

Floor Standing, commercial copier with copy, print, scan and fax capability up to 12 x 18 inch documents

Color touch screen

Hard Drive

Average monthly Impressions volume:

Black: 739

Color: 29

Unit 2

eStudio 2528A--Okeechobee location

25 ppm Black and White Unit

300 Sheet Dual Scan Doc Feeder

Includes:

(2) 550 sheet paper trays plus a bypass tray

Floor Standing, Commercial copier with copy, print, scan and fax capability up to 12 x 18 inch documents

Color touch screen

Hard Drive

Average monthly Impressions volume:

Black: 2,004

Unit 3

eStudio 3528A—Sebring location

26 ppm Black and White Unit

300 Sheet Dual Scan Doc Feeder

Includes:

(2) 550 sheet paper trays plus a bypass tray

Floor Standing, Commercial copier with copy, print, scan and fax capability up to 12 x 18 inch documents

Color touch screen

Hard Drive

Average monthly Impressions volume:

Black: 1,118

Unit 4

eStudio 3528A—Sebring location

26 ppm Black and White Unit

300 Sheet Dual Scan Doc Feeder

Includes:

(2) 550 sheet paper trays plus a bypass tray

Floor Standing, Commercial copier with copy, print, scan and fax capability up to 12 x 18 inch documents

Color touch screen

Hard Drive

Average monthly Impressions volume:

Black: 878

Unit 6

eStudio 3528A—Arcadia location

26 ppm Black and White Unit

300 Sheet Dual Scan Doc Feeder

Includes:

(2) 550 sheet paper trays plus a bypass tray

Floor Standing, Commercial copier with copy, print, scan and fax capability up to 12 x 18 inch documents

Color touch screen

Hard Drive

Average monthly Impressions volume:

Black: 2441

PROJECT BILLING

Billing should be invoiced monthly and preferably by individual unit.

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ATTACHMENT D – RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Respondent.

In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Heartland.

Part I: Information on Respondent

Legal Name of Respondent: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Part II:

Is Respondent a relative of any CareerSource Heartland principal? Yes No

Is any CareerSource Heartland principal an employee of respondent? Yes No

Is Respondent an employee of any CareerSource Heartland principal? Yes No

Is Respondent a business associate of any CareerSource Heartland principal? Yes No

If you responded “Yes” to any of the above questions, please state with whom and explain the relationship (use additional sheets if necessary):

Part III: Original Signature Required

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date of which CareerSource Heartland awards a contract for youth services. In accordance with s.837.06 Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s.775.082 or s.775.083, Florida Statutes.

Printed Name/Title of Person Completing Form

Signature

Date

ATTACHMENT E – CERTIFICATIONS & ASSURANCES

CareerSource Heartland will not award a grant where the Proposer has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this agreement, the Proposer hereby certifies and assures that it will fully comply with the following:

By signing the agreement, the Proposer is providing the assurances and certifications as detailed below:

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Proposer and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA, the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Proposer agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200. Proposer will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements.

2. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Proposer shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Proposer shall report any violation of the above to the contract manager. Energy Efficiency: The Proposer shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Proposer will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Proposer will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

3. CONFIDENTIALITY

It is understood that the Proposer shall maintain the confidentiality of any information, regarding client customers and the immediate family of any applicant or customer, that identifies or may be used to identify them, and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Proposer shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by client for purposes related to the performance or evaluation of the Agreement may be divulged to client or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the

services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the client. No release of information by Proposer, if such release is required by Federal or State law, shall be construed as a breach of this Section.**

4. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement. Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

5. MONITORING

At any time and as often as CSH, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Proposer shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Proposer's expense, at reasonable locations as determined by Client. Proposer shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from Client.

6. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Proposer agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Proposer shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

7. THE PRO-CHILDREN ACT

Proposer agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Proposer shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

8. TERMINATION FOR DEFAULT/CONVENIENCE

This agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
- b. CSH may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.

- c. CSH may unilaterally terminate this agreement at any time that it is determined that:
- d. Proposer fails to provide any of the services it has contracted to provide; or
- e. Proposer fails to comply with the provisions of this agreement; or
- f. Such termination is in the best interest of CSH
- g. Written notification of termination must be by registered mail, return receipt requested.

If Proposer disagrees with the reasons for termination, they may file a grievance in writing according to the Appeal Procedure identified in Section V-G.

In the event this agreement is terminated for cause, Proposer shall be liable to CSH for damages sustained for any breach of this modified agreement by the Proposer, including court costs and attorney fees, when cause is attributable to the Proposer.

In instances where Proposers/sub grantees violate or breach agreement terms, CSH will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

9. HATCH ACT

Proposer will comply with the provisions of the HATCH ACT, 5 U.S.C. 1501-1508 and 7328 which limit the political activities of employees whose principal employment activities are funded in whole or part with Federal funds.

10. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Proposer agrees that in administering the contract it will comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial, or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

11. ETA SALARY INFORMATION

Proposer certifies that it is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after June 15, 2006 (as stated in the law), shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to Proposers providing goods and services as defined in 2 CFR200.

12. TRAFFICKING VICTIMS PROTECTION ACT

Proposer will comply with the Trafficking Victims Protection Act of 200 (2 CFR 175).

13. VETERAN'S PRIORITY OF SERVICE

Proposer agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 4215 and 20 CFR 1010).

14. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Proposer will comply with 29 CFR 2, Subpart D which prohibits any State or local government receiving funds under any Department of Labor program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Subpart D 2.32(c) Prohibits religious organizations from engaging in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by

direct financial assistance from the Department of Labor, in providing services, from disqualifying a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

15. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

Proposer assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act will be American-made (P.L. 103-333 §507).

16. CODE OF CONDUCT

The Proposer shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts in accordance with 29 CFR 95.42, or abide by CareerSource Heartland's code of conduct.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative

Date



ATTACHMENT F - SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to: Heartland Workforce Investment Board, Inc. d/b/a CareerSource Heartland

by _

(print individual's name and title)

for _

(print name of entity submitting sworn statement)

whose business address is _

and (if applicable) its Federal Employer Identification Number is _ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. 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 of the United States, including, but not limited to, any bid or contract for goods or services 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.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of 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 result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. 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 for fair market value under an arm's length agreement, shall be a 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 36 months shall be considered an affiliate.
5. 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 a binding contract and which bids or applies to bid on contracts for the provision of goods or services 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.

6. Based on information and belief, the applicable statement which I have marked below is true in relation to the entity submitting this sworn statement.
- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.
 - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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; however, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Proposer list. Attached is a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, OR THROUGH THE END OF THE CONTRACT FOR WHICH IT IS BEING SIGNED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

NOTARY PUBLIC

STATE OF _____ COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority,

(name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space

provided above on this _____ day of _____, 202__

My commission expires: _____

ATTACHMENT G - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

1. The Proposer certifies to the best of its knowledge and belief, that it and its principal:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
 - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for 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, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - C. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
 - D. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Board.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT H – BYRD ANTI-LOBBYING CERTIFICATE

Certification for Contracts, Grants, Loans, and Cooperative Agreements (to be submitted with each bid or offer exceeding \$100,000)

APPLICABLE TO THIS PROPOSAL: Yes No

The undersigned Proposer 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 making lobbying contacts to 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 as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(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.

Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

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

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT I - NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS ASSURANCE STATEMENT

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation & Opportunity Act (WIOA), Which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- Financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 prohibiting discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- The American with Disabilities Act of 1990, P.L. 101-336 prohibiting discrimination in all employment practices, including the job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities; and

The Proposer also assures that it will comply with 29 CFR Part 37 and all other regulation implementing the laws listed above.

For construction contracts in excess of \$10,000, the Proposer will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and supplemented on Department of Labor regulations at 41 CFR Chapter 60.

Failure to comply with these provisions may result in termination of any contract or agreement with the Workforce Development Board-Region 19.

I certify that I have read the above statement and on behalf of _____
agree to comply fully with the provisions contained therein.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT J - DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CRF 98, Subpart F, I

_____, the undersigned, in representation of _____

attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notifying the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).
8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known, and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state, and zip code:

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

I certify that I who sign this Drug-Free Workplace Certification on behalf of the Proposer, do so by the authority given by the Governor of the State of Florida, that such signing is within the scope of my powers.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date