

# Indian River Mosquito Control District



Commissioner Janice Broda ♦ Commissioner Matt Erpenbeck ♦ Commissioner Anna Kirkland  
Sherry Burroughs, Executive Director  
5655 41st Street, Vero Beach, FL 32967 ♦ 772-562-2393  
<http://irmosquito.com> ♦ [irmcd@irmosquito2.org](mailto:irmcd@irmosquito2.org)

## **IRMCD ITB 2024-07 Invitation to Bid Legal Services: Labor Relations and Employment Law**

Sealed bids must be received by the Indian River Mosquito Control District at the District's office **before 3:00 PM on Friday, December 6, 2024**. Bids will be opened publicly on **Monday, December 9 at 9:00 AM**. Award will be announced at the District's Board of Commissioners meeting held on **Tuesday, December 10, 2024 at 9:00 AM**.

Bidders seeking clarifications shall direct all communications in writing to Tamar Rivera, Human Resources Manager, at Indian River Mosquito Control District, 5655 41<sup>st</sup> Street, Vero Beach, FL 32967, or by email at [t.rivera@irmcd.org](mailto:t.rivera@irmcd.org). Clarifications or modifications of this Invitation to Bid document will be by addendum only. Addenda and other documents will be delivered by mail, email, or location provided by bidder document holders. The district may amend the Invitation to Bid, as it sees fit, at any time, and may cancel the Invitation to Bid at any time. The deadline for written questions is **3:00 PM on Friday, November 8, 2024**.

Sealed bids shall be clearly marked as "Bid to Provide Legal Services: Labor Relations and Employment Law" and addressed to the Indian River Mosquito Control District. Sealed bids may be hand delivered to the District office, Monday through Friday, between the hours of 7:30 AM and 3:30 PM or mailed to:

*Indian River Mosquito Control District  
5655 41<sup>st</sup> Street  
Vero Beach, FL 32967*

ISSUED at Vero Beach, Florida this 25<sup>th</sup> day of October, 2024  
INDIAN RIVER MOSQUITO CONTROL DISTRICT  
BY: Sherry Burroughs, Executive Director

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## CONDITIONS APPLICABLE TO BIDS FOR LEGAL SERVICES

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**Introduction:** The Indian River Mosquito Control District (District) is accepting bids for a comprehensive review of the employee handbook. The selected attorney will be expected to make compliance recommendations relating to labor relations and employment law if required. Pursuant to section 287.057(3)(e)(4), Florida Statutes, contracts for legal services are not subject to competitive solicitation requirements.

**Scope of Services:**

- Meet with selected personnel to understand the District’s mission and vision statements to ensure alignment within the employee handbook.
- Review the employee handbook in its entirety and provide recommendations to improve policy clarity and ensure legal compliance. Ensure the employee handbook aligns with federal, state, and local regulations, as well as the District’s best practices. It is expected that policies may be simplified, de-conflicted, updated and rendered best practice.
- Provide specific recommendations to simplify the policies and ensure they are consistent and flexible while protecting the District from liability.
- Submit a draft revision of the current Employee Handbook to ensure legal compliance with current regulation, legislation, and best practices.
- Submit a final Employee Handbook incorporating revisions resulting from the review.

**Schedule/Timeframe:**

Action Item	Milestone Date
BID Issued	Friday, October 25, 2024
Vendor questions due	Friday, November 8, 2024
District responses & addendums issued	Friday, November 15, 2024
Bid due	Friday, December 6, 2024
Vendor evaluations & presentations	Monday, December 9, 2024
Vendor selected	Tuesday, December 10, 2024
Draft Revision of Employee Handbook	Friday, January 10, 2025
Final Employee Handbook with revision review incorporations	Friday, February 7, 2025

**Bid Content:**

The bid should include a detailed description of the services and methods by which the work set forth in the BID will be performed. The bid should include the following items:

- Bidders understanding of the services to be provided
- Complete methodology to be used for the employee handbook review

**Review and Feedback:**

- Submit draft of employee manual for review
- Incorporate feedback and make revisions

**Finalization:**

- Provide the final employee manual in both digital and print-ready formats.
- Ensure the manual is easy to update and modify as policies and regulations evolve.

*Legal Experience*

The Bidder must be in good standing with the Florida Bar. Experience, related to the areas outlined in the introduction and scope of services above, should be described. The bidder should describe its organization in terms of the following:

- Size
- Structure
- Area of Practice
- Office Location

The Bidder must include the names, addresses, contact persons, and telephone number of at least three clients, preferably including clients with similar scope of services.

*Attorney Qualifications*

The Bidder should include a description of qualifications of attorneys to be assigned for representation. Descriptions should include:

- Professional and educational background
- Exercised supervision
- Prior experience with requested scope of services.

Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years, and types of experience as well as continuing professional education will be considered.

*Price*

This section should contain a complete breakdown of all costs relating to the content of the bid, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the bid. The proposed pricing should include the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for any, and all expenses.

**Evaluation Procedure and Criteria**

The Governing Board will make selection based on the following criteria:

Evaluation Criteria	Maximum Rating Points
Geographic location and accessibility	15
Past experience with similar assignments	30
Evidence of respondent's expertise and experience with Labor Relations and Employment Law	20

Key Personnel	15
Bid Contents	20
Cost	20
<b>Total Possible</b>	<b>120</b>

**Insurance Coverage**

Proof of insurance coverage shall be provided as part of the submittal and shall include the insurance types and required coverage specified below:

- Workers’ Compensation as required by Florida Statute
- Professional and general liability with limits of at least \$1,000,000

**Bid Package Instructions**

1. Bids shall be submitted in sealed envelopes and must be received no later than the time and date specified on the advertisement enclosed as Page 1. Bids may be delivered or sent to:  

Indian River Mosquito Control District  
 5655 41<sup>st</sup> Street  
 Vero Beach, Florida 32967
2. Envelopes shall be clearly marked as "Bid to Provide Legal Services" and the Firm name shall be clearly marked on the envelope.
3. (1) Original Bid and (3) Copies.
4. The District will make every effort to inform prospective bidders of amendments or clarifications of the original specifications. However, the District does not guarantee to provide such amendments to all prospective bidders. IT IS THE BIDDER’S RESPONSIBILITY TO REQUEST ANY AMENDMENTS OR CLARIFICATIONS TO THE ORIGINAL SPECIFICATIONS PRIOR TO SUBMITTING A BID.
5. No bid shall be withdrawn for a period of (30) days after the scheduled closing time for receipt. The bid shall be on a firm, net delivered price basis with no escalator clause. The District agrees to furnish any tax exemption certificates to which it is entitled.
6. Bidders must meet all requirements.
7. Should the service performed differ in any respect from specifications, payment shall be withheld until such time as the supplier takes necessary corrective action.
8. IRS Form W-9 should be included with the package.
9. Proof of required insurance coverage should be included with the package.
10. Qualifications must be satisfactory to the District's Board of Commissioners, and the District reserves the right to reject any and all bids, to accept at its discretion the lowest and/or best bid, to waive any or all technicalities in awarding, and to re-advertise.

11. Payment and Invoicing – All Invoices shall be submitted to Indian River Mosquito Control District. Failure to submit accurate and complete invoices may cause invoices to be rejected. All invoices shall list a single unique invoice number for processing, it may contain letters and/or numbers. Partial payments may be made upon satisfactory delivery of items/services and receipt of invoices. Invoices are normally paid within twenty calendar days of receipt, except in the case where items being billed are called into question. IRMCD will notify the contractor within five days of receipt of an invoice for any items questioned. The contractor shall prepare verification data for the amount claimed and provide complete cooperation during such investigation.

**Note**

12. RESPONSIBLE VENDOR DETERMINATION: Respondent is hereby notified that Section 287.05701, Florida Statutes, requires that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.
  
13. Public Records - Florida law provides that the District records shall, at all times, be open for personal inspection by any person. Information and materials received by the District in connection with a BID response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bids opening, whichever occurs first. However, certain exceptions to the public records law are statutorily provided in Section 119.07, Florida Statutes. If the Bidder believes any of the information contained in its response is exempt from disclosure, then the Bidder must in its response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. Otherwise, the District will treat all materials received as public records.