

CITY OF OCALA
PURCHASING DEPARTMENT
2100 NE 30th Avenue, Building "E", Gate 4, OCALA, FL 34470
Phone: (352-351-6700)....Fax: (352-351-6710)

NOTICE OF REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL NO: **RFP 08-002**

TITLE: **EXECUTIVE SEARCH FIRM FOR THE RECRUITMENT OF A
CITY MANAGER**

RFP Due Date: **3:00 P.M., FEBRUARY 22, 2008**

Location: **Central Purchasing Department, 2100 N.E. 30th Avenue,
Building "E", Gate 4, Ocala FL 34470**

Proposals will be received by the Purchasing Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposer is to submit one (1) original of a signed and completed submittal package (original must be unbound and marked "original") and seven (7) copies for evaluation use. Proposals must be submitted in a sealed envelope or box with the Request for Proposal number, title, and the proposer's name, address, and telephone number clearly indicated on the package. All proposals must be completed in blue ink or typewritten, or a computer printout with written signature returned by the time and date cited above.

Proposers are strongly encouraged to carefully read the entire Request for Proposal.

Contact: Jane Hurley, Procurement Manager for technical questions at (352) 351-6700.

CITY OF OCALA

W. Darryl Muse,

January 14, 2008

Issue Date

Purchasing Director

SECTION 1
REQUEST FOR PROPOSALS
RFP 08-002
EXECUTIVE SEARCH FIRM FOR THE RECRUITMENT OF A CITY MANAGER

1.1 ISSUING OFFICE

This Request for Proposal is issued for the City of Ocala City Council by the Department of Purchasing. All contacts regarding this RFP are to be directed to:

Jane Hurley, Procurement Manager
City of Ocala
2100 NE 30th Avenue
Building "E", Gate 4
Ocala, FL 34470
Phone: 352-351-6700 Fax: 352-351-6710
Email – jhurley@ocalafl.org

1.2 PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified executive search firms interested in providing recruitment services to locate a City Manager. This RFP provides prospective proposers with sufficient information to enable them to prepare and submit proposals for consideration by the City of Ocala to satisfy the needs as outlined in the scope of work. Proposers are strongly encouraged to carefully read the entire Request for Proposal.

1.3 PROPOSAL SUBMISSION

All proposals must be received by the City of Ocala Purchasing Department, 2100 NE 30th Avenue, Building "E", Gate 4, Ocala, FL 34470 no later than the date and time shown in the Notice of Request for Proposals. Each proposal shall consist of one (1) original and seven (7) copies. The original must be unbound and marked "original". It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Department prior to the deadline. Proposers should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the above date and time will not be accepted. All proposals must be completed in blue ink or typewritten. All required signatures must be in blue ink.

Proposals must be clearly identified as a proposal for the City of Ocala and shall show the RFP number, the title of RFP, and the proposer's name and address on

the outside of the proposal package. **Proposals will not be accepted by facsimile transmittal.** Submission requirements are identified in SECTION 2, entitled "REQUIRED SUBMITTALS FROM PROPOSERS".

1.4 **INQUIRIES**

Prospective proposers may make written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after 12:00 P.M., February 8, 2008. Questions must be submitted in writing via mail, fax, or by email to:

Jane Hurley, Procurement Manager
City of Ocala Purchasing Department
2100 NE 30th Avenue
Ocala, FL 34470
Email – jhurley@ocalafl.org
Phone: 352-351-6700
Fax: 352-351-6710

All envelopes containing questions must be clearly marked Inquiry for RFP 08-002 - **EXECUTIVE SEARCH FIRM FOR THE RECRUITMENT OF A CITY MANAGER** to facilitate handling and distribution.

1.5 **COST PROPOSAL**

Each proposer must complete and submit with their proposal the FEE PROPOSAL form.

The City reserves the right to negotiate prices with the selected consultant.

1.6 **AMENDMENTS TO RFP**

If it becomes necessary to revise or amend any part of this Request for Proposal, the Director of Purchasing will furnish the revision by written Addendum. It is the proposer's responsibility to inquire if any Addenda have been issued. Any addenda will be posted to Demandstar www.demandstar.com and on the City's website www.ocalafl.org/purchasing, "Bid Processing Page" link. Any addenda must be acknowledged on the Affidavit of Compliance form.

1.7 **RESPONSE MATERIAL OWNERSHIP**

All proposals become the property of the City of Ocala upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

1.8 **REJECTION OF PROPOSALS**

The City of Ocala reserves the right to reject any or all proposals, to waive

informalities and minor irregularities and to accept any portion of the proposal or all items proposed in response to this RFP. In addition, the City reserves the right to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exceptions to the Scope of Work must be identified in the proposal on the Affidavit of Compliance Form.

1.9 **RFP EVALUATION COMMITTEE**

The evaluation committee will meet within approximately one (1) week of the closing date for receiving proposals. The committee may consist of representatives from the City Council, Mayor, Human Resources, Purchasing and a community designee. The City reserves the right to adjust the makeup of the selection committee. The City shall be the sole judge of its own best interests, the proposals, and the resulting agreement.

1.10 **SELECTION PROCESS**

In general, the City wishes to avoid the expense (to the City and to proposing firms) of unnecessary presentations. Therefore, the City will make every reasonable effort to achieve the ranking/selection using written submittals alone. If no single top ranked firm can be clearly identified by review of the written submittals alone, the City may shortlist proposals and require those proposers to make oral presentations or participate in interviews. These presentations/interviews would provide an opportunity for the proposer to clarify their qualifications, approach to the project, and ability to furnish the required services. Presentations would be to the City Council members and Mayor and/or the evaluation committee. The final selection will be by the City Council.

The selection process may involve background checks and on-site visits to proposer's place of business. The selection criteria is included in the RFP package. The proposers shall furnish such additional information as the City of Ocala may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the qualifications of the firm, as it deems appropriate.

1.11 **AWARD**

The City anticipates award to the proposer who submits the proposal judged by the City to be the most advantageous. Final approval of the awarded proposer shall be by the City Council at a scheduled public meeting. The City shall be the sole judge of its own best interests, the proposals, and the resulting agreement.

The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the City, and executed by the parties.

The term of any resulting contract shall be firm until a successful candidate is selected, accepts, and starts employment.

1.12 INCURRING COSTS

The City of Ocala shall not be obligated or be liable for any costs incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation and any appearance at any required presentations/interviews shall be borne by the proposer.

1.13 ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful proposer will become contractual obligations if acquisition action ensues. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

1.14 VENDOR SELECTION

It is the City's intent to select a vendor within sixty (60) calendar days of the deadline for receipt of proposals. However, proposals must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of proposals.

1.15 COMMUNICATION WITH CITY STAFF/OFFICIALS

To ensure fair consideration for all proposers, the City prohibits communication relative to this Request for Proposal to or with any department, bureau, or employee during the submission process, except as provided in Section 1.1 and 1.4, above. Additionally, the City prohibits communications initiated by a proposer to the City official(s) or employee(s) evaluating or considering the proposals prior to the time an award decision is made. Any communication between proposer and the City will be initiated by the appropriate City Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal(s).

1.16 SITE VISITS

The city reserves the right to visit any proposer's site at any time.

1.17 SUBCONTRACTING/ASSIGNMENT

The use of subcontractors will not be allowed.

1.18 TAXES

The City as purchaser of services is exempt from Federal, State, and Local government taxes. The following exemption number appears on the face of the

purchase order: Florida Sales Tax Exemption Number 85-8012621655C-9, Federal Tax Number is 59-6000392.

1.19 **VENUE**

The laws of the City of Ocala and Marion County shall govern in connection with the formation, performance and the legal enforcement of any resulting contract.

1.20 **SUBMISSION OF MULTIPLE BIDS**

No proposer may submit multiple bids. Only one (1) submittal will be accepted per individual owner(s)/partners.

SECTION 2

REQUIRED SUBMITTALS FROM PROPOSERS

2.1 TITLE PAGE

All proposers shall provide a title page showing the RFP number, the title of services being provided, name and address of firm, telephone and fax number, point of contact and date. The title page must be signed by a representative who is authorized to contractually bind the proposer. The signature block shall show the typewritten name of the individual signing. Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each proposal must be on completeness and clarity of content. All information under this section must be submitted with the proposal in order for it to be responsive.

2.2 PROPOSAL FORMAT

The proposal must be submitted on 8 ½" x 11" paper, numbered, typewritten, with headings, sections, and sub-sections identified appropriately.

The proposal must be divided into five (5) sections with references to parts of this RFP done on a section number/paragraph number basis. The five (5) sections shall be named:

- A. Required Submittals
- B. Qualifications/Experience/Workload
- C. Scope of Work/Methodology
- D. Fee Proposal
- E. Additional Data to Support Proposal (optional)

2.3 REQUIRED SUBMITTALS (to be included in Section A of your proposal)

The proposer shall submit the required information at the time of submittal of Request for Proposals. Failure to provide the required information will affect the evaluation of the proposal.

- A. Letter of transmittal:** This letter will summarize in a brief and concise manner, the proposer's understanding of the scope of work and make a positive commitment to perform the work in a timely manner. The letter should name all of the persons authorized to make representations for the company. The Letter of Transmittal shall be signed by a representative who is authorized to contractually bind the company and include the agent's title or authority. The letter should not exceed two pages in length.

- B. Type of Business:** The proposer shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.). The proposer shall identify whether the business entity is incorporated in Florida, another state, or a foreign country.
- C. FEIN:** Provide the Federal Employer Identification Number of the proposer.
- D. SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners.
- E. Principals:** The proposer must name all persons or entities serving, or intending to serve as principals in the proposer's firm.
- F. Corporate Information:** If a proposer is a corporation, provide a copy of the certification from the Florida Secretary of State verifying proposer's corporate status and good standing, and in the case of out-of-state corporation, evidence of authority to do business in Florida.
- G. License Sanctions:** List any regulatory or license agency sanctions.
- H. Acknowledgment of Addenda/Affidavit of Compliance:** If you take any exceptions to any portion of this RFP, you must so indicate on the Affidavit of Compliance form included in this document. In addition, if any addenda are issued, you must acknowledge addenda, on the Affidavit of Compliance form.
- I. Drug-Free Workplace Affidavit Form:** Pursuant to Section 287.087, Florida Statutes, each proposer shall complete this form.
- J. Summary of Litigation:** Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the proposer in the past five (5) years, which is related to the services that proposer provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved. If no litigation, provide a statement to this effect.
- K. Licenses:** Provide a copy of your City of Ocala Occupational License and/or any other applicable licenses.
- L. Vendor Registration Form and W-9:** Submit a completed City of Ocala "Vendor Registration Form" and "Department of the Treasury Internal Revenue Service Form W-9". Forms may be downloaded at www.ocalafl.org/purchasing "Download Vendor Registration Form" link.

2.4 **QUALIFICATIONS/EXPERIENCE/WORKLOAD** (to be included in Section B of your proposal)

Anyone submitting a proposal must currently have an executive search firm facility established or operating in Florida and have been providing these services for a minimum of three (3) years. The proposer shall include qualifications and experience of the firm/individual(s) who will provide the services. The submission must include:

- A. Brief history and organizational structure of your firm. Indicate home office location, local office, office handling account, office hours, # of employees, etc.
- B. Provide a list of staff, their positions, and years of experience. Identify the individual(s) who will be assigned to this recruitment and provide a detailed resume(s) including similar successes to Ocala's requirements.
- C. Current/past performance in similar activities – Provide a list of all public agencies for which your company has provided similar services over the last five (5) years. Include in your list:
 - Client (contact person name, title, full address, telephone number and fax number of a reference within each agency)
 - Period of contract
 - \$ Value of contract
 - Services offered and results
- E. The proposer shall address the priority of the project regarding staff availability and indicate ability and commitment in ensuring the project or services will be performed in a timely fashion and completed on time. Provide a listing of current and projected workload.
- F. Financial Information – proposer must provide information that would allow the City to evaluate the sufficiency of financial resources and the ability of the business to sustain performance of the contract such as latest audited financial statement or other pertinent information.

2.5 **SCOPE OF WORK/METHODOLOGY** (to be included in Section C of your proposal)

A. BACKGROUND

The City of Ocala is seeking a City Manager who will be responsible for the administration of all City departments and oversight of all affairs under the

jurisdiction of the City. The City of Ocala, a municipality located in Marion County in North Central Florida, has a staff of approximately 1,160 full-time and part-time employees serving a population of 54,238 permanent residents. The City functions as a Council/Manager form of government. This position is accountable to the City Council. The current annual salary of the City Manager is approximately \$144,000. The successful applicant's salary will be contingent upon education, experience, skills and successes in similar endeavors.

B. EXPECTATIONS

The City of Ocala requires a highly qualified executive search firm which has successfully recruited high-level municipal candidates to vigorously recruit a City Manager. It is essential that the firm provides a very thorough screening process insuring that all candidates presented are well qualified and actively interested in the specific position being offered. The firm will be responsible for providing the following services and all expenses attendant to their completion. These will include, but are not limited to the following:

1. Develop a comprehensive understanding of the duties and responsibilities of the City Manager position. Identify and prioritize major expectations of the City and develop a written position description that is agreed upon by the City prior to beginning the search.
2. Prepare promotional materials and advertisements nationwide.
3. Conduct a broad and active search that produces an excellent pool of diverse qualified candidates.
4. Contact potential candidates; this shall include any in-house candidates and any others that the City may target.
5. Present a list of potential candidates to the City for consideration.
6. Assist in arranging the on-site interviews between the Selection Committee and the finalists and provide advice to the Selection Committee during its final selection process.
7. The City shall always retain the right to conduct any additional research or background checks in addition to the firm's findings for any potential candidate.
8. It is anticipated that the City Council will conduct final interviews and select a candidate by the Summer of 2008.

C. PROJECT UNDERSTANDING, PROPOSED APPROACH AND METHODOLOGY

Describe your approach to performing the contracted work. This should include, but not be limited to, the following points:

1. Define what services your company is proposing to best serve the City of Ocala's needs. State your project plan, your firm's interpretation of scope and method of approach.
2. Provide a detailed description of the proposed recruitment strategy and process that would be used. Identify points in the process when progress reports will be provided and key decision points for the City.
3. Include a chronology of the tasks/events and the estimated time required.
4. Identify any tasks that proposer is expecting City to perform.

2.6 **FEE PROPOSAL** (to be included in Section D of your proposal)

Each firm must submit a flat fee amount for any and all services and expenses on attached Fee Schedule form. This fee should include any and all travel required by the search firm to meet with City officials as outlined in the proposer's approach and methodology.

2.7 **STATEMENT OF NO PROPOSAL**

If you do not intend to submit a proposal, fill out and return this form only.

SECTION 3

EVALUATION CRITERIA

All proposals will be evaluated and ranked in accordance with the below listed evaluation criteria. Award will be based on a review of all information provided by the proposer, plus a review of references submitted, and certain objective and subjective considerations.

CRITERIA	WEIGHT
REQUIRED SUBMITTALS & COMPLETENESS OF PROPOSAL (Section 2.2.....10% & Section 2.3)	
❖ Has proposer submitted a complete proposal with required information	
❖ Is material submitted in required format	
❖ Has proposer presented adequate material to support proposal	
QUALIFICATIONS/EXPERIENCE/WORKLOAD (Section 2.4).....30%	
❖ Experience of company in serving similar municipalities	
❖ Staff availability & experience of assigned staff	
❖ Relevant references	
❖ Current workload of the firm	
❖ Ability to perform in a timely manner	
❖ Financial Stability	
SCOPE OF WORK/METHODOLOGY (Section 2.5).....40%	
❖ Proven understanding of services required	
❖ Presented detailed services to be provided and method to provide	
❖ Ability to provide full service capabilities	
FEE (Section 2.6).....20%	
❖ Cost of proposed services	
.....TOTAL 100%	

SECTION 4
GENERAL INFORMATION

- 4.1 The City of Ocala is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that a proposal can be considered.
- 4.2 All materials submitted as response to this Request for Proposals shall become the property of the City of Ocala.
- 4.3 Costs for developing proposals in response to this Request for Proposals are entirely the obligation of the proposer(s) and shall not be chargeable in any manner to the City of Ocala.
- 4.4 The City reserves the right to use any and all information presented in any response to the Request for Proposals. Acceptance or rejection of the proposal does not affect this right.
- 4.5 Additional Purchases ("Piggy-Back") by Other Public Agencies:

The Vendor by submitting a bid authorizes other Public Agencies to "Piggy-Back" services being proposed in this RFP at prices quoted unless otherwise noted on the proposal sheet.
- 4.6 The original and seven (7) copies of the proposal must be received in the City of Ocala Purchasing Department, 2100 N.E. 30th Avenue, Building "E", Gate 4, Ocala, Florida 34470, no later than 3:00 P.M., local time, February 22, 2008. Proposals received after the advertised deadline will not be considered.
- 4.7 The names of the organizations submitting the proposals will be recorded at this time.

SECTION 5

INSURANCE REQUIREMENTS FOR THE CITY OF OCALA

5.1. INDEMNIFICATION CLAUSE:

The Contractor shall indemnify and hold harmless the City and their elected officials, employees and volunteers from and against all claims, damages, losses and expenses, including legal costs, arising out of or resulting from the performance of this contract, provided that any such claim, damage, loss or expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the Contractor.

5.2. SAFETY/ENVIRONMENTAL:

The Contractor is responsible at all times for precautions to achieve the protection of all persons including employees and property.

The Contractor shall make special effort to detect hazardous conditions and shall take prompt action where necessary to avoid accident, injury or property damage. EPA, DEP OSHA, and all other applicable safety laws and ordinances shall be followed as well as American National Standards Institute Safety Standards. All hazardous spills, accidents, injuries or claims or potential claims shall be reported promptly to the City of Ocala and appropriate emergency officials.

5.3. ADDITIONAL INSURED:

The City of Ocala shall be added to all third party coverage required by and provided for this contract as an "ADDITIONAL INSURED".

5.4. MISCELLANEOUS PROVISIONS:

A. SEVERABILITY OF INTERESTS:

"The Contractor shall arrange for its liability insurance to include, or be endorsed to include, a severability of interests / cross liability provision, so that the City of Ocala (where named as an additional insured) will be treated as if a separate policy were in existence, but without increasing the policy limits."

B. INSURANCE REQUIREMENTS:

These insurance requirements shall not relieve or limit the liability of the Contractor. The City does not in any way represent that these types or amounts of insurance are sufficient or adequate to protect the Contractor's interests or liabilities, but are merely minimums." No insurance is provided by the City under this contract to cover the Contractor/Subcontractors."

C. DUPLICATE COVERAGE:

1. Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance or self-insurance of the City shall be considered excess, as may be applicable to claims against the City which arise out of this contract.
2. Insurance written on a "Claims Made" form is not acceptable without Risk Management Department consultation.
3. No work shall be commenced under this contract until the required Certificate(s) have been provided. Work shall not continue after expiration (or cancellation) of the Certificate and shall not resume until new Certificate(s) have been provided.

D. DEDUCTIBLES:

The Contractor's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the latter. They shall be reduced or eliminated at the option of the City. The Contractor is responsible for the amount of any deductible or self-insured retention."

E. CERTIFICATES:

The Contractor shall provide a Certificate of Insurance, issued by a company authorized to do business in the State of Florida and with an A.M. Best Company rating* of at least B+, showing the City of Ocala as an Additional Insured. The City of Ocala should be shown as the Certificate Holder, and providing for 30 day cancellation notice.

***Non-rated insurers must be approved by the City Risk Manager.**

5.5. LIABILITY INSURANCE:

"General liability insurance, with combined single limits of not less than \$200,000 per occurrence* shall be provided and maintained by the Contractor. The only aggregate limit acceptable is a "project aggregate" and the Certificate must show an appropriate endorsement (ISO CG2501 or equal)".

If the Commercial General Liability form is used:

Coverage A shall include premises, operations, products and completed operations, independent contractors, contractual liability covering this contract and broad form property damage coverages.

Coverage B - shall include personal injury.

Coverage C - medical payments, is not required.

If the Comprehensive General Liability form is used, it shall include at least:

Bodily Injury and Property Damage liability for premises, operations, products and completed operations, independent contractors, and property damage resulting

from explosion, collapse or underground (XCU) exposures.

5.6. **BUSINESS AUTO LIABILITY:**

Business Auto Liability insurance shall be provided by the Contractor with combined single limits of not less than \$200,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

5.7. **WORKERS' COMPENSATION:**

The Contractor shall purchase and maintain Workers' Compensation insurance for statutory requirements and employers liability limits of at least \$100,000 each accident and \$100,000 each employee \$500,000 policy limit for disease and shall be responsible for ensuring that any subcontractor has statutory coverage. The City need not be named as an Additional Insured, but a "subrogation waiver endorsement is required".

THIS FEE PROPOSAL FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

CITY OF OCALA, FLORIDA
FEE PROPOSAL - RFP 08-002

Date Submitted: _____

W. Darryl Muse, Purchasing Director
City of Ocala
2100 NE 30th Avenue
Building "E", Gate 4
Ocala, FL 34470

Pursuant to and in accordance with your "Request for Proposals 08-002, dated January 14, 2008, the undersigned hereby submits the following fee proposal and agrees, if their proposal is accepted, to execute a contract with the City of Ocala in accordance with the terms and conditions as stated in the Request for Proposals and proposer response.

The proposed fee includes all necessary labor, travel, supplies and services without exception in accordance with this Request for Proposal.

<u>Recruitment Services</u>	<u>Fee</u>
Recruitment Services for A City Manager	\$ _____

NAME OF FIRM: _____

ADDRESS: _____

SIGNATURE: _____ TITLE: _____

PRINT NAME: _____

E-MAIL ADDRESS: _____

PHONE NO: _____ FAX NO: _____

CELL NO. _____ FIED NO. _____

RFP 08-002

Affidavit of Compliance

To be submitted with vendor's response

_____ We **DO NOT** take exception to the Proposal Documents/Specifications.

_____ We **TAKE** exception to the Proposal Documents/Specifications as follows:

Company Name _____

ADDENDA

By _____
(Authorized Person's Signature)

Proposer acknowledges receipt of the following
addenda:

Addendum No. _____ Date _____

_____ Addendum No. _____ Date _____

(Print or type name and title of signer) Addendum No. _____ Date _____

Company Address _____ Addendum No. _____ Date _____

Telephone Number _____

Toll Free Number _____

FAX: _____

Date _____

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, (print or type name of firm) _____

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, **pleas of** guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to and subscribed before me this _____ day of _____, 20__

Personally known _____ or Produced Identification _____
(Specify Type of Identification)

Signature of Notary

My Commission Expires _____

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to submit a proposal, please return this form only.

RFP 080-002 - EXECUTIVE SEARCH FIRM FOR THE RECRUITMENT OF A CITY
MANAGER

City of Ocala – Purchasing Dept.
2100 N.E. 30th Avenue, Building “E”, Gate 4
Ocala, FL 34470

We, the undersigned, have declined to respond on the above noted proposal for the following reason(s).

_____ Insufficient time to respond to the Proposal.

_____ Do not offer this service.

_____ Our schedule will not permit us to perform.

_____ Remove us from your Mailing List.

_____ Unable to meet insurance requirements.

Other (please specify below).

REMARKS: _____

COMPANY NAME: _____

SIGNATURE: _____

DATE: _____ PHONE NO.: _____