
**CITY OF
FRUITLAND PARK, FLORIDA**



**REQUEST FOR PROPOSALS 2025-03
FOR PLANNING AND ZONING SPECIAL MASTER
SERVICES**

LEGAL ADVERTISEMENT
Request for Proposals
Planning and Zoning Special Master Services
City of Fruitland Park, Florida

Sealed proposals will be accepted for REQUEST FOR PROPOSALS (RFP), PLANNING AND ZONING SPECIAL MASTER SERVICES, no later than **2:00 P.M.**, local time, on **December 18, 2025**. Proposals received after that time will not be accepted or considered, and will be returned unopened. No exceptions will be made.

The City of Fruitland Park, Florida, in conformance with Florida Statutes, and the policies and procedures of the City of Fruitland Park (City), is soliciting competitive sealed proposals for Planning and Zoning Special Master Services.

Each respondent shall submit four **(4) copies** of the required proposal documents, in a sealed envelope plainly marked on the outside with, **“RFP for Planning and Zoning Special Master Services” with the respondent’s name**. Proposals will be received by Gwen Johns, City Clerk, City of Fruitland Park, 506 W. Berckman St., Fruitland Park, Florida 34731 no later than 2:00 P.M. local time, on **December 18, 2025**. Proposals will be publicly opened and read aloud in the City Commission Chambers, 506 W. Berckman St., Fruitland Park, Florida on the above-appointed date at **2:15 PM**, local time, or as soon thereafter as possible. All proposers or their representatives are invited to be present.

Interested Firms may secure a copy of the documents from (a) Gwen Johns, City Clerk, at 506 W. Berckman St., Fruitland Park, Florida 34731, phone number 352-360-6790, E-mail gjohns@fruitlandpark.org (b) download from the City’s website at fruitlandpark.org; or (c) download from Demandstar.

To ensure fair consideration for all respondents to this RFP, firms interested in providing the required services may be disqualified if they have contact during the submission or selection process with the Mayor, City Commissioners, or any City staff other than as provided herein. Questions must be submitted in writing and received no later than **December 8, 2025** by submitting to Gwen Johns, City Clerk at gjohns@fruitlandpark.org with a copy to anita@agclaw.net. Answers to questions will be posted on the City’s website and on Demandstar as an addendum to this RFP for Planning and Zoning Special Master Services.

Award of Contract: The City reserves the right to waive technicalities or irregularities, reject any or all proposals, and/or accept a proposal that is in the best interest of the City which, in the sole discretion of the City, is the most responsive and responsible proposer based on the factors considered.

Pursuant to Section 287.133(2)(a), Florida Statutes, interested individuals or firms who have been placed on the convicted vendor list following a conviction for public entity crimes may not submit a Proposal on a contract to provide services for a public entity, may not be awarded a consultant contract and may not transact business with a public entity for services, the value of which exceeds CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

City of Fruitland Park, Florida
Request for Proposals
For Planning and Zoning Special Master Services

GENERAL INFORMATION

Responses to this Request for Proposals (RFP) must be received no later than **2:00 P.M., local time, December 18, 2025**, at the following address:

Gwen Johns, City Clerk
City of Fruitland Park
506 W. Berckman St
Fruitland Park, Florida 34731

Each respondent shall submit four **(4) copies** of the required proposal documents, in a sealed envelope plainly marked on the outside with, **“RFP for Planning and Zoning Special Master Services” with the respondent’s name**. Proposals will be received by Gwen Johns, City Clerk, City of Fruitland Park, 506 W. Berckman St., Fruitland Park, Florida 34731 no later than **2:00 P.M. local time, on December 18, 2025**. Any proposals received after this deadline will be returned to the submitting firm unopened.

It shall be the sole responsibility of the proposer to have their proposal delivered to the City Clerk’s office, 506 W. Berckman St., Fruitland Park, Florida 34731 for receipt on or before the above stated time and date. If a proposal is sent by U.S. Mail or courier service, the proposer shall be responsible for its timely delivery. Proposals delayed by mail or courier service shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer’s request and expense. “Postage Due” items will not be accepted. Expenses incurred in submitting this proposal will not be reimbursed by the City and these costs should not be included in the fees charged by the contracted firm.

Any requests for clarification or correction regarding this RFP should be reduced to writing and be received no later than **December 8, 2025**. Any response by the City to a request for clarification or correction will be made in the form of a written addendum and posted on the City’s website and on Demandstar. The City reserves the right to issue addenda concerning clarifications or corrections at any time up to the date and time set for proposal submission. Only interpretations or corrections provided by written addenda shall be binding on the City. Proposers are cautioned that any other source by which a proposer receives information concerning, explaining, or interpreting the RFP documents shall not bind the City. Proposers shall not contact City staff or other City consultants for information (except in writing no later than December 8, 2025) before the award date. Any contact with any other member of the City Staff, City Commission, or its agents (except as stated herein) during this time period may be grounds for disqualification.

Questions or concerns should be addressed to:

Gwen Johns, City Clerk
City of Fruitland Park
506 W. Berckman St

Fruitland Park, Florida 34731
e-mail: gjohns@fruitlandpark.org
Phone 352-360-6790

With a copy to: anita@agclaw.net

Proposals must include:

- Contact Sheet – provided as Exhibit A
- Public Entity Crimes – provided as Exhibit B
- Drug-Free Workplace Certification – provided as Exhibit C
- E-Verify Statement – provided as Exhibit D
- Proposer Acknowledgements and Agreements – provided as Exhibit E
- Conflict of Interest – provided as Exhibit F
- Non-Collusion Affidavit – provided as Exhibit G
- Dispute Disclosure Form – provided as Exhibit H
- Human Trafficking Affidavit – provided as Exhibit I

Anticipated Schedule: As of the date of the issuance of this RFP, the timetable presented below provides the operative guidelines for the sequence of anticipated events. Should a change be required, the City will post such notification via the City's website. All times/dates are Eastern Standard Time.

November 10, 2025	Request for Proposals issued
December 8, 2025	Deadline to submit written questions or requests for clarification.
December 12, 2025	Last date addenda will be issued by City
December 18, 2025 (2:00 P.M.)	Proposal Submission Deadline
December 18, 2025 (2:15 P.M.)	Proposals Opened
January 8, 2026 (2:00 P.M.)	Presentation by Proposers (if necessary) & Final Ranking of Proposers by City Selection Committee
January 22, 2026	City Commission final selection and approval of a contract

Proposal Package

The Proposal Package must contain the following information in the prescribed sequence.

SEQUENCE

CONTENT

Exhibit A:

Cover Letter and Contact Sheet

Proposal Tab 1:

Attorney / Firm Information

- Overview of Attorney / Firm
- Experience
- References

Proposal Tab 2:

Proposed Attorney / Firm

- Resume
- Certifications
- Accessibility and Responsiveness

Proposal Tab 3:

Proposed Compensation

Proposal Tab 4:

Certificates of Insurance: Professional Liability, General Liability and Workers Comp

Proposal Tab 5:

Exhibit B	Public Entity Crimes Statement
Exhibit C	Drug Free Workplace Certification
Exhibit D	E-Verify Statement
Exhibit E	Proposer Acknowledgements and Agreements
Exhibit F	Conflict of Interest
Exhibit G	Non-Collusion Affidavit
Exhibit H	Disputes Disclosure
Exhibit I	Human Trafficking Affidavit

Introduction to the City

The City of Fruitland Park (hereinafter referred to as “the City”) is located in northwest Lake County, Florida. According to the 2020 U.S. Census, the City’s reported population was 8,325 ; however, the University of Florida Bureau of Economic and Business Research (BEBR) estimates the City’s population as of April 1, 2024 to be 8,634. The City’s General Fund Budget for FY 2025/2026 is approximately \$13,837,975.00.

The City is a Florida Municipal Corporation as defined by Florida Statutes. The legislative branch of the City is a five-member elected Commission, including a Mayor who is appointed by the Commissioners by majority vote. The City operates under a strong city manager form of government with the City Commission responsible for the establishment and adoption of policy and legislation. The execution of such policy is the responsibility of the City Manager who is appointed by and serves at the pleasure of the City Commission.

The City operation includes a Community Development Department responsible for receipt and processing of development applications and permitting. LPG Urban & Regional Planners, LLC is the planning consultant to the City.

Objectives and Scope of Services

The City of Fruitland Park is seeking proposals for contracted Planning and Zoning Special Master Services. The Planning and Zoning Special Master will perform the traditional duties of a planning and zoning board, and local planning agency. The City seeks services for a special master to hold public hearings on applications for annexation, re-zoning, site plan, special and condition use permits, variances, and amendments to the land development code. The special master will make a recommendation to the City Commission to approve, approve with conditions or deny an application. The special master may also review the City’s land regulations and policies and make recommendations to the City Commission for consideration. Finally, the special master will perform any other related duties assigned by the City Commission.

Minimum Qualifications

- The selected Planning and Zoning Special Master must be
 - licensed to practice law in the state of Florida
 - be a member in good standing of the Florida Bar
 - possess a minimum of two years’ prior legal experience in local government law.

Specifications

Experience

- Provide a narrative description of the attorney/firm.
- Describe the general legal experience of the attorney/firm.
- Describe the proposed attorney’s minimum of two years’ experience in the field of local government law with particular experience in planning and zoning.
- Provide experience working specifically with cities or counties and issues that affect land

use decisions by local governments. Please identify current municipal clients.

- The attorney/firm will carry and provide evidence of a professional liability insurance policy of not less than \$500,000 per occurrence and \$1,000,000 per aggregate coverage. The firm must also carry and provide evidence of a general liability policy of not less than \$1,000,000. If allowed by the insurer, the firm will name the City as an additional insured under the general liability insurance policy and certificate holder.

Location and Responsiveness

The attorney serving as Planning and Zoning Special Master must be available in person to attend and hold public hearings monthly. Currently meetings are held on the third Thursday of each month beginning at 6:00 p.m.; however, this date and time may be changed in consultation with and agreement of the City.

The City anticipates a three-year initial service agreement. Continuation of the service contract will require City Commission approval. Submitting firms are expected to submit a proposed service agreement for services with their proposal. The proposed service agreement shall include proposals for compensation (hourly rates for all staff, etc., and travel rates, if any). The City reserves the right to revise the stated contract terms and conditions prior to the Planning and Zoning Special Master and City executing the agreement. The Planning and Zoning Special Master shall serve at the pleasure of the City and be subject to removal, with or without cause, at any time during the term of the service agreement, by the City Commission.

References

Provide three municipal or local government references for the attorney (inclusion of the reference in your proposal is also agreement that the City may contact the named reference).

The City of Fruitland Park reserves the right to contact any municipality, agency, company or individual, whether offered as references or otherwise, to obtain information that may assist the City in evaluating the Proposer. The City of Fruitland Park retains the right to use information to make selection decisions. Submittal of a proposal is agreement that the City may contact and utilize such information in making a decision.

Proposed Attorney

- Name and describe the attorney proposed.
- Clearly identify the attorney who will serve as Planning and Zoning Special Master.
- Provide a resume or similar description for the attorney who will serve as Planning and Zoning Special Master with considerable detail in the experience and qualifications of the attorney.

Proposed Compensation

Propose a compensation package inclusive of all service costs (include any travel reimbursement and expenses expected). The City of Fruitland Park will select a finalist by considering the proposed compensation package as a *best and final offer*; although, it reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

Additional Information

Each proposal will be considered binding and in effect for a period of 90 calendar days following the proposal opening.

Selection Process

The City Selection Committee will determine the top-ranked Proposer for award and negotiate a contract to bring forward to the City Commission for final approval.

The selected Attorney/Firm will have, in accordance with the instructions herein or hereinafter provided, submitted a complete and compelling proposal, submitted and signed, where instructed, the required forms, met the mandatory requirements to the satisfaction of the City.

Evaluation Criteria

Evaluation Components	Component Criteria	Decision Weight
<u>Firm Experience</u>	1) Attorney's minimum of two years' experience in the field of local government law with particular experience in planning and zoning. 2) Experience working specifically with cities or counties, and issues that affect land use decisions by local governments. Identify current local government clients, if any. 3) Provide three municipal or county references for the attorney.	50%
<u>Proposed Compensation</u>	1) Proposed compensation including all service costs (hourly rates of the attorney, reimbursable costs, travel costs, etc.) 2) Provide information on any retainers required	35%
<u>Location and Responsiveness</u>	1) Accessibility of the proposed attorney, and the lead-time required for attending scheduled in person meetings.	15%
MAXIMUM PERCENTAGE		100%

The City reserves the right to determine, at its sole discretion, whether any aspect of a Proposal satisfies the criteria established in this Request for Proposals. The City further reserves the right to negotiate with any person or firm submitting Proposals and reserves the right to reject any or all Proposals with or without cause. In the event that this Request for Proposals is withdrawn by the City for any reason, the City will have no liability to any applicant for any costs or expenses incurred in connection with this Request for Proposals or otherwise. All such expenses incurred in the preparation of a Proposal will be borne by the attorney/firm. Failure or refusal of the successful attorney/firm to execute a contract within thirty days after award will constitute a default. Any such attorney/firm will not assign, transfer, convey or otherwise dispose of any or all of its rights, title or interest therein, or its power to execute such contract to any person or firm without prior written consent of the City.

EXHIBIT "A"
CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

ATTORNEY/FIRM Accepts Credit

Cards: Yes

No

Accounting Contact:

Name: _____ **Title:** _____

Email Address: _____ **Phone:** _____

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), 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 Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four digits of your Social Security Number: _____.)
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (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 proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means 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 records 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.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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 City of Fruitland Park, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, will be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months will 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 the state or of the United States with the legal power to enter into a binding contract for 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.
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 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. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted ATTORNEY/FIRM 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 public interest to remove the person or affiliate from the convicted ATTORNEY/FIRM list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted ATTORNEY/FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who,
after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20 __, and is personally known
to me, or has provided _____ as identification.

Notary Public

My Commission expires: _____

EXHIBIT "C"
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed ATTORNEY/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business must:

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 violation 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, 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 services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., 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 plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is 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 this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE NUMBER(S): _____

SIGNATURE: _____

NAME (TYPED OR PRINTED): _____ **TITLE:** _____

EXHIBIT “D”
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

ATTORNEY/FIRM acknowledges and agrees to the following:

ATTORNEY/FIRM will utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the ATTORNEY/FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the ATTORNEY/FIRM to perform work pursuant to the contract with the Department.

Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

EXHIBIT “E”

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL PACKAGE, SCOPE OF SERVICES, MINIMUM QUALIFICATIONS
Understands and agrees to all terms.
3. EVALUATION CRITERIA
Understands and agrees to all terms.
4. PROPOSER’S RESPONSE: ATTORNEY QUALIFICATIONS AND EXPERIENCE
Understands and agrees to all terms.
5. PROPOSER’S RESPONSE: PROPOSED ATTORNEY
Understands and agrees to all terms.
6. PROPOSER’S RESPONSE: LOCATION AND RESPONSIVENESS
Understands and agrees to all terms.
7. PROPOSER’S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: _____ Title: _____

Signature: _____ Date: _____

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is _____ and my relationship to the entity named above is _____.

1. The above named entity is submitting a Proposal for the City of Fruitland Park.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fruitland Park.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fruitland Park.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fruitland Park.

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20____, and is personally known to me, or has provided _____ as identification.

Notary Signature

My Commission expires: _____

EXHIBIT "G"

Non-Collusion Affidavit

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____

_____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is _____ and my relationship to the entity named above is _____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fruitland Park, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20____, and is personally known to me, or has provided _____ as identification.

Notary Signature

My Commission expires: _____

EXHIBIT “H”

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers received a reprimand of any nature or been suspended by the Florida Supreme Court or any other regulatory agency or professional association within the last five years?

YES___NO___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years?

YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five years that is related to the services your firm provides in the regular course of business?

YES___NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts will be cause for forfeiture of rights for further consideration of this proposal for the City of Fruitland Park.

Firm

Date

Authorized Signature

Printed or Typed Name and Title

EXHIBIT “I”

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as _____ (Role) of
_____ (Company).
3. _____ (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.
4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I, _____, declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

Company Name

Authorized Signatory

Printed Name

Title

Date