

**CITY OF APALACHICOLA
REQUEST FOR QUALIFICATIONS FOR AUDIT SERVICES**

Opening Date and Time: January 18, 2019 at 12:15 PM (ET), Van W. Johnson, Sr., Complex Media Center located at 192 Coach Wagoner Blvd, Apalachicola, Florida.

The Apalachicola City Commission is soliciting proposals from qualified auditing firms to perform the City of Apalachicola's annual financial audit.

In order to be considered, submittals must be received by **12:00 Noon, JANUARY 18, 2019 (ET)** by the City Manager at City of Apalachicola City Hall, 192 Coach Wagoner Blvd, Apalachicola, Florida. Late submittals received after the deadline date, either by mail or otherwise, will not be considered and returned unopened. No faxed, electronic, or oral RFQ will be accepted.

A copy of the instructions and RFQ documents can be obtained at the City of Apalachicola's website www.cityofapalachicola.com, from City Hall located at 192 Coach Wagoner Blvd, Apalachicola, Florida, or by calling City Hall directly at 850-653-9319.

This solicitation does not commit the Apalachicola City Commission to award any contracts, to pay any costs incurred in the preparation of a response to this RFQ, or to contract for any services. The City of Apalachicola reserves the right to reject any or all submittals received as a result of this solicitation, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the City to do so.

The City of Apalachicola is an Equal Opportunity Employer and Drug Free Work Place.

GENERAL INFORMATION

1. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the response to this RFQ.
2. One clearly identified original and nine (9) copies of your proposal must be submitted in one sealed package, clearly marked on the outside "RFQ for Audit Services".
3. Proposals will be received until 12:00 noon (ET), January 18, 2019.

Proposals are to be hand delivered or mailed to:
City of Apalachicola
Attn: Ron Nalley, City Manager
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

4. The Audit Committee is composed of the Mayor Pro-Tem, one City Commissioner, the City Manager, the Director of Administrative Services, and one citizen with accounting/auditing background.
5. The Audit Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.
6. It is the intent of the Audit Committee to comply with the Auditor Selection Procedures as noted in F.S. 218.391.
7. Past audit reports are available for review on the City's website at www.cityofapalachicola.com under the Finance Department tab.

RFQ CALENDAR

December 20, 2018 – RFQ advertised in *Apalachicola Times* and online at www.cityofapalachicola.com

January 18, 2019 – Proposals Due by 12:00 Noon (ET)

January 18, 2019 – Proposals opened 12:15 PM (ET) by Audit Committee. Audit Committee will take a copy of each proposal and evaluation sheet.

January 25, 2019 – Audit Committee will meet to rank top three (3) firms. Audit Committee may request firms to make oral presentations if needed.

February 5, 2019 – City Commission will award proposal.

February 22, 2019 – Contract Complete

SCOPE OF WORK

1. Audits are to be performed in accordance with generally accepted auditing standards in addition to the following:
 - A. Section 11.45, F.S.
 - B. Rules of the Auditor General (Chapter 10.550, Local Government Entity Audits)
 - C. Audit and Accounting Guide – Audits of State and Local Government Units
 - D. Single Audit Act
 - E. Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, Published by Comptroller General of the United States
 - F. U.S. Office of Management and Budget, Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations
 - G. General Accounting Offices (GAO) Government Auditing Standards

2. Independent Auditor's Report on the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City.
3. Independent Auditor's Report is responsible for the preparation and fair presentation of the City's financial statements in accordance with accounting principles generally accepted in the United States. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. Management letter in accordance with the Rules of the Auditor General of the State of Florida as required by Section 218.39(4), F.S., and defined in Rule 10.554, Rules of the Auditor General. The draft of the management letter is to be discussed with the Audit Committee before its issuance in final form.
5. Financial Assistance Report (Single Audit):
 1. Independent auditor's report on compliance and on internal control over financial reporting
Based on an audit of financial statements performed in accordance with Government Auditing Standards.
 2. Independent auditor's report on schedules of expenditures of federal awards and state financial assistance in relation to the basic financial statements of the City.
 3. Independent auditor's report on compliance with requirements applicable to each major federal program/state project and internal control over compliance in accordance with OMB Circular A-133, Florida Single Audit Act (215.97, F.S.)
6. It shall be the responsibility of the Auditor to prepare and submit the Local Government Annual Financial Report (AFR) and Local Highway Finance Report.
7. Auditing Firm will complete audit with all required financial statements by June 30th.
8. Report preparation, editing and printing shall be the responsibility of the auditor.
9. Auditing firm will conduct an exit interview with the Audit Committee after audit is complete.
10. Auditing firm will present final audit report to City Commission.

COMPONENT UNITS

The City has two (2) component units as defined by GASB Statement 61, *The Financial Reporting Entity: Omnibus – an Amendment of GASB Statements No. 14 and No. 34* or in publications cited in the State of Florida, Office of the Auditor General Rules, Rule 10.553. General Fund and Enterprise Fund are the two (2) component units. The Apalachicola Community Redevelopment Agency is presented as a governmental fund type with fiscal year end of September 30 and is reported as a blended component unit with the General Fund.

STAFF ASSISTANCE TO BE PROVIDED TO THE AUDITOR

The City staff and responsible management personnel of the City will be available during the audit. The City has one (1) employee in the finance department. Finance department will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor. Finance department will prepare work schedules and related materials as requested. It is the responsibility of the audit firm to provide a list of required documents prior to conducting the annual audit.

SUBMISSION REQUIREMENTS

1. Interested firms should submit a Letter of Interest. Letters of Interest should not contain links to websites and will, at a minimum include the following information:

1. RFQ Name: Audit Services for City of Apalachicola
2. Firm name and address
3. Proposed responsible office for firm
4. Contact person with valid email address, phone number, and fax number
5. Statement regarding qualifications of firm/ and or sub-contractors for the advertised Work, including proof that the firm is a certified public accounting firm duly licensed under Chapter 473, F.S., and qualified to conduct audits in accordance with government auditing Standards as adopted by the Florida Board of Accountancy
6. Proposed key personnel, their abilities and their proposed roles (do not include resumes)
7. Sub-contractor(s) that may be used for the audit work
8. Indication as to whether the prime firm and/or sub-contractors are a Disadvantaged Business Enterprise (DBE)
9. Two (2) letters of reference from governmental clients. If the firm does have two (2) governmental clients from whom it can obtain letters of reference, letters from non-governmental clients may be substituted, but the failure to have governmental references may affect the ranking the firm receives.
10. The forms included as Attachments A – G to this RFQ:

Attachment A – No Lobbying Affidavit

Attachment B – Anti-Collusion and No Gifts Affidavit

Attachment C – Public Entity Crime Statement

- Attachment D – Conflict of Interest Disclosure Form
- Attachment E – Immigration Law Certification
- Attachment F – Drug-Free Workplace Certification
- Attachment G – Exception (if needed)

2. One clearly identified original and nine (9) copies of your proposal must be submitted in one sealed package, clearly marked on the outside “RFQ for Audit Services”.

3. Proposals will be received until 12:00 noon (ET), January 18, 2019.

Proposals are to be hand delivered or mailed to:

City of Apalachicola
Attn: Ron Nalley, City Manager
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

4. Inquiries concerning the RFQ shall be directed in writing to:

City of Apalachicola
Attn: Lee Mathes, Director of Administrative Services
192 Coach Wagoner Blvd
Apalachicola, FL 32320
leemathes@cityofapalachicola.com

Inquires must be received at least ten (10) days prior to the RFQ opening. Any amendments, if necessary, along with all needed information will be emailed to each party who has requested a copy of the RFQ.

5. There shall be no dollar amounts or total costs included in the proposal documents.

EVALUATION CRITERIA

Proposals will be evaluated based on the information provided with points awarded as follows:

- A. Demonstrated ability/qualifications of the firm and individuals: 75 Points
 - Qualifications of the firms, individuals in the industry
 - Workload: ability and capacity to provide required services
 - References from existing clients
 - Firm/sub-contractors training
 - Location of the firm/office in charge of the work
 - Demonstration of ability to meet set objectives

- B. Approach to Work: 25 Points
 - Technical soundness of the proposal
 - Demonstrated understanding of the scope of services

REJECTION OF SUBMITTALS

1. The City of Apalachicola may reject a submittal if:
 - A. The Vendor conceals any material fact
 - B. It does not strictly conform to the law or requirements of the RFQ
 - C. The vendor submits more than one submittal for the same work under the same or different name
 - D. The vendor has a financial interest in the firm of another vendor for the same work
 - E. There is evidence of collusion among vendors. Participants in such collusion will receive no recognition for any future work of the City until such participant shall have been reinstated as a qualified vendor
 - F. The vendor has uncompleted work which in the judgement of the City might hinder or prevent the prompt completion of additional work if awarded
 - G. The vendor has failed to pay or satisfactorily settle all bills due for labor, material or services on former contracts within three (3) years prior to the submittal
 - H. The vendor defaulted under a previous contract with the City or otherwise failed to perform under a previous contract in a satisfactory manner
2. The City may reject any or all proposals whenever it is deemed in the best interest of the City to do so.
3. The City may reject any part of a proposal whenever it is deemed in the best interest of the City to do so.
4. The City may waive any minor informalities or irregularities in any proposal.
5. The City reserves the right to award the contract to a vendor submitting a responsive submittal with a resulting negotiated agreement which is most advantageous and in the best interest of the City of Apalachicola. The City of Apalachicola shall be the sole judge of the submittals and the resulting negotiated agreement that is in its best interest and its decision shall be final.

BID PROTEST PROCEDURE

1. Any vendor that has submitted a formal submittal to the City of Apalachicola, and who is adversely affected by the decision with respect to the award of the contract, may file with City Hall, 192 Coach Wagoner Blvd., Apalachicola, Florida 32320 or email Ron Nalley, City Manager, at rnalley@cityofapalachicola.com a written protest and supporting affidavits, if any, no later than

forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) of the decision of the City of Apalachicola City Commission to award the contract.

2. The protest shall be in the form of a letter stating all grounds claimed for the protest. Failure to do so shall constitute a waiver of all rights to seek any further remedies provided for under this protest procedure.

3. The City Manager shall submit the protest and supporting affidavits, if any, along with his or her own statement and supporting affidavits, if any, in support of the award of the contract to the City of Apalachicola City Commission for a final determination of the protest.

TERM OF CONTRACT

The term on the contract shall be for two (2) years with the option to extend if agreed upon by both the City of Apalachicola and the selected firm, subject to the annual review and recommendation of the City of Apalachicola, the satisfactory negotiation of terms (including a price acceptable to both the City of Apalachicola and the selected firm), and the concurrence of the Apalachicola City Commission.

ATTACHMENT A – NO LOBBYING AFFIDAVIT

All respondents are hereby placed on notice that any communication, whether written or oral, with City of Apalachicola elected officials, City Staff, or Audit Committee members (with the exception of the personnel designated to receive inquiries) is prohibited. These persons shall not be lobbied, either individually or collectively. To do so is grounds for immediate disqualification from the selection process. All respondents must submit the attached No Lobbying Affidavit with their submittal stating that they and their subcontractors, sub-consultants and other agents agree to abide by the no lobbying restrictions in order to be considered for this request. Any respondent that does not submit the required No Lobbying Affidavit will be automatically disqualified from further consideration.

NOTE: For respondent's convenience, this certification form is attached and is made part of the RFQ package.

ATTACHMENT B – ANTI-COLLUSION & NO GIFTS AFFIDAVIT

It shall be unethical for any respondent to collude with any other respondent or offer, give or agree to give any City Commission member, City Employee or City Representative (including Audit Committee members) a gift, gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of RFQ process.

NOTE: For respondent's convenience, this certification form is attached and is made part of the RFQ package.

ATTACHMENT C – PUBLIC ENTITY CRIME AFFIDAVIT

As provided by Florida Statute 287.133(2)(a), a person or affiliate who has been placed on the convicted vendor list following a conviction for Public Entity Crime may not submit a bid on a contract to provide any good or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to a Public Entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in F.S. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City of Apalachicola within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person.

NOTE: For respondent’s convenience, this certification form is attached and is made part of the RFQ package.

ATTACHMENT D – CONFLICT OF INTEREST DISCLOSURE FORM

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their submission the name of any officer, director, employee or agent who is also a public officer, employee of an agent of the City of Apalachicola City Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any City officer, employee or agent who owns, directly or indirectly, any interest of five percent (5%) or more in the firm or any of its parent companies or subsidiaries.

NOTE: For respondent’s convenience, this certification form is attached and is made part of the RFQ package.

ATTACHMENT E – IMMIGRATION LAW CERTIFICATION

Respondents must comply with all applicable immigration laws in their employment practices.

NOTE: For respondent’s convenience, this certification form is attached and is made part of the RFQ package.

ATTACHMENT F - DRUG-FREE WORKPLACE CERTIFICATION

Preference will be given to businesses with Drug-Free Workplace Programs. Whenever two (2) or more bids which are equal with respect to quality and service are received by the City of Apalachicola for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a Drug-Free Workplace Program shall be given preference in the award process.

NOTE: For respondent's convenience, this certification form is attached and is made part of the RFQ package.

ATTACHMENT G - EXCEPTIONS TO SOLICITATION

Any exceptions, substitutions, deletions, or deviations from these specifications shall be explained in detail on a separate page entitled "EXCEPTIONS". Respondents must show proof that any exceptions are equal or superior to those specified.

NOTE: For respondent's convenience, this certification form is attached and is made part of the RFQ package.

Further information relative to this RFQ may be obtained by contacting:

Ron Nalley, City Manager, rnalley@cityofapalachicola.com, 850-653-9319

Lee Mathes, Director of Administrative Services, leemathes@cityofapalachicola.com,
850-653-931

**ATTACHMENT A
NO LOBBYING AFFIDAVIT**

STATE OF FLORIDA
COUNTY OF _____

This _____ day of _____, 2018 _____

Being first duly sworn, deposes and says that he/she is the authorized representative of
_____ (Name of contractor, firm, or individual) respondent

to the attached Request for Qualifications issued by the City of Apalachicola for Auditing Services,
and that the respondent and any of its agents agrees to abide by the City of Apalachicola no
lobbying restrictions in regard to this solicitation.

Affiant

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
2018, by _____.

Signature of Notary Public, State of Florida

Print, Type or Stamp Commissioned Name

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

**ATTACHMENT B
ANTI-COLLUSION & NO GIFTS AFFIDAVIT**

STATE OF FLORIDA
COUNTY OF _____

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

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

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

Affiant

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 2018, by _____.

Signature of Notary Public, State of Florida

Print, Type or Stamp Commissioned Name

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

ATTACHMENT C
PUBLIC ENTITY CRIME AFFIDAVIT

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

SWORN STATEMENT PURSUANT TO FLORIDA STATUTE 287.133 ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to City of Apalachicola, Florida

BY: _____
(print individual's name and title)

For: _____
(print name of entity submitting sworn statement)

Whose business address is:

Federal Employer Identification Number (FEIN) is: _____

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

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

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

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

B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prime 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), F.S., means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the Final Order).

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

Signature

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
2018, by _____.

Signature of Notary Public, State of Florida

Print, Type or Stamp Commissioned Name

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

**ATTACHMENT D
CONFLICT OF INTEREST DISCLOSURE FORM**

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

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

YES _____ NO _____

NAME(S)

POSITION(S)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Firm Name: _____

By (Printed): _____

Title: _____

Address: _____

Phone Number: _____

ATTACHMENT E
IMMIGRATION LAW CERTIFICATION

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

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

Respondent attests that it is fully compliant with all applicable immigration laws, specifically relating to the INA and subsequent amendments.

Company Name

Signature

Title

Date

State of Florida

County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,

2018, by _____.

Signature of Notary Public, State of Florida

Print, Type or Stamp Commissioned Name

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

**ATTACHMENT F
DRUG-FREE WORKPLACE CERTIFICATION**

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 work place and specifying the actions that will be taken against employees for violation 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 quote 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 quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any 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 an employee who is 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 this statement, I certify that this firm complies fully with the above requirements.

Signature: _____ Date _____

Printed Name & Title: _____

Company: _____

Address: _____

Phone Number: _____

**ATTACHMENT G
EXCEPTION TO SOLICITATION**

Each respondent may submit this form, as necessary, to sufficiently list all exceptions and variations from specifications. Please list, as shown, by page and item, if respondent is unable to supply the specified item or chooses to provide the specified item in an alternative manner. The City of Apalachicola shall be the sole judge of a proposed substitution equivalency.

SPECIFICATION: PAGE: ITEM: NOT AVAILABLE/EXPLANATION: