

**CITY OF  
FRUITLAND PARK, FLORIDA**

**REQUEST FOR PROPOSALS 2025-02  
FOR LABOR ATTORNEY SERVICES**

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LEGAL ADVERTISEMENT  
Request for Proposals 2025-02  
Labor Attorney Services  
City of Fruitland Park, Florida

Sealed proposals will be accepted for REQUEST FOR PROPOSALS (RFP), LABOR ATTORNEY SERVICES, no later than 3:00 p.m., local time, on January 17, 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 Labor Attorney Services.

Each respondent shall submit four **(4) copies** of the required proposal documents, in a sealed envelope plainly marked on the outside with, **“RFP 2025-02 for Labor Attorney Services” with the respondent’s name**. Proposals will be received by Esther Coulson, City Clerk, City of Fruitland Park, 506 W. Berckman Street, Fruitland Park, Florida 34731 no later than 3:00 p.m. local time, on January 17, 2025. Proposals will be publicly opened and read aloud in the City Commission Chambers, 506 W. Berckman Street, Fruitland Park, Florida on the above-appointed date at 3:30 p.m., 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) Esther Coulson, City Clerk, at 506 W. Berckman Street, Fruitland Park, Florida 34731, phone number (352) 360-6790, email [ecoulson@fruitlandpark.org](mailto:ecoulson@fruitlandpark.org), (b) download from the city’s website at [www.fruitlandpark.org](http://www.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 January 7, 2025 by submitting to John Klein at [jklein@fruitlandpark.org](mailto:jklein@fruitlandpark.org) with a copy to [ecoulson@fruitlandpark.org](mailto:ecoulson@fruitlandpark.org). Answers to questions will be posted on the city’s website and DemandStar as an addendum to this RFP for Labor Attorney 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 2025-02  
For Labor Attorney Services

**GENERAL INFORMATION**

Responses to this Request for Proposals (RFP) must be received no later than **3:00 p.m., local time, January 17, 2025**, at the following address:

Esther Coulson, City Clerk  
City of Fruitland Park  
506 W. Berckman Street  
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 2025-02 for Labor Attorney Services” with the respondent’s name**. Proposals will be received by Esther Coulson, City Clerk, City of Fruitland Park, 506 W. Berckman Street, Fruitland Park, Florida 34731 no later than 3:00 p.m. local time, on January 17, 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 Street, 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 January 7, 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 January 7, 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:

John Klein, Human Resources and Risk Management Director  
City of Fruitland Park  
506 W. Berckman St  
Fruitland Park, Florida 34731  
e-mail: [jklein@fruitlandpark.org](mailto:jklein@fruitlandpark.org)  
Phone: (352) 360-6658

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

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 and should a change be required, the city will post such notification via the city's website and DemandStar:

|                              |                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------|
| December 13, 2024            | Request for Proposals issued.                                                         |
| January 7, 2025              | Deadline to submit written questions or requests for clarification.                   |
| January 10, 2025             | Last date addenda will be issued by city.                                             |
| January 17, 2025 (3:00 p.m.) | Proposal submission deadline.                                                         |
| January 17, 2025 (3:30 p.m.) | Proposals opened.                                                                     |
| January 28, 2025             | Presentation by proposers (if necessary) and final ranking of proposers by commission |
| February 13, 2025            | City commission approval of a contract                                                |

## **Proposal Package**

The proposal package must contain the following information in the prescribed sequence.

| <b><u>SEQUENCE</u></b> | <b><u>CONTENT</u></b>                                                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Exhibit A:</u>      | Cover Letter and Contact Sheet                                                                                                                        |
| <u>Proposal Tab 1:</u> | Attorney / Firm Information <ul style="list-style-type: none"><li>• Overview of Attorney / Firm</li><li>• Experience</li><li>• References</li></ul>   |
| <u>Proposal Tab 2:</u> | Proposed Attorney / Firm <ul style="list-style-type: none"><li>• Resume</li><li>• Certifications</li><li>• Accessibility and Responsiveness</li></ul> |
| <u>Proposal Tab 3:</u> | Proposed Compensation                                                                                                                                 |
| <u>Proposal Tab 4:</u> | Certificates of Insurance: Professional Liability, General Liability and Workers Comp                                                                 |
| <u>Proposal Tab 5:</u> | 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                                                                                                                    |

## **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 2024/2025 is approximately \$12,344,205.

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 a policy is the responsibility of the city manager who is appointed by and serves at the pleasure of the city commission.

The city government, with 72 full-time employees, 14 part-time employees, and 11 seasonal employees, is divided into departments including city clerk, city manager, code enforcement, community development, finance, human resources, library, parks and recreation, police, and public works. These departments provide a full array of municipal services including but not limited to, building permitting, police protection, extensive parks and recreational facilities, public utilities including potable water, wastewater treatment, stormwater and sanitation services. Lake County provides fire protection services for the city. There are no collective bargaining units.

## **Objectives**

The City of Fruitland Park is seeking proposals for contracted Labor Attorney Services. The city seeks services covering the traditional scope of work for labor counsel including legal counsel, legal opinions, training, consultation and coordination with the city attorney, the city manager and the human resources director. Attendance at meetings in Fruitland Park may be required, including but not limited to, administrative hearings, arbitrations, city commission closed sessions and/or open public meetings, and employment-related litigation court appearances and administrative hearings, as specified, and labor negotiations.

## **Scope of Services**

Provides legal advice, counsel, services, training, consultation and opinions to the city attorney, city manager, human resources director and/or city commission on a wide variety of labor assignments, including but not limited to:

- Laws against discrimination (federal and state).
- Methods to avoid civil litigation.
- Labor negotiations, arbitrations, labor and employment counseling, and employment litigation.
- Drafting and/review for legal correctness and acceptability; legal documents, contracts, settlement agreements, severance agreements, releases, collective bargaining agreements and other legal drafting, as requested.
- Appearance for and representation of the city in labor negotiation matters, as requested.
- Guidance to the city, as well as representation when necessary, regarding personnel actions, policies and procedures, including but not limited to:
  - employment discrimination claims
- Consultation with other attorneys representing the city in litigation.

- (The city's liability insurance carrier retains counsel to represent the city and, if needed, appear in such litigation on behalf of the city).
- Furnishes legal representation at meetings, as requested.
- Appears before courts and administrative agencies to represent the city's interests, as requested.
- Assists city officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
- Performs other legal services and tasks as assigned by the city attorney, city manager, human resources director and/or city commission.
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### **Minimum Qualifications**

- Each attorney on the proposed labor attorney team must be:
  - licensed to practice law in the state of Florida
  - be a member in good standing of the Florida Bar Association
  - possess a minimum of five years' prior legal experience in labor and employment law, local government law and administrative law.
- In addition, the proposed designated lead labor attorney must
  - possess a minimum of five years' experience in the field of municipal labor law with experience in pension law including Florida Retirement System (FRS), labor relations and employment litigation.

### **Specifications**

- **Experience**
  - Provide a narrative description of the attorney/firm.
  - Describe the general legal and labor experience of the attorney/firm.
  - Describe the proposed lead labor attorney's minimum of five years' experience in the field of municipal labor law with particular experience in pension law including FRS, labor relations and employment litigation.
  - Provide experience working specifically with cities, city councils/commissions and labor issues that affect Florida cities. Please identify current municipal clients.
  - The firm should have adequate office space, staff, equipment, and resource materials that are readily available.
  - 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 lead labor attorney must be readily available by phone and email. Timeliness of response and accessibility to the lead labor attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated labor attorney is of greatest importance, although these elements will also be considered in relation to assistant attorney(s) as well. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone and/or email.

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 labor attorney and city executing the agreement. The labor attorney 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 references for the lead 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/Team**

- Name and describe the attorney(s) and/or team proposed.
- Clearly identify the lead attorney and name any assisting attorney(s).
- Provide a resume' or similar description for each team member with considerable detail in the experience and qualifications of the lead attorney and any assisting attorney(s).
- Specify the firm structure applicable to this service agreement, including who the lead attorney is, and the relationship of any assisting attorney(s) to that lead attorney in the firm.

If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs such as training, please briefly identify such individuals and specialties as well.

### **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's opening.

### **Selection Process**

The city commission will determine the top-ranked proposer for the award.

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>             | <ol style="list-style-type: none"><li>1) Designated lead Labor Attorney's minimum of five years' experience in the field of municipal labor law with particular experience in pension law including FRS, labor relations and employment litigation.</li><li>2) Experience working specifically with cities, city councils/commissions and labor issues that affect Florida cities. Identify current municipal clients.</li><li>3) Provide three municipal references for the lead Labor Attorney</li></ol> | 50%             |
| <u>Proposed Compensation</u>       | <ol style="list-style-type: none"><li>1) Proposed compensation including all service costs (hourly rates of all team attorneys, paralegals, reimbursable costs, travel costs, etc.)</li><li>2) Provide information on any retainers required</li></ol>                                                                                                                                                                                                                                                     | 35%             |
| <u>Location and Responsiveness</u> | <ol style="list-style-type: none"><li>1) Accessibility of the proposed lead Labor Attorney, and the response time that the lead Labor Attorney offers to the city. Specifically, identify the lead-time required for attending scheduled or ad hoc meetings by phone and in person.</li><li>2) Identify the same for any assisting attorney(s).</li></ol>                                                                                                                                                  | 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 RFP. 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 RFP 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 RFP 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. INTRODUCTION AND GENERAL INFORMATION  
Understands and agrees to all terms.
  
- 2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS  
Understands and agrees to all terms.
  
- 3. EVALUATION  
Understands and agrees to all terms.
  
- 4. PROPOSER’S RESPONSE: FIRM INFORMATION  
Understands and agrees to all terms.
  
- 5. PROPOSER’S RESPONSE: PROPOSED LABOR ATTORNEY/TEAM  
Understands and agrees to all terms.
  
- 6. PROPOSER’S RESPONSE: ACCESSIBILITY 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 a 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.

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Firm

Date

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Authorized Signature

Printed or Typed Name and Title