

ORIGINAL  
/ BID

## SECTION I – INTRODUCTION AND INFORMATION

### 1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking one qualified, experienced and licensed firm to provide private safety and hospitality services (Ambassador Program) for three distinct Entities and respective areas: Beach Business Improvement District (BID) for the Central Beach area, the Northwest Progresso Flagler Height Community Redevelopment Agency (NPF-CRA) for the Northwest Progresso area, and the Downtown Development Authority (DDA) for the downtown area in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

### 1.2 Submission Deadline

Sealed proposals shall be delivered during the City's normal business hours in a sealed envelope and addressed to the City of Fort Lauderdale Procurement Services Division, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301 (City Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The City of Fort Lauderdale is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The City's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the City.

### 1.3 Pre-proposal Conference

There will be a two hour pre-proposal conference scheduled for this Request for Proposal approximately fifteen days after issuance of solicitation. It is strongly suggested that all Contractors attend the pre-proposal conference. The location address is: CRA Office, 914 Sistrunk Boulevard, Suite 200, Fort Lauderdale, FL 33311.

While attendance is not mandatory, it is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractors attend the pre-proposal meeting.

### 1.4 BidSync

The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposers inability to submit a Proposal by the end date and time for any reason, including issues arising from the use of BidSync.

### 1.5 Point of Contact

For information concerning procedures for responding to this solicitation, contact Senior Procurement Specialist AnnDebra Diaz at (954) 828-5949 or email at [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of

services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractors please note: Proposals shall be submitted as stated in PART IV – Submittal Requirements. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

*END OF SECTION*

## **SECTION II - SPECIAL TERMS AND CONDITIONS**

### **2.1 General Conditions**

RFP General Conditions (Form G-107, Rev. 02/15) are included and made a part of this RFP.

### **2.2 Addenda, Changes, and Interpretations**

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer feature provided by BidSync and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BidSync and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BidSync as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### **2.3 Changes and Alterations**

Proposer may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

### **2.4 Proposer's Costs**

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

### **2.5 Pricing**

All pricing should be identified on the Cost Proposal page provided in this RFP. No additional costs may be accepted, other than the costs stated on the Cost Proposal page. Failure to use the City's Cost Proposal page and provide costs as requested in this RFP may deem your proposal non-responsive.

Contractor must quote a firm, fixed price for all services stated in the RFP. All costs including travel shall be included in your proposal. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

### **2.6 Invoices/Payment**

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

### **2.7 Related Expenses/Travel Expenses**

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

## **2.8 Payment Method**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

## **2.9 Mistakes**

The consultant shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

## **2.10 Acceptance of Proposals / Minor Irregularities**

**2.10.1** The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposal.

**2.10.2** The City reserves the right to disqualify Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

## **2.11 Modification of Services**

**2.11.1** While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

**2.11.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFP, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.11.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services, and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from

other vendors, or to cancel the contract upon giving the Successful Proposer thirty (30) days written notice.

**2.11.4** If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

**2.12 No Exclusive Contract**

Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.13 Sample Contract Agreement**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website

[http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT\\_TEMPLATE\\_SERVICES.pdf](http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT_TEMPLATE_SERVICES.pdf)

**2.14 Responsiveness**

In order to be considered responsive to the solicitation, the firm's proposal shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

**2.15 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.16 Minimum Qualifications**

Proposers shall be in the business of providing ambassador services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the key staff assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

**2.16.1** Proposer or principals shall have relevant experience in providing ambassador services. Project manager assigned to the work must have experience in providing ambassador services and have served as project manager on similar projects.

**2.16.2** Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

**2.16.3** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

**2.16.4** Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

## **2.17 Lobbying Activities**

Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

[http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist\\_ordinance.pdf](http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist_ordinance.pdf).

## **2.18 Local Business Preference**

**2.18.1** Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement of this RFP, as applicable to the local business preference class claimed at the time of Proposal submittal:

**2.18.2** Upon formal request of the City, based on the application of a Local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.18.3** Failure to comply at time of Proposal submittal shall result in the Proposer being found ineligible for the local business preference.

**2.18.4** The complete local business preference ordinance may be found on the City's web site at the following link: <http://fortlauderdale.gov/home/showdocument?id=6422>

### **2.18.5 Definitions**

The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.

2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## **2.19 Protest Procedure**

**2.19.1** Any Proposer or Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the director of procurement services division (director), by delivering a letter of protest to the director within five (5) days after a notice of intent to award is posted on the city's web site at the following link:

<http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>.

**2.19.2** The complete protest ordinance may be found on the city's web site at the following link:  
<http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

## **2.20 Public Entity Crimes**

Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

## **2.21 Subcontractors**

**2.21.1** If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

**2.21.2** Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

**2.21.3** Contractor shall require all of its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

## **2.22 Insurance Requirements**

**2.22.1** The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This **MUST** be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

**2.22.2** The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

**2.22.3** The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

### **Workers' Compensation and Employers' Liability Insurance**

Limits: Workers' Compensation – Per Florida Statute 440  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

### **Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000. This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability



e. Independent Contractors

**Automobile Liability Insurance**

Covering all owned, hired and non-owned automobile equipment.

|                       |  |
|-----------------------|--|
| Limits: Bodily injury | \$250,000 each person, \$500,000 each occurrence |
| Property damage       | \$100,000 each occurrence                        |

**2.22.4** A copy of **ANY** current Certificate of Insurance should be included with your proposal.

**2.22.5** In the event that you are the successful Proposer, you will be required to provide a certificate naming the City as an "additional insured" for General Liability. Certificate holder should be addressed as follows:

City of Fort Lauderdale  
Procurement Services Division  
100 N. Andrews Avenue, Room 619  
Fort Lauderdale, FL 33301

**2.23 Award of Contract**

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Proposer, at the sole and absolute discretion of the in the City.

**2.24 Unauthorized Work**

The Successful Proposer(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Proposer(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Successful Proposer(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Successful Proposer(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

**2.25 Damage to Public or Private Property**

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

**2.26 Safety**

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

**2.27 Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or

omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

- 2.27.1** The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- 2.27.2** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- 2.27.3** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- 2.27.4** The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

**2.28 Canadian Companies**

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

**2.29 News Releases/Publicity**

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

**2.30 Contract Period**

The initial contract term shall commence upon date of award by the City and shall expire one year from that date. The City reserves the right to extend the contract for two, additional two-year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 120 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

**2.31 Cost Adjustments**

Prices quoted shall be firm for the initial contract term of one year. No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S.

Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

### **2.32 Service Test Period**

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

### **2.33 Contract Coordinator**

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

### **2.34 Contractor Performance Reviews and Ratings**

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

- |                |  |
|----------------|--|
| Excellent      | Far exceeds requirements.  |
| Good           | Exceeds requirements   |
| Fair           | Just meets requirements.   |
| Poor           | Does not meet all requirements and contractor is subject to penalty provisions under the contract.   |
| Non-compliance | Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements.<br>This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract. |

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

**2.35 Substitution of Personnel**

In the event the Contractor wishes to substitute trained, qualified, personnel for those listed in the proposal, the City shall receive prior notification and have the right to review, test and approve such substitutions, if deemed necessary. If the City has reasonable evidence to believe that an employee of the Contractor is incompetent, or has performed his or her employment in an objectionable manner, the City shall have the right to require the Contractor to resolve the situation to the City's satisfactions, provided, however, that the Contractor shall not be required to institute or pursue to completion any action if to do so would violate any law, state statute, city ordinance, contract or employment or union agreement.

**2.36 Warranties of Usage**

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

*END OF SECTION*

## SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

### 3.1 General Information/Intent

The City of Fort Lauderdale is seeking written proposals from qualified and experienced firms to provide safety and hospitality services (Ambassador Program) for three distinct and separately funded entities and its' respective areas/zones. These are the Beach Business Improvement District (BID) for the Central Beach area, the Northwest Progresso Flagler Heights Community Redevelopment Agency (NPF-CRA) for the Northwest Progresso Flagler area, and the Downtown Development Authority (DDA) for the downtown area; herein referred to as "Entity or Entities". The primary function of the Ambassador Program is to ensure a safe and welcoming environment to residents and visitors. Interested firm(s), herein referred to as "Consultant", "Contractor" or "Proposer", shall submit a proposal for the ambassador services according to Ambassador Program needs and each Entity's specification.

#### 3.1.1 Program Description

The Ambassador Program is a private safety and hospitality service designed to improve the interaction with the residents, business owners, and tourists for each Entity. An Ambassador's presence is used to create a friendly and safe environment by being knowledgeable of the assigned areas/zones, responding to public inquiries and aiding the Police Department by reporting suspicious activity in the respective areas/zones. Ambassadors shall patrol assign areas/zones according to each Entity's specification.

#### 3.1.2 Entities Areas/Zones Locations

- Exhibit A Central Beach Map
- Exhibit B Northwest Progresso Flagler Heights CRA Location Map
- Exhibit C Downtown Location Map

#### 3.1.3 Ambassador Services in respective Entities areas/zones shall include but not be limited to the following:

- 1) maintain a visible presence in the public areas, streets and sidewalks,
- 2) serve as a complimentary resource to the Police Department by communicating issues directly to patrol staff, preferably before the public has to call 911,
- 3) report maintenance issues using City mobile application Lauderserv, issues such as garbage overflow, graffiti, and broken sidewalks etc.,
- 4) establish relationship with all stakeholders, including business owners and staff, property managers, and the homeless to address immediate needs,
- 5) provide recommendations on things to do, including handing out brochures for shopping, restaurants and special events,
- 6) provide directional information to the public,
- 7) answer questions about the area,
- 8) provide a staffed centralized local dispatch line during shift hours.

#### 3.1.4 Uniform, Equipment and Accessories

Ambassadors shall wear specially designed uniforms (same color for all three areas) and use designated logos on all collateral materials, equipment and accessories. Required uniform, equipment and accessories for all Entities shall include but not be limited to the following:

- 1) reflective uniforms and logo including summer and winter outerwear (shirts, shorts, pants, jackets, vests), rain gear and head gear necessary to accommodate changing weather conditions.
- 2) maintain on hand, sufficient uniforms to equip additional ambassadors if needed.

- 3) required communication devices: including smartphones, two-way radios, spare battery packs,
- 4) flashlights,
- 5) identification badges,
- 6) hybrid Mountain Bike, helmets and locks, and storage.

### **3.1.5 Ambassadors/Staffing Requirements**

Consultant shall add an option for a supervisor to utilize a patrol vehicle to oversee the staffing needs and requirements according to each entity's specification.

**3.1.5.1.** The area/zone supervisors shall be on duty during peak pedestrian hours of each week and shall be flexible to work nights and weekends to ensure the Ambassador Program is meeting the changing needs of each Entity. The area/zone supervisor shall be responsible in compiling ambassador activity report and submit weekly reports for each area/zone to the assigned entity project coordinator.

**3.1.5.2.** Consultant must demonstrate that ambassadors possess adequate interpersonal, communication and customer service skills to meet the needs of the Ambassador Program and the respective Entity area/zones specifications. Ambassadors must be able to work with and appreciate individuals from a wide range of economic and social backgrounds. Ambassadors and assigned supervisors must have the ability to prepare concise and comprehensible written reports and must possess the following ideal qualities:

- 1) outgoing
- 2) social
- 3) cordial
- 4) friendly
- 5) diplomatic
- 6) good-natured
- 7) pleasant

### **3.1.6 Performance Standards Expectations**

Consultant shall be responsible for monitoring and maintaining each Entity schedule and labor according to each Entity's specification.

**3.1.6.1** Consultant shall ensure all ambassadors and supervisors complete pre-service training(s) in the following areas prior to starting service:

- 1) shall attend and pass a 6 hour training course facilitated by Fort Lauderdale Police Department,
- 2) shall attend a customer service training program similar to the Broward County and Greater Fort Lauderdale Convention and Visitors Bureau (CVB) SUNsational Service Training Module,

**3.1.6.2** Consultant shall also maintain and coordinate directly with each Entity project coordinator. Coordination includes but is not limited to the following:

- 1) submittal of deployment schedules,
- 2) submittal of pre-service training completion certificates of all onboarding, ambassadors and supervisors,
- 3) submittal of weekly activity reports separately to each Entity area/zones,

- 4) submittal of monthly invoices separately to each Entity area/zones,
- 5) communication of any program concerns or needs,
- 6) attend regular schedule meetings (as required).

**3.1.6.3** Ambassadors will serve on an at will basis. Each Entity reserves the right to require that any Ambassador be replaced at any time for any reason.

**3.1.7** Consultant shall provide storage to secure equipment used by area/zone ambassadors within city limits.

**3.1.8 Relating Costs**

Consultant shall factor all cost associated with providing ambassador services for each entity in the final bid price including but not limited to:

- 1) All uniform, equipment, vehicle and relating accessories including storage, and maintenance.
- 2) Hourly rate of one (1) ambassador
- 3) Hourly rate of one (1) supervisor

**3.1.9 Clarification on Hours per Entity**

All three Entities represent diverse areas and therefore require different hours of service. As such, the Consultant shall meet the needs of each Entity's Ambassador Program as listed under section 3.2 Scope of Services by Entity.

**3.1.9.1** An Entity may choose to temporarily or permanently adjust the schedule, total hours worked, shift, number of staff needed or other conditions without the Consultant changing the hourly rate charged for service. If any changes are necessary, the Entity will advise the Consultant 30 days in advance.

**3.1.9.2** In addition, total labor hours, deployment times and coverage area may be adjusted during contract period on holidays and/or special event time periods. Although the City observes nine legal holidays, service hours on holidays will be at the discretion of each Entity. The nine holidays are:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day Following Thanksgiving
- Christmas Day

**3.1.9.3 Shared Supervisor hours:** When a supervisor is being shared by two entities, the acting supervisor shall primarily serve in the area of which require longer hours of service. The acting supervisor shall be on call and available to monitor and patrol the secondary area when necessary. Only the BID area/zones and NPF\_CRA area/zones will share cost of one supervisor when the hours of operations overlap.

### 3.2 Scope of Services by Entity

#### 3.2.1 Central Beach Area- Beach Business Improvement District (BID)

Fort Lauderdale Beach has changed significantly from relying on Spring Break as the primary economic engine to promoting family-friendly businesses, hotels, events and other activities. In an effort to maintain this image as a world-class family-friendly tourist destination, the Fort Lauderdale Beach Business Improvement District (BID) desires to sponsor an Ambassador Program to provide hospitality and security services for our beach visitors. The Beach Business Improvement District (BID) is an area comprised of hotels, restaurants and other commercial properties fronting State Road A1A, from Harbor Drive North to Sunrise Boulevard. The service area will be divided into two zones, with each zone being patrolled by an ambassador (see attached Exhibit A Central Beach Map). The primary focus of the ambassadors shall be on SR A1A, with periodic patrols in adjacent areas.

**3.2.1.A.** The Central Beach Ambassador Services shall follow program requirements listed under subsection 3.1 General Information/Intent.

**3.2.1.B.** Since the weekends are the busiest times of the week, the ambassador program will be staffed each Friday, Saturday and Sunday throughout the year including the following holidays:

- Spring Break - last week of February to first week in April (Mondays - Thursdays),
- December 15 – January 2 holiday period (Mondays -Thursdays),
- Martin Luther King Day (MLK),
- Memorial Day,
- July 4<sup>th</sup>
- Labor Day

**3.2.1 C.** The chart below represents the minimum staffing levels for the BID area/zones.

| Beach Business Improvement District Service Operation Needs     |                   |       |                       |                |
|---|-------------------|-------|-----------------------|----------------|
| DAYS  | SHIFT             | HOURS | Number of Ambassadors | Number of Days |
| Friday  | 6:00PM – 4:00AM   | 10    | 2                     | 52             |
| Saturday  | 12:00PM – 4:00AM  | 16    | 2                     | 52             |
| Sunday  | 12:00PM – 8:00PM  | 8     | 2                     | 52             |
| Spring Break<br><i>Mondays - Thursdays</i>                      | 12:00PM – 4:00AM  | 16    | 2                     | 24             |
| Dec. 15- Jan. 2<br>Holiday Period<br><i>Mondays - Thursdays</i> | 12:00PM-8:00PM    | 8     | 2                     | 10             |
| Martin Luther King  | 12:00PM – 8:00PM  | 8     | 2                     | 1              |
| Memorial Day  | 12:00PM – 8:00PM  | 8     | 2                     | 1              |
| July 4 <sup>th</sup><br>(if not on the weekend)                 | 12:00PM – 12:00AM | 12    | 2                     | 1              |
| Labor Day   | 12:00PM – 8:00PM  | 8     | 2                     | 1              |

**3.2.1.D.** The BID requires (2) ambassadors and a supervisor.



3.2.1.E. The BID is seeking an estimated total of 2,268 labor hours annually, breakdown of hours below:

|  |                          |
|--|--------------------------|
| Ambassador, Friday Hours                             | 10 X 52 days = 520 hours |
| Ambassador, Saturday Hours                           | 16 X 52 days = 832 hours |
| Ambassador, Sunday Hours                             | 8 X 52 days = 416 hours  |
| Ambassador, Spring Break Hours                       | 16 X 24 days = 384 hours |
| Ambassador, Dec. 15 – Jan. 2 Hours                   | 8 X 10 days = 80 hours   |
| Ambassador, Martin Luther King Day Hours             | 8 X 1 day = 8 hours      |
| Ambassador, Memorial Day Hours                       | 8 X 1 day = 8 hours      |
| Ambassador, July 4 <sup>th</sup> (non-weekend) Hours | 12 X 1 day = 12 hours    |
| Ambassador, Labor Day Hours                          | 8 X 1 day = 8 hours      |

3.2.1.F. Additional requirements include:

- attend an initial meeting with the Beach Business Improvement District Board upon initial award of contract;
- regularly attending the Beach Security Council meetings;
- provide quarterly presentation to the Beach Business Improvement District (BID) Board;
- ambassadors will inform public of Myfortlauderdalebeach.com for things to do and places to eat;

3.2.1.G. **Shared Services between the BID and NPF-CRA:**

Where supervisor hours overlap for the BID and NPF-CRA, both Entities will share the cost of one supervisor, otherwise, when there is no overlap, each entity will cover the full cost of a respective supervisor.

1) The BID and NPF-CRA will share estimated 948 overlapping supervisor hours, Chart below reflects the BID/NPF-CRA Overlap Supervisor Hours:

| <b>BID/NPF-CRA Overlap Supervisor Hours</b>           |                |              |                       |
|---|----------------|--------------|-----------------------|
| <b>Days</b>   | <b>Shift</b>   | <b>Hours</b> | <b>Number of Days</b> |
| <b>Friday</b>   | 6:00PM-8:00PM  | 2            | 52                    |
| <b>Saturday</b>                                       | 12:00PM-8:00PM | 8            | 52                    |
| <b>Sunday</b>   | 12:00PM-5:00PM | 5            | 52                    |
| <b>Spring Break</b><br><i>Monday-Thursday</i>         | 12:00PM-4:00PM | 4            | 24                    |
| <b>Dec. 15 - Jan 2</b><br><i>Monday-Thursday</i>      | 12:00PM-4:00PM | 4            | 10                    |
| <b>Martin Luther King</b>                             | 12:00PM-8:00PM | 8            | 1                     |
| <b>Memorial</b>                                       | 12:00PM-8:00PM | 8            | 1                     |
| <b>July 4<sup>th</sup></b><br><i>If not a weekend</i> | 12:00PM-8:00PM | 8            | 1                     |
| <b>Labor Day</b>                                      | 12:00PM-8:00PM | 8            | 1                     |

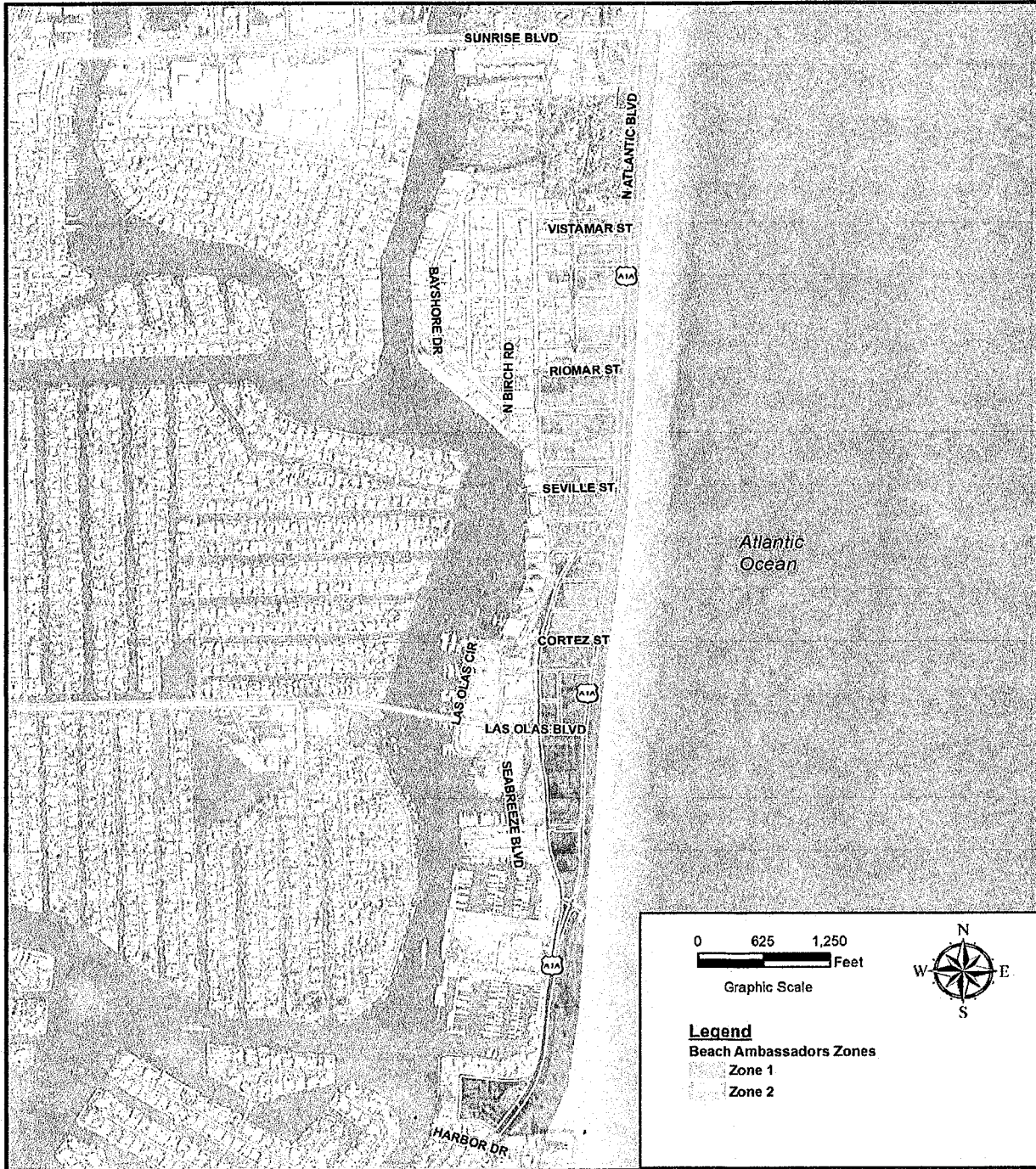
2) The estimated 948 shared supervisor hours calculation:

|  |                         |
|--|-------------------------|
| Ambassador, Friday Hours                             | 2 X 52 days = 104 hours |
| Ambassador, Saturday Hours                           | 8 X 52 days = 416 hours |
| Ambassador, Sunday Hours                             | 5 X 52 days = 260 hours |
| Ambassador, Spring Break Hours                       | 4 X 24 days = 96 hours  |
| Ambassador, Dec 15- Jan 2 Hours                      | 4 X 10 days = 40 hours  |
| Ambassador, Martin Luther King Day Hours             | 8 X 1 day = 8 hours     |
| Ambassador, Memorial Day Hours                       | 8 X 1 day = 8 hours     |
| Ambassador, July 4 <sup>th</sup> (non-weekend) Hours | 8 X 1 day = 8 hours     |
| Ambassador, Labor Day Hours                          | 8 X 1 day = 8 hours     |

3) The BID and NPF-CRA will also share one vehicle as based on the needs of each entity. The BID will cover 42% of the total cost of one vehicle, and NPF-CRA will cover remaining 58%, breakdown of cost below:

- BID Total Hours:  $2,268/5440= 42\%$  of vehicle cost
- NPF Total Hours:  $3,172/5440= 58\%$  of vehicle cost

# EXHIBIT A: Central Beach Map



0 625 1,250  
Feet  
Graphic Scale

**Legend**  
Beach Ambassadors Zones  
Zone 1  
Zone 2



CITY OF FORT LAUDERDALE

**Beach Ambassadors  
Zones**

**GIS**  
Fort Lauderdale  
3/24/2017

GIS Dept. J:\GIS\BIB\BACH\_REGION\MAP\_14\_DR\Aerial\Map\BeachAmbassadorProgram\BeachAmbassadorProgramZoneMap\_032317.mxd - INT

**3.2.2 Northwest Progresso Area-Northwest Progresso Flagler Heights Community Redevelopment Area (NPF-CRA)**

The NPF-CRA (see attached NPF CRA map) is in transition and in an effort to capitalize on the new investment in the area and the new housing and commercial activity occurring in the new CRA. As such we need an agency that can provide information and a sense of safety to our visitors and residents as we work to strengthen the image of this area as a safe, unique and vibrant place.

**3.2.2.A.** The ambassadors will work with the CRA and the City of Fort Lauderdale Police Department and will serve as our eyes on the street and as safety patrols for the community.

**3.2.2.B.** The NPF-CRA Ambassador Services shall follow program requirements listed under subsection 3.1 General Information/Intent.

**3.2.2.C.** In addition to uniforms the Ambassadors will at a minimum utilize the following equipment:

- 1) Cellular phones (1 per ambassador)
- 2) Two-way radios
- 3) Spare Battery packs
- 4) Mountain bikes, helmets, racks and locks (Police Package)

**3.2.2. D.** The chart below represents the minimum staffing levels for NPF-CRA area/zones.

| <b>Northwest Progresso Flagler Heights CRA Service Operation Needs</b> |                  |              |                              |                       |
|--|------------------|--------------|------------------------------|-----------------------|
| <b>Days</b>  | <b>Shift</b>     | <b>Hours</b> | <b>Number of Ambassadors</b> | <b>Number of Days</b> |
| Monday   | 11:00AM - 8:00PM | 9            | 4                            | 52                    |
| Tuesday  | 11:00AM - 8:00PM | 9            | 4                            | 52                    |
| Wednesday  | 11:00AM - 8:00PM | 9            | 4                            | 52                    |
| Thursday   | 11:00AM - 8:00PM | 9            | 4                            | 52                    |
| Friday   | 11:00AM - 9:00PM | 10           | 4                            | 52                    |
| Saturday   | 11:00AM - 9:00PM | 10           | 4                            | 52                    |
| Sunday   | 12:00PM - 5:00PM | 5            | 4                            | 52                    |

**3.2.2.E.** NPF-CRA requires four (4) ambassadors, one of which will serve as supervisor.

**3.2.2.F. NPF-CRA Boundary Area:**

- Historic Sistrunk: NW 7<sup>th</sup> Avenue West to 24<sup>th</sup> Avenue
- Progresso Village: NW 7 Avenue East to Andrews on the West
- Flagler Village: Andrews Avenue East to Federal Highway

**3.2.2.G. Exhibit B NPF-CRA Map Description and Ambassador Needs:**

- Historic Sistrunk– uncolored area requires two (2) ambassadors.
- Progresso Village- blue colored area requires one (1) ambassador.

- Flagler Village- orange colored area requires one (1) ambassador.

**3.2.2.H.** NPF-CRA is seeking an estimated total of 3,172 labor hours annually, breakdown of hours below:

|                             |                          |
|-----------------------------|--------------------------|
| Ambassador, Monday Hours    | 9 X 52 days = 468 hours  |
| Ambassador, Tuesday Hours   | 9 X 52 days = 468 hours  |
| Ambassador, Wednesday Hours | 9 X 52 days = 468 hours  |
| Ambassador, Thursday Hours  | 9 X 52 days = 468 hours  |
| Ambassador, Friday Hours    | 10 X 52 days = 520 hours |
| Ambassador, Saturday Hours  | 10 X 52 days = 520 hours |
| Ambassador, Sunday Hours    | 5 X 52 days = 260 hours  |

**3.2.2.I. Shared Services between NPF-CRA and BID:**

Where supervisor hours overlap for NPF-CRA and the BID, both Entities will share the cost of one supervisor, otherwise, when there is no overlap, each Entity will cover the full cost of a respective supervisor.

- 1) NPF-CRA and the BID will share estimated 948 overlapping supervisor hours, Chart below reflects the BID/NPF-CRA Overlap Supervisor Hours:

| <b>NPF-CRA/BID Overlap Supervisor Hours</b>           |                |              |                       |
|---|----------------|--------------|-----------------------|
| <b>Days</b>   | <b>Shift</b>   | <b>Hours</b> | <b>Number of Days</b> |
| <b>Friday</b>   | 6:00PM-8:00PM  | 2            | 52                    |
| <b>Saturday</b>                                       | 12:00PM-8:00PM | 8            | 52                    |
| <b>Sunday</b>   | 12:00PM-5:00PM | 5            | 52                    |
| <b>Spring Break</b><br><i>Monday-Thursday</i>         | 12:00PM-4:00PM | 4            | 24                    |
| <b>Dec. 15 - Jan 2</b><br><i>Monday-Thursday</i>      | 12:00PM-4:00PM | 4            | 10                    |
| <b>Martin Luther King</b>                             | 12:00PM-8:00PM | 8            | 1                     |
| <b>Memorial</b>                                       | 12:00PM-8:00PM | 8            | 1                     |
| <b>July 4<sup>th</sup></b><br><i>If not a weekend</i> | 12:00PM-8:00PM | 8            | 1                     |
| <b>Labor Day</b>                                      | 12:00PM-8:00PM | 8            | 1                     |

- 2) The estimated 948 shared supervisor hours calculation:

|  |                         |
|--|-------------------------|
| Ambassador, Friday Hours                             | 2 X 52 days = 104 hours |
| Ambassador, Saturday Hours                           | 8 X 52 days = 416 hours |
| Ambassador, Sunday Hours                             | 5 X 52 days = 260 hours |
| Ambassador, Spring Break Hours                       | 4 X 24 days = 96 hours  |
| Ambassador, Dec 15- Jan 2 Hours                      | 4 X 10 days = 40 hours  |
| Ambassador, Martin Luther King Day Hours             | 8 X 1 day = 8 hours     |
| Ambassador, Memorial Day Hours                       | 8 X 1 day = 8 hours     |
| Ambassador, July 4 <sup>th</sup> (non-weekend) Hours | 8 X 1 day = 8 hours     |
| Ambassador, Labor Day Hours                          | 8 X 1 day = 8 hours     |

3) NPF-CRA and the BID will also share one vehicle as based on the needs of each entity. NPF-CRA will cover 58% of the total cost of one vehicle, and the BID will cover remaining 42%, breakdown of cost below:

- NPF total hours:  $3,172/5440 = 58\%$  of vehicle cost
- BID total hours:  $2,268/5440 = 42\%$  of vehicle cost

**EXHIBIT B: Northwest Progresso Flagler Heights CRA Map**



### 3.2.3 Downtown-Downtown Development Authority (DDA)

The DDA (see attached DDA map) is a special taxing agency whose boundaries encompass a majority of Downtown Fort Lauderdale. DDA requires the Contractor to provide security and information services to the residents, local business and tourists in our area. This includes the following activities:

- 1) Promote a safe and welcoming environment for residents, employees and visitors.
- 2) Focus on high visibility areas in overall coverage zone, patrolling mainly by foot and bike during the day and night.
- 3) Serve as DDA's "eyes and ears" on the street; communicate issues to DDA such as public safety hazards, major maintenance issues in public areas, real or perceived criminal activity, and positive interactions with the public.

**3.2.3.A.** The Ambassadors will work with the DDA, City of Fort Lauderdale Police Department, Park Rangers, and local business and property owners.

**3.2.3.B.** The Downtown Ambassador Services shall follow program requirements listed under section 3.1 General Information/Intent.

**3.2.3.C.** In addition to uniforms the Ambassadors will at a minimum utilize the following equipment:

- 1) Cellular phones (1 per ambassador)
- 2) Two-way radios (4)
- 3) Spare battery packs
- 4) Mountain bike, helmets, racks and locks (3)
- 5) First Aid Kit (2)

**3.2.3.D.** DDA requires three (3) ambassadors for a total of 212 weekly hours, of which the supervisor shall serve 40 hours a week. The chart below represents the minimum staffing levels for the DDA area/zones.

| <b>Downtown Development Authority Service Operation Needs</b> |                   |                              |                       |
|---|-------------------|------------------------------|-----------------------|
| <b>Days</b>   | <b>Shift</b>      | <b>Number of Ambassadors</b> | <b>Number of Days</b> |
| Sunday  | 10:00AM - 10:00PM | 3                            | 52                    |
| Monday  | 10:00AM - 10:00PM | 3                            | 52                    |
| Tuesday   | 10:00AM - 10:00PM | 3                            | 52                    |
| Thursday  | 10:00AM - 10:00PM | 3                            | 52                    |
| Friday  | 9:00AM - 12:00AM  | 3                            | 52                    |
| Saturday  | 9:00AM - 12:00AM  | 3                            | 52                    |

**3.2.3.E.** DDA is seeking an estimated total of 11,024 labor hours annually.



EXHIBIT C: Downtown Map



Fort Lauderdale Downtown Development Authority  
RAC Zoning Map

END OF SECTION

## **SECTION IV – SUBMITTAL REQUIREMENTS**

### **4.1 Instructions**

- 4.1.1** Although proposals are accepted 'hard copy', the City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions / requests for information. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposer's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of BidSync.
- 4.1.2** Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity. Notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.
- 4.1.3** All information submitted by Proposer shall be typewritten or provided as otherwise instructed to in the RFP. Proposers shall use and submit any applicable or required forms provided by the City and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive.
- 4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entities name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.
- 4.1.5** All proposals will become the property of the City. The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**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 954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), CITY CLERK'S OFFICE, 100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

- 4.1.6** One original and one copy plus five electronic (Flash Drive) copies of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.
- 4.1.7** By submitting a response Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

## **4.2 Contents of the Proposal**

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating proposals. Proposals should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The City prefers that proposals be no more than 50 pages double-sided, be bound in a soft cover binder, and utilize recyclable materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled Flash Drives in an envelope. Flash Drives should not be password protected and file should be one complete pdf. The proposals shall be organized and divided into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the proposal and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in proposal to specific requirements stated herein or through the RFP.

### **4.2.1 Table of Contents**

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

### **4.2.2 Executive Summary**

Each Offeror must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

#### **4.2.3 Experience and Qualifications**

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

#### **4.2.4 Approach to Scope of Work**

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the proposer shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

#### **4.2.5 References**

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- Client Name, address, contact person telephone and E-mail addresses.
- Description of work.
- Year the project was completed.
- Total cost of the project, estimated and actual.

**Note:** Do not include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

#### **4.2.6 Minority/Women (M/WBE) Participation**

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.

#### **4.2.7 Subcontractors**

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

#### **4.2.8 Required Forms**

##### **a. Proposal Certification**

Complete and attach the Proposal Certification provided herein.

##### **b. Cost Proposal**

Provide firm, fixed, costs for all services/products using the form provided in this request for proposal. These firm fixed costs for the project include any costs for travel

and miscellaneous expenses. No other costs will be accepted.

**c. Non-Collusion Statement**

This form is to be completed, if applicable, and inserted in this section.

**d. Local Business Preference (LBP)**

This form is to be completed, if applicable, and inserted in this section

**e. Contract Payment Method**

This form must be completed and returned with your proposal. Proposers must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

**f. Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for the required coverage and limits.

*END OF SECTION*

## SECTION V – EVALUATION AND AWARD

### 5.1 Evaluation Procedure

#### 5.1.1 Bid Tabulations/Intent to Award

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at <http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/departments/finance/procurement-services/bid-results>, or any interested party may call the Procurement Office at 954-828-5933.

5.1.2 Evaluation of proposals will be conducted by an Evaluation Committee, consisting of a minimum of two members of City Staff, or other persons selected by the City Manager or designee; and a representative from each of the three Entities: BID, NPF-CRA, and DDA. All committee members must be present at scheduled evaluation meetings. Proposals shall be evaluated based upon the information and references contained in the responses as submitted.

5.1.3 The Committee may short list no less than three Proposals, assuming that three proposals have been received, that it deems best satisfy the weighted criteria set forth herein. The committee may then conduct interviews and/or require oral presentations from the short listed Proposers. The Evaluation Committee shall then re-score and re-rank the short listed firms in accordance with the weighted criteria.

5.1.4 The City may require visits to the Proposer's facilities to inspect record keeping procedures, staff, facilities and equipment as part of the evaluation process.

5.1.5 The final ranking and the Evaluation Committee's recommendation may then be reported to the City Manager for consideration of contract award.

### 5.2 Evaluation Criteria

5.2.1 The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm a number 1, the second ranked firm a number 2, and so on. The City shall multiply that average ranking by the weighted criterion identified herein to determine the total the points for each proposer. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

#### 5.2.2 Weighted Criteria

|   |             |
|---|-------------|
| Understands the scope of the project            | 35%         |
| References, past performance, years in business | 35%         |
| Total Project Cost                              | 30%         |
| <b>TOTAL PERCENT AVAILABLE:</b>                 | <b>100%</b> |

### 5.3 Voluntary Withdrawal

An Entity reserves the right to withdraw from this proposal prior to award of contract and without affecting the remaining Entities.

**5.4 Separate Agreements**

The Contractor shall enter into separate contracts with each entity.

**5.5 Contract Award**

The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFP process.

*END OF SECTION*

**SECTION VI - COST PROPOSAL PAGE**

**Proposer Name:** P. EAGLE PROTECTION, LLC.

**6.1** Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

**6.2 Cost to each Entity:** Contractor must quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**6.3** Contractor shall factor all cost associated with providing ambassador services in the final price for each entity, including requested items listed under sub-section 3.1. General Information/Intent.

**6.4 Ambassador Cost by Entity: ESTIMATED ANNUAL HOURS**

**6.4.1 BID Area/Zones**

- Ambassador, Regular Hours 2,268hrs X\$ 20 /hr = 45,360 annually
- Supervisor, (non-shared) Hours 1,320hrs X\$ 30 /hr = 39,600 annually

**6.4.2 The NPF-CRA Area/Zones:**

- Ambassador, Regular Hours 3,172hrs X\$ 19 /hr = 60,268 annually
- Supervisor, (non-shared) Hours 2,224hrs X\$ 28 /hr = 62,272 annually

**6.4.3 DDA Areas/Zones:**

- Ambassador, Regular Hours 11,024hrs X\$ 18 /hr = 198,432 annually
- Supervisor, Regular Hours 2,080hrs X\$ 29 /hr = 60,320 annually

**6.5 Shared Services between the BID and NPF-CRA:**

**6.5.1** Shared Supervisor, Regular Hours 948hrs X\$ 30 /hr = 28,440 annually


**6.5.2 Shared Vehicle**

- BID Portion 42% \$ 504
- NPF-CRA Portion 58% \$ 696 Cost \$ 1,200 annually

**TOTAL COST \$ 495,892 ANNUALLY**

**Submitted by:**

Ruben Jean  
Name (printed)

  
Signature

November 08, 2017  
Date

Chairman  
Title



**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

| <u>NAME</u> | <u>RELATIONSHIPS</u> |
|-------------|----------------------|
| N/A         | N/A                  |
| _____       | _____                |
| _____       | _____                |
| _____       | _____                |
| _____       | _____                |

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

**CONTRACT PAYMENT METHOD BY P-CARD**

**THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

Master Card

Visa Card

Company Name: P. Eagle Protection, LLC

Ruben Jean  
Name (printed)

[Signature]  
Signature

11/12/2017  
Date:

Chairman  
Title

**LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT**

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(1) \_\_\_\_\_  
Business Name

is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) P. Eagle Protection, LLC  
Business Name

is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

(3) \_\_\_\_\_  
Business Name

requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(4) \_\_\_\_\_  
Business Name

requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(5) \_\_\_\_\_  
Business Name

is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.

(6) \_\_\_\_\_  
Business Name

BIDDER'S COMPANY: P. Eagle Protection, LLC

AUTHORIZED COMPANY PERSON: Ruben Jera NAME      [Signature] SIGNATURE      11/12/17 DATE

**BID/PROPOSAL CERTIFICATION**

**Please Note:** If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) P. Eagle Protection, LLC EIN (Optional): 46-3492759

Address: 601 W. Oakland Park Blvd Suite E-17

City: Oakland Park State: FL Zip: 33314

Telephone No. 954-338-1590 FAX No. 954-252-4274 Email: rubenjcano@gff.net

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): \_\_\_\_\_

Total Bid Discount (section 1.05 of General Conditions): \_\_\_\_\_

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): MBE  WBE


**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

| Addendum No. | Date Issued          | Addendum No. | Date Issued             | Addendum No. | Date Issued             |
|--------------|----------------------|--------------|-------------------------|--------------|-------------------------|
| <u>1</u>     | <u>October 3, 17</u> | <u>2</u>     | <u>October 18, 2017</u> | <u>3</u>     | <u>November 1, 2017</u> |
| _____        | _____                | _____        | _____                   | _____        | _____                   |

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDSYNCR you must also click the "Take Exception" button.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:  
Ruben Jean  
 Name (printed)  
11/12/2017  
 Date:

  
 Signature  
Chairman  
 Title



## ADDENDUM NO. 1

RFP No. 12054-585  
TITLE: City Ambassador Program

ISSUED: October 3, 2017

This addendum is being issued to make the following change(s):

1. Section 3.1.9.2 has been revised to add Independence Day for a total of 9 holidays as follows:

**3.1.9.2** In addition, total labor hours, deployment times and coverage area may be adjusted during contract period on holidays and/or special event time periods. Although the City observes nine legal holidays, service hours on holidays will be at the discretion of each Entity. The nine holidays are:

1. New Year's Day
2. Martin Luther King's Birthday
3. Memorial Day
- 4. Independence Day**
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Day Following Thanksgiving
9. Christmas Day

2. Section 3.2.3.D is revised to include Wednesdays as follows:

**3.2.3.D.** DDA requires three (3) ambassadors for a total of 212 weekly hours, of which the supervisor shall serve 40 hours a week. The chart below represents the minimum staffing levels for the DDA area/zones.

| Downtown Development Authority Service Operation Needs |                   |                       |                |
|--|-------------------|-----------------------|----------------|
| Days   | Shift             | Number of Ambassadors | Number of Days |
| Sunday   | 10:00AM - 10:00PM | 3                     | 52             |
| Monday   | 10:00AM - 10:00PM | 3                     | 52             |
| Tuesday  | 10:00AM - 10:00PM | 3                     | 52             |
| Wednesday  | 10:00AM - 10:00PM | 3                     | 52             |
| Thursday   | 10:00AM - 10:00PM | 3                     | 52             |
| Friday   | 9:00AM - 12:00AM  | 3                     | 52             |
| Saturday   | 9:00AM - 12:00AM  | 3                     | 52             |



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

## ADDENDUM NO. 2

RFP No. 12054-585  
TITLE: City Ambassador Program

ISSUED: October 18, 2017

This addendum is being issued to make the following change(s):

1. The opening date has been changed to Tuesday, November 14, 2017.

This RFP is on hold until further notice. Another addendum will be forthcoming with revisions to the technical specifications and estimated quantities. A determination will be made at that time if another extension to the due date will be required.

AnnDebra Diaz, CPPB  
Senior Procurement Specialist

Company Name: P. Eagle Protection, LLC  
(please print)

Bidder's Signature: [Handwritten Signature]

Date: 11/12/2017



### **ADDENDUM NO. 3**

RFP No. 12054-585  
TITLE: City Ambassador Program

ISSUED: November 1, 2017

This addendum is being issued to make the following change(s):

1. Section 3.1.4, first paragraph is revised and shall now read:  
“Ambassadors shall wear specially designed uniforms (same color for Exhibit B – the Northwest Progresso Flagler Height and Exhibit C - Downtown areas). The uniforms for Exhibit A – Central Beach shall be designed to reflect the festive nature of the beach environment. All uniforms shall use designated logos on all collateral materials, equipment and accessories. Required uniform, equipment and accessories for all Entities shall include but not be limited to the following:...”
2. Section 3.1.6.4 is added and shall now read:  
“Selected consultant shall ensure all ambassadors and supervisors obtain a Class “D” Security Officer License prior to start of service, in addition to ensuring licenses are renewed when applicable and in a timely manner without disrupting service.”
3. Section 3.1.6.3 now includes new item # 2:  
“submittal of Class “D” Security License proof, including renewal proof after (2) years for all personnel.”
4. Section 3.1.9.2 now includes the following legal holidays:
  1. New Year’s Day
  2. Martin Luther King’s Birthday
  3. Memorial Day
  4. Independence Day
  5. Labor Day
  6. Veterans Day
  7. Thanksgiving Day
  8. Day Following Thanksgiving
  9. Christmas Day
5. Section 3.2.1.C has been deleted in its entirety.
6. Section 3.2.1.D, Breakdown of hours has been deleted and shall now read:  
“The BID is seeking an estimated total of 2,268 labor hours annually per ambassador.”
7. Section 3.2.2.D, Chart on minimum staffing levels has been removed in its entirety and shall now read:  
“The BID is seeking an estimated total of 2,268 labor hours annually per ambassador.”



- 8. Section 3.2.2.G, Historic Sistrunk is revised and shall now read:
  - “Historic Sistrunk– uncolored area requires two (2) personnel, an ambassador and the supervisor.”
- 9. Section 3.2.2.2.H, Breakdown of hours has been deleted and show now read:  
“NPF-CRA is seeking an estimated total of 3,172 labor hours annually, per ambassador.”
- 10. Section 3.2.3.D, Chart on DDA minimum staffing levels has been removed in its entirety and shall now read:  
“DDA requires three (3) ambassadors for a total of 212 weekly hours, of which the supervisor shall serve 40 hours a week.”
- 11. Section 3.2.3.E, is revised and shall now read:  
“DDA is seeking an estimated total of 11,024 labor hours annually.”
- 12. Section VI – Cost Proposal Page has been revised. Proposers shall use the revised page included with this addendum.
- 13. The opening date has changed to November 30, 2017.

All other terms, conditions and specifications remain unchanged.

AnnDebra Diaz, CPPB  
Senior Procurement Specialist

Company Name: P. EAGLE PROTECTION, LLC.

(please print)

Bidder's Signature: 

Date: 11/12/17





**SECTION VI - COST PROPOSAL PAGE - REVISED**

**Proposer Name: P. EAGLE PROTECTION, LLC.**

**6.1** Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

**6.2 Cost to each Entity:** Contractor must quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**6.3** Contractor shall factor all cost associated with providing ambassador services in the final price for each entity, including requested items listed under sub-section 3.1. General Information/Intent.

**6.4 Ambassador Cost by Entity:**

**ESTIMATED ANNUAL HOURS**

**6.4.1 BID Area/Zones**

- Ambassadors, Regular Hours 4,536 hrs X \$ 20 /hr = 90,720 annually
- Supervisor, (non-shared) Hours 1,320 hrs X \$ 30 /hr = 39,600 annually

**6.4.2 The NPF-CRA Area/Zones:**

- Ambassadors, Regular Hours 9,516 hrs X \$ 18 /hr = 171,288 annually
- Supervisor, (non-shared) Hours 2,224 hrs X \$ 28 /hr = 62,272 annually

**6.4.3 DDA Areas/Zones:**

- Ambassadors, Regular Hours 8,944 hrs X \$ 19 /hr = 169,936 annually
- Supervisor, Regular Hours 2,080 hrs X \$ 29 /hr = 60,320 annually

**6.5 Shared Services between the BID and NPF-CRA:**

**6.5.1 Shared Supervisor, Regular Hours** 948 total hours breakdown:

- **BID** 474 hrs X \$ 30 /hr = 14,220 annually
- **NPF-CRA** 474 hrs X \$ 30 /hr = 14,220 annually

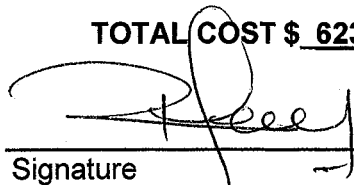
**6.5.2 Shared Vehicle between the BID and NPF-CRA:**

- BID Portion 42% \$ 504
- NPF-CRA Portion 58% \$ 696 Cost \$ 1,200 annually

**TOTAL COST \$ 623,776 ANNUALLY**

**Submitted by:**

RUBEN JEAN  
Name (printed)

  
Signature

11/112/17  
Date

CHAIRMAN  
Title



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/11/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |                |
|---|--|----------------|
| <b>PRODUCER</b><br>Boca Raton Casualty Insurance, LLC .<br>1200 N Federal Hwy Suite 200<br>Boca Raton. FL 33432 | <b>CONTACT NAME:</b><br>PHONE (A/C No, Ext): 561-571-7549<br>E-MAIL ADDRESS: bocaratoncasualty@gmail.com | FAX (A/C, No): |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>   |                |
| <b>INSURED</b><br>P EAGLE PROTECTION, LLC<br>601 W OAKLAND PARK BLVD SUITE E-17<br>OAKLAND PARK, FL 33311       | <b>INSURER A : COVINGTON SPERCIALSIT INSURANCE, LLC</b>  |                |
|   | <b>INSURER B :</b>   |                |
|   | <b>INSURER C :</b>   |                |
|   | <b>INSURER D :</b>   |                |
|   | <b>INSURER E :</b>   |                |
|   | <b>INSURER F :</b>   |                |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSR | SUBR WVD                            | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|-----------|-------------------------------------|------------------|-------------------------|-------------------------|---|
|          | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           | <input checked="" type="checkbox"/> | CV-22051-19      | 04/16/2017              | 04/16/2018              | EACH OCCURRENCE* \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS   |           |                                     |                  |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
|          | <b>UMBRELLA LIAB</b><br><b>EXCESS LIAB</b><br><input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   |           |                                     |                  |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | <input checked="" type="checkbox"/> | BIND# MC-5625825 | 10/23/2017              | 10/23/2018              | <input type="checkbox"/> WC STATU-TORY LIMITS<br><input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

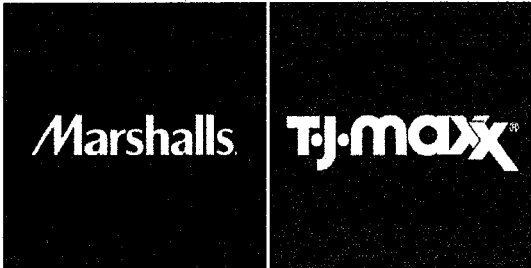
**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| CITY OF FORT LAUDERDALE<br>PROCUREMENT SERVICES DIVISION<br>100 N ANDREWS AVE SUITE -619<br>FORT LAUDERDALE, FL 33301 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |
|---|---|

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## Patrol Eagle Protection Professional References



Nesctc Security Agency

Ms. Gail Northup

46 Molter Street

Cramston, RI. 02910

(401) 921-1002

GNorthup@nesctc.com



Orange Bowl Committee

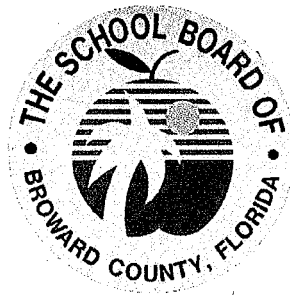
Ms. Lydia Knight

14360 NW 77 CT.

Miami Lakes, Fl. 33016

(305) 341-4741

LKnight@Orangebowl.org



Public Works Department

Traffic Engineering Division

Stephon Ramoutar

2300 W. Commercial Blvd.

Fort Lauderdale, Fl. 33309

(954) 847-2671

SRamoutar@broward.org



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT  
Governmental Center Annex**

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301  
954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664

June 15, 2017

Mr. Ruben Jean  
**P EAGLE PROTECTION, LLC**  
601 W. Oakland Park Blvd., Suite E-17  
Oakland Park, Florida 33311

Dear Mr. Jean:

The Broward County Office of Economic and Small Business Development is pleased to announce that your firm's **County Business Enterprise** and **Small Business Enterprise** certification has been renewed.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE and SBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: [www.broward.org/Purchasing](http://www.broward.org/Purchasing) and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over \$3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services**. This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the Internet at: [www.broward.org/EconDev](http://www.broward.org/EconDev) and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following areas:

**NAICS CODE: 561612**

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director  
Office of Economic and Small Business Development

**Cert Agency: BC-CBE SBE  
ANNIVERSARY DATE: March 30<sup>th</sup>**

Broward County Board of County Commissioners  
Mark D. Bogen • Beam Furr • Steve Geller • Dale V.C. Holness • Chip LaMarca • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine  
[www.broward.org](http://www.broward.org)

# BUSINESS TAX RECEIPT

## CITY OF OAKLAND PARK

### 2017-2018

MAILING ADDRESS

ISSUED DATE: August 28, 2017

**P EAGLE PROTECTION LLC  
601 W OAKLAND PARK BLVD  
OAKLAND PARK, FL 33311-**

NAME AND LOCATION OF LICENSEE

LICENSE NUMBER

2018001964

**P EAGLE PROTECTION LLC  
601 W OAKLAND PARK BLVD  
SUITE E-19  
OAKLAND PARK, FL 33311-**

ORIGINAL NUMBER

2015003423

LICENSE EXPIRES

9/30/2018

**THE PERSON OR FIRM NAMED ABOVE IS HEREBY LICENSED TO ENGAGE IN THE BUSINESS PROFESSION OR OCCUPATION LISTED BELOW IN THE CITY OF OAKLAND PARK FLORIDA.**

BUSINESS CODE

00400

BUSINESS DESCRIPTION

SECURITY AGENCY

RESTRICTIONS

**LICENSE MUST BE CONSPICUOUSLY POSTED AT THE PLACE OF BUSINESS SHOWN**

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**ADAM H. PUTNAM  
COMMISSIONER**

**DIVISION OF LICENSING**

**05/10/17**  
DATE ISSUED

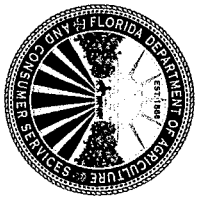
**04/18/20**  
DATE OF EXPIRATION

**B 1300249**  
LICENSE NUMBER

**P EAGLE PROTECTION, LLC**  
601 W. OAKLAND PARK BLVD.  
SUITE E-17  
OAKLAND PARK, FL 33311

JEAN, RUBEN, CHAIRMAN

THE SECURITY AGENCY NAMED ABOVE IS LICENSED AND REGULATED UNDER THE PROVISIONS OF  
CHAPTER 493, FLORIDA STATUTES.



*Adam H. Putnam*  
ADAM H. PUTNAM  
COMMISSIONER



Governmental Center Annex  
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664

Office of Economic and  
Small Business Development

*This Certificate is Awarded to:*  
**PEAGLE PROTECTION, LLC**

As set forth in the Broward County Business Opportunity Act of 2012, the certification requirements have been met for:

**County Business Enterprise  
Small Business Enterprise  
Anniversary Date: March 30<sup>th</sup>**

A handwritten signature in black ink, appearing to read "John A. ...", written over a horizontal line.

Authorized Representative

The Office of Economic and Small Business Development must be notified within 30 days of any material changes in the business which may affect ownership and control. Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.  
A Service of the Broward County Board of County Commissioners  
[www.broward.org/smallbusiness](http://www.broward.org/smallbusiness)



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**SUPPLIER DIVERSITY & OUTREACH PROGRAM**  
7720 W. Oakland Park Blvd., Suite 323  
Sunrise, FL 33351  
754-321-0550

## SCHOOL BOARD

*Chair* DONNA P. KORN  
*Vice Chair* DR. ROSALIND OSGOOD  
ROBIN BARTLEMAN  
HEATHER P. BRINKWORTH  
ABBY M. FREEDMAN  
PATRICIA GOOD  
LAURIE RICH LEVINSON  
ANN MURRAY  
NORA RUPERT

ROBERT W. RUNCIE  
Superintendent of Schools

November 9, 2015

P Eagle Protection LLC.  
Mr. Jimmy Mauris  
601 West Oakland Park Blvd. Suite E-17  
Sunrise, FL 33351

Dear Mr. Mauris :

## CONGRATULATIONS!

Your application for certification as a Minority/Women Business Enterprise (M/WBE) is approved. The enclosed certificate becomes valid when bids are advertised within your area of specialty. The Purchasing & Warehousing Services Department has entered into an agreement with DemandStar.com, a government bid service provider. Although it is not necessary to be registered with them to do business with the The School Board of Broward County, Florida (SBBC) being a member of the DemandStar.com network provides many benefits. For more information on DemandStar.com, you may contact them at (800) 711-1712 or at [www.demandstar.com](http://www.demandstar.com). If your firm is qualified in the construction arena please visit <http://www.broward.k12.fl.us/supply/sdop/construction-contracts.html> for further assistance.

We encourage you to become an active bidder in the contracting and subcontracting opportunities with the SBBC. The following data reflects the manner in which your company is listed in the School Board's database.

**Certificate Number:** 7007-7123 15  
**Certification Status:** Nov 9, 2015 until Nov 8, 2018  
**Minority Status:** African-American (MBE)  
**Trade or Service:** Private Investigations, Personal Protection, Event Security, Loss Prevention, Retail Security, Security Consultation

Your certification is valid for a three (3) year period, and it is subject to review in order to verify continued eligibility. Should any change occur which may adversely affect the minority status of your company, please notify the Supplier Diversity & Outreach Program Office within fifteen (15) calendar days. Failure to do so may result in de-certification of your minority/women certification status.

Should you have any questions regarding your certification status with the SBBC, please feel free to contact me at (754) 321-0540.

Sincerely,

Colleen M. Robbs, Supplier Diversity & Outreach Coordinator  
Procurement & Warehousing Services

Enclosure



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

**SUPPLIER DIVERSITY & OUTREACH PROGRAM**

A DIVISION OF  
PROCUREMENT & WAREHOUSING SERVICES

This Certifies

**P Eagle Protection LLC.**

has met the requirements for certification established by the Supplier Diversity & Outreach Program of the School Board of Broward County as a


**African-American**

**(MBE)**

11/9/2015  
Effective Date

7007-7123 15  
Certification Number

11/8/2018  
Expiration Date

  
Colleen M. Robbs, Supplier Diversity & Outreach  
Coordinator

# Procurement & Warehousing Services SUPPLIER DIVERSITY OUTREACH PROGRAM

THIS CERTIFICATE IS AWARDED TO

## P Eagle Protection LLC.

FOR HAVING SUCCESSFULLY MET THE PRESCRIBED STANDARDS  
SET FORTH BY THE SUPPLIER DIVERSITY OUTREACH PROGRAM OF THE  
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
FOR

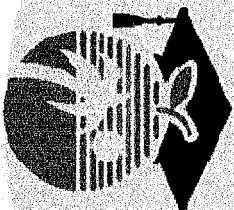
### CERTIFICATION

Small/Minority Business Enterprise (S/MBE)

African-American

ON THIS DAY November 9, 2015

  
\_\_\_\_\_  
Mary Catherine Coker  
Director, Procurement & Warehousing Services



Certification #: 3330-00352 15

Expiration Date: 11/8/2018

**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000  
**VALID OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**DBA:** P EAGLE PROTECTION LLC      **Receipt #:** 329-271272  
**Business Name:** P EAGLE PROTECTION LLC      **Business Type:** ALL OTHERS (SECURITY AGENCY)

**Owner Name:** P EAGLE PROTECTION LLC      **Business Opened:** 04/18/2014  
**Business Location:** 601 W OAKLAND PARK BLVD STE E STATE/COUNTY/CERT/REG: B1300249  
 OAKLAND PARK      **Exemption Code:**  
**Business Phone:** 954-338-1590

**Rooms:**      **Seats:**      **Employees:** 2      **Machines:** 2      **Professionals:** 3

| Tax Amount | Number of Machines: |         |         | For Vending Business Only |                 |  | Vending Type: |  |       | Total Paid |
|------------|---------------------|---------|---------|---------------------------|-----------------|--|---------------|--|-------|------------|
|            | Transfer Fee        | NSF Fee | Penalty | Prior Years               | Collection Cost |  |               |  |       |            |
| 33.00      | 0.00                | 0.00    | 3.30    | 0.00                      | 0.00            |  |               |  | 36.30 |            |

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

**THIS BECOMES A TAX RECEIPT  
 WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

**Mailing Address:**  
 P EAGLE PROTECTION LLC  
 601 W OAKLAND PARK BLVD STE  
 E-17  
 OAKLAND PARK, FL 33311

**Receipt #** WNW-17-00000879  
**Paid** 10/10/2017 36.30

**2017 - 2018**

