

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSAL
2019-R
GENERAL AND LEGAL CONSULTING SERVICES
FOR CHARTER REVIEW COMMISSION**

RESPONSES ARE DUE BY: 11:00 A.M. SEPTEMBER 19, 2019

MAIL OR DELIVER RESPONSES TO:

**Columbia County Board of County Commissioners
Purchasing Office
135 NE Hernando Ave
P.O. Box 1529
Lake City, FL 32055**

Contact: Ray Hill at 386-719-2028 or via e-mail at
ray_hill@columbiacountyfla.com

REQUEST FOR PROPOSAL 2019-R

The Columbia County Board of County Commissioners (hereinafter, "BOCC") has established a fifteen (15) member Charter Review Commission (hereinafter, "CRC") for the 2019-2020 review period. The mission of this Commission is to review the Charter and propose any amendments or revisions which may be advisable for placement on the 2020 general election ballot. All meetings of the CRC are public meetings subject to the requirements of Section 286.011, Florida Statutes.

Columbia County (hereinafter, "County") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide consulting and legal services related to the CRC. The successful party will demonstrate qualifications, experience and abilities to successfully accomplish and support all aspects of the prescribed scope of work.

Requirements for submission and the selection criteria may be obtained on the Columbia County website at <http://www.columbiacountyfla.com/PurchasingBids.asp>. All questions pertaining to this RFP should be directed, in writing, to Ray Hill, Purchasing Director, Columbia County 135 NE Hernando Ave, Lake City 32055, or by email to ray_hill@columbiacountyfla.com. Any addenda to this RFP shall be distributed to vendors on the list Columbia County distributes for this RFP.

Proposers must submit one (1) original responses marked "Original", four (4) copies marked "Copy" and one (1) flash drive in a sealed envelope clearly marked on the outside with the Proposer's name and "Sealed Proposal for General and Legal Consulting Services for Charter Review Commission, Columbia County, Florida", addressed and delivered to:

**Columbia County Purchasing Office
135 NE Hernando Ave, Room 203
Lake City, FL 32055**

All proposals must be received by the County Purchasing Office before 11:00 A.M. on September 19, 2019. Any proposals received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand-delivered or couriered. Faxed or e-mailed proposals will be automatically rejected. Hand delivered Proposals may request a receipt. If sent by mail or by courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will not guarantee specific time delivery to Lake City. It is the sole responsibility of each Proposer to ensure their proposal is received in a timely fashion.

All proposals shall remain valid for a period of ninety (90) days beyond the deadline for submission and may be extended beyond that time by mutual agreement. The Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under section 287.133(3)(d), Florida Statutes. Columbia County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County.

REQUEST FOR PROPOSAL 2019-R

An award, if made, will be made to the Respondent(s) deemed to receive the highest ranking based on the evaluation criteria included in Section 2 of this Request for Proposals.

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified proposal deadline and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

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

CALENDAR OF EVENTS

All times listed in the Calendar of Events are Eastern Daylight Time.

Technical Questions due from Prospective Respondents (Fax and e-mail acceptable)	9/11/19
Responses to questions due from the BOCC	9/13/19
Replies due and opened (FAX NOT ACCEPTABLE)	9/19/19 @ 11:00 A.M..
Posting of Rankings	9/26/19
Board Consideration of Intended Vendor Award	10/7/19

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**SECTION ONE
INSTRUCTIONS TO RESPONDENTS/SCOPE
OF SERVICES**

SECTION ONE
INSTRUCTIONS TO RESPONDENTS/SCOPE OF SERVICES

1.01 DESCRIPTION

The Columbia County Board of County Commissioners has established a fifteen (15) member Charter Review Commission for the 2019-2020 review period. The mission of this Commission is to review the Charter and propose any amendments or revisions which may be advisable for placement on the 2020 general election ballot. All meetings of the CRC are public meetings subject to the requirements of Section 286.011, Florida Statutes.

The CRC desires to contract with a firm that has a well-established understanding of Florida County Government structures.

For this RFP, consulting and legal services may include, but are not limited to the following tasks:

- Attend CRC and committee meetings when requested.
- Render consulting services as requested by the CRC.
- Render legal advice and assistance as required.
- Research legal and factual issues and prepare opinions, memoranda and reports, as requested.
- Draft and prepare copies of any CRC documents including amendments, resolutions, final report, ballot language, correspondence, and other documents as requested.
- Review notices, legal advertisements, and other procedural documentation.
- Represent the CRC before any judicial or administrative proceedings to which the CRC may become a party and representing the CRC before or in negotiation with any individual, entity, state, county, city or special district, agency or governing boards/officers as requested.
- Perform other services and tasks as requested and approved by the CRC.

Columbia County reserves to right to award a contract for any or all of these services or to perform any or all of these services using County staff and resources. Columbia County reserves the right to reject any or all responses.

1.02 COPIES OF RESPONDING DOCUMENTS

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The BOCC does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

1.03 PROPOSAL REQUIREMENTS

One (1) original response, marked “Original”, four (4) copies marked “Copy”, and one (1) flash drive of the proposal setting forth qualifications must be received.

1.04 DISQUALIFICATION OF RESPONDENTS

A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this RFP must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders, the response of all participants in such collusion shall be rejected, and no participants in such collusion will be considered in future responses for the same work.

B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity, may not submit a response/bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit response/bids on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Category Two: \$25,000.00.

C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or proposal in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with his or her response or proposal. Failure to complete this form in every detail and submit it with your response or proposal may result in immediate disqualification of your response.

D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence, shall be prohibited regarding this particular request for proposals, or any other competitive solicitation between:

1. Any person or person’s representative seeking an award from such competitive solicitation; and
2. Any County Commissioner, Charter Review Member, or Commissioner’s staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the BOCC, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action, which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes.

1.05 EXAMINATION OF RFP DOCUMENTS

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

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

1.06 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received seven (7) or more days prior to the date fixed for opening of responses will be given consideration. All such changes or interpretation will be made in writing in the form of an addendum and, if issued, will be posted on the County's Purchasing website or sent by available means to all known prospective Respondents prior to the established response opening date. Each Respondent shall acknowledge receipt of such addenda in the space provided in the response form. In case any Respondent fails to acknowledge receipt of such addenda or addendum, the response will nevertheless be construed as though it had been received and acknowledged and the submission of the response will constitute acknowledgment of the receipt of same. All addenda are a part of

the contract documents and each Respondent will be bound by such addenda, whether or not received. It is the responsibility of each Respondent to verify all addenda issued have been received before responses are opened.

1.07 GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work.

1.08 PREPARATION OF RESPONSES

Signature of the Respondent: The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

1.09 SUBMISSION OF RESPONSES

The response shall be submitted in a sealed envelope, which shall be marked so as to clearly indicate its contents and the name of the Respondent. If forwarded by mail, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated in the Notice of Calling for Proposal, and preferably by special delivery, registered mail; if forwarded otherwise than by mail, it shall be delivered to the same address. Responses will be received until the date and hour stated in the Notice of Calling for Proposal.

Each Respondent shall submit the required evidence of the Respondent's qualifications and experience, as outlined in Section 1.10 and the executed forms set forth in Section 1.04.

1.10 CONTENT OF SUBMISSION

The submission in response to this RFP shall be printed on 8-1/2" x 11" white paper; shall be clear and concise and provide the information requested herein. The response shall be bound, or in a three-ring binder or equivalent folder, and tabbed. Submissions shall be organized as indicated below. The Respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration. Each Respondent must submit adequate documentation to certify the Respondent's compliance with the BOCC's requirements. Respondent should focus specifically on the information requested.

The following information, **at a minimum**, shall be included in the Submittal:

A. Cover Page

A cover page that states “**REQUEST FOR PROPOSAL General and Legal Consulting Services for Charter Review Commission, Columbia County, Florida.**” The cover page should contain Respondent’s name, address, telephone number, and the name of the Respondent’s contact person.

B. Tabbed Sections

Tab 1. QUALIFICATIONS OF STAFF

1. Provide an organization chart that lists all staff to be assigned to provide the required services and comprehensive resumes for each describing experience, training and education in the required consulting services.
2. Identify staff experience working with governmental entities and list those projects.
3. Name, Florida Bar number, and comprehensive resume of the lawyer(s) who will attend the CRC meetings and/or be responsible for the CRC's work.
4. Please disclose all past or pending disciplinary proceedings against you or any other attorney who will be assigned to CRC matters filed by the Florida Bar or any other state bar organization. Please include all such proceedings irrespective of whether they were dismissed or found to be without merit. Please provide the outcome as to each.

Tab 2. QUALIFICATIONS OF FIRM

1. A statement indicating whether your firm or any of its members, represents or has represented or performed legal services for Columbia County, any Columbia County agency or body or any officer, including Constitutional officers, local or regional authority or any municipal corporation or special district in Columbia County and your confirmation that the Proposer is free of conflict of interest or the appearance of a conflict in performing services for the CRC.
2. Provide a minimum of three professional references, including any specific governmental clients, for which the Proposer has performed work similar in scope and magnitude including the contact name, address, email address, telephone number and date of the contract.
3. Provide capability, experience and expertise of the firm as a whole in the area of local government and specifically county charter government law,

including the experience and qualifications of your firm that enhance the services to be rendered to the CRC.

Tab 3. TECHNICAL APPROACH

1. Provide a brief description of the Proposer's approach to the project in accordance with the scope of services herein.
2. Confirm the Proposer's agreement to meet the minimum requirements of this Request for Proposals and the Scope of Services herein:
3. Provide a statement indicating how your firm will deploy resources or otherwise handle the absence or incapacity of the primary attorney. Provide the name, Florida Bar number, and comprehensive resume of the lawyer(s) who will attend the CRC meetings and/or be responsible for the CRC's work in the absence or incapacity of the primary a lawyer.

Tab 4. FEE SCHEDULE

Each proposer shall complete and submit the Fee Schedule included herein.

Note: Compensation based on hourly rates will be calculated by multiplying the hourly rate by only the actual time spent by lawyers and paralegals, without multipliers, add-ons, "unit billing", or other variations that would or could result in payment for more than actual time spent.

Tab 5. BOCC RESPONSE FORMS

Respondent shall complete and execute the response/bid forms specified below and found at the designated pages in this RFP, and shall include them in the section tabbed 5:

Fee Schedule Form
Non-Collusion Affidavit
Public Entity Crimes Form
Drug Free Workplace Certificate
Conflict of Interest Disclosure Statement

Tab 6. PROPOSED CONTRACT

Respondent shall provide a formed contract that may be considered by the County. Any proposed contract shall be subject to negotiation with the County and approval by the County in the event Respondent receives an award to provide the required services.

Tab 7. ADDITIONAL MATERIALS

Each Respondent may, but is not required to, include resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.). They should be clearly marked “Additional Materials”. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation except to the extent they support qualification and experience. Any out-of-scope services not covered in other sections should be included here with a description of the personnel likely to be involved.

1.11 MODIFICATION OF RESPONSES

Written modification will be accepted from Respondents, if addressed to the individual and address indicated in the Notice of Calling for Proposal and received prior to response due date and time.

1.12 RESPONSIBILITY FOR RESPONSE

The Respondent is solely responsible for all costs of preparing and submitting the response, regardless of whether a contract award is made by the BOCC.

1.13 RECEIPT AND OPENING OF RESPONSES

Responses will be received until the designated time and will be publicly opened and read aloud at the appointed time and place stated in the Notice of Calling for Proposal. No responsibility will be attached to anyone for the premature opening of a response not properly addressed and identified. Respondents or their authorized agents are invited to be present.

1.14 DETERMINATION OF SUCCESSFUL RESPONDENT

The BOCC reserves the right to reject any and all responses and to waive technical errors and irregularities as may be deemed best for the interests of the BOCC. Responses which contain modifications or are incomplete, unbalanced, conditional, obscure, or which contain additions not requested or irregularities of any kind, or which do not comply in every respect with the instruction to Respondents, and the contract documents, may be rejected at the option of the BOCC. Final selection of the successful respondent(s) shall be made by the BOCC at a noticed public meeting.

1.15 INDEMNIFICATION

A. The Respondent shall defend, indemnify and hold harmless the BOCC from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by BOCC) and any other losses, damages, and expenses (including Respondent or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act of omission of the Respondent or its Subcontractors in any tier, their employees, or agents.

B. The first ten dollars (\$10.00) of remuneration paid to the Respondent is for the indemnification provided for above.

C. The successful Respondent agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverage, limits, including endorsements described herein. The requirements contained herein, as well as the County's review or acceptance of insurance maintained by the Respondent is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Respondent under any resulting contract.

1. Commercial General Liability insurance on an "occurrence" basis in an amount not less than \$1,000,000 combined single limit Bodily Injury and Property Damage Liability.
2. Business Automobile Liability insurance in the amount of \$1,000,000, providing Bodily Injury Liability and Property Damage Liability.
3. Workers' Compensation insurance applicable to its employees, if any, for statutory coverage limits in compliance with Florida Laws including Employers' Liability which meets all state and federal laws.
4. Professional Liability/Errors or Omissions insurance as appropriate for the type of business engaged in by the respondent shall be purchases and maintained by the Respondent with minimum limits of not less than \$1,000,000 combined single limit.

All policies must be endorsed to provide the County with written thirty (30) days notice of cancellation or restriction except for nonpayment of premium. The Vendor shall provide the County with certificates of insurance showing the existence of coverage required by this RFP.

SECTION TWO EVALUATION CRITERIA

**SECTION TWO
EVALUATION CRITERIA**

2.0 EVALUATION CRITERIA

A. Proposal Evaluation Committee and Evaluation Process

1. **Evaluation Committee**
An Evaluation Committee (hereinafter referred to as “the Committee”) consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.
2. **Presentations**
The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The County will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).
3. **Award without Presentations**
The County may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.
4. **Ranking**
The Committee will evaluate and rank the Proposers by category as set forth in the preceding section entitled “Evaluation Criteria” and based upon that scoring will rank the respondents on an ordinal scale. The resulting score sheet will be submitted to the Director of Procurement to determine the rank order of the respondents.
5. **Authority to Award**
Contracts negotiated as a result of this RFP will be presented to Columbia County Board of County Commissioners for final award.
6. **Reserved Rights**
 - a. The County, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.

REQUEST FOR PROPOSAL 2019-R

b. Scoring Criteria:

Qualifications of Staff	30
Qualifications of Firm	25
Technical Approach	20
Fee Proposal	25
TOTAL	100

**SECTION THREE
RESPONSE/BID FORMS**

REQUEST FOR PROPOSAL 2019-R

**FEE SCHEDULE FORM
RFP 2019-R**

The Contractor shall provide all labor, equipment, manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services, specifications defined in this solicitation for the amounts specified in this Fee Schedule Form.

Item	POSITION	ESTIMATED ANNUAL HOURS	HOURLY RATES	ESTIMATED ANNUAL TOTAL (annual hours x hourly rate)
1.	Senior Partner	5	\$	\$
2.	Partner	40	\$	\$
3.	Associate	40	\$	\$
4.	Paralegal	40	\$	\$
5.	Consultant	60	\$	\$
Total Estimated Proposal (sum of lines 1-5 above)				\$

Is travel time charged at the same rate? Y / N? If no, please explain. _____

Estimated Annual Hours are for illustrative purposes only; neither the CRC nor the County makes any commitment regarding the number of actual hours that the CRC may need for legal services.

Company Name: _____

NON-COLLUSION AFFIDAVIT

I, _____ of the County of _____
according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____
of the firm of _____
in response to the Notice for Calling for Proposal for: _____

_____ **[add services to be performed]** and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Columbia BOCC relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF: _____

BOCC OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
_____ who, after first being sworn by me, (name of individual signing) affixed his/her
signature in the space provided above on this _____ day of _____ 20____.

NOTARY PUBLIC

My Commission Expires: _____

FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

The State of Florida has enacted a law that requires bidders or contractors to submit a sworn document stating whether or not a corporation, its officers, predecessors or successors have been convicted of a public entity crime. Neither the bidder nor contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor shall have been convicted of a public entity crime subsequent to July 1, 1988.

All vendors must read and complete in its entirety, sign and have notarized the attached “Sworn Statement under Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes.”

Failure to do so will result in the bid submitted being considered non-responsive and therefore not considered for award.

Bid or Contract No. _____

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

STATE OF _____
COUNTY OF _____

**Before me, the undersigned authority, personally appeared _____ who,
being by me first duly sworn, made the following statement:**

- 1. The business address of _____ (name of bidder or contractor) is _____**
- 2. My relationship to _____ (name of bidder or contractor) is _____ (relationship such as sole proprietor, partner, president, vice president).**
- 3. I understand that a public entity as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering conspiracy, or material misrepresentation.**
- 4. I understand that “convicted” or “conviction” is defined by the statute to mean a finding 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**
- 5. July, 1989, as a result of a jury verdict, non-jury trial, or entry plea of guilty or nolo contendere.**

DRUG FREE WORKPLACE CERTIFICATION

In the event of a tie, preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, 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 Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Name of a County Employee that owns 5% or more in Respondent's firm:

Not applicable: _____

Name

Company

Date