



## NOTICE OF INFORMATION

### REQUEST FOR PROPOSALS (RFP) # 20-03-390 FINANCIAL AUDITING SERVICES

**Date:** May 6, 2020

#### TO ALL PROSPECTIVE RESPONDERS:

Responders, for the above referenced project shall take note of the following revisions, additions, deletions, clarifications, etc. relative to the solicitation, which in accordance with the Contract Documents shall become a part of and/or have precedence over anything shown or described otherwise.

The following list of forms have been revised and attached to allow online notarization.

Public Entity Crimes

Non-Collusive Affidavit

Offeror's Certification

Local Vendor Preference

The City of North Lauderdale City Commission will be conducting a "Virtual" meetings utilizing communications media technology ("CMT"), in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, related to conducting local government public meetings while under the public health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19). The conducting of the aforesaid virtual meetings are also subject to potential change or modification and reversion to non-virtual, in-person public meetings under Ch. 286, FS, dependent upon Executive Orders of the Governor. City Hall building is closed to the public.

Public access to the remaining meetings in relation to this RFP can be accomplished as follows, unless otherwise noted:

Join Meeting by live stream - [https://www.nlauderdale.org/quick\\_links/meetings\\_and\\_minutes/2020\\_meetings.php](https://www.nlauderdale.org/quick_links/meetings_and_minutes/2020_meetings.php)

DATE/TIME	MEETING PURPOSE	LOCATION
May 11, 2020 @ 10:00 am	Bid Opening RFP 20-03-390 – Financial Auditing Services	VIRTUAL MEETING See link above
May 28, 2020 @ 10:00 am	Evaluation Committee Meeting RFP 20-03-390 – Financial Auditing Services	VIRTUAL MEETING See link above
June 17, 2020 @ 10:00 am	Final Ranking and Presentations RFP 20-03-390 – Financial Auditing Services	VIRTUAL MEETING See link above



Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Commission or Board with respect to any matter considered at such meeting or hearing, he may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is based. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the Agency at least 5 days before the hearing by contacting the City Clerk's office at one of the following: (1) 701 SW 71st Avenue, North Lauderdale, FL 33068; (2) Phone 954-724-7056; (3) Fax 954-720-2151; or [pvancheri@nlauderdale.org](mailto:pvancheri@nlauderdale.org). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1 (800) 955-8771 (TTY/VCO), 1 (800) 955-8770 (Voice), 1 (800) 955-8773 (Spanish)

END OF DOCUMENT



## **PUBLIC ENTITY CRIMES**

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Section 287.132-133(3)(a), Florida Statutes, effective July 1, 1989 require that no public entity shall enter into a contract, award of bid, or transact business in excess of \$10,000.00 with any person or affiliate who has been convicted of a public entity crime. Prior to entering into a sworn statement with the Purchasing Department on form 7088.

A copy of the form is reproduced below. This completed form must be on file prior to the issuing of a Purchasing Order.

### **Sworn Statement Under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with \_\_\_\_\_  
**(Solicitation Number and Name)**
2. This sworn statement is submitted by \_\_\_\_\_ whose business  
address is \_\_\_\_\_  
\_\_\_\_\_ and (if applicable) it's Federal Employer Identification No. (FEIN) is \_\_\_\_\_ (If the  
entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.
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(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 of with an agency or political subdivision of any other state or with 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.
5. I understand that "convicted or conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding or fault or a conviction of a public entity crime, with or without 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, 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:



## **PUBLIC ENTITY CRIMES**

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A. A predecessor or successor of a person convicted of a public entity crime; or

B. 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 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 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 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 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 one of the two statements 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 the 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, have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which of the three additional statement applies below.)**

\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administration Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list.  
**(Please attach a copy of the Final Order)**

\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administration Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list.  
**(Please attach a copy of the Final Order)**

\_\_\_ The person or affiliate has not been placed on the convicted vendor list.  
**(Please describe any action taken by or pending with the Department of General Services)**



**PUBLIC ENTITY CRIMES**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority,  
\_\_\_\_\_, 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: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of

physical presence or  online notarization, this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_

who is personally known to me or  who has produced

\_\_\_\_\_ as identification.



**NON-COLLUSIVE AFFIDAVIT**

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State of \_\_\_\_\_)

)ss.

County of \_\_\_\_\_)

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) He/she is the \_\_\_\_\_, (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the RESPONDER that has submitted the attached response;

(2) He/she is fully informed respecting the preparation and contents of the attached solicitation response and of all pertinent circumstances respecting such Solicitation:

(3) Such solicitation response is genuine and is not a collusive or sham response;

(4) Neither the said RESPONDER nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired or agreed, directly or indirectly, with any other Responder, firm, or person to submit a collusive or sham response in connection with the work for which the attached solicitation response has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Responder, firm or person to fix any overhead, profit, or cost elements of the solicitation response price or the solicitation response price of any other Responder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

(5) The price or prices quoted in the attached solicitation response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the RESPONDER or any other of its agents representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Witness 2

\_\_\_\_\_  
(Title)



**NON-COLLUSIVE AFFIDAVIT**

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State of Florida  
County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public

of the State of Florida, personally appeared \_\_\_\_\_ and whose name(s) is/are (Name(s) of individual(s) who appeared before notary). Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

**Witness** my hand and official seal

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

**NOTARY PUBLIC  
SEAL OF OFFICE:**

\_\_\_\_\_  
(Name of Notary Public: Print Stamp or type as Commissioned)

The foregoing instrument was acknowledged before me, by means of

physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

who is personally known to me or  who has produced \_\_\_\_\_ as identification.



**OFFEROR'S CERTIFICATION**

**WHEN OFFEROR IS AN**

\_\_\_ **INDIVIDUAL**    \_\_\_ **SOLE PROPRIETORSHIP**    \_\_\_ **PARTNERSHIP**    \_\_\_ **CORPORATION**

**IN WITNESS WHEREOF**, the Offeror hereto has executed this Proposal Form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Phone Number

State of Florida  
County of \_\_\_\_\_

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

**Witness** my hand and official seal

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

**NOTARY PUBLIC  
SEAL OF OFFICE:**

\_\_\_\_\_  
(Name of Notary Public: Print Stamp or type as Commissioned)

The foregoing instrument was acknowledged before me, by means of  
 physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
 who is personally known to me or  who has produced \_\_\_\_\_ as identification.



## **LOCAL VENDOR PREFERENCE CERTIFICATION**

### **RFP #20-03-390 – FINANCIAL AUDITING SERVICES**

**Policy:** Section 3-12 of the City of North Lauderdale Procurement Ordinance, provides preferences to business entities meeting the defined criteria of Local Broward County or North Lauderdale vendor.

**Definition:** A “Local Vendor” is defined as the following:

- **LOCAL BROWARD COUNTY VENDOR.** A business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one year prior to the date of issuance of a bid or proposal solicitation. The business must have a current business tax receipt from Broward County or the city within Broward County where the business resides.
- **LOCAL NORTH LAUDERDALE VENDOR.** A business entity which has maintained a permanent place of business with full-time employees within the city limits for a minimum of one year prior to the date of issuance of a bid or proposal solicitation. The business must have a current business tax receipt from the City of North Lauderdale.
  - The permanent place of business may not be a post office box.
  - The business location must actually distribute goods or services from that location.

**Process:** For bid evaluation purposes, vendors that meet the definition of local Broward County or local North Lauderdale vendor, as defined above, shall be given preference applied to their bids or proposals for commodities, services and construction. Local North Lauderdale vendors shall be given 5% and local Broward County vendors shall be given 2.5%.

Local Preference shall not apply to any of the following:

1. Procurement methods other than a formal competitive solicitation
2. Procurements where federal, state or county law mandates to the contrary
3. Procurement of professional services procured pursuant to the State of Florida CCNA
4. Procurement using Cooperative Purchasing Agreements or Piggyback Contracts
5. Procurements deemed emergency, and Single or Sole Source

The business entity is certifying as a Local Broward County Vendor, 2.5% preference credit

The business is certifying as a North Lauderdale Vendor, 5% preference credit

By completing the information required below and submitting this form the business entity certifies that it meets the requirements for local preference as stipulated in the Procurement Ordinance. This form must be submitted with the business entities response to a solicitation.

**Name of Business Entity:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Tax ID/FEIM/SSN:** \_\_\_\_\_

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

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

**Phone Number:** \_\_\_\_\_

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

**Signature:**

\_\_\_\_\_

State of Florida

County of \_\_\_\_\_

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned  
Notary Public

of the State of Florida, personally appeared \_\_\_\_\_  
and whose name(s) is/are (Name(s) of individual(s) who appeared before notary). Subscribed  
to the within instrument, and he/she/they acknowledge that he/she/they executed it.

**Witness** my hand and official seal

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

**NOTARY PUBLIC  
SEAL OF OFFICE:**

\_\_\_\_\_  
(Name of Notary Public: Print Stamp or type as Commissioned)

The foregoing instrument was acknowledged before me, by means of  
 physical presence or  online notarization, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
 who is personally known to me or  who has produced  
\_\_\_\_\_ as identification.