

CITY OF HOLLYWOOD, FLORIDA  
REQUEST FOR QUALIFICATIONS  
SOLICITATION # RFQ-4563-17-JE

CODE COMPLIANCE AND VEHICLE IMPOUNDMENT SPECIAL MAGISTRATE  
BID DESIGNATION: PUBLIC

Submitted by

Thomas J. Ansbro, P.A.  
Thomas J. Ansbro, Esquire  
6529 NW 103<sup>rd</sup> Terrace  
Parkland, Florida 33076  
Telephone Number: (954) 924-6800 ext. 3635  
Cell Telephone Number: (954) 651-2070

September 27, 2017

## **SECTION 2**

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## **SECTION 3**

# **LETTER OF TRANSMITTAL**

THOMAS J. ANSBRO, ESQ.  
100 WEST DANIA BEACH BLVD.  
DANIA BEACH, FL 33004  
Telephone: (954) 924-6800 ext 3635  
Facsimile: (954) 921-2604

**LETTER OF TRANSMITTAL**

September 27, 2017

City of Hollywood, Office of the City Clerk  
2600 Hollywood Blvd., Room 221  
Hollywood, Florida 33020

RE: Request for Qualifications; Solicitation # RFQ-4563-17-JE (the "RFQ");  
"Code Compliance and Vehicle Impoundment Special Magistrate"

Dear City of Hollywood Officials:

Enclosed is my response to the RFQ. As detailed in it and my résumé, I am an experienced Florida local municipal government attorney, presently serving as the in-house City Attorney for the City of Dania Beach, Florida. I have a clear understanding of the services sought, since I have been rendering the services to your City for the past several years as one of your Special Magistrates.

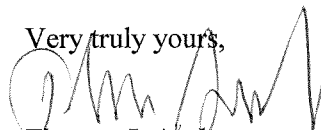
I also have extensive experience in conducting vehicle impoundment hearings, since I created the "Vehicle Impoundment Ordinance" for the City of Dania Beach some years ago and presented hundreds of cases on behalf of the City before a Special Magistrate. I have conducted Code Compliance, "red light camera" hearings and vehicle impoundment hearings for your City since 2013. I also have extensive prior municipal Code Compliance experience arising from my employment with the City of Fort Lauderdale, when I created the City's first "Code Enforcement Board" Ordinance and presented hundreds of cases before that Board. I later served as a Code Enforcement Board counsel when I worked as an assistant City Attorney for the City of Plantation. I attended and advised that Board for several years at each of its monthly meetings. I also presently serve as the Code Compliance (and parking citations) Special Magistrate for the Town of Lauderdale-By-The-Sea and the City of Wilton Manors, and have done so for several years for both cities. I also serve as a Code Compliance and Parking Citation Special Magistrate for the City of Boca Raton and have done so since March of 2016.

I can continue to bring to the City my in-depth experience for both vehicle impoundment and Code Compliance hearings. I believe I have the temperament to continue to preside over and conduct your hearings in a fair, impartial and professional manner. I am fully aware of your City's commitments to protect and improve the quality of life, safety and appearance of the City for your residents, visitors and businesses and I will continue to bring my many years of municipal government law experience to assist you.

I do not currently carry Professional Liability Insurance, but I commit to promptly obtain the coverage as specified if I am found to be a successful applicant and it is required (none of the other three cities where I serve as a Special Magistrate require such coverage).

Thank you sincerely for your consideration of my application.

Very truly yours,



Thomas J. Ansbro

TJA/la

Enclosures: Response to RFQ and Résumé

**SECTION 4**

**PROFILE OF VENDOR**

## Section 4 – Profile of Vendor

- a. I am a local sole practitioner; I currently serve as the in-house City Attorney for the City of Dania Beach and have done so for eleven (11) years “in-house” and for a total of nineteen (19) years in the capacity of City Attorney for the City of Dania Beach (previously serving in this capacity as a member of private law firms, since 1998).
- b. I am located at an office in the City of Dania Beach, 100 West Dania Beach Boulevard, Dania Beach, Florida 33004 (fifteen minutes from the City of Hollywood’s City Hall and Police Department).
- c. Please see my “Letter of Transmittal”, in which I summarize my extensive southeast Florida municipal law experience (forty three (43) years). Please also refer to and review my résumé, which further describes my vehicle impoundment and Code Compliance experience.
- d. List and Description of Legal Work performed on Behalf of Local Governments:

### **City of Dania Beach (1998 to present)**

I am currently the in-house Dania Beach City Attorney.

Contact person: Dania Beach City Manager, Robert (“Bob”) Baldwin  
E-mail Address: [rbaldwin@ci.dania-beach.fl.us](mailto:rbaldwin@ci.dania-beach.fl.us)  
Telephone Number: (954) 924-6800 ext. 3610  
Facsimile Number: (954) 921-2604

### **Town of Lauderdale-By-The-Sea.**

I presently serve and have served for a number of years as the Code Compliance Special Magistrate for the Town, where I preside over its Code Compliance hearings. I also preside over and hear parking citation appeal hearings for the Town.

Contact person: Susan Trevarthen, Esquire, Town Attorney  
E-mail Address: [STrevarthen@wsh-law.com](mailto:STrevarthen@wsh-law.com)  
Telephone Number: (954) 763-4242  
Facsimile Number: (954) 764-7770

### **City of Wilton Manors**

I presently serve and have served for over two years as the Code Compliance Special Magistrate for the City, where I preside over its Code Compliance hearings.

Contact person: Julio Davila, Code Compliance Supervisor  
E-mail Address: [jdavila@wmpd.org](mailto:jdavila@wmpd.org)

Telephone Number: (954) 390-2157  
Facsimile Number: (954) 390-2189

**City of Boca Raton**

I presently serve and have served for over one (1) year as a Special Magistrate for the City, where I preside over its Code Compliance hearings. I also preside over and hear parking citation appeal hearings for the City.

Contact person: Barbara Goodrum, Senior Code Compliance Specialist  
E-mail Address: [Bgoodrum@myboca.us](mailto:Bgoodrum@myboca.us)  
Telephone Number: (561) 393-7927  
Facsimile Number: (561) 367-7049

**City of Plantation (from 1994 to 2001)**

I served as an Assistant City Attorney; I attended and advised the City "Code Enforcement" Board at its monthly meetings, and acted as legal advisor to the City Code Enforcement staff and Fire Marshal officials.

Contact person: Donald J. Lunny, Plantation City Attorney  
E-mail Address: [donald.lunny@brinkleymorgan.com](mailto:donald.lunny@brinkleymorgan.com)  
Telephone Number: (954) 522-2200  
Facsimile Number: (954) 522-9123

**City of Fort Lauderdale (from 1976 to 1988)**

I served as City Prosecutor, an Assistant City Attorney and Deputy City Attorney. I created the initial ordinance framework for the City's first "Code Enforcement Board" and presented hundreds of cases before the Board.

Contact person: Lindsey Payne, former Assistant City Attorney  
E-mail Address: [durdeng@bellsouth.net](mailto:durdeng@bellsouth.net)  
Telephone Number: (954) 537-3362

- e. I have not been involved in any litigation in the last five (5) years (and no such involvement at any time in my career); there is (and never has been, during my forty three (43) year career as an attorney), any litigation arising out of my performance as an attorney, and none is pending.



## **SECTION 5**

# **SUMMARY OF VENDOR'S QUALIFICATIONS**

Section 5 - Summary of Vendor's Qualifications.

- a. A copy of my résumé is attached in the Appendix.
- b. My extensive Code Compliance and Vehicle Impoundment experiences are detailed above.

## **SECTION 6**

# **PROJECT UNDERSTANDING**

## Section 6 – Project Understanding

Due to the nature and extent of my Vehicle Impoundment and Code Compliance experience, I am thoroughly familiar with both Code Compliance and Vehicle Impoundment ordinances as well as applicable statutes, procedures and processes, as detailed above. I also have experience as a court-appointed mediator. I currently serve as one of your City's Code Compliance Special Magistrates and have done so for a number of years. I am fully familiar with the type of services to be provided and my role in the process. I have a very good working relationship with your Code Compliance Division and staff.

## **SECTION 7**

# **SUMMARY OF THE VENDOR'S FEE STATEMENT**

## Section 7 - Summary of the Vendor's Fee Statement

I am prepared to render services at the offered rate of \$100.00 per hour, for both regular and additional work, if additional work beyond the scope of the commitment is requested.

I do not seek any travel per diem, photocopy, telephone or other incidental expenses.

To comply with the RFQ directive, however, which states that the “[V]endor shall also offer (an) alternate flat monthly rate”, which is inclusive of the expenses detailed above, I propose a flat monthly rate of \$1,400.00 per month, if two monthly meetings are attended, or \$700.00 per month if only one hearing is required.

## **SECTION 8**

# **LETTER REGARDING INSURANCE**

THOMAS J. ANSBRO, ESQ.  
100 WEST DANIA BEACH BLVD.  
DANIA BEACH, FL 33004  
Telephone: (954) 924-6800 ext. 3635  
Facsimile: (954) 921-2604

**LETTER REGARDING INSURANCE**

September 27, 2017

City of Hollywood  
Office of the City Clerk  
2600 Hollywood Blvd., Room 221  
Hollywood, Florida 33020

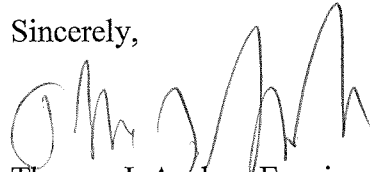
RE: Request for Qualifications; Solicitation # RFQ-4563-17-JE (the "RFQ");  
"Code Compliance and Vehicle Impoundment Special Magistrates"

Dear City of Hollywood Officials:

This letter is to certify that I, Thomas J. Ansbro, am the sole proprietor of Thomas J. Ansbro, P.A. It is a Professional Association registered under Florida law with less than four (4) employees; therefore, I am exempt from Workers' Compensation Insurance requirements per Florida law.

I presently do not carry Professional Liability Insurance, since it is not required by my employer, nor by the Town of Lauderdale-By-The-Sea, the City of Wilton Manors and the City of Boca Raton, where I serve as a Code Compliance Special Magistrate. However, I will commit to promptly obtain the insurance coverage if I am selected for the position and such coverage is required.

Sincerely,



Thomas J. Ansbro, Esquire  
(as President)



**SECTION 9**

**ACKNOWLEDGMENT AND  
SIGNATURE PAGE**

City of Hollywood, Florida

**ACKNOWLEDGMENT AND SIGNATURE PAGE**

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (include d/b/a if applicable): Thomas J. Ansbro Federal Tax Identification Number: 46-3732625

If Corporation - Date Incorporated/Organized: September 4, 2013

State Incorporated/Organized: Florida

Company Operating Address: 6529 NW 103 Terrace

City Parkland State FL Zip Code 33076

Remittance Address (if different from ordering address): 100 W. Dania Beach Boulevard

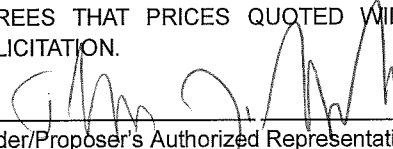
City Dania Beach State FL Zip Code 33004

Company Contact Person: Tom Ansbro Email Address: tansbro@daniabeachfl.gov

Phone Number (include area code): 954-651-2070 Fax Number (include area code): 954-9212604

Company's Internet Web Address: N/A

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

  
Bidder/Proposer's Authorized Representative's Signature:

September 27, 2017  
Date

Type or Print Name: Thomas J. Ansbro

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FROM THE AWARD PROCESS.

## **SECTION 10**

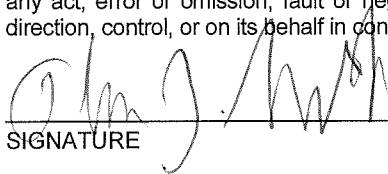
# **HOLD HARMLESS AND INDEMNITY CLAUSE**

City of Hollywood, Florida

**HOLD HARMLESS AND INDEMNITY CLAUSE**

**(Company Name and Authorized Representative's Name)**

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

  
SIGNATURE

Thomas J. Ansbro  
PRINTED NAME

Thomas J. Ansbro, P.A.  
COMPANY OF NAME

September 27, 2017  
DATE

**Failure to sign or changes to this page shall render your bid non-responsive.**



(1)

## **SECTION 11**

# **NON-COLLUSION AFFIDAVIT**

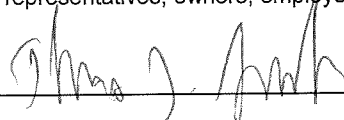
City of Hollywood, Florida

NON-COLLUSION AFFIDAVIT

STATE OF: Florida

COUNTY OF: Broward, being first duly sworn, deposes and says that:

- (1) He/she is Owner of Thomas J. Ansbro, P.A. the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)  Owner  
 Title

Failure to sign or changes to this page shall render your bid non-responsive.

**SECTION 12**

**SWORN STATEMENT  
PUBLIC ENTITY CRIMES**

## City of Hollywood, Florida

## SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

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

1. This form statement is submitted to the City of Hollywood, FL  
by Thomas Ansbro, Owner for Thomas J. Ansbro, P.A.  
(Print individual's name and title) (Print name of entity submitting sworn statement)  
whose business address is 100 W. Dania Beach Blvd., Dania Beach, FL 33004  
and if applicable its Federal Employer Identification Number (FEIN) is See below If the entity has no FEIN,  
include the Social Security Number of the individual signing this sworn statement.  
FEIN: 46-3732625

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.



City of Hollywood, Florida

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

*[Handwritten Signature]*  
(Signature)

Sworn to and subscribed before me this 27 day of September, 2017.

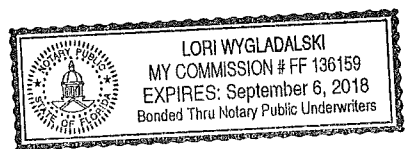
Personally known X

Or produced identification N/A Notary Public-State of Florida

N/A my commission expires 9/6/2018

(Type of identification)

Lori Wygladalski  
(Printed, typed or stamped commissioned name of notary public)



Failure to sign or changes to this page shall render your bid non-responsive.

(2)

## **SECTION 13**

# **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

City of Hollywood, Florida

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Thomas J. Ansbro

100 W. Dania Beach Blvd.

Dania Beach, FL 33004

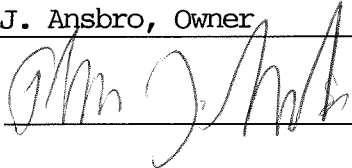
Application Number and/or Project Name:

RFQ-4563-17-JE

Applicant IRS/Vendor Number: 46-3732625

Type/Print Name and Title of Authorized Representative:

Thomas J. Ansbro, Owner

Signature: 

Date: 9/27/2017

**Failure to sign or changes to this page shall render your bid non-responsive.**

## **SECTION 14**

# **DRUG-FREE WORKPLACE**

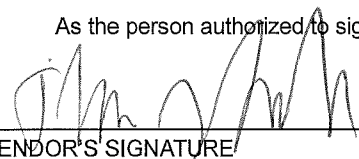
City of Hollywood, Florida

**DRUG-FREE WORKPLACE PROGRAM**

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

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

  
\_\_\_\_\_  
VENDOR'S SIGNATURE

Thomas J. Ansbro

\_\_\_\_\_  
PRINTED NAME

Thomas J. Ansbro, P.A.

\_\_\_\_\_  
NAME OF COMPANY

(1)

40  
P 42

## **SECTION 15**

# **SOLICITATION, GIVING AND ACCEPTANCE OF GIFTS POLICY**

City of Hollywood, Florida

**SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY**

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.". The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

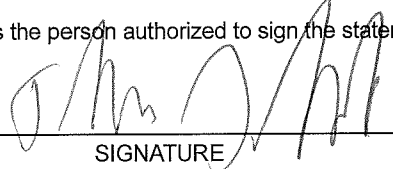
The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

 _____ SIGNATURE	Thomas J. Ansbro _____ PRINTED NAME
Thomas J. Ansbro, P.A. _____ NAME OF COMPANY	Owner _____ TITLE

**Failure to sign this page shall render your bid non-responsive.**

# **SECTION 16**

## **W-9 FORM**



## Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Thomas J. Ansbro, Jr.</b>		
	2 Business name/disregarded entity name, if different from above <b>Thomas J. Ansbro, P.A.</b>		
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ► _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) <b>6529 NW 103 Terrace</b>		Requester's name and address (optional) <b>City of Hollywood, Florida</b>
6 City, state, and ZIP code <b>Parkland, FL 33076</b>			
7 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 generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

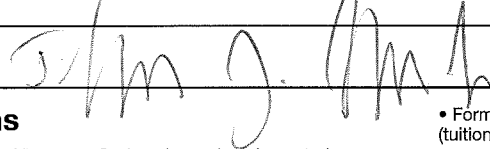
<b>Social security number</b>		
<b>or</b>		
<b>Employer identification number</b>		
4	6	3
-	7	3
2	6	2
5		

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

<b>Sign Here</b>	Signature of U.S. person ► 	Date ► <b>SEPT. 27, 2017</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. 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, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

## **SECTION 17**

# **REFERENCES QUESTIONNAIRE**

City of Hollywood, Florida

REFERENCE QUESTIONNAIRE



It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Thomas J. Ansbro

Giving reference for: \_\_\_\_\_

Firm giving Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- 1. Q: What was the dollar value of the contract?  
A:
- 2. Have there been any change orders, and if so, how many?  
A:
- 3. Q: Did they perform on a timely basis as required by the agreement?  
A:
- 4. Q: Was the project manager easy to get in contact with?  
A:
- 5. Q: Would you use them again?  
A:
- 6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:      5 Excellent    4 Good    3 Fair    2 Poor    1 Unacceptable
- 7. Q: Is there anything else we should know, that we have not asked?  
A:

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Per confirmation telephone call with Janice English on Monday afternoon, September 25, 2017, references I have provided on Pages 1 and 2 of Section 2, "Profile of Vendor" will suffice for purposes of this form, "References Questionnaire".

# **APPENDIX**

## **Résumé**

**THOMAS J. ANSBRO**  
**6529 NW 103<sup>rd</sup> Terrace**  
**Parkland, FL 33076**  
**(954) 651-2070**

**OBJECTIVE:**

The continued ethical practice of law in the public sector, supported by existing strong verbal and interpersonal communication skills, high quality draftsmanship and extensive experience in representing local governmental agencies.

**QUALIFICATIONS SUMMARY:**

Over forty (40) years of experience in southeast Florida, in City Attorney Offices, a Florida State University Attorney's Office and the private sector, including:

- Currently serving as the City Attorney for the City of Dania Beach, Florida for nineteen years; six years as Associate General Counsel for Florida Atlantic University (Boca Raton Central Campus); twelve years with the Fort Lauderdale City Attorney's Office and seven years with the City Attorney's Office of the City of Plantation
- Extensive Code Compliance experience
- Presently serving as a Code Compliance Special Magistrate for:
  - 1) the Town of Lauderdale-By-The-Sea for the past five (5) years;
  - 2) the City of Hollywood for nearly four (4) years;
  - 3) the City of Wilton Manors for two (2) years; and
  - 4) the City of Boca Raton for one (1) year
- Drafting and defending the legality of municipal ordinances, including zoning regulations
- Presentations before and legal advisor to municipal administrative boards and the City Commissions of the Cities of Dania Beach, Plantation and Fort Lauderdale as well as the administration and faculty of Florida Atlantic University
- Negotiation, preparation and review of numerous contracts, leases and documents
- Research and preparation of legal opinions and memoranda for use by all municipal departments and by University officials
- "AV" rated by LexisNexis Martindale-Hubbell (the highest peer review rating achievable for attorneys, for ethical standards and legal ability)

**EDUCATION:**

University of Florida  
College of Law  
Gainesville, Florida  
Juris Doctorate

Loyola University of Chicago  
Chicago, Illinois  
B.A. in English; Graduated with Honors

**PROFESSIONAL EXPERIENCE:**

**City of Dania Beach, Florida**

Dania Beach, Florida 1998-Present

I am the in-house City Attorney and have been serving in that capacity since October 1, 2005. However, I have served as the Dania Beach City Attorney continuously for over nineteen years, beginning in January, 1998, when I was associated with the law firm of Brinkley Morgan; the firm and I were selected at that time to serve as outside (City Attorney) counsel. In January, 2001, I transferred to the law firm of Weiss, Serota, Helfman, Cole & Bierman, P.L., where I continued to serve as the Dania Beach City Attorney until beginning full-time employment in that capacity with the City in 2005. As the chief legal advisor, I attend all City Commission, Planning and Zoning Board, Dania Beach Community Redevelopment Agency Board and Charter Review Board meetings. I serve as the legal advisor to the City Commission, City Manager, Department Heads, and monitor outside legal counsel (such as labor counsel, litigation and Code Compliance matters).

**Special Magistrate for Code Compliance and Parking Appeals 2012-Present**

**Town of Lauderdale-By-The-Sea.**

I presently serve and have served for five (5) years as the Code Compliance Special Magistrate for that Town, where I preside over its monthly Code Compliance hearings. I also preside over parking citation appeal hearings for the Town.

**City of Hollywood**

I presently serve and have served for nearly four (4) years as a Code Compliance Special Magistrate for the City.

**City of Wilton Manors**

I presently serve and have served for more than two (2) years as a Code Compliance Special Magistrate for the City.

**City of Boca Raton**

I presently serve and have served for over one (1) year as a Code Compliance Special Magistrate. I also preside over parking citation appeals for the City.

**Weiss, Serota, Helfman, Cole, & Bierman, P.L.**

Fort Lauderdale, Florida 2001-2005

I transitioned from the Brinkley, Morgan law firm to the Weiss Serota law firm in early 2001, and continued to act as the designated City Attorney for the City of Dania Beach. I attended all

meetings of the City Commission, Planning and Zoning Board, the Charter Review Board, and provided advice and furnished legal opinions to the City Commission, City Manager, Department Heads and City staff. I also performed a variety of other legal assignments, principally for various municipal clients of the firm.

**Brinkley Morgan.\***

Fort Lauderdale, Florida

1994-2001

I served as the Assistant City Attorney for the City of Plantation. I attended City Council meetings in the absence of the City Attorney and advised its "Code Enforcement Board", as well as Code Enforcement and Fire Marshal staff. Beginning in early 1998, the firm and I applied and were selected by the City Commission of the City of Dania Beach to serve as outside municipal counsel and I was designated its City Attorney. I served as the principal legal advisor to, and drafted a variety of ordinances, legal opinions and legal memoranda for use by, the City Commission and the various City Departments. I attended all City Commission, Planning and Zoning Board and Charter Review Board meetings.

**Florida Atlantic University\***

Boca Raton, Florida

1990-1996

As Associate General Counsel, I assisted the General Counsel in providing advice to the University President, administrators, college deans, faculty members, staff and student organizations on a variety of legal matters. I drafted and negotiated University contracts, prepared legal memoranda and issued legal opinions for the University. I also served as the legal advisor to the FAU Institutional Review Board.

**Goldberg & Young, P.A.**

Fort Lauderdale, Florida

1988-1990

I conducted litigation and represented private sector clients in zoning, commercial and Code Enforcement matters in municipalities, counties and agencies in the Miami-Dade, Broward and Palm Beach County areas.

**City Attorney's Office**

Fort Lauderdale, Florida

1976-1988

**Deputy City Attorney:**

1986-1988

I administered office operations for the City Attorney on a daily basis, supervised the staff of Assistant City Attorneys, City Prosecutor and the Police Legal Advisor, and continued to act as the legal advisor to five municipal administrative boards (the Board of Adjustment, the Planning and Zoning Board, the Civil Service Board and the pension boards for both the General Employees' and the Police and Firefighters' Retirement Systems). I also performed related litigation and appellate work.

\*From September, 1994 to September, 1996, I was employed by both the Brinkley law firm and the University, each on a part-time basis (20+ hours per week). I began full-time with the law firm in September, 1996.

**Assistant City Attorney:** 1978-1985

I was the legal advisor to the Planning and Zoning Board, Board of Adjustment, Civil Service Board, pension boards for both the General Employees' and the Police and Firefighters' Retirement Systems, and performed associated trial (both jury and non-jury proceedings) and appellate work for them and the City (federal and state courts, including oral arguments in the United States Court of Appeals for the Eleventh Circuit, the Florida Supreme Court and the Fourth District Court of Appeals of Florida). I also drafted a wide variety of municipal documents, memoranda of law, numerous ordinances and other municipal documents. I created the City's first "Code Enforcement Board" and prosecuted hundreds of cases before the Board as the attorney for the City.

**City Prosecutor:** 1976-1978

I filed and prosecuted all municipal ordinance violations for the City of Fort Lauderdale and aided in the 1977 transition of the Fort Lauderdale municipal court system to the Broward County Court system.

**Private Practice: Fort Lauderdale, Florida** 1974-1976

I shared space in a downtown Fort Lauderdale office with several other sole practitioner attorneys, and primarily conducted a general civil practice (principally consisting of zoning, landlord-tenant and marital matters, as well as contract work).

**PROFESSIONAL AFFILIATIONS:**

**Member:**

Florida Bar (admitted December, 1974)  
Broward County Bar Association (since 1974)

**Admitted to Practice in:**

All Florida state courts  
United States District Court, Southern  
District (July, 1977)  
United States 11<sup>th</sup> Circuit Court of  
Appeals (March, 2001)  
United States Supreme Court  
(July, 1987)