

Request for Qualifications 2026-03
City of Mexico Beach
State Lobbying Services



Date of Issue: January 28, 2026
Closing: Friday, February 20, 2026, at 2:00 p.m. CST

City of Mexico Beach
Tammy Brunson, City Clerk
201 Paradise Path
Mexico Beach, Florida 32456

**CITY OF MEXICO BEACH ADVERTISEMENT
REQUEST FOR QUALIFICATIONS 2026-03
State Lobbying Services**

The City of Mexico Beach, FL ("the City") is seeking the professional services of a State Lobbyist to represent the City with regard to any matters in which the City may need such services before the Florida Legislature, State, and if applicable, administrative agencies, the Florida Governor, and Cabinet in whichever legal role these entities may be performing. Submittals to act as State Lobbyist for the City should outline how the firm/individual can provide a full range of services to best assist the City. The firm/individual chosen by the City as its State Lobbyist agrees, upon reasonable request, to be available at all times to meet with the City, the City's staff, and other consultants in order to perform the responsibilities of State Lobbyist.

All proposals must be in writing and will be received by Tammy Brunson, City Clerk, by mail, FedEx or hand delivery to Tammy Brunson, City Clerk at 201 Paradise Path, Mexico Beach, Florida 32456 until **2:00 PM (central time), February 20th, 2026**. Proposals will be publicly opened at this time. Only submittals received by the stated time and date will be considered. Submittals received after the time set for the opening will be rejected and returned unopened to the submitter. All submittals shall be submitted in a sealed envelope and clearly labeled, "RFQ 2026-03 **State Lobbying Services**." Please provide six (6) original paper copy of the proposal. Full specifications may be obtained at <https://mexicobeachfl.gov/bids/>. Any Addendums issued during the advertisement period shall be posted to the above website no later than 5:00 PM (central time) February 13, 2026. **IT IS THE BIDDER/PROPOSERS RESPONSIBILITY TO CHECK THE CITY'S WEBSITE FOR ANY ADDENDUMS PRIOR TO SUBMITTING A BID/PROPOSAL.** Quotes shall be firm for ninety (90) days.

Questions concerning this request should be submitted in writing to, Mell Smigielski, City Administrator at mell@mexicobeachfl.gov no later than **5:00 PM (central time) February 11th, 2026**.

The City of Mexico Beach encourages all segments of the business community to participate in its procurement opportunities, including small

businesses, minority/womenowned businesses, and disadvantaged business enterprises. The City does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

The City reserves the right to waive informalities in bids and to reject all bids. The City will award the Contract to the lowest responsive and responsible bidder; provided, however, the City reserves the right to award the Contract to a bidder who is not the lowest bidder if the City determines that another bid offers the City a better value based upon the reliability, quality of service, or product of such other vendor.

SECTION 1- INTRODUCTION

1.1 Purpose:

The Consultant will represent the City of Mexico Beach, FL ("the City") before the Florida State Legislature, including their committees, and agencies. The goal of such representation will be to secure legislation and state funding for programs and projects that have been identified by the City as priorities.

SECTION 2 - SCOPE OF WORK

2.1 Responsibilities:

- The Consultant will communicate and provide a monthly progress report to the City Administrator or designated staff, who will be available to communicate the Council's priorities and provide background information and data to assist the Consultant in advancing the City's efforts.
- Alert the City as soon as possible about pending legislation or action that will adversely impact the city and its funding posture.
- To the highest degree possible, the Consultant will represent the City's interest in securing state assistance for various funding aspects - including technical assistance, planning and design, infrastructure, and services in numerous areas.
- Assist in establishing meetings with State Legislators and assist to facilitate information exchange or soliciting their aid and advice on matters impacting the City.
- The Consultant shall advocate positions before the Florida Legislature, its committees, and agencies that are beneficial to the City as well as oppose harmful measures.

2.2 Revisions:

The City may suggest revisions to this Scope of Service, highlighting or de-emphasizing certain facets or activities, as the City's priorities emerge and new information becomes available.

2.3 Requirements included but not limited to:

- Attend state agency meetings, when necessary, to monitor rule-making proceedings.

- Require attendance and notification, if possible, of meetings (including but not limited to legislative committee meetings and sessions) where legislative issues of importance to the City are being discussed.
- Provide the City with a weekly update on issues of importance to the City during sessions including calendars of hearings and meetings discussing City issues and providing the City with an after-session report.
- Provide the City with a monthly summary of legislative activities on behalf of the City in non-session months.
- Pursue major funding opportunities and investigate other opportunities.
- Research and provide information to the City on existing and emerging legislation, availability of funding, distribution of funding, techniques to be used by the City to capitalize on opportunities, and examples of successful local government applications.
- Monitor legislation and forward pertinent information to appropriate staff on a weekly basis.
- Explore rollover funding in all programs through the end of the current fiscal year. Even in cases where there are no funds identified or obligated for a particular project or program, the Consultant may recommend submitting a project for review and following the project through the appropriations process to identify potential funding.
- Demonstrate a keen understanding of the City's priorities, policy objectives, project merits, and supporting data.
- Research and gather socioeconomic and other information to support the City's issues, to heighten the state government's awareness that the City has significant and demonstrated needs and, in general, that the City has not historically received its "fair share" of legislative attention.
- The Consultant's goal shall be to secure funding for priority projects identified by the City, with the support and assistance of City Staff and the Council Members and facilitated by Consultant's vital connections with appropriate state agencies, elected officials, and staff.
- Serve as the liaison to the congressional delegation, as well as facilitate meetings with key Members of Congress and their staff, and federal agency officials and staff.

2.4 Qualifications:

The firm/individual selected will be an established, experienced organization with a strong history of representing small city and county governments to the State of Florida agencies to secure state funding and influence the enactment of beneficial legislation on behalf of its clients. The firm/individual selected, however, shall not currently represent entities that may compete with the City for state and grant seeking or legislative initiatives, nor shall the firm/individual selected engage in representing those competing entities during the duration of the resulting contract. Provide a statement of the firm/individual's qualifications. Explain how the firm/individual is organized and how its resources will be utilized on the City's behalf. Include, as a minimum:

- A. Staff - Names, resumes, professional credentials, experience, and a list of local, state, and elected officials with which those who will perform the services for this account have direct access relative to this RFQ. This information shall also be submitted for any sub-consultants.
- B. Firm/individual - Include a summary of work and professional experience relative to the Scope of Services and document some relative experience.
- C. List of all current Florida Public Entity clients and contract amounts. Include entity's contact person, telephone number, and e-mail address.
- D. The firm/individual's local availability and degree of accessibility to Mexico Beach, Florida, and to Tallahassee, Florida.
- E. Permission to contact represented entities to discuss firm/individual's performance.
- F. Any other qualifications and experience which you consider to be significant, innovative, or otherwise relevant to the City's consideration of the firm/individual in regard to this Request for Qualifications, including activities and positions held in state and national professional organizations.

2.5 Technical Approach:

Provide specific examples of successes with State and Federal agencies to include but not be limited to the following: attracting and highlighting new funding sources, special projects, and identifying opportunities to increase client exposure.

Provide a brief description of the firm/individual's approach to the project.

Based on the following example of a representative task the City may ask its state lobbyist to accomplish in Tallahassee and within the appropriation agency in its behalf, describe in detail the specific actions the firm/individual would take to accomplish the objective, including all actions up to enactment of legislation. This shall include the persons the lobbyist would contact, meetings to be attended, and all other actions the lobbyist would take.

Example: Identify the process and tools you will use to monitor critical issues and how you communicate with your client and implement a strategy to be aggressive for each and all issues, projects, and request.

SECTION 3 - PROCUREMENT RULES AND INFORMATION:

3.1 Contact Person:

Mell Smigielski

City Administrator

201 Paradise Path

Mexico Beach, FL 32456

850-648-5700

Email: mell@mexicobeachfl.gov

All questions regarding this Request should be directed in writing, preferably by email to the City Administrator. **Questions shall be submitted no later than 3:00 pm local time on February 19th, 2026.**

Questions submitted after that date and time will not be answered.

DIRECTING QUESTIONS TO ANY OTHER CITY STAFF, OR ANY OTHER PERSON IS PROHIBITED AND WILL RESULT IN SUBMITTAL BEING DISQUALIFIED. The City Administrator and City Staff will review and answer. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective vendors. Failure to submit requests in writing by the specified time shall not be grounds for a protest.

Note: Written requirements in the Request or its amendments are binding, but any oral communications between you and us are not.

3.2 Calendar of Events:

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the City finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are local time in Mexico Beach, Florida.

DATE/TIME	ACTION
February 19, 2026, 3:00 PM	Last Date for Receipt of Written Questions
February 26, 2026, 3:00 PM	RFQ's Opened at City Hall
To Be Scheduled By Council	Ranking, Interviews and Negotiation

3.3 RFQ Opening:

Statement of Qualifications is due at the time and date specified in the paragraph entitled "Calendar of Events". The name of all firms/individuals submitting their qualifications shall be posted in the RFQ package at the Purchasing office. Statements received late shall not be considered.

3.4 Cost of Preparing RFQ:

The City is not liable for any costs incurred by a firm/individual in responding to this RFQ, including those for oral presentations.

3.5 Disposals of RFQ:

All RFQ's become the property of the City and will be a matter of record.

3.6 Rules for Withdrawal:

Statements may be modified or withdrawn by an appropriate document duly executed (in the manner that a RFQ must be executed) and delivered to the place where Statements are to be submitted at anytime prior to the opening of RFQ. Any submitted Statement shall remain open and subject to acceptance

for a period of sixty (60) calendar days after the date of the opening, but the City at its sole discretion may release any RFQ.

3.7 Rejection of RFQ:

The City reserves the right to accept or reject any statement of qualification as may be deemed necessary by the City to be in its best interest. The City further reserves the right to waive any and all formalities, and reserves the right to reject all nonconforming, unresponsive statements of qualifications. The City reserves the right to reject the statement of qualifications of any firm/individual or individual if the City believes that it would not be in the best interest of the City to make an award to that firm/individual or individual because the statement of qualification is not responsive or responsible, or the firm/individual or individual is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the City.

3.8 Verbal Instructions:

No negotiations, decisions, or actions shall be initiated or executed by the firm/individual as a result of any discussions with any City Staff. Only those communications from firms/individuals, which are signed, and in writing will be recognized by the City as duly, authorized expressions on behalf of the firm/individual. Any and all communication with Council Members or City Staff other than the City Administrator is prohibited during the time of the RFQ advertising.

3.9 Indemnification:

Firm/individual shall indemnify and save harmless the City, its officers, agents, and employees, from all claims, suits or actions at law or equity, damages, losses, and expenses, whether direct or indirect, or consequential, including but not limited to charges of engineers, attorneys, and other professionals and costs of both defense and appeal, in a court of law or other tribunal, for any reason whatsoever, including but not limited to bodily injury, sickness, disease or death of any person, including employees of Firm/individual or any subcontractor, or injury to or destruction of property, including loss of use, which claims are arising out of, related to, connected with, or caused by (a) Firm/individual, or any subcontractor or supplier of Firm/individual, negligent performance or non-performance of the Project. The provisions of this indemnification agreement shall include all accidents, injuries, and claims made, whether or not caused in part, by any act or omission of the City, their respective officers, agents, or employees, provided Firm/individual shall not be required to indemnify the City

for the City's own negligence.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28.

3.10 Notices:

Any notices to be given under a Contract shall be given by United States Mail, addressed to Firm/individual at its address stated therein, and to the City at its address stated therein. Additional notice may also be given by facsimile/email in which case it shall be deemed that notice was provided on the date said facsimile/email was received. The party providing notice by facsimile/email shall confirm that the facsimile/email was received by the other party.

3.11 Public Entity Crime:

The firm/individual must sign and complete a Public Entity Crime Sworn Statement as defined under Section 287.133(3) (a), F.S. A person or affiliate who has been placed on the convicted vendor list following a conviction of 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 of real property to a public entity, may not be awarded or perform work as a consultant, supplier, or subcontractor, 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.

3.12 Drug Free Workplace:

The firm/individual must complete the City's Drug Free Workplace Certification form, attached and made a part of the RFQ. 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 certified 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.

3.13 Insurance Requirements:

Firm/individual shall purchase and maintain through the Contract period workers compensation, comprehensive general liability (occurrence form), comprehensive automobile liability, professional liability, including errors and omissions coverage if applicable, builder's risk, and other insurance as is appropriate for the Project being performed hereunder by firm/individual, its employees, subcontractors or agents. The amounts and types of workers compensation, comprehensive general liability (occurrence form), and comprehensive automobile liability insurance shall conform to the following minimum requirements:

1. Worker's Compensation Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws unless Contractor provides a current Florida Workers Compensation exemption certificate. In addition, the policy must include the following:

- a. Employer's Liability with a minimum limit per accident in accordance with statutory requirements.
- b. Notice of Cancellation and/or Restriction. The endorsed to provide the City with thirty (30) days' written notice of cancellation and/or restriction.

2. Comprehensive General Liability Coverage must include:

- a. \$1,000,000 combined limit per occurrence for bodily injury, personal injury, and property damage. If contract is less than \$100,000.00, then general liability insurance requirement is \$300,000.00.
- b. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.
- c. City is to be specifically included as an additional insured.
- d. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the City with thirty (30) days' written notice of cancellation and/or restriction.

3. Comprehensive Automobile Liability Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:

- a. \$300,000 combined single limit per accident for bodily injury and property damage.

- b. Owned Vehicles.
- c. Hired and Non-Owned Vehicles.
- d. Employee Non-Ownership.
- e. City is to be specifically included as an additional insured.
- f. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the City with thirty (30) days' written notice of cancellation and/or restriction.

4. Professional Liability Coverage must include:

- a. Minimum limits of \$1,000,000 per occurrence and in the aggregate for claims of malpractice, negligence, error, and omissions.
- b. Notice of Cancellation and/or Restriction. The Policy must be endorsed to provide City with thirty (30) days' prior notice of cancellation and/or restriction of coverage by changed exclusion.

Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the City with the executed Contract. The Certificates of Insurance shall be filed with the City before this Contract is deemed approved by the city. The required Certificates of Insurance not only shall name types of policies provided, but also shall refer specifically to this Contract. All the policies of insurance so required of Consultant shall be endorsed to include as additional insured the City, its officers, employees, and agents, except for Worker's Compensation. If the initial insurance policy expires prior to completion of the Project, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of the policy expiration. The purchase of any of the above-referenced insurance policies shall not release the Consultant or any Surety created by this Contract from any obligation, warranty, or guarantee provided in this Contract. The Insurance Company(ies) shall be authorized to conduct business in the State. Any risk of loss of completed work on the Project, or work in progress on the Project, equipment, and material stored on or off the Project Site, or in transit, shall be borne by the Firm/individual through the date of final completion for the Project.

3.14 Protest:

Any person or entity whose proposal is rejected, in whole or in part, or who submits a proposal but is not awarded the contract, may protest such decision.

Written notice of intent to file a protest must be submitted with the City Administrator within twenty-four (24) hours after the Council's declaration of its intention with regard to an award. Written protest must be submitted to the City Administrator within ten calendar days after filing written notice of intent. Each written protest must be accompanied by a protest bond in the form of a certified check, cashier's check, or money order made payable to the City of Mexico Beach, in an amount equal to 1% of the protestor's proposal received by the City, but in no case less than \$500.00.

3.16 Sales and Use Tax

The Proposer agrees that any and all applicable federal, state, and local sales and use taxes that are incurred by the Proposer are included in the stated bid price for the Project. The City is tax-exempt from federal excise and state sales tax.

3.17 Addendums

The City may issue Addendums to modify the proposal as deemed appropriate. Addendums and clarification to this RFP along with an Addendum Acknowledgement Form will be mailed to all vendors receiving this RFP. The Addendum Acknowledgement Form, which is included with each mail out, shall be signed by an authorized company representative, dated, and returned with proposal.

3.18 Representation

The Proposer represents to the City that:

- A. The Proposer is properly certified and licensed; is solvent financially; is experienced in and competent to provide the services.
- B. The Proposer is familiar with all Federal, State, Local, or other regulatory laws, ordinances, and regulations, which in any manner whatsoever, may affect the provision of services.

3.19 Public Access

- A. A request to inspect or copy public records relating to this Contract must be made directly to the City. If the City does not possess the requested records, it shall immediately notify the Consultant of the request, and the Consultant must provide the records to the City or allow the records to be inspected or copied within a reasonable time (§119.0701(3)). If Consultant fails to provide the public

records within a reasonable time, Consultant may be subject to penalties under §119.10, F.S.

Consultant shall comply with the requirements of Florida's Public Records law in accordance with Section 119.0701, Florida Statutes, the Consultant shall (1) Keep and maintain public records required by the public agency to perform the service; (2) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law; (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Consultant does not transfer the records to the public agency; and (4) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Consultant or keep and maintain public records required by the public agency to perform the service. If the Consultant transfers all public records to the public agency upon completion of the contract, the consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology system of the public agency.

3.20 E-Verify

Consultant utilizes the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of; (a) all persons employed by the Consultant during the term of the Agreement to perform employment duties within Florida and; (b) all persons (including subcontractors) assigned by the Consultant to perform work pursuant to the Agreement.

3.21 Unauthorized Aliens

The City shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. If the consultant knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

SECTION 4-CONTENTS OF RFQ

This section contains instructions regarding the format of the RFQ that are to be submitted.

4.1 Contact for Contract Administration:

Firms/individuals shall return the Contact for Contract Administration Form. This shall be the company representative for the day-to-day activities of the contract.

4.2 Forms:

It is **MANDATORY** that vendors submit the Request for Qualification cover sheet with their proposal. A representative who is authorized to contractually bind the vendor shall sign the attached forms.

It is **MANDATORY** that vendors return the Drug-Free Workplace Certification Form, Public Entity Crime Form, along with the Unauthorized Aliens Form.

SECTION 5 - EVALUATION OF STATEMENTS:

5.1 Evaluation Criteria:

The selection process will be initiated through the City's Review Committee. This Committee will be chosen by the City Administrator's Office.

Categories/Criteria	Maximum Points
Qualifications	50
Experience	30
Technical Approach	20
TOTAL POINTS	100

Ranking and negotiations will be conducted with the three best qualified firms/individuals by the Review Team; and the City Council. The contract will not be binding on the City until approval by the City Council and execution of a contract for Lobbyist Services by the Mayor of the City of Mexico Beach. The

Council may at their discretion, choose to interview the top three firms/individuals.

SECTION 6 -TERMS AND CONDITIONS:

6.1 Termination of Agreement:

The City may terminate this Agreement at any time with or without cause, or with or without prior notice.

6.2 Term of Agreement:

The Contract the Lobbyist Services will be for a period of 36 months commencing on the date signed by the Mayor. Commencement of the contract is contingent on the City Council approving funds for services to be performed under the contract. The contract may be extended for additional terms, on such terms and conditions as might be negotiated in the last sixty (60) days of the original contract

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract administration.

NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

EMAIL: _____

**Request for Qualifications
Proposal Cover Sheet**

RFQ TITLE: _____

RFQ No.: _____

Proposer Information

Name: _____

Address: _____

FEIN #: _____ Florida Corporation No.: _____

Proposer's Contact Person Information

Name: _____

Title: _____

Telephone #: _____ E-Mail: _____

By signing below the Proposer certifies that it meets the minimum requirements set forth in the RFQ.

Certification of Compliance with Minimum Qualification Requirement(s)

By signing below the Proposer certifies that it meets the minimum requirements set forth in the RFQ.

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that 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 bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 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 States or any state, for a violation occurring in the workplace no later than 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.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: _____

AUTHORIZED SIGNATURE: _____

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

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

1. This sworn statement is submitted to the City Council of the City of Mexico Beach, Florida.

2. This sworn statement is submitted by _____

(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).

3. My name is _____

(please print name of individual signing)

and my relationship to the entity named above is _____

4. 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 Bid or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. 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 adjudication of guilt, in 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, non-jury trial, or entry of a plea of guilt or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means: A predecessor or successor of a person convicted of a public entity crime; or 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 (1) 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.

7. I understand that a "person" as defined in Paragraph 287.133(1)(b). Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal

power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity.

The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. 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, or 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 the 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, AND (indicate which additional statement applies.)

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. Attach a copy of the final order.

____ The person or affiliate has not been placed on the convicted vendor list. Describe any action taken by or pending with the State of Florida, Department of General Services.

Signature: _____

Date: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed to before me this ____ day of _____, 20__ by _____, who is personally known to me, or has produced _____ as identification.

Notary Public: _____

My commission expires: _____ Place seal or stamp here

Commission No: _____

UNAUTHORIZED ALIENS

City Council of the City of Mexico Beach, Florida

Inasmuch as the employment of unauthorized aliens is prohibited by §448.09, Florida Statutes, the City prohibits contracting with Consultants that knowingly utilize services of unauthorized aliens in the performance of contracts for goods or services with the City. Additionally, such Consultants may not knowingly contract with sub-contractors who utilize the services of unauthorized aliens.

By signing below Consultant swears or affirms that:

His/her company does not knowingly utilize the services of unauthorized aliens in the performance of contracts. Consultant agrees that the City may conduct random checks of personnel records as they pertain to this issue. Violation of this requirement may result in immediate termination of the contract. Additionally, violation of this requirement may result in the company being prohibited from submitting bids/proposals for City contracts for a period of five years.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

STATE OF FLORIDA.

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____, 2026.

Notary Public

[SEAL]

My commission expires _____

Personally known

Produced Identification

Type of Identification: _____