



City of Madeira Beach

Request for Qualifications #2023-08

City Attorney – Professional Legal Services

Proposals due by Friday, July 7, 2023

**at 3:00 pm City Hall
300 Municipal Drive
Madeira Beach, FL 33708**

CONTACT:

Robin I. Gomez, City Manager

Phone: (727)580-8014

Email: rgomez@madeirabeachfl.gov

SECTION I - PURPOSE & INTRODUCTION

This Request for Proposals (RFP) is for the City of Madeira Beach to solicit qualifications for the purpose of establishing a list for hiring a qualified and experienced attorney and/or a law firm through competitive negotiations to provide a full complement of municipal professional legal services serving as the City's legal counsel on a contractual basis.

Qualified firms and/or the primary designated attorney must have a minimum of five (5) years of public sector experience in the practice of Florida municipal law or related experience with attorneys other than the primary designated attorney having a minimum of three (3) years of public sector experience in the practice of Florida municipal law or related experience. The attorneys and/or firm must be licensed with the State of Florida and be in good standing with the Florida Bar Association. Additionally, the attorneys and/or firm must be Board Certified in Local Government. All professional legal services are to be provided on a contractual fee-for-service basis, a combination of retainers and hourly rates.

The City of Madeira Beach reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of Madeira Beach.

Attorneys and/or law firms are required to submit written proposals that present the attorney's qualifications and understanding of the work to be performed. The attorney and/or firm's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein.

The proposal must be submitted in person, via traditional mail, or email no later than 3:00 pm, Friday, July 7, 2023, contact below:

City of Madeira Beach
Attn: Robin I. Gomez

Re: City Attorney – Professional Legal Services

300 Municipal Drive
Madeira Beach, FL 33708

or rgomez@madeirabeachfl.gov

NOTIFICATION: The City utilizes the following methods for notification and distribution of solicitation opportunities:

- City of Madeira Beach website www.madeirabeachfl.gov
- Demand Star

1. CALENDER OF EVENTS – PROPOSAL SCHEDULE

- Request for Qualifications (RFQ) release: Monday, June 19, 2023
- RFQ submittal date: No later than 3:00 pm, Friday, July 7, 2023
- Evaluation review: July 12 - 14, 2023
- Interviews (**if necessary**): July 17-19, 2023
- Selection/recommendation to Commissioners for review: Wed, July 26, 2023
- Commission to Award Contract: Wed, Aug 9, 2023

2. CONTACT INFORMATION

Please direct all technical inquiries concerning this Request for Qualifications in writing to the following City representative. Questions must be submitted by (5) days prior to the proposal due date.

Robin I. Gomez
300 Municipal Dr.
Madeira Beach, Florida 33708
(727) 580-8014
rgomez@madeirabeachfl.gov

3. CONTACT PROHIBITION

All prospective proposers are hereby instructed NOT to contact any member or employee of the City of Madeira Beach other than the person listed in the above contact information regarding this solicitation document, their submittal package, the City's Intent to Award, or the City's intent to reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact shall be cause for rejection of your submittal/response to this Request for Qualifications.

4. SUBMITTAL PROCEDURES:

Attorneys and/or Firms shall submit One (1) original submittal, five (5) copies and one electronic copy (USB- PDF Format). Responses must be submitted by the date and time indicated. Statements of Qualifications not submitted by that time will be refused. Statements of Qualifications shall be clearly marked:

“City Attorney – Professional Legal Services” and received by:

City of Madeira Beach City Manager's Office
300 Municipal Drive
Madeira Beach, FL 33708

Request for Qualifications will be received until 3:00PM on Friday, July 7, 2023, at City Hall, City of Madeira Beach, Florida 33708. Any qualifications received after will not be accepted.

The complete responsibility for obtaining, completing, and submitting a request to the City of Madeira Beach shall be solely and strictly the responsibility of the proposer. All submittals will be publicly recorded.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the due date. Proposal documents are exempt from public record for a period of thirty (30) days or a Notice of Intent to Award is issued whichever occurs first per Florida Statutes, Chapter 119, as amended.

PUBLIC RECORDS

Proposer acknowledges that it is acting on behalf of a public agency; this Agreement is subject to the provisions of §119.0701, Florida Statutes, and; that Proposer must comply with the public records laws of the State of Florida Proposer shall:

- (1) Keep and maintain public records required by the public agency to perform the service.
- (2) Upon request from the public agency's custodian of public records, the Proposer shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed the costs provided in this chapter or as otherwise provided by law.
- (3) The Proposer shall ensure that public records that are exempt or confidential and, therefore exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract.
- (4) The Proposer shall, upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Proposer or keep and maintain public records required by the public agency to perform the service. If the Proposer transfers all public records to the public agency upon completion of the contract, the Proposer shall destroy any duplicate public records that are exempt or confidential and, therefore, exempt from public records disclosure requirements. If the Proposer keeps and maintains public records upon completion of the contract, the Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- (5) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the custodian of public records for the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Proposer of the request. The Proposer must provide the records to the public agency or allow the records to be inspected, copied, or photographed within a reasonable time and in compliance with the requirements of §119.07, Florida Statutes.
- (6) If Proposer does not comply with a public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- (7) A Proposer who fails to provide public records to the public agency within a reasonable time may be subject to penalties under §119.10, Florida Statutes.
- (8) If a civil action is filed against a Proposer to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

- a. The court determines that the Proposer unlawfully refused to comply with the public records request within a reasonable time, and.
 - b. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Proposer has not complied with the request, to the public agency and to the Proposer.
 - c. The notice requirement is satisfied if written notice is sent to the public agency's custodian of public records and to the Proposer at the Proposer's address listed in this contract with the public agency or to the Proposer's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.
- (9) A Proposer who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.
- (10) If the Proposer Has Questions Regarding the Application of Chapter 119, Florida Statutes, To The Contractor's Duty To Provide Public Records Relating To This Contract, Contact The Custodian Of Public Records At:

City of Madeira Beach, Attn: City Clerk
Madeira Beach, FL 33708
727-391-9951, Ext. 231 or cvanblargan@madeirabeachfl.gov

5. CITY RESERVES THE RIGHT TO REJECT ALL BIDS

The City reserves the right to reject all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the City. The City of Madeira Beach reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this Request for Qualifications as best serves the needs of the City.

6. DESIGNATED CONTACT

The awarded firm(s) shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person and shall be knowledgeable of the terms of the Contract.

7. INSURANCE REQUIREMENTS

Include in Qualifications proof of Insurance furnished by the firm's carrier to guarantee the engineering firm is insured.

The awarded firm must file with the City of Madeira Beach certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured with the following minimum coverage:

Workers Compensation – coverage to apply for all attorney and/or firm employees at the statutory limits provided by state and federal laws. Policy must include Employers' liability with a limit of

\$100,000 each accident; \$100,000 each employee; and \$500,000 total policy limit. If attorney and/or firm is exempt from workers compensation, the proposal must clearly state this.

Comprehensive General Liability Insurance of \$1,000,000.00 each occurrence.

Professional Liability Insurance or malpractice or errors and/or omissions insurance shall be purchased and maintained with a minimum of \$2,000,000 per occurrence for this project with a \$4,000,000 policy term general aggregate.

Personal Injury for \$1,000,000.00 each occurrence.

Owner's and Consultant's Protective Liability.

- Bodily injury liability \$1,000,000.00 each occurrence
- Property damage liability \$1,000,000.00 each occurrence
- Full Workers Comprehensive Insurance required by Florida Law for all people employed by the contractor to perform work on this project

Automotive Liability (covering the operation, maintenance and all owned, non-owned and hired vehicles).

- Bodily injury liability \$1,000,000.00 each occurrence
- Property damage liability \$1,000,000.00 each occurrence

8. INDEMNIFICATION

The Respondent shall hold harmless the City, its officers, and employees, from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Respondent and any persons employed or utilized by the Respondent in the performance of the Contract.

9. ASSURANCES

The responding attorneys and/or firms shall provide a statement of assurance that the firm is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of Madeira Beach will apply.

10. DEVIATIONS FROM SPECIFICATIONS

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the city.

11. NO COLLUSION

By offering a submission to this Request for Qualifications, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principals(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative

statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

12. TERMINATION

The resulting contract may be canceled by the City when:

- a. When sufficient funds are not available to continue its full and faithful performance of this contract.
- b. Sub-standard or non-performance of contract.
- c. The City wishes to terminate at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.

The resulting contract may be canceled by either party in the event of substantial failure to perform in accordance with the terms by the other party through no fault of the terminating party.

13. SUBMITTAL WITHDRAWAL

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the City Commission, if the following is established:

- a. That the respondent acted in good faith in submitting the submittal.
- b. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would work severe hardship upon the respondent.
- c. That the error was not the result of gross negligence or willful inattention on the part of the respondent.
- d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal; or
- e. The respondent submits documentation and an explanation of how the error was made.

14. TAXES, FEES, CODES, LICENSING

The Consultant shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The Consultant shall also be responsible for compliance with all applicable codes, laws, and regulations.

15. COMPLIANCE WITH ALL APPLICABLE LAWS

Respondents shall comply with all applicable local, state, and federal laws and codes.

Drug Free Workplace Certification CONSULTANT shall include a signed and completed Drug Free Workplace Certification, attached hereto as Exhibit B.

SECTION II – GENERAL SCOPE OF WORK

2.1 CITY CHARTER – CITY ATTORNEY WORK

Madeira Beach City Charter, Section 5.3 lists:

The Board of Commissioners shall appoint a City Attorney, upon such terms and for such compensation as the Board of Commissioners shall adopt. The City Attorney shall act as legal advisor to, and attorney for, the City and all of its officers or employees in matters arising out of the performance of their official duties for the City, but the City Attorney, or the City Attorney's law firm, shall not personally represent an elected official in any recall litigation or Florida Commission on Ethics proceeding. However, the elected official is entitled to legal representation in any recall litigation or Florida Commission on Ethics proceeding at the expense of the City.

The City Attorney shall bring and defend or assist in litigation and defense, for and in behalf of the City, all complaints, suits, and controversies in which the City is a party and shall perform such other professional duties as may be required of him by official action of the Board of Commissioners.

The City Attorney shall be an attorney at law, admitted to practice before the highest courts of the State of Florida and the Federal District Court for the Middle District of Florida.

The Board of Commissioners may appoint such assistant City Attorney as they deem necessary. The Board of Commissioners may contract with such other attorneys or firm of attorneys to perform such services on behalf of the City on specialized projects as may be deemed necessary or expedient in the discretion of the Board of Commissioners.

The City Attorney is one of four (4) charter officers working directly and serving at the pleasure of the Board of Commissioners (BOC). City Attorney activities are coordinated through the City Manager's office and acts as the Board of Commissioners parliamentarian advising the Commission on procedural matters. Additional duties include:

- Provide legal counsel in drafting and interpreting ordinances, resolutions, regulations
- Assist the draft and review of the City's Comprehensive Plan and any amendments
- Render opinions on legal issues affecting/impacting the City
- Keep Commission and City staff apprised of any new laws/judicial opinions
- Represents the City regarding lawsuits and court matters including suits against the City

2.2 ATTENDANCE

The City Attorney attends Commission meetings and may attend others including the Planning Commission, Civil Service Commission, and Special Magistrate as needed.

Regular monthly meeting schedule listed below with nearly all meetings occurring at:

**City Commission Chambers, Madeira Beach City Hall
300 Municipal Dr, Madeira Beach FL 33708**

BOC Regular Meetings	6:00 pm	Second Wednesday
BOC Workshops	6:00 pm	Fourth Wednesday
Planning Commission	6:00 pm	First Monday
Special Magistrate/Code Enf	2:00 pm	Fourth Monday
Special Magistrate/Variance Exception Use	2:00 pm	Fourth Monday

The various City boards may change the meeting dates and times including canceling meetings near holidays with the number of cancelled meetings varying by year. The City Attorney shall represent the BOC and each of the City boards (except for Special Magistrate boards), including City Committee Boards as they may be established, to provide appropriate legal advice and/or written opinions as well as provide parliamentary guidance concerning the conduct of each of the meetings.

City Attorney will attend BOC Workshop and Regular meetings as needed, City Committee meetings, and/or other meetings as needed and/or requested by the BOC, the City Manager, or when items under consideration may warrant legal input.

Please list any schedule commitments on the part of the primary or back-up designee attorneys that may conflict with the listed City of Madeira Beach schedule.

2.3 CITY ATTORNEY SERVICES

City Attorney and/or firm will:

- Draft and/or review ordinances, charter amendments, resolutions, contracts, correspondence
- Provide legal consultation, advice, and/or written opinions to City staff on all various city matters
- Provide legal consultation, advice, and/or written opinions on City insurance matters
- Negotiate union contracts & other labor/personnel matters
- Serve as bond/loan counsel or consult for outside counsel
- Review and advise on collections
- Counsel on confiscated property matters
- Other specialized matters as needed
- Prosecute and defend the City on all civil complaints, suits, or controversies in which the City is a party (when counsel not provided by insurance), including Special Magistrate/Code Enforcement and Special Magistrate/Variance-Special Exception Use
- Represent an employee or BOC member who is individually named in a suit as a result of official duties with the City
- Coordinate with insurance legal counsel as needed
- Provide counsel on the sale and/or purchase of real property
- Review, counsel, advice on any laws that may impact City business and/or interests
- Perform other legal duties and research and provide legal advice as requested by the BOC, charter officers, and/or City staff

2.4 FEE PROPOSAL

Identify methodology utilized for charging the City of Madeira Beach monthly. The City is requesting fees to be submitted/proposed for at least one of the following three (3) options:

Option A – Fixed Retainer Plus Hourly Billing

List a fixed retainer fee amount to be charged for general governmental services and items noted herein that are to be covered by the retainer. Please list any items listed above that would not be part of the retainer and prefer to bill hourly. List any other costs that would be itemized and separately billed. Please also list services routinely performed at no cost.

Option B – Hourly Fees for all Work without a Retainer

List dollar amounts of hourly fees and costs to be charged to provide all legal services.

Option C – Proposer’s Choice

List any combination of retainer and hourly fees to provide all legal services

2.5 RESERVED RIGHTS

The City reserves the right to accept or reject any/or all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, if it is deemed in the best interest of the City. The City, in its sole discretion, may expand the scope of work to include additional requirements. The City reserves the right to investigate, as it deems necessary, to determine the ability of any Proposer to perform the work or services requested. The Proposer upon request shall provide information the City deems necessary to decide. The City, in its sole discretion, may retain other attorneys and/or legal firms for specialized tasks if it determines such arrangements are in the City’s best interest.

SECTION III – EXPERIENCE & QUALIFICATIONS

3.1 Primary designated attorney will have five (5) years’ experience in the practice of Florida municipal law or related experience. The attorneys other than the primary designated attorney must have a minimum of three (3) years’ experience practicing law and representing municipal governments or other related experience. The attorney and/or firm must be licensed with the State of Florida and be in good standing with the Florida Bar Association. Additionally, the attorneys and/or firm must be Board Certified in Local Government.

3.2 Provide a current resume of the primary attorney who will assume the responsibility under an agreement. Please include relevant academic training and degrees, description of prior experience in law areas described herein, number of years as an attorney and/or with a law firm, areas of responsibility, and other background or experience which may be helpful in evaluating this proposal, such as:

- board certifications experience in advising entities on FL sunshine and public records laws
- legislative and quasi-judicial bodies experience with employment matters
- experience in land use regulations litigation experience and track record
- Any other relevant municipal or other public sector experience

3.3 LITIGATION

Provide a list of judgments or lawsuits against each attorney and/or the firm in the last five (5) years, including the nature of the lawsuit and the resolution thereof. Provide a list of all lobbyists employed by your firm and areas lobbied. Provide a list and explanation of any ethics complaints filed against each attorney and/or the firm or any attorney proposed under this solicitation by the Florida Bar Association or any relevant State regulatory agency within the past five (5) years.

3.4 CONFLICT OF INTEREST

List any clients you currently represent that could cause a conflict of interest with your responsibilities to the City. Describe how you would be willing to resolve these or any future conflicts of interest. List any potential conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, clients, or any other entities. Provide a list of other municipalities/cities or other governmental entities currently being represented by the attorney(s) proposed and/or firm.

3.5 LOCATION

Provide the address of the primary office that will be providing legal services to the City. Provide a list and description of ownership, office location, and principal office where the majority of the City's work will be performed and contact information.

3.6 PROPOSED SCREENED

Pursuant to subsections 287.133(2) and (3), Florida State Statutes, all proposers must submit a form (enclosed) certifying they have not been placed on the convicted vendor list following a conviction for a public entity crime.

Attorneys and/or firms shall consider in the submittal of their qualifications that the evaluation shall include, but is not limited to, consideration of the firm's experience in municipal/city law and experience, availability, capabilities, and hourly billing rate of the primary legal advisor to the City. The City will also take into account the experience, availability, capabilities, and hourly billing rates of the backup legal advisor(s) and support personnel to the City in the event the primary legal advisor is unable to represent the City at any given meeting or on any given matter.

All proposals will be screened to ensure that all qualifications and requirements of the RFQ are met. Per City Code, Sections 2-184, requirements of notice, the City reserves the right to reject any or all bids to waive any technical defects and to accept any bid which the bidding authority believes to be in the best interest of the City. The request for qualifications and all qualifications submitted are subject to City ordinances, state statutes, and federal laws.

The City Commission may conduct oral question and answer (Q&A) discussions with Proposers as deemed necessary, regarding their qualifications, experience, references, and approach in providing legal services.

This RFQ does not constitute a commitment by the City Commission or by the City to enter into any agreement or contract, or to pay any costs associated with the preparation of responses, submittals, or other documents or any related work by any respondent. The City reserves the right to interview or call for a presentation from any respondent submitting a response. The selection or designation of a successful respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated and subsequently approved by the City Commission.

SECTION IV – PROPOSAL SIGNATURE & REQUIRED FORMS

Required Forms included with this RFQ

- **Proposal Acknowledgement**
- **Public Entity Crime Statement**
- **Non-Collusive Affidavit**
- **Statement of Organization**

Other Required Forms

- **IRS Form w – 9** (available at IRS Website)
- State of Florida Registration to the perform the required professional services
- If claiming MBE/WBE status a copy of the certificate from the FL Department of Management Service must be included with your submission

**CITY OF MADEIRA BEACH
CITY ATTORNEY – PROFESSIONAL LEGAL SERVICES
REQUEST FOR PROPOSAL NO. 20-04**

PROPOSAL ACKNOWLEDGEMENT

Company/Firm Name _____

Address: _____

City: _____

State & ZIP _____

Telephone _____

Email _____

Type of Business (Corporation, Partnership, Other (Specify): _____

Tax ID number (FEIN): _____

Certification

The undersigned hereby confirms as follows:

1. I am a duly authorized agent of the Law Firm submitting the proposal;
2. I have read the Proposal in its entirety and fully understand and accept these terms unless specific variations have been expressly listed below.

Signature of authorized agent

Date

Printed Name

Title of Agent

Proposals without the manual and original signature of an authorized agent of the Proposer shall be deemed non-responsive and ineligible for selection.

**CITY OF MADEIRA BEACH
CITY ATTORNEY – PROFESSIONAL LEGAL SERVICES
REQUEST FOR PROPOSAL NO. 20-04**

PUBLIC ENTITY CRIME STATEMENT

PUBLIC ENTITY CRIMES

Pursuant to Subsections 287.133(2) and (3), F.S., "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

I, _____, being an authorized

representative of _____,

located at _____ City: _____

State: _____ Zip Code: _____, have read and understand the contents

above.

Signature: _____ Date: _____

Telephone #: _____ Fax #: _____

Federal ID #: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 2020,

by _____

who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

**CITY OF MADEIRA BEACH
CITY ATTORNEY – PROFESSIONAL LEGAL SERVICES
REQUEST FOR PROPOSAL NO. 20-04**

NON-COLLUSIVE AFFIDAVIT

State of _____ }
County of _____ } SS.

Before me, the undersigned authority personally appeared:

_____ who, being first duly sworn, deposes and says that:

1. _____ He/She is the _____ (Owner, Partner, Officer, Representative or Agent) of _____ the offeror/Proposer that has submitted the attached proposal;
2. _____ He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. _____ Such proposal is genuine and is not a collusive or sham proposal;
4. _____ Neither the offeror/Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other offeror, CITY ATTORNEY/FIRM, or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any offeror, CITY ATTORNEY/FIRM, or person to fix the price or prices in the attached proposal or of any other offeror, or to fix any overhead, profit, or cost elements of the proposal price or the proposal price of any other offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal work.

Signed, sealed and delivered this _____ day of _____, 2020.

By: _____

(Printed Name)

(Title)

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 2020, by _____ who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL.

**CITY OF MADEIRA BEACH
CITY ATTORNEY – PROFESSIONAL LEGAL SERVICES
REQUEST FOR PROPOSAL NO. 20-04**

STATEMENT OF ORGANIZATION

Page 1 of 3

Proposer must state whether he/she is an individual, partnership, corporation or joint venture. Partnerships shall show the names, titles, and original signature of all partners with authority to bind the company. Corporations must be signed in the name and with the seal of the corporation, followed by the original signature and title of the person authorized to bind the corporation. Each joint venture shall be required to sign for each individual, partnership and corporation that is a party to the joint venture

If the Proposer is an **INDIVIDUAL**:

Individual's Name: _____

D/B/A: _____

Signature: _____

Business Address: _____

Phone: _____ Fax: _____

If the Proposer is a **PARTNERSHIP** and **Limited Liability Company**
(Provide names and signatures of all partners):

Company Name: _____

Partner: _____

Signature: _____

Partner: _____

Signature: _____

Partner: _____

Signature: _____

Business Address: _____

Phone: _____ Fax: _____

(Attach additional sheets if necessary)

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

**CITY OF MADEIRA BEACH
CITY ATTORNEY – PROFESSIONAL LEGAL SERVICES
REQUEST FOR PROPOSAL NO. 20-04**

STATEMENT OF ORGANIZATION

Page 2 of 3

If the Proposer is a **CORPORATION**:

Corporation Name: _____

State of Incorporation: _____ CORPORATE SEAL _____

Name/Title of person authorized to bind: _____

Signature: _____

Name/Title of person authorized to bind: _____

Signature: _____

Business Address: _____

Phone: _____ Fax: _____

If Proposer is a **JOINT VENTURE**:

Name/Title: _____

Business Address: _____

Phone: _____ Fax: _____

Name/Title: _____

Business Address: _____

Phone: _____ Fax: _____

Name/Title of person authorized to bind: _____

Signature: _____

Name/Title of person authorized to bind: _____

Signature: _____

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

**CITY OF MADEIRA BEACH
CITY ATTORNEY – PROFESSIONAL LEGAL SERVICES
REQUEST FOR PROPOSAL NO. 20-04**

STATEMENT OF ORGANIZATION

Page 3 of 3

If the Proposer is **ANY OTHER BUSINESS ENTITY:**

Please list all pertinent organizational information similar to the above requested information, including.

Type of Entity: _____

Entity Name: _____

Registration/Originating State: _____

Entity Address: _____

Name/Title of person authorized to bind: _____

Signature: _____

Name/Title of person authorized to bind: _____

Signature: _____
