

# Emergency RFQ #2020 – IT Equipment

## Request for Quote for:

LAPTOP PACKAGE / WORK FROM HOME SOLUTION

ISSUED ON NOVEMBER 30, 2020

**RESPONSES DUE BY: DECEMBER 4, 2020**

**NO LATER THAN 3:30 P.M. EST.**

### RESPONSES DUE TO:

EARLY LEARNING COALITION OF MARION COUNTY  
ATTN. **PROCUREMENT** RE: **RFQ #2020 – IT EQUIPMENT**  
PHYSICAL ADDRESS: 2300 SW 17<sup>TH</sup> RD | OCALA, FL 34471  
MAILING: 2300 SW 17<sup>TH</sup> RD | OCALA, FL 34471

ANY ALTERATION OF THE LANGUAGE OF THIS RFQ OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RELEASED RFQ WILL NOT BE PERMITTED AND WILL BE SUFFICIENT CAUSE FOR REJECTION OF A QUOTE. IN CASE OF ANY DISPUTE CONCERNING THE TERMS OR LANGUAGE IN THIS DOCUMENT, THE COALITION PRINTED FILE COPY OF THIS RFQ WILL PREVAIL. **PLEASE REFER TO EMERGENCY RFQ #2020-IT EQUIPMENT.**

**Early Learning Coalition of Marion County, Inc.**  
**Request for Quote (RFQ) to Provide Laptop Package / Work at Home Solution**

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**I. INTRODUCTION**

The EARLY LEARNING COALITION OF MARION COUNTY, INC (Coalition) located at 2300 SW 17<sup>th</sup> Rd, Ocala, FL, 34471 will accept Quotes from qualified vendors for Laptop solutions with accessories/peripheral to establish work from home solutions due to emergencies that have arisen/may arise in the work place such as Covid-19, Hurricanes, and other disasters. Please consider this communication an Emergency informal Request for Quote (RFQ).

The Coalition is a not-for-profit corporation organized under the laws of the state of Florida and has been determined exempt by the Internal Revenue Service under the provisions of IRS Code, Section 501(c)(3). The Florida Office of Early Learning has a signed contract with the Coalition as a local early learning coalition for the purposes of implementing programs authorized by Florida Statute Chapter 1002. Our principal function is the provision of oversight, and policy guidance to the early childhood School Readiness and Voluntary Prekindergarten Education systems in Marion County, Florida.

The purpose of this Request for Quote (hereinafter referred to as "RFQ") by the Coalition is to procure computer hardware equipment and technology accessories / peripherals. Through the RFQ, the Coalition will select one or more Proposers to provide the computer hardware equipment and technology accessories / peripherals described herein.

It is the Proposer's responsibility to examine this RFQ, to understand the Coalition's requirements and to submit its proposal ("Proposal") in a timely, complete, and procedurally correct manner. The services described in this RFQ will be procured in accordance with s. 287.057, F.S. Contract(s) or Purchase Order(s) resulting from this solicitation, if any, are anticipated to commence **December 15, 2020**, and will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality and other criteria. The Contract shall be for a bulk one-time purchase of computer hardware equipment and technology accessories / peripherals (unless otherwise specified) and may not be renewed.

The Coalition forecasted maximum funding amount in this RFQ is \$64,000.00 (Category Two) for this procurement, which is subject to change contingent upon the coalition's necessities.

The funds to support this RFQ have been awarded through a *Supporting Safe Operations Grant*. The County of Marion has partnered with the Community Foundation for Ocala/Marion to make grant funding available to mitigate the impact of Covid-19 on Marion County nonprofit organizations. This grant is to assist in offsetting the costs associated with new social distancing guidelines and other modification that impact the delivery of services. The funding restrictions only cover expenses incurred between March 1, 2020 through December 30, 2020.

## II. SCOPE OF COMMODITIES

Early Learning Coalition of Marion County, Inc (Coalition) seeks to procure specific computer hardware equipment and technology accessories / peripherals for use by coalition staff. It is the ultimate goal of the coalition to procure a quote for Thirty-six (36) laptops. The coalition currently has Thirty-two (32) staff members with four (4) laptops as a back-up solution.

Dell technology, quality of equipment, reliability and reasonably priced is appropriate to meet the needs of the Coalition.

<b>DELL LATITUDE 5510 SPECS</b>	<b>DESCRIPTION</b>
<b>Processor</b>	10th Generation Intel® Core™ i5-10210U (4 Core, 6Mcache, base 1.6GHz, up to 4.2GHz)
<b>Operating System</b>	Windows 10 Pro 64bit
<b>Graphics Card</b>	Intel® UHD Graphics 620 with DisplayPort over Type-C for i5-10210U
<b>Memory</b>	8GB, 1x8GB, DDR4 Non-ECC
<b>Hard Drive</b>	M.2 256GB PCIe NVMe Class 35 2230 Solid State Drive
<b>Display</b>	15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, RGB Camera & Microphone, WLAN WWAN capable
<b>Keyboard</b>	Dual Pointing US English Keyboard Backlit with 10 Key Numeric Keypad
<b>Wireless</b>	Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1
<b>Primary Battery</b>	4 Cell 68Whr Express Charge™ Capable Battery
<b>Palm Rest</b>	Dual Pointing with No Fingerprint and No Smartcard Reader
<b>Warranty</b>	3 Years ProSupport with Next Business Day Onsite Service w/accidental damage
<b>Work from Home Essentials</b>	Dell Thunderbolt Dock – WD19TB

<b>ACCESSORIES</b>	<b>QUANTITY</b>
Dell 22 Monitor - P221H	32
Dell Docking Station Mounting Kit	32
Dell USB-C Mobile Adapter - DA300	32
Jabra Evolve 40 MS Computer Headset 3mm / USB	32
Dell Premier Wireless Keyboard and Mouse KM717	32
Dell Pro Backpack 17	32
Canon TR150 Inkjet Printer - Wi-Fi or HP Officejet 200 (CZ993A)	7

### III. SCHEDULE OF EVENTS \*

ACTIVITY	DATE	TIME	ADDRESS/METHOD
Request for Quote Advertised	Monday, November 30, 2020	3:30 PM	<a href="http://www.elc-marion.org/">www.elc-marion.org/</a> (RFQ# 2020-IT Equipment)
<b>Intent to Submit due to the Coalition</b>	<b>Wednesday, December 2, 2020</b>	<b>3:30 PM</b>	<b>Email to <a href="mailto:it@elc-marion.org">it@elc-marion.org</a> Attachment A</b>
Written inquires must be received by the Coalition	Wednesday, December 2, 2020	3:30 PM	Email to <a href="mailto:it@elc-marion.org">it@elc-marion.org</a>
<b>Quotes must be received by the Coalition</b>	<b>Monday, December 7, 2020</b>	<b>3:30 PM</b>	<b>Email to <a href="mailto:it@elc-marion.org">it@elc-marion.org</a></b>
Scoring to be reviewed by Executive Committee	Thursday, December 10, 2020	8:30 AM	
Posting of intent to award	Thursday, December 10, 2020	For 72 hours	<a href="http://www.elc-marion.org/">www.elc-marion.org/</a>
Anticipated effective date of Contract	Tuesday, December 15, 2020		

\* **Times and locations are subject to change. Applicants who have submitted a “Notice of Intent to Submit” will be notified of any changes made to the Schedule of Events. Changes will be posted at [www.elc-marion.org](http://www.elc-marion.org).**

#### **Point of Contact:**

The **sole** point of contact for purposes of this RFQ is:

Marcelle Easter, Business Information Director  
Email: [it@elc-marion.org](mailto:it@elc-marion.org)

**INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any Proposer.**

#### **IV. SOLICITATION PROCESS**

Should you be interested in providing a quote for the computer hardware equipment and technology accessories / peripherals listed above, please include the following information in your response:

##### **A. Notice of Intent to Submit a Quote**

As a condition of submitting a Quote, qualified vendors are required to submit a Notice of Intent to Submit a Quote form (**Attachment A**) which shall set forth the name and address of the firm participating in this solicitation and which bears the original signature of an authorized agent of the Proposer no later than the date specified on Section III to the Point of Contact and address listed in Section III. The submission of the Notice of Intent is mandatory and will provide the Coalition with the address and contact person for each Proposer so that any notices of action can be forwarded appropriately. Failure to submit a Notice of Intent by the deadline may preclude a prospective Proposer from submitting a response for this solicitation and will render the proposer's reply non-responsive and will result in rejection of the Proposer's quote.

##### **B. Proposal Response**

Response should include

1. Description of Proposer's length of time in Computer Sales.
2. Description of Proposer's relevant work history in Florida with Non-Profit organizations;
3. Proposed Budget and detailed pricing
4. Description of Proposer's plan for the anticipated shipping and receipt of the computer hardware equipment and technology accessories / peripherals.
5. Description of Proposer's specialized pricing/in-kind geared to non- profit organizations;
6. A current certificate of good standing issued by the Florida Department of State and Articles of Incorporation along with any other organizational documents sufficient for the purpose of the procurement.

##### **C. Format and Submission**

1. Proposer(s) shall submit to the Coalition an electronic copy of the response submitted as a PDF File viewable in Adobe Acrobat Reader via email to [it@elc-marion.org](mailto:it@elc-marion.org) . The subject line needs to be clearly marked: "**RFQ 2020-IT Equipment - Quote for Laptop Package / Work from Home Solution.**"
2. All supporting documents must directly relate to the Application being submitted. Quotes may not exceed 18 pages (excluding the budget pages and mandated signed documents and/or certifications).
3. Please submit your response to this RFQ (by email) no later than **3:30 PM on December 7, 2020**. Responses received after 3:30 PM on this date will not be considered.
4. Application cover page (**Attachment B**) and all attachments and certifications (**Attachments C-H**) must be completed, signed and attached to the Quote.

##### **D. Inquiries**

1. **All inquiries regarding this solicitation must be made in writing electronically (e-mail). Facsimiles will not be accepted. Inquiries must be received by the date on the Schedule of Events in section III.** Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any

Proposer. Responses to questions will be posted on the Coalition's website: <http://www.elc-marion.org> .

2. Links to the location of replies may be emailed to the vendors who submitted an "Intent to Submit a Quote" form, if requested. No further questions or requests for clarification regarding this RFQ will be entertained after 3:30 PM (EST) on December 2, 2020 the last day for receipt of written inquiries set forth in Section III.
3. Proposers to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 24-hour period following the Coalition posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or Board Member concerning any aspect of this solicitation, except in writing to the Chief Executive Officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**E. Cost of Preparation of Quote**

The Coalition is not liable for any costs incurred by a Proposer in replying to this RFQ.

**F. Insurance.** The Proposer is required to maintain commercial insurance of such a type and with such terms and limits as may be reasonably associated with the resulting contract.

**G. License Permits and Taxes.** The Proposer shall pay for all licenses, permits, and taxes required for this project. In addition, the Proposer shall comply with all federal, state and local codes, laws, ordinances, regulations and other requirements applicable to the work specified in this solicitation at no additional cost to the Coalition.

**H. Special Provisions**

1. Immigration and Nationalization Act. The Coalition shall consider the employment by any Proposer of unauthorized aliens a violation of section 274A (e) of the Immigration and Nationalization Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for rejection of the Quote or, if subsequently discovered, for unilateral cancellation of the Contract.
2. Warranty of Authority. Each person signing the attachments and subsequent contract(s) warrants that he or she is duly authorized to do so and bind the respective party to the contract.
3. Convicted Vendors. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:
  - submitting a bid on a contract to provide any goods or services to a public entity;
  - submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
  - submitting bids on leases of real property to a public entity;
  - being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
  - transacting business with any public entity in excess of the Category Two threshold amount (\$25,000) provided in section 287.017 of the Florida Statutes.
  - any Quotes received from a person or affiliate who has been placed on the convicted vendor list shall be rejected by the Coalition as an unresponsive Quote and shall not be further evaluated.
4. Discriminatory Vendors. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:

- i. submit a bid on a contract to provide any goods or services to a public entity;
  - ii. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
  - iii. submit bids on leases of real property to a public entity;
  - iv. be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
  - v. transact business with any public entity.
5. Proposer's Representation and Authorization. In submitting a response, each Proposer understands, represents, and acknowledges the following (if the Proposer cannot so certify to any of following, the Proposer shall submit with its response a written explanation of why it cannot do so):
- i. The Proposer is not currently under suspension or debarment by the State or any other governmental authority.
  - ii. To the best of the knowledge of the person signing the response, the Proposer, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - iii. Proposer currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - iv. The submission is made in good faith, prices and amounts -actual or approximate- have been arrived at independently and not pursuant to any consultation, agreement or discussion with, or inducement from, or disclosed to, any firm or person to submit a complementary or other noncompetitive response. Nor they will be disclosed before the opening of the Quotes.
  - v. The Proposer has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
  - vi. The Proposer has fully informed the Coalition in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
  - vii. Neither the Proposer nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds has:
    - o within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
    - o within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
  - viii. The product offered by the Proposer will conform to the specifications without exception.

- ix. The Proposer has read and understands the terms and conditions, and the submission is made in conformance with those terms and conditions.
  - x. If an award is made to the Proposer, the Proposer agrees that it intends to be legally bound to the Contract that is formed with the Coalition.
  - xi. The Proposer shall indemnify, defend, and hold harmless the Coalition and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the Proposer's preparation of its bid.
  - xii. All information provided by, and representations made by, the Proposer are material and important and will be relied upon by the Coalition in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Proposer of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.
6. Electronic Posting of Notice of Intended Award. Based on the evaluation, on the date indicated on the Schedule of Events, the Coalition shall electronically post a notice of intended award at <http://www.elc-marion.org/> . If the notice of award is delayed, in lieu of posting the notice of intended award the Coalition shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Coalition a notice of protest within 72 hours after the electronic posting. The Coalition shall not provide tabulations or notices of award by telephone. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes (F.S.), or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S. (Ss. 120.57(3)(a), and Ss. 287.042(2), F.S.).
7. Minor Irregularities/Right to Reject. The Coalition reserves the right to waive any minor irregularity, technicality, or omission and to accept or reject any and all bids, or separable portions thereof, if the Coalition determines that doing so will serve the State's best interests. The Coalition has, at its sole discretion, the absolute right to cancel, amend, modify, supplement or clarify this RFQ solicitation at any time. The Coalition may reject any response not submitted in the manner specified by the solicitation documents.
8. Addenda. Any changes to the RFQ or the contract documents will be done by an official written addendum issued by the Procurement Department. If any revisions to the solicitation become necessary or appropriate, as determined by the Coalition, the Coalition will electronically post the addenda to the Coalition's website [www.elc-marion.org](http://www.elc-marion.org). It is the Proposer responsibility to check the Coalition website or contact the Coalition's *Point of Contact* for this solicitation before the RFQ deadline to ascertain whether any addenda have been issued. Failure to do so and incorporate items required by addenda could result in a determination that the Quote is non-responsive.

**Any Quote that fails to incorporate all addenda, if any, will be deemed non-responsive.**





ATTACHMENT A

**Notice of Intent to Submit a Quote Form**

Title of Quote: RFQ 2020-IT Equipment - Quote for Laptop Package / Work from Home Solution

Proposer Name

\_\_\_\_\_

Services to be provided

\_\_\_\_\_

\_\_\_\_\_

Proposer FEID No. \_\_\_\_\_

Proposer Contact Person's Name and Title

\_\_\_\_\_

Proposer Address

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name and email of Proposer's Project Director (if different from above)

\_\_\_\_\_

Signature of Authorized Official\*

\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Name of Coalition Representative Receiving "INTENT TO SUBMIT A QUOTE" Form:

\_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Delivery Method:  Hand delivered to Coalition  Received by US Mail/Fed Ex/UPS

Emailed

\*An authorized official is an officer of the Proposer's organization who has legal authority to bind the Proposer to the provisions of the Quote. This usually is the President, Chairman of the Board, or Owner of the entity. A document establishing delegated authority must be included with the Quote if signed by other than the president, chairman, or owner.

**APPLICATION COVER SHEET**

Early Learning Coalition of Marion County, Inc.

**RFQ 2020-IT Equipment - Quote for Laptop Package / Work from Home Solution |**

**# of Pages included:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**Date Entity/Business Established (Mo/Year)** \_\_\_\_\_

**Fiscal Year End (month):** \_\_\_\_\_

**Type of Business:**

Private, For-Profit \_\_\_ Private, Not-for-Profit \_\_\_ Public/Government \_\_\_ CMBE \_\_\_

Other \_\_\_\_\_ Federal I.D. #: \_\_\_\_\_

**Cost Summary:**

Total Amount Quoted: \_\_\_\_\_

Name/Position of Person Completing Application:

\_\_\_\_\_

Email Address: \_\_\_\_\_

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says that:

1. He/she is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Quote;
2. He/she is fully informed respecting the preparation and contents of the attached Quote and of all pertinent circumstances respecting such Quote;
3. Such Quote is genuine and is not a collusive or sham Quote;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm, or person to submit a collusive or sham Quote in connection with the Work for which the attached Quote has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached Quote or any other Proposer or to fix any overhead, profit, or cost elements of the Quote price or the Quote price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
5. The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida, personally appeared \_\_\_\_\_

Enter name of individual(s) who appeared before notary and whose name(s) is/are subscribed to within the instrument and he/she/they acknowledge that he/she/they executed it.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_

Notary Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_

(Seal)



**DISCLOSURE OF CONFLICT OF INTEREST**

The award hereunder is subject to the provisions of 2 C.F.R. Part 200.112. Proposers must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Coalition, the State of Florida, or any of its agencies. All firms must disclose the name of any state officer, Board Member, or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches or affiliates.

All Proposers must also disclose the name of any employee, agent, lobbyist, previous employee of the Agency, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Agency in connection with this procurement.

The following persons are officers, director, employee, etc., of the Coalition who have a 5% interest in the Proposer's firm:

\_\_\_\_\_  
\_\_\_\_\_

The following persons are a state officer or employee who owns 5% or more in the Proposer's firm:

\_\_\_\_\_  
\_\_\_\_\_

The following persons have sought to influence the Coalition in this procurement on behalf of the Proposer.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_The Proposer has had no person seeking to influence the Coalition in connection with this procurement.

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

\_\_\_\_\_  
**\*Authorized Signature (Printed), Title**

**\*This individual must have the authority to bind the Proposer.**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
CONTRACTS/SUBCONTRACTS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987, Federal Register (52 Fed. Reg., pages 20360-20369).

**INSTRUCTIONS**

1. Each provider whose contract/subcontract equals or exceeds \$25,000 in federal monies must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. The Coalition cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the contract manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed \$25,000 in federal monies, to submit a signed copy of this certification.
7. The Coalition may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's contract file. Subcontractor's certifications must be kept at the contractor's business location.

**CERTIFICATION**

- (1) The prospective contractor certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.
- (2) Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

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\*Authorized Signature

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\*Authorized Name (Printed) and Title

\*This individual must have the authority to bind the prospective Contractor.

**GENERAL ASSURANCES AND CERTIFICATIONS - VENDOR**

The Early Learning Coalition of Marion County, Inc. (ELCMC) is funded by Florida’s Office of Early Learning, which requires “General Assurances” that must be signed by all agencies and organizations that receive federal or state funds. This is required by:

- Applicable regulations of other federal agencies.
- State laws and regulations pertaining to the expenditure of state funds.

NOTE: Certain of these Assurances may not be applicable to the Vendor’s project or program. If you have questions, please contact the ELCMC.

**Certification:**

I certify that \_\_\_\_\_ will adhere to each of the assurances contained in this set of General Assurances and Certifications as applicable to the project/service(s) for which this Vendor is responsible.

_____ Signature	_____ Date	_____ Area Code/Telephone #
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- A. Assurances – Non-Construction Programs (SF 424 B)
- B. Debarment and Suspension Certification (29 C.F.R. part 98 and 45 C.F.R. part 74)
- C. Certification Regarding Lobbying (29 C.F.R. part 93 and 45 C.F.R. part 93)
- D. Drug-free Workplace Certification (29 C.F.R. part 98 and 45 C.F.R. part 82)
- E. Certification Regarding Convicted Vendor List and Discriminatory Vendor List
- F. United States Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995 (section 507, P.L. 103-333)
- G. Trafficking Victims Protection Act of 2000, section 106(g), as amended (22 U.S.C. 7104)
- H. Certification Regarding Standards of Conduct
- I. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organization for Reform Now (ACORN)
- J. Certification Regarding Equal Employment Opportunity (E.E.O)

By signing, the Vendor is providing the above assurances and certifications as detailed below:

**A. ASSURANCES – NON-CONSTRUCTION PROGRAMS.**

As the duly authorized representative of the Vendor, I certify that the Vendor:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay for the non-Federal share of project cost) to ensure proper planning, management and completion of the Agreement.
2. Will give the ELCMC, the Comptroller General of the United States, and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or ELCMC directives.
3. Will establish safeguards to prohibit employees and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the ELMC

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728 – 4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
7. Will comply with, or has already complied with, the requirements of titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. 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 in part with Federal funds.
9. 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.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. 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 (Clear Air) Implementation Plans under section 176(c) of the Clear 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).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the ELCMC in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other federal laws, executive order, regulations and policies governing this program.

**B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.**

The prospective Vendor, through the duly appointed undersigned representative, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded from covered transactions by any Federal department or ELCMC. The Federal Excluded Parties list is currently located at [www.epls.gov](http://www.epls.gov) and also available passing through the Florida Department of Management Services website at [http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list).
2. Have not, within a three-year period preceding the Agreement, been convicted 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 statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph B.2. of this certification; and/or
4. Have not, within a three-year period preceding the Agreement, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective Vendor is unable to certify to any of the statements in this certification, such prospective Vendor shall attach an explanation to the Agreement.

**C. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned, as a duly authorized representative of the Vendor, certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the Vendor, to any person for influencing or attempting to influence 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.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any ELCMC, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Vendor shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**



Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. 98, Subpart F., the Vendor, through the duly appointed undersigned representative, attests and certifies that the Vendor will provide a drug-free workplace by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor'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 concerning:
  - a. The dangers of drug abuse in the workplace.
  - b. The policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

The Vendor will inform the ELCMC of any changes relevant to the provisions of this section.

**E. CERTIFICATION REGARDING CONVICTED VENDOR LIST AND DISCRIMINATORY VENDOR LIST**

The Vendor hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the Vendor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list, or discriminatory vendor list pursuant to s. 287.134, Florida Statutes, all of which are located at

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list).

The Vendor understands and agrees that it is required to inform the ELCMC immediately upon any change of circumstances regarding this status.

**F. UNITED STATES DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, AND EDUCATION AND RELATED AGENCIES APPROPRIATIONS ACT OF 1995**

In accordance with the Terms and Conditions of the United States Health and Human Services Administration for Children and Families Child Care and Development Fund, the Vendor shall comply with section 507, P.L. 103-333. To the extent practicable, all equipment and products purchased with funds made available in this Act should be American-Made.

**G. TRAFFICKING VICTIMS PROTECTION ACT OF 2000**

In accordance with the Terms and Conditions of the United States Health and Human Services Administration for Children and Families Child Care and Development Fund, the Vendor shall comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each ELCMC award (i.e., grant or cooperative agreement) under which funding is provided to a private entity, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the ELCMC to include a condition that authorizes the ELCMC to terminate the award, without penalty, if the recipient or a subrecipient (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) Procures a commercial sex act during the period of time that the award is in effect; or (c) Uses forced labor in the performance of the award or sub-awards under the award.

**H. CERTIFICATION REGARDING STANDARDS OF CONDUCT**

The Vendor certifies that it shall comply with the provisions of the Health and Human Services Grants Policy Statement and 45 C.F.R. 92.36(b)(3) regarding standards of conduct by establishing safeguards to prohibit employees and board members from using their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

**I. CERTIFICATION PROHIBITING DISTRIBUTION OF FUNDS TO THE ASSOCIATION OF COMMUNITY ORGANIZATION FOR REFORM NOW (ACORN)**

In accordance with Public Law 111-117, no federal funds made available under the Early Learning Grant Agreement may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. In addition, no federal funds may be provided to any covered organization as defined in H.R. 3571, the Defund ACORN Act.

**J. Certification regarding Equal Employment Opportunity (E.E.O.)**

The Vendor agrees that it shall comply with Executive Order (E.O.) No. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp. p. 339), September 24, 1965, as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," of October 13, 1967, and as supplemented by Department of Labor regulations (41 CFR part 60), "Office of Federal Compliance Programs, Equal Opportunity, Department of Labor". See 45 CFR 92.36(i)(3).

The Vendor understands and agrees that it is required to inform the ELCMC immediately upon any change of circumstances regarding this status.

By signing above, the Vendor, through the duly appointed representative, certifies and assures that it will fully comply with the applicable assurances outlined in parts A through J, above.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
-				-					
<b>or</b>									
<b>Employer identification number</b>									
-									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## Early Learning Coalition of Marion County, Inc.

### Direct Deposit Agreement Form

#### Authorization Agreement

I hereby authorize Early Learning Coalition of Marion County, Inc. to initiate automatic deposits to my account at the financial institution named below. I also authorize Early Learning Coalition of Marion County, Inc. to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Early Learning Coalition of Marion County, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until I submit a new direct deposit form to the Finance Department, or Early Learning Coalition of Marion County, Inc. receives a written notice of cancellation from me or my financial institution, or until the termination of the contract, whichever comes first.

Check one:  New Vendor  Change of Information

#### Vendor Information

Name of Individual or Company: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, and ZIP \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tax Identification Number \_\_\_\_\_  FEIN  SSN  
Check One

#### Account Information

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_  Business  Personal  
Check One

Account Number: \_\_\_\_\_  Checking  Savings  
Check One

#### Signature

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Authorized signature is that of the person or persons who is authorized to sign on the bank account..

Please attach a voided check or bank direct deposit request form and return this form to:  
Early Learning Coalition of Marion County, Inc.  
Finance Department  
2300 SW 17<sup>th</sup> Rd  
Ocala, FL 34471



**Consumer's Certificate of Exemption**

DR-14  
R 10/15

Issued Pursuant to Chapter 212, Florida Statutes

I	85-8012604596C-2	08/31/2016	08/31/2021	501 (C)(3) ORGANIZATION
Certificate Number		Effective Date	Expiration Date	Exemption Category

This certifies that

EARLY LEARNING COALITION OF  
MARION COUNTY INC  
3304 SE LAKE WEIR AVE STE 2  
OCALA FL 34471-8602

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



**Important Information for Exempt Organizations**

DR-14  
R 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.