

SPECIFICATIONS, GENERAL TERMS AND CONDITIONS

**Request for Proposals for**  
**Executive Search Firm Services for**  
**Selection of Town Manager**



TOWN OF JUNO BEACH  
340 OCEAN DRIVE  
JUNO BEACH, FL 33408

Matthew Pazanski  
Finance Director  
(561) 656-0320

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## **REQUEST FOR PROPOSALS**

The Town of Juno Beach will receive sealed proposals from qualified individuals or firms to provide **Executive Search Firm Services** for the selection of the next Town Manager.

Interested individuals or firms shall submit one (1) original and six (6) copies in a sealed envelope bearing the name and address of the firm and the words **“Executive Search Firm Services”** to the Town of Juno Beach, 340 Ocean Drive, Juno Beach, Florida 33408 by **11:00 am (EST) on Tuesday, October 18, 2022**. Any proposals received after the date and time specified will not be accepted and shall be returned unopened to the Proposer. All proposals will be publicly opened and acknowledged in the Town Council Chambers.

The Request for Proposals is open to inspection and may be obtained at the Town Center, 340 Ocean Drive, Juno Beach, Florida 33408, on the Town’s website [www.juno-beach.fl.us](http://www.juno-beach.fl.us), Demandstar.com, VendorRegistry.com or by contacting Matthew Pazanski, [mpazanski@juno-beach.fl.us](mailto:mpazanski@juno-beach.fl.us) or (561) 656-0320. If a hard copy is desired, a non-refundable \$5.00 charge for the Request for Proposals will be required.

The Town of Juno Beach may select one or more qualified individuals or firms to enter into non-exclusive contracts or fee agreements.

The Town of Juno Beach reserves the right to reject any or all proposals, to waive technicalities, and to re-advertise. The award, if made, will be made to the most responsive Proposer whose proposal is determined by the Town, in its sole discretion, to be most advantageous.

TOWN OF JUNO BEACH, FLORIDA

Matthew Pazanski

Finance Director

Publish: Palm Beach Post

Sunday, September 18, 2022

## INSTRUCTIONS TO PROPOSERS TERMS AND CONDITIONS

### GENERAL INFORMATION

The purpose and intent of this Request for Proposals (RFP) is to establish a contract for Executive Search Firm Services for the Town of Juno Beach for the selection of the next Town Manager in accordance with the designated schedule, scope of work and all specifications herein.

The Proposal Documents consist of:

1. Request for Proposals
2. Instructions to Proposers and Terms and Conditions
3. Scope of Services and Specifications
4. Drug Free Workplace Certification
5. Sworn Statement on Public Entity Crimes
6. Scrutinized Vendor Certification
7. Sworn Statement on Discrimination

Complete sets of the Proposal Documents shall be used in preparing the submitted Proposal. The Town of Juno Beach ("Town") does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets. The Proposal Form is to be filled in, signed, and all required documents are to be placed in a sealed envelope bearing the words "**Executive Search Firm Services**" on the outside and mailed or hand-delivered to the Town of Juno Beach on or before the specified time and date. **Please provide one (1) original and six (6) completed copies.**

It is the Proposer's sole responsibility to ensure that his/her Proposal is received by the Town on or before the closing date and time. The Town shall in no way be responsible for delays caused by any occurrence. Proposals submitted by telephone, telegram, email or facsimile will not be accepted.

The proposal opening time shall be scrupulously observed. Under no circumstances shall proposals delivered after the time specified be considered. Such proposals shall be returned unopened.

**All proposals must be typewritten or filled in with pen and ink.** Proposals by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed or the signature attested to by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

All corrections made to the proposal price must be initialed.

Proposers shall not be allowed to modify their proposals after the opening time and date. Pursuant to Section 119.071(1)(b)2, Florida Statutes, sealed proposals remain exempt from public disclosure until such time as the Town provides notice of its intended decision to accept a Proposal or for thirty (30) days after opening, whichever is earlier.

The submission of a proposal shall constitute an incontrovertible representation by the Proposer that the Proposal Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the requested services.

For information concerning this Proposal, please contact:

Matthew Pazanski, Finance Director  
Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408  
561-656-0320

All questions regarding this Request for Proposal shall be directed in writing by email to [mpazanski@juno-beach.fl.us](mailto:mpazanski@juno-beach.fl.us). Questions shall be submitted no later than 11:00am EST, on Monday, October 3, 2022. Questions submitted after that date and time shall not be answered.

Note: Written requirements in the Request for Proposals or any subsequent Addenda are binding, oral communications are not.

#### CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the Town finds it necessary to change any of these dates/times, it will be accomplished by Addendum. All listed times are Eastern Standard Time (EST) in Juno Beach, Florida.

<u>Date/Time</u>	<u>Action/Activity</u>
September 16, 2022	RFP available on Town website and other links
September 18, 2022	Published Palm Beach Post
October 3, 2022, 11:00 a.m.	Questions Due
October 18, 2022, 11:00 a.m.	Proposals Due
October 26, 2022, 5:30 p.m.	Town Council Meeting - Firm Presentations, Ranking and Award

#### ACCEPTANCE/REJECTION

The Town reserves the right to accept or to reject any or all proposals in whole or in part, with or without cause, to waive any informalities and technicalities and to make the award to the Proposer, who in the sole opinion of the Town, is the lowest responsive, responsible Proposer

and whose Proposal will be most advantageous to the Town. The Town reserves the right to reject the Proposal of any Proposer who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The Town reserves the right to re-issue the Request for Proposal.

#### ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal Response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal, whether submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, or literature. It is understood and agreed that the terms and conditions in this proposal solicitation are the only conditions applicable to the Proposal and the Proposer's authorized signature affixed to the Proposer Acknowledgment Form attests to this.

#### INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received ten (10) or more days prior to the date fixed for opening of Proposals will be given consideration. All such changes and interpretations will be made in writing in the form of an Addendum and, if issued, will be mailed or sent by available means to all known prospective Proposers prior to the established Proposal opening date. Submission of a Proposal constitutes acknowledgment by the Proposer of the receipt of Addenda. All Addenda are a part of the Proposal Documents and each Proposer will be bound by such Addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all Addenda issued before Proposals are opened. Town personnel are not authorized to interpret or give information as to Proposal requirements in addition to that which is contained in the written Proposal Documents and Addenda.

#### CONTRACTUAL AGREEMENT

All terms and conditions of the Proposal Documents shall be included and incorporated into a contractual agreement. The order of contract precedence shall be the Contract and then the Proposal Documents and Proposal Response. Any and all legal action necessary to enforce the Contract will be held in Palm Beach County and the Contract will be interpreted according to the laws of the State of Florida.

#### FEDERAL AND STATE TAX

The Town is exempt from Federal and State taxes for tangible personal property. However, vendors or contractors doing business with the Town shall **not** be authorized to use the Town's Tax Exemption Number in securing materials for performance of the work associated with this Project.

## LEGAL REQUIREMENTS

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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

## AWARD

The Town reserves the right to hold all Proposals and Proposal Guarantees for a period not to exceed sixty (60) days after the date of proposal opening stated in the Request for Proposal.

## PROPOSAL WITHDRAWAL

Any Proposal may be withdrawn up until the time set for opening of the Proposals. Any Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer to provide services to the Town as set forth in the attached specifications until one or more of the Proposals have been duly accepted by the Town.

If, within twenty-four (24) hours after Proposals are opened, any Proposer files a duly signed written notice with the Town and promptly demonstrates to the reasonable satisfaction of the Town that there was a material and substantial mistake in the preparation of his/her Proposal, that Proposer may withdraw his/her Proposal. Thereafter, that Proposer will be disqualified from submitting further proposals on the work.

## CERTIFICATION

When applicable, a vendor must hold Certificate of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board and a current Business Tax Receipt. Copies of such Certificate and Receipt must be submitted with the Proposal and must be in the name of the vendor shown on the Proposal page.

## NON-APPROPRIATIONS

The obligations of the Town to make a Proposal award and execute a Contract under the terms of this "Request for Proposals" are contingent upon funds lawfully appropriated for this purpose. Should funds not be appropriated for this purpose, the Town, at its sole discretion, shall have the right to reject all proposals.

## PROPOSAL FORMS

In filling out proposal forms, Proposers shall be governed by the following provisions.

- (A) Proposals must be made on the blanks provided herewith. The blank spaces in the proposal forms must be filled in, and no change shall be made either in the phraseology of, or in the items mentioned in any proposal form.
- (B) Proposals must be signed in ink by the Proposer with the signature in full.
- (C) Proposals that contain any omission, erasure, alteration, addition or item not called for, or that show irregularities of any kind, will be considered as informal or irregular. This will constitute cause for the rejection of the Proposal.
- (D) If a Proposer wishes to change prices, they shall strike the price and add the changes in the appropriate space. Changes shall be initialed by the person submitting the proposal. Any changes or alteration of prices in the proposal must be initialed. Failure to initial these changes or illegible entries or corrections or prices will be cause for the rejection of the proposal as informal or irregular.

#### QUALIFICATION OF PROPOSERS

This proposal shall be awarded only to a responsible Proposer, qualified by experience to provide the work specified. Qualified Proposers must be licensed or authorized to provide the requested products and services. They should demonstrate the technical and professional capacity to deliver the products and services requested in this RFP.

#### REGULATIONS, PERMITS AND FEES

The selected Proposer will be required to obtain at his/her own expense all licenses required to provide the required services to the Town. The selected Proposer must comply with all Federal, State and local laws and regulations that may apply, including, but not limited to, those specifically referenced in the Proposal Documents.

#### CONE OF SILENCE

This Request for Proposal is expressly subject to the Cone of Silence provisions of Section 2-355 of the Palm Beach County Code of Ordinances. Any contract entered into in violation of the cone of silence provisions shall render the transaction voidable.



# **Town of Juno Beach, Florida**

## **Executive Search Firm Services (Town Manager) - RFP**

### **SCOPE OF SERVICES AND SPECIFICATIONS**

#### **A. PURPOSE**

This Request for Proposals (RFP) has been developed to solicit proposals from experienced and qualified executive search firms to complete the recruitment, screening, and identification for the position of Town Manager.

#### **B. BACKGROUND**

The Town of Juno Beach (Town) is a Florida municipality incorporated in 1953 and is located approximately 14 miles north of West Palm Beach, which is the county seat of Palm Beach County. The Town encompasses an area of 2.65 square miles. This special and unique Town is an island with the Intracoastal Waterway to the west, the Atlantic Ocean to the east, and the Jupiter and Palm Beach inlets to the north and south located in those jurisdictions. Juno Beach is a seasonal, residential community with a permanent population of approximately 3,862. With over 3,000 residential units, the seasonal population increases to approximately 7,000.

The Town's operating budget is approximately \$7 million (all funds) with an additional \$1-3 million of capital projects and outlay each year. It employs 36 full-time and part-time staff members. The Town provides general municipal services such as police protection, planning, zoning and building, code enforcement, parks, public works, stormwater utilities and cultural events. Fire protection and emergency medical services are provided by Palm Beach County. Utility services, such as water and wastewater are provided by neighboring jurisdictions including the Town of Jupiter, Loxahatchee River District and Seacoast Utility Authority. Sanitation collection services are currently contracted with WM through September 2027. The Town contracts with Diversified Building Department Management Corporation for building official, plan review and inspection services for our building and permitting department needs through September 2024.

The Town's Mission & Vision Statements are:

##### *Mission*

*The Town of Juno Beach is a partnership of residents, businesses, and Town staff creating a hometown atmosphere that emphasizes community involvement, cultural activities and natural beauty.*

##### *Vision*

*The Town of Juno Beach.... a seaside community where neighbors join together to share in our exceptional quality of life.*

The Town has operated under the Council-Manager form of government since 1985. Policy-making and legislative authority are vested in a five member Town Council. The

Council is elected on a non-partisan basis. Councilmembers serve three-year staggered terms. The Councilmembers are elected at large, and every year, they select a mayor, vice mayor and vice mayor pro-tem. The Town Council is responsible for, among other things, adopting ordinances, adopting the budget, appointing committees, and hiring both the Town Manager and Town Attorney. The Town Manager is responsible for carrying out the policies and ordinances of the Town Council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments.

As provided in Article IV, Section 1 of the Town’s Charter:

There shall be a town manager who shall be the chief executive officer of the municipal corporation. The manager shall be responsible to the council for the administration of all town affairs placed in their charge by or under this charter.

Since 1985, the Town of Juno Beach has employed three Town Managers. The current Town Manager is retiring effective June 30, 2023. He will have served as the Juno Beach Town Manager for over 14 years and will have served the Town for a total of 35 years.

The selection of Juno Beach’s next Town Manager is one of the most important decisions the members of the Town Council will make during their terms. Juno Beach is an extraordinary community, and the Town Council is seeking an extraordinary Executive Search Firm that can recruit the most qualified, innovative, and experienced Town Manager applicants for its consideration.

Firms submitting a proposal to conduct the executive search for the next Town Manager should anticipate working with an educated and engaged Town Council. The Juno Beach Town Council will review all submitted proposals and will serve as the Selection Committee responsible for the evaluation, ranking and selection of the Executive Search firm.

### **C. SCOPE OF SERVICES**

1. The Town is soliciting Proposals from qualified firms to conduct an executive search to assist Town Council with selecting the next Town Manager.
2. Proposals must be assembled in accordance with the listed Tabs in the Table below. Proposals must not exceed twenty-five (25) printed pages.

Proposal Tabs	Required Information
Tab 1	Cover Letter and Introduction
Tab 2	Demonstrated Experience for Firm and Project Personnel - Describe the qualifications and previous executive search experience including similar Town (or City) Manager searches in Florida.
Tab 3	Project Methodology, Approach and Timeline - Describe the

	<p>proposed recruitment process that will be undertaken. This portion of the Proposal should provide specific details the firm will follow to understand the desired qualifications, experience, and traits the Town Council expects for the next Town Manager and to develop the Town Manager candidate profile and recruitment brochure. Other details including the process the firm uses to screen and complete background checks on applicants, the projected timeline to recruit a Town Manager (from profile development to hire date), recommended interview process, community engagement process and any other services that would be provided to the Town as part of this executive recruitment process.</p>
Tab 4	<p>References - Explain the success and tenure of Town (or City) Manager candidates placed by your firm and provide reference contact information. Include the following information:</p> <ul style="list-style-type: none"> <li>a. The specific number of successful Town Manager executive searches and placements the firm has completed within the past 10 years.</li> <li>b. Tenure of all placements for the past 10 years.</li> <li>c. Describe the size of the communities (population, annual budget, employees).</li> <li>d. Attach acknowledgements and compliance forms</li> </ul>
Tab 5	<p>Cost of Services – Describe the fee structure, including all fees and reimbursable expenses. Explain the placement guarantee the firm will provide to the Town.</p>

3. **Fee Structure:** The total fee for the executive search must be included in the proposal and must be valid for 60 days from the proposal opening date. Any additional reimbursable expenses, including, but not limited to, advertising, recruitment brochures, postage and estimated additional travel expenses should be listed in the proposal.
4. **Recruitment Work Plan Requirements:** The selected executive search firm will be required to perform the following minimum services.
  - Meeting individually with the Mayor and Town Council members to develop the Town Manager candidate qualifications criteria.
  - Candidate Recruitment.
  - Development of recruitment advertisement for local/national search.
  - Initial screening and recommendations.
  - Reference and background checks.
5. **Proposal Procedures:** During the RFP process and until proposals are submitted, there shall be no contact with Juno Beach personnel and elected officials other than the Finance Department. All questions should be referred in

writing by email to the individuals listed below with the “Executive Search Firm (Town Manager) – RFP” in the email subject line. The last day for submitted questions is 11:00am, October 3, 2022. No bid security is required for proposals.

**Direct all questions about the RFP submittal process and requirements to:**

Matthew Pazanski, Finance Director  
[mpazanski@juno-beach.fl.us](mailto:mpazanski@juno-beach.fl.us)

6. **Opening of Proposals:** All proposals must be received by the Finance Department no later than 11:00 AM, Tuesday, October 18, 2022. Late proposals will not be accepted. Proposers are responsible for ensuring that proposals are received on time and at the right location. Proposals will be opened after the due date and time by the Town. All information is subject to the Florida Public Records Law.
7. **Late and Withdrawn Proposals:** Proposals received by the Town after the time and date will not be considered. Any proposal may be withdrawn prior to the scheduled due date.
8. **Proposal Submission:** Each firm’s proposal must be typed and must submit one (1) signed original of the response and six (6) copies of the response. The submission shall be accompanied with a cover letter signed by the submitting firm’s authorized representative identifying its interest in serving as agent for the executive search, identifying general contents of the transmittal and identifying the name, address and telephone number of the firm’s contact person for the submission.
9. **Modifications:** Any changes, amendments or modifications to a Proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.
10. **Evaluation Process:** All proposals submitted in response to the RFP shall be evaluated according to the evaluation criteria herein. The Evaluation Committee shall be the Juno Beach Town Council. All proposals shall be evaluated using the same criteria and scoring process.
11. **Evaluation Criteria:** Proposals shall be ranked based on the following criteria. The Town Council will consider how well the Proposer’s submittal meets the needs of the Town. It is important that the responses be clear, concise and complete so that the Council can adequately understand all aspects of the proposal. The Town will select the Proposer it determines, in its sole discretion,

possesses the best combination of professional attributes, experience, and pricing. In evaluating the proposals, the Town anticipates using the following criteria:

Criteria	Provide Information in Tab
Demonstrated Experience for Firm and Project Personnel	2
Project Methodology, Approach and Timeline	3
References	4
Cost of Services	5

The above listed evaluation criteria correlate with the Proposal Tab requirements listed in the Scope of Services “C 2.” above.

**12. Oral Presentations of Proposal Submission:** Firms will be expected to make oral presentations at the Town Council Meeting on October 26, 2022 starting at 5:30 p.m. Discussions will occur in a public meeting. During the presentation, the Town Council and the Proposer will review in detail all aspects of the Town’s requirements and the proposal. During these reviews, the Proposer may offer revisions and the Town Council may accept the revisions in the proposal. Similarly, the Town Council may ask for revisions, and the Proposer may accept.

**13. Selection of Qualified Firm:** The Juno Beach Town Council will review the proposals submitted by all proposers and hear oral presentations. Based on the review and oral presentations, the Town Council will determine which firm’s qualifications is most advantageous for the award of the contract.

The Town of Juno Beach may at any time investigate a Proposer’s ability to perform work and may ask for additional information about a company and its work on previous contracts. Proposers may choose not to submit such information, however if failure to submit such information does not clarify the questions concerning the ability to perform, the Town Council may discontinue further consideration of a proposal. The Town Council would typically be interested in previous experience in performing similar or comparable work, staffing and other relevant information.

Please be aware that the Town Council may use sources of information not supplied by the Proposer concerning the abilities to perform this work. Such sources may include current or past customers of the organization; current or past suppliers; articles from professional or trade newsletters or other publications or from non-published sources made available to the Town.

14. **Final Award:** The award may be awarded to the most advantageous proposal based on the evaluation criteria. Alternatively, the top scoring proposals may require the candidate to submit final and best offers.

Based on the results of the evaluation process, selection criteria and oral presentations, the Town Council will prepare a prioritized ranking of Firms. The Town Attorney will present an agreement to the top ranked Firm for Town Manager Executive Search Firm services. Should contract negotiations fail with the top ranked Firm, the Town will enter into discussions with the second ranked Firm, and so on, until an acceptable agreement has been reached between the Town and the selected Firm. The final contract will then be forwarded to the Town Council for approval.

## PROPOSER ACKNOWLEDGEMENT FORM

The undersigned Proposer certifies that this proposal package is submitted in accordance with the specifications in its entirety and with full understanding of the conditions governing this bid.

### BUSINESS INFORMATION:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

### SIGNATURE OF BIDDER

If an Individual: \_\_\_\_\_  
Signature Print Name

Doing business as \_\_\_\_\_

If a Partnership: \_\_\_\_\_

By: \_\_\_\_\_  
Partner Signature Print Name

If a Corporation: \_\_\_\_\_  
Corporate Name

(a \_\_\_\_\_ Corporation) In what State is the Corporation Incorporated? \_\_\_\_\_

If not incorporated under the laws of Florida, are you licensed to do business in Florida? Yes\_\_\_ No\_\_\_

By: \_\_\_\_\_  
Signature Print Name

Sign and Date Form: Certification:

*Under penalties of perjury, I certify that the information shown on this form is correct to my knowledge.*

Signature	Print Name
Title	Date

## **DRUG FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, 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 proposal 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 proposal, 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 States 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.

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Proposer's Signature



**STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to the Town of Juno Beach, Florida

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 public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or 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 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 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 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, 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 CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS 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)**

The foregoing document was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**SCRUTINIZED VENDOR CERTIFICATION  
PURSUANT TO SECTION 287.135, FLORIDA STATUTES**

This sworn statement is submitted to the Town of Juno Beach, Florida

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: \_\_\_\_\_)

1. I hereby certify that the above-named entity:
  - A. Does not participate in the boycott of Israel; and
  - B. Is not on the Scrutinized Companies that Boycott Israel List.

Section 287.135, Florida Statutes, prohibits the Town from contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel;

As the person authorized to sign on behalf of the above-named entity, I hereby certify that the statements set forth above are true and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees and/or costs. I further understand that any contract with the Town for goods or services may be terminated at the option of the Town if the company has been found to have submitted a false certification.

\_\_\_\_\_  
(Signature)

The foregoing document was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**SWORN STATEMENT PURSUANT TO SECTION 287.134(3)(a),  
FLORIDA STATUTES, ON DISCRIMINATION**

1. This sworn statement is submitted to the Town of Juno Beach, Florida

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 "discrimination" as defined in Section 287.134(1)(b), **Florida Statutes**, means a determination of liability by a state circuit court or federal district court for a violation of any state or federal law prohibiting discrimination on the basis of race, gender, national origin, disability, or religion.

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

a. A predecessor or successor of an entity that discriminated; or

b. An entity under the control any natural person who is active in the management of the entity that discriminated. 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 entity, or the 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 entity controls another entity.

4. I understand that an "entity" as defined in Section 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 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.

5. 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 placed on the discriminatory vendors list.

\_\_\_\_\_ 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 placed on the discriminatory vendors list.

\_\_\_\_\_ 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 placed on the discriminatory vendors list. 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 discriminatory vendors 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)

The foregoing document was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: