

**MONROE COUNTY SCHOOL DISTRICT**  
**Contractor's Refusal to Sign District Standard Form Contract**

Please be advised that pursuant to the policies and procedures of The School Board of Monroe County, Florida, all contracts between companies and/or contractors and the School District are to be documented using standard form contracts of the School Board. It is our understanding; however, that you /your company prefers and/or otherwise refused to utilize a standard form contract for goods or services.

Furthermore, Florida Statute §119.0701 requires that all contracts entered into by the Board contain the following requirements:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the School Board in order to perform the service.

(b) Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board.

(d) Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

Failure of Contractor to comply with this section and F.S. §119.0701 may include, but not be limited to, the School Board holding the contractor in default, termination of the contract or legal action.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Phone: 305-293-1400,**

**INTERNAL SERVICES DIVISION**  
**Purchasing | Property Control | Contract and Records Management**  
241 Trumbo Road • Key West, FL 33040  
Tel. (305) 293-1400  
[www.KeysSchools.com](http://www.KeysSchools.com)

**Email to [Records@KeysSchools.com](mailto:Records@KeysSchools.com), or mail to MCSD, 241  
Trumbo Rd., Key West, FL 33040.**

Kindly acknowledge your preference to not utilize a School Board of Monroe County standard form contract by signing below, and agree to comply with F.S. §119.0701 as indicated above. Please return a signed copy of this letter to the School Board of Monroe County at your earliest convenience.

Should you have any questions or concerns, please do not hesitate to contact me.

Suanne C. Lee  
Director of Internal Services

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I would prefer not to use or have otherwise refused to use a Monroe County School Board standard form contract. I also agree to comply with F.S. §119.0701 and acknowledge the above requirements.

03/29/2021  
Date

  
Signature of Vendor

John R. Stokes  
Printed Name and Title of Vendor  
Partner, Watson Sloane PLLC

**MONROE COUNTY SCHOOL DISTRICT  
BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT**

I, John R. Stokes, of the City of Tampa  
State of Florida, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:

Name of company/vendor: Watson Sloane PLLC

Nature of services presently being offered to School District: Bond / Special Counsel

2) (CHECK ONE BOX) ☐ I have (OR) ☒ I have not at any time prior to this application, had a **business relationship** with any employee or board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee or board member's name with whom you have done business, the type of work that was performed and the years worked. \_\_\_\_\_

3) (CHECK ONE BOX) ☐ I have (OR) ☒ I DO NOT have a **personal relationship** (this includes family) with an employee of OR a board member of the School District of Monroe County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee(s) or board member(s) name with whom you are related, and your ties to that person (spouse, mother, brother, cousin, or related by marriage, partners, etc.) \_\_\_\_\_

The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project. I hereby agree to keep the School District of Monroe County, Florida, informed of any change to the information contained herein. I further understand and agree that discovery of any undisclosed relationship can and will lead to termination of any ongoing contracts, and may potentially lead to me being banned from conducting future business with the school district.

03/29/2021  
Date

[Signature]  
(Signature of Authorized Representative)

STATE OF FLORIDA  
COUNTY OF St. Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, John R. Stokes who,  
☒ being personally known or ☐ having produced \_\_\_\_\_ as identification,  
and after first being sworn by me, affixed his/her signature in the space provided above on this 29th day of March 20 21.

[Signature]  
NOTARY PUBLIC

10/21/22  
My commission expires:



**BRIAN WATSON**  
Commission # GG 265928  
Expires October 21, 2022  
Bonded Thru Budget Notary Services

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### DEBARMENT CERTIFICATION

"The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 2 CFR Chapter 180, by any federal department or agency;


(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; 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) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this 29th day of March, 2021.

By   
Authorized Signature/Contractor

Partner  
Typed Name/Title

Watson Sloane PLLC  
Contractor's Firm Name

201 E. Kennedy Blvd., Suite 800  
Street Address

Tampa, FL 33602  
City/State/Zip Code

(813) 522-5133  
Area Code/Telephone Number

**THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA**

**E-VERIFY AFFIDAVIT**

Beginning January 1, 2021, Florida law requires all contractors doing business with the Monroe County School District to register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. The Monroe County School District requires all vendors who are awarded contracts with the District to verify employee eligibility using the E-Verify System. As before, vendors are also required to maintain all I-9 Forms of their employees for the duration of the contract term. To enroll in the E-Verify System, vendors should visit the E-Verify Website located at [www.e-verify.gov](http://www.e-verify.gov).

In accordance with Florida Statute § 448.095, IT IS THE RESPONSIBILITY OF THE AWARDED VENDOR TO ENSURE COMPLIANCE WITH ALL APPLICABLE E-VERIFY REQUIREMENTS.

By affixing your signature below, you hereby acknowledge that Florida Law requires you to register with and use the E-Verify System to verify the work authorization status of all newly hired employees. Furthermore, by signing this affidavit you affirm, under penalty of perjury, that you have complied with all applicable E-Verify requirements as of the effective date below.

03/29/2021  
Date

[Signature]  
(Signature of Authorized Representative)

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

PERSONALLY APPEARED BEFORE ME, the undersigned authority, John R. Stokes who,  
☒ being personally known or ☐ having produced \_\_\_\_\_ as identification,  
and after first being sworn by me, affixed his/her signature in the space provided above on this 29<sup>th</sup> day of March  
20 21.

[Signature]  
Signature, NOTARY PUBLIC

10/21/22  
My commission expires:

STAMP/SEAL



**BRIAN WATSON**  
Commission # GG 266928  
Expires October 21, 2022  
Bonded Thru Budget Notary Services

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