

**CITY OF GULFPORT
2401 53RD STREET SOUTH
GULFPORT, FLORIDA 33707**

REQUEST FOR PROPOSALS

Proposals for "**AUDIT SERVICES BY A QUALIFIED CPA FIRM**" will be received at the City of Gulfport, Office of the City Clerk, 2401 53rd Street South, Gulfport, Florida in Pinellas County until 2:00 pm on Monday, September 19, 2016, at which time and place they will be publicly opened and read aloud in the City Council Chambers, 2401 53rd Street South, Gulfport, Florida. Sealed proposals must be submitted on proposal forms as provided (or exact copies thereof) marked **AUDIT SERVICES FOR THE CITY OF GULFPORT, FLORIDA, 2:00 PM, SEPTEMBER 19, 2016.**

The work shall be accomplished in accordance with the **PROPOSAL** documents which may be obtained from the Office of the City Clerk, 2401 53rd Street South, Gulfport, Florida, Monday through Friday, during normal business hours (8:00 am to 4:30 pm). Alternatively, an electronic version of the proposal documents can be retrieved from the City's website (under services) at <http://mygulfport.us/bids/>. Questions regarding this request for proposals should be directed to Cheryl Hannafin, CPA, Administrative Services Director (727) 893-1014.

All proposals must be submitted in a sealed envelope marked:

**"AUDIT SERVICES
FOR THE CITY OF GULFPORT
2:00 PM, SEPTEMBER 19, 2016"**

The City of Gulfport reserves the right to reject any or all proposals, to waive any technical defects, and to accept any proposal which the proposing authority believes to be in the best interest of the City, and to waive any informalities or technicalities on proposals. The decision as to what constitutes a technicality shall rest solely with the City of Gulfport, Florida. This request for proposals and all proposals submitted are subject to City ordinances.

Lesley DeMuth, City Clerk

CITY OF GULFPORT

REQUEST FOR PROPOSALS

AUDIT SERVICES

FISCAL YEARS ENDING

September 30, 2016

September 30, 2017

September 30, 2018

with two (2), one (1) year options for renewal

**CITY OF GULFPORT
2401 53RD STREET SOUTH
GULFPORT, FLORIDA 33707**

SUBJECT: Independent Audit Services

ISSUE DATE: August 28, 2016

MAIL PROPOSALS TO: Lesley DeMuth
City Clerk
City of Gulfport
2401 53rd Street South
Gulfport, FL 33707

**DELIVER PROPOSALS
TO:** Office of the City Clerk
City of Gulfport
2401 53rd Street South
Gulfport, FL 33707

**PROPOSALS MUST BE
RECEIVED NO LATER
THAN:** September 19, 2016
2:00 PM

Proposals may not be withdrawn within sixty (60)
days after such time and date.

Cheryl Hannafin, CPA
Administrative Services Director

CITY OF GULFPORT

AUDIT SERVICES

A. PROCEDURES

The City of Gulfport, Florida is soliciting proposals from qualified firms of certified public accountants to audit the financial statements for the City of Gulfport, Florida for the period beginning October 1, 2015 and ending September 30, 2016 with the expectation that annual audit contracts will be awarded for two (2) additional years thereafter, subject to the mutual satisfaction of both parties. Contracts beyond this three year period will be awarded annually, subject to the mutual satisfaction of both parties for a period not to exceed an additional two years.

1. Questions and Additional Information

Written inquiries concerning the proposals may be made to:

Cheryl Hannafin, CPA
Administrative Services Director
City of Gulfport
2401 53rd Street South
Gulfport, FL 33706
(727) 893-1014
(727) 893-1655 (FAX)

Responses will be in writing and copied to all known interested firms.

2. Sealed Proposals

To be considered, five (5) copies of a proposal should be submitted in a sealed package clearly identified as "**AUDIT SERVICES FOR THE CITY OF GULFPORT, FLORIDA, 2:00 PM, SEPTEMBER 19, 2016.**" and mailed/delivered to:

Lesley DeMuth
City Clerk
City of Gulfport
2401 53rd Street South
Gulfport, FL 33707

All sealed proposals must be in the hands of the City Clerk by 2:00 pm on Monday, September 19, 2016.

3. **Responses**

All responses must be presented in the same order as specified in this proposal. Supporting material may be provided; however, the City's decision will primarily be based upon a comparison of the information specifically requested. The City reserves the right to accept or reject any and/or all proposals and to waive any minor irregularities and technicalities. There is no obligation on the part of the City to award the contract to the lowest responsible proposer submitting a responsible proposal with a resulting negotiated agreement which is most advantageous and in the best interest of the City. The City shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of Gulfport will apply to any resulting agreement.

Proposals shall clearly indicate the legal name, address, and telephone number of the proposing (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

All expenses for making proposals to the City are to be borne by the proposer.

4. **Insurance Requirements**

An affirmative statement should be included indicating that the firm can and will comply with the insurance requirements in Appendix C.

5. **Auditor Selection**

Proposals submitted will be evaluated by the Auditor Selection Committee. The Committee's recommendation will be forward to the City Manager for review with final presentation to the City Council.

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6. Selection Steps and Calendar

August 28, 2016	Request for Proposal Release Date
September 19, 2016	Proposals will be accepted until 2:00 pm, at which time and place they will be publicly opened and read aloud in the City Council Chambers, 2401 53 rd Street South. Section B provides guidelines for submission and required information to be included in the proposal.
September 21, 2016	Proposal Ranking completed by Audit Committee to begin at 3:00pm.
October 4, 2016	City Council selects one of top ranked firms recommended by the City Manager. A fee proposal for the three (3) years shall be submitted in writing by the proposer (see Appendix F).

B. PROPOSAL REQUIREMENTS

1. Eligibility

To be eligible to qualify as external auditor, the following minimum requirements must be met:

- a. The firm must have been established as a legal entity in the State of Florida and have performed continuous CPA services for a minimum of five (5) years.
- b. The firm must also be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
- c. The certified public accountant in charge of the audit to be performed must have completed, within the immediate preceding three (3) years, at least twenty-four (24) hours of continuing professional education programs that are approved by the Board of Accountancy and are directly related to the government environment and to governmental auditing.
- d. The firm should clearly indicate its available governmental expertise at the local office level.
- e. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.

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2. **Information to be included in the Proposal**

In order to maintain comparability and enhance the review process, it is required that proposals be organized in the manner specified below.

a. **Title Page**

Show the proposal subject, the name of the proposing firm, local address, telephone number, name of contact person, and date.

b. **Table of Contents**

Include a clear identification of the material by section and by page number.

c. **Letter of Transmittal**

Limit to not more than two (2) pages.

- (1) Briefly state the understanding of the work to be done and make a positive commitment to perform the work within the specified time period.
- (2) Give the names of the persons who will be authorized to make representations for the proposing firm, their titles, addresses, and telephone numbers.
- (3) Give the firm's federal taxpayer identification number.

d. **Executed Copies of the Following Documents**

Public Entity Crime Statement (Appendix D)
Drug Free Work Place Statement (Appendix E)
Proposal Sheet (Appendix F)

e. **Profile of the Proposer**

- (1) State whether the firm is local, regional, or national.
- (2) Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
- (3) Describe the range of activities performed by the local office such as audit, accounting, tax service, or management services.
- (4) Describe the local office's management and/or computer assistance capability including the numbers and classifications of personnel skilled in on-line computer auditing.
- (5) Describe your firm's current partners, managers, supervisors, or staff experience in preparing governmental financial statements in conformance with the Codification of Governmental Accounting and Financial Reporting Standards Board Pronouncements and Interpretations and in providing assistance to clients in obtaining and maintaining the Certificate of Achievement for Excellence in Financial Reporting. Include the names of partners and staff that have recently prepared and successfully received the Certificate on a first time submission.
- (6) Describe your local office's experience in currently preparing, facilitating, and implementing a Strategic Financial Plan. Please list the cities for which such plans have been developed and provide a copy of one (1) of your most recent strategic plan updates.

- f. **Summary of the Proposer's Qualifications (In Addition to Minimum Qualifications)**
- (1) Identify the current partners, managers, and supervisors who will work on the audit including staff from other than the local office, if necessary, for this audit. An organization chart is required. Resumes for each managerial and supervisory person to be assigned to the audit should be submitted and include the following information:
 - (a) Formal education.
 - (b) Supplemental education relative to governmental accounting and auditing.
 - (c) Experience in public accounting in general.
 - (d) Adequate continuing professional education within the preceding two years.
 - (e) Experience in private business or government.
 - (f) Experience in auditing governmental units.
 - (f) Experience in computerized systems in conjunction with (c), (d), (e), and (f) above.
 - (h) Membership in various National and State governmental accounting boards, committees, or associations (past and present).
 - (i) Professional recognition such as certified public accounting licenses, awards, etc.
 - (2) Describe your firm's current partners managers, and supervisors local governmental audit experience within the State of Florida and give the names and telephone numbers of client officials. Other experience with non-similar governmental units may be included only as ancillary information.

- (3) Describe your firm's current partners, managers, and supervisors experience in preparing the single audit for audits of federally assisted programs.
- (4) Describe your firm's current partners, managers, and supervisor's participation and experience in peer reviews, specifically the inclusion of governmental audits in the review at both the local and national level.
- (5) Describe your firm's current partners, managers, and supervisors who had primary responsibility and interaction with municipal officials regarding the municipalities' receipt of the Certificate of Achievement for Excellence in Financial Reporting and the associated municipalities.

g. **Scope Section**

Clearly describe, in the Scope Section, the required services to be provided assuming that the requested services includes examination of financial statements, a financial audit as defined in FS 11.45, and a compliance audit required by OMB Circular A-133 (and other applicable OMB Circulars), and Rules of the Auditor General.

(1) **Financial Audit**

The examination will be made in accordance with generally accepted auditing standards. The primary purpose of the examination is to express an opinion on the financial statements and that such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist or if any other circumstances are encountered that required extended services, the auditor will promptly advise the requester. No extended services will be performed as part of the audit unless they are authorized in the contractual agreement or in an amendment to the agreement.

The auditors shall familiarize themselves with and comply with the provisions of any and all Federal, State, and City orders, statutes, ordinances, charter, bond covenants, administrative code and orders, and rules and regulations which may pertain to the work required in the engagement.

(2) **Single Audit**

A financial and compliance audit, "single audit", of Federal and State grants shall be performed as defined in the GAO's Government Auditing Standards (1988), the provisions of Single Audit Act of 1984 (PL 98-502) and the Office of Management and budget's Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and the State of Florida, Rules of the Auditor General.

(4) **Review of Internal Controls**

An evaluation is to be made of the system of internal control to assess the extent it can be relied upon to ensure accurate information, to ensure compliance with law and regulations, and to provide for efficient and effective operations. The study of internal control should include:

- (a) **Review of the System** which is primarily the process of obtaining information about the organization and the procedures prescribed and are intended to serve as the basis for tests of compliance and for evaluation of the system.
- (b) **Tests of Compliance** which are made to provide reasonable assurance that the accounting control procedures are being applied as prescribed.

(5) **Management Information Services**

A review is to be made to compare the calculating operations of the computer with the desired results by tests of transactions. A review of controls used in the computer system to assure protection of files and prevention of processing errors and a review of the data processing operation shall be made.

(6) **Reports**

The City requires an opinion of the CAFR and a separate single audit report that complies with OMB Circular A-133.

Any adjusting journal entries identified by the auditors shall be compiled in a report and reviewed with the City Manager and the Finance Director. The auditors will coordinate the posting of the adjusting entries with the Finance Director to ensure accurate fiscal year ending and beginning balances.

(7) **Management Letter**

The audit report shall include a management letter which shall contain the audit findings which, among other matters, may include the following material items discovered within the scope of the audit:

- (a) Whether errors or irregularities reported in the preceding annual financial audit have been corrected.
- (b) Whether recommendations made in the preceding annual financial audit have been followed.
- (c) Recommendations to improve the City's present financial management, accounting procedures, internal controls, and increase efficiency.
- (d) Violation of the laws, rules, and regulations discovered within the scope of the financial audit which may or may not materially affect the financial statements.
- (e) Illegal or improper expenditures discovered within the scope of the financial audit which do or do not materially affect the financial statements.
- (f) Improper or inadequate accounting procedures.
- (g) Failure to properly record financial transactions.
- (h) Other inaccuracies, irregularities, shortages, and defalcations, if any, discovered by the auditor.

(8) Additional Services

If, during the contractual period covered by the agreement, additional services such as operational audits, preparation of bond issues, or management advisory services are needed, the accounting firm may, at the option of the City, be engaged to perform these services at the rates established in the agreement.

C. EVALUATION OF PROPOSALS

1. Proposals will be evaluated using a predetermined method to ascertain which proposal best meets the needs of the requester. In some circumstances, proposals may be so similar in quality that oral interviews may have to be arranged to assist in making the final selection. Evaluation considerations will include the following:
 - a. Responsiveness of the proposal in clearly stating the understanding of work to be performed.
 - b. The quality, availability, and adaptability of the audit services to be rendered.
 - c. Technical experience of the current partners, managers, and supervisors within the firm.
 - d. Previous municipal experience and professional activities of the audit team.
 - e. Ability, capacity, and skill of the proposing firm to perform the audit services on a timely basis.
 - f. Responses of the client references.
 - g. Cost proposals for each of the three (3) years must be broken down between:
 - (1) Financial Audit
 - (2) Single Audit
 - (2) Cost reduction if the City prepares the Comprehensive Annual Financial Report
 - (4) Hourly rate for additional services such as consulting etc.

2. Evaluation of proposals on the basis of qualifications, relevant experience, and responsiveness of the firms will be conducted by the Audit Selection Committee. The City Council will select one of top ranked firms recommended by the Audit Committee on October 4, 2016.

D. DESCRIPTION OF GOVERNMENT

1. The auditor's principal contact with the City of Gulfport will be Cheryl Hannafin, CPA, Administrative Services Director, or a designated representative who will coordinate the assistance to be provided by the City of Gulfport to the auditor.

An organizational chart (Appendix A) and a list of key personnel with the location of their principal offices (Appendix B) are attached.

2. **Background Information**

The City of Gulfport has a population of approximately 12,860 people and is located within Pinellas County, Florida. The City employs an average of 123 full-time employees and had a total payroll of approximately \$6.8 million. The City is organized into eight (8) departments, containing twenty three (23) divisions.

The City of Gulfport provides the following services to its citizens:

- Police protection
- Fire Protection
- Maintenance of streets, sidewalks, public parks, and recreation facilities
- City planning, zoning, and building code regulation and enforcement
- Supervised recreation programs and senior center
- Public Library
- Sanitation service
- Utilities including water/sewer and storm water
- Municipal marina
- Elderly transportation service

More detailed information on the government and its finances can be found in the Annual Budget and the Comprehensive Annual Financial Report documents. These documents will be available for review on the City's web-site www.mygulfport.us.

3. **Fund Structure**

The City of Gulfport uses the following fund types and account groups in its financial reporting:

<u>Funded Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Number with Legally Adopted Annual Budgets</u>
General Funds	1	1
Special Revenue Funds	4	4
Enterprise Funds	3	3
Debt Service Funds	0	0
Capital Projects Funds	1	1
Trust and Agency Funds		
Pension Trust Funds	3	0

4. **Pension Plans**

The City of Gulfport participates in the following retirement plans:

	<u>Single Employer</u>	
	<u>Defined Contribution</u>	<u>Defined Benefit</u>
Regular Employees		X
Police Officers Pension Plan		X
Firefighters' Pension Plan		X
ICMA – Management	X	

The City also offers its employees two (2) Deferred Compensation Plans created in accordance with Internal Revenue Code Section 457.

5. **Organization**

The Finance Division is headed by Cheryl Hannafin, CPA, Administrative Services Director, and consists of eight (8) employees. The Division includes the functions of accounting, financial reporting, budgeting, human resources, and utility billing.

E. **GENERAL INFORMATION**

1. **Certificate of Achievement**

The City has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last thirty-two years. The City Manager anticipates applying for the Certificate of Achievement for Excellence in Financial Reporting each year.

2. **Documents Available for Review**

Prior years' audit reports, management letters, and budget documents will be available for review on the City's website www.mygulfport.us. Any further requests for information should be directed to the City's Administrative Services Director, Cheryl Hannafin, CPA Channafin@mygulfport.us.

3. **Working Papers**

Work papers are the property of the audit firm and shall be retained for a period of three (3) years and shall be available to inspect and reproduce upon request of the City or its authorized representatives.

4. **Staff Assignments**

The City reserves the right to approve or reject staff assigned to the City's audit.

5. **Audit Report**

The auditor shall submit a signed audit report on the fair presentation of the financial statements in conformity with generally accepted accounting principles no later than March 15, subsequent to the City's fiscal year end.

6. **Audit Planning**

An entrance conference shall be held between the City of Gulfport's key personnel and the auditor prior to the start of the engagement. The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.

7. **Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with an agreement reached during contract negotiations. Interim billings shall cover a period of not less than a calendar month. Twenty (20) percent of the total contract will be withheld pending delivery and acceptance of the firm's final reports.

F. **ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

1. **Finance Division and Clerical Assistance**

The Finance Division staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations shall be the responsibility of the City of Gulfport.

2. **Electronic Data Processing (EDP) Assistance**

City of Gulfport personnel will be available to provide systems documentation and explanations.

3. **Statements and Schedules to be prepared by the Staff of the City of Gulfport**

The statements and schedules needed to draft the financial reports will be prepared by City of Gulfport personnel.

4. **Work Area, Telephones, Photocopying, and FAX Machines**

The City of Gulfport will provide the auditor with reasonable work space, tables, and chairs. The auditor will also be provided with reasonable access to a telephone line, photocopying facilities, and a FAX machine.

5. **Report Preparation**

Should the City elect to have the CAFR prepared by the auditor, the report preparation and printing shall be the responsibility of the auditor. Should the City elect to prepare the CAFR in-house, the report preparation and printing shall be the responsibility of the City. The auditor and the City of Gulfport shall be jointly responsible for editing.

APPENDIX B

KEY PERSONNEL

Location	City of Gulfport 2401 53rd Street South Gulfport, FL 33707	
Mayor and City Council	Samuel Henderson Michael Fridovich Daniel Liedtke Yolanda Roman Christine Brown	Mayor Vice Mayor Councilor Councilor Councilor
Administration	James E. O'Reilly	City Manager
City Attorney	Andrew J. Salzman, Esq.	No Physical City Office
Finance Division	Cheryl Hannafin, CPA Cher Johnson Sonya Levert Bibi Baksh Kathleen Hanrahan Jainee Hilton	Administrative Services Director Accounting Manager Accounting Technician Accounting Technician Administrative Services Technician Administrative Services Technician
Clerk's Office	Lesley DeMuth	City Clerk

APPENDIX C

INSURANCE REQUIREMENTS

INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Indemnification

The proposer shall hold harmless, indemnify, and defend the City, its members, officers, and employees against any claim, action, loss, damage, injury (whether mental or physical and including death to persons or damage to property), liability, cost, and expenses of whatsoever kind or nature including, but not by way of limitation, attorneys' fees, and court costs caused by the negligent acts or omissions of the proposer, its agents, assigns, and employees.

2. Insurance

a. Without limiting its liability under the contract, the proposer shall procure and maintain at its sole expense during the life of the contract, insurance of the types, and in the minimum amounts stated herewith:

<u>Type</u>	<u>Amount</u>
Professional Liability	\$1,000,000
Comprehensive General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000
Workers' Compensation	As Required by Law

b. The proposer's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover the indemnification.

c. Such insurance shall be written by a company licensed to do business in the State of Florida and satisfactory to the City. Prior to commencing any work under the contract, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the City Manager.

d. The insurance shall provide the no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by the City.

e. The proposer shall provide a Certificate of Insurance identifying the City as an additional insured.

APPENDIX D

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

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

1. This sworn statement is submitted to

_____ (print name of the public entity)

by _____ (print individual's name and title)

for _____ (print name of entity submitting sworn statement)

whose business address
is _____

and (if applicable) its Federal Employer Identification Number (FEIN)
is _____

_____. (If the entity has no FEIN, include the Social Security
Number of the individual signing this sworn
statement _____).

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2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any State or Federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States including, but not limited to, any proposal 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 misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of public entity crime with or without an adjudication of guilt in any Federal or State trial court of record relating to charges brought by indictment or information after July 1, 1989 as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) 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 the Arm's Length Agreement, shall be a prima facie case that one (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any 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 proposals or applies to proposal on contracts for the provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

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

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

___ The entity submitting this sworn statement or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

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

Signature

Sworn to and subscribed before me this _____ day of _____, 20____

Personally known _____
or produced identification _____

Type of Identification

Notary Public - State of _____

My commission expires _____

(Printed, typed, or stamped commissioned name of Notary Public)

APPENDIX E

IDENTICAL TIE PROPOSALS

Preference shall be given to businesses with drug-free work place programs. Whenever two (2) or more proposals, 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 proposal received from a business that certified that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free work place program. In order to have a drug-free work place 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 work place 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 work place, the business's policy of maintaining a drug-free work place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that area under a proposal a copy of the statement specified in one (1) above.
4. In the statement specific in one (1) above, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of or pleas 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 work place 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's Signature

APPENDIX F
FEE PROPOSAL

The firm of _____
submits the following annual fees:

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
1. Financial Audit	\$ _____	\$ _____	\$ _____
2. Single Audit	\$ _____	\$ _____	\$ _____
3. Cost Reduction if City Prepares CAFR	\$ _____	\$ _____	\$ _____
4. Hourly Rate for Additional Services	\$ _____	\$ _____	\$ _____

NOTES

- *Fees for one (1) through four (4) must be rounded to the nearest ten (10) dollars.
- *Fees must be typed out under the numeral.
- *An hourly rate sheet for all staff levels must be attached to this Fee Proposal sheet.
- *Fees shall include printing costs.