

# TITLE PAGE

**DONALD E. YATES, ESQ.**

611 EATON STREET

KEY WEST, FL 33040

DYATESPA@DYATESPA.COM

19 MAY 2015

PROFILE  
AND  
STATEMENT

# DONALD E. YATES

611 Eaton Drive, Key West, Florida 33040

305-296-2261

[dyatespa@dyatespa.com](mailto:dyatespa@dyatespa.com)

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## PROFILE AND STATEMENT

Good day,

I have been licensed to practice law in the State of Florida since 1985, in the State of Colorado since 1994 and have resided in Key West and Monroe County since 1987. I am a Florida Bar member in good standing since 1985 with no disciplinary actions or disbarment in any state.

The Supreme Court of Florida certified me as a Mediator in Circuit and County Court in 1993, in Family Court in 1998, as an Arbitrator in 1995 and as a Residential Foreclosure Mediator in 2010. My mediation and arbitration experience has involved every facet of the law except criminal and domestic violence (which do not allow for mediation).

Throughout my legal career I have been involved in all areas of the law including real estate from sale and purchase to complete project development. This necessarily includes every phase of code compliance. Additionally, I have represented countless individuals, businesses and corporations in the operation of their personal and business affairs many of which required navigation and help within the Key West Code of Ordinances to make sure they comply with the Key West Code. Unfortunately, practicing law involves litigation. I have represented many clients in all aspects of the litigation experience, and have always strived to meet my clients needs and to work positively with my clients opposition to reach a resolution acceptable to all parties. As a result I have developed and built a positive, honest and trusted relationship with my clients, peers and opposition.

My practice has included many years being alternate Code Compliance Special Magistrate as well as even more years as Special Magistrate for the Circuit Court of the 16<sup>th</sup> Judicial Circuit, in which capacity I continue to serve. Duties in the Circuit Court have included hearings and trials

involving civil litigation (including foreclosure, real estate, contracts, and many other issues), probate and family law. My current duties as the family law magistrate include a docket of approximately 110-140 cases per month over 2 days which also includes trials and evidentiary hearings. The Circuit Court Special Magistrate monthly duties may include additional days as the budget allows.

Unfortunately, I do not know the specific time frame for any services provided a Special Magistrate for the City of Key West or for the 16<sup>th</sup> Judicial Circuit. These service time frames are not ones of which I keep track, but I have served the 16<sup>th</sup> Judicial Circuit for at least fifteen (15) years and the City of Key West for several years but a shorter time frame and with less frequency. My time serving in these quasi-judicial capacities as well as my private practice have allowed me to develop a judicial temperament that is respectful and understanding, yet firm. I do and shall use these skills in understanding the required procedure, the issue(s), and the position(s) of opposing parties to reach a competent, reasonable resolution as quickly and as expediently as possible.

I have not had any specific "training" in legal areas involving local government, but I believe my years of experience and the type of experience allow me to fill the City of Key West requirements and demands for this Special Magistrate position.

# PROFESSIONAL RESUME

# DONALD E. YATES

611 Eaton Street, Key West, Florida 33040

305-296-2261

dyatespa@dyatespa.com

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## EDUCATION

- Florida State University – B.S., 1978
- Mercer University – J.D., 1984

## PROFESSIONAL

- Admitted to Florida Bar in 1985 and Colorado Bar in 1994.
- 1985 to 1987 - civil litigation practiced in Jacksonville, Florida.
- 1987 to present – civil, criminal and mediation practiced in Key West, Florida.
- 1993 to present – Florida Supreme Court certified mediator for Circuit and County Court (1993), Family (1998), Arbitrator (1995), Residential Mortgage Foreclosure (RMF) Mediator (2010).
- 2000 to present – Special Master for the 16<sup>th</sup> Judicial Circuit for the State of Florida including civil, probate and family.
- 2000 to 2002 – Florida Bar Grievance Committee, review and make recommendations on the ethical conduct of attorneys accused of ethics violations in Monroe County, Florida.
- 2003 to 2014 – Judicial Nomination Committee charged with evaluating candidates for gubernatorial appointment when a vacancy occurs on the judicial bench. Report directly to the Governor of the State of Florida.

## PERSONAL

- Monroe County resident since 1987 and South Florida resident since 1958.
- Married to Captain Kathryn Yates USN (1979 graduate of Georgia Southern University, Mercer University, J.D. 1984).
- Take Stock In Children Mentor.
- Board of Directors (Executive Committee) representative for the Monroe Regional Advisory Committee to Legal Services of Greater Miami (LSGMI).

## HOBBIES

- College football officiating, fishing, diving, and all outdoor activities.

PROPOSED  
FEE  
ARRANGEMENT



**PROPOSED FEE ARRANGEMENT**

**Special Magistrate**

One Thousand, Three Hundred Dollars (\$1,300.00) per day for regularly scheduled monthly code hearing days and dates and any specially set code hearing days and dates. This would include all preparation required for any and all hearings.

Three Hundred Fifty Dollars (\$350.00) per hour for additional time requirements outside of the regularly scheduled hearing dates or specially set hearing dates with a one (1) hour minimum.

Three Hundred Dollars (\$300.00) per hour for additional time that is scheduled for longer than two (2) hours in length.

BUSINESS TAX  
RECEIPTS

# CITY OF KEY WEST, FLORIDA

## Business Tax Receipt

This Document is a business tax receipt  
Holder must meet all City zoning and use provisions.  
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name YATES, DONALD, LAW OFFICE OF CtInbr:0000482  
Location Addr 611 EATON ST  
Lic NBR/Class 15-00008596 SERVICE - PROFESSIONAL  
Issue Date: July 07, 2014 Expiration Date: September 30, 2015  
License Fee \$309.75  
Add. Charges \$0.00  
Penalty \$0.00  
Total \$309.75  
Comments: ATTORNEY

City of Key West  
Base: 7/11/14 54  
LIC 00008596 GENERAL  
YATES, DONALD E. 3487  
Issue Date: 7/11/14

This document must be prominently displayed.  
YATES, DONALD E. 3487  
Issue Date: 7/11/14

YATES, DONALD, LAW OFFICE OF  
611 EATON ST

KEY WEST FL 33040

**2014 / 2015  
MONROE COUNTY BUSINESS TAX RECEIPT  
EXPIRES SEPTEMBER 30, 2015**

RECEIPT# 46112-21639

Business Name: YATES DONALD LAW OFFICE OF PA

Owner Name: DONALD E YATES  
Mailing Address: 611 EATON STREET  
KEY WEST, FL 33040

Business Location: 611 EATON ST  
KEY WEST, FL 33040  
Business Phone: 305-296-2261  
Business Type: ATTORNEY (ATTORNEY)

| Tax Amount | Transfer Fee | Sub-Total | Penalty | Prior Years | Collection Cost | Total Paid |
|------------|--------------|-----------|---------|-------------|-----------------|------------|
| 30.00      | 0.00         | 30.00     | 0.00    | 0.00        | 0.00            | 30.00      |

Paid 103-13-00005686 07/17/2014 30.00

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

**Danise D. Henriquez, CFC, Tax Collector**  
**PO Box 1129, Key West, FL 33041**

THIS IS ONLY A TAX.  
YOU MUST MEET ALL  
COUNTY AND/OR  
MUNICIPALITY PLANNING  
AND ZONING REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT**  
P.O. Box 1129, Key West, FL 33041-1129  
EXPIRES SEPTEMBER 30, 2015

RECEIPT# 46112-21639

Business Name: YATES DONALD LAW OFFICE OF PA

Owner Name: DONALD E YATES  
Mailing Address: 611 EATON STREET  
KEY WEST, FL 33040

Business Location: 611 EATON ST  
KEY WEST, FL 33040  
Business Phone: 305-296-2261  
Business Type: ATTORNEY (ATTORNEY)

1

| Tax Amount | Transfer Fee | Sub-Total | Penalty | Prior Years | Collection Cost | Total Paid |
|------------|--------------|-----------|---------|-------------|-----------------|------------|
| 30.00      | 0.00         | 30.00     | 0.00    | 0.00        | 0.00            | 30.00      |

Paid 103-13-00005686 07/17/2014 30.00

ANTI-  
KICKBACK  
AFFIDAVIT

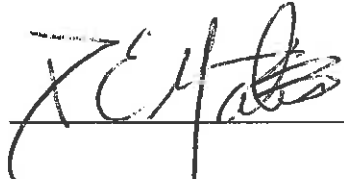
**Anti-Kickback Affidavit**

STATE OF FLORIDA

SS

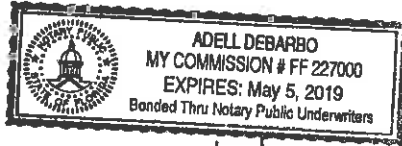
COUNTY OF MONROE

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my family or by an officer of the business or corporation.

BY: 

sworn and prescribed before me this 19 day of May, 2015

  
Notary Public, State of Florida



My commission expires 5/5/2019

LOCAL  
VENDOR  
CERTIFICATION

**LOCAL VENDOR CERTIFICATION PURSUANT TO CKW ORDINANCE 09-22 SECTION 2-798**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.

c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.

- Not a local vendor pursuant to Ordinance 09-22 Section 2-798
- Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name **LAW OFFICES OF DONALD E. YATES, P.A.**

Phone: **305-296-2261**

Current Local Address: **611 Eaton Street  
Key West, FL 33040**

Fax: **N/A/**

(P.O Box numbers may not be used to establish status)

Length of time at this address **18 Years**

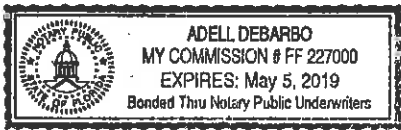


[Signature]  
Signature of Authorized Representative

19 May 2015  
Date

STATE OF Florida  
COUNTY OF Monroe

The foregoing instrument was acknowledged before me this 19 day of May, 2015.  
By Donald E. Yates, of Law Office of Donald E. Yates, PA.  
(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)  
or has produced \_\_\_\_\_ as identification  
(type of identification)



[Signature]  
Signature of Notary  
Adell Debarbo

Return Completed form with  
Supporting documents to:  
City of Key West Purchasing

Print, Type or Stamp Name of Notary  
\_\_\_\_\_  
Title or Rank

PUBLIC ENTITY  
CRIMES  
AFFIDAVIT

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 sworn statement is submitted to City of Key West  
by Donald E. Yates  
(Print individual's name and title)  
For Donald E. Yates  
(Print name of entity submitting sworn statement)  
Whose business address is 611 Eaton Street, Key West, FL 33040  
and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0465241  
If entity has no FEIN, include Social Security number of individual signing.

2. I understand that a "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 of the United States, including, but not limited to, any bid or contract for goods or services provided to any public entity or an agency or political subdivision of any other state or the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any 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 an "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 a "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, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on the information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, or any 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 subsequent to July 1, 1989.

The entity submitting this sworn statement, or any 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 subsequent to July 1, 1989.

The entity submitting this sworn statement, or any 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 subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach copy of final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 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

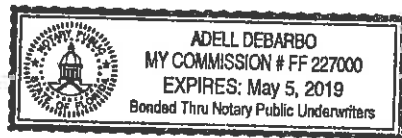
UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Handwritten Signature]  
Signature

19 May 15  
Date

STATE OF Florida  
COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, Donald E. Yates  
Who after first being sworn by me, affixed his/her signature in the space  
Above this 19 day of May, 2015



[Handwritten Signature]

CONFLICT OF  
INTEREST  
AFFIDAVIT

**Conflict of Interest Affidavit**

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

LAW OFFICES OF DONALD E. YATES, P.A.

Firm

*[Handwritten Signature]*

Signature

19 May 2015

Date

Yates D.E.

Name Printed

PRESIDENT

Title of Person Signing Affidavit

State of Florida)  
City of Monroe)

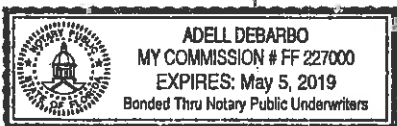
SUBSCRIBED AND SWORN to before me this 19 day of May,  
2015, by Donald E. Yates, who is personally known to me to be  
the President for the Firm, OR who produced the following

identification: \_\_\_\_\_

*[Handwritten Signature]*

Notary Public

My Commission Expires: 5/5/2019



CONE  
OF  
SILENCE  
ACKNOWLEDGEMENT



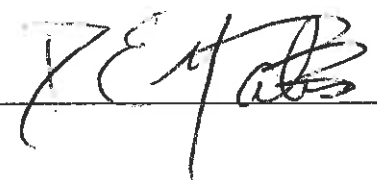
CONE OF SILENCE

STATE OF FLORIDA

SS:

COUNTY OF MONROE

I the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of LAW OFFICES OF DONALD E. YATES have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

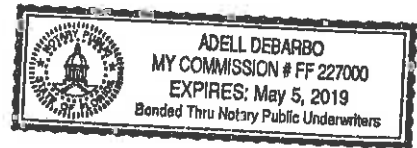
BY: 

sworn and prescribed before me this 19 day of May, 2015

NOTARY PUBLIC, State of Florida



My commission expires: 5/5/2019



DOMESTIC  
PARTNER BENEFIT  
FORM

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA )

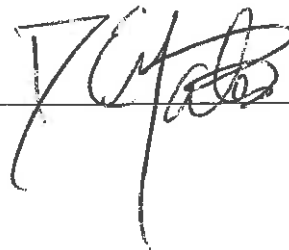
: SS

COUNTY OF MONROE )

LAW OFFICES OF DONALD E. YATES, P.A.

I, the undersigned hereby duly sworn, depose and say that the firm of \_\_\_\_\_ provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.

By: \_\_\_\_\_

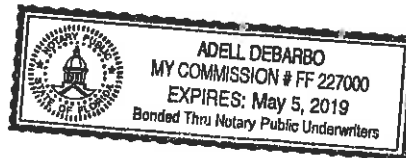


Sworn and subscribed before me this

19 day of May, 2015.

Adell DeBarbo

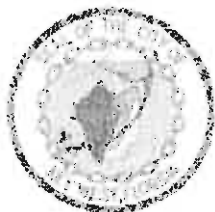
NOTARY PUBLIC, State of Florida at Large



My Commission Expires: 5/5/2019

# ADDENDUMS

1-5



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

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**ADDENDUM # 1**  
**RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES**

April 17, 2015

To All Bidders,

The following information is provided in accordance with RFP 06-015 as fully and as completely as if the same were fully set forth therein:

**Question:**

From: Eywlawyer [mailto:eywlawyer@aol.com]  
Sent: Thursday, April 16, 2015 6:49 PM  
To: Chris Bridger  
Subject: Mandatory or non mandatory

Please advise if the May 6 meeting is mandatory or non mandatory? Thank you.


Sent from my iPhone

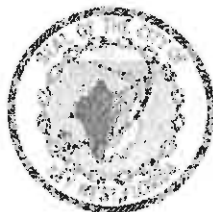
**Answer:**

The pre-proposal conference on May 6, 2015 at 9:00 a.m. is mandatory. Prospective proposers must be present in order to submit a proposal response.

All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 1 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Name of Proposer



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

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**ADDENDUM # 2**  
**RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES**

April 28, 2015

To All Bidders,

The following information is provided in accordance with RFP 06-015 as fully and as completely as if the same were fully set forth therein:

**Question:**

Jim;

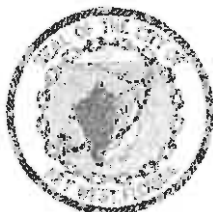
I have completed my application for the Code Compliance Special Magistrate, based on RFP #06-015. I understand there will be a mandatory meeting next week (May 6 at 9:00 am) for all those planning on submitting applications. The RFP states the purpose of the conference is to "submit a proposal response", however the RFP also states that the deadline to deliver proposals is 3:00 pm May 20, 2015. I want to ensure that I comply with the RFP requirements. Are the Proposals to be turned in at the meeting or by May 20? If not at the meeting, when is the first date they may be turned in?

Albert L. Kelley, P.A. [www.alkelley.com](http://www.alkelley.com)

Attorney at Law  
926 Truman Ave.  
Key West, FL 33040  
Telephone (305) 296-0160  
facsimile (305) 296-3118  
e-mail: [keywestlaw@gmail.com](mailto:keywestlaw@gmail.com)

**Answer:**

Since the pre-proposal conference on May 6, 2015 is denoted as "mandatory", prospective proposers must be present in order to submit a proposal response. The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with City staff regarding the RFP with all prospective proposers having an equal opportunity to hear and participate. Submission of proposals is not required at this meeting. Proposals may be submitted on May 6, 2015 up to the deadline for submission of proposals, which is May 20, 2015 by 3:00 p.m.



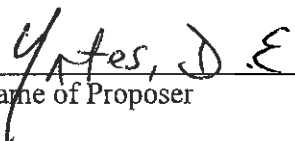
THE CITY OF KEY WEST

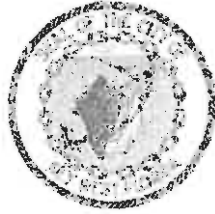
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

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All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 2 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
Signature

  
Name of Proposer



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

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### ADDENDUM # 3 RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES

May 6, 2015

To All Bidders,

The following information is provided in accordance with RFP 06-015 as fully and as completely as if the same were fully set forth therein:

#### Questions:

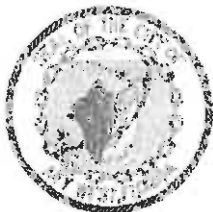
1. On page 6 of the RFP under Qualifications the last bullet point ( Proposers shall carry and provide proof of \$500,000 professional/malpractice insurance- and page 9 Instructions for Statement of Proposals , please clarify if the proof of insurance is to be included in the proposal to be submitted or merely furnished if that person is the successful bidder. If to be provided, please indicate in which order the malpractice insurance proof should be placed in the packet.
2. Similar to above, if proof of valid business tax receipt is to be included in the packet to be submitted, In which position in the packet should this item, if it is to be included in packet, be placed. Is it correct that you are seeking both City and County?
3. Please advise what other "meet all licensing requirements to work in the City of Key West" this position requires as listed on page 6 of the Qualifications bullet section of the RFP( if not already included in the 5 bullet points on page 6.

Jeff Overby  
jeff14over@aol.com

#### Answers:

1. The proof of insurance should be furnished by the proposer that is awarded the contract.
2. The proof of a City and County attorney's business tax receipt should be submitted after the Proposed Fee Arrangement and before the Anti-Kickback Affidavit.
3. All licensing requirements means proof of a City of Key West and Monroe County attorney's business tax receipt.



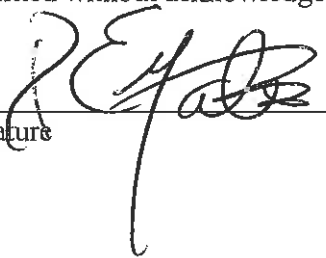


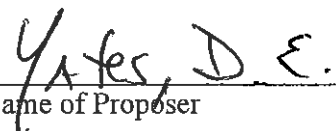
THE CITY OF KEY WEST

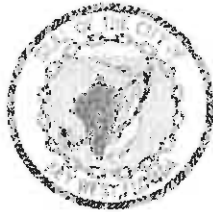
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

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All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 3 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
Signature

  
Name of Proposer



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

**ADDENDUM # 4**  
**RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES**

May 7, 2015

To All Bidders,

The following information is provided in accordance with RFP 06-015 as fully and as completely as if the same were fully set forth therein:

**Question:**

During the Pre-proposal mandatory meeting the proposer's in attendance asked when would the Evaluation Committee would meet to rank the proposals?

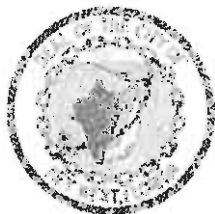
**Answer:**

The Evaluation Committee for RFP #06-015, Code Compliance Special Magistrate, will meet to rank proposals on Monday, June 1, 2015 at 3:00 p.m. in the City Manager's conference room located at City Hall, 3132 Flagler Avenue, Key West, FL., attendance is not mandatory.

All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 4 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Yates, D.E.  
Signature

[Handwritten Signature]  
Name of Proposer



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

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**ADDENDUM # 5**  
**RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES**

May 11, 2015

To All Bidders,

The following information is provided in accordance with RFP 06-015 as fully and as completely as if the same were fully set forth therein:

**Question:**

Jim:

During our mandatory meeting last week it was my understanding and I wrote down that we no longer needed to submit 7 copies of RFP and that we only needed to submit an original and a zip drive which contains the RFP.

The RFP states that we need the original, 7 copies and a zip drive.

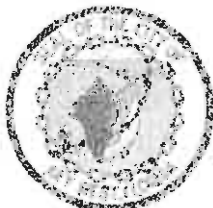
Please let me know which one is correct.

Thank you.

David Van Loon, Esq.  
Highsmith & Van Loon, P.A.  
3158 Northside Drive  
Key West, Florida 33040  
Telephone (305) 296-8851  
Facsimile (305) 296-8575  
david@hvl-law.com

**Answer:**

The RFP is correct. You will need to submit 7 copies and a flash / zip drive. You will not be required to also submit a cd.



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All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 5 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

A handwritten signature in black ink, appearing to read 'Donald E. Yates', written over a horizontal line.

Name of Proposer

Yates Donald E