

**FORT MYERS BEACH FIRE CONTROL DISTRICT
INVITATION TO SUBMIT A PROPOSAL FOR
LEGAL SERVICES – SPECIALIZING IN LABOR AND EMPLOYEMENT**

INTRODUCTION

The Fort Myers Beach Fire Control District (the “District”) is conducting an informal process to obtain legal services, specializing in labor and employment law. The District is an independent special fire control district which is governed by Florida law, especially Chapter 189 and Chapter 191, Florida Statutes, and the District’s enabling legislation.

Interested respondents should have general counsel capability and experience in working for government entities, specifically Florida Special Fire Districts.

SCOPE OF SERVICES

Legal services for the District may include the following:

- Represent the District with respect to labor and employment related matters.
- Consult with the Board of Fire Commissioners to ensure compliance with District directives.
- Consult with District’s staff regarding compliance issues with federal and state laws, District rules and regulations, and any other governing regulations related to labor and employment.
- Consult with District’s general counsel as required.
- Attend, participate and represent the District in public meetings and conference calls, and report on the status of the District’s legal matters as required.

PROPOSED SCHEDULE

September 9, 2015 Release Invitation to submit proposal

September 29, 2015 Proposals due by 4:00 PM

September 30, 2015 Proposals provided to Board of Fire Commissioners

October 6, 2015 10am Respondent attends public meeting *Additional information below.

The District reserves the right to reject any or all responses in its sole discretion. The District also reserves the right to waive irregularities and technicalities and to re-advertise for additional responses. All costs and expenses related to preparation and submission of a response are the responsibility of the responder.

INSTRUCTIONS TO RESPONDENTS

Delivery of Proposal:

Respondents are required to complete and submit a Response Form and other materials/brochures electronically or by mail.

If submission by mail, include 6 copies in one envelope to:

Jane Thompson, Finance Director
Fort Myers Beach Fire Control District
100 Voorhis Street
Fort Myers Beach, FL 33931

Submission by email, send to:

Jane Thompson, Finance Director at
jthompson@fmbfire.org

No facsimile submissions will be considered.

Proposals are due by 4:00 PM on September 29, 2015.

Proposals received after this time, for any reason, will not be considered.

*Respondents are invited to give a short presentation and answer questions at a public meeting to be held at 10am at the Fort Myers Beach Fire Control District, ~~Station 31, located at 3043 Estero Blvd,~~ **VENUE UPDATE: Fort Myers Beach Town Hall, located at 2523 Estero Blvd.,** Fort Myers Beach, FL 33931. If unable to attend, respondent may comply via video conference. The option to video conference must be requested at the time of the response submission. For additional information on video conferencing please contact the District's Information Technology Manager Joe LaCroix at (239) 590-4209.

Questions or additional information requests should be directed to the Chairwoman of the Board of Fire Commissioners Carol Morris at (239) 910-0644 or carol33931@embarqmail.com.

Americans with Disabilities Act: The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the District at (239) 590-4200. The District's fax number is (239) 463-6761.

Response Form - Legal Services

The District will use the factors of experience of the attorney(s) and/or firm and proposed fee as the primary evaluative factors in determining the proposals that are most favorable. In order for the District to properly conduct its evaluation, please provide the following information:

1. Name of Attorney and/or Firm, and contact information:

Phone: (____) _____ Email: _____

Address: _____

Website Address: _____

2. Name of Individual Submitting Proposal:

3. Signature of Individual Submitting Proposal:

4. Name of Individual Personally Responsible for Legal Representation, and Respective Florida Bar Number:

5. Proposed Fee(s) for Service:

Principles/Partners \$

Paralegals \$

Clerks \$

Other (please specify) \$

Response Form - Legal Services

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6. List Practice Areas of Attorney/Firm and Litigation Experience (in years)

Relevant to this Proposal: (Printed materials or brochures may be submitted.)

7. List Board Certifications of Attorney/Firm Members and Experience (in years)

Relevant to this Proposal: (Printed materials or brochures may be submitted.)

8. Statement of Qualifications or Relevant Experience in Practice Areas: (Printed materials or brochures may be submitted.)

9. Video conference time requested Yes / No (circle one).