

**CITY OF CRYSTAL RIVER, FLORIDA  
REQUEST FOR PROPOSAL  
24-RFP-12 CITY MANAGER EXECUTIVE SEARCH SERVICES**

**INTRODUCTION**

The City of Crystal River, Florida, is soliciting proposals from qualified executive search firms to conduct a nationwide search to fill the executive position of City Manager. Experienced in understanding municipal issues and government relationships in the State of Florida is preferred. A recruitment/hiring process will be developed collaboratively by the chosen executive search firm, the Human Resources Department Director and the City Council.

The city will receive sealed proposals at the location stated below not later than:  
**11:00 A.M. ET on April 8, 2024. Submittal Opening will be at 11:05 a.m.**

Any submittal received after the above stated time and date will not be considered. It will be the sole responsibility of the Respondent to have its submittal delivered to the City of Crystal River, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile, or electronic submittals will not be accepted. Delay in delivery will be the sole responsibility of the Respondent. Submittals received after the deadline will not be considered.

**RESPONDENTS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE REQUEST FOR PROPOSAL PROCESS, REQUIREMENTS AND EXHIBITS.**

The original RFP submittal (**1 original, 5 copies and 1 electronic copy, CD, or thumb drive**) must be delivered to City Hall in a sealed package, clearly marked on the outside, **24-RFP-12** and addressed to:

City of Crystal River  
Attn: Mia Fink City Clerk's Office – **24-RFP-12**  
123 NW US Highway 19 (mailing address)  
915 N. Suncoast Blvd.(physical address)  
Crystal River, FL 34429

Hand delivered Submittal is to be taken to the Clerk's Office at the above address.

The competitive sealed Submittal must be accompanied by a **Contact Sheet**, herein provided as "**Exhibit A**", "**Public Entity Crimes**", herein provided as "**Exhibit B**", "**Drug-Free Workplace Certification**" herein provides as "**Exhibit C**", "**Proposer Acknowledgements and Agreements**", herein provided as "**Exhibit D**", "**Conflict of Interest**", herein provided as, "**Exhibit E**", "**Non-Collusion Affidavit**", herein provided as "**Exhibit F**" and "**Dispute Disclosure**", herein provided as "**Exhibit G**".

**RESPONDENT SHALL SIGN AND INCLUDE EXHIBITS "A-G".** Failure to so, may result in rejection of the submittal.

**INSURANCE REQUIREMENTS**

Insurance requirements are outlined in the General Conditions of this Request for Proposal.

## **INCURRING COSTS**

The City of Crystal River is not liable for any costs incurred by the offer or submitting a proposal in response to this solicitation. The cost to prepare the proposal and travel to project interviews shall be the full responsibility of the Respondent.

## **BACKGROUND INFORMATION**

The City of Crystal River operates under the City Council- City Manager form of government. The Council is composed of a Mayor and four (4) City Council Members. The City Manager, as chief executive and administrative officer of the City, provides the primary source of leadership to the administration and staff, directs and supervises the administration of all departments, other than the chartered offices of City Attorney and City Clerk and their respective staff, directs the operation of all municipal functions, and is responsible for the supervision and efficient operation of the City Departments. Working closely with the department directors, the City Manager coordinates the provision of services to the City residents, visitors, and businesses, assumes responsibilities for asserting a leadership role in the community and strives to improve intergovernmental relationships.

The City Manager assists the City Council in developing policy proposals and program alternatives, preparing an annual balanced budget and millage rate, establishing long-range goals and objectives of the City and determining revenue saving options. The City Manager keeps the City Council fully advised as to the financial condition and future needs of the City and makes recommendations to the Council concerning the affairs of the City.

## **GENERAL SCOPE OF SERVICES**

The Firm will provide timely, high quality executive management recruitment for the position of City Manager. The Firm will be familiar with and understand Florida's Sunshine Law and Public Records laws.

It is essential that the Firm executes a very thorough screening process ensuring all candidates presented are well qualified and actively interested in the City Manager position.

At a minimum, the Firm will be responsible for the following:

1. Develop a complete understanding of the City and its current needs. Review the City's goals and objectives and become familiar with all areas that will be affected by the recruitment activities. Firm is to schedule one-on-one meetings with the Mayor and City Council Members prior to developing a City Manager hiring profile.
2. Develop a comprehensive understanding of the duties and responsibilities of the City Manager position that have been outlined and approved by City Council.

3. Conduct a broad and active search for qualified candidates to include advertising with, but not limited to the following:
  - ICMA (International City/County Management Association)
  - Florida League of Cities, Inc.
  - Florida City and County Management Association
4. Review applications and resumes. Complete thorough background checks on top candidates (up to fifteen).
5. Coordinate the scheduling of one-on-one interviews with candidates and the City Council members. Public meeting interviews may also be requested by the City Council. After all interviews have been conducted, there will be a meeting with the City Council to select first choice and ranking of number two candidate.
6. Search firm may be responsible for negotiating a contract with first choice candidate. City Attorney will then review the negotiated contract prior to submittal to City Council for approval.

The City shall retain the right to conduct any research or background checks in addition to the firm's findings for any potential candidate.

Firm must maintain a diversity recruiting initiative to address minority and female hiring needs and practices to ensure they present a diverse pool of candidates that reflects the City's needs.

### **SUBMITTAL OPENING**

The submittal opening is public on the date and at the time specified on the submittal form. It is the Respondent's responsibility to assure their submittal is delivered at the proper time and place of the submittal opening. Submittals which for any reason are not so delivered will not be considered.

### **SELECTION PROCEDURE**

The submittals received will be evaluated by qualified personnel of the City. The Evaluation Committee shall be responsible for evaluating the qualifications and capabilities of Respondents who have submitted proposals in response to the Request for Proposals. Committee evaluations shall be conducted in accordance with applicable Florida Public Records Laws, including F.S. 119. Evaluation may include such activity as is deemed appropriated by the Committee to verify the qualifications and capabilities of the proposers and their ability to furnish the required goods or services.

The Evaluation Committee shall review the submittals and prepare by consensus a recommendation of award to the firm or firms it deems to be most qualified and capable to perform the required services.

The Evaluation Committee, at its discretion, may request oral, written or visual presentations from; conduct interviews with; or conduct visits to the office, facilities or projects of the Proposers it selects from among those submitting proposals.

If the Evaluation Committee decides to entertain presentations or conducts interviews at a subsequent meeting, it shall set the date, place and time for that meeting, then establish the order of presentations of interview before adjourning. The Human Resource Director shall be responsible for notifying all firms of the meeting and order of presentations or interviews.

If no oral presentations or interviews are requested, the Evaluation Committee selection shall be based on its review and evaluation of qualified firms at its initial Committee meeting.

The evaluation of respondent qualifications and capabilities shall include but not be limited to such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each firm submitting qualifications; and such other factors as may be determined by the Evaluation Committee to be applicable to the particular requirements of the project for which the professional services have been requested.

At the conclusion of its evaluation, the Evaluation Committee shall report its recommendations and order of preference (final ranking) to the City Council Members.

### **PROPOSAL EVALUATION**

The City of Crystal River shall be the judge of its own best interests, the submittals, and the resulting Contract. An award may be made to the most responsive and responsible firm whose submittal is determined to be the most advantageous to the City.

The City reserves the right to consider historic information and fact, whether gained from the Respondent's proposal, question and answer conferences, references, and/or other sources in the evaluation process.

The City reserves the right to conduct investigations as deemed necessary by the City to assist in the evaluation of any submittal and to establish the responsibility, qualifications and financial ability of Respondents, subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the submittal documents.

It is the Respondent's sole responsibility to submit information related to the evaluation categories. The City is under no obligation to solicit such information if the Respondent fails to include it within their submittal. Failure to provide requested information may result in the rejection of the submittal, or a deduction in evaluation points at the sole discretion of the Evaluation Committee.

## **AWARD**

Award recommendation will be awarded to the most responsive and responsible Respondent offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all submittals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the award process.

Successful Respondent is required to have a Business License in the city where their home office is located. If Respondent's business office is located in the City of Crystal River a business tax license is required.

## **RFP PACKAGE**

Request for Proposal Documents and Specifications can be downloaded online at <https://www.crystalriverfl.org/rfps> Any questions regarding the RFP package can be directed in writing to Mary Helprin, Human Resources Director at [mhelprin@crystalriverfl.org](mailto:mhelprin@crystalriverfl.org)

## **CONTACT**

Specification questions during the submittal period must be submitted in writing to Mary Helprin, Human Resources Director at [mhelprin@crystalriverfl.org](mailto:mhelprin@crystalriverfl.org)

Respondents are hereby put on notice that no contact will be made with any of the City Council members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

## **ADDENDA**

A written response to Respondent questions will be issued via Addendum and posted on the City's website at <https://www.crystalriverfl.org/rfps> It is the Respondent's responsibility to check the City's website for Addenda prior to submitting their proposal. The deadline for questions is ten days before proposal opening.

If there is an Addendum it becomes part of the original RFP and must be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the proposal. Failure to do so may disqualify the proposal.

## **GENERAL CONDITIONS OF REQUEST FOR PROPOSAL**

### **1. PREPARATION OF PROPOSAL – REQUEST FOR PROPOSAL**

Will be prepared in accordance with the following:

- a. The enclosed Contact Sheet/Proposal Form, attached hereto as “Exhibit A”, must be used when submitting your REQUEST FOR PROPOSAL.
- b. All information required by the Contact Sheet/Proposal Form must be furnished. The Proposer must print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
- c. Unit prices must be shown and where there is an error in extension of price, the unit price will govern.
- d. Alternate Proposals will not be considered unless authorized by the Request for Proposal.
- e. Proposers will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- f. Proposers must make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Proposer of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City’s Purchasing Ordinance is set forth in Chapter 2-420, *et seq.*
- g. Prices quoted must be FOB City of Crystal River, Florida with all transportation charges prepaid unless otherwise specified in the Request for Proposal.
- h. Deliveries are to be FOB Destination unless otherwise specified in the Request for Proposal.
- i. Deliveries are to be made during regular business hours.
- j. Proposals and Proposal prices must be valid for a minimum of ninety (90) days, unless otherwise stated on the REQUEST FOR PROPOSAL.

### **2. SUBMISSION OF PROPOSAL**

- a. Submittals and changes thereto must be enclosed in sealed envelopes and addressed as instructed. The name and address of the respondent, the date and hour of the Request for Proposal opening and the material or service must be placed on the outside of the envelope.
- b. REQUEST FOR PROPOSAL must be submitted on the forms furnished. Electronic Proposals will not be considered.

### **3. REJECTION OF PROPOSAL**

- a. The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

**4. WITHDRAWAL OF PROPOSAL**

- a. Proposals may not be withdrawn after the time set for the opening for a period of time as specified.
- b. Proposals may be withdrawn prior to the time set for the opening. Such request must be in writing.

**5. LATE PROPOSAL**

- a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.
- b. Modifications in writing received prior to the time set for the opening will be accepted.

**6. LOCAL, STATE, AND FEDERAL COMPLIANCE**

- a. Proposers must comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
- b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", must be received at the time of the proposal.
- c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", must be received at the time of the proposal.
- d. The City of Crystal River requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.

**7. AWARD OF REQUEST FOR PROPOSAL**

- a. The REQUEST FOR PROPOSAL will be awarded to the most responsive and responsible proposer offering the best value to the City of Crystal River.
- b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
- c. A written award of acceptance (Purchase Order) mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.
- d. Unless otherwise noted in the specifications, the length of the agreement will be one year, with two one-year renewals possible based on the mutual consent of the parties.
- e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services. An example of the contract can be found on the City's website at \_\_\_\_\_.
- f. Agreement may be cancelled with 60-day notice unless otherwise stated in signed contract documents.

**8. NOT RESPONSIBLE FOR COSTS**

- a. The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

**9. BONDS**

- a. If Proposal is less than \$100,000 no Proposal Bond or Payment and Performance Bond required.
- b. If Proposal is greater than \$100,000 and is for material only, a Proposal Bond is required but no Payment and Performance Bond is required.
- c. If Proposal is \$100,000 - \$200,000, and is for services, a Proposal Bond is required but no Payment and Performance Bond is required.
- d. If Proposal is greater than \$200,000, and is for services, Proposal Bond and Payment and Performance Bond is required.

**PROPOSAL BOND**

- a. If the Base Proposal or the Base Proposal plus the sum of any alternates fall into the criteria above requiring a Proposal Bond, the Proposer must enclose a Certified Check or Proposal Bond with each Proposal. A Certified Check or Proposal Bond must be for an amount not less than five percent (5%) of the Proposal price and must be made payable to the CITY OF CRYSTAL RIVER as a guarantee that the Proposer will not withdraw its proposal for a period of ninety (90) calendar days after Proposal closing time. Proposal Bonds or Certified Checks will be returned to unsuccessful Proposal within 10 days of proposal award. Successful proposers will receive their Certified Check or Proposal Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

**PERFORMANCE AND PAYMENT BONDS**

- a. In the event the Contract is awarded to the Proposer, Proposer will thereafter enter into a written contract with the CITY OF CRYSTAL RIVER and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Proposer must forfeit its proposal security. Payment and Performance Bond must be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

The following exceptions to proposer providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security must be for the same purpose and be subject to the same conditions as those applicable to the bonds. The value of an alternative form of security must be in the amount of the proposal.



**10. PUBLIC INFORMATION**

- a. All information contained in this Proposal is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

**11. ADDITIONAL INFORMATION**

- a. The City reserves the right to require proposers to provide references and information on previous similar experience prior to award of the contract.

**12. QUESTIONS**

- a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

**13. INDEMNIFICATION AND INSURANCE**

**INDEMNIFICATION**

The parties recognize that SEARCH FIRM is an independent Contractor. SEARCH FIRM agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its council members, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of SEARCH FIRM, its officers, employees, agents, and representatives. SEARCH FIRM's liability hereunder must include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of SEARCH FIRM against the CITY and SEARCH FIRM hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision will survive termination of this Agreement and will not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification will be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

**INSURANCE**

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the SEARCH FIRM must, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "SEARCH FIRM" as used in the insurance rider, will mean and include Subcontractors of every tier.

- A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million (\$1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.
- B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million (\$1,000,000.00) dollars per occurrence and TWO Million (\$2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
  - 1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
  - 2. Completed Operations/Products Liability.
  - 3. Broad Form Property Damage
  - 4. Personal and Advertising Injury Liability
  - 5. Independent Contractors
  - 6. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company), their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
  - 7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
  - 8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
  - 9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s),  
or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.
- C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million (\$1,000,000) Dollars.
- D. Umbrella I Excess Liability Insurance with a limit of no less than One Million (\$1, 000,000) dollars minimum per occurrence.
- E. During the term of this agreement, (if applicable) the SEARCH FIRM will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the SEARCH FIRM. The amount of insurance must not be less than One Million (\$1,000,000) Dollars per occurrence and aggregate.

- F. Loss Deductible – If the insurance of any SEARCH FIRM contains deductible(s), penalty(s) or self-insured retention(s), the SEARCH FIRM Whose insurance contains such provision(s) must be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).
- G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense must furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract. "All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.
- H. The above insurances must each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."
- I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.
- J. The Contractor must file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which will be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.
- K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.
- M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials must contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.
- N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor must be required to maintain limits of liability of not less than One Million (\$1,000,000) Dollars per occurrence and Two Million (\$2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

**14. PAYMENT**

Payment due hereunder must be made by the City to SEARCH FIRM in accordance with the Florida Prompt Payment Act.

**15. PROPOSAL PROTESTS**

Proposal protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

**16. FEDERAL GRANT MONEY**

In the event this project is funded with federal grant monies, SEARCH FIRM may not participate in the proposal if SEARCH FIRM is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, <https://www.sam.gov/portal/SAM/>. SEARCH FIRM must include copy of search results with bid or proposal.

**17. LOBBYING**

- a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS must not contact any Council Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters must be directed to the City Manager. The City Council Members and/or the City Manager may disqualify any solicitation response where any Council Member, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

## **EXHIBITS**

<b>EXHIBIT “A”</b>	<b>Contact Sheet</b>
<b>EXHIBIT “B”</b>	<b>Public Entity Crimes</b>
<b>EXHIBIT “C”</b>	<b>Drug-Free Workplace Certification</b>
<b>EXHIBIT “D”</b>	<b>Proposer Acknowledgements and Agreements</b>
<b>EXHIBIT “E”</b>	<b>Conflict of Interest</b>
<b>EXHIBIT “F”</b>	<b>Non-Collusion Affidavit</b>
<b>EXHIBIT “G”</b>	<b>Disputes Disclosure</b>

**EXHIBIT "A"**

**CONTACT SHEET**

**Name:** \_\_\_\_\_

**Federal Taxpayer ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, & Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

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

**Accounting Contact:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL***

## 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 (4) 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 Crystal River, 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, shall 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 shall 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 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 FIRM list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted 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: \_\_\_\_\_

***THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL***

## EXHIBIT "C"

### DRUG-FREE WORKPLACE CERTIFICATION

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the 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: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME (TYPED OR PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

***THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL***

**CITY OF CRYSTAL RIVER, FLORIDA  
REQUEST FOR PROPOSAL  
24-RFP-12 CITY MANAGER EXECUTIVE SEARCH FIRM**

**EXHIBIT “D”**

**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 ITB/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 AND CONTRACT OVERVIEW  
Understands and agrees to all terms.
4. PROPOSER’S RESPONSE: SUBMITTAL INFORMATION  
Understands and agrees to all terms.
5. PROPOSER’S RESPONSE: PROPOSED TEAM  
Understands and agrees to all terms.
6. PROPOSER’S RESPONSE: PROPOSED COMPENSATION  
Understands and agrees to all terms.

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

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

***THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL***

**CITY OF CRYSTAL RIVER, FLORIDA  
REQUEST FOR PROPOSAL  
24-RFP-12 CITY MANAGER EXECUTIVE SEARCH FIRM**

**EXHIBIT “E”**

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

\_\_\_\_\_  
Signature

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

**CITY OF CRYSTAL RIVER, FLORIDA  
REQUEST FOR PROPOSAL  
24-RFP-12 CITY MANAGER EXECUTIVE SEARCH FIRM**

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:

**THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL**

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**CITY OF CRYSTAL RIVER, FLORIDA  
REQUEST FOR PROPOSAL  
24-RFP-12 CITY MANAGER EXECUTIVE SEARCH FIRM**

**EXHIBIT “G”**

**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 Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) 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 (5) 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 (5) 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 shall be cause for forfeiture of rights for further consideration of this proposal for the City of Crystal River.

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Firm

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Date

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Authorized Signature

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Printed or Typed Name and Title

***THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL***