

North Florida Water Utilities Authority

Board of Directors

Meeting Agenda

November 6, 2024

9:30 AM

Suwannee County Judicial Annex
218 Parshley Street SW
Live Oak, FL 32064

Pursuant to s.s. 189.015 and 286.011, F.S. this public meeting of the Authority shall be conducted in-person at the noticed public forum. Members of the public are welcomed and encouraged to attend in person, as live digital streaming is not available for this public meeting.

PLEASE BE ADVISED THAT ANYONE WANTING TO APPEAL AN OFFICIAL DECISION OF THE NORTH FLORIDA WATER UTILITIES BOARD MADE ON ANY SUBJECT AT THE MEETING MUST HAVE A VERBATIM RECORD OF THE MEETING THAT INCLUDES THE TESTIMONY AND EVIDENCE ON WHICH THE APPEAL IS BASED.

PERSONS WITH DISABILITIES WHO REQUIRE ASSISTANCE TO PARTICIPATE IN THE MEETING ARE REQUESTED TO CALL DALE WILLIAMS, NFWUA REPRESENTATIVE, AT 386-623-3493 OR BY EMAIL AT dwilliams@nfps.net AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE MEETING.

AGENDA

Call to Order

1. Pledge
2. Roll Call
3. Additions and Deletions
4. Adoption of the Agenda
5. Approval of the August 12, 2024, NFWUA Meeting Minutes **(A1-A6)**
6. Approval of Warrants **(B-1)**

Page 2 – November 6, 2024, NFWUA Board of Directors Meeting

7. 5th NFWUA Board Member Applicant Selection -
Review of Directors Individual “Scoring” Forms **(C1-C13)**

Presentations to the Board

8. Mike McWaters, Executive Director, Suwannee Valley Electric
9. Ben Scott, BCC Finance Director, Columbia County Clerk of Courts –
 - a.) Estimated Cost – Dedicated NFWUA Payroll Module **(D1-D6)**
 - b.) Continued Discussion – Options for NFWUA Payroll
 - c.) Budget Amendment 24-01 **(E1-E2)**
10. Denise Vogelgesang, FACT – Presentation of Policies

Discussion and Action

11. Grady Williams, NFWUA Attorney – Annual Financial Report Requirement,
Auditor Selection Process **(F1-F43)**

Updates with Discussion and Action, If Needed

12. Executive Director Search
13. RFQ – Utility Rate Study
14. NFWUA Website Status
15. October 23, 2024, Joint Utility Workshop Follow-Up

Board/Public Comments

16. Public Comments
17. Board Comments
18. Announcement: Next NFWUA Meeting Date (December 4, 2024 –
Columbia County)
19. Adjournment

North Florida Water Utilities Authority

August 12th 2024 9:30 AM

The North Florida Water Utilities Authority (NFWUA) met in a scheduled meeting, held at 971 W. Duval Street, Suite # 150 Lake City, FL 32055. The meeting was called to order with invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

Board Attendance:

Chairman, Columbia Commissioner Rocky Ford

Vice-Chair, Suwannee Commissioner Franklin White

Board Member, Columbia Commissioner Ron Williams

Board Member, Suwannee Commissioner Leo Mobley

Others in Attendance:

David Kraus, Columbia County Manager

Consultant, NFPS Dale Williams

Shannon Roberts, Suwannee County Administrator

Grady Williams, NFWUA Attorney

Greg Scott, Suwannee County Manager

Staz Guntek, Columbia Project Development Manager

James Swisher, Clerk of Court & County Comptroller

Deputy Clerk, Amber Taylor

Approval of Minutes:

Motion by Commissioner White to approve NFWUA board minutes from July 1st 2024 meeting.

Seconded by Commissioner Mobley. Motion carried unanimously.

Additions and Deletions:

08122024 NFWUA
Prepared by Amber Taylor

Addition

- Budget discussion
- Office space/location for NFWUA
- Adoption of resolution 2024-01
- Temporary signature permission

Deletion

Presentation to the Board by Mr. Mike McWaters, Suwannee Valley Electric. Mr. McWaters was unable to attend meeting.

Motion by Commissioner White to approve and adopt the Agenda as presented. **Seconded** by Commissioner Mobley. Motion carried unanimously.

Presentation to the Board:

Jay Swisher, Columbia Clerk of Court & Comptroller

Mr. Swisher gave brief presentation to the NFWUA Board. See attached.

Mr. Swisher advised that at current time, he did not feel it necessary to hire a full time position to accommodate the fiduciary needs of the Authority. Mr. Swisher advised the Board, that a Federal Tax Identification number has been established for the North Florida Water Utilities Authority, as well as a bank account, opened at First Federal Bank. A suggestion was made by Mr. Swisher to appoint a designated signee, for the purpose of signing invoices and insurance paperwork.

Discussion ensued.

Commissioner Ford brought forth motion *“to allow the chair to sign off on any invoices for approval”* **Motion** by Commissioner White, so moved. **Seconded** by Commissioner Mobley. Motion carried unanimously.

Denise Vogelgesang, Florida Assoc. of Counties Trust

Ms. Vogelgesang presented the Board with outline of projected costs for insurance for NFWUA. (See attached handout)

The proposal provided an itemized breakdown of cost for suggested insurance coverage for NFWUA.

Motion by Commissioner White, *“to adopt contract with caveat the cyber security refund if possible.”*
Seconded by Commissioner Williams. Motion carried unanimously.

Nathan Thornton, Muni Creative, Inc.

Mr. Thornton gave a proposal on services offered and the development/maintenance of the website for the NFWUA.

Discussion ensued.

Motion to approve contract as presented by Muni Creative, Inc. and to approve purposed logo for NFWUA by Commissioner White. **Seconded** by Commissioner Williams. Motion carried unanimously.

Attorney Grady Williams, read aloud Resolution NFWUA 2024-01 a Resolution of the North Florida Water Utilities Authority committing to participation in the Florida Association of County Trust.

Mr. Williams requested that the Board authorize the adoption of the resolution and authorize the chair to proceed with the execution of the Joiner to the Agreement and Declaration.

Motion by Commissioner Williams to accept Resolution NFWUA 2024-01, **Seconded** by Commissioner White. Motion carried unanimously.

Discussion and Action Items:

Appointment of 5th Board Member:

Chairman Ford called into effect a deadline for application submission for the position of the fifth board member. This deadline will be effective at 5:00 PM on August 12, 2024. Thus far, four applicants have put in for consideration for said position. Chairman Ford suggested that applicants be present and interviewed, during September meeting.

Motion by Commissioner Williams to implement a 5:00 PM August 12, 2024 cutoff for the submission of applications for the fifth board member position on the North Florida Water Utilities Authority Board of Directors. **Seconded** by Commissioner White. Motion carried unanimously.

Attorney Contract Service Agreement:

Attorney, Grady Williams reviewed proposed contract (see attached) with the Board members of the Authority. He also reviewed budgetary amounts for contract. The NFWUA year 2025 projected estimate cost for legal services would be \$72,000.

Discussion ensued.

Mr. Williams made suggestion that the Suwannee County Attorney have an opportunity to review the proposed contract, before any votes are cast. After review, the contract will be voted on at the next meeting.

Purchasing Policy:

Mr. Staz Guntek gave review of proposed purchasing policy for the North Florida Water Utilities Authority. This policy was derived in conjunction with Attorney Grady Williams, and is modeled after the current Columbia County purchasing policy. Attorney Williams, made suggestion to the Board for each member to present the proposed purchasing policy to their County Attorneys for review. Mr. Guntek & Attorney Williams will then present final format policy at the September meeting for vote of approval.

Discussion ensued.

Motion by Commissioner Williams to approve purchasing policy as presented. **Seconded** by Commissioner White. Motion carried unanimously.

Job Description- NFWUA Executive Director:

Lengthy discussion ensued pertaining to qualifications, job duties, and salary for the position of the Executive Director for the NFWUA.

Motion by Commissioner Ford to implement October 18th 2024 as deadline for submission of applications for the Executive Director position for the NFWUA. **Seconded** by Commissioner White. Motion carried unanimously.

Utility Rate Study Proposals:

Lengthy discussion on rate study ensued.

Office Space for NFWUA:

Discussion ensued pertaining to office space for the North Florida Water Utilities Authority. Suggestions were made of various locations for possibility. The old Lake City Reporter building was decided upon on a temporary basis.

Motion put forth by Commissioner Ford “*to have them temporarily located in Reporter building on East 90 in Lake City.*” **Motion** by Commissioner Williams, so moved. **Seconded** by Commissioner White. Motion carried unanimously.

NFWUA Budget:

Lengthy discussion about the creation of budget for the 2024-25 year pursued. Mr. Williams (NFPS) feels as though the fiscal year 2024-25 will be adequately funded. This conclusion is based on the information given to him which projected funding in the amount of \$375,000 for the 2024-25 year.

Discussion ensued.

Chairman Ford proposed motion “*to request each County to provide \$150,000 into their budget, for the award of utility for next year.*” **Motion** by Commissioner White, so moved. **Seconded** by Commissioner Mobley. Motion carried unanimously.

Discussion ensued.

Public Comments:

None

Board Comments:

Commissioner Williams discussed areas of economic development in Columbia County. He also would like to ensure that Utilities at Industrial Park are NFWUA.

Next Meeting Schedule:

NFWUA September meeting is to be held in Suwannee County at the Judicial Annex on September 4th 2024 at 9:30 AM.

Adjournment:

There being no further business, meeting adjourned at 11:05 AM.

ATTEST:

Rocky Ford, NFWUA Chairman

James M. Swisher, Jr.

Clerk of Circuit Court & County Comptroller



North Florida Water Utilities Authority

PO Box 1529
 Lake City, FL 32056
 (755) 755-4100

Agenda Title

Bills and Vouchers - 9/5/2024 - 10/15/2024 - \$ 65,173.23

Nature and Purpose

This item requests Board approval for the payment of bills and vouchers in the amount of \$65,173.23 submitted 9/5/2024 - 10/15/2024. All funds authorized for the issuance of these checks have been budgeted. The Clerk to the Board office reviews bills and vouchers submitted for approval. If for any reason, any of these bills are not recommended for approval, the Clerk to Board office will notify the Board. The Clerk to the Board office maintains copies of invoices and supporting documentation for review.

Recommended Motion/Action

Approve payment of bills and vouchers in the amount of \$65,173.23

<u>Check Date</u>	<u>Check #</u>	<u>Total Paid</u>	<u>Vendor</u>
602-0000-155.00-00	NFWUA FUND/ASSETS/PREPAID EXPENSES/		
09/05/2024	101	\$10,068.00	FLORIDA ASSOC. OF CO., TRUST
602-3600-536.10-24	WORKERS COMPENSATION		
09/05/2024	102	\$543.00	FLORIDA MUNICIPAL INSURANCE TRUST
602-3600-536.30-31	PROFESSIONAL SERVICES		
09/05/2024	103	\$4,700.00	MUNICREATIVE, INC
09/06/2024	104	\$0.00	EFT TEST VENDOR 1
09/19/2024	171	\$42,700.00	NORTH FLORIDA PROFESSIONAL SERVICES
10/15/2024	405	\$6,000.00	GRADY H WILLIAMS JR LLM
602-3600-536.30-45	GENERAL INSURANCE		
09/05/2024	101	\$877.00	FLORIDA ASSOC. OF CO., TRUST
602-3600-536.30-47	PRINTING & LEGAL ADS		
10/09/2024	404	\$93.22	RIVERBEND NEWS
602-3600-536.30-52	OPERATING SUPPLIES		
09/05/2024	100000	\$192.01	SUPERIOR PRESS
		<u>\$65,173.23</u>	

October 29, 2024

TO: NFWUA Board Members

FR: Dale Williams

RE: 5th NFWUA Board Member Selection

In the September 4, 2026, NFWUA Meeting, the NFWUA Board elected to use individual Board Member "Scoring" Sheets to identify the highest scoring applicant to serve as the 5th NFWUA Board Member. Please find attached the following items for your use:

- 1.) NFWUA Board Member Scoring Sheet including a "Note to NFWUA Board Members" regarding current Florida Law applicable to the selection process.
- 2.) A copy of the original application and/or resume submitted by each applicant.
NOTE Mr. Jack Schoen withdrew his application.
- 3.) A copy of the email sent to each applicant.

PLEASE BRING YOUR INDIVIDUAL SCORE SHEET TO THE NOVEMBER 6, 2024, NFWUA MEETING. THE NFWUA CHAIR HAS ADVISED HE WILL GIVE FURTHER INSTRUCTIONS PRIOR TO ADDRESSING THE AGENDA ITEM.

NORTH FLORIDA WATER UTILITIES AUTHORITY (NFWUA)

5th Board Member Scoring Sheet

TO BE COMPLETED BY EACH CURRENT NFWUA BOARD MEMBER. COMPLETED SCORE SHEETS SHOULD BE BROUGHT TO THE NOVEMBER 6, 2024, NFWUA MEETING FOR FURTHER INSTRUCTION

Based upon your review of the individual applications and/or resumes of the individuals who applied for the 5th NFWUA Board Member appointment, please score each applicant from 1 to 4 with 1 being the highest score. Applicants are in alphabetical order.

R. Steven Dicks _____

Carl King _____

Tom Ottum _____

Steve Roberts _____

NOTES:

Note to NFWUA Board Members: Use of this individual scoring sheet for the fifth NFWUA Board member selection process is optional and is provided to the individual existing NFWUA Board members to assist in preparing for the NFWUA Board's actual ranking and selection of the fifth Board member at a public meeting of the NFWUA Board, in accordance with Florida law and the provisions of the Interlocal Agreement forming NFWUA. **The individual unique scores assigned by you to a Board member prospect is subjective and is intended only to assist the NFWUA Board as a public body reach a collective, informed, and public decision on the final successful appointed NFWUA fifth Board member, at a NFWUA Board meeting.**

The final discussion, decision, and selection process for the appointment of the fifth Board member for NFWUA needs to be conducted at the public meeting of the NFWUA, pursuant to Article I, Section 24(b) of The Constitution of the State of Florida, section 286.011, Florida Statutes, and the Florida cases and Attorney General Opinions thereunder. For example: "The Sunshine Law applies to meetings of a board of county commissioners when interviewing applicants for county positions appointed by the board, when conducting job evaluations of county employees answering to and serving at the pleasure of the board, and when conducting employment termination interviews of county employees who serve at the pleasure of the board. AGO 89-37.", and "The Sunshine Law applies to advisory committees created by an agency to assist in the selection process. In *Wood v. Marston*, 442 So. 2d 934 (Fla. 1983), a committee created to screen applications and make recommendations for the position of a law school dean was held to be subject to s. 286.011, F.S. By screening applicants and deciding which applicants to reject from further consideration, the committee performed a policy-based, decision-making function delegated to it by the president of the university." Excerpt, Florida's 2024 Government-in-the-Sunshine Manual, p. 34.

Roy Steven Dicks

Resume

Date of Birth 1/25/1954

Education:

1. Columbia High School 1972
2. Lake City Community College, Associate of Arts Degree 1974
3. University of Florida, Bachelor of Science, Agriculture Education 1978

Professional Experience:

1. USDA/Farmers Home Administration, County Supervisor 7/83-9/95. Supervised from 3-5 employees. Responsible for servicing and making farm loans and housing loans to citizens in 3 counties (Suwannee, Lafayette, Hamilton). Loan approval authority up to \$300,000. Also, had approval authority for Housing Appraisals, Farm Real Estate Appraisals, and Chattel Appraisals.
2. USDA/Rural Development, Rural Development Manager 10/95-7/07. Responsible for supervising local office of 4 and administering Rural Housing programs to citizens in 7 counties in North Central Florida (Jefferson, Madison, Taylor, Suwannee, Hamilton, Lafayette, and Columbia). Loan approval authority up to \$175,000. Served two terms on state EEO committee, one as chairman.
3. USDA/Rural Development, Area Specialist 7/07-12/11. Position was to administer the following programs to 12 counties in North Central Florida (Madison, Taylor, Lafayette, Suwannee, Hamilton, Columbia, Baker, Nassau, Clay, Bradford, St. Johns and Union). A. Guaranteed Business and Industrial loans, B. Value added Producer Grants, C. Energy Efficiency Programs, D. Rural Energy for America Programs (REAP). E. Community Facility programs for government and nonprofit entities. F. Water/Wastewater programs for government and nonprofits. Retired USDA 12/11.
4. Mayo Fertilizer, Assistant Credit Manager, part-time. 3/12-9/14, 10/21 to present. Review/investigate credit applications and make recommendations on monthly credit limits.
5. Lafayette State Bank, Contract employee, 9/14-5/16. Interim Senior Loan Officer in a troubled bank that FDIC was on the verge of closing, due to poor management decisions. Supervised 14 loan department employees. Focus of employment was on cleaning up bad loan portfolio.
6. Cattle/Softwood timber/grass seed farmer, 6/16-present



Farm Experience:

1. Tobacco farmer 1968-2007 (40 years)
2. Cattle/calf producer (35+ years)
3. Private Pesticide license since 1974.
4. Cleared family farm after timber harvested, pulled and burned stumps, planted grass and replaced all fencing. Project 95% complete.
5. Other crops grown: Corn, Soybeans, Vegetables, Peanuts, Cotton, Grain Sorghum, Pine timber
6. Proficient in Equipment repair and maintenance.

Awards:

1. Future Farmers of America(FFA) - Star Chapter Farmer 1972, State Farmer Degree 1972, American Farmer Degree 1974. Participated in Parliamentary Procedure, Livestock Judging, and Tractor operations contests.
2. Numerous performance awards with USDA/RD and USDA/FmHA.
3. Semifinalist in Young Farmer/Rancher Florida Farm Bureau 1978. Member of Florida Farm Bureau from 1974-present.

Organizational participation:

1. Columbia County Farm Bureau Board of directors. Chairman of FFA Leadership Academy. Elected president of board 11/16 to present.
2. Elected to Florida Farm Bureau Board of Directors 10/22- present. Represent Columbia, Suwannee, and Hamilton Counties.
3. Member of Lake Butler Church of Christ, 50 years.



BOARD OF COUNTY COMMISSIONERS APPLICATION FOR BOARD OR COMMITTEE APPOINTMENT

Received
HR
Date: 6/21/24

Thank you for expressing interest to be considered for appointment to a committee, board, commission, or advisory group of the Columbia County Board of County Commissioners. The County Commission appreciates your willingness to serve your County in a volunteer capacity. Please complete this application to the best of your knowledge. You may attach a resume and any additional information you believe would assist the Board in evaluating your application.

Name: Carl D. King District #: 4

Address: 128 SW Beaver St.

City: Fort White State: FL Zip: 32035

Phone #: 356-365-0895 E-mail Address: Akingfisher1@gmail.com

How long have you resided in Columbia County? 61 years

Name your most recent occupation and employer: Registered agent for Stable Foundation Solutions

Are you registered to vote in Columbia County? Yes. No.

List all active professional licenses or certifications you hold: CBC 1265287

Please summarize your educational background: Associate Business Management

Please summarize your work experience: 40+ years in Electrical utility business
Retired project management

Please list civic clubs, professional organizations, public interest groups and other not-for-profit organizations of which you are a member or in which you have been active in the last three years, particularly those in Columbia County.

1. Board of Directors for SLOA
2. _____
3. _____
4. _____

Other than your home, please list and indicate the acreage of any parcels of property in Columbia County in which you have any ownership interest:

40 acres boundary 441 S inside city limits of Lake City

Please list all corporate entities doing business in or with Columbia County in which you have any financial interest, including but not limited to ownership, employment, or any contractual relationship:

Stable Foundation Solutions Inc, C.D. King Company LLC



Please indicate in order of preference the committee, board, or council in which you have an interest*:

1. Regional Utilities Board
2. _____
3. _____
4. _____

* Applicants may be appointed to no more than one board at any given time.

List three (3) personal or professional references:

1. Terry Dicks
2. Mark Hunter
3. Mark Urwin

You may use this space for a brief biographical sketch or to list other skills you possess that you believe are relevant to the appointment you are seeking. Please indicate in the space below if you have attached your resume or any other supporting documents.

After 20 plus years in the construction side of the electrical utility side, I moved into the management side planning & Design of utility's

NOTICE:

Florida has very broad public records laws. All information provided with this application shall become a matter of public record upon submission, and will be open to public inspection. If you require special accommodations because of a disability to participate in the application/selection process, please notify the Board of County Commissioners in advance to allow for your reasonable accommodation. This application will be active for one year, after which time you must notify the Board of County Commissioners of your wish to remain an active applicant. You may be required to update any application more than one year old.

ACKNOWLEDGMENT AND CERTIFICATION

I hereby acknowledge that Columbia County or its representatives may verify any information provided herein. I further authorize the release of any information by those in possession of such information, which may be requested by the County. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may be provided by Florida Statutes or other enabling legislation. If appointed, I understand that I shall serve at all times at the pleasure of the Board of County Commissioners.

[Signature]
Signature

6.19.24
Date

**Please return completed application to:
Columbia County Board of County Commissioners
Attn: Human Resources
PO Box 1529
Lake City, FL 32084
Phone: (386) 755-4100
Fax: (386) 758-2182**

FOR OFFICIAL USE ONLY:
Received by _____
Date received _____

Thank you for your interest!

L-7




BOARD OF COUNTY COMMISSIONERS APPLICATION FOR BOARD OR COMMITTEE APPOINTMENT

Received
HK
Date: 7/2/24

Thank you for expressing interest to be considered for appointment to a committee, board, commission, or advisory group of the Columbia County Board of County Commissioners. The County Commission appreciates your willingness to serve your County in a volunteer capacity. Please complete this application to the best of your knowledge. You may attach a resume and any additional information you believe would assist the Board in evaluating your application.

Name: Tom Ottum District #: 3

Address: 319 SW Callaway Dr

City: Lake City State: FL Zip: 32024

Phone #: 386-754-2759 E-mail Address: flawoodnut295@gmail.com

How long have you resided in Columbia County? 20 Years

Name your most recent occupation and employer: Outside Plant Telephone Engineer GTE

Are you registered to vote in Columbia County? Yes. No.

List all active professional licenses or certifications you hold: _____

Please summarize your educational background: 3 1/2 Years Collage

Please summarize your work experience: Outside Plant Engineer for the Telephone Co. and had 110 People working for me

Please list civic clubs, professional organizations, public interest groups and other not-for-profit organizations of which you are a member or in which you have been active in the last three years, particularly those in Columbia County.

- 1. _____ 2. _____
- 3. _____ 4. _____

Other than your home, please list and indicate the acreage of any parcels of property in Columbia County in which you have any ownership interest:

Please list all corporate entities doing business in or with Columbia County in which you have any financial interest, including but not limited to ownership, employment, or any contractual relationship:

L-8

Please indicate in order of preference the committee, board, or council in which you have an interest*:

- 1. North Florida Water Utilities Authority
- 2. _____
- 3. _____
- 4. _____

* Applicants may be appointed to no more than one board at any given time.

List three (3) personal or professional references:

- 1. Rocky Ford
- 2. Tim Murphy
- 3. Bucky Nash

You may use this space for a brief biographical sketch or to list other skills you possess that you believe are relevant to the appointment you are seeking. Please indicate in the space below if you have attached your resume or any other supporting documents.

Was on the FT White Columbia County Utilities Advirsoy Board

NOTICE:

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ACKNOWLEDGMENT AND CERTIFICATION

I hereby acknowledge that Columbia County or its representatives may verify any information provided herein. I further authorize the release of any information by those in possession of such information, which may be requested by the County. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may be provided by Florida Statutes or other enabling legislation. If appointed, I understand that I shall serve at all times at the pleasure of the Board of County Commissioners.

[Signature]
Signature

6/5/2024
Date

**Please return completed application to:
Columbia County Board of County Commissioners
Attn: Human Resources
PO Box 1529
Lake City, FL 32084
Phone: (386) 755-4100
Fax: (386) 758-2182**

FOR OFFICIAL USE ONLY:	
Received by	_____
Date received	_____

L-9

Thank you for your interest!





BOARD OF COUNTY COMMISSIONERS APPLICATION FOR BOARD OR COMMITTEE APPOINTMENT

Thank you for expressing interest to be considered for appointment to a committee, board, commission, or advisory group of the Columbia County Board of County Commissioners. The County Commission appreciates your willingness to serve your County in a volunteer capacity. Please complete this application to the best of your knowledge. You may attach a resume and any additional information you believe would assist the Board in evaluating your application.

Name: Stephen A. Roberts District #: 3

Address: 181 NW Charlotte Gln

City: Lake City State: FL Zip: 32055

Phone #: 386-256-0393 E-mail Address: steve.roberts@outlook.com

How long have you resided in Columbia County? 33-years

Name your most recent occupation and employer: Utilities Director - Columbia County

Are you registered to vote in Columbia County? Yes. No.

List all active professional licenses or certifications you hold: FSU Certified Public Manager;
State of Florida Certified Class "A" Drinking Water

Please summarize your educational background: Master's degree - Environmental Management
(Water, Wastewater, Solid Waste, Hazardous Waste, and Air Pollution)

Please summarize your work experience: Over 40-years experience in utilities. Oversaw construction
on three treatment plants; two drinking water and one wastewater.

Please list civic clubs, professional organizations, public interest groups and other not-for-profit organizations of which you are a member or in which you have been active in the last three years, particularly those in Columbia County.

- | | |
|------------------------------------|---|
| 1. <u>Rotary Club of Lake City</u> | 2. <u>Florida Rural Water Association</u> |
| 3. <u>Lion's Club of Lake City</u> | 4. <u>Florida Water & Pollution Control Assn.</u> |

Other than your home, please list and indicate the acreage of any parcels of property in Columbia County in which you have any ownership interest:
None

Please list all corporate entities doing business in or with Columbia County in which you have any financial interest, including but not limited to ownership, employment, or any contractual relationship:

None * govt experience since mid 70's
* Columbia County Utility Director
*

Please indicate in order of preference the committee, board, or council in which you have an interest*:

- 1. NFWUA 5th board member
- 2. _____
- 3. _____
- 4. _____

* Applicants may be appointed to no more than one board at any given time.

List three (3) personal or professional references:

- 1. Grayson Cason
- 2. John Toomey
- 3. Andrew Holeska

You may use this space for a brief biographical sketch or to list other skills you possess that you believe are relevant to the appointment you are seeking. Please indicate in the space below if you have attached your resume or any other supporting documents.

Throughout my career, I have demonstrated a strong commitment to relevant commitments, e.g. sustainable practices, community engagement, efficient resource management. I have successfully led specific projects that have had significant achievements, e.g., improved service delivery, reduced costs, implemented new technologies.

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ACKNOWLEDGMENT AND CERTIFICATION

I hereby acknowledge that Columbia County or its representatives may verify any information provided herein. I further authorize the release of any information by those in possession of such information, which may be requested by the County. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may be provided by Florida Statutes or other enabling legislation. If appointed, I understand that I shall serve at all times at the pleasure of the Board of County Commissioners.

Stephen A. Roberts Digitally signed by Stephen A. Roberts
Date: 2024.08.12 14:18:47 -04'00'
Signature

8/12/2024
Date

Please return completed application to:
Columbia County Board of County Commissioners
Attn: Human Resources
PO Box 1529
Lake City, FL 32084
Phone: (386) 755-4100
Fax: (386) 758-2182

FOR OFFICIAL USE ONLY:
Received by _____
Date received _____

Thank you for your interest!

2-11



Stephen A. Roberts

181 NW Charlotte Glen • Lake City, FL • 32055 • (386) 256-0393 • steve.roberts@outlook.com

CAREER EXPERIENCE

2023 –
Present

COLUMBIA COUNTY

Utilities Director

- Managing, directing, and budgeting the operation and maintenance of the Water, Wastewater, and Distribution systems.

1992 - 2021

CITY OF LAKE CITY (RETIRED)

Positions held: Safety/Risk Management Director; Executive Director of Utilities; Assistant Executive Director of Utilities; Director of Water Treatment.

- Under the general direction of the City Manager and Assistant City Manager: Responsible for all aspects related to Utilities and Safety and Risk as well as previous experience on managing and directing the operation and maintenance of the Water, Wastewater, Distribution and Collection, Stormwater and Natural Gas Departments to meet all State and Federal regulatory criteria. Supervised, budgeted, planned, and coordinated the operation, maintenance, and repair of the municipal facilities. Planned and coordinated work schedules, prioritized projects, and coordinated activities with other utilities and the City Public Works Department.

- Vast experience in utilities, e.g., Water, Wastewater, Distribution and Collection and Stormwater
- Water/Wastewater treatment plant construction and design
- Grant writing experience for several projects
- Budgeting

2010 –
Present

UNIVERSITY OF FLORIDA

Adjunct Instructor

- Classroom and online water treatment instruction for all certification levels.

CERTIFICATIONS

- FSU - C.P.M. (Florida State University Certified Public Manager)
- State of Florida Certified Class "A" Drinking Water License

EDUCATION

- Master's degree: Environmental Management (Water, Wastewater, Solid Waste, Hazardous Waste, and Air Pollution)

Dale Williams

From: Dale Williams
Sent: Tuesday, October 29, 2024 11:11 AM
To: sdfarms@gmail.com; Akingfisher1@gmail.com; flawoodnut295@gmail.com; steve.roberts@outlook.com
Subject: North Florida Water Utilities Authority (NFWUA) - 5th Director Appointment

Please be advised that the NFWUA will meet at 9:30 A.M. on November 6, 2024, in Live Oak at the Suwannee County Judicial Annex, 218 Parshley Street SW, Live Oak, FL 32064. The appointment of the 5th Board member is scheduled for discussion and approval. The intent is to have the discussion and make the appointment immediately after the ministerial duties at the beginning of the meeting are complete. It is also the intent of the Authority to swear in the newly appointed member and allow that individual to participate in the remainder of the meeting, assuming the newly appointed member is in attendance. Please feel free to give me a call at 386-623-3493 should you have any questions. I will forward each of you a complete agenda, including back-up materials, when the agenda is complete.



Quote prepared on:

September 11, 2024

Quote prepared by:

Gregory DuBois

gregory.dubois@centralsquare.com

Quote #: Q-193008

Primary Quoted Solution: NaviLine PA

Quote expires on: March 10, 2025

Quote prepared for:

Ben Scott

Columbia County

135 NE Hernando Ave.

Lake City, FL 32055

386-719-7442

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
1. Public Administration Development Services - Fixed Fee	1,560.00
2. Public Administration Project Management Services - Fixed Fee	390.00
Services Total	1,950.00 USD

QUOTE SUMMARY

Services Subtotal	1,950.00 USD
Quote Subtotal	1,950.00 USD

Quote Total **1,950.00 USD**

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	0.00
FIRST YEAR RECURRING SERVICES TOTAL	0.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance.

Annual Maintenance and Subscriptions renewals shall be due on the anniversary of the Delivery Date*. Annual Maintenance and Subscription Fees are subject to increase as outlined in the Master Agreement.

*Delivery Date: For on-premise Solutions, Delivery shall be when CentralSquare delivers to Customer the initial copies of the Solutions outlined above by whichever the following applies and occurs first (a) electronic delivery, by posting it on CentralSquare's network for downloading, or similar suitable electronic file transfer method, or (b) physical shipment, such as on a disc or other suitable media transfer method, or (c) installation, or (d) delivery of managed services server. Physical shipment is on FOB - CentralSquare's shipping point, and electronic delivery is at the time CentralSquare provides Customer with access to download the Solutions. For cloud-based Solutions Delivery shall be whichever the following applies and occurs first when Authorized Users have (a) received log-in access to the Solution or any module of the Solution or (b) received access to the Solution via a URL.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

Contract Startup

- 100% Due Upon Contract Execution

Hardware & Third-Party Software

- 100% Due Upon Contract Execution

Services

- Fixed Fee: 100% Due Upon Completion of Services
- Time & Material: Due as Incurred

Third-Party Services

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion
- Time & Material: Due As Incurred

Travel & Living Expenses

- Due as Incurred

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [] No []

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Columbia County

Signature:

Name:

Date:

Title:

Summary of Services

Project CLMC, FL - Q-193008

The parties mutually agree and acknowledge this Summary of Services for Development which is a high-level overview of the project requested, not a detailed requirements.

Project Scheduling

Parties agree a schedule will be provided for services within sixty (60) days from the execution of the above quote number.

Change Requests

The parties may request a change to this summary of services, to increase hours or deliverables, through a written request to the CentralSquare project manager or resource.

Services Scope of Project

Create New Payroll Library for Utility Authority.

Assumptions and Requirements

- This quote, as stated in this Statement of Work (SOS) document, is meant to include the time needed:
 - to make the necessary coding changes outlined in this document
 - to perform Central Square Technologies (CST) internal processes required to maintain code, register code and move code in MKS software for packaging by distribution team
 - to load changes to the client system (in a test environment and/or production)
- It does NOT provide for any additional work beyond the scope described in this document.
- Any changes to the scope of this project as defined here may require an additional FDI quote(s), additional charges, and as a result may delay the completion/delivery of the work.
- Client agrees to work with CST and make applicable personnel available for testing of these modifications. Once the client has successfully tested and approved the enhancement, CST will then make the enhancement available in their production environment.
- CentralSquare will do the following:
 - Create new additional payroll library named CLMCDTA2
 - Load library will all required payroll file (empty)
 - System control and all code tables will be duplicated from production
 - Exception list
 - PR010AP – Position Control, customer will need to set this file up
 - Setup Menu Driver to allow Columbia County to access new library
 - Coordinate new library with distribution team



NOTES:

- Client agrees to test this modification within 30 days of delivery on whichever environment of choice. Failure to test within 30 days may require an additional quote.
- All Development Quotes are subject to annual maintenance/subscription charge to allot for customized modification to be retrofitted for newer releases when upgrading. Annual Fee maybe included on the quote for retrofit maintenance annually as an estimate only but final number will be determined by developer and renewals. All Annual Fees are subject change based on amount of sources and objects as items maybe required to be modified once program has been completed.
- (IF APPLICABLE) All custom reports are not all applicable for retrofit coverage and base load, custom reports are not stipulated under CST maintenance coverage, and certain reports may not be applicable for maintenance coverage within BASE code.
- (IF APPLICABLE) Client is responsible for the creation and maintenance of a Test environment when the mod requires file updates or 3rd party interfaces. This is to ensure that an agreeable outcome is reached before impeding their daily business activities or their live data. Failure to test the modification in a Test environment may require an additional quote for any additional services.
- (IF APPLICABLE) Quote assumes that the client is running Extranet or SSH. If the client's system is not running Extranet/SSH or is only accessible through Secure Link, an additional quote may be required. Voorhees ASP clients are excluded from any additional Secure Link cost.
- Client is responsible for providing access to all environments that modifications may need to be loaded to. (IF APPLICABLE) Client is also responsible for providing access to any Test environment(s).
- This work will be based on the current version (23.+) and/or higher may require that the client load this version as part of the SCR. Please note, IF details indicate that this is not required, this item is not applicable.
- Any additional work, not included in the scope of this agreement, may require an additional quote.
- Project Management (PM): Prof-Scvs.: Qty: Applied
Services will not be scheduled until a signed quote has been received.

NOTE: Request will be: X = One Time Process, = Custom Modification, = Base Feature
If Custom Modification is required, then the estimated future cost for retrofitting and support will be applied once mod is completed. See Note Statement indicating that all Funded Development Quotes are subject to annual maintenance fee.

All Funded Development Quotes are billed Fixed Fee – As per quote stipulations – See Quote for Details
FDI/CASE # (1312089 / 02248469)

Project Management

Even in smaller, less complex projects, there needs to be a point of contact and someone driving a project to successful completion. CentralSquare's Implementation Methodology ensures a project has the right amount of oversight needed to successfully complete the work, no more no less. A CentralSquare Project Manager will be your point of contact for the scoped work with you to develop a timeline to meet your needs, drive the timeline to completion, work to resolve any issues that may arise during the life of the project, all while keeping you up to date so you have the peace of mind your project is on track for a successful completion.

Professional Services

Throughout the course of the project, CentralSquare will use several types of services (defined herein) to complete the necessary steps for successful deployment of the contracted services. The overall services aligned to implementation include Consulting Services, Technical Services, Data Conversion Services, Training Services, and in some cases, Installation Services.



North Florida Water Utilities Authority

PO Box 1529
Lake City, FL 32056
(755) 755-4100

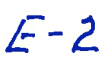
BUDGET AMENDMENT 2023-2024

NUMBER: BA 24-01

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
602-3600-536.30-34 Contractual Services	602-3600-536.10-24 Workers Compensation	\$543
	602-3600-536.30-31 Professional Services	\$47,400
	602-3600-536.30-45 General Insurance	\$877
	602-3600-536.30-47 Printing & Legal Ads	\$94
	Total	<u>\$48,419</u>

FUND 602 NEWUA FUND

ACCOUNT	DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE
0000-101.15-00	CASH / FIRST FEDERAL	141,112.00	
0000-155.00-00	ASSETS / PREPAID EXPENSES	10,068.00	
0000-202.00-00	LIABILITIES / ACCOUNTS PAYABLE		93.22
0000-337.52-00	GRANTS FM OTHER LOCAL UNI / COLUMBIA COUNTY		100,000.00
0000-337.53-00	GRANTS FM OTHER LOCAL UNI / SUWANNEE COUNTY		100,000.00
3600-536.10-24	PERSONAL SERVICES / WORKERS COMPENSATION	543.00	
3600-536.30-31	OPERATING EXPENDITURES / PROFESSIONAL SERVICES	47,400.00	
3600-536.30-45	OPERATING EXPENDITURES / GENERAL INSURANCE	877.00	
3600-536.30-47	OPERATING EXPENDITURES / PRINTING & LEGAL ADS	93.22	
FUND TOTALS		200,093.22	200,093.22
FUND IS IN BALANCE			





GRADY H. WILLIAMS, JR., LL.M.
ATTORNEYS AT LAW, P.A.

Grady H. Williams, Jr., LL.M.*
*Master of Laws in Taxation
Grady@FloridaElder.com

MAIN OFFICE
1543 Kingsley Avenue, Building 5
Orange Park, FL 32073

Tel: 904-264-8800

MAILING ADDRESS
P.O. Box 1542
Orange Park, FL 32067

Fax: 904-264-0155

JACKSONVILLE
Tel: 904-268-8170

www.FloridaElder.com

To: Board of Directors, North Florida Water Utilities Authority (NFWUA)
From: Grady H. Williams, Jr., Legal Counsel to the Authority
Re: Compliance with F.S. s. 218.391 Auditor selection procedures
Date: October 11, 2024

Recommended Action(s):

- 1. Appoint an Auditor Selection Committee (ASC) per F.S. s. 218.391(2). [11/6/2024]**
- 2. Schedule public meeting for ASC consideration and approval of factors for evaluation of audit services by CPA firm qualified to conduct audits per GAS per FL Board of Accountancy. [11/6/2024]**
3. Approve, authorize, and announce requests for proposals (RFP/RFPs) and related solicitation. [12/4/2024?]
4. Schedule follow up public meeting for ranking received proposals from qualified CPA firms. [2/5/2025 or 3/5/2025?]
5. Rank and recommend no fewer than 3 firms deemed to be most highly qualified. [2/5/2025 or 3/5/2025?]
6. Select and award RFP to most highly qualified CPA firm. [2/5/2025, 3/5/2025 or f/u meeting?]
7. Timely complete and submit final audit report. [6/30/2025 last day to file with state]

Background:

NFWUA is an independent special district formed by Interlocal Agreement under F.S. s. 163.01(7). NFWUA is required to comply with F.S. s. 218.39 re separate annual financial audit reports because its revenues or the total of expenditures and expenses are in excess of \$100,000 for the initial partial FY 2024, ending on September 30, 2024, and likewise as projected for FY 2024-2025 based on its adopted final budget. F.S. s. 218.391 provides for the use of RFPs for auditor selection. NFWUA's adopted Purchasing Policies and Procedures confirm the use of RFPs under s. 306.2.5.1.2, and incorporates by reference F.S. s. 287.012(23), which is the statutory definition of a Request for Proposal. A draft RFP with proposed factors for evaluation, ranking and award of audit report representation is attached for ASC review, input, revision and/or approval. The Financial Audit Report must be prepared per the Rules of the Auditor General and Rule 10.557, F.A.C. The due date for filing the Financial Audit Report is the earlier of (i) 45 days after the auditor delivers the completed audit report to NFWUA's Board of Directors or (ii) June 30 (i.e., nine months after the end of the preceding fiscal year). The final audit report is also required to be posted on the NFWUA website when completed.

NORTH FLORIDA WATER UTILITIES AUTHORITY (NFWUA)
AND THE NFWUA AUDITOR SELECTION COMMITTEE

PROFESSIONAL AUDITING SERVICES
Request for Proposals

2024/2025-01 RESPONSES

ARE DUE BY:

_____, 2025

3 P.M.

MAIL OR DELIVER RESPONSES TO:
North Florida Water Utilities Authority
Attn: David Kraus, Registered Agent
135 NE Hernando Avenue
Suite 203
Lake City, FL 32055

NORTH FLORIDA WATER UTILITIES AUTHORITY

REQUEST FOR PROPOSALS 2024/2025-01 PROFESSIONAL AUDITING

SERVICES

North Florida Water Utilities Authority (NFWUA) will receive sealed proposals in the registered office of NFWUA, Attn: David Kraus, Registered Agent, 135 NE Hernando Avenue, Suite 203, Lake City, FL 32055, until **3:00 PM** local time on _____, **2025** for the following:

PROFESSIONAL AUDITING SERVICES

NFWUA is accepting written proposals from all qualified and interested auditing firms to provide Professional Auditing Services to NFWUA. The successful party will provide the professional services described herein in support of NFWUA. All work will be contracted within the terms, conditions, scope of work, and other applicable requirements set forth in subsequent work orders related to this document. The successful party will demonstrate proposer's experience and abilities to successfully accomplish and support all aspects of the prescribed Scope of Work.

The Bid Forms and specifications may be obtained from NFWUA's web site at <https://nfwua.org/procurement/>. Deadline for questions regarding construction plans, specifications, and/or bid documents must be received before **5:00 P.M.** on _____, **2025**.

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of proposal. Proposers without a complete proposal described will be considered improper.

NFWUA welcomes your response to this solicitation. Proposals should be prepared in accordance with the instructions herein and will be evaluated by NFWUA as stated in the evaluation section of this document. NFWUA reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. NFWUA may withdraw all or part of this solicitation at any time to protect the interests of NFWUA. All proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

All proposers are advised that under Chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

OVERVIEW

NFWUA is accepting written proposals from all qualified and interested auditing firms to provide Professional Auditing Services to NFWUA. The successful party will provide the professional services described herein in support of NFWUA. All work will be contracted within the terms, conditions, scope of work, and other applicable requirements set forth in subsequent work orders related to this document. The successful party will demonstrate proposer's experience and abilities to successfully accomplish and support all aspects of the prescribed Scope of Work.

Parties interested in submitting a response to this RFP must complete the requirements set forth in the attached documents. The conditions of engagement set forth in this proposal are binding to the proposer, and the proposer's acceptance must be confirmed by the signature of the proposer or an officer of the proposer on the required cover letter.

NFWUA reserves the right to reject any proposal found to be non-responsive, vague, or non-conforming. NFWUA reserves the right at any time to withdraw all or part of this request for proposals in order to protect its best interests. NFWUA is not liable for any costs incurred by any proposer in preparing its response. This request for proposals should not be construed as an offer to contract with your firm. All proposal responses are subject to Florida's public records laws.

SECTION I. GENERAL INSTRUCTIONS

These instructions will bind all proposers. The conditions and required contract terms herein set forth, except as may be specifically and clearly qualified, shall be considered a part of all proposals.

1. The following criteria are considered when ranking responsive proposals:
 - A. The ability, capacity, and skill of the proposer to perform required services.
 - B. Whether the proposer demonstrates the ability to perform services promptly and within specified deadlines.
 - C. Information relating to the character, integrity, reputation, judgment, experience, and efficiency of the proposer.
 - D. The proposer's prior performance of contracts with NFWUA; Columbia County, Florida; Suwannee County, Florida or entities similar to any of the foregoing, if any.
2. All proposers, their officers, employees, agents, and representatives shall not have any contact with any member of the Board of Directors for NFWUA, or staff member of NFWUA other than NFWUA's interim consultant/Executive Director, Registered Agent, and/or acting purchasing director regarding this solicitation or their submittal at any time prior to the final evaluation and ranking of proposals. Any contact such contact shall be cause for disqualification of the proposer and rejection of any proposal filed by that proposer.
3. All requested information shall be included with the proposal in an envelope in compliance with all instructions. All required information as well as any information the proposer wishes to have considered must be included in the sealed envelope. Proposals cannot be supplemented or changed after submission.
4. ALL PRICING INFORMATION INCLUDED IN THE PROPOSAL MUST BE PROVIDED IN A SEPARATE, SEALED ENVELOPE INCLUDED WITHIN THE ENVELOPE CONTAINING THE SEALED PROPOSAL. PROPOSALS THAT FAIL TO SEPARATE PRICING INFORMATION ACCORDING TO THIS INSTRUCTION SHALL BE REJECTED AS UNRESPONSIVE.
5. Each proposal shall be addressed to the attention of the NFWUA Auditor Selection Committee and clearly marked "SEALED PROPOSAL – RFP 2024/2025-01 – Professional Auditing Services". If the FedEx, UPS, USPS, or other delivery service envelope used to send the proposal to NFWUA constitutes the sealed envelope, then that envelope must be so marked. Unsealed proposals will be rejected as unresponsive. The NFWUA shall not be liable or responsible for prematurely opening a proposal if the proposal was not sealed in a properly marked envelope.
6. Items listed on the checklist included with this proposal and all other items required by this RFP must be fully and properly executed and submitted in the sealed envelope.

-
7. If anything in this request for proposals is unclear, it is the proposer's responsibility to contact the purchasing officer for clarification before submittal of any proposal.
 8. A list of proposers shall be available through the purchasing office.
 9. Proposals must be typed. No changes or corrections will be allowed after proposals are opened.
 10. One (1) original, seven (7) unbound and 1 electronic copy (USB) of responses to this RFP must be submitted in a sealed envelope. Facsimiles will not be accepted. Proposals must contain one original, manual signature in ink of the proposer or an authorized officer of the proposer.
 11. If only one (1) proposal is received, that proposal may be left un-opened and rejected, and this request may be re-advertised. Alternatively, NFWUA may accept a single proposal if determined by the acting purchasing director to be in NFWUA's best interest due to factors such as scheduling or urgency of need for a particular service.
 12. Proposals received late will not be accepted. It is the proposer's sole responsibility to ensure proposals are timely delivered and received before the deadline. Submittals which are received after the closing date will be returned unopened to the submitting firm. NFWUA shall date and timestamp each proposal as it is received at the office set forth above. Should a proposal that was timely delivered be misplaced by NFWUA, but later found before ranking occurs, the proposal will be considered. A proposer may request a receipt showing the day and time a bid envelope is delivered.
 13. Telephone, facsimile, or emailed proposals will not be accepted under any circumstances.
 14. Any alterations, erasures, additions, or omissions of required information or any changes to specifications to this proposal are at the risk of the proposer. Proposals that substantially deviate from the minimum requirements of this proposal may be rejected as unresponsive.
 15. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to NFWUA or who has failed in former contracts with NFWUA to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
 16. No more than one proposal may be submitted by any proposer. If there are reasonable grounds to believe that any proposer is interested in more than one proposal for the same scope of services that will be considered sufficient cause for rejection of all proposals in which the proposer is interested.
 17. Proposers are expected to carefully examine any specifications and the general or special conditions of this RFP prior to submission. NFWUA reserves the right to reject any proposal for failure to meet these requirements, or to waive minor discrepancies as to all

proposers equally when such rejection or waiver is deemed to be in the best interest of NFWUA.

18. Any questions concerning the Request for Proposals process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to David Kraus at (386) 758-1005, or by email at david_kraus@columbiacountyfla.com.
19. The proposer or the proposer's authorized representative or agent must sign the bid in the space provided. Unsigned bids will be rejected. Signature must be "wet" signatures in ink. Typewritten or printed signatures will not be accepted.
20. Any proposer may withdraw a proposal at any time before the time set for opening.
21. Any complaint from proposers relative to this request for proposals or attached specifications shall be made prior to the time of opening; otherwise, the proposer waives any such complaint.
22. Any proposer affected adversely by an intended decision with respect to the selection of any proposal shall file with the Registered Agent as acting purchasing director for NFWUA a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays), after the posting of rankings. Protest procedures may be obtained in the Purchasing Department.
23. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime cannot transact business with NFWUA for a period of 36 months from the date of being placed on the convicted vendor list and therefore should not submit a proposal to provide services to NFWUA and shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with NFWUA County.
24. Proposer 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:
 - A. All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
 - B. All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with NFWUA.
25. Proposers shall register online at <https://nfwua.org/procurement/> for this request. All addendums to this request shall be delivered via email only through this website, and it is the proposer's responsibility to ensure all addendums are used in the bid submittal.

ANY CONDITIONS OR REQUIREMENTS INCLUDED WITHIN THE RFP WHICH VARY FROM THESE GENERAL INSTRUCTIONS SHALL TAKE PRECEDENT.

MANDATORY REQUIREMENTS:

The Board of Directors for NFWUA has established certain mandatory requirements which must be included as part of any response. The use of the terms “shall”, “must” or “will” (except to indicate simple futurity) in this RFP indicates a mandatory requirement or condition. The words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omissions of, such as a desirable feature will not by itself cause rejection of a proposal.

Replies which do not meet the material requirements of this RFP or which otherwise fail to provide all required information, documents, or materials will be rejected as non-responsive. Material requirements of the RFP are those set forth as mandatory, or those without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to NFWUA. Respondents whose replies, past performance, or current status do not reflect the capability, integrity, or reliability to perform fully and in good faith the requirements of the contract may be rejected as non-responsive.

The Board of NFWUA reserves the right to determine which replies meet the material requirements of the RFP, and which respondents are responsible and/or responsive.

I. INTRODUCTION

A. GENERAL INFORMATION

NFWUA ASC is requesting proposals from qualified firms of certified public accountants to audit NFWUA's financial statements beginning with fiscal year ending September 30, 2024. Projected revenues shown are based on allotments received or expected to be received from the founding members and participating counties in NFWUA, being Columbia County, Florida, and Suwannee County, Florida. It is anticipated the initial term of any contract will be five (5) years with up to two (2) additional three (3) year terms. All audits are to be performed in accordance with the provisions contained in this RFP.

There is no expressed or implied obligation for the NFWUA ASC to reimburse responding firms for any expenses, losses, or claims incurred in preparing proposals in response to this request.

All conditions and requirements set forth in this request for proposals shall become conditions of the contract between NFWUA and the selected firm unless otherwise stated in the contract.

NFWUA is an independent special district of the State of Florida, and is required by Florida law (Section 218.39, Florida Statutes) to have a separate annual "financial audit." The firm to conduct that audit may only be selected after a recommendation is made by the NFWUA ASC. Pursuant to Florida Statutes section 218.391(3)(d), proposals submitted will be evaluated by the appointed members of the NFWUA ASC.

Each member is authorized to designate an individual to represent their office in their stead as provided by the statute. During the evaluation and ranking process, the NFWUA ASC Committee reserves the right, where it may serve NFWUA's best interests, to request additional information or clarifications from those firms filing responsive proposals, or to allow corrections of immaterial errors or omissions.

NFWUA ASC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between NFWUA and the firm selected.

It is anticipated that the NFWUA ASC will evaluate and rank qualified firms between February 5, 2025 and March 5, 2025, or as soon thereafter as a meeting can be called, to be followed by presentation to and approval by the NFWUA Board. Approval by the NFWUA Board to execute a contract is expected by its April 2, 2025, regularly scheduled meeting, or as soon thereafter as a meeting can be called.

B. TERM OF ENGAGEMENT

A fixed fee five (5) year contract is contemplated with renewal for up to two (2) additional three (3) year terms with the concurrence of the NFWUA ASC and the approval of the NFWUA Board. Any contract will be subject to annual appropriation.

C. TERMINATION

Any contract will provide that the agreement may be terminated by either party upon a minimum one hundred twenty (120) days written notice if there is a substantial failure by the auditor to perform in accordance with the terms of the agreement through no fault of NFWUA. Upon termination any amount payable to the auditor will be a pro rata amount of the fee as earned, determined on the basis of the relationship of the amount and value of the work performed prior to receipt of a notice of termination.

D. SUBCONTRACTING

Proposers may include subcontracting portions of the engagement. If this is the case, the name of the proposed subcontractor(s), must be clearly identified in the proposal and will be made part of any contract. No other or additional subcontracting will be allowed without the express written consent of the NFWUA ASC and the NFWUA Board.

E. INDEMNIFICATION AND HOLD HARMLESS

The selected auditor shall agree to indemnify and hold NFWUA harmless from and for any and all claims, liabilities, losses, and causes of action which may arise out of its fulfillment of the agreement. The auditor will agree to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, errors, or omissions of the selected auditor, its officers, employees, agents, or others acting at its direction. The first ten dollars (\$10.00) of remuneration paid to the selected auditor shall be consideration for the indemnification provided for above.

If completion of any audit (to include the work of others) is delayed or suspended as a result of the auditor's failure to purchase or maintain any required policy of insurance, the auditor shall indemnify NFWUA from any and all increased expenses resulting from such delay.

II. SCOPE OF SERVICES

The NFWUA Board desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with (GAAP) Generally Accepted Accounting Principles accepted in the United States of America and Auditor General of the State of Florida.

A. AUDITING AND ATTESTATION STANDARDS TO BE FOLLOWED

This audit is to be performed in accordance with:

1. Florida Law (Florida Statute 218.39, Annual Financial Audit Reports).
2. Auditing standards generally accepted in the United States as set forth by the American Institute of Certified Public Accountants.
3. Auditing standards applicable to financial audits as contained in the General Accounting Office's (GAO) Government Auditing Standards, and any amendments thereto issued by the Comptroller General of the United States.

-
4. The provisions of the Federal Single Audit Act Amendments of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations and any amendments thereto.
 5. The Florida Single Audit Act, Florida Statutes 215.97 and Chapter 27D-1, Rules of the Executive Office of the Governor, Florida Administrative Code.
 6. Rules of the Auditor General, Section 10.550, Local Government Audits.
 7. Any other applicable federal, state, local regulations or professional guidance not specifically listed above as well as any additional requirements that may be adopted by these organizations in the future

B. REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by the above-mentioned standards:

1. A report on the fair presentation of the financial statements in conformity with Generally Accepted Accounting Principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards "in relation to" the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each Major Federal Awards Program and State Financial Assistance Projects, if applicable.
4. A report on compliance and internal control over compliance applicable to all laws, regulations and contracts.
5. Notes to the financial statements.
6. A schedule of findings and questioned costs.
7. A summary schedule of prior audit findings.
8. An independent auditor's management letter.
9. A schedule of Expenditures of Federal Awards and State Financial Assistance, if applicable.
10. The online Annual Financial Report (AFR) as required by Chapter 218.32 of the Florida Statutes prior to June 30th of the following fiscal year-end.
11. Submit online and certify the SF-FAC to the Federal Audit Clearinghouse and finalize submission of the Single Audit package, if applicable.

-
12. Any other statements, schedules or reports that may be required under any of the auditing standards notated in Section II C “Auditing Standards to be Followed” or by Federal or Florida law.

Items 1-12 above shall be bound in the following manner:

1. Ten (10) copies of a single bound report and one (1) OCR formatted electronic copy such as a PDF file shall be required annually. Each single bound report shall include item numbers 1-12 except items 10 and 11. Each single bound report shall include the annual audit of NFWUA (Attachments A-F).

In the above required report(s) on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on compliance and internal controls. The report(s) on compliance and internal controls shall include all instances of non-compliance.

The auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the NFWUA ASC, Rocky Ford, Chairman of the Board of NFWUA, Dale Williams, interim consultant/executive director for NFWUA, Grady Williams, NFWUA Attorney, and James M. Swisher, Jr., the Clerk of Circuit Court and Comptroller for Columbia County, Florida, who serves as the Budget Officer and Recording Secretary for NFWUA (Budget Officer).

Auditors shall assure themselves that each NFWUA Board member is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

In addition, a detailed audit plan and proposed timeline should be submitted to the NFWUA under the direction of the Budget Officer subsequent to the awarding of the contract for audit services and each year prior to the beginning of the interim audit procedures. This audit plan should conform to Section IV "Time Requirements." The auditor shall submit an "Auditor Request List", to NFWUA under the direction of the Budget Officer promptly upon award for NFWUA's first partial fiscal year ended September 30, 2024, and prior to October 1 of each additional fiscal year.

C. 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 five (5) years from the date of creation, unless the firm is notified in writing by NFWUA of the need to extend the retention period. The auditor must supply written notice of its intent to permanently destroy such records at least 30 days prior to destruction. The auditor shall make working papers available, upon request, to the following parties or their designees:

1. NFWUA ACS,
2. U.S. General Accounting Office,
3. Any party designated by the federal or state governments or by NFWUA as part of an audit quality review process,
4. Auditors of entities of which NFWUA is a recipient or sub-recipient of grant funds, and
5. Any other individual or entity as provided by law.

D. ASSISTANCE IN PREPARATION OF FINANCIAL STATEMENTS

Due to time constraints and limited NFWUA staff, the auditor will assist in preparation of the financial statements, related notes, required supplementary information, and schedule of expenditures of federal awards and state financial assistance, as applicable. NFWUA management will acknowledge responsibility for the financial statements and the Board of NFWUA or Budget Officer for NFWUA, will provide designated staff with suitable skill, knowledge, and experience to oversee, evaluate, and accept responsibility for these services.

E. IMPLIED REQUIREMENTS

All services not specifically mentioned in this RFP that are necessary to provide the functional capabilities described in this RFP shall be included in the Scope of Work to be performed. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. NAME, LOCATION AND TELEPHONE NUMBER OF CONTACT PERSONS

Inquiries concerning this RFP and the subject of the RFP must be made only to:

David Kraus, Registered Agent
135 NE Hernando Ave
Lake City, Florida 32055
(386) 758-1005

After being awarded the audit contract, the auditor's principal contact with the NFWUA ASC will be the Budget Officer or a designated representative, who will coordinate the assistance to be provided by NFWUA to the auditor.

B. BACKGROUND INFORMATION

NFWUA is an independent special district of the State of Florida established April 18, 2024, by Interlocal Agreement between Columbia County, Florida, and Suwannee County, Florida, to address regional water and wastewater concerns, and to manage and operate the water and wastewater utilities systems of the respective participating counties. Appropriations of \$100,000 per county (\$200,000 total) were budgeted and received by NFWUA for its initial partial fiscal year which ends on September 30, 2024, and \$150,000 per county (\$300,000 total) is budgeted and anticipated to be received by NFWUA for FY 2024-2025. Additional revenues may be anticipated from operations in FY 2024-2025, after an Executive Director is hired by NFWUA. Current Board members of NFWUA are Rocky Ford, Chair, Franklin White, Vice-Chair, Ron Williams, and Leo Mobley. A fifth Board member is expected to be appointed to serve in October 2024. Dale Williams of North Florida Professional Services, Inc. serves as interim consultant/executive director for NFWUA. Columbia County Manager David Kraus is the designated Registered Agent for NFWUA. The Columbia County Clerk of the Court and Comptroller, James M. Swisher, Jr., serves as Budget Officer for NFWUA and Recording Secretary for the NFWUA Board. Grady Williams serves as legal counsel to NFWUA. The NFWUA Board meets regularly on a monthly basis, usually the first Wednesday morning at 9:30 a.m., alternating between Lake City and Live Oak, Florida. Beginning in with FY 2024-2025, NFWUA's fiscal year begins on October 1 and ends on September 30.

C. REPORTING ENTITY

North Florida Water Utility Authority (NFWUA)
Attn: David Kraus, Registered Agent
135 NE Hernando Ave Suite 203, Lake City, FL 32055

D. FUND STRUCTURE

NFWUA currently uses a self-balancing fund structure in accounting for its operations and services.

<u>Fund Type</u>	<u>Number of Individual Funds/Sub-funds</u>
General fund	1

Addition of sub-funds to be included in the financial reporting may be anticipated in the future.

E. BUDGETARY BASIS OF ACCOUNTING

NRWUA prepares its budgets on a basis consistent with generally accepted accounting principles.

F. FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE

NFWUA may apply from time to time for financial assistance related to its water and wastewater utilities operations and maintenance role. If applicable, a schedule of expenditures of federal awards and state financial assistance should be included in NFWUA's prepared audit.

G. PENSION PLANS

Although currently under review and consideration by the NFWUA Board, prior to the hiring of its initial Executive Director, it is anticipated that all full-time NFWUA employees will be participants in the Florida Retirement System, a multi-employer, cost-sharing public retirement system which is controlled by the State Legislature and administered by the State of Florida, Department of Management Services, and Division of Retirement. Actuarial services for this retirement plan can be obtained by contacting the Division of Retirement. Actuarial services for the Florida Retirement System are outlined in Section 112.63 of the Florida Statutes.

IV. TIME REQUIREMENTS

A. SCHEDULE FOR THE FISCAL YEAR AUDIT

The NFWUA Budget Officer will have all records ready for audit and all pertinent personnel available to meet with the firm's personnel on negotiated dates and at times that

are mutually acceptable. A tour of pertinent facilities can be arranged upon request once the contract is ratified.

Field work should be coordinated with NFWUA beginning in the month of award for the initial fiscal year audit, and thereafter in the month of December.

All field work is to be completed by March 31.

B. PROGRESS REPORTING, DRAFT REPORTS AND EXIT CONFERENCE

The auditor shall notify the NFWUA Budget Officer, in advance, if any of the negotiated field work dates will not be met. The auditor shall provide a draft of the audit report to the Budget Officer by April 30. Draft reports are to be provided after all partner reviews and before reports are finalized.

An exit conference will be held with the Budget Officer and NFWUA interim consultant/executive director no later than May 21.

C. DATE FINAL REPORT IS DUE

The auditor should be available for any meetings that may be necessary to discuss the audit. The final signed reports shall be delivered to the NFWUA Board by May 31. The auditor shall present the Final Audit Report to the NFWUA Board at the second regularly scheduled meeting in June.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. BUDGET OFFICER AND CLERICAL ASSISTANCE

The NFWUA Budget Officer, staff, and responsible NFWUA management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the clerical staff of NFWUA and the Budget Officer.

B. WORK AREA AND COMMUNICATION EQUIPMENT

The NFWUA Budget Officer or his designee will provide the following:

1. Reasonable work space consisting of a conference table and seating for six (6) staff members. If additional space will be required, advance notice must be given to the Budget Officer and additional space may be provided if available.
2. Access to a telephone line, a facsimile machine, a scanner, and a photocopier.
3. Access to a data line or the internet.

Use of these items is at all times restricted to work relevant to the NFWUA's annual audit.

C. STATEMENTS, SCHEDULES, AND REPORT PREPARATION

It shall be the responsibility of the Finance Department to gather and prepare any preliminary schedules relevant to the "Auditor Request List".

All statements, schedules, and report preparation, editing and printing relevant to Section II D, Reports to Be Issued, shall be the responsibility of the auditor.

VI. RESPONSE

A. TECHNICAL PROPOSAL

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the Proposer's competence and capacity of the firms seeking to undertake an independent audit of NFWUA in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the proposals of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in this RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional data may be presented, the following subjects, items No. 2 through 12, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that they will be independent of NFWUA as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving NFWUA, Columbia County Board of County Commissioners, and/or Suwannee County Board of County Commissioners for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. The firm shall include a list of subcontractors to be used for the engagement.

In addition, the firm shall give the NFWUA ASC written notice of any professional relationships entered into during the period of this agreement with any of the above noted offices, agencies, or departments.

3. License to Practice in Florida

An affirmative statement should be included that the firm and all assigned key professional staff, including subcontractors, are properly licensed to practice in the State of Florida.

4. External Peer, Quality Control and Desk or Field Reviews

All firms participating in the proposal must provide the most recent:

- a. External peer review report and any letter of comment.
- b. External quality controls review, with a statement whether that quality control review included a review of specific government engagements.
- c. Federal or state desk reviews or field reviews of its audits during the past three (3) years.

In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations. If the latest external peer, quality control and desk or field reviews are not available, a statement as to why they are not available must be submitted.

5. Firm Proposals and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis, the number and nature of the staff to be so employed on a part-time basis, and any subcontractors providing services under any agreement with NFWUA.

If the proposer is a joint venture or consortium, the proposals of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

6. Partner, Supervisory and Staff Proposals and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the proposer's experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. Audit personnel may otherwise be changed at the discretion of the proposer, provided that replacements have substantially the same or better experience.

7. Affirmative Statements Related to Employment Policies

An affirmative statement should be provided that affirms the following:

- a. Non-discriminatory policy. The firm shall not allow any person to be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status or the presence of any sensory, mental or physical handicap.
- b. Drug Free Workplace. The firm complies with regulations related to a drug-free workplace as defined in Florida Statute 287.087.
- c. Public Entity Crime. The firm shall affirm that neither the firm nor any person associated with the firm who will work on this engagement has been placed on the convicted vendor list as defined by Florida Statute Section 287.133.

8. Insurance Requirements

The firm warrants that it shall, at the firm's sole expense, procure, maintain and keep in force amounts and types of the following insurance and will provide proof of said coverage to the Columbia County Auditor Selection Committee upon the signing of an audit contract:

- a. Worker's Compensation/Employer's Liability pursuant to Florida Law.
- b. Commercial General Liability. The minimum amount of coverage shall be \$1,000,000 for each occurrence.
- c. Professional Liability. The minimum amount of coverage shall be \$1,000,000.

9. Prior Engagements with NFWUA; Columbia County, Florida; or Suwannee County, Florida

List separately all engagements within the last five (5) years, ranked on the basis of total staff hours, for NFWUA; Columbia County, Florida, or Suwannee County, Florida by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

10. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five (5) years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

11. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this RFP.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement (no dollar units or costs should be included).
- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.

- f. Approach to be taken to gain and document an understanding of the NFWUA's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- i. Describe how the audit will be conducted in the first year versus subsequent years.
- j. Approach to any necessary audit and reporting software conversions.

12. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the NFWUA.

B. Pricing

1. General Requirements

ALL PRICING INCLUDED WITH THE PROPOSAL IS REQUIRED TO BE PROVIDED IN A SEPARATE, SEALED ENVELOPE WITHIN THE SEALED PROPOSAL AND ARE TO BE OPENED AFTER ALL OTHER RANKING CRITERIA ARE SCORED AND TABULATED.

The negotiated contract shall, at a minimum, identify the following:

- a. Rates by Partner, Specialist, Supervisory and Staff level times the number of hours anticipated for each.
- b. Out-of-pocket expenses and the reimbursement rates for such expenses. It is anticipated these rates will follow Section 112.061 of the Florida Statutes, the prevailing guide for NFWUA out-of-pocket expenses.
- c. Rates for additional professional services.

2. Manner of payment

It is anticipated the contract will include that not less than ten percent (10%) of each billing will be retained until the final audit reports are submitted to the NFWUA Board. Invoices or requests for payment should be made no more often than once per month.

3. Prior Contracts

Proposals should include one or more sample, standard contracts the proposer has utilized in the past. This standard contract may be used to further price and payment negotiations.

VII. EVALUATION PROCESS

A. AUDITOR SELECTION COMMITTEE

Proposals submitted will be evaluated and ranked by the NFWUA ASC as established by Section 218.391(3)(a) of the Florida Statutes.

B. REVIEW AND RANKING OF PROPOSALS

The acting NFWUA purchasing officer will determine whether each proposal meets the mandatory requirements for responsiveness in subsection C.1 of this part. Proposals that do not include these mandatory elements will be unresponsive and will not be scored by the NFWUA ASC. The NFWUA ASC will be provided with a list of firm names who submitted proposals not meeting the mandatory elements of this request for proposals.

Proposals meeting the mandatory elements of this request for proposals will be forwarded to the members of the NFWUA ASC on _____, 2025 or as soon thereafter as possible. The NFWUA ASC will use a point system, scoring proposals individually during the review process.

The maximum score is 100 points per member. Each member of the committee will score each proposal meeting the mandatory elements according to the criteria described below.

After scoring is complete on all other criteria, the acting NFWUA purchasing officer will open the sealed pricing envelopes and rank each firm, distributing points such that the lowest price will receive all available points and the highest price will receive zero points, with intermediate prices receiving points accordingly. The full Auditor Selection Committee will convene to review and discuss and tabulate the scored evaluations. Ranking will be determined according to composite ordinal scoring, and the top three ranked proposals will be recommended to the NFWUA Board.

The NFWUA Board will vote to finalize the rankings after receiving the recommendations of the NFWUA ASC. It is anticipated that this selection will be made around _____, 2025. Following notification of the number one firm selected, it is expected negotiations will commence immediately. Final contract approval is expected to take place at the NFWUA Board meeting in _____ 2025. Upon reaching an agreement, a

contract will be submitted for approval and execution by the selected auditor and the NFWUA Board.

The NFWUA Board reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical proposals. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements (Reviewed by the Purchasing Officer)
 - a. The audit firm is independent and licensed to practice in Florida.
 - b. The firm has no conflict of interest with regard to any other work performed by the firm for NFWUA; Columbia County, Florida; and/or Suwannee County, Florida.
 - c. The firm adhered to the instructions in this request for proposals and submitted a complete proposal.
 - d. The firm submitted a copy of its last external quality control review report and the firm has a record of quality audit work.
2. Technical Quality (Maximum 100 points) (Scored by the Auditor Selection Committee members)
 - a. Expertise and Experience (Maximum 70 points)
 - (1) The firm's past experience and performance on comparable government engagements (Maximum 30 points).
 - (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation (Maximum 25 points).
 - (3) The firm's internal review process, existing quality controls, adequacy of staff to perform the required audits (current and projected) and familiarity with applicable federal regulations and standards for audits of government organizations, programs, activities and functions (Maximum 15 points).
 - b. Audit Approach (Maximum 20 points)
 - (1) Adequacy of proposed staffing plan for various segments of the engagement (Maximum 10 points).

(2) Adequacy of sampling techniques (Maximum 5 points).

(3) Adequacy of analytical procedures (Maximum 5 points).

c. Local preference per NFWUA Purchasing Policies and Procedures (5 points)

d. Fee Proposal (Maximum 5 points)

D. Acceptance of Terms and Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between NFWUA ASC and the firm selected.

The NFWUA Board reserves the right without prejudice to reject any or all proposals.

E. ADDITIONAL REQUIREMENTS

1. Addendums and Clarifications

Each proposer shall examine the RFP documents carefully. If any part of the RFP documents is considered unclear or confusing, then no later than _____, 2025, the proposer shall make a written request to the acting NFWUA purchasing director for interpretation or correction of any ambiguity, inconsistency, or error. Interpretations or corrections, if any, will be addressed through addenda which will be emailed to all proposers. It is necessary to identify each addendum and to confirm that a proposal is responsive to the inclusion of each addendum. No correction or clarification shall be made verbally, and no respondent should rely on any verbal communications as forming the basis for any understanding of these documents.

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any NFWUA employee prior to the opening of the proposals. Only those communications which are in writing from NFWUA may be considered as a duly authorized expression of the NFWUA ASC.

Only communications from firms which are in writing and signed will be recognized as duly authorized communications from any proposer.

2. Business Tax Receipt, Corporate Status, and Registrations

The proposer shall be responsible for obtaining and maintaining throughout the contract period his or her city or county Business Tax Receipt if applicable, and any licenses required pursuant to the laws of Columbia County, Suwanee County, and the State of Florida. Every proposal shall include a copy of the company's local business or business tax receipt from a jurisdiction in which its primary offices are located or provide a written statement on letterhead indicating why no business tax receipt exists.

If the proposer is operating under a fictitious name as defined in Section 865.09,

Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the proposal. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status and a Certificate of Good Standing with the Division of Corporations of the State of Florida or such other state as applicable.

3. Status

The auditor shall, at all times relevant to any contract with NFWUA, be an independent contractor and in no event shall the auditor, nor any employees or sub-contractors under it, be considered to be employees of NFWUA.

4. Receipt and Opening of Proposals:

Proposals will be opened publicly at the time and place stated in this Request for Proposals (RFP). No proposals received after the deadline will be considered. No responsibility shall be attached to any person for the premature opening of a proposal not properly addressed and identified. At the time fixed for the opening of proposals, the contents of the RFP form will be made public for the information of other interested parties who may be present either in person or by representative.

Sealed pricing will not be opened until after the NFWUA ASC has convened and evaluated all other sections of the evaluation criteria.

5. Withdrawal of Proposals:

Proposals may be withdrawn by written request received from respondents prior to the time fixed for opening. Negligence on the part of the respondent in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.

VIII. ETHICAL BUSINESS PRACTICES:

A. Gratuities.

It is unethical for any person to offer, give, or agree to give any NFWUA employee, or for any NFWUA employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

B. Kickbacks.

It is unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

If there is a substantiated charge of unethical business practices in connection with this proposal, the NFWUA ASC and the NFWUA Board shall postpone any award and immediately suspend any contract until such time as such substantiated charges are resolved. The NFWUA Board may deny an award or cancel the contract if it determines at any point that unethical business practices were involved in this procurement.

RFP CHECKLIST (Required Forms):

Please submit the items on the following list and any other items required by any section of this RFP. The checklist is provided as a courtesy and may not be inclusive of all items required within this RFP:

- _____ Completed RFP Response Sheet with Signature
- _____ Reference Form
- _____ Non-Collusion Affidavit
- _____ Public Entity Crimes Statement
- _____ Drug Free Workplace
- _____ Conflict of Interest Form
- _____ W-9
- _____ Certification/Debarment/Suspension
- _____ Applicable Licenses/Registrations
- _____ Equal Opportunity/Affirmative Action Statement
- _____ Technical Proposal
- _____ Bid Form in Separate Sealed Pricing Envelope

RFP RESPONSE SHEET

The Board of Directors of the North Florida Water Utilities Authority (NFWUA) reserves the right to accept or reject any and/or all proposals in the best interest of NFWUA.

Rocky Ford, Chair

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

(Firm Name)

BY:

(Authorized Representative)

(Printed or Typed Name)

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

BID FORM

Sealed Proposals must be received in by NFWUA c/o the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, Room 203, Lake City, FL 32055 no later than 3:00 P.M., on _____, 2025. NFWUA reserves the right to reject any and/or all bids and to accept the proposal in NFWUA' best interest, bid F.O.B., NFWUA.

Annual Audit Fee \$ _____

Written Annual Audit Fee \$ _____

Additional Professional Services \$ _____

Written Additional Professional Services \$ _____

***Provide a list of Hourly Rates per Position and any applicable Additional Professional Services Description with Bid Form**

I certify that this proposal meets or exceeds NFWUA specifications and that the undersigned proposer declares that I have carefully examined the specifications, term and conditions of this proposal, and I am thoroughly familiar with its provisions. The undersigned proposer further declares that he/she has not divulged, discussed or compared his bid with any other proposers and has not colluded with any other proposers or parties to a proposal or bid whatsoever for any fraudulent purpose.

COMPANY: _____ DATE: _____

ADDRESS: _____

PHONE NO: _____

EMAIL: _____

SIGNATURE: _____

PRINT NAME/TITLE: _____

ADDENDA'S RECEIVED/ACKNOWLEDGED _____

REFERENCE FORM

Respondent's Name: _____

Vendors are required to submit with their response three (3) references, with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. NFWUA reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge.

FORMER CLIENTS-Provide Three (3)	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Title: _____

Non-Collusion Affidavit

STATE OF _____ COUNTY OF _____

I state that I _____ of _____,
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
5. _____ (Name of Firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three (3) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by NFWUA for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _____ day of _____, _____.

Name of Organization: _____

Signed by: _____

Print Name: _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

The foregoing instrument was executed before me by means of physical presence or online notarization this ____ day of _____, 20__, by _____ as _____ of _____ who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the named legal entity, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

Public Entity Crimes Statement

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES: 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 Proposal, ITN, or Contract Number
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 _____ and my relationship to the above is _____
[Please print name of individual signing]
4. 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 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 "affiliate" as defined in section 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 thirty-six (36) months shall be considered an affiliate.

7. 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 any state or of the United States with the legal power to enter into a binding contract and which bids/proposals or applies to bids/proposals 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 is active in the management of the entity, nor any affiliate of the entity have been 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 **[Please indicate which additional statement applies].**

There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted Contractor list. **[Please attach a copy of the final order.]**

The person or affiliate was placed on the convicted Contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted Contractor list. **[Please attach a copy of the final order.]**

The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the State of Florida, Department of Management Services.]**

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in Attachment "C", Public Entity Crimes, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

COUNTY OF _____

The foregoing instrument was executed before me by means of physical presence or online notarization this day _____ of _____

20____, by _____ as _____ of

_____, who personally swore or affirmed that he/ she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

Drug-Free Workplace Certification

The drug-free certification form below must be signed and returned with the solicitation response.

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' 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/proposal a copy of the statement specified in the first paragraph.
4. In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, 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, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) Days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in this Drug-Free Workplace Certification, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

COUNTY OF _____

The foregoing instrument was executed before me by means of physical presence or online notarization this day _____ of _____

20__, by _____ as _____ of _____

_____, who personally swore or affirmed that he/ she is authorized to execute this document and thereby bind the above named legal entity, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

Conflict of Interest Statement

STATE OF _____

COUNTY OF _____

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

I am the _____ of _____ with a local office
(Insert Title) (Insert Company Name)

in _____ and principal office in Said entity is submitting this proposal/offerto

1. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
2. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
3. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
4. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
5. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
6. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any NFWUA, Columbia County Office or Department, or Suwannee County Office or Department.
7. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within NFWUA, Columbia County government, or Suwannee County government.
8. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify NFWUA in writing.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

COUNTY OF _____

The foregoing instrument was executed before me by means of physical presence or online notarization this day _____ of _____

20___, by _____ as _____ of

_____, who personally swore or affirmed that he/ she is authorized to execute this document and thereby bind the above named legal entity, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

**CERTIFICATION REGARDING SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

- 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 debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this 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 these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal 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 participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

- 1) The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
- 2) The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signature

Title

Contractor/Firm

Address

ADDITIONAL INFORMATION

The most recent budgets can be found on NFWUA's web site at the following link:

<https://nfwua.org/agendas/>