

Request for Qualifications 2026-04 City of Mexico Beach Strategic Planning Consultant Services



Date of Issue: April 8, 2026
Closing: Wednesday, May 6, 2026, at 2:00 p.m. CST

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

**CITY OF MEXICO BEACH
ADVERTISEMENT
REQUEST FOR QUALIFICATIONS 2026-04
Strategic Planning Consultant Services**

The City of Mexico Beach, FL ("the City") is accepting Proposals for Strategic Planning Consultant services from qualified, experienced and licensed individual or firm to lead its community visioning and strategic planning processes. The intent of the RFQ is to provide a consensus on priorities and vision for the City's future over the next 25 years and a five-year strategic plan. The Strategic Plan shall include a five-year implementation plan covering Fiscal Years 2027-2032 (October 1, 2027 through September 30, 2032) and shall inform and guide the City's budgetary and operational planning processes. The Strategic Plan will direct the City in allocating its efforts and resources towards achieving its vision. They will create specific benchmarks that measure the City's progress along with an educational component for meaningful performance measures.

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), May 6th, 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 2026-04 **Strategic Planning Consultant Services.**" Please provide five (5) 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) April 27, 2026. **IT IS THE BIDDER/PROPOSERS RESPONSIBILITY TO CHECK THE CITY'S WEBSITE FOR ANY ADDENDUMS PRIOR TO SUBMITTING A BID/PROPOSAL.**

Questions concerning this request should be submitted in writing to, Tammy Brunson, City Clerk at t.brunson@mexicobeachfl.gov no later than **5:00 PM (central time) April 22nd, 2026.**

The City observes a code of silence and policies for ethical and professional behavior on all advertised solicitations. Potential Proposers and their agents must not communicate in any way with the City Council, City Administrator or the City Staff other than the City Clerk in reference to or relation to this solicitation. This restriction is effective from the time of Proposal advertisement until an award is made by the City Council. Such communication may result in disqualification.

The City of Mexico Beach encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned 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 proposals and/or to reject all proposals. The City will award the Contract to the most qualified and responsible proposer; determined through the evaluation process set forth in this RFQ. However, if the City is unable to come to a contract agreement, the city reserves the right to award the Contract to the next most qualified proposer.

SECTION I- STATEMENT OF WORK

INTRODUCTION

The City of Mexico Beach is committed to maintaining a clear and actionable Strategic Plan that guides the City Council, administration, and departments in achieving long-term goals and delivering high-quality services to the community. To that end, the City seeks a qualified consultant to lead the process of updating its Strategic Plan to reflect current priorities, emerging challenges, and community aspirations.

SCOPE OF SERVICES

The scope of services, developed in collaboration with the consultant, shall at a minimum include the following activities and focus areas:

1. Strategic Direction and Resource Alignment

Develop a strategic planning document that outlines key focus areas, goals, and priorities to guide annual budget appropriations. This includes providing directions for budget development and capital project planning.

2. Measurable Outcomes and Accountability

Establish specific, measurable benchmarks and deliverable actions to measure the City's progress toward achieving its goals. Execution of the plan is tracked via a "Route for Next Year" and subsequent Progress Matrix or Status Reports.

3. Stakeholder Engagement

Conduct background interviews with the Mayor, City Council members, and City Administrator, to gain background, identify key issues, and focus workshop topics. The plan will also incorporate Citizens Workshops to solicit candid input from residents and stakeholders on community perceptions and critical issues facing the City.

4. Organizational and Operational Review

Analyze existing City organizational strategies and performance. This includes reviewing past accomplishments and utilizing Department Head feedback to assess departmental successes, major challenges, current management activities, and short-term priorities.

5. Executive Collaboration

Work closely with the Mexico Beach City Council and City Administrator to define the strategic planning process, deliverables, activities, and timelines. Interviews will specifically identify and discuss current issues and opportunities on the horizon.

6. Foundational Principles and Strategic Framework

Define the City's fundamental values and guiding principles that will shape strategic decision-making. Construct the Strategic Framework anchored by our core beliefs to establish the foundation for organizational conduct and performance expectations.

7. Work Plan and Facilitated Workshops

Implement a comprehensive work plan involving intensive internal participation, conducted through a series of facilitated workshops. Including:

- **Strategic Planning Workshops I and II for the Management Team** (e.g., full-day sessions focused on vision review, goal setting, and action item planning).
- **Leadership and Strategic Planning Workshop I and II for the Mayor and City Council** (e.g., sessions focused on vision, mission, goal development, plan drafting, refinement, and finalization of the 2027 Action Agenda).
- **Community Input Workshops I and II** (e.g., one hour long sessions gathering feedback on critical issues and Community perceptions)

DELIVERABLES

The consultant will produce a draft strategic plan, participate in review sessions, and deliver a final Strategic Plan that includes:

- a. **Vision and Mission Statements:** Assist in defining the City's long-term Vision and Mission Statement, articulating its core purpose and operational principles.
- b. **Strategic Goals and Action Agenda:** Develop a comprehensive strategic framework that includes a Five-Year Plan, Ten-Year Plan, and Fifteen-Year Plan (e.g., 2027-2032, 2032-2037, and 2037-2042) to achieve the City's Vision and Strategic Goals. Include the identification of measurable short-term, mid-term, and long-term goals, along with corresponding action items, timelines, and performance indicators. The plan should clearly define annual targets and establish a roadmap for sustained progress over each planning horizon.
- c. **Annual Priorities and Resource Guiding:** Produce the Action Agenda for the current year (e.g., 2027), which includes:
 - A **Policy Agenda** (Top "10" list of Top and High Priority policy-related actions for the Mayor and City Commission).
 - A **Management Agenda** (Top "10" list of Top and High Priority management or administrative actions for the current year, 2027).
 - Detailed **Action Outlines** for prioritized actions, including key issues, activities, milestones, time frames, and responsible parties.
- d. **Final Reports and Supporting Documents:** Deliver the final Strategic Plan 2027-2032-2042 document along with the supporting documents:
 - Action Agenda 2027
 - Executive Summary 2027-2032-2042
 - Performance Report 2026
 - Leader's Guide 2027
 - Plan in Brief 2027-2032-2042

CONSULTANT QUALIFICATIONS

Proposers should demonstrate:

- Proven experience in municipal strategic planning and facilitation.
- Familiarity with local government operations and policy development.
- Strong writing, design, and project management skills.
- A portfolio of similar work with other cities or public agencies.

PROPOSAL REQUIREMENTS

Proposals shall be concise, well organized, and address all requirements outlined below. Proposals that do not include all required information may be deemed non-responsive.

1. Cover Letter

- Briefly introduce the firm and identify the primary contact.
- Include a statement confirming the firm's understanding of the project and commitment to the proposed schedule.
- Identify the individuals authorized to make representations or negotiate on behalf of the Proposer (including titles, phone numbers, and email addresses).

2. Firm Profile and Qualifications

- Legal name, address, and years in business.
- Description of the firm's background and experience in municipal strategic planning, facilitation, and organizational assessment.

3. Project Team and Key Personnel

- Identification of the project manager and key team members who will be assigned to the project.
- Resumes highlighting relevant experience, particularly with local governments, and elected bodies.
- Description of each team member's role and level of involvement.
- Statement confirming availability of proposed staff throughout the project duration.

4. Relevant Experience and References

- Description of at least three (3) comparable projects, preferably for municipalities or public agencies.
- For each project, include:
 - Client name and location
 - Scope of services
 - Project timeline
 - Roles of team members
 - Outcomes and deliverables
- Provide a minimum of three (3) professional references, including phone number and email address. These references will be contacted directly by the City of Mexico Beach at their sole discretion.

6. Project Approach

- Demonstrate understanding of the City of Mexico Beach's goals, organizational structure, and strategic planning needs as described in the Scope of Services.
- Describe the proposed methodology for developing the Strategic Plan, including:
 - Stakeholder engagement
 - Facilitation approach
 - Integration of measurable outcomes and accountability tools
 - Alignment with budget development and capital planning
- Identify any optional enhancements or best practices that would add value to the process.

7. Work Plan and Schedule

- Detailed work plan outlining major tasks, milestones, and deliverables consistent with the City's anticipated timeline.
- Proposed schedule for interviews, workshops, draft review, and final deliverables.
- Identification of City staff roles and anticipated level of participation.

8. Deliverables

- Confirmation of the ability to deliver all required deliverables outlined in the Scope of Services.
- Description of format, design, and usability of final documents (print-ready and digital).
- Approach to revisions, review cycles, and final adoption support.

9. Additional Information

Proposers may include any supplementary information that demonstrates the firm's capabilities or enhances the proposal, such as sample work products, project schedules, or letters of support.

EVALUATION CRITERIA

A selection committee appointed by the City of Mexico Beach will evaluate proposals submitted. Proposals will be evaluated in accordance with weighted criteria listed below. The City reserves the right to request additional information, conduct interviews, or negotiate with one or more proposers.

Evaluation Criteria	Description	Points
Qualifications	<ul style="list-style-type: none">• Demonstrated experience in municipal strategic planning and facilitation.• Experience working with elected officials, executive leadership, and department heads.• Quality and relevance of past projects and references.	30
Project Team and Capacity	<ul style="list-style-type: none">• Qualifications, experience, and availability of the proposed project team.• Clear roles and demonstrated ability to manage complex, multi-stakeholder processes.	30
Project Understanding and Methodology	<ul style="list-style-type: none">• Demonstrated understanding of the City's objectives, challenges, and planning environment.• Clarity and feasibility of the proposed approach.• Strength of engagement strategy, workshop facilitation, and accountability framework.	25
Work Plan and Schedule	<ul style="list-style-type: none">• Clarity and feasibility of the proposed work plan and timeline.• Alignment with the City's desired schedule and deliverables.	15
Total		100

Section II - Information

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.

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.

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.

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.

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.

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.

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.

Public Access

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.

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.

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 III -TERMS AND CONDITIONS

Termination of Agreement:

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

Term of Agreement:

The Contract the Strategic Planning Consulting Services will be for a period of 12 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

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

It is the responsibility of the firm to ensure that they have received addendums if issued. Review the City's website or call 850-648-5700 or email t.brunson@mexicobeachfl.gov or prior to submitting your bid to ensure that you have received addendums.

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: _____

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract administration.

NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

EMAIL: _____

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: _____



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name

Date

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

UNAUTHORIZED ALIENS

City Council of the City of Mexico Beach, Florida

Inasmuch as the employment of unauthorized aliens is prohibited by §/I/18.09, 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: _____

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any City of Mexico Beach, employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

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

YES _____

NO _____

NAME(S)

POSITION(S)

Name of Firm:

Authorized Signature:

Printed Name:

Title:

Date:

E-VERIFY

Vendor/Consultant acknowledges and agrees to the following: Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____