

CITY OF VENICE  
CODE ENFORCEMENT SPECIAL MAGISTRATE  
PROPOSAL

SUBMITTED BY:

PATRICK J. REILLY, ESQUIRE  
Patrick Reilly, P. A.  
355 West Venice Avenue  
Venice, Florida 34285  
Telephone: (941) 485-9626  
Facsimile: (941) 485-8163  
Email: [pat@snyderandreilly.com](mailto:pat@snyderandreilly.com)

## CONTENTS

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Correspondence and Sworn Statement of Patrick J. Reilly (Pages 1 - 2)	1
-----------------------------------------------------------------------	---

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Experience and Qualifications (Pages 3 - 6)	2
---------------------------------------------	---

---

Location and Responsiveness (Page 7)	3
--------------------------------------	---

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Compensation (Page 8)	4
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Required Forms	5
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<ul style="list-style-type: none"><li>• Submitted Proposal Form (Pages 9 - 10)</li><li>• Qualifications Statement (Pages 11 - 13)</li><li>• "Local Preference" Determinations (Pages 14 - 15)</li><li>• Non-Collusive Affidavit (Page 16)</li><li>• Public Entity Crime Information (Page 17)</li><li>• Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Page 18)</li><li>• Conflict/Non-Conflict of Interest and Litigation Statement (Page 19)</li><li>• Certification Regarding Lobbying (Page 20)</li><li>• Request for Taxpayer Identification Number and Certification Form W-9 (Page 21)</li><li>• Addendum No. 1 (Pages 22 - 23)</li></ul>	
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# TAB 1



(A Partnership of Professional Associations)

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**W. RUSSELL SNYDER**

Board Certified Civil Trial Lawyer (1985-2015)

- Estate & Trust Disputes ■ Dignified Divorce
- Mediator (Estate and Trust Disputes)

Email: [russ@snyderandreilly.com](mailto:russ@snyderandreilly.com)

**PATRICK J. REILLY**

Board Certified Civil Trial Lawyer  
(NBTA)

- Estate & Trust Disputes ■ Divorce
- Complex Civil Litigation
- Also Licensed in Pennsylvania

Email: [pat@snyderandreilly.com](mailto:pat@snyderandreilly.com)

**THE SNYDER LAW BUILDING**

355 West Venice Avenue

Venice, Florida 34285

Telephone: (941) 485-9626

Facsimile: (941) 485-8163

Web Site: [www.snyderandreilly.com](http://www.snyderandreilly.com)

January 4, 2021

Peter Bours

Procurement Finance Department

City of Venice

401 West Venice Avenue, Room 204

Venice, Florida 34285

Dear Mr. Bours:

I am submitting the within letter and proposal regarding RFP Number 3121-20 Code Enforcement Special Magistrate in accordance with the RFP Request for Proposal. I am Managing Partner for Snyder & Reilly, Trial Lawyers, and we maintain our practice at the above address. I will be responsible for this proposal and any negotiation during the process and can be reached at the above phone number. All services will be rendered from the above address.

Enclosed in this within Tab 1, is my sworn statement affirming that, if appointed as Special Magistrate, I will not violate the "dual office holding" prohibition set forth under Article II, Section 5 (a) of the Florida Constitution.

Thank you for your attention to this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick J. Reilly', written over a horizontal line.

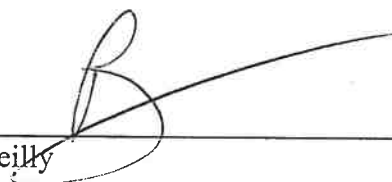
Patrick J. Reilly

PJR:vla

Enclosures


SWORN STATEMENT OF PATRICK J. REILLY

The undersigned does hereby swear and affirm that, if appointed as the Code Enforcement Special Magistrate for the City of Venice, Florida, he will not hold at the same time more than one office under the government of the State, and Counties and Municipalities therein, that he shall resign from any position currently held such that the appointment as Special Magistrate for the City of Venice would not result in any such violation.

  
\_\_\_\_\_  
Patrick J. Reilly

STATE OF FLORIDA  
COUNTY OF SARASOTA

Sworn to and subscribed before me on the 30th day of December 2020, by PATRICK J. REILLY, who is physically present and who is personally known to me.

  
\_\_\_\_\_  
Notary Public, State of Florida

[Seal]



## **TAB 2**

## EXPERIENCE AND QUALIFICATION

### A. Narrative describing the experience of the Proposer

1. Snyder & Reilly, Trial Lawyers, is a partnership between W. Russell Snyder, P. A. and Patrick Reilly, P. A. W. Russell Snyder is retired. In addition to Attorney Reilly, the firm employs three paralegals/legal assistants and a receptionist.

2. Attorney Reilly has been practicing law since 1980. He is a native of the Lehigh Valley area in Pennsylvania and is a well-established litigator in the areas of civil, commercial and family law litigation, handling disputes from beginning to end. He has extensive trial and appellate experience in both State and Federal Courts. He has represented individuals as well as small business and large companies involving contract, employment, personal injury and commercial disputes.

Attorney Reilly has received Board Certification as a Civil Trial Lawyer from the National Board of Trial Advocacy. To qualify for Board Certification, a lawyer must have extensive experience in their specialty and meet rigorous and objective quality standards. Approximately 4% of all practicing lawyers in the country are Board Certified.

Attorney Reilly has also been selected for inclusion as a Pennsylvania Super Lawyer from 2013 through 2014 as well as a Florida Super Lawyer from 2017 through 2021. This honor is reserved for the top 5% of attorneys in any State.

One of Attorney Reilly's significant cases, in which he obtained a \$2.5 million dollar jury verdict against a pharmaceutical company, is the subject of *Call to Witness*, a book published in 2013. In addition to the significant verdict, the case changed law regarding the Americans with Disabilities Act.

3. Attorney Reilly has been a Commissioner on the City of Venice Code Enforcement Board from 2017 to the present. In addition, in the past, he has served as an Assistant County Solicitor in which position, he drafted ordinances and resolutions and contracts for Lehigh County, Pennsylvania, and represented the County in various litigation matters, in both State and Federal Courts. He has also represented clients in Social Security Administration hearings and Workers Compensation hearings. Prior to relocating his practice to Florida, Attorney Reilly had an extensive criminal defense practice in Pennsylvania.

4. Request for Client List removed from RFP.

5. Attorney Reilly's principal areas of practice at this time are estate and trust litigation, divorce and complex civil litigation.

B. Attorney Reilly's current resume and proof of active Florida Bar Membership in Good Standing are attached as a part of Tab 2.

C. Attorney Reilly has never been disciplined by the Florida Bar or any similar body regulating the practice of law in any other jurisdiction.

PATRICK J. REILLY

355 West Venice Avenue  
Venice, Florida 34285  
Telephone: (941) 485-9626  
Facsimile: (941) 485-8163  
Email: [pat@snyderandreilly.com](mailto:pat@snyderandreilly.com)  
Web Site: [www.snyderandreilly.com](http://www.snyderandreilly.com)

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**WORK EXPERIENCE:**

**Professional Profile:** Well-established litigator with successful representation in Civil and Commercial Litigation matters. Handling disputes from beginning to end with extensive experience in trial and appellate practice in State and Federal Courts. Represented individuals as well as small business and large companies involved in contract, employment, personal injury, and commercial disputes.

**Admissions:** Supreme Court of the State of Florida (2016); Supreme Court of Pennsylvania (1980)

**Education:** Juris Doctor, Cumberland School of Law of Samford University (1977 – 1980)

B.A. Political Science, Washington and Lee University (1973-1977)

**EXPERIENCE:** Managing Partner, Snyder & Reilly, Trial Lawyers (2016 – Present)  
355 West Venice Avenue, Venice, Florida 34285

- Representing clients in Estate and Trust litigation, Family Law, Complex Civil Litigation, Contracts
- Representing both Employers and Employees in Employment Law issues

Partner, Gross McGinley, LLP, (1983 - 2016); Of Counsel (2016 – Present); 33 South 7<sup>th</sup> Street, Allentown, Pennsylvania 18105

- Civil, Commercial, and Criminal Litigation
- Contract, Employment, Personal Injury and Commercial Disputes
- Business, Criminal, and Estate Planning matters
- Chair of Litigation Committee for 36-member firm
- Chair of Personnel Committee for greater than 30 employees



Assistant County Solicitor – Lehigh County, Pennsylvania (need address)  
(1981 – 1983); 455 Hamilton Street, Allentown, Pennsylvania 18105

- Drafted ordinances and resolutions
- Represented County in various litigation matters
- Attended County Commission meetings as Solicitor

**CERTIFICATIONS AND  
AWARDS:**

- National Board of Trial Advocacy, Certification in Civil Trial Law (2015)
- Super Lawyer (2013 – 2014 Pennsylvania)  
2017 -2021 Florida)

**COURT ADMISSIONS:**

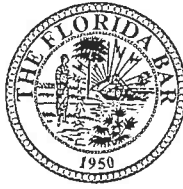
- Pennsylvania
- Florida
- United States District Courts for the Eastern and Middle Districts of Pennsylvania
- United States District Court for the Middle District of Florida
- Third Circuit, United States Court of Appeals
- United States Supreme Court

**PROFESSIONAL  
ASSOCIATIONS:**

- Sarasota County Bar Association, South County Division  
President-Elect

**COMMUNITY  
INVOLVEMENT:**

- City of Venice Code Enforcement Board (2017 – Present)



## The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

Joshua E. Doyle  
Executive Director

850/561-5600  
[www.FLORIDABAR.org](http://www.FLORIDABAR.org)

State of Florida     )

County of Leon     )

In Re: 0125109  
Patrick Joseph Reilly  
Snyder and Reilly, Trial Lawyers  
355 W Venice Ave  
Venice, FL 34285-2004

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **September 28, 2016**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 20th day of **December, 2020**.

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar



PG:R10  
CTM-114585

# **TAB 3**

### **LOCATION AND RESPONSIVENESS:**

The sole office of Snyder & Reilly, Trial Lawyers, is located at 355 West Venice Avenue, Venice, Florida 34285, directly across the street from Venice City Hall. While Attorney Reilly has a busy trial practice, he anticipates that lead time required for attending a scheduled hearing at City Hall in person would be one to two weeks.

Attorney Reilly's law practice qualifies as a "local business" as defined in Section 2-217 of the City of Venice's Code of Ordinances. The "Local preference" Determination form is attached as a part of Tab 5.

# TAB 4

### COMPENSATION

Attorney Reilly's current hourly rate is \$400. This includes all legal services provided. Travel reimbursement is not requested. Any other expenses would be billed at cost. Attorney Reilly is willing to negotiate the hourly rate with the City of Venice.

# **TAB 5**

**CITY OF VENICE, FLORIDA**  
**RFP #3121-20 CODE ENFORCEMENT SPECIAL MAGISTRATE**  
**SUBMITTED PROPOSAL FORM**

The undersigned proposer declares that the only person or parties interested in this RFP as principals are those named herein, that this proposal is made without any understanding, contract, or connection with any other person, firm, or corporation providing a proposal for the same purpose and that this proposal is in all respects fair and without collusion or fraud. The proposer understands that this proposal must be manually signed in ink, otherwise it will be considered unresponsive and subject to rejection.

The undersigned proposer represents that the proposer accepts, and that this proposal complies with, the RFP Documents; that proposer has carefully examined the RFP Documents for the requested services. Proposer affirms that proposer has carefully examined the location of the requested services and, from its own investigations, is satisfied as to the nature and location of the services, the character, quality, and the quantity of materials, the kind and extent of equipment and other facilities needed for the performance of the services, the general and local conditions and all difficulties that may be encountered, and all other items which may, in any way, affect the services or its performance.

The undersigned proposer proposes, and agrees if this proposal is accepted, that it will contract with the City to provide all necessary machinery, tools, software, labor, apparatus, and other means necessary to do all the services, and furnish all the materials and equipment specified or referred to in the RFP Documents in the manner and time herein prescribed, and according to the requirements of the City as therein set forth.

Under provisions of Chapter 112, Florida Statutes, proposer must disclose with proposal the name of any officer, director, or agent who is also an employee of the City of Venice. Proposer must disclose on an attachment (provided by proposer) entitled "Submitted Bid Conflict of Interest" the name of any City employee who owns, directly or indirectly, a five percent (5%) or more interest in the proposer's firm or any of its branches. Absence of such an attachment represents proposer's certification of no such employee.

Proposer acknowledges receipt of the following addenda issued during the solicitation period; the cost of which, if any, is included in proposal pricing. If an addendum is issued, the addendum acknowledgement below must be completed or the issued addendum must be signed and submitted with the proposal package at the time and due date of the proposal.

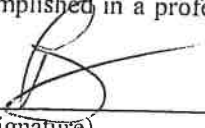
Addendum # <u>1</u>	Addendum Date: <u>12/28/20</u>	Addendum # _____	Addendum Date: _____
Addendum # _____	Addendum Date: _____	Addendum # _____	Addendum Date: _____
Addendum # _____	Addendum Date: _____	Addendum # _____	Addendum Date: _____

The undersigned proposer understands that the City reserves the right to reject any or all proposals and to waive any informalities and minor irregularities in any proposal. The proposer agrees that this proposal shall be good and may not be withdrawn for a period of one hundred twenty (120) days after the scheduled RFP opening.

Having carefully examined the RFP Documents, proposer agrees to the terms contained therein and proposes to furnish all labor, material, and equipment for the entire services (including mobilization and demobilization, if applicable), and to execute an agreement for services and any and all bonds, insurance certifications, and other instruments or documents as specified or included in the RFP Documents and will completely perform the services in strict accordance with the terms of the RFP Documents.



The undersigned proposer acknowledges that services to be performed shall conform to all City codes and regulations. Services must be accomplished in a professional manner and meet all standards of any professional trade requiring a license and or permit.

  
(Authorized Signature)

PATRICK J. Reilly  
(Printed name)

Name of Proposer: PATRICK Reilly, P A

Address: 355 West Venice Avenue

City: Venice State: FL Zip: 34285

Phone: (941) 485-9626 Fax: (941) 485-8163

Email: pat@snyderandreilly.com

A current and signed W9 should be submitted with this proposal under Tab 5.

Type of Organization:

☒ Sole Proprietorship    ☐ Partnership    ☐ Non-Profit    ☐ Sub-Chapter  
☐ Joint Venture    ☐ Corporation    ☐ LLC    ☐ LLP  
☐ Publicly Traded    ☐ Employee Owned

State of Incorporation: \_\_\_\_\_

**SEALED REQUEST FOR PROPOSALS  
CITY OF VENICE, FLORIDA  
RFP# 3121-20**

**QUALIFICATIONS STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

**SUBMITTED TO:** CITY OF VENICE  
Procurement- Finance Department  
401 W. Venice Avenue Room # 204  
Venice, Florida 34285

**CHECK ONE:**

- ☐ Corporation  
☐ Partnership  
☐ Individual  
☐ Joint Venture  
☒ Other

**SUBMITTED BY:**

NAME: PATRICK J. REILLY  
ADDRESS: 355 W. Venice Ave  
PRINCIPLE OFFICE: Venice, FL 34285

1. State the true, exact, correct and complete legal name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is:

PATRICK REILLY, P.A.

The address of the principal place of business is:

355 W. Venice Ave, Venice FL  
34285

2. If the Proposer is a corporation, answer the following:

- a. Date of Incorporation: \_\_\_\_\_
- b. State of Incorporation: \_\_\_\_\_
- c. President's Name: \_\_\_\_\_
- d. Vice President's Name: \_\_\_\_\_
- e. Secretary's Name: \_\_\_\_\_
- f. Treasurer's Name: \_\_\_\_\_
- g. Name and address of Resident Agent: \_\_\_\_\_

3. If Proposer is an individual or partnership, answer the following:

- a. Date of Organization: October 1, 2016
- b. Name, address and ownership units of all partners: PATRICK J. REILLY  
355 W. Venice Ave, Venice, FL 34285

c. State whether general or limited partnership: N/A

4. If Proposer is other than an individual, corporation, partnership, describe the organization and give the name and address of principals:

N/A

5. If Proposer is operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

N/A

a. Under what other former names has your organization operated?

N/A

Signed, sealed and delivered  
in the presence of:

By:

PATRICK J. Reilly  
(Printed Name)

Owner  
(Title)

#### ACKNOWLEDGEMENT

STATE OF FLORIDA

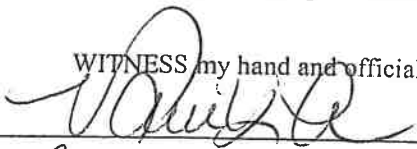
COUNTY OF SARASOTA

} SS

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 30th day of Dec, 2020 (year), by PATRICK J. Reilly of PATRICK J. Reilly, PA, a PROFESSIONAL ASSOCIATION

\_\_\_\_\_ corporation, and who severally and duly acknowledged the execution of such instrument as such an officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation's Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters stated in said foregoing instrument, certified the same to be true in all respects.

WITNESS my hand and official seal the date aforesaid.

 (Signature of Notary Public – State of Florida)

Valerie L. Aitken (Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known ☒ or produced identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_ (NOTARY'S SEAL)



## "LOCAL PREFERENCE" DETERMINATION

The following questions will help you determine local preference for your company.  
Please answer questions 1 through 4 **FIRST**. If you answer **NO** to any questions 1 through 4, local preference does **NOT** apply.  
**ONLY** if you answer **YES** to questions 1 through 4, may you proceed to question 5.  
If you answer **YES** to any questions 5 and 6, local preference applies.  
If you are unsure of how to answer any questions, please contact the City of Venice's Purchasing Department at 941-486-2626.

### Questions 1 – 4

1. Has your company paid a local business tax either to Sarasota, DeSoto or Charlotte County (Manatee County does not currently have a local business tax) authorizing your company to provide goods or services described in this solicitation?

YES X If "yes", proceed to question 2.

NO      If "no", **STOP, local preference does not apply.**

\* If the name on the local business tax receipt is not the same as the name on the bid/solicitation submittal, local preference does not apply.

2. Does your company maintain a permanent physical business address located within the limits of Sarasota, Manatee, DeSoto or Charlotte County from which your company operates or performs business?

YES X If "yes", proceed to question 3.

NO      If "no", **STOP, local preference does not apply.**

3. Does your company's local business office (identified in question 2) have a least one full time employee?

YES X If "yes", proceed to question 4.

NO      If "no", **STOP, local preference does not apply.**

4. Do at least fifty percent (50%) of your company's employees who are based in the local business location (identified in question 2) reside within Sarasota, Manatee, DeSoto or Charlotte County?

YES X If "yes", proceed to question 5.

NO      If "no", **STOP, local preference does not apply.**

**Questions 5 – 6**

5. Is your company's local business office (identified in question 2) the primary location (headquarters) of your company?

YES X If "yes", STOP, local preference applies.

NO      If "no", proceed to question 6.

6. If the local business office (identified in question 2) is not the primary location of your company, are at least ten percent (10%) of your company's entire full-time employees based at the local office location AND does at least one corporate officer, managing partner or principal owner of your company reside in Sarasota, Manatee, DeSoto or Charlotte County?

N/A

YES      If "yes", STOP, local preference applies.

NO      If "no", local preference does not apply.

NON-COLLUSIVE AFFIDAVIT

State of FLORIDA

County of SARASOTA

SS.

PATRICK J. REILLY

being first duly sworn, deposes and says that:

1. He/she is the Owner (Owner, Partner, Officer, Representative or Agent) of PATRICK REILLY P.A. the Offeror that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any Offeror, firm, or person to fix the price or prices in the attached Proposal or of any other Offeror, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal Work.

Signed, sealed and delivered  
in the presence of:

By:

PATRICK J. REILLY  
(Printed Name)  
Owner  
(Title)

ACKNOWLEDGEMENT

State of FLORIDA

County of SARASOTA

On this 30th day of December 2020, before me, the undersigned Notary Public of the State of FLORIDA, personally appeared PATRICK J. REILLY and (Name(s) of Individual(s) who appeared before notary) whose name(s) in/are Subscribed to the written instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC  
SEAL OF OFFICE



NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or type as commissioned)

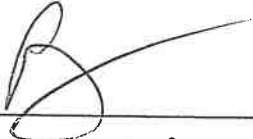
☒ Personally known to me, ☐ Produced in my official capacity: ☐ DID take an oath, or ☒ DID NOT take an oath

PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the State of Florida's convicted vendor list following a conviction for a public entity crime may not submit a BID/ITB proposal on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for services in the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Sub-Contractor, or Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 2876.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, PATRICK J. Reilly, being an authorized representative of the firm of  
PATRICK Reilly, P.A., located at City: Venice  
State: FLORIDA Zip: 34285, have read and understand the contents of the  
Public Entity Crime Information and of this formal BID/ITB package, hereby submit our proposal  
accordingly.

Signature:



Date:

12/30/2020

Phone:

941-485-9626

Fax:

941-485-8163

Federal ID#:

81-4044685



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

**CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**

1. By responding to this solicitation, the Firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency from participation in this transaction.
2. The undersigned also certifies that the Firm and its principals:
  - (a) Have not, within a three-year period preceding this certification, 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2. (a) of this Certification; and have not within a three-year period preceding this certification had one or more public transactions (Federal, State or Local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

**CERTIFICATION OF LOWER TIER CONTRACTS REGARDING DEBARMENT**

1. The successful Firm, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in federally-assisted projects. The successful Firm will accomplish this by:
  - (a) Checking the System for Award Management at website: <http://www.sam.gov>;
  - (b) Collecting a certification statement similar to the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, above; and
  - (c) Inserting a clause or condition in the covered transaction with the lower tier contract.

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

Dated this 30<sup>th</sup> day of December, 2020.

By:

Authorized Signature

PATRICK J. Reilly, Owner  
Printed Name, Title

Firm Name

PATRICK Reilly, P.A.

Address:

355 West Venice Avenue

Venice, FL 334285

CONFLICT/NON-CONFLICT OF INTEREST AND LITIGATION STATEMENT

CHECK ONE

☒ To the best of our knowledge, the undersigned Offeror has no potential conflicts of interest due to any other clients, contracts, or property interest for this project.

OR

☐ The undersigned Offeror, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

IN FLORIDA ONLY, JUDGMENTS AGAINST THE FIRM, AND SUITS AGAINST CITY OF VENICE. INCLUDE ACTIONS AGAINST THE FIRM BY OR AGAINST ANY LOCAL, STATE, OR FEDERAL REGULATORY AGENCY.

CHECK ONE

☒ The undersigned Offeror has had no litigation adjudicated against the Offeror on any projects in the last five (5) years and has filed no litigation against City of Venice in the last five (5) years.

OR

☐ The undersigned Offeror, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation in Florida adjudicated against the Offeror during the past five (5) years; all legal actions against City of Venice during the past five (5) years; and actions by or against any Federal, State and local agency during the past five (5) years.

Company Name:

PATRICK REILLY, P.A.

Authorized Signature:

[Signature]

Name (print or type):

PATRICK S. REILLY

Title:

Owner

Failure to check the appropriate blocks above may result in disqualification of your proposal. Failure to provide documentation of a possible conflict of interest, or a summary of past litigation, may result in disqualification of your Proposal. Should additional information regarding the above items come to the attention of City of Venice after award, the awarded contract shall be subject to immediate termination.

### CERTIFICATION REGARDING LOBBYING

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

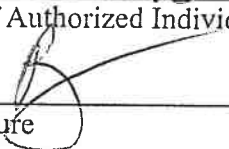
- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

PATRICK REILLY, P.A.  
Firm Name

PATRICK J. REILLY, Owner  
Name and Title of Authorized Individual

  
Authorized Signature

12/30/2020  
Date

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Patrick Reilly, P. A.

Business name, if different from above

Check appropriate box: ☐ Individual/  
Sole proprietor

☒ Corporation

☐ Partnership

☐ Other ▶

☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)

355 West Venice Avenue

City, state, and ZIP code

Venice, Florida 34285

Requester's name and address (optional)

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

| | | + | | | |

or

Employer identification number

8 | 1 | 4 | 0 | 4 | 4 | 6 | 8 | 5

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

12/30/2020

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# CITY OF VENICE PROCUREMENT- FINANCE DEPARTMENT

401 W. VENICE AVE. - ROOM # 204

VENICE, FL. 34285

(941) 486-2626

FAX (941) 486-2790

## ADDENDUM NO. 1

**Date:** December 28, 2020

**To:** All Prospective Proposers

**Re:** RFP# 3121-20 Code Enforcement Special Magistrate

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This addendum sets forth changes and/or information as referenced and is hereby made part of and should be attached to the subject Contract Documents. Receipt of this Addendum shall be acknowledged below and in the submitted proposal. It shall be the responsibility of each proposer, prior to submitting a proposal, to contact the City of Venice- Procurement- Finance Department to determine if addenda were issued and to make such addenda a part of their proposal.

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### QUESTIONS

The following responses to questions submitted in reference to **RFP 3121-20** shall become part of the requirements of the RFP, and all costs associated with the information provided shall be included in the proposal submitted by the vendor.

- Q. One of the requirements is representative client list of the firm. The majority of my clients are individuals, and I have a concern about the confidentiality of providing a client list. Is this something that is really necessary? I would think anyone who submits a proposal for this position will have that concern.
- R. By providing "experience" and "principal areas of practice," the City should receive the information it needs to evaluate the proposer without requiring a "client list." Via this addendum, the requirement for a client list is deleted.
- Q. The "Local Preference" Determination form appears to be a 2 page document, but only one page is included in the RFP.
- R. A revised *Local Preference Determination* Form has been attached to this Addendum. Proposers must submit the revised form with their Proposal.
- Q. On page 4 of the RFP, there is a list of required forms, all of which were included in the packet. However, on page 14, there is an additional list of forms required, most of which are not provided. They are the Acknowledgement of Firm; Drug Free Workplace Certification Form; Equal Employment Opportunity Form; Current and Signed W9; and All issued addenda acknowledgment. Can you please advise if these additional forms are required, and if so, where I can find them?
- R. Proposers must submit the Forms listed on Page 4 of the RFP and included in the package.

## REVISIONS

- Section 6.0 Proposal Requirements (amended).
- *Local Preference Determination Form*

Peter A. Boers  
Procurement Department

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Acknowledgment is requested even if you have elected not to respond to this bid. A designated management representative of your firm can sign the receipt for this addendum. Please acknowledge receipt of this addendum immediately by fax to (941) 486-2790 or mail to the above noted address, if a fax is not possible.

Receipt Acknowledged:

Signature

Patrick Reilly, PA

Company

Date

12/30/2020