

# **REQUEST FOR PROPOSALS**

ANNUAL AUDIT SERVICES



**600 SOUTH OCEAN BOULEVARD  
MANALAPAN, FL 33462**

Linda A. Stumpf, Town Manager  
(561) 383-2540, Direct #  
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[lstumpf@manalapan.org](mailto:lstumpf@manalapan.org)

## **REQUEST FOR PROPOSAL**

The Town of Manalapan is requesting proposals from qualified firms of Certified Public Accountants to provide annual audit services. The Request for Proposal (RFP) provides guidelines for submission and outlines the services desired concerning the auditing of the town's general-purpose financial statements. Proposals will be accepted at the Manalapan Town Hall, 600 South Ocean Blvd, Manalapan, FL 33462, until December 20, 2019 at 3:00 p.m. at which time all proposals will be publicly opened and read aloud.

Proposal documents, including a description of the services desired may be obtained at the Town of Manalapan, 600 South Ocean Blvd, Manalapan, Florida 33462 starting on November 25, 2019 or by contacting Linda A. Stumpf, Town Manager, 561-383-2540, [lstumpf@manalapan.org](mailto:lstumpf@manalapan.org), or on the Town's website.

Proposals shall be prepared, addressed and submitted in compliance with the instructions set forth in the proposal documents. The Town of Manalapan reserves the right to reject any or all proposals and to waive technicalities, if necessary.

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## **GENERAL INFORMATION**

### **PART 1**

#### **1-1 PURPOSE AND INVITATION TO PROPOSE**

The Town of Manalapan is requesting proposals from qualified firms of certified public accountants to audit its general-purpose financial statements. The audits shall be conducted for the purpose of forming an opinion on the basic financial statements taken as a whole and to determine whether operations were conducted in accordance with legal and regulatory requirements. The term of engagement shall be for the fiscal year ending September 30, 2019, with the option of auditing its financial statements for each of the nine (9) subsequent fiscal years. The option to renew is subject to an annual review and recommendation by the Town Manager.

On December 11, 2018, the Town Commission approved Ordinance Number 363 creating the Town of Manalapan General Employees' and Police Officers' Retirement Fund (the "Plan"), a single employer defined benefit pension plan. The Plan will be included as a component unit in the Town's financial reporting entity. The Plan will be presented as a pension trust fund in the Town's fiduciary fund financial statement.

During the fiscal year ended September 30, 2018, the Town implemented GASB Statement Number 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.

For the fiscal year ended September 30, 2019, the Town's financial statements will include the following funds:

- General Fund
- Two Special Revenue Funds
- Enterprise Fund
- Pension Trust Fund

This Request for Proposal (RFP) provides guidelines for the submission of proposals for auditing services. Proposers should prepare their proposal simply and economically, providing a straight forward and concise description of their ability to meet the requirements of the RFP.

This invitation to propose is extended to all qualified proposers.

#### **1-2 TOWN OF MANALAPAN**

The Town of Manalapan, Florida is a municipal corporation of the State of Florida, incorporated in 1931. The Town operates as a Commission-Manager form of government and provides the following services: public safety, sanitation, road and street facilities, planning and zoning, library and recreation, general administrative services, water and wastewater services. The Town has approximately 36 employees. The population per the 2010 census is 406. More detailed information on the Town can be found in the Comprehensive Annual Financial Report (CAFR) and the Annual Budget Document. Access to these document can be obtained by contacting Linda

A. Stumpf, Town Manager, at (561) 383-2540 or [lstumpf@manalapan.org](mailto:lstumpf@manalapan.org) or on the Town's website at [www.manalapan.org](http://www.manalapan.org).

### 1-3 **PROPOSAL SUBMISSION AND OPENING**

All proposals will be received by the Town of Manalapan until no later than **3:00 p.m.** as determined by the Town Commission Chamber clock, on **December 20, 2019** for a proposal to be considered. The following material is required to be included in the proposal:

A. Three (3) copies of the proposal as outlined in this document B. An original and one (1) copy of a dollar cost bid in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL  
FOR THE  
TOWN OF MANALAPAN  
FOR  
PROFESSIONAL AUDITING SERVICES

---

Proposers should send the completed proposal consisting of two (2) separate envelopes to the following address:

Linda A. Stumpf, Town Manager  
Town of Manalapan  
600 South Ocean Boulevard  
Manalapan, FL 33462

The Town cautions Proposers to assure actual delivery of mailed or hand- delivered proposals to the Town at Town Hall, 600 South Ocean Boulevard, Manalapan, FL 33462, prior to the deadline set for the opening of proposals. Telephone confirmation of timely receipt of the proposals can be made by calling (561) 585-9477 before the proposal opening time. PROPOSALS DELIVERED AFTER THE ESTABLISHED DEADLINE WILL BE RETURNED UNOPENED TO THE PROPOSER. Receipt of a proposal by the Town office, receptionist or personnel other than the Town Manager does not constitute "deliver" as required by this RFP.

The Town shall not accept or consider proposals submitted via facsimile transmission or email.

### 1-4 **INQUIRIES**

For additional information, the Town encourages interested Proposers to contact Linda A. Stumpf, Town Manager, 10:30 a.m. to 5:30 p.m., Monday through Friday, (561) 383-2540 or [lstumpf@manalapan.org](mailto:lstumpf@manalapan.org).

### 1-5 **PROPOSAL WITHDRAWAL**

Proposers may withdraw their proposal by notifying the Town in writing at any time prior to the bid opening. Proposers may withdraw their proposal in person or through

an authorized representative. Proposers and authorized representatives must disclose their identity and provide receipt for their proposal.

#### 1-6 **PROPOSAL DISCLOSURE**

Upon opening, proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke in writing the exemptions to disclosure (provided by law) in the response to the RFP by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

#### 1-7 **TIMETABLE**

The Town and Proposers shall adhere to the following schedule in all actions concerning this RFP:

- A. **November 25, 2019** - Request for Proposals advertised.
- C. **December 20, 2019- Deadline to receive proposals.**
- D. **January 15, 2020** - The Town Manager will submit their recommendation of an accounting firm for professional auditing services.
- E. **January 28, 2020** - The Town Commission will select the accounting firm for professional auditing services.

#### 1-8 **DELAYS**

The Town may delay or modify scheduled due dates if it is to its advantage to do so. The Town will notify Proposers of all changes in scheduled due dates by written addenda.

#### 1-9 **ADDENDA**

If revisions become necessary, the Town will provide written addenda to all Proposers who have requested the RFP. All addenda issued by the Town will include a receipt form which must be signed and included with any proposals that are submitted to the Town. In the event multiple addenda are issued, a separate receipt for each addendum must be included with the proposal at the time it is submitted to the Town.

If issued, the Town will mail written addenda. All proposers should contact the Town to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal.

#### 1-10 **ORAL PRESENTATION**

In its discretion, the Town may require oral presentations from all short listed respondents. These presentations provide an opportunity for the Proposer to clarify the proposal for the Town. The Town will schedule any such presentations.

#### **1-11 ACCEPTANCE OR REJECTION OF PROPOSALS**

The Town reserves the right to reject any and all proposals when (1) such rejection is in the best interest of the Town; or (2) if the proposal contains any irregularities; provided, however, that the Town reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The Town also reserves the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

#### **1-12 DEVELOPMENT COSTS**

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this RFP.

#### **1-13 SWORN STATEMENT ON PUBLIC ENTITY CRIMES**

The Proposer shall be required, pursuant to Section 287.133, Florida Statutes, to execute the attached "Sworn Statement on Public Entity Crimes" upon the submission of this proposal. By executing this sworn statement, the Proposer is affirmatively stating that neither it nor an affiliate (as defined in the Statute) has been convicted of a public entity crime and that it is not barred from entering into a contract with the Town. The Proposer further acknowledges that any misstatement or lack of compliance with the Statute shall result in the contract being null and void and/or subject to immediate termination by the Town, and in the event of such termination, the Town shall not incur any liability for any work or materials furnished by the Proposer.

#### **1-14 CODE OF ETHICS**

If any Proposer violates or is a party to a violation of the code of ethics of the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the Town.

#### **1-15 CONFLICTS OF INTEREST**

All bidders must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official or an employee of the Town of Manalapan. Further all bidders must disclose the name of any elected official, appointed official or employee of the Town who owns directly or indirectly, any interest in the proposers firm or any of its branches.

#### **1-16 EQUAL OPPORTUNITY REQUIREMENTS**

It is the policy of the Town to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the Town's contracting and procurement programs. It is further policy of the Town to comply with all Federal, State, County and local laws to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race,

color, national origin, creed, sex, age, handicap or veteran's status. In connection with work performed under a Town of Manalapan contract, the bidder agrees, upon receipt of a written award or acceptance of a bid, to support and abide by the Town's Equal Opportunity Pledge. (Attachment B)

## **1-17 CONTRACTUAL AGREEMENT**

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the laws of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of RFP submittal.

## **STATEMENT OF WORK PART 2**

### **2-1 INTRODUCTION**

Section 11.45, Florida Statutes, requires each local government entity to have completed, within twelve (12) months of each fiscal year-end, an annual financial audit of its accounts and records. The Town is soliciting proposals from qualified firms of certified public accounts to audit its general-purpose financial statements for the fiscal year ending September 30, 2019, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years.

These audits are to be performed in accordance with all applicable regulations and requirements of governmental entities and further requirements of the GFOA Certificate of Achievement including but not limited to:

1. Generally Accepted Auditing Standards as issued by the American Institute of Certified Public Accountants (AICPA)
2. Government Auditing Standards issued by the Comptroller General of the United States
3. OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations
4. Federal Single Audit Act, as amended
5. Florida Single Audit Act
6. Rules of the Auditor General, State of Florida
7. Rules of the Florida Department of Financial Services
8. Section 218.39, Florida Statutes and any other applicable Florida Statutes
9. Provisions of any other rule, regulation, statute, ordinance or order which may pertain to the engagement.

### **2-2 SCOPE OF WORK**

#### **A. General**

The auditor's examination will be a financial and compliance audit in order to express an opinion on the fairness with which the statements present the financial positions, results of operations, and changes in financial position in conformity with generally accepted accounting principles. The scope of work will include:



1. Compile, prepare and complete all required Basic Financial Statements. The report is to be consistent with GAAP, including all applicable GASB pronouncements.
2. The audit report must include an examination of all funds and account groups of the Town. The auditor is not required to audit the statistical section of the report.
3. An opinion is to be expressed on the combined and individual funds as well as on fund types.
4. The preparation of a Management Letter with appropriate suggestions for improvement of accounting procedures and internal controls for the Town's consideration.
5. Preparation of all Notes to Financial Statements

**B. Reports to be Issued**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue all required reports including but limited to the following:

1. A report of the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws and regulations.
4. A management letter detailing deficiencies discovered during the course of the audit.
5. Schedules of federal and state financial assistance and related reports on the administering of federal and state financial assistance programs, if applicable.

In the required report on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls. The report on compliance shall include all material instances of noncompliance. All non-material instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

## **Irregularities and Illegal Acts**

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

Mayor/Town Commission  
Town Manager

## **Reporting to Management**

Auditors shall assure themselves that the Town is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

## **C. Special Considerations**

1. Included as a part of the annual audit shall be the preparation of the Annual Financial Report of Units of Local Governments.

## **D. Additional Services**

If during the contractual period covered by the agreement, additional services, such as grants or operational audits, preparation of bond issues, or management advisory services are needed, the accounting firm may, at the option of the Commission, be engaged to perform these services. Total compensation shall be negotiated separately for each service and shall be based on the hourly billing rates included in the sealed cost proposal.

## **E. Working Papers**

For a period of three (3) years after completion of any work provided herein, unless the firm is notified in writing by the Town of the need to extend the retention period, the auditor's working papers shall be retained. The Town Commission and their

representatives shall be entitled, at any time during such three (3) year period, to inspect and reproduce such documents as deemed necessary.

### 2-3 **FIELD WORK**

For the first year of the engagement, planning of the audit field work should commence immediately after the execution of a professional services agreement between the Commission and the accounting firm.

### 2-4 **AUDIT REPORT DEADLINE AND DISTRIBUTION**

- A. The auditor shall submit drafts of the audited general-purpose financial statements and all required reports no later than March 15, following the close of the fiscal year. Written responses to management comments will then be prepared by the Finance Department. The responses will be provided to the auditor to be used for the final report. A separate audit exit conference for discussion of audit findings will be held with the administration prior to submission of the final report.
- B. A final and complete report of the audit shall be submitted no later than March 30, following the close of the fiscal year.
- C. The partner in charge of the audit and the audit manager shall be free to attend up to two public meetings to discuss the audit report.
- D. The auditor shall compile, prepare and deliver ten (10) copies of the Comprehensive Annual Financial Report.

### 2-5 **PROPOSAL REQUIREMENTS**

The proposal must name all persons or entities interested in the proposal as principals. In each proposal by an individual or firm, there shall be stated the name and address of every person having an interest in the proposal; and in the case of a corporation, the names and addresses of its officers. Proposals shall be signed by the person or member of the firm making the proposal, and in the case of a corporation, by an authorized officer or agent subscribing the name of the Corporation and his or her own name. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

The proposer shall provide the following information regarding their desire and ability to conduct the audit.

#### A. Title Page

Proposer's name, address and telephone number (of the accounting firm's principal office in or nearest to Manalapan, Florida) and date of proposal.

#### B. Table of Contents

#### C. Letter of Transmittal

A statement of understanding of the services requested and a commitment to perform these services shall be made. The letter should include the principal

firm's contact representative and the name of the engagement partner, if different from the contact representative.

**D. Profile of the Proposer**

1. The firm should provide an affirmative statement that is independent of the Town of Manalapan as defined by generally accepted auditing standards.
2. Submit evidence that the firm is a legal and licensed entity in the State of Florida and has performed continuous certified public accounting services for a minimum of five (5) years.
3. Certify that the firm is a member in good standing of the American Institute of Certified Public Accountants and the firm is independent.
4. Submit a copy of the report on its most recent external quality review, with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years.
5. Provide the number of professional auditing staff employees by employee's classification as follows:

Audit Staff Employee Class	Total Number	No. of
<u>C.P.A.s</u>		
Total		

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Total	
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6. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including specific engagements and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Provide relevant information regarding the number, qualifications, experience and training, including continuing professional education, of the specific staff to be assigned to this engagement.
7. Provide a list of current or recent governmental audits by the firm, especially in the municipal government field, which are similar in size and nature. Provide names, addresses, and telephone numbers of clients that could be contacted.

8. Describe the firm's specific policies, plans, procedures or techniques used to develop information for management letters including your firm's philosophy on the issuance and purpose of management letters.
9. Describe the nature and extent of electronic data processing (EDP) audit techniques typically employed by the firm in the examination of client's financial statements which have substantial data processing applications.
10. Describe the nature and extent of the use of personal computers during the conduct of an audit.
11. Describe your local office's experience in preparing governmental financial statements in conformance with the Governmental Accounting Standards Board Statements and Interpretations.

**E. Audit Approach**

The proposal should set forth a written work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part 2 of this RFP. In developing the work plan, reference should be made to such sources of information as the Town's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

**F. Availability of Proposer**

The proposer shall indicate their ability and willingness to commit and maintain staffing, both number and level, to successfully conclude the audit examination within the time constraints outlined in Section 2-4 of the Request for Proposals. The Proposal must commit in writing the availability of the partners and managers of staff to meet with the administration and Town Commission on any material matters that could affect the financial position or results of operations.

**G. Compensation - Sealed Cost Proposal**

This section of the proposal should clearly state the proposed cost for the engagement, in the format delineated in Attachment A, as well as a proposed schedule for progress payments, if desired. A firm fixed price contract will be awarded by the Town. The total price for the engagement shall include all contractor expenses, including travel, incidentals and "other costs."

**1. Total All-Inclusive Price**

The sealed cost proposal should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive price should contain all direct and indirect costs including all out-of-pocket expenses.

The Town will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed cost proposal. Such costs should not be included in the proposal.

The first page of the sealed cost proposal should include the following information:

- \_ Name of firm,
- \_ Certification that the person signing the proposal is entitled to represent the firm and is empowered to submit the proposal, and
- \_ Total all-inclusive price for the engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the related cost proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment, that supports the total all-inclusive price.

3. Out-of-Pocket Expenses Included in the Total All-Inclusive Price and Reimbursement Rates

All estimated out-of-pocket expenses included in the total all-inclusive price should be presented on the second page of the sealed cost proposal in the format in the attachment (Attachment A).

4. Rates for Additional Professional Services

If it should become necessary for the Town to request the auditor to render any additional services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an amendment to the contract between the Town and the firm. Any such additional work agreed to between the Town and the firm shall be performed at the same annual rates set forth in the schedule of fees and expenses included in the sealed cost proposal.

5. Pricing for Contract Years

Use the lower section of Attachment A to provide the total all-inclusive price for contract years 1, 2, 3, 4 and 5, years 6-10 to be negotiated. If the proposed hourly rates used to calculate the total all-inclusive price for any contract year are different from contract year 1 rates, provide those rates for each staff level and each contract year for which there is a change. Also include a statement as to whether those rates will be applicable for any additional professional services which may be requested during those contract years.

H. Additional Data

Additional information that the accounting firm deems appropriate to assist in evaluating the proposal should be submitted.

2-6 **LITIGATION STATUS**

The firm is requested to furnish information on the nature and magnitude of any litigation whereby, a court has ruled against the firm in any matter related to the

professional activities of the firm. Similar information should be described for any litigation, current or pending. The firm is to include the information on litigation as part of the formal proposal. Recognizing the need to maintain confidentiality in this matter, the firm may provide this information in a separate letter directly to:

Davis & Ashton, PA  
701 Northpoint Parkway, Suite 205  
West Palm Beach, Florida 33407

The Town cannot assure confidentiality of this information in the event it is determined, in the discretion of the Town that said information is subject to inspection and copying under the Florida public records law or other law applicable thereto.

## **2-7 EVALUATION OF PROPOSALS**

The proposals will be evaluated and a recommendation will then be presented to the Town Commission to select the proposal which meets the best interests of the Town. The Town shall be the sole judge of its own best interest, the proposal, and any resulting negotiated agreement. The Town's decision will be final.

Evaluation considerations will include, but not be limited to, the following:

- A. The firm's past experience and performance on comparable municipal engagements with emphasis on familiarity with the GFOA Certificate of Achievement Program.
- B. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
- C. Technical ability of the firm to perform required services and their understanding of the audit engagement requirements involving knowledge of Florida Law, Rules and Regulations.
- D. Size and structure of the proposed audit team, including an estimate of expected supervisor's manager's and partner's participation, with a consideration of the location of the firm in relation to the Town.

## ATTACHMENT A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR AUDIT OF THE  
TOWN OF MANALAPAN'S FINANCIAL STATEMENTS:  
SUPPORTING SCHEDULE FOR PROFESSIONAL AUDIT SERVICES

	<b>Hours</b>	<b>Proposed Hourly Rates</b>	<b>Proposed Total</b>
Partners			
Manager			
Supervisory Staff			
Staff			
Other (Specify)			
Subtotal			
Out-of-pocket expenses			
Meals and lodging			
Transportation			
Other (Specify)			

TOTAL PRICE FOR AUDIT SERVICES

Year one 9/30/19 \$ \_\_\_\_\_

Year two 9/30/20 \$ \_\_\_\_\_

Year three 9/30/21 \$ \_\_\_\_\_

Year four 9/30/22 \$ \_\_\_\_\_

Year five 9/30/23 \$ \_\_\_\_\_



**ATTACHMENT B**



**PROCUREMENT SERVICES**

**EQUAL OPPORTUNITY PLEDGE**

All Contractors and Suppliers must agree to the following:

- A. The Contractor/Supplier will not discriminate against any employee or job applicant because of his or her race, creed, color, sex, marital status, or national origin.
- B. The Contractor/Supplier will post in a conspicuous place, available to all employees and job applicants, a copy of this pledge.
- C. The Contractor/Supplier will, in all solicitations or advertisement for job applicants place to cause to be placed, a statement that the Contractor/Supplier is an "Equal Opportunity Employer."

Compliance with this Equal Opportunity Pledge is mandatory of all Contractors/Suppliers. Failure to sign and return this pledge may result in your Contract/order being canceled, voided or suspended in part or whole.

\_\_\_\_\_ as a Contractor/Supplier, for the Town of Manalapan, Florida pledges itself to support and abide by this Equal Opportunity Pledge.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
DATE SIGNED

15



### **BID CERTIFICATION**

( ) Individual                      ( ) Partnership  
( ) Corporation                      ( ) Other (Specify)

Name of Company (or Individual): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_ Addenda Received: \_\_\_\_\_

Bidder's Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Proposed Total Fee to Provide Requested Service: \$\_\_\_\_\_

The undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Proposer hereto has executed this Bid Certification Form this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(CORPORATE SEAL)

ATTEST:

BIDDER:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of        }

County of     }

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida, personally appeared \_\_\_\_\_ (Name(s) of Individual(s) who appeared before Notary) and whose name(s) is/are subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF FLORIDA

Personally known to me: \_\_\_\_\_

Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_



## **DRUG-FREE WORKPLACE FORM**

The undersigned firm in accordance with Section 287.087, Florida Statutes,

hereby certifies that \_\_\_\_\_ DOES/DOES NOT.  
(Name of Business) (Circle appropriate response)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, and any available drug counseling.

By: \_\_\_\_\_  
Signature Authorized Officer

Date: \_\_\_\_\_

## E-VERIFY

**UNITED STATES LAW REQUIRES COMPANIES TO EMPLOY ONLY INDIVIDUALS WHO MAY LEGALLY WORK IN THE UNITED STATES – BOTH U.S. CITIZENS AND FOREIGN CITIZENS WITH THE NECESSARY AUTHORIZATION. OUR DIVERSE WORKFORCE CONTRIBUTES GREATLY TO THE VIBRANCY AND STRENGTH OF OUR ECONOMY, BUT THAT SAME STRENGTH ALSO ATTRACTS UNAUTHORIZED EMPLOYMENT. E-VERIFY IS AN INTERNET BASED SYSTEM THAT ALLOWS BUSINESSES TO DETERMINE ELIGIBILITY OF THEIR EMPLOYEES TO WORK IN THE UNITED STATES. E-VERIFY IS FAST, FREE AND EASY TO USE. IT IS THE BEST WAY FOR EMPLOYERS TO ENSURE THE PROVISION OF A LEGAL WORKFORCE.**

**VISIT: U.S. CITIZENSHIP AND IMMIGRATION SERVICES ONLINE TO ENROLL IN E-VERIFY.**

**UPON ACCEPTANCE OF A BID OR PROPOSAL, THE FOLLOWING PROVISION SHALL BE DEEMED PART OF ANY CONTRACT OR AGREEMENT FOR SERVICES AUTHORIZED BY THE TOWN OF MANALAPAN:**

**“THE CONTRACTOR SHALL BE ENROLLED IN AND SHALL VERIFY THE WORK ELIGIBILITY STATUS OF ALL EMPLOYEES WORKING FOR THE TOWN PURSUANT TO THIS AGREEMENT, INCLUDING SUBCONTRACTORS AND THEIR EMPLOYEES, THROUGH THE E-VERIFY PROGRAM, OPERATED AND MAINTAINED BY THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY AND THE SOCIAL SECURITY ADMINISTRATION.”**

### AFFIDAVIT OF E-VERIFY COMPLIANCE

COMES NOW \_\_\_\_\_, who being duly sworn states as follows:

1. I am an adult, over 18 years of age, and legally competent.
2. I have personal knowledge of the information contained in this Affidavit.
3. I hold the position of \_\_\_\_\_ (your title or position) with \_\_\_\_\_ (name of company), and I am authorized by said company to make the statements contained in this Affidavit.
4. \_\_\_\_\_ (name of company) is presently enrolled in and participating in the E-Verify program operated and maintained by the United States Department of Homeland Security and Social Security Administration.
5. \_\_\_\_\_ (name of company) has screened its employees through E-Verify and has determined that it does not employ unauthorized workers.

STATE OF FLORIDA                     )  
  )  
COUNTY OF PALM BEACH        )       ss:

Sworn and subscribed before me by \_\_\_\_\_, who is personally known to me, or who produced a Florida Driver's License as identification, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Notary Public,

My Commission Expires:

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

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

1. This sworn statement is submitted to \_\_\_\_\_  
(Print name of the public entity)

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

Whose business address is \_\_\_\_\_

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

\_\_\_\_\_ (If the entity has no FEIN, include the Social Security

Number of the individual signing this sworn statement \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an 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.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, no jury trial, or entry of a plea of guilty or nol contendere.
4. 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. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in the State of Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the

United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services 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 the management of an entity.

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

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

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officer's directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one of more of its officer's directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF       }  
COUNTY OF    }

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
(Name of individual signing)  
who, after first being sworn by me, affixed his/her signature in the space provided above on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission expires: