



County of Levy
Procurement

310 School Street, Suite 112, Bronson, FL 32621

[CONSTANGY, BROOKS, SMITH & PROPHETE] RESPONSE DOCUMENT REPORT

RFP No. RFP_2026__07

[Levy County Legal Services](#)

RESPONSE DEADLINE: July 17, 2026 at 9:00 am

Report Generated: Friday, July 17, 2026

Constangy, Brooks, Smith & Prophete Response

CONTACT INFORMATION

Company:

Constangy, Brooks, Smith & Prophete

Email:

sgrayson@constangy.com

Contact:

Shirelle Grayson

Address:

One West 4th St
Suite 850
Winston-Salem, NC 27101

Phone:

N/A

Website:

www.constangy.com

Submission Date:

Jul 16, 2026 2:42 PM (Eastern Time)

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. Proposal Documents (without Cost)*

Upload your proposal here.

Do not include any pricing information in your proposal.

01._Proposal_Documents_(without_Cost).pdf

2. Pricing Proposal*

02._Tab_E___Proposed_Cost.pdf

3. Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? *

No

4. Sworn Statement on Public Entity Crime*

Please download the below documents, complete, and upload.

- [SWORN STATEMENT ON PUBLIC E...](#)

04._SWORN_STATEMENT_ON_PUBLIC_ENTITY_CRIME.pdf

5. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- [NON-COLLUSION.pdf](#)

05._NON-COLLUSION.pdf

6. Drug-Free Workplace Certification*

Please download the below documents, complete, and upload.

- [DRUG-FREE WORKPLACE FORM.pdf](#)

06._DRUG-FREE_WORKPLACE_FORM.pdf

7. Anti-Human Trafficking Affidavit*

Please download the below documents, complete, and upload.

- [ANTI-HUMAN TRAFFICKING AFFI...](#)

07._Anti-Human_Trafficking_Affidavit.pdf

8. Foreign Country of Concern Affidavit*

Please download the below documents, complete, and upload.

- [Foreign Country of Concern ...](#)

08._Foreign_Country_of_Concern_Affidavit.pdf

9. Do you have any conflicts of interest?*

No

10. Vendors on Scrutinized Companies List*

By clicking "Please confirm", the proposal proposer, certifies that it is not:

- listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes,
- engaged in a boycott of Israel,
- listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or
- engaged in business operations in Cuba or Syria.

Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to propose on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Confirmed

11. W-9 Copy*

11._W-9.pdf

12. Certificate of Insurability*

Please download the below documents, complete, and upload.

12._Certificate_of_Insurability.pdf

13. Evidence Qualified to Transact Business*

Upload your SunBiz Registration here.

13._SunBiz_Registration.pdf

14. Copies of and Applicable/Current License/Certs*

14._Florida_Bar.pdf



CONSTANGY
Brooks Smith & Prophete

Proposal to Provide Levy County Legal Services RFP_2026_07

PREPARED FOR

The Board of County Commissioners
Levy County, FL
July 2026

CONSTANGY CONTACT

Ray Poole
Rpoole@constangy.com
904.357.2650

Damon Kitchen
dkitchen@constangy.com
904.357.2660

Sonita Thompson
sdthompson@constangy.com
904.357.2670

July 16, 2026

Via OpenGov Procurement

Jason Rivera
Director of Finance & Administration
Levy County Board of Commissioners
310 School Street
Bronson, Florida 32621

Re: RFP_2026_07 – Levy County Legal Services

Dear Mr. Rivera:

On behalf of Constangy, Brooks, Smith & Prophete, LLP, we are pleased to submit this proposal in response to RFP_2026_07, Levy County Legal Services.

We have carefully reviewed the Request for Proposals and understand that Levy County seeks experienced legal counsel to serve as County Attorney and provide comprehensive legal services to the Board of County Commissioners, County Manager, County departments, the Planning Commission, and other authorized boards and committees. We understand that these services include day-to-day legal counsel, attendance at public meetings, preparation and review of ordinances, resolutions, contracts, and other legal instruments, litigation management, labor and employment matters, procurement, land use and development issues, public records and Sunshine Law compliance, and the broad range of legal services necessary to support the County's operations.

Constangy is pleased to designate Ray Poole, a Partner in the firm's Jacksonville office and a Florida Bar Board Certified specialist in Labor and Employment Law, to serve as the County Attorney. Mr. Poole has extensive experience advising Florida local governments, school districts, and other public entities on governance, labor and employment, procurement, public records, Sunshine Law, litigation management, and the wide range of legal issues encountered by public bodies. He will serve as Levy County's primary point of contact and will be supported by an experienced team of attorneys with substantial local government and public-sector experience to ensure continuity of service and ready access to additional resources whenever needed.

Our attorneys understand the unique legal, operational, and governance issues facing local governments and recognize the importance of providing practical, timely legal advice that supports sound public policy and efficient government operations. We have extensive experience advising public bodies on Florida's Government in the Sunshine Law, Public Records Law, ethics requirements, procurement, labor and employment matters, governance, contracts, constitutional issues, administrative law, and litigation. We are also prepared to become thoroughly familiar with Levy County's Land Development Code, Code of Ordinances, Comprehensive Plan, and other governing documents to ensure seamless and effective representation.

In addition to our attorneys' broad public-sector experience, Constangy maintains established relationships with highly qualified subject-matter specialists in practice areas that may occasionally require specialized expertise. When appropriate and in consultation with the County, we are prepared to coordinate and oversee such services to ensure continuity of representation, accountability, and cost-effective legal solutions while remaining fully responsible as the County's primary legal counsel.

Should Constangy be selected, Levy County can expect a collaborative and client-focused relationship characterized by professionalism, responsiveness, accessibility, and practical legal counsel. Mr. Poole and the Constangy team are committed to providing prompt responses to County officials and staff, attending Commission, Planning Commission, and other meetings as requested, remaining available for urgent matters, and delivering the high-quality legal representation necessary to support the County's mission and responsibilities.

We appreciate your consideration of our proposal and welcome the opportunity to discuss our qualifications further. Should you require any additional information, please do not hesitate to contact us.

Respectfully submitted,

/s/ Sonita Thompson

Sonita Thompson
Senior Counsel

ST:SAG

Profile of Attorney and Qualifications

1. Legal Experience and Qualifications

Constangy, Brooks, Smith & Prophete, LLP designates Ray Poole as the County Attorney for Levy County. Mr. Poole is a Partner in the firm's Jacksonville office and is Board Certified by The Florida Bar in Labor and Employment Law. He has more than three decades of experience representing Florida public-sector employers and governmental entities, including counties, municipalities, constitutional officers, school districts, housing authorities, airport authorities, and other public agencies. Mr. Poole routinely advises governing boards, executive leadership, and public officials regarding municipal governance, procurement, contracts, labor and employment matters, administrative law, litigation management, public records, Government in the Sunshine Law compliance, constitutional issues, and risk management.

As County Attorney, Mr. Poole will serve as the County's principal legal advisor and primary point of contact. He will provide day-to-day legal counsel to the Board of County Commissioners, County Manager, County departments, the Planning Commission, and other boards and committees as requested. His responsibilities will include attending public meetings, reviewing agenda materials, preparing and reviewing ordinances, resolutions, contracts, interlocal agreements, and other legal instruments; advising on procurement and purchasing matters; overseeing litigation; coordinating specialized legal services when appropriate; and providing legal guidance on the full range of issues identified in the Request for Proposals.

Mr. Poole will be supported by Sonita Thompson, an attorney in Constangy's Jacksonville office whose practice focuses on representing governmental entities in labor and employment matters, procurement, governance, public records, Sunshine Law compliance, workplace investigations, policy development, administrative proceedings, and litigation. Before entering private practice, Ms. Thompson served for more than twenty years in public education administration, including as Chief Human Resources Officer, Chief of Staff, and senior district administrator. Her executive leadership experience provides valuable insight into the operational and governance issues encountered by Florida public entities.

The proposed team will also include Damon Kitchen, a Partner in Constangy's Jacksonville office with more than thirty years of experience representing public-sector employers throughout Florida. Mr. Kitchen is Board Certified by The Florida Bar in Labor and Employment Law and will serve as backup County Attorney, ensuring continuity of legal services during scheduling conflicts, emergencies, or other circumstances requiring additional attorney resources.

Collectively, the proposed team has substantial experience advising and representing Florida governmental entities in matters involving:

- County and municipal governance;
- Florida Government in the Sunshine Law;
- Florida Public Records Act compliance;
- Procurement, competitive solicitations, and contract administration;
- Labor and employment law;

- Collective bargaining and labor negotiations;
- Personnel administration and workplace investigations;
- Administrative proceedings and litigation;
- Constitutional and statutory compliance;
- Ethics and conflicts of interest;
- Risk management and policy development;
- Intergovernmental agreements; and
- Coordination and oversight of specialized outside counsel.

The proposed attorneys currently represent and have represented numerous governmental entities throughout Florida, including county governments, municipalities, school districts, housing authorities, airport authorities, constitutional officers, and other public agencies. This experience includes advising elected officials, executive leadership, and public administrators regarding operational, legal, regulatory, and governance issues unique to Florida local government.

Current and Prior Governmental Clients (Past Five Years)

Government Entity	Relationship
Duval County Public Schools City of Jacksonville	Legal Counsel
Jacksonville Housing Authority	Labor and Employment Counsel
Jacksonville Aviation Authority	Labor and Employment Counsel
Baker County Board of County Commissioners	Litigation Counsel
Indian River State College	Labor and Employment and Litigation Counsel
Nassau County School District	Labor and Employment and Litigation Counsel
Orange County Government Accountability Board	Special Counsel
St. Johns Board of County Commissioners	Labor and Employment and Litigation Counsel
St. Johns Clerk of Court	Labor and Employment and Litigation Counsel
St. Johns River Management	Labor and Employment and Litigation Counsel
St. Johns Tax Collector	Labor and Employment and Litigation Counsel
University of South Florida	Labor and Employment and Litigation Counsel

2. Academic Training, Degrees, and Board Certifications

The qualifications of the proposed attorneys are summarized below, and bios are provided:

Ray Poole – Designated County Attorney

- Juris Doctor, Mercer University School of Law
- Bachelor of Arts, Mercer University
- Board Certified by The Florida Bar in Labor and Employment Law and Education Law
- Member, The Florida Bar (Admitted 1993)

Damon Kitchen – Backup County Attorney

- Juris Doctor, Mercer University School of Law
- Bachelor of Arts, Wake Forest University
- Board Certified by The Florida Bar in Labor and Employment Law
- Member, The Florida Bar (Admitted 1990)
- Admitted to practice in Florida and Georgia
- Martindale-Hubbell AV Preeminent Rated

Sonita Thompson – Supporting Attorney

- Juris Doctor, Florida Coastal School of Law
- Bachelor of Arts, Kansas Newman University
- Member, The Florida Bar (Admitted 2006)

3. Disciplinary History

Neither Ray Poole, Sonita Thompson, nor Damon Kitchen has been disbarred, suspended, or subjected to any disciplinary action by The Florida Bar or any other organized bar association. All proposed attorneys are members of The Florida Bar in good standing.



Ray Poole

Partner, Jacksonville, Primary Designated County Attorney

rpoole@constangy.com

904.357.2650

Florida Bar# 983470

J. Ray Poole is a Partner in Constangy, Brooks, Smith & Prophete, LLP's Jacksonville office and is Board Certified by The Florida Bar in both Labor and Employment Law and Education Law. For more than thirty years, Mr. Poole has represented Florida state, county, municipal, and other public-sector entities, providing strategic legal counsel on governance, public administration, labor and employment, procurement, litigation, and regulatory compliance.

Mr. Poole has extensive experience serving as a trusted legal advisor to elected governing bodies, executive leadership, and public administrators. Throughout his career, he has advised governmental clients on Florida's Government in the Sunshine Law, the Florida Public Records Act, ethics and conflicts of interest, parliamentary procedure, policy development, contract review and negotiation, procurement, administrative law, personnel matters, constitutional due process, and risk management. He routinely assists public officials in navigating complex legal and operational issues while providing practical, timely advice that supports effective and legally defensible governmental decision-making.

Mr. Poole previously served as Chief Legal Counsel for Duval County Public Schools, one of the nation's largest school districts, where he represented a seven-member elected School Board, served as Parliamentarian, advised the Board and Superintendent on governance, Sunshine Law compliance, public meetings, employee discipline, labor relations, procurement, and a wide variety of operational and legal matters. He also served as Chief of Legal Services for the Nassau County School District, where he represented the Superintendent and School Board in labor arbitrations, proceedings before the Florida Division of Administrative Hearings (DOAH) and the Public Employee Relations Commission (PERC), and provided day-to-day legal counsel on governance, employment, and operational issues.

Earlier in his career, Mr. Poole served as an Employment Litigation Attorney with the Florida Office of the Attorney General, representing state agencies in state and federal courts in employment discrimination, whistleblower, and other employment-related litigation. As a Partner with Constangy, he continues to represent public-sector clients throughout Florida, including counties, municipalities, constitutional officers, school districts, housing authorities, airport authorities, and other governmental entities. His practice includes advising clients regarding governance, public records and Sunshine Law compliance, procurement, labor and employment, litigation management, administrative proceedings, workplace investigations, policy development, and strategic risk management.

Mr. Poole has substantial first-chair litigation and administrative experience before state and federal courts, the Florida Division of Administrative Hearings, the Public Employee Relations Commission, and in labor arbitration proceedings. He regularly represents governmental employers before the Equal Employment Opportunity Commission, the U.S. Department of Labor, and other administrative agencies, while also

counseling public officials on avoiding litigation through sound governance, proactive risk management, and practical legal guidance.

Mr. Poole's combination of public-sector leadership experience, extensive courtroom and administrative advocacy, and decades of advising Florida governmental entities enables him to provide Levy County with responsive, practical, and solution-oriented legal counsel. He understands both the legal requirements governing local government and the operational realities facing elected officials and public administrators, making him well qualified to serve as Levy County's County Attorney.

F. Damon Kitchen

OFFICE MANAGING PARTNER

JACKSONVILLE

904.357.2660 | dkitchen@constangy.com



Damon is a partner who represents employers in complex labor and employment matters, with a focus on defending claims of discrimination, wage and hour violations, and constitutional and civil rights issues for public sector clients.

He advises private and public employers on preventative strategies, policy development, and legal risk management, working closely with leadership teams to navigate sensitive workplace challenges and strengthen compliance.

He has extensive experience defending employers in litigation involving discrimination, harassment, retaliatory discharge, equal pay, defamation, invasion of privacy, and breach of contract claims. Damon also counsels clients on collective bargaining negotiations, grievance arbitrations, and union-related matters, and has served as chief negotiator in collective bargaining. His work includes guiding clients through EEO compliance and conducting employment law training and policy analysis tailored to organizational needs.

Damon has successfully represented clients across diverse industries in federal and state courts, arbitrations, and before administrative agencies. He frequently speaks to human resources professionals, managers, and business owners on labor and employment law topics, helping them understand evolving legal obligations and avoid common pitfalls. He is board certified in Labor and Employment Law by The Florida Bar, underscoring his commitment to delivering informed and effective legal counsel.

Honors & Recognition

- *The Best Lawyers in America*®, "Lawyer of the Year" for Labor Law – Management (2020, 2026); Employment Law – Management, Labor Law – Management, and Litigation - Labor and Employment (2006-2022, 2024-2026)
- *Chambers USA Guide* (2006-2026)
- *Florida Super Lawyers* (2007-2016, 2018-2024)
- Martindale-Hubbell AV Preeminent®

JACKSONVILLE

200 West Forsyth Street
Suite 1700
Jacksonville, Florida 32202-4317

SERVICES

Class/Collective Actions

Employment Litigation Prevention
& Defense

Labor Relations

ADMISSIONS

Florida, 1990

Georgia, 1990

Representative Matters

- Successfully defended cases in all areas of labor and employment law, including, but not limited to: claims of unlawful discrimination, sexual harassment, retaliatory discharge, equal pay violations, wage and hour violations, employment-related freedom of speech, due process and equal protection claims arising under both the federal and state constitutions
- Successfully defended cases involving claims of defamation, invasion of privacy, negligent hiring, retention and supervision, intentional infliction of emotional distress, fraud, and breach of contract
- Experience in representing clients in traditional labor law matters, such as defending unfair labor practice charges, grievance arbitrations, opposing union organizing campaigns and serving as chief negotiator in collective bargaining negotiations
- Assists employers in problem prevention and legal analysis of complex employment issues
- Frequent lecturer and presenter for human resource directors, managers and small business owners regarding labor and employment law issues

Education

Mercer University School of Law

- J.D., 1990

Wake Forest University

- B.S., History, 1985

Professional & Civic Associations

- American Bar Association, Labor & Employment Section
- The Florida Bar, Executive Council of the Labor and Employment Law Section (1996-2001, 2008-present)
 - Chair of Council of Sections (2011-2012)
 - Chair-Elect of Council of Sections (2010-2011)
- Board Certified in Labor and Employment Law by The Florida Bar (2001)
- State Bar of Georgia, Labor and Employment Law Section
- Northeast Florida League of Cities
- North Florida Manufacturers Association
- Journey Church of Jacksonville Florida

News

Damon Kitchen Presents at Gainesville-Alachua County Employment Law Seminar, Speaking Engagement, June 5, 2026

Constangy Earns National and Regional Honors in 2026 Chambers USA Rankings, Award, June 4, 2026

Events

Jacksonville & Macon Labor & Employment Law Workshop, Event, Ponte Vedra Inn and Club, September 23, 2025

Jacksonville Breakfast Briefing: Wage & Hour Basics for Employers and Business Owners, Seminar, Constangy's Jacksonville Office, April 30, 2024

Jacksonville Breakfast Briefing: Complying with Florida's Government in the Sunshine Law and Public Records Act, Seminar, 200 West Forsyth Street | Jacksonville, FL | 32202, October 12, 2023

Legal Analysis

Florida governor signs anti-mandate legislation, Analysis, November 22, 2021

ADEA applies to small state and local government employers, Supreme Court says, Analysis, November 7, 2018

Courts uphold law enforcement officer's discharge for racially insensitive posts, Blog Post, *Employment & Labor Insider*, October 10, 2017



Sonita Thompson

Senior Counsel, Jacksonville

sthompson@constangy.com

904.357.2670

Florida Bar # 22148

Sonita Thompson is a seasoned strategic advisor and attorney with extensive experience representing and advising entities on labor and employment matters, governance, and regulatory compliance. She regularly advises clients on labor relations, employment litigation prevention, and internal investigations. Her combined experience in legal analysis, labor relations, and public-sector administration enables her to provide balanced, practical, and well-reasoned counsel to county commissions, boards, committees, and staff.

Ms. Thompson brings a unique combination of legal and executive leadership experience within large public institutions. She served for more than a decade in senior leadership roles with Duval County Public Schools, one of Florida's largest school districts, including Assistant Superintendent/Chief Human Resources Officer and Chief of Staff. In these roles, she led districtwide employee relations and labor strategy for a workforce of more than 12,000 employees and served as chief negotiator for collective bargaining agreements covering more than 8,000 employees. Her responsibilities included advising executive leadership and governing boards, overseeing grievance and discipline processes, administering performance evaluation systems, and ensuring compliance with applicable federal and state laws.

In her executive leadership capacity, Ms. Thompson directly supervised and managed key operational departments, including Procurement, the Policy and Compliance Office (responsible for public records), and Legislative Relations. In these roles, she oversaw procurement processes and contract compliance, ensured adherence to public records and transparency requirements, and coordinated legislative strategy. She was also responsible for presenting annual legislative updates to the governing board, providing analysis of proposed and enacted legislation and advising on operational and legal impacts.

Ms. Thompson has significant experience working in and advising public governance structures. She has supported executive leadership and governing boards in policy development, procurement, and operational decision-making, and has provided guidance on public records compliance and transparency obligations. Her experience includes training leadership on contract interpretation, investigations, documentation practices, and compliance requirements, including those arising under Florida's public records and open government laws.

In addition to her public-sector leadership experience, Ms. Thompson has served as a legal and strategic advisor to nonprofit organizations, providing counsel on employment matters, organizational compliance, and governance.

Accessibility and Responsiveness

Constangy's approach to serving Levy County is founded on responsiveness, accessibility, proactive legal counseling, and practical problem-solving. We recognize that the County Attorney serves not only as legal counsel, but also as a trusted advisor to the Board of County Commissioners, County Manager, constitutional officers, advisory boards, and County staff. Our objective is to provide timely, practical, and legally sound advice that enables the County to achieve its operational goals while minimizing legal risk, ensuring compliance with applicable laws, and maintaining the public's confidence in County government.

Ray Poole, a Partner in Constangy's Jacksonville office and Board Certified by The Florida Bar in Labor and Employment Law, will serve as the designated County Attorney and primary point of contact for the County. Mr. Poole will be supported by Sonita Thompson and Damon Kitchen, both attorneys in the firm's Jacksonville office with substantial experience representing Florida governmental entities. This team-based approach provides continuity of service, prompt responsiveness, and immediate access to additional subject-matter expertise whenever needed.

The proposed team operates from Constangy's Jacksonville office, located at 200 West Forsyth Street, Suite 1700, Jacksonville, Florida 32202, approximately two hours from Bronson. From this office, the team regularly represents governmental entities throughout North and Central Florida and routinely travels to attend commission meetings, hearings, workshops, mediations, and other proceedings. Our office is open Monday through Friday from 8:30 a.m. until 5:30 p.m. Eastern Time. However, we recognize that the practice of local government law extends well beyond traditional business hours. Accordingly, Mr. Poole and the proposed team remain available to County officials and staff during evenings, weekends, and holidays whenever County business requires.

Mr. Poole will attend meetings of the Board of County Commissioners, the Planning Commission, and other boards, committees, workshops, or special meetings as requested by the County. Attendance will ordinarily be in person. When requested by the County or when circumstances make remote participation appropriate, the proposed team is fully equipped to participate by videoconference or other electronic means without interruption in the delivery of legal services.

The County can expect prompt and consistent communication. Routine inquiries from County Commissioners, the County Manager, constitutional officers, or County staff will generally receive a response within one business day. Matters requiring immediate legal guidance will typically receive a response within two to four hours, and often sooner. County leadership will also have direct access to Mr. Poole and the supporting attorneys by email and mobile telephone for urgent issues requiring immediate attention.

Should Mr. Poole become unavailable because of a scheduling conflict, illness, vacation, or other unforeseen circumstance, Damon Kitchen will serve as the designated substitute County Attorney. Mr. Kitchen is a Partner in the Jacksonville office and is Board Certified by The Florida

Bar in Labor and Employment Law. He has extensive experience representing Florida public-sector employers and governmental entities and will remain informed regarding significant County matters to ensure seamless continuity of legal services. Sonita Thompson will likewise remain actively involved in the County's day-to-day legal matters and will be available to provide immediate assistance and support to County officials and staff.

Constangy understands that urgent legal issues often arise with little advance notice. The proposed team will make every reasonable effort to attend unscheduled meetings whenever requested by the County. In most circumstances, Mr. Poole or another designated attorney can attend an emergency meeting on the same day, depending upon the timing of the request and the location of the meeting. When immediate in-person attendance is not practical, an attorney will be available to participate remotely while coordinating prompt in-person representation as necessary.

Service Approach and Initial Implementation

Although the services contemplated by this RFP are ongoing rather than project-based, Constangy will implement an organized transition process designed to ensure continuity of legal services from the outset of the engagement.

Phase I – Initial Coordination (Days 1–30):

- Coordinate with County leadership and existing legal counsel, as appropriate.
- Establish communication protocols and primary points of contact.
- Review pending litigation, contracts, ordinances, procurement matters, development issues, public records requests, and other active legal matters.
- Identify time-sensitive deadlines requiring immediate attention.
- Develop familiarity with County policies, governance practices, and ongoing operational issues.

Phase II – Operational Integration (Days 30–90):

- Meet with the County Commission, County Manager, constitutional officers, department directors, and key staff to gain an understanding of County operations, priorities, and strategic initiatives.

Phase III – Ongoing Strategic Legal Counsel (Beginning Day 90):

- Provide proactive legal counseling through policy review, contract review, legal updates, training, and risk management.
- Continue regular attendance at Commission meetings and other requested meetings.

- Provide timely legal guidance on governance, procurement, labor and employment, land use, public records, Sunshine Law, ethics, litigation oversight, and other matters affecting County operations.

Stakeholder Engagement

Constangy recognizes that effective local government representation requires active engagement with elected officials, County leadership, advisory boards, staff, citizens, businesses, and community stakeholders. Our attorneys routinely participate in public meetings, workshops, hearings, and stakeholder discussions to facilitate informed decision-making while ensuring compliance with Florida's Government in the Sunshine Law and Public Records Act.

When legal matters involve significant public interest or community participation, we work collaboratively with County leadership to identify legally appropriate opportunities for stakeholder engagement and public participation. We recognize the importance of ensuring that all members of the community, including historically underrepresented population, have meaningful opportunities to participate in public processes through accessible meeting formats, clear public communications, and compliance with applicable accessibility and public notice requirements. Our role is to help the County accomplish these objectives while maintaining transparency, procedural fairness, and compliance with applicable law.

This service model provides Levy County with the accessibility and responsiveness of dedicated in-house counsel while delivering the depth of resources, specialized expertise, and continuity available through a full-service law firm.

Firm References

City of Jacksonville – 2021 - present
Jason Teal
Council Secretary
Jacksonville City Council
117 W Duval St Ste 425
Jacksonville, FL 32202-3732
(904) 255-5133
jteal@coj.net

City of Fernandina Beach – 2025 - present
Denise Matson
Human Resources Director
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3129
dmatson@fbfl.org

City of Jacksonville Beach – 2011 - present
Karen Nelson
Deputy City Manager
City of Jacksonville Beach
11 North Third Street
Jacksonville Beach, FL
(904) 247-6268
knelson@jaxbchfl.net

Duval County School District – 2021 - present
Honorable Charlotte Joyce, Chair
1701 Prudential Drive
Jacksonville, FL 32207
(904) 390-2000
joycec@duvalschools.org

Honorable April Carney, Vice-Chair
1701 Prudential Drive
Jacksonville, FL 32207
(904) 390-2000
Carneya1@duvalschools.org

Nassau County School District – 2021 - present
Dr. Kathy K. Burns
Superintendent
1201 Atlantic Avenue
Fernandina Beach, FL 32034
(904) 491-9900
burnska@nassau.k12.fl.us

Jacksonville Aviation Authority – 2012 - present
Michael May
Vice President of Human Resources
Jacksonville Aviation Authority
14201 Pecan Park Road
Jacksonville, FL 32218
(904) 741-3966
Michael.may@flyjacksonville.com

Jacksonville Housing Authority – 2025 - present
Adina Teodorescu
Chief Administrative Officer
Jacksonville Housing Authority
1300 North Broad Street
Jacksonville, FL 32202
(904) 630-3810
ateodorescu@jaxha.org

Fee Schedule

Proposed Cost

Constangy, Brooks, Smith & Prophete, LLP proposes to provide the County Attorney services contemplated by this Request for Proposals for a monthly retainer of \$20,000.

The monthly retainer is intended to cover the routine legal services associated with serving as Levy County's primary legal counsel, including, but not limited to:

- Attendance at regular and special meetings of the Board of County Commissioners, Planning Commission, and other boards, committees, workshops, and meetings as requested by the County;
- Day-to-day legal counsel and consultation to the Board of County Commissioners, County Manager, constitutional officers, department directors, and County staff;
- Legal advice regarding governance, ethics, Florida Government in the Sunshine Law, and Florida Public Records Act compliance;
- Review, drafting, and revision of ordinances, resolutions, contracts, interlocal agreements, leases, policies, procedures, agenda items, and other routine legal documents;
- Legal advice regarding procurement, competitive solicitations, purchasing, contract administration, grants, and related operational matters;
- Routine legal research and written or verbal legal opinions regarding matters arising in the ordinary course of County operations;
- Advice regarding personnel matters, labor and employment issues, personnel policies, disciplinary matters, wage and hour compliance, leave administration, and related employment issues;
- Attendance at meetings and conferences reasonably necessary to provide ongoing legal services;
- Coordination and oversight of specialized outside counsel retained by the County;
- Preparation of quarterly activity reports and other routine reporting contemplated by the Professional Services Agreement; and
- General legal services customarily performed by a Florida County Attorney.

The monthly retainer is intended to provide Levy County with predictable legal costs while ensuring ready access to experienced legal counsel and the resources of a full-service law firm.

The monthly retainer includes reasonable after-hours availability for urgent County matters, emergencies, and time-sensitive issues requiring legal assistance outside normal business hours. It also includes travel time and travel expenses associated with services covered by the retainer, including attendance at meetings, workshops, conferences, and other routine County functions. Ordinary administrative expenses, including office overhead, technology, communications, legal

research, document preparation, routine copying, and standard office supplies, are likewise included within the monthly retainer.

Services outside the ordinary scope of County Attorney representation will be billed separately at the hourly rates set forth below. Such services include, but are not limited to:

- State and federal litigation;
- Appellate proceedings;
- Administrative litigation and evidentiary hearings;
- Labor arbitrations;
- Collective bargaining negotiations and impasse proceedings;
- Special investigations;
- Bond counsel and public finance matters;
- Specialized land use, environmental, or utility matters requiring extraordinary legal services;
- Complex real estate transactions;
- Major development agreements;
- Public-private partnership transactions;
- Special projects specifically requested by the County Commission that fall outside the routine responsibilities of the County Attorney; and
- Other extraordinary legal services not contemplated by the Request for Proposals.

Before undertaking any matter outside the scope of the monthly retainer, Constangy will consult with the County Manager or the Board of County Commissioners, as appropriate, regarding the anticipated scope of work, staffing, and estimated fees.

Hourly Rates

Professional	Hourly Rate
Ray Poole, Partner	\$375
Damon Kitchen, Partner	\$375
Sonita Thompson, Attorney	\$325
Associate Attorneys (if utilized)	\$275
Legal Assistants	\$175

No separate charges will be assessed for ordinary office overhead, legal research platforms, routine copying, technology, communications, or travel expenses associated with services included within the monthly retainer.

Constangy is committed to providing Levy County with transparent, predictable, and cost-effective legal services. We will work collaboratively with County leadership to distinguish between services included within the monthly retainer and extraordinary matters warranting separate billing and will communicate proactively regarding anticipated costs before significant work is undertaken.

SWORN STATEMENT ON PUBLIC ENTITY CRIME

Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes

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 The Board of County Commissioners Levy County, FL
By Ray Poole - Partner
(Print individual name and title)
For Constangy, Brooks, Smith & Prophete LLP
(Print name of entity submitting statements)

Whose business address is 200 West Forsyth Street Jacksonville, Florida 32207
and if applicable whose Federal Employer Identification Number (FEIN) is 58-0616335.
If the entity has no FEIN, include 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)(a), Florida Statutes, mean violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or 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 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, 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 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 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 proposals or applies to proposal 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, 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 a relation to the entity submitting this sworn statement. (Please 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, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ 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 within the past 36 months AND (Please indicate which additional statement applies).

☐ The entity submitting the 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 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 within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest place the entity submitting this sworn statement on the convicted vendor list. (Attached is 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 THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. 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)

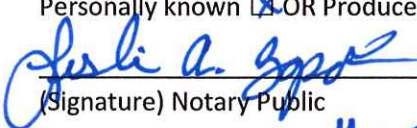
State of Florida

County of Duval

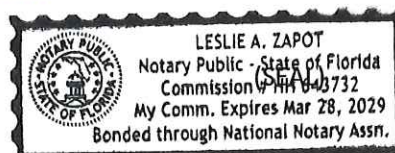
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this

16 day of July, 2026, by J. Roy Poole (name), as Partner (title) for Constancy Brooks Smith + Prophet LLP (name of proposer)

Personally known ☒ OR Produced Identification ☐ personally known (type of identification).


(Signature) Notary Public

My Commission expires Mar. 28, 2029



THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

NON-COLLUSION AFFIDAVIT

I, Ray Poole of the County of Duval

According to law on my oath, and under penalty of perjury, depose and say that:

1. I am Ray Poole of the firm of Constangy, Brooks, Smith & Prophete LLP providing that I executed the said proposal with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding contracts for any services resulting from this ITB for said project.



(Signature of Proposer Representative)

July 16, 2026

(Date)

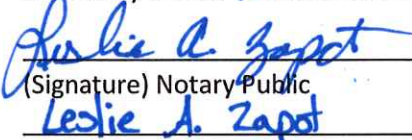
State of Florida

County of Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this

16 day of July, 2026, by J. Ray Poole (name), as Partner (title) for Constangy Brooks Smith Prophete LLP (name of proposer)

Personally known ☒ OR Produced Identification ☐ (type of identification).

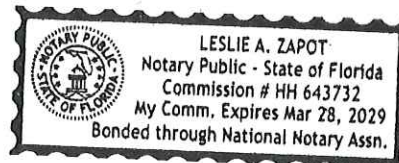


(Signature) Notary Public

(SEAL)

Leslie A. Zapot
(Printed, typed or stamped commissioned name of notary public)

My Commission expires Mar. 28, 2029



THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

DRUG-FREE WORKPLACE FORM

The undersigned Bidder in accordance with Section 287.087, Florida Statutes hereby certifies that the Bidder Constangy, Brooks, Smith & Prophete LLP (name of firm or individual) does:

1. Publish a statement notifying employees that the unlawful manufacture, distributions, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

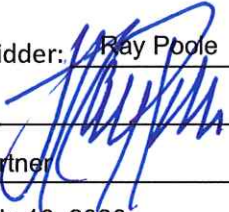
Name of Bidder: Ray Poole
Signature: 
Title: Partner
Date: July 16, 2026

EXHIBIT D

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I Ray Poole (insert name) as Partner on behalf of Law Firm under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. Law Firm does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
3. More particularly, Law Firm does not participate in any of the following actions:
 - a. Using or threatening to use physical force against any person;
 - b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
 - c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
 - d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
 - e. Causing or threatening to cause financial harm to any person;
 - f. Enticing or luring any person by fraud or deceit; or
 - g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.



Printed Name: Ray Poole

Title: Partner

Date: July 16, 2026

STATE OF Florida
COUNTY OF Duval

SWORN TO AND SUBSCRIBED before me ✓ in person or _____ remote notarization by
J. Ray Poole as Partner on behalf of
Condeangy Brooks Smith + Prophete LLP, who is personally known to me or who
produced personally known as identification this 16th day of
July, 2026.



Notary Public

(Notary Seal)

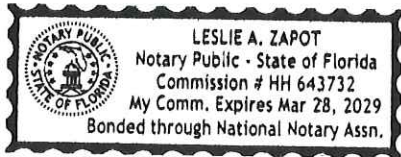


EXHIBIT E

FOREIGN COUNTRY OF CONCERN AFFIDAVIT

I Ray Poole as Partner on behalf of Constangy, Brooks, Smith & Prophete LLP under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. I certify that Constangy, Brooks, Smith & Prophete LLP ("Vendor"):
 - a. Is not owned by the government of a foreign country of concern;
 - b. A government of a foreign country of concern does not have a controlling interest in Vendor; and
 - c. Is not organized under the laws of nor have its principal place of business in a foreign country of concern.

3. For purposes of this Affidavit, "Foreign Country of Concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern.

FURTHER AFFIANT SAYETH NAUGHT.


Printed Name: Ray Poole
Title: Partner

Nongovernmental entity:

Constangy, Brooks, Smith & Prophete LLP

Date: July 16, 2026

STATE OF Florida

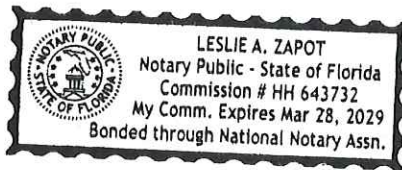
COUNTY OF Duval

SWORN TO AND SUBSCRIBED before me ☒ in person or ☐ remote notarization by J. Ray Poole as Partner on behalf of Constangy Brooks Smith & Prophete, LLP, who is personally known to

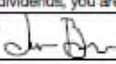
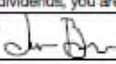
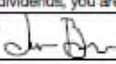
me or who produced personally known as identification this
16th day of July, 2026.

Leslie A. Zapot
Notary Public

(Notary Seal)



5. LEVY COUNTY COMPLIANCE DOCUMENTATION

W-9 Form (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.																																																		
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.																																																				
1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Constangy, Brooks, Smith & Prophete, LLP.																																																				
2 Business name/disregarded entity name, if different from above.																																																				
Print or type. See Specific Instructions on page 21.	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☒ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) - - - - - Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)																																																			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)																																																			
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions - - - - - ☐																																																			
	5 Address (number, street, and apt. or suite no.). See instructions. P.O. Box 102476 6 City, state, and ZIP code Atlanta, GA 30366-0476																																																			
7 List account number(s) here (optional)		Requester's name and address (optional)																																																		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10">Social security number</td> </tr> <tr> <td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10">Employer identification number</td> </tr> <tr> <td>5</td><td>8</td><td>-</td><td>0</td><td>6</td><td>1</td><td>6</td><td>3</td><td>3</td><td>5</td> </tr> </table>			Social security number													-							or										Employer identification number										5	8	-	0	6	1	6	3	3	5
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Employer identification number																																																				
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sign Here</td> <td style="width: 60%;">Signature of U.S. person </td> <td style="width: 25%;">Date 1/1/2025</td> </tr> </table>			Sign Here	Signature of U.S. person 	Date 1/1/2025																																															
Sign Here	Signature of U.S. person 	Date 1/1/2025																																																		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . What's New Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification. New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065). Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they																																																				

Cat. No. 10231X

 Form **W-9** (Rev. 3-2024)

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 200 Brookstone Centre Pkwy Suite 118 Columbus, GA 31904		CONTACT NAME: Sherry Word PHONE (A/C, No, Ext): 706-324-6671 FAX (A/C, No): E-MAIL ADDRESS: Sherry.Word@MarshMMA.com															
INSURED Constangy, Brooks, Smith & Prophete LLP 230 Peachtree Street, NW, Suite 2400 Atlanta, GA 30303		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Great Northern Insurance Company</td> <td>20303</td> </tr> <tr> <td>INSURER B : Starr Surplus Lines Insurance Company</td> <td>13604</td> </tr> <tr> <td>INSURER C : Crum & Forster Specialty Insurance Comp</td> <td>44520</td> </tr> <tr> <td>INSURER D : Certain Underwriters at Lloyds</td> <td>555555</td> </tr> <tr> <td>INSURER E : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER F : Chubb Indemnity Insurance Company</td> <td>12777</td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Great Northern Insurance Company	20303	INSURER B : Starr Surplus Lines Insurance Company	13604	INSURER C : Crum & Forster Specialty Insurance Comp	44520	INSURER D : Certain Underwriters at Lloyds	555555	INSURER E : Federal Insurance Company	20281	INSURER F : Chubb Indemnity Insurance Company	12777
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INSURER F : Chubb Indemnity Insurance Company	12777																

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			35958774	01/31/2025	01/31/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			73573465	01/31/2025	01/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
E	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			79874962	01/31/2025	01/31/2026	EACH OCCURRENCE \$20,000,000 AGGREGATE \$20,000,000 \$
F	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	71747456	01/31/2025	01/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	*Cyber Liability			1001213673251	01/31/2025	01/31/2026	\$3,000,000 per claim
C	*Excess Cyber			CYB109818	01/31/2025	01/31/2026	\$3,000,000 (\$3Mx\$3M)
D	*Excess Cyber			ACX1129525	01/31/2025	01/31/2026	\$4,000,000 (\$4Mx\$6M)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Total Cyber Liability Limit is \$10,000,000 (includes three policies)

CERTIFICATE HOLDER

CANCELLATION

Proof of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PETER J. KRAUSE

[Previous on List](#)[Next on List](#)[Return to List](#)[Filing History](#)[No Authority Info](#)[Partner Info](#)[No Name History](#)

Partnership Name Search

Partnership Detail

Limited Liability Partnership Name

CONSTANGY, BROOKS, SMITH & PROPHETE, LLP

Principal Address

230 PEACHTREE STREET, NW, SUITE 2400
ATLANTA, GA 30303
Change Date: NONE

Filing Information

Document Number	LLP080003679
FEI/EIN Number	580616335
File Date	08/12/2008
State	GA
Total Pages	25
Pages in Original Filing	2
Florida Partners	NONE
Total Partners	1
Status	ACTIVE
Effective Date	NONE
Expiration Date	NONE
Name History	NONE

Registered Agent

CT CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Document Images

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The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 17th day of **June, 2026**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

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