

## **REQUEST FOR QUALIFICATIONS MAGISTRATE SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting submittals from qualified attorneys outlining qualifications for magistrate services related to code enforcement related issues.

All proposals must be in writing and delivered by hand or Fed Ex to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida, 32570; and must be received by 10:00 a.m., February 9, 2016. All proposals shall be sealed and clearly labeled, “**RFQ- Magistrate Services**”. Submittals shall include one (1) original, eleven (11) copies of the proposal, and one (1) CD/thumb-drive with the full proposal included, (each document must be in an individual PDF format file). The proposal will be publicly opened at this time. Only proposals received by the aforesated time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Questions concerning this request should be directed to the Santa Rosa County Attorney, Roy Andrews, at (850) 983-1925.

Specifications and bid form may be secured from Santa Rosa County website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

### **Legal Notice**

One Issue – January 9, 2016 – Press Gazette, January 14, 2016 - Navarre Press, January 14, 2016  
– Gulf Breeze News, and January 15, 2016 – South Santa Rosa News

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

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Santa Rosa County, Florida invites all interested parties to submit letters of interest to serve as a Hearing Officer to hear cases dealing with Code Enforcement violations within Santa Rosa County, Florida.

The Hearing Officer appointed to hear cases of code violations shall be a member of the Florida Bar with civil experience. The essential duties and responsibilities of a Hearing Officer are as follows:

- Ability to maintain an open mind and be objective.
- Willingness to learn and become familiar with all County Codes and Ordinances.
- Willingness to learn and implement the hearing process.
- Ability to request information from involved parties and review evidence presented objectively.
- Ability to make findings of fact based on the evidence of record and to make a determination based on those findings.
- Willingness and ability to articulate findings and their relationship to the final determination.
- Willingness and ability to learn public record law as defined by Florida State Statute, Chapter 119.
- Ability to complete and file required paperwork with the County Court as provided by the Court.
- Willingness to work with the County Attorney, when required.

Hearing Officers shall be attorneys in good standing with the Florida Bar. Rate of pay shall be determined by the Board of County Commissioners for Santa Rosa County, Florida. Applicants are asked to submit their proposed hourly rate of pay with a letter of interest.