



**CITY OF CRESTVIEW
REQUEST OF PROPOSALS**

**FOR
INDEPENDENT AUDITING SERVICES**

Refer Technical, General, Terms & Conditions Questions To:

**Gina Toussaint, Finance Director
198 N. Wilson Street
Crestview, Florida 32536
Telephone: (850) 682-1560 ext. 248
E-mail: ginatoussaint@cityofcrestview.org**

**BID DUE: JANUARY 6, 2022
BID DUE BY: PRIOR TO 2:00 P.M.
BID OPENING DATE: JANUARY 6, 2022
BID OPENING TIME: 2:00 P.M.**

ALL PROPOSALS MUST BE RECEIVED IN THE CITY CLERK'S OFFICE LOCATED AT 198 N. WILSON STREET, CRESTVIEW, FLORIDA, 32536 PRIOR TO THE DATE AND TIME SHOWN ABOVE. LATE PROPOSALS WILL BE RETURNED UNOPENED.

Please submit (1) signed original marked "Original"
and (1) digital copy of your proposal.

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Introduction

The City of Crestview, Florida (the “City”), is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2021 through 2023, with the option of auditing its financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards in addition to the following:

- (1) Section 11.45, Florida Statutes
- (2) Regulations of the State Department of Banking and Finance
- (3) Rules of the Auditor General (Chapter 10.550, Local Government Entity Audits)
- (4) Audit and Accounting Guide – Audits of State and Local Governmental Units (“the AICPA Guide”)
- (5) Single Audit Act (Federal and State, if applicable)
- (6) Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, published by the Comptroller General of the United States
- (7) U.S Office of Management and Budget, Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations
- (8) General Accounting Offices (GAO) Government Auditing Standards

I. General Information

- 1) The Audit Committee (the “Committee”) is composed of the City Clerk, Finance Director, an Administrative Assistant and a department head.
- 2) **All Inquiries in reference to this Request for Proposal shall be submitted in writing to:**

Gina Toussaint
Finance Director
City of Crestview
198 N. Wilson Street
Crestview, Florida 32536
Email – ginatoussaint@cityofcrestview.org
Phone – (850) 682-1560 ext. 248
Fax - (850) 682-8077

- 3) All responses to the RFP must be received as soon as possible, but no later than 2:00 PM on January 6, 2022, at the address listed in 2 above. Four (4) signed copies of your proposal shall be submitted in one sealed package, clearly marked on the outside “**Proposal for Independent Auditing Services.**” Any responses received after the deadline will be returned to the proposer unopened. The City will not reimburse any costs incurred by the responding firms in preparing proposals in response to this request.
- 4) The Committee will recommend no fewer than three proposers to the City Council. If fewer than three firms respond to the request for proposal, the committee will recommend such firms as it deems to be the most highly qualified. The Committee reserves the right to reject any and all

proposals submitted and to request additional information from the proposers. At the discretion of the Committee, firms submitting proposals will be requested to make oral presentations as part of the evaluation process.

- 5) The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.
- 6) Firms submitting proposals may subcontract portions of the engagement. If this is to be done, the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the City. Such consent may be withheld, conditioned, or denied and is the sole discretion of the City Council.
- 7) Each member of the Committee will rank the proposers using a point formula by the set of criteria described in Section VIII (2). The committee will combine the individual scores to arrive at a score for each firm. The City Council will negotiate a contract with one of the proposers in accordance with Section 218.391 Florida Statutes. It is anticipated that the City will enter into a three-year contract for the fiscal years ending September 30, 2021 through 2023, with the option of each of the two subsequent fiscal years.
- 8) **RFP Calendar:**

December 10, 2021 January 6, 2022 TBA	Proposal to be advertised Responses to RFP due by 2:00 P.M. The Committee meeting to evaluate the RFP response and develop a list of firms to make oral presentations. Committee recommendations to City Council with short list of three (3) firms. Council approve contract for audit services.
TBA	
- 9) Audits for the last five (5) fiscal years were completed by Saltmarsh, Cleveland & Gund, CPAs. The last five fiscal years Financial Reports are available online at www.cityofcrestview.org (click on Government, Departments, Financial Services Department, Crestview Financial Information, Audited Financial Reports).
- 10) The City does not have an internal audit department
- 11) All requirements and conditions set forth in the RFP shall be incorporated into the contract between the City and the selected firm unless otherwise specified in the contract.

II. Description of City of Crestview and Records to be Audited

- The City of Crestview has an estimated population of over 25,000. It is located approximately 50 miles east of Pensacola and 140 miles west of Tallahassee.
- For reporting purposes, the Financial Reports will include the City of Crestview and

its two blended component units, the Community Redevelopment Agency (CRA) and Crestview Unlimited, Inc. (a nonprofit corporation).

- ❑ Accounting records for the City, including the Community Redevelopment Agency (CRA) and Law Enforcement Trust Fund are maintained by the Finance Department. The City's records include a general fund, a debt service fund, 1 capital project fund, 3 enterprise funds, a general fixed asset account group, and a general long-term debt account group. The FY 2021 total budget for the City is approximately \$45.6 million. Enterprise funds are used to account for the Water & Sewer, Stormwater and Sanitation Departments. The audit would also include auditing procedures for the City's General Employees Retirement Plan and the City's Police Officer's & Firefighter's Retirement Plan.
- ❑ All accounting records are maintained on the modified accrual basis or accrual basis as appropriate.
- ❑ Budgets are integrated with the accounting records.
- ❑ The City's annual financial reports are general purpose however it is the desire of the City to have Comprehensive Annual Financial Reports. The selected firm will be expected to provide technical assistance to help the City meet their goals.
- ❑ The City is progressive in its attitude toward new accounting standards. Early implementation is practiced when recommended.

III. Services Required

- 1) An audit and an opinion on the basic financial statements for the City. Financial statements are to be prepared in accordance with GASB Statement 34.
- 2) The audit is to be done in accordance with the Rules of the Auditor General, Chapter 10.550, the Single Audit Act, OMB Circular A-133, the GAO Yellow Book, Government Auditing Standards, and the AICPA Auditing Standards.
- 3) The Review and recommendation for required note disclosures for the City's Annual Financial Statements.
- 4) Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports and schedules for the City:
 - a. A report on the fair presentation of the financial statements in conformity with general accepted accounting principles.
 - b. A report on the internal control structure based on the auditors' understanding of the control structure and assessment of control risk.
 - c. Reports on compliance with specific requirements applicable to Federal and state financial assistance programs.
 - d. Schedule of Findings and Questioned Costs – Federal Programs and State Projects.
 - e. The auditor shall communicate in a letter to management any reportable conditions found during the audit.

- f. Other reports as required by law or other governing bodies.
- 5) Special Reports for the City:
 - a. Data Collection Form to the Federal Audit Clearinghouse (SF-SAC) as required by OMB Circular A-133.
- 6) Assistance in providing guidance and implementing changes in governmental accounting standards.
- 7) If the City does issue debt, for which the official statement in connection with the debt contains basic financial statements and the report of independent accounts, the firm shall be required to issue a “consent and citation of expertise” as auditor and any necessary “comfort letters” at no additional cost to the City.
- 8) Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts to Gina Toussaint, Finance Director.

IV. Additional Professional Services

It is the intent of the City that future additional audit requirements, imposed on the City by applicable national and state agencies, shall be provided by the auditor and included in the negotiated fee between the City and the auditing firm.

V. Qualifications of the Auditor

- 1) The firm must have license to practice in Florida.
- 2) The firm should provide an affirmative statement that it is independent of the City of Crestview as defined by generally accepted auditing standards/Government Auditing Standards issued by the Comptroller General of the United States.
- 3) The firm must have been established in Florida and performed continuous CPA services for a minimum of five years.
- 4) The firm must be a member in good standing with the American Institute of Certified Public accountants and the Florida Institute of Certified Public Accountants.
- 5) The firm should clearly indicate its expertise. Resumes should be provided for the partner and manager who would be in charge of the audit.
- 6) The individuals who will be primarily responsible for the audit must have 24 hours of governmental accounting and auditing CPE.
- 7) The firm should indicate any disciplinary actions that have been instituted or proposed against the firm during the last three years.
- 8) The firm should describe the results of any state or federal reviews during the past three years of the firm’s governmental client audit work.

- 9) Ability to adequately store all working papers and reports at the auditor's expense for a minimum of three years, unless the firm is notified by the City to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees: the City, General Accounting Office, parties to an audit quality review process, and auditors of entities of which the City is a recipient of grant funds. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers.

VI. Information to be Included in the Proposal

- 1) Title page showing the RFP subject, the name of the firm, address, telephone number, the name of the contact person, and the date.
- 2) A table of contents providing a clear identification of the material by section and by page number.
- 3) A statement as to whether the firm is licensed to practice in Florida.
- 4) A statement as to whether the firm is independent of the City of Crestview as defined by generally accepted auditing standards/Government Auditing Standards issued by the Comptroller General of the United States.

The firm should also list and describe the firm's (or proposed) subcontractors' professional relationships involving the City of Crestview for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the selected firm shall give the City of Crestview written notice of any professional relationships entered into during the period of this agreement.

- 5) A statement setting forth the proposer's understanding of the work to be done and a positive commitment to perform the work within the specified time period.
- 6) A statement as to whether the firm is local, regional, or national.
- 7) The location of the office from which the work is to be done and the number of personnel in that office who would be working on the audit.
- 8) An identification of the partners, managers and supervisors who will work on the audit, including staff from other than the local office if necessary for this audit. Resumes for each managerial and supervisory person to be assigned to the audit should be submitted and include the following information:
 - a. Formal education and licensed to practice in Florida
 - b. Supplemental education relative to governmental accounting and auditing
 - c. Experience in public accounting in general
 - d. Experience in private business or government
 - e. Experience in auditing government units
 - f. Membership in various national and state governmental accounting boards, committees, or associates (past and present)
 - g. Professional recognition, such as Certified Public Accounting licenses, awards, etc.

- 9) A description of your office's experience in preparing governmental financial statements.
- 10) A listing of Florida counties and municipalities for which your firm is providing or has provided audit services.
- 11) The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section III of this request for proposal.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
 - b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
 - c. Sample size and the extent to which statistical sampling is to be used in the engagement
 - d. Type and extent of analytical procedures to be used in the engagement
 - e. Approach to be taken to gain and document an understanding of the internal control structure
 - f. Approach to be taken in determining laws and regulations that will be subject to audit test work.
 - g. Approach to be taken in drawing audit samples for purposes of tests of compliance
- 12) Compensation, outlining number of hours and hourly rate per professional staff position and out of pocket expenses. A Schedule of Professional fees and Expenses form (Appendix A) must be utilized, which is located on page 13-15. Fees shall be submitted for each fiscal year.
 - 13) **Public Entity Crimes Statement:** Firms submitting Proposals shall file a sworn statement with the City stating whether a person or affiliate as defined in Section 287.133(1) Florida Statutes, has been convicted of a public entity crime subsequent to July 1, 1989, in accordance with the provisions of Section 287.133 of the Florida Statutes. Copies of Statement Forms are attached (**Appendix B**).
 - 14) **Drug-Free Workplace Certification:** In accordance with Florida Statute 287.089, the Drug-Free Workplace Certification must be provided by the Proposing Firm. A copy of the Drug-Free Workplace Form is attached (**Appendix C**) and must be filled out, signed and submitted with proposal. Failure to provide this certification will render your Firm unqualified and ineligible for award.
 - 15) Include a copy of your certificate of insurance with your proposal.

VII. Annual Financial Statements

- 1) **Support**
 - a. Staff will perform the year-end closing of the books
 - b. Staff will prepare work schedules and related materials as requested by the selected firm.
 - c. Staff will provide paid invoices, copies of canceled checks and other supportive documentation as requested by the firm.

VIII. Evaluation Procedures

- 1) The Committee will review all responses and score individually using the criteria listed below. Firms meeting the mandatory criteria will have their proposals evaluated and scored.
- 2) The responses will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored on technical qualifications as well as fees. The following represent the principal criteria that will be considered during the evaluation process.

Mandatory Elements

- a. The audit firm is independent and licensed to practice in Florida.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for City of Crestview and its component unit.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

Technical Quality	<u>Point Range</u>
a. General Government audit experience	0-20
b. Qualifications of individuals assigned to audit	0-20
c. Size and organization structure of firm	0-10
d. Familiarity of Certificate of Achievement in Financial Reporting Program	0-10
e. Demonstrated understanding of City of Crestview’s requirements	0-05
f. Audit approach	0-15
Fees	
a. Audit fees total (over 3-year period)	<u>0-20</u>
 Total Points	
100	

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

IX. Note to All Prospective Proposers

It is the intent of the Committee to comply with the Auditor Selection Procedures as noted in F.S. 218.391.

PUBLIC ENTITY CRIMES

Pursuant to Florida Statutes Section 287.133(2)(a), all Bidders are hereby notified that 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 bid, proposal, or reply on a contract to provide any goods or services to a public entity (defined as the State of Florida, any of its departments or agencies, or any political subdivision); may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded 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 Florida Statutes Section 287.017 for CATEGORY TWO (currently \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list. A “public entity crime” means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material representation.

INSURANCE REQUIREMENTS

(Include a copy of your certificate of insurance with your proposal)

Workers’ compensation to meet statutory limits in the State of Florida and Employer’s Liability with a limit of \$100,000 disease for each accident, \$500,000 disease (policy limit) and \$100,000 disease (each employee).

Commercial General Liability with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. This is to include premises/operations, products/completed operations, contractual liability and independent contractors’ coverage.

Business Auto Liability with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. This is to include owned, hired and non-owned autos.

Professional liability with a minimum limit of \$500,000 per occurrence.

The City is to be additionally insured on the commercial general liability and business liability policies. The City will be given 30 days notice prior to cancellation or modification of any insurance. Such notification shall be in writing by registered mail, return receipt requested and addressed to the Finance Director. It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

QUESTIONS OR INQUIRIES REGARDING THE MEANING OR INTERPRETATION OF ANY OF THE PROVISIONS OF THIS RFP MUST BE DIRECTED TO GINA TOUSSAINT, FINANCE DIRECTOR. CONTACT WITH PERSONNEL OF CITY OF CRESTVIEW, OTHER THAN GINA TOUSSAINT, FOR PURPOSES OF INQUIRIES REGARDING MEANING OR INTERPRETATION SHALL BE GROUNDS FOR ELIMINATION. THE CITY SHALL NOT BE RESPONSIBLE FOR ANY REPRESENTATIONS MADE BY ANYONE OTHER THAN GINA TOUSSAINT.

APPENDIX A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2021 FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____
Managers	_____	_____	_____
Supervisory Staff	_____	_____	_____
Staff	_____	_____	_____
Other (specify)			
_____	_____	_____	_____
Subtotal	_____	_____	_____
Out-of-pocket expenses:			
Meals and lodging	_____	_____	_____
Transportation	_____	_____	_____
Other (specify):			
_____	_____	_____	_____
Partners maximum price for 2021 audit			_____

APPENDIX A – Continued

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2021 FINANCIAL STATEMENTS
COMBINING SCHEDULE – ALL SERVICES
DESCRIBED IN RFP SECTION III

<u>Nature of Service to Be Provided</u>	<u>Total Price</u>	<u>Schedule</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EACH SERVICE DESCRIBED IN RFP SECTION III SHOULD BE SUPPORTED BY AN INDIVIDUAL SCHEDULE IN THE FORMAT PROVIDED ON PAGE 3 OF THIS APPENDIX.

APPENDIX A - Continued

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2021 FINANCIAL STATEMENTS

	<u>Standard Hours</u>	<u>Standard Rates</u>	<u>Total</u>
Partners	_____	_____	_____
Managers	_____	_____	_____
Supervisory Staff	_____	_____	_____
Staff	_____	_____	_____
Other (specify) _____	_____	_____	_____
Subtotal	_____	_____	_____
Out-of-pocket expenses:			
Meals and lodging	_____	_____	_____
Transportation	_____	_____	_____
Other (specify): _____	_____	_____	_____
Total Price			_____

APPENDIX B

PUBLIC ENTITY CRIMES STATEMENT

Any person submitting a quote, bid, or proposal in response to this invitation or a contract, must execute the enclosed for PUR, 7069, sworn statement under section 287.133 (3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with this quote, bid or proposal. If you are submitting a quote, bid, or proposal on behalf of dealers or suppliers who will ship commodities and receive payment from the resulting contract, it is your responsibility to see that copy(ies) of the form are executed by them and are included with your quote, bid or proposal. Corrections to the form will not be allowed after the quote, bid, or proposal opening time and date. Failure to complete this form in every detail and submit it with your quote, bid, or proposal may result in immediate disqualification of your bid or proposal.

The 1989 Florida Legislature passed Senate Bill 458 creating Sections 287.132-133, Florida Statutes, and effective July 1, 1989. Section 287.132(3) (d), Florida Statutes, requires the Florida Department of General Services to maintain and make available to other political entities a “convicted vendor” list consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. A public entity crime is described by Section 287.133, Florida Statutes, as 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 with an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

By law no public entity shall accept any bid from, award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3) (f), Florida Statutes.

Therefore, effective October 1, 1990, prior to entering into a contract (formal contract or purchase order in excess of the threshold amount for category two) to provide goods or services to **THE CITY OF CRESTVIEW**, a person shall file a sworn statement with the contracting officer or City Clerk, as applicable. The attached statement or affidavit will be the form to be utilized and must be properly signed in the presence of a notary public or other officer authorized to administer oaths and properly executed.

THE INCLUSION OF THE SWORN STATEMENT OR AFFIDVIT SHALL BE SUBMITTED CONCURRENTLY WITH YOUR QUOTE, PROPOSAL OR BID DOCUMENTS. NON-INCLUSION OF THIS DOCUMENT MAY NECESSITATE REJECTION OF YOUR QUOTE, PROPOSAL OR BID.

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

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

1. This sworn statement is submitted with the Independent Auditing Services Proposal for THE CITY OF CRESTVIEW.
2. This sworn statement is submitted by _____, whose business address is _____ and (if applicable) its Federal Employer Identification (FEIN) is _____.
3. My name is _____ (please print name of individual signing) and my relationship to the entity name above is _____.
4. I understand that “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract of goods or services to be provided to any public entity or an agency or political subdivision of any other state of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - (a) A predecessor or successor of a person convicted of a public entity crime; or
 - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

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

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

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

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

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

(Signature)

Date: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2021 by _____, _____ (title) on behalf of _____. He/she is personally known to me or has produced _____ as identification and did () did not () take an oath.

(Notary Signature)

Name: _____

My Commission Expires _____

Commission Number _____

APPENDIX C

Drug-Free Workplace Form

The undersigned, in accordance with Florida Statute 287.087 hereby certifies that _____
does:

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' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services a copy of the statement specified in paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working the commodities or contractual services that the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraph 1 through 5.

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

Date

Name and Title