

SUWANNEE COUNTY
Board of County Commissioners
13150 80th Terrace, Live Oak, FL 32060
Telephone: (386) 364-3400 Fax: (386) 362-1032

Request for Qualifications No. 2023-09
Qualifications Statement Title: County Attorney
Deadline for Submitting: Friday, April 14, 2023, at 4:00 p.m.
Opening Date and Time: Tuesday, April 18, 2023, at 10:00 a.m. (or as soon thereafter)

You are invited to submit qualifications statement in accordance with the requirements of this solicitation which are contained herein.

The Suwannee County Board of County Commissioners will receive qualifications at the Clerk of Court Cashier Window at the Courthouse to the attention of Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064 until **Friday, April 14, 2023, at 4:00 P.M.** Qualifications will be publicly opened and read aloud at the Judicial Annex Building, 218 Parshley Street SW, Live Oak, Florida 32064 on **Tuesday, April 18, 2023, at 10:00 a. m. or as soon thereafter as possible**, for County Attorney.

For your qualifications statement to be considered, it must be submitted by the deadline date. Qualifications statement received after the deadline date and time will be retained by the Clerk of Court Office unopened and will not be considered.

The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

The qualifications statement must be signed by an official authorized to bind the Responder, and it shall contain a statement to the effect that the qualifications statement is firm for period of 90 days from the closing date for submission of qualifications statement. Qualifications statement must be submitted in a sealed envelope/container showing the above RFQ number, opening date, and title. One (1) original and seven (7) copies must be submitted.

This solicitation does not commit Suwannee County to award the contract, to pay any costs incurred in the preparation of a qualifications statement, or to procure or contract for services. The Board of County Commissioners reserves the right to reject all qualifications statements received as a result of this request, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation or re-advertise if it is in the best interest of the County to do so.

The Board of County Commissioners requires a Sworn Statement under section 287.133(3)(a), F.S., on Public Entity Crimes.

Anyone wishing to obtain RFQ documents may contact the Administrative Department, at 386-364-3400. Any questions concerning the scope of work should be directed to Greg Scott, County Administrator, at 386-364-3400

Responders must submit one (1) original and seven (7) copies; and label on the outside of the envelope as **SEALED RFQ NO. 2023-09 COUNTY ATTORNEY.**

Franklin White, Chairman
Suwannee County Board of County Commissioners

General Information

1. Qualifications statements will be considered as specified herein or attached under the terms and conditions of this RFQ.
2. Qualifications statements must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind that person, partnership, company, or corporation submitting the statement.
3. Responders are to include all applicable requested information and are encouraged to include any additional information they would like to have considered.
4. One (1) clearly identified original and seven (7) copies of your qualifications statement and supporting documentation are required.
5. Qualifications statements will be received by the Clerk of the Court, Cashier's window until 4:00 p.m. on April 14, 2023.
6. Qualifications statements are to be mailed or hand delivered to:

**Attention: Clerk to the Board
Suwannee County Clerk of Court
Cashiers window
200 South Ohio Ave.
Live Oak, FL 32064**

The submitting responder is required to have printed on the outside of the envelope or wrapping container of his or her proposal the RFQ number, opening date, and title.

7. Questions concerning specifications may be referred to Greg Scott, County Administrator, 13150 80th Terrace, Live Oak, FL 32060, telephone 386- 364-3400.
8. Packets are available on DemandStar.com, suwanneecountyfl.gov, or may be picked up at Suwannee County Administration, 13150 80th Terrace, Live Oak, FL 32060.

PURPOSE:

The Suwannee County Board of County Commissioners is soliciting qualifications from qualified attorneys or firms to provide, on a contract basis, services as the County Attorney.

SCOPE OF WORK:

Review and obtain a clear understanding of County priorities from the Board of County Commissioners and County Administrator.

Available to appear before all Board of County Commission meetings, workshops, and hearings.

Provide progress reports before Board of County Commission meetings.

Provide legal services to the Board and other agencies, officers, and boards of the County.

Provide basic legal services that are the routine, minor, operational legal questions, drafting ordinances, resolutions, and opinions.

Provide legal services for litigations and special projects. Lawsuits instigated by or against the County and special projects including working with and overseeing special counsel who may be retained by the County from time to time where municipal experience and special qualifications are needed.

QUALIFICATIONS AND EXPERIENCE:

Be a member in good standing of the Florida Bar.

Be presently engaged in the active practice of law and have been so engaged for at least five (5) consecutive years prior to the date of responding to the RFQ. Preference will be given to responders who have experience in a governmental setting, representing governmental entities or representing parties before governmental entities.

Knowledge of Suwannee County, its affairs, and operations.

Be covered by a Lawyers Professional Liability Insurance Policy with limits of not less than \$1,000,000.00 in the aggregate.

RESPONSE:

Those interested in providing services as County Attorney should respond to this notice by 4:00 p.m., Friday, April 14, 2023.

Questions concerning the specifications shall be directed to Greg Scott, County Administrator at 386-364-3400.

RFQ packets are available on DemandStar.com, suwanneecountyfl.gov, or may be picked up at Suwannee County Administration, 13150 80th Terrace, Live Oak, FL 32060.

Qualifications statement shall be submitted to the Clerk of Court Cashier Window at the Courthouse to the attention of Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064 until **Friday, April 14, 2023 at 4:00 p.m.**

The qualifications statement must be signed by an official authorized to bind the Responder, and it shall contain a statement to the effect that the qualifications statement is firm for a period of 90 days from the closing date for submission of qualifications statement. Qualification statement must be submitted in a sealed envelope/container showing the above RFQ number, opening date, and title. One original and seven copies must be submitted.

RECEIPT OF QUALIFICATIONS STATEMENT:

Qualifications statement, amendments thereto, or withdrawal requests received after the time advertised for qualifications statement opening will be void, regardless of when they were mailed.

PREPARATION OF QUALIFICATIONS STATEMENT:

All qualifications statement should be complete and carefully worded and must convey all of the information requested by the County. If significant errors are found in the responder's qualifications statement, or if the

qualifications statement fails to conform to the essential requirements of the RFQ, the County and the County alone will be the judge as to whether that variance is significant enough to reject the qualifications statement.

Qualifications statement should be prepared simply and economically, providing a straightforward, concise description of responder's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

AWARD:

An award resulting from this request shall be awarded to the responsive and responsible responder whose qualifications statement is determined to be most advantageous to the County, taking into consideration price and the evaluation factors set forth herein; however the right is reserved to reject any and all Qualifications statement received, and in all cases the County will be the sole judge as to whether a responder's qualifications statement has or has not satisfactorily met the requirements of this RFQ.

DEVIATIONS:

Any deviations from the requirements of this RFQ must be listed separately and identified as such in the table of contents.

SUBMISSION REQUIREMENTS:

To achieve a uniform process and allow for adequate comparability, the Qualifications statement must be organized in the manner specified below:

1. Letter of Transmittal
2. Briefly state you or your firms understanding of the work to be done and make positive commitment to perform the work.
3. Identify your qualifications statement's principal strengths.
4. State whether or not you or your firm has been involved in any litigation within the past five (5) years, arising out of your performance. Explain fully if it has been involved in any litigation.
5. A statement of qualification that includes legal experience, professional credentials, and qualifications.
6. A listing of non-profit or municipal clients and references to include addresses, email addresses (if applicable), and telephone numbers.
7. If responding as a firm, the ownership, size, location of the office responsible for providing services.
8. If responding as a firm, its legal organization (e.g., corporation, partnership) and year of incorporation.
9. A statement, in one page or less, of any other relevant factors that should be considered by the County in evaluating the Qualifications statement.
10. Educational Background
11. Professional memberships
12. Honors and awards
13. The firm's previous experience in the County working with agencies and entities other than the County.

RFQ SUMMARY
(MUST PRECEDE ALL RFQ DOCUMENTS)

RESPONDER NAME

ADDRESS

EMAIL ADDRESS AND PHONE NUMBER

RFQ NUMBER: 2023-09

DESCRIPTION: County Attorney

DATE/TIME/LOCATION FOR RFQ OPENING: Tuesday, April 18, 2023
10:00 a.m., or soon thereafter
Judicial Annex
218 Parshley Avenue SW
Live Oak, FL 32064

RESPONDER NAME (PRINT OR TYPE)

AUTHORIZED SIGNATURE

DATE COMPLETED

IMPORTANT:

THIS RFQ SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL
RESPONDER DOCUMENTS

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

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

1. This sworn statement is submitted to _____
[print name of public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, 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:
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 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 entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in 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 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 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 CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

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

Personally known _____

OR Produced identification _____ Notary Public - State of _____

_____ My commission expires _____
(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

Franklin White, Chairman

RFQ NUMBER 2023-09
COUNTY ATTORNEY
SUWANNEE COUNTY, FL

E-VERIFY

Company/Entity: _____

Bid Number: _____

Project Description: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

Company Representative, Title

Date

Please complete and submit this form with all of your RFQ documents.



Administrative Services

13150 80th Terrace Live Oak, FL 32060

Greg Scott, County Administrator

Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Terrace
Live Oak, FL. 32060
Email: paulap@suwcountvfl.gov
Phone: 386-364-3400

If possible, the complaint should be submitted in writing and contain the identity of the



Administrative Services

13150 80th Terrace Live Oak, FL 32060

Randy Harris, County Administrator

complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Greg Scott, County Administrator

Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

Franklin White, Chairman

RFQ No. 2023-09
COUNTY ATTORNEY
SUWANNEE COUNTY, FL

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (Company Name) is familiar with the
Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to
complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of you RFQ documents