



**RFP-016-2010**  
**City of Lake City**  
**INVESTMENT AND/OR COMMERCIAL BANKERS**

Date of Public Opening:  
Monday, April 19, 2010 @ 4:00 P.M. Local Time  
City Hall  
Council Chambers  
205 North Marion Avenue  
Lake City, FL 32055

Sealed responses will be received by the City's Purchasing and Contracting Department in the City of Lake City, City Hall, 205 N Marion Avenue, Lake City, Florida 32055, **until Monday, April 19, 2010 at 4:00 P.M. local time.** The same day, at 4:15 P.M. local time all responses will be publicly acknowledged in the Council Chambers, 2<sup>nd</sup> floor City Hall. Only the names of the offeror's will be read. The City of Lake City reserves the right to accept or reject any or all proposals, in part or total and to waive any minor informalities, as deemed in the best interest of the City. No faxed or telecommunicated proposals will be accepted. It is the sole responsibility of the offeror to see that the company's proposal is in the hands of the Purchasing and Contracting Department, stamped and dated by personnel in the above office before the due date and time indicated herein. The City is not responsible for responses lost or delivered to the wrong location. Solicitation documents may be obtained at the Purchasing and Contracting Department in City Hall, 205 N. Marion Avenue, Lake City, FL 32055 or our website <http://www.lcfla.com/purchasing.htm>.

All responses must be date and time stamped in at the City Purchasing Department prior to 4:00 P.M. local time on Monday, April 19, 2010 to be considered responsive. Any responses received after 4:00 P.M. will be returned unopened.

One (1) original (clearly marked “ORIGINAL”) and six (6) copies (clearly marked “COPY”) must be submitted to:

City of Lake City  
Purchasing & Contracting Department  
205 N. Marion Avenue  
Lake City, FL 32055

**THE CITY OF LAKE CITY IN NO WAY TAKES RESPONSIBILITY FOR ANY EXPENSES INCURRED BY ANY OFFEROR IN THE COURSE OF RESPONDING AND/OR PRESENTING THIS PROPOSAL.**

**ALL PROPOSALS MUST BE MARKED ON THE OUTSIDE OF THE ENVELOPE WITH THE PROPOSAL NAME AND NUMBER, THE TIME AND DATE OF THE PROPOSAL OPENING.**

Proposers are hereby advised that lobbying is not permitted with any City personnel or Council members regarding this RFP. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, or any other groups who seek to influence the governmental decision of a Councilmember or City personnel regarding this RFP. Any entity that lobbies on behalf of a proposer will result in rejection/disqualification of said proposal.

All inquiries must be in writing and directed to the Purchasing Director. All questions will be answered in writing and if questions alter the scope of work an addenda will be issued. Any and all Addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **April 13, 2010 by 5:00 P.M.** Questions received after this date and time will not be considered. Questions may be submitted via e-mail to [purchasing@lcfla.com](mailto:purchasing@lcfla.com) or by mail to City of Lake City, Purchasing & Contracting Department, 205 N. Marion Avenue, Lake City, Fl 32055.

It will be the sole responsibility of the offeror to contact the Purchasing and Contracting Department prior to submitting proposals to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their proposal.

(386) 719-5818 or (386) 719-5816  
[purchasing@lcfla.com](mailto:purchasing@lcfla.com)

### **SCOPE OF WORK**

The City of Lake City, Florida is seeking proposals from investment and/or commercial banks to purchase one or more of five series of refunding and new money revenue bond issues. One series of bonds will be issued to current refund the City’s Sales Tax Revenue and Refunding Bonds,

Series 2000. This series will be designated as Sales Tax Refunding Revenue Bonds, Series 2010A and have a final maturity of July 1, 2014. The second series will be designated as Sales Tax Revenue Bonds, Series 2010B, generate approximately \$1,500,000 for general fund improvements and have a final maturity of July 1, 2020. The pledged revenue for these two series is the City's share of the half cent sales tax revenues pursuant to Section 218.23, Florida Statutes. The collection history of this sales tax is as follows:

FY Ending September 30, 2005 - Audited	\$ 758,092
FY Ending September 30, 2006 - Audited	\$ 787,433
FY Ending September 30, 2007 - Audited	\$ 788,193
FY Ending September 30, 2008 - Audited	\$ 707,569
FY Ending September 30, 2009 - Unaudited	\$ 587,049
FY Ending September 30, 2010 – Budgeted	\$ 593,023

This revenue will be pledged only to the Sales Tax Revenue and Refunding Bonds, Series 2010A&B and any future issues (none currently planned) provided the pledged revenues produce at least 1.25 times debt service coverage on all outstanding debt. Debt service coverage based on FY 2010 budget revenues and expected debt service on the Series 2010A&B bonds should be approximately 1.98 times. The City does not expect to fund a debt service reserve fund for these bonds. The Series A and B bonds will be closed as one bank loan or bond issue.

The City's Utilities Revenue and Refunding Revenue Bonds, Series 2010AB&C will be issued along with the Sales Tax bonds. The Utilities bonds will be separate and apart from the Sales Tax Revenue and Refunding Bonds and secured by their own pledged revenues and bond documents. The Series 2010A bonds will current refund the City's Utilities Revenue Bonds, Series 1998A, with the same principal payment dates from 2018 to 2028. The Series 2010B bonds will current refund the City's Utilities Revenue and Refunding Bonds, Series 2000. These bonds will extend the previous bonds by 11 years with principal maturing in 2017 to 2028, in order to level debt service over the next six years. This extended structure has been approved by the City's consulting engineer, bond counsel, auditor and financial advisor. The bonds will be secured by the net water and sewer revenues of the system. The City also has outstanding Utilities Revenue and Refunding Bonds, Series 2003 which will have a balance of \$4,625,000 on July 1, 2010. The Series 2003 bonds will have a sole senior lien on the water and sewer loan, until the bonds are refunded or mature. The Series 2010AB&C bonds will have a junior lien on the net water and sewer revenues and will become senior lien bonds when the 2003 bonds mature or are refunded. The City does not expect to fund a debt service reserve fund for these bonds. The rate covenant and additional bonds test require 1.10 times coverage. The Series A and B bonds will be closed as a single loan or bond issue.

The City is in the process of implementing a revised water and sewer rate structure which is expected to produce the higher revenues necessary to fund the system and support the Series 2010C bonds for approximately \$17-18 million in proceeds to fund a new wastewater plant. The City also has a State Revolving Loan (SRL) with an outstanding balance of approximately \$10,560,000, a final maturity of December 15, 2026 and semi-annual payments of \$435,974. The SRL loan is currently subordinate to the City's Utilities bonds and is expected to remain

subordinate to the Series 2010AB&C bonds. A utility system debt service coverage table is attached to this RFP. The City's FY08-09 audit is expected by mid-April.

Gollahon Financial Services, Inc. is serving as Financial Advisor and Bryant Miller Olive P.A. as Bond Counsel. Bond Counsel will draft the legal documents and render the necessary legal and tax opinions on the bonds.

In order to facilitate the review and evaluation process, your proposal should be organized in the manner specified below:

Tab 1 Firm Overview – Provide a brief history of your firm, its resources and current financial status. Indicate whether your firm wants to serve as a senior manager, co-manager and/or to buy and hold all or a portion of the proposed revenue bonds (3 page limit).

Tab 2 Firm Experience and Qualifications -

A. Provide a summary of your national revenue bond experience since January 1, 2007 (2 page limit, excluding summary table).

B. Provide a summary of your Build America Bonds experience, as an underwriter and/or as a private placement buyer (3 page limit).

C. Provide a summary of your Florida revenue bond experience since January 1, 2007. Include a summary table with the following: Date Issued, Par Amount Issued, Issuer Name, Type of Issue, Gross Spread, Role, Name of Lead Banker, Name of Lead Underwriter (3 page limit excluding summary tables).

Tab 3 Personnel - Include names, titles, resumes, addresses (including e-mail), phone and fax numbers of those available to serve the City, including the lead banker, support staff and the lead underwriter (3 page limit).

Tab 4 References - Provide the names, titles and phone numbers of three to five Florida government officials where members of your proposed team have served as the lead banker or lead underwriter in the role of senior or co-manager (2 page limit).

Tab 5 Distribution - Describe your firm's distribution capabilities. Give recent examples and explain how these capabilities will specifically contribute to securing the lowest interest rates and best terms for The City of Lake City. Also, discuss your firm's ability and willingness to stock unsold balances of the proposed bonds (2 page limit).

Tab 6 Complete the three charts (appendices A, B&C) of your fees, expenses and estimated interests as described on the charts included with this RFP. Provide a detailed description (takedowns, expenses, management fee and expenses) of your not-to-exceed fees and expenses to underwrite or purchase the proposed bonds. The City will pay the fees of bond counsel, financial advisor, and auditor, verification agent, rating agencies, POS and OS printing, paying agent, registrar, trustee and bond insurer, if used. Also include your top two choices for underwriter's counsel and include their fee in your expenses. Underwriter's counsel will prepare the preliminary and official statements in addition to

preparing the customary documents and opinions rendered. What does your firm propose for optional redemption provisions for each of the revenue issues (3 page limit excluding the charts)?

Tab 7 The City's outstanding Sales Tax and Utilities bonds do not have underlying credit ratings. What recommendations and expectations do you offer concerning the City's potential underlying ratings for the proposed Sale Tax bonds and Utilities bonds? Also, include your assessment of the cost, benefits and disadvantages of insuring the issue(s) (3 page limit).

Tab 8 Additional Information and Recommendations - Describe your past service to the City and your current understanding of their needs and goals. Include in appendix C: copies of letters, analyses (cover letters only), materials or articles that you have sent to the City over the last 3 years. Present any recommendations that would help the City best fund the proposed refunding and projects. Include any additional information or analyses that you deem appropriate and relevant (4 page limit, excluding copies of previous correspondence).

At the closing of the Note, any commercial bank that is a successful bidder will be required to make certain certifications, including but not limited to certifications that it:

- (a) is not acting as a broker or other intermediary, and is purchasing the Note as an investment for its own account and not with a present view to a resale or other distribution to the public;
- (b) understands that the Note may not be transferred in a denomination less than \$100,000 under any circumstances;
- (c) is a bank, trust company, savings institution, insurance company, dealer, investment company, pension or profit-sharing trust, or qualified institutional buyer as contemplated by Section 517.061(7), Florida Statutes;
- (d) is not purchasing the Note for the direct or indirect promotion of any scheme or enterprise with the intent of violating or evading any provision of Chapter 517, Florida Statutes; and
- (e) is an "accredited investor" within the meaning of the Securities Act of 1933, as amended, and Regulation D thereunder.

The City reserves the right to reject any and all proposals or waive any variations which are considered to be in its best interest. Therefore, initial proposals should contain the proposer's best terms from a rate, price and technical standpoint. The ranking committee may seek additional clarification from any and all proposers as necessary to completely evaluate proposals. In the event the City elects to terminate the financing prior to execution of a loan, the City will be under no obligation to any proposer.

The City Council approved the financing plan described on pages 2-5 of this RFP at their March 1, 2010 meeting. The successful Proposers are expected to be notified on or about May 4<sup>th</sup>. A private placement bank loan should close by mid-to-late May, while a public offering would have an expected closing by late June. The closings are expected to take place in Lake City or Tallahassee FL.

1. INSURANCE REQUIREMENTS

Offeror shall, at Offeror’s sole expense, procure and maintain during the term of the Contract, at least the following minimum insurance coverage, which shall not limit the liability of the Offeror:

Applicable  Not Applicable

*Workers Compensation – Coverage A*

**Statutory**

*Comprehensive General Liability*

**\$1,000,000 Each Occurrence**

**\$1,000,000 Per Project Aggregate**

**\$1,000,000 Products and Completed Operations**

**Aggregate**

**Premises operations**

**Blanket Contractual Liability**

**Personal Injury Liability**

**Expanded Definition of Property Damage**

*Comprehensive Automobile Liability*

*(Combined Single Limit)*

**\$1,000,000 Each Occurrence**

Applicable  Not Applicable

**Professional Liability Insurance \$1,000,000 Each Occurrence**

Applicable  Not Applicable

**Umbrella/Excess Liability Insurance \$1,000,000 Each Occurrence**

All insurers shall be licensed to do business in the State of Florida. All policies of insurance shall be rated “A-” or better by the most \*recently published A.M. Best Rating Guide, shall have a financial size Category “IV” or better according to the latest edition of Best’s Key Rating Guide, and shall be subject to City of Lake City approval as to form and issuing company. City of Lake City shall be named as an *additional insured* in the commercial general (including property damage) and automobile liability policies within five (5) days after execution of Contract. Offeror shall furnish City of Lake City copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *“Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the City of Lake City.”* **Offeror is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted. The required insurance shall be maintained, without interruption, for a period of one year following expiration of the Contract.**

Receipt of certificates or other documentation of insurance or policies or copies of policies by the City of Lake City, or by any of its representatives, which indicate less coverage than

required, does not constitute a waiver of the Offeror's obligation to fulfill the insurance requirements herein.

2. INDEMNIFICATION/HOLD HARMLESS AGREEMENT: Offeror shall, to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the City of Lake City, its elected officials, employees, and agents from and against any and all claims, actions, liabilities, losses (including economic losses), costs, including attorney's fees, arising out of any actual or alleged: (a) bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Offeror, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or (b) violation of law, statute, ordinance, rule, regulation, or infringement of patent rights by Offeror in performance of the work described herein; or (c) liens, claims or actions made by the Offeror or any subcontractor or other party performing the work. The indemnification obligations hereunder shall not be limited to any type of damages, compensation or benefits payable by or for the Offeror or any subcontractor under worker's compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any costs or expenses, including attorney's fees, incurred by the City of Lake City to enforce this agreement shall be borne by the Offeror.

Notwithstanding the foregoing, the liability herein shall be limited to ten million dollars (\$10,000,000) and the Offeror recognizes that and covenants that it has received consideration for indemnification provided herein.

The following documents are available upon request by e-mailing Debbie Garbett, Purchasing Director at [garbettd@lcfla.com](mailto:garbettd@lcfla.com)

1. Financial Statements and Independent Auditors' Reports Years 2004 – 2008
2. Water, Wastewater and Reclaimed Rate Study
3. FY 2010 Budget

**SWORN STATEMENT UNDER SECTION**

**287.133(3)(n), 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 RFP-016-2010.
2. This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) its Federal Identification No.(FEIN) is \_\_\_\_\_. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement\_\_\_\_\_.
3. My name is \_\_\_\_\_ 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 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 an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
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 an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or



**b.** An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a 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)(c), Florida Statutes, means any natural person or entity organized under the laws of any state 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. (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 neither management of the entity, nor any affiliate of the entity have been charged with a 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, and (Please 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. (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

the 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)

Signature:\_\_\_\_\_Date\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned authority, \_\_\_\_\_ who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large

My Commission Expires:

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

**CONFLICT OF INTEREST STATEMENT**

STATE OF FLORIDA, CITY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_  
City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-016-2010** described as Investment and/or Commercial Bankers.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_.

Identification type: \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

Printed, typed, or stamped commissioned name of notary public.

My commission expires \_\_\_\_\_.

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

**DISPUTES DISCLOSURE FORM**

**Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.**

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

\_\_\_\_\_  
Firm Date

\_\_\_\_\_  
Authorized Signature and Title Printed or Typed Name and Title

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, \_\_\_\_\_(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

State of Florida  
County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_day of \_\_\_\_\_20\_\_\_\_.  
Personally known\_\_\_\_or Produced Identification \_\_\_\_\_  
(Specify type of identification)

\_\_\_\_\_  
Signature of Notary  
My Commission Expires:\_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

