

**REQUEST FOR PROPOSALS (RFP#2024-01) FOR
PROFESSIONAL AUDITING SERVICES
FOR THE TOWN OF GREENVILLE, FLORIDA**

NOTICE TO PROPOSERS

The Town of Greenville, Florida, pursuant to Section 11.45 and Chapter 218, *Florida Statutes*, and the procedures of the Town of Greenville, Florida, is currently accepting Proposals for Professional Auditing Services.

The successful proposer is required to be an independent certified public accountant licensed to practice in the State of Florida. The successful proposer will enter into a five (5) year service contract with the option for renewal up to three (3) additional one-year extensions.

Certified public accountant(s) who are interested in providing this service may obtain an electronic copy of the Request For Proposal from the Town website at www.mygreenvillefl.com, a paper copy from the Office of the Director of Finance and Administration, Greenville Town Hall, 154 SW Old Mission Avenue, Greenville, Florida 32331, or by calling Town Hall at (850) 948-2251 to request an emailed copy of an electronic copy.

Questions regarding proposals should be directed to Ms. Kim Reams, Director of Finance and Administration at (850) 948-2251.

Proposals, including one (1) original paper copy, one (1) electronic file in Adobe PDF format via Flash/Thumb Drive, and nine (9) photocopies of the proposal, must be physically received **no later than 2:00 P.M. (EDT), on Thursday, July 11, 2024** at the Office of the Director of Finance and Administration, Greenville Town Hall, 154 SW Old Mission Avenue, Greenville, Florida 32331, in a sealed envelope that is clearly marked, "RFP #: 2024-01, PROPOSAL FOR PROFESSIONAL AUDITING SERVICES".

The Town of Greenville, Florida, reserves the right to reject any and all proposals, in whole or in part, to waive minor defects in the process, and to accept the proposal deemed solely by the Town of Greenville, Florida, to be in the Town's best interest.

**REQUEST FOR PROPOSALS (RFP#2024-01) FOR
PROFESSIONAL AUDITING SERVICES
FOR
THE TOWN OF GREENVILLE, FLORIDA**

TOWN OF GREENVILLE
Request for Proposal for Auditing Services
RFP No. 2024-01

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I. GENERAL INFORMATION

The Town of Greenville is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the five fiscal years ending September 30, 2023 through September 30, 2028 with an option for up to three (3) one-year extensions. These audits are to be performed in accordance with the laws of the State of Florida, Rules of the Florida Auditor General, generally accepted accounting standards, the standards set forth for financial audits in the U.S. Government Accountability Office's (GAO) *Government Auditing Standards*, the provision of the Federal Single Audit Act and Amendments, the Florida Single Audit Act, F.S. 215.97, and the U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations.

The audits shall be financial audits as defined by section 11.45(1)(d), *Florida Statutes*, Rules of the Auditor General, and regulations of the Florida Department of Banking and Finance.

There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this Request.

All questions requiring clarification or interpretation of the proposal documents shall be made in writing and shall be delivered to Kimberly Reams, Director of Finance and Administration, at least five (5) business days prior to the date for receipt of Proposals. No questions shall be answered during the three (3) business days prior to the date for receipt of Proposals.

To be considered, one original, electronic file in Adobe pdf, and nine (9) sets/copies of the Proposal must be submitted. Proposals must be received on or before 2:00 p.m. E.D.T., Thursday, July 11, 2024, and shall be plainly marked on the outside of a sealed envelope/container with: Proposer's name and address, and in the bottom left corner, "AUDITING SERVICES RFP #2024-01".

Proposals are to be submitted to the Town Director of Finance and Administration Office, Town Hall, 154 SW Old Mission Avenue, Greenville, FL.

Proposals will be opened at 2:01 p.m., E.D.T. and distributed to the Audit Selection Committee for review. Proposals received after the specified date and time will not be accepted. Faxed Proposals will not be accepted.

The opening and review of all submitted proposals will be broadcast online via the Zoom videoconference software. The login credentials will be posted on the Greenville website no later than three (3) days prior to the deadline.

Proposals submitted will be evaluated by an Audit Committee, (herein after referred to as Committee), created pursuant to the provisions of Section 218.391(3) *Florida Statutes*.

During the evaluation process, the Committee and Town reserve the right, where it may serve the Town's best interest, to request additional information or clarifications from firms submitting proposals, or to allow corrections of errors or omissions. At the discretion of the Town or the Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

It is anticipated the selection of a firm will be completed by July 15, 2024.

A. Disclosure - Upon receipt, responses shall be subject to public disclosure consistent with Section 119, *Florida Statutes*.

B. Term of Engagement - A five-year contract is contemplated, with up to three (3) one-year extensions, at the Town's option. Each extension is subject to review and recommendation of the Committee, the satisfactory negotiation of terms (including a price acceptable to both the Town and the selected auditor), the concurrence of the Town Council and the annual availability of an appropriation by the Town Council.

II. NATURE OF SERVICES REQUIRED

A. General - The Town of Greenville is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending 9/30/2023, 9/30/2024, 9/30/2025, 9/30/2026, and 9/30/2027, with the option of the Town to extend the auditing of the Town of Greenville's financial statements for up to three (3) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in the Request For Proposals.

B. Scope of Services - The Town of Greenville desires the auditor to express an opinion on the fair presentation of the Town's governmental activities, its business-type activities, each of its major funds, and its aggregate remaining fund information in conformity with generally accepted accounting principles. The auditor should express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with general accepted accounting principles.

C. Auditing Standards To Be Followed - To meet the requirements of the Request For Proposals, the audit shall be performed in accordance with:

Requirements of the Florida Auditor General, generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S.

Government Accountability Office's *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1994 (as amended in 1996), the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States and Local Governments, and Non-Profit Organizations*, and any other applicable federal, state and local laws and regulations.

D. Reports to be Issued - Following completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements of the Town as a whole.
2. A report on compliance with applicable laws and regulations.
3. All applicable reports of State and Federal financial assistance in association with the Single Audit Act of 1984, and amendments of 1996 and the Florida Single Audit Act, as needed.
4. A report on internal controls based on the auditor's understanding of the control structure and assessment of control risk. In the report(s) on compliance and internal controls, the auditor shall communicate any significant deficiency or material weakness found during the audit.
5. Management letter for the Town Council.
6. The auditor shall be required to make an immediate written report of all irregularities, illegal acts, or indications of illegal acts of which it becomes aware of to the Town Manager, Town Director of Finance and Administration, and Town Council.

E. Special Considerations

1. Working Paper Retention and Access to Working Papers - All working papers and reports must be retained, at the auditor's expense, for a minimum of seven years, unless the auditor is notified in writing by the Town of the need to extend the retention period. The auditor will be required to make working papers available upon request, to the following parties or their designee: (1) Town of Greenville, (2) U.S. General Accounting Office (GAO), (3) parties designated by the federal or state governments or by the Town of Greenville as part of an audit quality review process, and (4) auditors of entities of which the Town is a sub-recipient of grant funds.
2. The auditor shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers of continuing accounting significance.

3. The auditor shall provide a minimum of fifteen (15) bound Financial Reports.
4. The auditor shall assist the Town with other related auditing and accounting services as required, including, but not limited to, bond issuance, financing, auditing of Town contracts and franchises, performance audits, changes in reporting requirements, and routine consultations as requested by the Town from time to time.

III. DESCRIPTION OF THE GOVERNMENT

A. Town Contact - The auditor's principal contact with the Town of Greenville will be Kimberly Reams, Director of Finance and Administration, (850) 948-2251, who will coordinate the assistance to be provided by the Town to the auditor.

B. Background Information - The Town of Greenville is geographically located in North Florida, approximately forty-five miles east of Tallahassee, with an estimated population of 837. The Town has a charter government structure approved by referendum of the electors under the Town Manager form of government, with a five-member Town Council.

The Town of Greenville provides the following direct services to its citizens:

Potable water, sanitary sewer, sanitation (garbage/rubbish collection), parks/recreation, cemetery, and stormwater services.

Madison County provides law enforcement (Sheriff), fire protection (County funded fire department), and building inspection/permitting services (interlocal agreement).

The Town of Greenville has a total of eight (8) full-time employees (Town Manager, Deputy Town Manager, Director of Finance and Administration, Public Works Director, and a four-member crew). The Town Charter provides for a Town Manager, which is currently being filled on a contract basis, serving as Interim Town Manager.

The total 2022-2023 Town Budget was \$17,518,860. The total 2023-2024 Town Budget is \$18,541,208.

C. Fund Structure - The Town of Greenville uses the following fund types and account groups in its financial reporting: General Fund (I); Debt Service Funds (6); and Enterprise Funds (1).

D. Basis of Budgeting - The Town of Greenville prepares its budgets on a basis consistent with generally accepted accounting principles for Governmental Funds.

E. Health Coverage - The Town provides an employee group health insurance plan. The plan is a single employer, experience rated insurance plan that provides medical & dental benefits.

F. Pension Plan - The Town participates in the Florida Retirement System (FRS) created by the Florida Legislature and administered by the State of Florida, Department of Management Services, Division of Retirement. The System is cost sharing, multiple employer defined public retirement plan available to government units within the State of Florida. The contribution requirements of plan members are established, and may be amended, by the Florida Legislature.

G. Federal/State Awards - During the initial fiscal year to be audited, the Town received a Florida Department of Environmental Protection (DEP) Grant to assist the Town in groundwater monitoring of a small five-acre abandoned municipal landfill. Funding for the grant and the requirement for continued monitoring expired during the initial fiscal year to be audited. The Town has received numerous State and Federal Awards in the past and anticipates applying for State and Federal funding assistance in fiscal year 2023-2024, and beyond.

H. Computer Systems - Software: QuickBooks & RVS Mosaics Utility Billing; Hardware: Dell and HP.

I. The Town does not have an internal audit department.

J. The Town Director of Finance and Administration maintains accounting records for the Town.

K. Availability of Prior Audit Reports and Working Papers - Interested proposers who wish to review prior year's audit reports and management letters may contact Kim Reams, Director of Finance and Administration, at 850/948-2251.

IV. TIME REQUIREMENTS

A. Proposal Calendar - Following is a list of anticipated key dates regarding the selection process:

Due Date for Proposals:	July 11, 2024
Audit Committee Evaluation/Recommendations:	July 11, 2024
Auditor Contract Approved by Town Council:	July 15, 2024

B. Date Audit May Commence- The Town will have all records available and staff ready to meet with the auditor immediately after contract approval.

C. Schedule for the 2023 Fiscal Year Audit- The Town is available when the auditor is ready to proceed. The auditor shall provide a proposed schedule for approval by the Town.

D. Date Final Report Due - Anticipated delivery of final reports, including the Single Audit, for the first year by August 31, 2024. Delivery of subsequent Final reports will be handled through annual engagement letters. Auditor may request an extension to date, but final reports must be received in time for Town submittal to State/Federal funding agencies prior to June 30, 2025

V. QUALIFICATIONS OF THE AUDITOR:

A. The auditor must be licensed to practice in Florida.

B. The auditor shall provide an affirmative statement that it is independent of the Town of Greenville as defined by generally accepted auditing standards (Government Auditing Standards) issued by the Comptroller General of the United States.

C. The auditor must have been established in Florida and performed continuous CPA services for a minimum of five years.

D. The auditor must be a member in good standing with the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.

E. The auditor should clearly indicate its expertise. Resumes should be provided for the partner and manager who would oversee the audit.

F. The individuals who will be primarily responsible for the audit must have a minimum of twenty-four (24) hours of governmental accounting and auditing CPE.

G. The auditor should indicate its approach to peer review and provide a report of the most recent peer review. Indicate whether that peer review included a review of local government client activities.

H. The auditor shall indicate any disciplinary actions that have been instituted or proposed against the auditor during the last three years.

I. The auditor should describe the results of any state or federal review during the past three years of the firm's governmental client audit work.

J. The auditor shall have the ability to adequately store all working papers and reports at the auditor's expense for a minimum of seven (7) years, unless the Town notifies the auditor to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees: the Town, General Accounting Office, parties to an audit quality review process, and auditors of entities of which the Town is a recipient of grant funds. In addition, the auditor shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers.

K. The auditor must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient services to the Town. The Town reserves the right to inspect the facilities, organization, and financial condition or to take any other action necessary to determine the ability to perform in accordance with specifications, terms, and conditions.

VI. EVALUATION CRITERIA FOR FIRMS SUBMITTING PROPOSALS

Proposals will be evaluated using the following three (3) sets of criteria: (1) Meeting the mandatory criteria: (2) technical qualifications: and (3) price. The following represent the principal selection criteria that will be considered during the evaluation process.

A. Mandatory Elements

1. The firm is independent and licensed to practice in the State of Florida and must be in good standing with the American Institute of Certified Public Accountants (AICPA), the Florida Institute of Certified Public Accountants (FICPA), and the Florida Board of Accountancy, a division of the Department of Business and Professional Regulation of the State of Florida.
2. In accordance with the Florida Board of Accountancy, the firm's professionals have received adequate continuing professional education within the preceding two (2) years.
3. The firm has competent technical experience in municipal financing transactions.
4. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of Greenville.
5. The firm submits a copy of its most recent external quality control review report, and the firm has a record of quality audit work.
6. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

B. Technical Qualifications

1. The firm's past experience and performance with General Government and Utility audit engagements and demonstrated understanding of the Town of Greenville requirements.
Score: 0-20
2. The quality of the firm's professional personnel to be assigned to the engagement, including tenure with the firm and specific municipal government audit experience and the quality of the firm's management support of personnel available for technical consultation.
Score: 0-20

3. The firm's approach to meeting the audit needs of the Town of Greenville.

Score: 0-20

4. The firm's current and projected workloads indicate the availability of the time and focus necessary to conduct this engagement to the satisfaction of the Town.

Score: 0-10

5. Local Government References

Score: 0-10

6. Price (over five-year period)

Score: 0-20

VII. PROPOSAL SUBMITTAL

All proposals must be delivered to the Town at the address below no later than 2:00 p.m. E.S.T., July 11, 2024. Late proposals will be rejected. Failure to comply with this or any other paragraph of the Request for Proposals shall be sufficient reason for rejection of the proposal. Proposals that are not timely received will not be considered. Late proposals will be declared non-responsive and will not be opened. A proposal will not be altered after its submission.

Please mark an original, so identified, one electronic file in Adobe pdf, and nine (9) complete copies of the written proposal in an envelope(s) as follows:

Professional Auditing Services

Written Proposal

Do Not Open Until 2:00 p.m., E.S.T., July 11, 2024

Request for Proposal No. 2024-01

Please address the mailing envelope(s) as follows:

Town of Greenville

Director of Finance and Administration

P.O. Box 235

154 SW Old Mission Avenue Greenville, FL 32331

ALL PROPOSALS MUST BE RECORDED (CLOCKED IN) IN THE TOWN DIRECTOR OF FINANCE AND ADMINISTRATION OFFICE ON OR BEFORE THE TIME AND DATE INDICATED ON THE RFP DOCUMENT. The responsibility for submitting the proposal to the Town Director of Finance and Administration's Office on or before the above stated time and date is solely that of the firm. The Town will in no way be responsible for delays in mail delivery or delays caused by any other occurrence. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal firm.

The Town shall not be liable for any costs incurred by a firm prior to entering into a contract. Therefore, all firms are encouraged to provide a simple, straightforward, and concise description of their ability to meet these specifications.

VIII. PROPOSAL EVALUATION AND CONTRACT AWARD

A. RFP Review Group (Committee) Responsibility and Evaluation Process

The Committee will evaluate proposals submitted. In the event that any member of the Committee asks to be excused from the process because of an apparent conflict of interest, the Committee, at its discretion, may substitute a replacement.

The evaluation will be conducted in two phases:

Phase 1: The Committee will review each proposal and determine if each is responsive to the minimum mandatory technical provisions of the RFP.

Phase 2: The Committee will evaluate all responsive proposals submitted and will assign a composite score to each category.

B. Review of Proposals

The Committee shall discuss the requirements of the project, review, and evaluate each proposal in order to rate and rank each firm. This rating shall serve as a basis for oral interviews, if needed.

C. Contract Award

The Town reserves the right to incorporate the successful firm's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.

The Selected firm will be required to assume responsibility for all services offered in the proposal. The Town will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.

A copy of the recommended ranking and award will be available for review at Town Hall upon completion of the evaluation by the Committee. Firms may obtain a copy of the final tabulation by submitting a self-addressed stamped envelope and identifying the appropriate RFP. Firms may also obtain information on RFP results by calling Kim Reams, Greenville Director of Finance and Administration at 850-948-2251.

D. The proposal, as submitted, will be considered the final submission. The proposal shall remain binding for a period of ninety (90) calendar days.

E. The Town's performance and obligation to pay for the purchase of services for a period in excess of one (1) fiscal year under any contractual relationship is contingent upon an annual budget appropriation approved by the Town Council.

F. The Town reserves the right to reject any and all proposals, to waive minor defects in the process and to accept the proposal deemed by the Town to be in the Town's best interest.

G. All issues addressed in the Request for Proposals will be given consideration in determining the successful proposer.

IX. INSURANCE REQUIREMENTS:

Before starting and until acceptance of the work by the Town, the auditor shall procure and maintain the following insurance coverages (and proof of the same must be submitted with the proposal):

A. Workers' compensation coverage for all employees to meet statutory limits in the State of Florida.

B. Commercial General Liability Insurance with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. This is to include premises/operations, products/completed operations, contractual liability, and independent contractors' coverage.

C. Business Auto Liability Insurance with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. This is to include owned, hired, and non-owned autos.

D. Professional Liability Insurance with a minimum limit of \$500,000 per occurrence.

E. The Town is to be an additional insured on the Commercial General Liability Insurance and the Business Liability Insurance policies, with requirement that the Town will be given no less than thirty (30) days written notice prior to cancellation or modification of such insurance. It is the responsibility of the auditor to ensure that all subcontractors comply with all of the foregoing insurance requirements.

**ATTACHMENT #1
FEE PROPOSAL FORM
TOWN OF GREENVILLE**

REQUEST FOR PROPOSAL #2024-01
PROFESSIONAL AUDITING SERVICES

Company: _____

Address: _____

City and State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Date of Proposal: _____

FIRM FIXED FEES PROPOSAL:

ANNUAL FEE FOR FIRST YEAR \$ _____

ANNUAL FEE FOR SECOND YEAR \$ _____

ANNUAL FEE FOR THIRD YEAR \$ _____

ANNUAL FEE FOR FOURTH YEAR \$ _____

ANNUAL FEE FOR FIFTH YEAR \$ _____

In accordance with your request for proposals, instructions and specifications, attached hereto, and subject to all conditions thereof, I (we), the undersigned, hereby agree, if this proposal is accepted, to contract with the Town of Greenville, Florida, to furnish any service requested herein and deliver the same to the Town of Greenville at the specified location.

The undersigned further declares that he/she has carefully examined the specifications and is thoroughly familiar with them and their provision(s). He/she further declares that no other person than the proposer herein named has any interest in this proposal or in the contract to be executed, and that it is made without connection with any other person(s) making a proposal for the same services, and it is in all respects fair and without collusion and fraud.

Signature

Printed Name and Title

ATTACHMENT #2
PUBLIC ENTITY CRIME FORM
TOWN OF GREENVILLE

REQUEST FOR PROPOSAL #2024-01
PROFESSIONAL AUDITING SERVICES

SWORN STATEMENT UNDER SECTION 287.133(3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract _____
This sworn statement is submitted by _____
whose business address is _____
and (if applicable) Federal Identification Number (FEIN) is _____
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement): _____

2. My name is _____
and my relationship to the entity named above is _____.

3. I understand that a "public entity crime," as defined in section 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 with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" as defined in section 287.133(1)(b), Florida Statutes, means 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 records 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 guilty or nolo contendere.

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

1. A predecessor or successor of a person convicted of a public entity crime; or
2. 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 of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when

not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

6. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for 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.

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

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have 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 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. (please attach a copy of the final order)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Date: _____

(Signature)

STATE OF _____
COUNTY OF _____

Sworn to or affirmed and subscribed before me by _____
who is _____ personally known, or has produced _____ as
identification, this _____ day of _____ 2024.

(SEAL)

NOTARY PUBLIC – STATE OF FLORIDA

Printed Name of Notary Public

**ATTACHMENT #3
DRUG FREE WORKPLACE CERTIFICATION
TOWN OF GREENVILLE**

REQUEST FOR PROPOSAL #2024-01
PROFESSIONAL AUDITING SERVICES

DRUG-FREE WORKPLACE CERTIFICATION

The signed Bidder below certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection I., 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any 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 drug-free workplace requirements.

Company: _____

Address: _____

City and State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____