



**ETHICS COMMISSIONERS**

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Dawn E. Addy, Vice Chairperson  
Magda Abdo-Gomez  
Judge Seymour Gelber  
Regine Monestime

**ROBERTA. MEYERS**  
EXECUTIVE DIRECTOR

**MICHAEL P. MURAWSKI**  
ADVOCATE

**ARDYTH WALKER**  
STAFF GENERAL COUNSEL

June 12, 2008

Andrew L. Wilfork, President  
ALW & ASSOCIATES, INC.  
5264 SW 159<sup>th</sup> Ave.  
Miramar, FL 33027

**Via First Class Mail  
and  
Fax at 954.704.2859**

**Re: INQ 08-106 ALW & ASSOCIATES, INC.**, may register as a County vendor, as long as ALW & ASSOCIATES, INC., does not contract with the Miami-Dade County Aviation Department and/or is not supervised by the Miami-Dade County Aviation Department or Bobbie Jones-Wilfork. (Miami-Dade Co. Conflict of Interest & Code of Ethics at § 2-11.1 (c) & (d).)

Dear Mr. Wilfork:

In correspondence to our office on June 10, 2008, you said that you wish to register your business, ALW & ASSOCIATES, INC., as a County vendor.

The facts as we understand them are as follows:

1. Your spouse, Bobbie Jones-Wilfork, is an Assistant Director of Administration for the Miami-Dade County Aviation Department, responsible for managing the Aviation Department's Human Resources, Information Technology, Procurement Management, and Minority Affairs functions.
2. ALW & ASSOCIATES, INC., a business solely owned, directed, and managed by you, provides consulting services in the areas of solid waste, recycling, conversion of waste to energy, and equipment management.
3. ALW & ASSOCIATES, INC., is seeking to register as a vendor in order to do business with the County.

It is the opinion of the Ethics Commission that ALW & ASSOCIATES, INC., may register to contract with the County as long as any contract does not interfere with the full and faithful discharge of Bobbie Jones-Wilfork's duties to the County. This includes the requirement that Bobbie Jones-Wilfork not participate in determining the contract requirements or in awarding the contract. Additionally, none of Bobbie Jones-Wilfork's job responsibilities and job descriptions may require her to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination, or forbearance. Finally, Bobbie Jones-Wilfork may not work in the County department that will enforce, oversee, or administer the contract.

If any of the facts you have presented change, or if you have further questions, please do not hesitate to contact me at 305.350.0601.

Sincerely,

  
VICTORIA FRIGO  
Staff Attorney

TRANSMISSION VERIFICATION REPORT

TIME : 06/12/2008 13:31  
NAME : COMMISSION ON ETHICS  
FAX : 3055790273  
TEL : 3055792594  
SER.# : 000A6J636638

DATE, TIME 06/12 13:31  
FAX NO./NAME 19547042859  
DURATION 00:00:00  
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RESULT BUSY  
MODE STANDARD

BUSY: BUSY/NO RESPONSE



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Fax at 954.704.2859**

**Re: INQ 08-106 ALW & ASSOCIATES, INC.,** may register as a County vendor, as long as ALW & ASSOCIATES, INC., does not contract with the Miami-Dade County Aviation Department and/or is not supervised by the Miami-Dade County Aviation Department or Bobbie Jones-Wilfork. (Miami-Dade Co. Conflict of Interest & Code of Ethics at § 2-11.1 (c) & (d).)

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1. Your spouse, Bobbie Jones-Wilfork, is an Assistant Director of Administration for the Miami-Dade County Aviation Department, responsible for managing the Aviation Department's Human Resources, Information Technology, Procurement Management, and Minority Affairs functions.
2. ALW & ASSOCIATES, INC., a business solely owned, directed, and managed by you, provides consulting services in the areas of solid waste, recycling, conversion of waste to energy, and equipment management.
3. ALW & ASSOCIATES, INC., is seeking to register as a vendor in order to do business with the County.

It is the opinion of the Ethics Commission that ALW & ASSOCIATES, INC., may register to contract with the County as long as any contract does not interfere with the full and faithful discharge of Bobbie Jones-Wilfork's duties to the County. This

INQ 08-106

### Relatives of County Employees Wishing to Register as County Vendors

Please submit the following information by mail, fax, *or* email to—

Victoria Frigo, Staff Attorney  
The Commission on Ethics & Public Trust  
19 West Flagler St., Suite 820  
Miami, FL 33130

Phone: (305) 350-0601  
Fax: (305) 579-0273  
Email: [frigo@miamidade.gov](mailto:frigo@miamidade.gov)

YOUR NAME Andrew L. Wilfork

Name of Your Business ALW & Associates, Inc.

Type of Business Consulting firm

Your Mailing Address 5264 SW 159 Ave. Miramar, FL 33027

Your Daytime Phone 305-343-4716

Your Fax, if you wish to receive approval letter by fax. 954-704-2859

Name of county employee who is related to you Bobbie Jones - Wilfork

Type of relationship— spouse? child? parent? other? Spouse

County employee's department, if known Aviation Department

County employee's title, if known Assistant Director of Administration

Please list the names, titles, and departments of any other immediate family members currently employed by Miami-Dade Co.

The Miami-Dade County Conflict of Interest & Code of Ethics at § 2-11.1 (c)(2) allows immediate family members of County employees to contract with the County in certain circumstances and if the following criteria are met. Please confirm that you and your immediate family member/s will be able to meet all of these criteria:

1. Entering into a contract with the County will not interfere with the full and faithful discharge of the County employee's duties to the County.
2. The County employee will not participated in determining your contract requirements.
3. The County employee will not participated in awarding the contract.
4. The County employee's job responsibilities and job description will not require him/her to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination, or forbearance.
5. The County employee will not be working in the County department that enforces, oversees, or administers your contract.

I have read these requirements and pledge to abide by them.

Andrew L. Wilfork  
Signature

6-10-08  
Date

5264 S.W. 159 Ave.  
Miramar, FL 33027

June 9, 2008

Mr. Robert Meyers, Executive Director  
Miami-Dade County Commission on Ethics and Public Trust  
19 West Flagler Street, Suite #820  
Miami, FL 33130

Dear Mr. Meyers:

**Subject: Ethics Opinions for ALW & Associates, Inc.**

I, Andrew L. Wilfork, President of ALW & Associates, Inc. would like to request an ethics opinion in order to become a registered vendor with Miami-Dade County. My wife, Bobbie Jones-Wilfork, is employed by the Miami Dade Aviation Department as the department's Assistant Director for Administration. She is not an officer nor is she employed by ALW & Associates, Inc. Bobbie's employee number is E16660 and she is responsible for managing the Aviation Department's Human Resources, Information Technology, Procurement Management, and Minority Affairs functions. ALW & Associates, Inc. is a management consulting firm that focuses on the areas of solid waste, recycling, conversion of waste to energy and equipment management. If you have any questions or need any additional information please contact me by phone at 305-343-4736 or by email at [alwassociates@yahoo.com](mailto:alwassociates@yahoo.com).

Sincerely,

Andrew L. Wilfork  
President  
ALW & Associates, Inc.



ALW & Associates, Inc.

5264 S.W. 159 Ave.  
Miramar, FL 33027

Phone: 305-343-4716  
Fax: 954-704-2859

## Fax Transmittal Form

**To**

Name: Mr. Robert Meyers  
Organization: Miami-Dade County  
Commission on Ethics and Public Trust  
Fax Number: 305- 579-0273

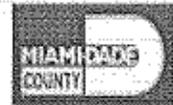
**From**

Andrew L. Wilfork  
Phone: 305-343-4716  
Fax: 954-704-2859  
E-mail: alwassocaites@yahoo.com

Date Sent: June 10, 2008  
Time Sent: 9:55  
Number of pages including cover page: 2

**Message:**





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#### Employee Information

**Username:** JBP1

**Last Name:** JONES-WILFORK

**First Name:** BOBBIE, J

**Title:** ASTDRAVIA

**Department:** MIAMI-DADE AVIATION DEPARTMENT

**Work Location:** 4200 NW 36TH ST

**Cubicle/Suite:**   **Floor #**

**Office Phone/Ext.:** (305) 876-0939

**Cell:**

**Pager:**

**Fax:** (305) 869-3178

**Email:** bphillips@miami-airport.com

**Manager:**

**Miami-Dade County  
Employee Relations Department**

[miamidade.gov](http://miamidade.gov)



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## **Assistant Director, Aviation (Administration)**

### **Minimum Qualifications**

Bachelor's degree in Finance, Accounting, Business or Public Administration or a related field. A minimum of six to ten years of professional experience including supervision, fiscal management, information systems and personnel management are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by Federal law. The security clearance required by the Federal law is a continuing condition of employment.

### **Job Specifications**

#### **NATURE OF WORK**

This is highly responsible professional work directing the activities of the Aviation Department's Administrative Services and Employee Development Division for the Miami-Dade County Aviation Department

An employee in this class performs high level professional duties administering the full range of personnel transactions necessary to the operations and support of the Aviation Department. Responsibilities include developing policies and procedures to ensure that sound, efficient business technologies and practices are utilized in order that the latest information is readily available. Requires close coordination with DCAD executive staff, managers, other County Department Heads, local, state and federal officials, airlines and airport tenants. Supervision is exercised through subordinate executives over a staff of professional, technical and clerical employees. General direction is received from the Department Director who holds the incumbent responsible for the achievement of desired goals and objectives.

#### **ILLUSTRATIVE TASKS**

Consults with and advises department management, supervisory personnel, employees and their representatives, employee organizations, and union representatives on interpretation and application of the County Personnel Policies, related ordinances, rules, regulations, standards and procedures, as well as interdepartmental personnel policies and procedures; expands and implements quality process programs for the Department to produce optimal quality services to DCAD's business partners and the general public; directs the Department's personnel activities to include recruitment, worker's compensation, benefits, wages and salary reviews, and various personnel matters.

Directs and participates in difficult and detailed analytical studies involving the development and implementation of internal administrative policies and procedures; evaluates the existing Department's information systems network to ensure that all computer uses are designed to meet the Department's needs and other airport users including assessment of industry developments for efficient use of hardware and software.

Provides management oversight for telecommunication functions in MDAD that include maintenance of telephone switching centers; telephone instrumentation, cable plant and network support equipment; provides oversight for the provision of resale operations providing equipment and calling services to the

airport community and public telephone operations providing pay telephone services to the traveling public, airline passenger clubs and airport tenant operating areas.

Directs the planning and implementation of work performed by the Technical Services Division which includes the Department's Signage Design/Production, Advertising, CADD and Drafting Sections whose responsibilities are to prepare all technical exhibits, airport displays, leasehold drawings and in-house productions of interior/exterior signage.

Directs the management, planning and administration of MDAD's Telecommunication services with responsibility for the development and availability of critical and routine telecommunication services in order to provide quality services to the department and traveling public.

Coordinates all computerized airport data processing equipment and internal production services (i.e. external and internal signage, technical exhibits, leasehold drawings) to ensure that they are developed in a timely fashion.

Meets with individuals, groups of employees, employee representatives, union labor representatives, supervisory personnel and others with respect to complaints, disciplinary actions, employee grievances, staff assignments, transfers, training and other personnel matters; conducts investigations when necessary and receives and provides a variety of information relative to personnel transactions and makes recommendations to management.

Directs the planning and implementation of the Department's affirmative action and Americans with Disabilities Act program.

Directs the operation of the Department's risk management/safety, central reproduction services; mail unit's microfilming and central record storage facilities, records management program, tuition refunds, messenger services and travel programs; develops and implements comprehensive orientation and training programs for professional, technical, clerical and trades personnel.

Performs related work as required.

#### KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles of organizational management, budget preparation and cost control, office systems, personnel training, staff development and procurement management.

Thorough knowledge of the organizational structure, functions, missions, goals and objectives of the Aviation Department.

Thorough knowledge of supervisory principles and practices.

Ability to plan, direct and review the work of a professional staff.

Ability to analyze and evaluate assignments, reports and studies in order to draw sound conclusions and make recommendations.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates; superiors; other County Department heads; local, state and federal officials; airlines and airport tenants.

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## Detail by Entity Name

### Florida Profit Corporation

ALW & ASSOCIATES, INC.

#### Filing Information

**Document Number** P04000084120  
**FEI Number** 061726205  
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**State** FL  
**Status** ACTIVE  
**Last Event** CANCEL ADM DISS/REV  
**Event Date Filed** 10/02/2007  
**Event Effective Date** NONE

#### Principal Address

5264 SW 159TH AVENUE  
MIRAMAR FL 33027

Changed 10/02/2007

#### Mailing Address

5264 SW 159TH AVENUE  
MIRAMAR FL 33027

Changed 10/02/2007

#### Registered Agent Name & Address

SPIEGEL & UTRERA, P.A.  
 1840 SW 22ND ST.  
 4TH FLOOR  
 MIAMI FL 33145 US

#### Officer/Director Detail

##### Name & Address

Title PVST

WILFOLK, ANDREW  
 5264 SW 159TH AVENUE  
 MIRAMAR FL 33027

Title D

WILFOLK, ANDREW  
 5264 SW 159TH AVENUE  
 MIRAMAR FL 33027

#### Annual Reports

**Report Year Filed Date**

<b>2006</b>	10/02/2007
<b>2007</b>	10/02/2007
<b>2008</b>	04/11/2008

**Document Images**

<a href="#">04/11/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/02/2007 -- REINSTATEMENT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/27/2004 -- Domestic Profit</a>	<a href="#">View image in PDF format</a>

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