

**REQUEST FOR PROPOSAL #09-2176FL
GENERATION AND MAILING OF
UTILITY BILLS AND NOTICES**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, for the purpose of providing Generation and Mailing of Utility Bills and Notices for the Utilities Department

TIME AND DATE DUE: Proposals will be received until 4:00 p.m., Tuesday, August 18, 2009, at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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Important note: A prohibition of Lobbying has been enacted.

Please review paragraph A.17 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:
Frank G. Lambertson, Contract Negotiator
PHONE (941) 749-3042
FAX (941) 749-3034
Manatee County
Financial Management Department
Purchasing Division

AUTHORIZED FOR RELEASE: _____



REQUEST FOR PROPOSAL #09-2176FL

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals." You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the Notice of Source Selection seven calendar days prior to the effective date of the award.

IT IS THE RESPONSIBILITY OF EACH VENDOR, PRIOR TO SUBMITTING THEIR BID or PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO

DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR BID or PROPOSAL.

A public internet connection is available during regular business hours in the lobby of the Purchasing Division. If you have questions which cannot be answered by these sources, please contact the individual named on the front page of the bid or proposal.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date.

If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this Request For Proposal, the County will attempt to notify all prospective proposers who have secured same; however, it shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at 941-748-4501, Ext. 3042 to determine if addenda were issued and to make such addenda a part of the proposal.

A.05 SEALED & MARKED

Five (5) signed copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #09-2176FL**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Upon receipt, responses become "Public Records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

A.10 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.11 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any

involvement with any Manatee County procurement shall be in accordance with Manatee County Purchasing Code Ordinance 99-37, as amended. Any actual or prospective proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Board of County Commissioners of Manatee County as required in Section 9-101 of the Procurement Code. A protest with respect to this Request For Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

A.12 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Purchasing Code Ordinance 99-37, Article 3, Ethics in Public Contracting, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

A.13 COLLUSION

By offering a submission to this Request For Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;

- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.14 PROPOSAL FORMS

Proposals must be submitted in the format specified in Section B hereof. Additional support information may be included. Tabs are required to identify each item defined in Section B, Form of Proposal, thereby facilitating expedient review of all responses.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant 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 287.017 for Category Two (as of 1/01/2005 is \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

A.16 DRUG FREE WORK PLACE

Drug Free Workplace Program: Manatee County Board of County Commissioners adopted a policy regarding maintaining a Drug Free Workplace, Resolution R-93-22. Proposers are asked to review the attached copy of the Resolution and provide either a certification of compliance with the program outlined in this Resolution or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein.

A.17 LOBBYING

After the issuance of any Request For Proposals or Invitations For Bids, prospective bidders, proposers or any agent, representative or person acting at the request of such bidder or proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals or Invitation For Bids with any

officer, agent or employee of Manatee County other than the Purchasing Manager or as directed in the Request For Proposals or Invitation For Bids. This prohibition begins with the issuance of any Request For Proposals or Invitation For Bids, and ends upon execution of the final contract or when the invitation or request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Procurement Code.

A.18 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

In accordance with Ordinance 99-37, adding Article 6, Manatee County Board of County Commissioners adopted a policy prohibiting the award of County contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. A Non-Conviction Certification Form is attached for this purpose.

A.19 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.20 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), shall contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be included with each response. Each proposal shall be arranged with tabs identifying the response to each specific item. Proposals must contain:

B.01 MINIMUM QUALIFICATIONS

The **Proposer**, the legal business entity that has the power to contract or sue and be sued that proposes to enter into a contract for the services and commodities outlined here, must have provided professional services generation and mailing of utility bills and notices for the last three (3) years.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Drug Free Work Place Certification (Attachment B).
- c. Public Contracting and Environmental Crimes Certification (Attachment C).

B.03 INFORMATION TO BE SUBMITTED

- a. Description of the proposer's firm's **background and size**, including the legal status of your firm or organization.
- b. Include a statement of qualifications that includes your firm's professional credentials and experience in providing the service enumerated in this Request For Proposal.
- c. Describe any **changes in the mode of conducting business** your firm has made in the past three (3) years, including any mergers, acquisitions, consolidations, downsizing or bankruptcy proceeding or filings.
- d. Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Describe their respective areas of expertise. Include personalized resumes which identify the qualifications, training and experience of each key personnel. Submit a list of subcontractors and subconsultants that may be used.
- e. Submit a **manning level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary, seasonal and part-time employees. List the ratios of full-time employees to part-time, temporary and seasonal employees.

B.03 INFORMATION TO BE SUBMITTED (continued)

- f. Provide a **project plan** detailing how your firm would perform and meet the requirements of the Scope of Services and any additional services that may be offered as part of your proposal submission.
- g. Provide a list of at least **five (5) references** with knowledge of your firm's contract performance. References shall be employees in senior level management positions. Include the name of the entity, a description of the contract project, the dates of service and the name(s) and telephone number(s) of the contract persons.
- h. Provide a list of the **contracts your firm has obtained** within the past three (3) years, indicating the type of services provided and the locations. Provide a list of the contracts your firm has lost in the past three (3) years and state the reason for the loss and the location.
- i. Describe in detail how your firm will provide the following services stated in Section E.
 - Set up services
 - Generation and mailing of utility bills and notice
- j. Provide a detailed cost breakdown for all services and incurred costs based on the quantities and requirements stated in Section E.
- k. Discuss any requirements that will be placed on the County as it relates to but not limited to formats, scheduling, mail handling or any other items the County should be aware of.
- l. Submit any other additional information which would assist the County in the evaluation of your proposal.

NOTE: The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request For Proposal.

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are cost or price and perceived ability of the Proposer to perform the Scope of Services as stated in this Request For Proposal in the most timely and efficient manner, and the proposals which will overall best meet the needs of Manatee County as determined from the responses to this Request For Proposal and subsequent investigation by the County.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

C.03 PRELIMINARY RANKING

A Selection Committee may determine from the response to this Request For Proposal and subsequent investigation as necessary, the Proposers most susceptible of being selected for award.

C.04 REVIEW OF PROPOSERS AND PROPOSALS

Review shall be conducted with responsible Proposers who may be reasonably susceptible of being selected for award, for the purposes of clarification to assure full understanding of and conformance to the solicitation requirements, the abilities of the proposer, and the proposal submitted.

Firms responding to this Request For Proposal shall be available for presentation/interviews to the Selection Committee and/or Board of County Commissioners upon notification from the Purchasing Office at a time and date as determined by the County.

C.05 SELECTION FOR NEGOTIATION

The proposer whose ability and proposals are determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request For Proposal, shall be recommended to the Board of County Commissioners for authorization to negotiate agreements for the stated Scope of Services.

C.06 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Board of County Commissioners to authorize execution of the agreement.

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request For Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected proposer shall be required to negotiate a formal agreement, in a form acceptable to Manatee County.

The Manatee County Board of County Commissioners will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Board of County Commissioners shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the Chairman to execute the agreement.

SECTION E: SCOPE OF SERVICES

Generation and Mailing of Utility Bills and Notices

Services required to process electronic customer account data provided by the County via automated, electronic transmission and furnishing forms and envelopes for printing, inserting and mailing of utility customer bills, notices, inserts, etc. and furnishing required reports and statistics to the County.

BACKGROUND

Manatee County Utilities Department uses a statement style (8.5" x 11") bill format with a tear-off stub and return envelope. Inserts are also required to be included with the bills to communicate additional information to our customers.

Manatee County Utilities Department currently processes bills which are mailed daily. The County also prints and mails daily delinquent notices, collection letters, Clerk's collection letters, backflow letters, library notices (these letters are folded, stuffed & mailed) and Landfill notices. Construction notices are printed & mailed quarterly.

Below is a table with an average quantity of pieces mailed. Through the year, these counts can fluctuate in quantity.

<u>SAMPLE</u>	<u>ITEM TO BE PRINTED/MAILED</u>	<u>PRINT COLOR</u>	<u>MONTHLY/ QUARTERLY AVERAGE QUANTITY</u>	<u>ANNUAL AVERAGE QUANTITY</u>
A	Utility bill (includes Landfill bills) <u>SEE SAMPLE CURRENT & PROPOSED BILL</u>	Black w/reflex blue logo	106,000 mo.	1,400,000
B	#10 window envelope (Samples A, D, & E)	reflex blue	135,000 mo.	1,620,000
C	#9 return envelope for utility bill	reflex blue	8,000 mo.	1,000,000
D	8-1/2 x 11 pink delinquent notices	black	5,000 mo.	60,000
E	8-1/2 x 11 yellow collection notices	black	818 mo.	11,500
F	8-1/2 x 11 Clerk of Court collection letters	Process blue/content black	1,200 mo.	14,400

SAMPLE	ITEM TO BE PRINTED/MAILED	PRINT COLOR	MONTHLY/ QUARTERLY AVERAGE QUANTITY	ANNUAL AVERAGE QUANTITY
G	#10 Window envelope for Clerk of Court letters	process blue	1,200 mo.	14,400
H	8-1/2 x 11 white construction notices	black	165 qtr.	660
I	#9 return envelope for construction notices	black	165 qtr.	800
J	8-1/2 x 11 Backflow letters	black	3,700 mo.	44,400
K	#10 window envelope to mail Backflow letters	black	3,700 mo.	44,400
L	8-1/2 x 11 Library notices	black	1,000	12,000
M	#10 window envelope to mail Library notices	black	1,000	12,000

COPIES OF ALL SAMPLES ARE PROVIDED AS ATTACHMENT "D" SHOULD PROPOSERS WANT TO EXAMINE ACTUAL MATERIALS THEY WILL BE AVAILABLE FOR REVIEW AT THE MANATEE COUNTY PURCHASING OFFICE.

MATERIALS

Manatee County will work with the vendor to redesign the bill format. (See draft bill & current bill samples) Bills shall be printed on an 8.5" x 11" form. The forms shall have perforations approximately 7-5/8" from the top of the page or 3-3/8" from the bottom of the page. The bill shall have the Manatee County Florida logo in the upper right hand corner of the bill printed in reflex blue. There is a watermark of the Manatee County Florida logo in the body of the bill. (See sample of current bill) The remittance stub shall be printed with an OCR scan line for lockbox processing. The back of the bill will contain a change of mailing address information on the reverse side of the stub, and addresses and hours of payment drop box locations, phone numbers, billing information, general information along with credit card payment information. (See draft sample of bill) The County will require bill messages be printed on the front of the bill, such as customer reminders or department notices. CD-Rom Archival & Retrieval shall be required as part of the E-Statement presentation. This should include two (2) copies of the CD.

Cut inserts & various notices are included with the bills. (Copy of this insert schedule is attached; item N.)

Envelopes

A #10 window envelope is required for mailing the utility bill. The County logo will be in the top left hand corner along with the Department's return address. "Address Service Requested" shall be pre-printed on the exterior of the envelope above the window. The reverse side of the envelope will contain various artworks and advertising pertaining to the Utilities Department. Printing is in reflex blue. Artwork will be provided to the vendor. A #9 return envelope is required to be inserted along with the bill except for bills mailed to automatic draft customers.

A #10 window envelope is required for mailing the Clerk of Court collection notice. The Manatee County Clerk of the Circuit Court and Comptroller logo is printed in the top left hand corner along with the return address. Printing is in process blue.

A #10 window envelope is required for mailing the Backflow letter. The County logo will be in the top left hand corner along with the Utilities Department return address. "Address Service Requested" shall be pre-printed on the exterior of the envelope above the window. Printing is in reflex blue.

A #10 window envelope, printing in reflex blue, is required for mailing the library notices. The name and mailing address for the library is located in the upper left hand corner. "Change Service Requested" is printed above the window.

A #9 return envelope is required to be mailed along with the construction notices. These envelopes are printed in black.

SERVICES

Set Up Services

Coordinate with the County for the form design, file transmission, method, data layout, form definition, approval and testing.

Process and Generate Utility bills and notices

Multiple files may be transmitted daily. Verify and confirm receipt of files, process data and print bills/notices on the forms described above. Complete necessary quality assurance and quality control on bills/notices printed to ensure accuracy of the bills/notices and compliance with the specifications. Provide reports as required by the County.

Prepare and Mail Utility Bills and notices

Once the bill/notice, remittance envelope and inserts, if any, are inserted, seal the envelope and apply postage and bar coding. Normally, bills/notices shall be mailed within a 24 hour period after receipt of the data file, but, in no case, shall bills/notices be mailed later than 72 hours after receipt of the data file. All mailings are to be processed according to the United States Postal service rules and regulations and requirements. Mailings will be grouped to ensure the best possible postage rates. Provide a report of the number and type of bills/notices mailed and the total postage cost to the County.

GENERAL INFORMATION

The Contractor is responsible for all costs in connection with the proper and successful completion of the services, including furnishing all materials, equipment, supplies and appurtenances and performing all necessary labor and supervision to fully complete the services.

All estimated quantities stipulated in the are approximate and are to be used only as a basis for estimating the probable cost of the services over a one-year period and for the purposes of comparing bids submitted for the services. The actual amounts of services purchased may differ from the estimated quantities. The basis for payment of services and materials furnished by the Contractor will be the actual amount of services performed and materials furnished.

Contractor will furnish forms, as specified by the County, which are used to generate bills, notices, and letters.

Contractor will furnish one standard #10 window envelope for mailing each bill and one #9 remittance envelope to be inserted in the #10 window envelope with the exception of automatic draft accounts.

Contractor will furnish postage based on the actual amount of postage applied to each envelope mailed.

Contractor will furnish mail processing, including the printing of the bills and notices in the required format as agreed. Folding of each document in a tri-fold style, stuffing of the document and, if applicable, remittance envelope, into the envelope with the customer address visible through the envelope's window, sealing the envelope and applying postage to the outside envelope. Contractor will furnish services required to fold and insert periodic informational inserts into the window envelope as an addition to the document insertion.

PROPOSAL SIGNATURE FORM
RFP #09-2176FL

Firm Name

Mailing Address:

(____) _____
Telephone Number

City, State, Zip Code

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide Generation and Mailing of Utility Bills and Notices according to the requirements of this RFP #09-2176FL.

Signature

Witness Signature

Date: _____

Date: _____

Name and Title of Above Signer

Name and Title of Above Signer

Address of any branch office
proposed to service Manatee County other than above

Name and Title of Firm's Representative for Manatee County

Telephone Number of Firm's Representative for Manatee County

ATTACHMENT "A"

RESOLUTION R-93-22

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, IMPLEMENTING ¶3-101(7)3(1) OF THE MANATEE COUNTY PROCUREMENT CODE (ORDINANCE 84-02 AS AMENDED) TO ESTABLISH MINIMUM REQUIREMENTS FOR BIDDERS WITH RESPECT TO MAINTAINING A DRUG FREE WORKPLACE; REQUIRING WRITTEN CERTIFICATION TO THE COUNTY OF COMPLIANCE WITH THE REQUIREMENTS ESTABLISHED HEREIN; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Manatee County recognizes that substance abuse is a complex societal problem that continues to threaten the welfare of the residents and community; and

WHEREAS, the Board of County Commissioners considers substance abuse on the job to be an unsafe and counter-productive work practice; and

WHEREAS, consistent with its policy to promote a safe work environment and encourage personal health for all citizens of Manatee County, the Commission finds it necessary to combat substance abuse in the workplace by promoting education and awareness; and

WHEREAS, consistent with the Drug Free Workplace Act (§112.0455, Florida Statutes) and policies applicable to Manatee County employees pursuant to Resolution R-93-10, the Board of County Commissioners of Manatee County has determined that it is necessary and in the best interest of the County to adopt the drug free workplace requirements for persons or entities contracting with Manatee County; and

WHEREAS, ¶3-101(7)B of the Manatee County procurement Code (Ordinance 84-02, as amended) authorizes the adoption of requirements for maintaining a drug free workplace applicable to persons or entities bidding on contracts with Manatee County.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, as follows:

1. **Certification Required:** No person or entity submitting a bid pursuant to ¶3-101 shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise,

concession or management agreement, unless such person or entity has submitted a written certification to the county that it will provide a drug free workplace by:

- a. providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in §893.02(4), Florida statutes, as the same may be amended from time to time, in the person's or entity's workplace is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the person's or entity's policy of maintaining a drug free environment at all its workplaces, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
 - (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed upon employees for drug abuse violations.
- b. Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its workplaces a written statement of it's policy containing the foregoing elements (i) through (iv).
- c. Notifying the employee in the statement required by subsection 1. that as a condition of employment the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

- d. At all times pertinent to the performance of any contract with Manatee County, notify the county within ten (10) days after receiving notice under subsection c. from an employee or otherwise receiving actual notice of such conviction.
 - e. Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
 - f. Making a good faith effort to continue to maintain a drug free workplace through implementation of sections a. through e. of this subsection.
2. **Severability.** If any part, section, subsection, or other portion of this Resolution, or any application thereof to any person or circumstances declared to be void, unconstitutional, or invalid for any reason, such part, section, subsection, or other portion, or the prescribed application thereof, shall be severable, and the remaining provisions of this Resolution, and all applications thereof not having been declared void, unconstitutional or invalid, shall remain in full force and effect.
3. **Effective Date.** This Resolution shall take effect ninety (90) days after adoption by the Board of County Commissioners.

ADOPTED in open session by a majority of the duly elected Board of County Commissioners of Manatee County, Florida, this 2nd day of February, 1993.

**ORIGINAL DOCUMENT SIGNED BY BOARD OF COUNTY COMMISSIONERS
CHAIRMAN MS. LARI ANN HARRIS ON FEBRUARY 2, 1993 AND IS ON FILE AT
MANATEE COUNTY CLERK'S OFFICE.**

<R93 - 22>

ATTACHMENT "B"

Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO RESOLUTION R-01-36 SECTION 4, E (1) (a)
MANATEE COUNTY PURCHASING POLICIES, ON DRUG FREE WORK PLACES

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

_____ for _____
[print individual's name and title] [print 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: _____)

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the work place;
- (ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or Resolution R-01-36 Section 4, E (1) (a) or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by Resolution R-01-36 Section 4, E (1) (a).

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification) _____
(Type of identification)

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

ATTACHMENT "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print 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: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

ATTACHMENT "C"

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgement has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.
Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

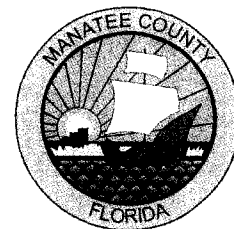
Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT “D”

SAMPLES ITEMS A-N

Make check payable to MCUCS

RETURN THIS PORTION WITH YOUR PAYMENT



MAIL TO:

POST OFFICE BOX 25350

BRADENTON, FLORIDA 34206-5350

BILLING DATE

DUE DATE

TOTAL AMOUNT NOW DUE

ACCOUNT NUMBER

AMOUNT PAID _____

CHANGE OF MAILING ADDRESS

MCUCS

ACCOUNT

MANATEE COUNTY UTILITIES CUSTOMER SERVICE
POST OFFICE BOX 25010
4410 66TH STREET WEST
BRADENTON, FLORIDA 34206-5010
PHONE (941) 792-8811
[www.mymanatee.org /utilities](http://www.mymanatee.org/utilities)

A LATE PAYMENT FEE MAY BE ASSESSED AFTER THE DUE DATE

FROM DATE	TO DATE	DAYS	DESCRIPTION	PREVIOUS READING	PRESENT READING	USAGE X 100 = GAL.	AMOUNT
-----------	---------	------	-------------	------------------	-----------------	--------------------	--------

A

Current bill

CHANGE OF MAILING ADDRESS

CITY _____

STATE _____

STATE _____

ZIP + FOUR _____

PHONE (_____) _____

To insure proper credit, please include your account number on your check.
Allow 3 business days for payment by domestic mail.
Mail check and upper portion of your bill to:

MANATEE COUNTY UTILITIES CUSTOMER SERVICE
P. O. BOX 25350
BRADENTON, FL 34206-5350

Direct all correspondence, inquiries, and rate information to:

MANATEE COUNTY UTILITIES ADMINISTRATION OFFICES
UTILITIES CUSTOMER SERVICE
P. O. BOX 25010
BRADENTON, FL 34206-5010

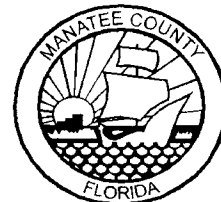
Bills may be paid by visiting www.mymanatee.org/utilities or by interactive Voice Response at 877-578-2700. Visit our website to obtain rate & general information

Phone: Utilities Customer Service (941) 792-8811 8 AM – 5 PM Monday – Friday

PAYMENT DROP BOX LOCATIONS:

- * Manatee County Utilities Administration Offices – 24-Hour Drive-Thru
4410 66th Street West
Bradenton, FL 34210
Monday – Friday 8:30 AM – 4:30 PM – Lobby
- * Manatee County Tax Collector – 24 Hour Drop – all locations
DeSoto – 819 301 Blvd. W., Bradenton, FL
Palma Sola – 7411 Manatee Ave. W., Suite 200, Bradenton, FL
Lakewood Ranch – 6007 111th St. E. (off SR 70), Bradenton, FL
Palmetto – 1341 10th St. E. (US 301), Palmetto, FL
Monday – Friday 9 AM – 5 PM – Offices
- * Manatee County Administration Drop 8:00 AM – 5:00 PM Monday – Friday
1112 Manatee Avenue West – 2nd Floor
Bradenton, FL 34205
Monday – Friday 8 AM – 4 PM Central Cashiering

Manatee County Utilities Department
 POST OFFICE BOX 25010
 4410 66th Street West
 Bradenton, FL 34206-5010
 PHONE: (941) 792-8811
 www.mymanatee.org/utilities



CUSTOMER NAME
MAILING ADDRESS
 BRADENTON, FL 34212-2939

CUSTOMER STATEMENT
 Billing Date: 23-APR-2008
 Billing Cycle: 11

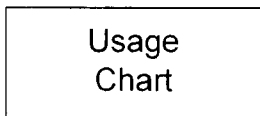
ACCOUNT NUMBER: 170123-11658
 Service Address: 12207 Aster Ave
 Service Dates: 3/18/2008 to 4/18/2008

PREVIOUS BALANCE	PAYMENT(S)	ADDITIONAL ACTIVITY	BALANCE BEFORE NEW CHARGES	NEW CHARGES	TOTAL AMOUNT DUE	PAYMENT DUE DATE
\$56.82	\$56.82	\$0.00	\$0.00	\$56.34	\$56.34	MAY 8 2008

A late payment fee may be assessed after the due date

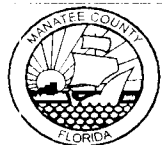
<u>AMOUNT</u>	<u>USAGE / 1,000 gal</u>	<u>RATE</u>	
Water Service	4,700	\$1.61 per 1,000 - first 5,000 Gals	7.57
Water Base Charge			6.80
Sewer Service (85% of water capped at 12,000 gals)	3,995	\$3.74 per 1,000	14.94
Sewer Base Charge			15.90
Solid Waste Base Charge			10.83
Fuel Surcharge			.30

Meter Number: 78804969
 Read Type: Actual
 Current reading: 9176
 Previous reading: 9129
 Gallons used: 47,000



A
Proposed bill format

Fold on perforation before tearing
 Request change of address on back



Due Date: **08-MAY-2008**
 Total Due: **\$56.34**

ACCOUNT NUMBER: 170123-116358
 Service Address: 12207 Aster Ave

Make Checks Payable to **MCUCS**
 US Funds Only

Amount Paid _____

CUSTOMER NAME
 MAILING ADDRESS
 BRADENTON FL 34206-9885

MCUCS
P O BOX 25350
BRADENTON, FL 34206-5350



To insure proper credit, please include your account number on your check.
Allow 3 business days for payment by domestic mail.
Mail check and lower portion of your bill to:

MANATEE COUNTY UTILITES DEPARTMENT
P O Box 25350
Bradenton, FL 34206-5350

Direct all correspondence, inquiries, and rate information to:

Manatee County Utilities Administration Offices
Utilities Customer Service
P O Box 25010
Bradenton, FL 34206-5010

Bills may be paid by visiting www.mymanatee.org/utilities or by interactive Voice Response at 877-578-2700. Visit our website to obtain rate & general information.

Phone: Utilities Customer Service (941) 792-8811 8 AM – 5 PM MONDAY - FRIDAY

PAYMENT DROP BOX LOCATIONS:

- Manatee County Utilities Administration Office – 24-Hour Drive-Thru
4410 66th Street West
Bradenton, FL 34210
Monday – Friday 8:30 AM – 4:30 PM – Lobby
- Manatee County Tax Collector – 24 Hour Drop – all locations
DeSoto – 819 301 Blvd. W., Bradenton, FL
Palma Sola – 7411 Manatee Ave. W. Suite 200, Bradenton, FL
Lakewood Ranch – 6007 111th St. E. (off SR 70), Bradenton, FL
Palmetto – 1341 10th St. E. (US 301), Palmetto, FL
Monday – Friday 9 AM – 5 PM - Offices
- Manatee County Administration Drop 8 AM TO 5 PM Monday – Friday
1112 Manatee Avenue West – 2nd Floor
Bradenton, FL 34205
Monday – Friday 8 AM – 4 PM Central Cashiering

Fold on perforation before tearing

Check this box for billing address change or corrections on account information:

Enter your correct billing address and return this form with your payment in the envelope provided.

Name: _____

Street Address: _____

City, State, Zip: _____



Manatee County Utilities Department
4410 66th St. West
P.O. Box 25010
Bradenton, FL 34206-5010

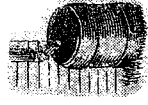
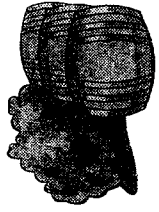
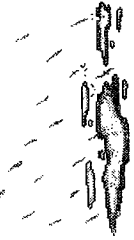
B

ADDRESS SERVICE REQUESTED

BUY A RAIN BARREL!!

Manatee County Utilities Department is selling rain barrels!

- A Rain Barrel Kit with a 55 gallon drum and PVC fittings.



Come to the Utilities Department, 4412 66th St. W., and Buy One Today
Or Call 792-8811 ext. 5327 for More Information.



PLACE
STAMP
HERE
POSTAL SERVICE
WILL NOT
DELIVER
UNLESS STAMPED

C

MANATEE COUNTY UTILITIES DEPARTMENT
PO BOX 25350
BRADENTON FL 34206-5350



FROM

CITY STATE ZIP NO.

PLEASE ENCLOSE THE SMALLER STUB
Have you signed and enclosed
your check?
Have you written your account
number on your check?

D

PINK

MANATEE COUNTY GOVERNMENT
Utilities Department
UTILITIES BUSINESS OPERATIONS DIVISION

CUSTNAME
ATTENTION
STREET_ADDR2
STREET_ADDR3
STREET_ADDR
CITY_ST_ZIP

Account Number: 999999999 - LTR_PREM
Service Address: PREMADDR
Amount Due: \$9,999,999,999.99

Final Notice MM/DD/YYYY

Our records indicate your account is delinquent in the amount of \$
9,999,999,999.99.

If you have mailed or made payment, please disregard this notice. If payment
has not been made, it should be received at this office by noon MM/DD/YYYY
to avoid disconnection of service and additional charges of \$60.00.

If we are in error or if you have any questions regarding this matter,
please contact our Customer Service Call Center at 792-8811 between
8:00 AM and 5:00 PM.

Collections Representative

P. O. Box 25010, Bradenton Florida 34206
4410 66th Street West, Bradenton Florida 34210
Telephone: (941) 792-8811 - Fax: (941) 795-3419
"Go Service With Excellence"

E

YELLOW

MANATEE COUNTY GOVERNMENT
Utilities Department
UTILITIES BUSINESS OPERATIONS DIVISION

MM/DD/YYYY

CUSTNAME
ATTENTION
STREET_ADDR2
STREET_ADDR3
STREET_ADDR
CITY_ST_ZIP

Account Number: 999999999 - LTR_PREM
Service Address: PREMADDR
Amount Due: \$9,999,999,999.99

Dear Customer:

Our records indicate we have not received payment for the referenced account. We are sure this is just an oversight and feel our customers appreciate it when we bring these matters to their attention. We feel certain that you understand how important and necessary it is for us to receive payments in a timely manner.

Full payment of \$9,999,999,999.99 must be received at this office by MM/DD/YYYY. We trust you will give this matter your prompt attention and send your payment in the enclosed envelope today.

If you have mailed your payment, please disregard this notice and Thank You for the payment. If payment has not been made, please consider this letter a friendly reminder that your account is now past due and your "immediate" attention is required.

Should you wish to discuss your account, please contact our Customer Service Call Center at 941-792-8811 or 1-800-852-1541.

Collections Representative

P. O. Box 25010, Bradenton Florida 34206
4410 66th Street West, Bradenton Florida 34210
Telephone: (941) 792-8811 - Fax: (941) 795-3419
"To Service With Excellence"

MANATEE COUNTY GOVERNMENT
UTILITIES BUSINESS OPERATIONS DIVISION
4410 66th Street West
Bradenton, Florida 34210
941-792-8811

MANATEE COUNTY GOVERNMENT
Financial Management Department
UTILITIES BUSINESS OPERATIONS DIVISION

MM/DD/YYYY

CUSTNAME
ATTENTION
STREET_ADDR2
STREET_ADDR3
STREET_ADDR
CITY_ST_ZIP

Account Number: 999999999 - LTR_PREM
Service Address: PREMADDR
Amount Due: \$9,999,999,999.99

Dear Customer:

Our records indicate we have not received payment for the referenced account. We are sure this is just an oversight and feel our customers appreciate it when we bring these matters to their attention. We feel certain that you understand how important and necessary it is for us to receive payments in a timely manner.

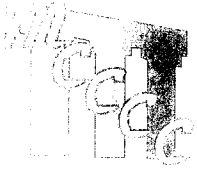
Full payment of \$9,999,999,999.99 must be received at this office by MM/DD/YYYY. We trust you will give this matter your prompt attention and send your payment in the enclosed envelope today.

If you have mailed your payment, please disregard this notice and Thank You for the payment. If payment has not been made, please consider this letter a friendly reminder that your account is now past due and your "immediate" attention is required.

Should you wish to discuss your account, please contact our Customer Service Call Center at 941-792-8811 or 1-800-852-1541.

Collections Representative

P. O. Box 25010, Bradenton Florida 34206
4410 66th Street West, Bradenton Florida 34210
Telephone: (941) 792-8811 - Fax: (941) 795-3419
"To Service With Excellence"



Manatee County

R.B. "Chips" Shore

Clerk of the Circuit Court and Comptroller

Division of Financial Recovery

P.O. Box 25010 • Bradenton, Florida 34206 • (941) 792-8311 • Fax (941) 795-3485

F



Manatee County

R.B. "Chips" Shore

Clerk of the Circuit Court and Comptroller

Division of Financial Recovery

P. O. Box 25010 • Bradenton, Florida 34206 • (941) 792-8811 • FAX (941) 795-3485

MM/DD/YYYY

CUSTNAME
ATTENTION
STREET_ADDR2
STREET_ADDR3
STREET_ADDR
CITY_ST_ZIP
CARRIER_RT

Account Number: 999999999 - LTR_PREM
Service Address: PREMADDR
Amount Due: \$9,999,999,999.99

Dear Customer,

Please be advised, Manatee County Utilities Customer Service, hereby informs you that this account has been forwarded to the Collections Section for collection of the past due amount. Several attempts have been made by this office in an effort to collect the past due account. As you can understand, we cannot allow accounts to remain delinquent for long periods of time.

We are sorry to inform you that a time limit has been set for "Final Action" to be taken on the account. Full payment of your account balance must be received in this office before MM/DD/YYYY. Failure to comply with this request will require us to proceed with our collection agency process without further notification to you.

To avoid our position of transferring your account to the Collection Agency and jeopardizing your "credit rating" with the credit bureau, do let us have your check by return mail today. A return envelope has been provided for your convenience.

It is our sincere hope that this course of action will not be necessary, since it could potentially harm your "credit rating". Should you wish to discuss your account, or if we can be of any assistance, please contact our Customer Service Call Center at 941-792-8811 or 1-800-852-1541.

Sincerely,

Collections Representative



NATIONAL COUNCIL ON THE ARTS
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
P.O. BOX 25000
DENVER, COLORADO 80225

G

H

WHITE

CONSTRUCTION NOTICE TEMPLATE

MANATEE COUNTY GOVERNMENT
UTILITIES DEPARTMENT
UTILITIES BUSINESS OPERATIONS DIVISION

CUSTNAME
ATTENTION
STREET_ADDR2
STREET_ADDR3
STREET_ADDR
CITY_ST_ZIP

Account Number: 9999999999 – LTR_PREM

READING NOTICE

We are preparing the quarterly billing for your temporary construction meter. Please verify the meter number listed on the notice with your construction meter and provide the complete reading.

Sign and return this form in the enclosed envelope by MM/DD/YYYY.

Please be advised, if the reading is not received by the due date, your account will be charged \$100.00.

Billing Representative

METER NUMBER 99999999

READING _____

DATE _____

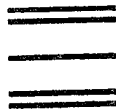
SIGNATURE _____

P. O. Box 25010, Bradenton, FL 34206
4410 66th Street West, Bradenton, FL 34210
Telephone: 941.792.8811 Fax: 941.795.3479

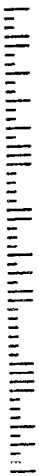
FROM

CITY STATE ZIP NO.

**MANATEE COUNTY
UTILITIES CUSTOMER SERVICE
P.O. BOX 25010
BRADENTON, FLORIDA 34206**



PLACE
STAMP HERE
POSTAGE SERVICE
WILL NOT
DELIVER
UNLESS STAMPED





Utility Reminder

LESCO PRODUCTS INC
650 STEPHENSON HIGHWAY
TROY, MI 48083-1110

ACCOUNT NUMBER: 127483-112185 ADDRESS: 5809 21ST ST E BRADENTON

Backflow Serial Number: 1516858

March 19, 2009

RE: Periodic Test & Maintenance Report Backflow Prevention Assembly

Dear Customer:

According to the Florida Building Code, Plumbing section, Chapter 3, Section 312.9.1, 312.9.2, Chapter 6, section 608, and Resolution R87-125, **all backflow devices** located on your property are required to be tested annually.

The Test and Maintenance form showing the assembly is operating satisfactorily is required to be completed by a registered backflow technician within thirty (30) days from the date of this letter. **Should your association take care of this matter for you, or if your backflow was recently tested, please accept our apologies and disregard this letter.** If the test discloses that the assembly is not operating satisfactorily, you are required to have the necessary repairs made and the assembly retested. Upon completion of the backflow test, the registered backflow technician will forward the report to Manatee County Cross Connection Control Office. For your convenience, enclosed is a listing of registered backflow testers.

Additional information relative to this matter may be obtained by contacting the Cross Connection Control Office at (941) 792-8811 Extension 5267.

Sincerely,

Susan J. Glasgow
Cross Connection Control Coordinator

Enclosure



Manatee County Utilities Department
Water Conservation / Reclaimed Program / Cross Connection
4410 66th St. W. 34210
P.O. Box 25010
Bradenton, FL 34206

ADDRESS SERVICE REQUESTED

K



MANATEE COUNTY PUBLIC LIBRARY SYSTEM

1301 Barcarrota Boulevard West • Bradenton, Florida 34205 • 941-748-5555

A division of the Manatee County Government Information Services Department



L



MANATEE COUNTY PUBLIC LIBRARY SYSTEM
1301 Barcarrota Boulevard West • Bradenton, Florida 34205 • 941-748-5555
A division of the Manatee County Government Information Services Department



07/20/2009

FIRST OVERDUE NOTICE - The following items are overdue. Until returned, a 25 cent fine is being assessed per item/per day and borrowing privileges are suspended.

			Due Date
791.309 Gra	Circus : an album /	33950002239439	07/10/2009

PLEASE ADD YOUR PREVIOUS BALANCE TO YOUR TOTAL TO DETERMINE YOUR TOTAL OWED

MANATEE COUNTY PUBLIC LIBRARY SYSTEM
1301 Barcarrota Blvd W
Bradenton, FL 34205-7599

CHANGE SERVICE REQUESTED

M

2009 INSERT/MESSAGE SCHEDULE

N

Month	Insert Name & Description	Insert Type	Contact Person & Ext #	Approval Date	Start Date
Jan.	*MGA-TV Survey *Presidents Day (cream color)	Cutsheet Cutsheet	Randy Beckwith x3783 Kathy Horne x5226	12/31/08 06/30/08	1/5/09 1/5/09
Full	*E-Scrap (white color)	Cutsheet	Cari Walz 708-8561	12/19/08	1/5/09
Feb.	*Hazardous Waste (white color) *The Crosley	Cutsheet Cutsheet	Cari Walz 708-8561 Anne Vanwormer 722-3244	not needed 01/15/09	2/1/09 2/1/09
Full	*Toilet Rebate / SWFWMD Water Restrictions Visit the Past March is Manatee Heritage Days!	Cutsheet Message on bill	Marcia Brown x5327 Cathy Slusser 741-4070	not needed 1/22/09	2/1/09 2/1/09
March	*Water Quality	Newsletter	Bruce Macleod 746-3020 x5071 OR Olga Smith x5021 Water Treatment	not needed	3/1/09
	E-Scrap (white color) SWFWMD All Jazzed Up! Manatee Jazz Fest in April	Cutsheet Cutsheet Message on bill	Cari Walz 708-8561 Marcia Brown x5327 Cathy Slusser 741-4070	not needed not needed 1/22/09	3/1/09 3/1/09 3/1/09
April	*Memorial Day (yellow color) *Focus/Spring 2009 (cancelled is date but want to keep this spot)	Cutsheet Cutsheet	Kathy Horne x5226 Randy Beckwith x3783		
Full	*Habitat for Humanity *Home Buyer/Hurricane Expo (white color) Is your water bill high? Call 72204524 - free landscape irrigation evaluation.	Cutsheet Cutsheet Message on bill	Catherine Ferrer 723-3319 x107 Diana Vennera x3481 Jack Tichenor 722-4524 MC Extension Serv	2/12/09	
May	*Water Report Card *Flood Protection	Newsletter Folded Ltr	Vicki Zimarino x5416 Sally Cook, Bldg Dept x3815		
Full					
June	*Independence Day (blue color) *Sheriff Streube Firearms SWFWMD	Cutsheet Cutsheet Cutsheet	Kathy Horne x5226 Sidney Etedgui x2581 or x2582 Marcia Brown x5327		

July	*Focus/Summer 2009 *E-Scrap (white color) *Guideline for Storms (Hurricane awareness)	Cutsheet Cutsheet Cutsheet	Randy Beckwith x3783 Cari Walz 708-8561 Marcia Brown x5327		
Aug.	*Labor Day (peach color)	Cutsheet	Kathy Horne x5226		
Sept.	*Hazardous Waste (white color)	Cutsheet	Cari Walz 708-8561		
Oct.	*Focus/Fall 2009 *Thanksgiving Day (peach color) *Water Conservation	Cutsheet Cutsheet Cutsheet	Randy Beckwith x3783 Kathy Horne x5226 Marcia Brown x5327		10/15 starts
Nov.	*Thanksgiving Day (peach color) *Christmas Day (green color) *Crosley Festival of Trees *Mayor's Feed the Hungry	Cutsheet Cutsheet Cutsheet Folded Ltr	Kathy Horne x5226 Kathy Horne x5226 Anne Vanwormer 722-3244 x226 Joel Swallow 364-7440		11/15 ends 11/15 starts
Dec.	*Christmas Day (green color) *Backflow Freeze Notice /Piggyback w/Rebate *Rebate Water Conservation (pink color) *Sheriff New Year's Gun Caution	Cutsheet Cutsheet Cutsheet Cutsheet	Kathy Horne x5226 Sue Glasgow x5267 Marcia Brown x5327 Sidney Etedgui x2581		12/15 ends

*Indicates that this is a yearly insert DO NOT REMOVE from schedule

Updated 02/12/09