

REQUEST FOR PROPOSALS
RFP 2021-01
ANNUAL AUDIT SERVICES



481 W. Hickpochee Ave.

LaBelle, FL 33935

David A. Lyons, Mayor

(863) 675-2872

REQUEST FOR PROPOSALS
RFP 2021-01 Audit Services

The City of LaBelle requests proposals from qualified certified public accounting firms to provide auditing services. The Request for Proposals (RFP 2021-01 Audit Services) provides guidelines for submission and outlines the services desired. The RFP will be available on the City of LaBelle's website (www.CityLaBelle.com) or at City Hall beginning February 12, 2021.

In a sealed envelope clearly identified as RFP 2021-01, Audit Services, please provide five (5) printed copies (one (1) copy clearly labeled as "original") and one electronic copy (required in pdf format) on a USB flash drive of the proposal. Sealed proposals for auditing services must be received by the City of LaBelle, 481 W, Hickpochee Ave, LaBelle FL 33935, by 2:00 p.m. local time on March 3, 2021. All sealed proposals that are timely received will be publicly opened at City Hall at that time. Proposals received after the deadline will not be considered.

Any questions relative to any items or portions of this Request for Proposal should be directed to Ron Zimmerly, Finance Director, at (863) 675-2872 or rzimmerly@citylabelle.com.

David A Lyons, Mayor
February 12, 2021

I. INTRODUCTION

The City of LaBelle requests proposals from qualified certified public accounting firms to audit its annual financial statements for four (4), one (1) year terms, beginning with the fiscal year ending September 30, 2021. Optional renewals may extend the term an additional four (4), one (1) year terms. The audits are to be performed in accordance with generally accepted auditing standards, including Section 218.39, Florida Statutes; Rules of the Florida Department of Financial Services; Rules of the Florida Auditor General, Chapter 10.550 Local Government Entity Audits; AICPA Audit and Accounting Guide, Audits of State and Local Governmental Units; Federal and Florida Single Audit Acts, if applicable; *Governmental Auditing Standards* issued by the comptroller General of the United States; and Circular A-133, Executive Office of the President, Office of Management and Budget, if applicable.

In a sealed envelope clearly identified as RFP 2021-01, Audit Services, please provide five (5) printed copies (one (1) clearly labeled as “original”) and one electronic copy (required in pdf) on a USB flash drive of the proposal. Sealed proposals for auditing services must be received by the City of LaBelle, 481 W, Hickpochee Ave, LaBelle FL 33935, by 2:00 p.m. local time on March 3, 2021. All sealed proposals that are timely received will be publicly opened at City Hall at that time. Proposals received after the deadline will not be considered. The City of LaBelle is not responsible for the U.S. Mail or private couriers in regard to mail being delivered by a specified time so that a proposal may be considered.

There will be a selection committee meeting on March 4, 2021, at 9:00 a.m. at City Hall, City of LaBelle, 481 W, Hickpochee Ave, LaBelle FL 33935. The meeting is open to the public. If a person decides to appeal any decision made with respect to any matter considered at this meeting, he/she will need a record of the proceedings, and that, for such purpose, he/she 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 to be based.

The solicitation does not commit the City of LaBelle to award any contracts, to pay any costs incurred in the preparation of a response to this solicitation, or to contract for any services. The City retains the right to cancel this solicitation or reject any or all responses for any reason set forth in the City’s Procurement Policy and may choose to re-procure at the discretion of the City Commission.

Written questions regarding this Request for Proposals (RFP 2021-01) are to be addressed to the designated Contact Person:

Ron Zimmerly, Finance Director
City of LaBelle
481 W. Hickpochee Ave
LaBelle, FL 33935
Telephone: (863) 675-2872
Fax: (863) 675-0036
Email: rzimmerly@citylabelle.com

If you have a disability that will require special assistance or accommodation, please contact the City of LaBelle at (863) 675-2872; Hearing Impaired: Florida Relay 7-1-1; or e-mail acrespo@citylabelle.com

The City of LaBelle is an Equal Opportunity Provider and Employer.

II. BACKGROUND

The City of LaBelle has a population of 5,151 living within an area of approximately 14.5 sq miles. The City was chartered by the Florida Legislature on December 10, 1925. LaBelle operates under a strong Mayor form of government with five Commissioners, the Mayor being one of the five elected to staggered terms. The City's major operations include general government, public safety, streets, water and wastewater and culture/recreation. The City has a contract with the Hendry County Sheriff to provide law enforcement services. The City has a volunteer Fire Department with the costs shared via an Interlocal Agreement with Hendry County. The City also has a contract for solid waste collection and disposal.

Daily activities are recorded in the General Fund. The City also has four Special Assessments to fund Fire, Recreation, Street Lighting and Police Protection funds created by City ordinance and renewed annually by resolution. The City participates in the Florida Retirement System for its employees' pension benefits. The City participates in the Florida Pension Municipal Trust Fund and Defined Benefit Plan and Trust for all volunteer firefighters. The City also participates in a Retiree Health Insurance Subsidy (HIS) Program established under Section 112.363 FL Statutes.

The City of LaBelle uses MCSJ version 2020.3 for its accounting, payroll/HR and utility billing software. The Finance Department consists of the Finance Director and two Assistants.

For the fiscal year ending September 30, 2021, the City has an annual budget of approximately \$11.7 million. Enterprise Funds consisting of Water, Sewer comprise 63.6% of the annual budget.

The City will typically have a final trial balance ready for audit by mid to late November. Audit field work should take place in November and December after receipt of the trial balance. The audit should be presented to the City Commission no later than its June meeting each year.

III. SCOPE OF SERVICES REQUIRED

1. An audit and an opinion on the basic financial statements of the City of LaBelle. The auditor is not required to audit the Management's Discussion and Analysis.

2. The audits are to be performed in accordance with generally accepted auditing standards, including Section 218.39, Florida Statutes; Rules of the Florida Department of Financial Services; Rules of the Florida Auditor General, Chapter 10.550 Local Government Entity Audits; AICPA Audit and Accounting Guide, Audits of State and Local Governmental Units; Federal and Florida Single Audit Acts, if applicable; *Governmental Auditing Standards* issued by the comptroller General of the United States; and Circular A-133, Executive Office of the President, Office of Management and Budget, if applicable.
3. Following completion of the audit for each fiscal year's financial statements, the auditor shall issue:
 - a. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
 - b. A report on compliance and on internal control over financial reporting.
 - c. Reports on compliance with specific requirements applicable to Federal awards and State financial assistance programs (if applicable).
 - d. The auditor shall communicate in a letter to management any significant deficiencies or material weaknesses found during the audit.
4. The auditor will prepare one electronic copy (required in pdf) and 12 bound copies of the Annual Financial Report and provide it to the City and other Agencies and Departments as required.
5. The auditor will provide assistance and guidance on implementing changes in governmental accounting standards.
6. The auditors shall be required to make an immediate written report of all irregularities and/or illegal acts of which they become aware to the Mayor, the City Commission, and the City Legal Counsel.

IV. PROPOSAL REQUIREMENTS

In a sealed envelope clearly identified as RFP 2021-01, Audit Services, please provide five (5) printed copies (one (1) clearly labeled as "original") and one electronic copy (required in pdf) on a USB flash drive of the proposal. Facsimile submissions will not be accepted. All submittals shall remain in effect for a period of ninety (90) days after the submittal deadline. Proposers shall be fully acquainted with the submission requirements required in this RFP. Failure of the proposer to become acquainted with the conditions and the scope of services will in no way relieve the proposer of any obligation with respect to its submittal.

The proposal for audit services must include the following information:

1. Introduction

2. Audit Firm Qualifications

- a. An affirmative statement that the firm and all assigned key professional staff are properly licensed to practice as a certified public accountant in the State of Florida.
- b. An affirmative statement that the firm is independent of the City of LaBelle as defined by generally accepted auditing standards.
- c. Experience of the firm with municipalities and other local governments within the last five years.
- d. Indicate the size of the firm, the size of the firm's governmental audit staff, and the location of the office from which the engagement is to be performed.
- e. A copy of the report on the firm's most recent peer review, the letter of comments, and a statement as to whether any governmental engagements were included.
- f. Indicate any disciplinary actions that have been instituted or proposed during the last three calendar years against the firm or any of the firm's professionals assigned to the audit.
- g. Describe the results of any State or Federal reviews during the past three calendar years of the firm's governmental client audit work.
- h. Willingness and ability to complete the audit within the time constraints, considering the firm's current and projected workload.

3. Technical Qualifications:

- a. Information describing personnel with training and experience appropriate to the nature of the audit. Include the following information:
 - i. Names and positions of each professional to be assigned to this audit, including number of years of local government audit experience.
 - ii. Estimated involvement in the audit expressed as a percentage of time of each staff member.
 - iii. Resumes of those assigned to this audit reflecting academic training and employment in applicable fields.
 - iv. Copies of professional licenses.
 - v. References, including contact names and phone numbers, for experience on similar audits.
- b. List of significant engagements performed in the last five years that are similar to the engagement described in the RFP.
- c. List of references, including contact names and phone numbers.

4. Audit Approach Qualifications:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample size and extent to which statistical sampling is to be used in the

engagement.

- d. Type and extent of analytical procedures to be used in the engagement.
- e. Approach to be taken to gain and document an understanding of the internal control structure.
- f. Approach to be taken in determining laws and regulations that will be subject to audit work.
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance.

5. Audit Fees:

- a. Total all-inclusive maximum price shall be provided for four (4), one (1) year terms beginning with fiscal year ending September 30, 2021. The fee proposed for each year should be separately stated for each fiscal year.
- b. A schedule of professional fees and expenses that supports the total all-inclusive maximum price. The schedule should be detailed by rate and hours for each level of staff (partner, specialist, supervisory, and staff).
- c. Rates for additional professional services.
- d. Progress payment requests will be made on the basis of hours of work completed during the course of the engagement and mutually agreed and approved by the Finance Director whose approval shall not unnecessarily be withheld.

V. EVALUATION PROCEDURES

The proposals will be evaluated by the Auditor Selection Committee using the criteria listed below. Firms meeting the mandatory criteria will have their proposals evaluated and scored on technical qualifications, cost of services, and references. Cost will not be the sole factor in selection of an audit firm.

1. Mandatory Elements:

- a. Cover letter with firm's interest.
- b. The audit firm must be independent and licensed under Chapter 473, Florida Statutes, to practice in Florida.
- c. The audit firm must submit a copy of its last external quality control review report and has a record of quality audit work.
- d. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
- e. The audit firm must adhere to the instructions in this RFP on preparing and submitting the proposal.

2. Technical Elements: (75 points)

- a. Local government audit experience.
- b. Municipal audit experience.
- c. Qualifications of professional personnel to be assigned to the audit.

- d. Size and organizational structure of the audit firm.
 - e. Demonstrated understanding of the City's audit requirements.
 - f. Audit approach.
3. Cost Elements: (10 points)
- a. Total all-inclusive price.
 - b. Rates for each level of staff and anticipated hours.
4. References: (15 points)
- References for each audit firm will be contacted and inquiries made regarding how the audit firms handle the following:
- a. Client relations.
 - b. Time management/meeting deadlines.
 - c. Unanticipated audit issues.

Please note that proposals will be evaluated on content, not volume. Points will be deducted for not following instructions.

The Auditor Selection Committee will evaluate the proposals submitted and will rank the proposers based on the above Evaluation Criteria. The committee members will individually award points to the various Proposers based on the aforementioned criteria and after a group discussion among committee members. The various Proposers will be assigned a ranking (ordinal score) in order of total points awarded by the individual committee members. The Proposer with the highest number of points awarded will receive an ordinal score of 1 and the Proposer with the second highest number of points will receive an ordinal score of 2, and so on.

All individual committee members will have their ordinal scores entered into a master spreadsheet along with the total points each Proposer received. The ordinal scores provided by each committee member for the various Proposers will be totaled and the total points each Proposer received will also be totaled, but separately. The Proposer with the lowest ordinal score received based on the cumulative total of the ordinal scores will be recommended as the desired audit firm. If there is a tie in the cumulative ordinal scores between Proposers then the tie will be broken based on which Proposer has the highest cumulative points. These rankings and the Auditor Selection Committee's recommendation of the highest ranked audit firm will be forwarded to the City Commission.

VI. Special Conditions

- A. The City reserves the right to terminate the contract for unsatisfactory service, deliberate overcharging, not meeting the terms of the contract or for convenience.
- B. The Proposer's attention is directed to the fact that all applicable Federal and State laws,

local ordinances and the rules and regulations of all authorities having jurisdiction over this work shall apply to the RFP throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

VII. Insurance

The proposer shall meet the following minimum insurance requirements:

A. **Commercial General Liability:** Proposer shall have and maintain throughout the duration of the contract Commercial General Liability (CGL) Insurance with limits of at least \$300,000 each person/each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of at least \$600,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, personal injury and advertising injury.

B. **Business Automobile Liability:** Proposer shall have and maintain throughout the duration of the contract Business Automobile Liability Insurance with limits of at least \$500,000 each person/each accident for bodily injury and property damage liability arising out of any auto (including owned, hired and non-owned autos).

C. **Workers Compensation:** Unless exempt by law, Proposer shall have and maintain throughout the duration of the contract Worker's Compensation Insurance in accordance with State law and Employer's Liability coverage with a limit of at least \$1,000,000 each accident, \$500,000 each employee, and \$500,000 policy limit for disease.

D. **Professional Liability:** The Proposer shall purchase and maintain professional liability or malpractice insurance with minimum limits of \$1,000,000 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

E. **Certificates of Insurance:** The City must be named as an additional insured on the CGL and Business Automobile Liability insurance policies. Proposer must provide valid certificates of insurance to the City for all policies. Proposer will be required to provide the City, as an additional insured, with thirty (30) days' written notice prior to the cancellation, modification or non-renewal of the policies.

Miscellaneous

A. **No Lobbying:** All respondents are hereby placed on notice that any communication, whether written or oral, with elected officials in respect to this procurement (with the exception of the Contract/Purchasing personnel designated to receive requests for interpretation or corrections or technical questions) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any request for bids,

proposals, qualifications and/or any other solicitation. To do so is grounds for immediate disqualification from the selection process. All respondents must submit the attached No Lobbying Acknowledgement with their submittal stating that they and their subcontractors, sub-consultants and other agents agree to abide by the no lobbying restrictions in order to be considered for this request. Any respondent that does not submit the required No Lobbying Acknowledgement will be automatically disqualified from further consideration. NOTE: For respondents' convenience, this certification form is attached and made a part of the procurement package as Attachment A.

- B. Collusion, Gratuities and Kickbacks:** It shall be unethical for any respondent to collude with any other respondent or offer, give or agree to give any elected official, employee or local government representative (including ranking committee members) a gift, gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of the procurement process. NOTE: For respondents' convenience, this affidavit is attached and made a part of the procurement package as Attachment B.
- C. Modifications:** The City reserves the right to modify, alter or change the scope or other aspects of this solicitation.
- D. Level Playing Field:** The contents of this solicitation are intended to provide a level playing field on which firms or individuals may base their responses.
- E. Public Entity Crime Affidavit:** As provided in Florida Statute 287.133(2)(a), a person or affiliate who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to a Public Entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City within 30 days after a conviction of a Public Entity Crime applicable to that person or to an affiliate of that person. NOTE: For respondents' convenience, this affidavit is attached and made a part of the procurement package as Attachment E.
- F. Conflict of Interest:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their submission the name of any officer, director, employee or agent who is also a public officer, employee or an agent of the City of LaBelle. NOTE: For respondents' convenience, this affidavit is attached and made a part of the procurement package as Attachment F.
- G. Immigration Laws:** Respondents must comply with all applicable immigration laws in their employment practices. NOTE: For respondents' convenience, this affidavit is attached and made a part of the procurement package as Attachment G.

ATTACHMENT A

RFP No. 2021-01 NO LOBBYING ACKNOWLEDGEMENT

_____ is the authorized representative of

_____,
(Name of contractor, firm or individual)

vendor to the subject solicitation. The vendor and any of its agents agrees to abide by the no lobbying restrictions in regard to this solicitation.

Date Signature

ATTACHMENT B

RFP 2021-01 ANTI-COLLUSION & NO GIFTS AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

_____ being first duly sworn, deposes and says that he/she is the authorized representative of _____ (name of respondent) and certifies as true the following statements.

Anti-collusion statement: The respondent has not divulged to, discussed, or compared his/her/its submission with other respondents and has not colluded with any other respondent or party to the solicitation whatsoever.

No gifts statement: The respondent understands that no rebates, gifts, gratuities or offers of employment are permitted with, prior to, or after the submission. Any such violation will result in rejection of the submission and removal from the procurement list(s).

Affiant

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20__, by _____.

Signature of Notary Public
(stamp) State of Florida

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

ATTACHMENT E

PUBLIC ENTITY CRIME AFFIDAVIT

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

SWORN STATEMENT PURSUANT TO FLORIDA STATUTE 287.133 ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to HENDRY COUNTY, FLORIDA

by: _____

(print individual's name and title)

for: _____

(print name of entity submitting sworn statement) whose business address is:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

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.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on

contracts 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.

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

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

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the Final Order).

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

Affiant

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20__, by _____.

Signature of Notary Public

(stamp) State of Florida

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

ATTACHMENT F

RFP No. 2021-01 CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

STATE OF FLORIDA
COUNTY OF _____

_____ being first duly sworn, deposes and says that
he/she is the authorized representative of _____
(Name of contractor, firm or individual)
and certifies as true the following statements:

For purposes of determining any possible conflict of interest, all respondents must disclose if any City employee(s), elected official(s), or any of its agents is also an owner (5% or greater interest), corporate officer, director, employee, agent, etc., of their business.

Indicate either "yes" (a city employee, elected official or agent is associated with your business) or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____ NO _____

Name(s) Position(s)

Affiant

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20__, by _____.

Signature of Notary Public

(stamp) State of Florida

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

ATTACHMENT G
RFP No. 2021-01 IMMIGRATION LAW AFFIDAVIT

The City of LaBelle will not intentionally award City contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 a(e) (Section 274a(e) of the Immigration and Nationality Act ("INA")).

The City of LaBelle may consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of the contract by the City of LaBelle.

_____ being first duly sworn, deposes and says that
he/she is the authorized representative of

(Name of contractor, firm or individual)

and certifies as true that this business is fully compliant with all applicable immigration laws, specifically relating to the INA and subsequent amendments.

STATE OF FLORIDA

COUNTY OF _____

Affiant

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
20____, by _____.

Signature of Notary Public

(stamp) State of Florida

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____