



Event # 424-1

Name: Meeting Minutes Services - Citywide

Description: The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide Minutes Services, City-Wide, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

Buyer: CLEMENTE, DAVID

Status: Pending Award

Event Type: IFB

Currency: USD

Sealed Bid: Yes

Respond To All Lines: Yes

Q & A Allowed: Yes

Number Of Amendments: 1

Display Bid Tabulation: Display When Event Closed For Bidding Or Canceled

Event Dates

Preview:

Q & A Open: 02/05/2025 02:00:00 PM

Open: 02/05/2025 02:00:00 PM

Q & A Close: 02/13/2025 02:00:00 PM

Close: 02/21/2025 02:00:00 PM

Dispute Close:

Questions

Question	Response Type	Attachment
Did you complete and upload the required form: Non-Collusion Statement?	Yes No	2. Non Collusion Statement 09-2022.pdf
Did you complete and upload the required form: Non-Discrimination Certification?	Yes No	3. Non-Discrimination Certification Form 09-2022.pdf
Did you complete and upload the required form: Contractor Payment by P-Card Form?	Yes No	4. Contractor Payment by P-Card Form 09-2022.pdf
Did you complete and upload the required form: Local Business Preference Certification?	Yes No	5. Local Business Preference Certification 09-2022.pdf
Did you complete and upload the required form: Disadvantaged Business Enterprise Preference Certification?	Yes No	6. Disadvantaged Business Enterprise Preference Certification 09-2022.pdf
Did you complete and upload the required form: E-Verify Affirmation Statement?	Yes No	7. E-Verify_Affirmation_Statement 09-2022.pdf

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Question	Response Type	Attachment
Did you complete and upload the required form: References?	Yes No	8. References.pdf
Did you complete and upload the required form: Bid Proposal Certification Page?	Yes No	9. Bid Proposal Certification Page EPDF.pdf
Do you acknowledge that if your firm is awarded this contract, your firm will have to complete and submit the attached - Anti-Human Trafficking Affidavit Per Florida Statute 787.06 (2024), (13). Florida Statute 787.06 (2024), (13) When a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in this section. For purposes of this subsection, the term "governmental entity" has the same meaning as in s. 287.138(1).	Yes No	10. Anti-human trafficking affidavit (EWA Rev) (003) 7.31.2024.pdf
Do you acknowledge that if your firm is awarded this contract, your firm will have to complete and submit the attached Affidavit of Compliance with Foreign Entity Laws Per Florida Statute - §287.138, 692.201, 692.202, 692.203, and 692.204	Yes No	11. CoFL-Affidavit of Compliance with Foreign Entity Laws_EPDF11-23.pdf

Attachments

Name	Description	Attachment
1. General Conditions - Rev 08-2023	1. General Conditions - Rev 08-2023	1. General Conditions - Rev 08-2023.pdf
Event 424 - Meeting Minutes Services - Citywide	Event 424 - Meeting Minutes Services - Citywide	Event 424 - Meeting Minutes Services - Citywide.pdf
Exhibit A	Exhibit A	Exhibit A.pdf

Contacts

Event # 424-1: Meeting Minutes Services - Citywide

Name	Email Address
DAVID CLEMENTE	dclemente@fortlauderdale.gov

Commodity Codes

Commodity Code	Description
961-02	Administrative Services, All Kinds (Incl. Clerical, Secreta
961-24	Court Reporting Services
961-72	Transcription Services: Academic, Braille, Legal, Medical, e

Line Details

Line 1: Detailed Summary Minutes

Description: Detailed Summary Minutes

Item: DETAILED SUMMARY MINUTES Detailed Summary Minutes

Commodity Code: 961-02 Administrative Services, All Kinds (Incl. Clerical, Secreta

Quantity: 615.0000

Unit of Measure: EA

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 2: Late Meeting Cancellation

Description: Late Meeting Cancellation

Item: LATE MEETING CANCELATION Late Meeting Cancellation

Commodity Code: 961-02 Administrative Services, All Kinds (Incl. Clerical, Secreta

Quantity: 1.0000

Unit of Measure: EA

Event # 424-1: Meeting Minutes Services - Citywide

Measure:

Require Yes
Response:

Price Breaks No
Allowed:

Allow Alternate No
Responses:

Add On No
Charges
Allowed:

Line 3: Expedited Minutes

Description: Expedited Minutes

Item: EXPEDITED MINUTES Expedited Minutes

Commodity 961-02 Administrative Services, All Kinds (Incl. Clerical, Secreta
Code:

Quantity: 25.0000

Unit of EA
Measure:

Require Yes
Response:

Price Breaks No
Allowed:

Allow Alternate No
Responses:

Add On No
Charges
Allowed:

Line 4: Minutes Only - Non-Attending

Description: Minutes Only - Non-Attending

Item: MINUTES ONLY - NON-ATTENDING Minutes Only - Non-Attending

Commodity 961-02 Administrative Services, All Kinds (Incl. Clerical, Secreta
Code:

Quantity: 308.0000

Unit of EA
Measure:

Require Yes
Response:

Price Breaks No
Allowed:

Allow Alternate No
Responses:

Add On No
Charges
Allowed:

Line 5: Verbatim Minutes - At Clerk's Office Request Only

Description: Verbatim Minutes - At Clerk's Office Request Only

Event # 424-1: Meeting Minutes Services - Citywide

Item: VERBATIM MINUTES CLERK'S REQUEST Verbatim Minutes - At Clerk's Office Request Only

Commodity Code: 961-02 Administrative Services, All Kinds (Incl. Clerical, Secreta

Quantity: 50.0000 **Unit of Measure:** EA

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

Line 6: Meeting Results - 48hrs

Description: Meeting Results - 48hrs

Item: MEETING RESULTS - 48HRS Meeting Results - 48hrs

Commodity Code: 961-02 Administrative Services, All Kinds (Incl. Clerical, Secreta

Quantity: 50.0000 **Unit of Measure:** EA

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

SECTION I – INTRODUCTION AND INFORMATION

1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide Minutes Services, City-Wide, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

1.2 Point of Contact

For information concerning [procedures for responding to this solicitation](#), contact Procurement Assistant Manager of Procurement and Contract, David Clemente at dclemente@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by the [City's on-line strategic sourcing platform](#). Questions of a material nature must be received prior to the cut-off date specified in the ITB schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. Bidders please note: No part of your bid can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid response must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in the [City's on-line strategic sourcing platform](#) shall become part of any contract that is created from this ITB.

1.3 Pre-bid Conference and/or Site Visit

There will not be a pre-bid conference or site visit for this ITB.

It will be the sole responsibility of the Bidder to become familiar with the scope of the City's requirements and systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

1.4 CITY'S ON-LINE STRATEGIC SOURCING PLATFORM

The City of Fort Lauderdale uses its own on-line strategic sourcing platform to administer the competitive solicitation process, including but not limited to soliciting bids, issuing addenda, posting results, and issuing notification of an intended decision. There is no charge to register and download the ITB from the City's on-line strategic sourcing platform. Bidders are strongly encouraged to read the supplier tutorials available in the [City's on-line strategic sourcing platform](#) well in advance of their intention of submitting a bid to ensure familiarity with the use of the City's on-line strategic sourcing platform. The City shall not be responsible for a Bidder's inability to submit a Bid by the end date and time for any reason, including issues arising from the use of the City's on-line strategic sourcing platform.

It is the sole responsibility of the Bidder to ensure that their bid is submitted electronically through the City's on-line strategic sourcing platform no later than the time and date specified in this solicitation. PAPER BID SUBMITTALS WILL NOT BE ACCEPTED. BIDS MUST BE SUBMITTED ELECTRONICALLY VIA the [City's on-line strategic sourcing platform](#).

1.5 Electronic Bid Openings

Please be advised that effective immediately, and until further notice, all Invitation to Bids, Request for Proposals, Request for Qualifications, and other solicitations led by the City of Fort Lauderdale will be opened electronically via the [City's on-line strategic sourcing platform](#) at the date and time indicated on the solicitation. All openings will be held on the City's on-line strategic sourcing platform.

Anyone requesting assistance or having further inquiry in this matter must contact the Procurement Specialist indicated on the solicitation, via the Question-and-Answer forum on the City's on-line strategic sourcing platform before the Last Day for Questions indicated in the Solicitation.

END OF SECTION

SECTION II - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

ITB General Conditions (Rev. 08-2023) are included and made a part of this ITB.

2.2 Addenda, Changes, and Interpretations

It is the sole responsibility of each firm to notify the Procurement Specialist utilizing the question / answer feature provided by the [City's on-line strategic sourcing platform](#) 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 the City's on-line strategic sourcing platform 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 the City's on-line strategic sourcing platform as a separate addendum to the ITB. 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

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

2.4 Bidder's Costs

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

2.5 Pricing/Delivery

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

2.6 Price Validity

Prices provided in this Invitation to bid (ITB) shall be valid for at least One-Hundred and Twenty (120) days from time of ITB opening unless otherwise extended and agreed upon by the City and Bidder. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

2.7 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.

2.8 Related Expenses/Travel Expenses

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

2.9 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.

2.10 Mistakes

The Bidder shall examine this ITB carefully. The submission of a bid shall be prima facie evidence that the Bidder 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 Bidder from liability and obligations under the Contract.

2.11 Acceptance of Bids / Minor Irregularities

2.11.1 The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variances to specifications contained in bids which do not make the bid 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 bidder an advantage or benefit not enjoyed by other bidders, 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 an ITB.

2.11.2 The City reserves the right to disqualify Bidder 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 Bidder.

2.12 Modification of Services

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

2.12.2 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 ITB, the Successful Bidder shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

2.12.3 The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Bidder 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 Bidder thirty (30) days written notice.

2.12.4 If the Successful Bidder 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 Bidder will submit a revised budget to the City for approval prior to proceeding with the work.

2.13 Non-Exclusive Contract

Bidder 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.

2.14 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: [Formal Agreement Sample Template](#)

2.15 Responsiveness

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

2.16 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.

2.17 Minimum Qualifications

To be eligible for award of a contract in response to this solicitation, the Bidder must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such work. In addition, the Bidder must have no conflict of interest with regard to any other work performed by the Bidder for the City of Fort Lauderdale. The minutes secretary services require a minimum of five (5) years' experience in the summarization of meetings for a government entity; preferably those of similar size and capacity.

2.17.1 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.

2.17.2 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.

2.18 Lobbying Activities

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 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/home/showdocument?id=6036>.

2.19 Local Business Preference

2.19.1 Section 2-186, 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 Bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed at the time of Bid submittal:

2.19.2 Upon formal request of the City, based on the application of a Local Business Preference the Bidder 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 Bidder 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.

2.19.3 Failure to comply at time of Bid submittal shall result in the Bidder being found ineligible for the local business preference.

2.19.4 The complete local business preference ordinance may be found on the City's web site at the following link:

https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPR

2.19.5 Definitions

- a. The term "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, staffed with full-time employees within the limits of the city, and shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- b. The term "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, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- c. The term "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, staffed with full-time employees within the limits of Broward County.
- d. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.

2.20 Disadvantaged Business Enterprise Preference

2.20.1 Section 2-185, Code of Ordinances of the City of Fort Lauderdale, provides for a disadvantaged business preference. In order to be considered for a disadvantaged

business preference, a Bidder must include a certification from a government agency, as applicable to the disadvantaged business preference class claimed at the time of Bid/Proposal submittal:

2.20.2 Upon formal request of the City, based on the application of a Disadvantaged Business Preference the Bidder shall within ten (10) calendar days submit the following documentation to the Disadvantaged Business Enterprise Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or the Tri-County (Broward, Dade, West Palm Beach) current year business tax receipt, or proof of active Sunbiz status and
- b. List of the names of all employees of the Bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or the Tri- 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.

2.20.3 Failure to comply at time of Bid/Proposal submittal shall result in the Bidder being found ineligible for the Disadvantaged Business Enterprise Preference business preference.

2.20.4 The complete disadvantaged business preference ordinance may be found on the City's web site at the following link:

<https://www.fortlauderdale.gov/home/showpublisheddocument?id=56883>

2.20.5 Definitions

- a. The term "Disadvantaged Class 1 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the city's Procurement Manual.
- b. The term "Disadvantaged Class 2 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with full-time employees and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the city's Procurement Manual.
- c. The term "Disadvantaged Class 3 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- d. The term "Disadvantaged Class 4 Enterprise" shall mean any disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

2.21 Protest Procedure

2.21.1 Any 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 follow the protest procedure as found in the city's procurement ordinance within five (5) days after a notice of intent to award is posted on the city's web site at the following link.

<https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/notices-of-intent-to-award>

2.21.2 The complete protest ordinance may be found on the city's web site at the following link:

https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPRAWINAW

2.22 Public Entity Crimes

Bidder, by submitting a bid, certifies that neither the Bidder nor any of the Bidder's principals has been placed on the convicted vendor list as defined in Section 287.133, Florida Statutes (2018), as may be amended or revised. 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 bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

2.23 Subcontractors

2.23.1 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/proposal 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.

2.23.2 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.

2.23.3 Contractor shall require all 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.

2.24 Bid Security - NA

2.25 Payment and Performance Bond – N/A

2.26 Insurance Requirements

2.26.1 As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, Contractor shall, at its sole expense, provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of Contractor. Contractor shall provide the City a certificate of insurance evidencing such coverage. Contractor's insurance coverage shall be primary insurance for all applicable policies, in respect to the City's interests for this Agreement. The limits of coverage under each policy maintained by Contractor shall not be interpreted as limiting Contractor's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

2.26.2 The coverages, limits, and/or endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by Contractor for assessing the extent or determining appropriate types and limits of coverage to protect Contractor against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Agreement.

2.26.3 The following insurance policies and coverages are required:

Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be included as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

Business Automobile Liability

Proof of coverage must be provided for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than the State of Florida required minimums unless a different amount is required by City Ordinance(s).

If Contractor does not own vehicles, Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City 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.

Contractor waives, and Contractor shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Contractor must be in compliance with all applicable State and federal workers' compensation laws.

2.26.4 Insurance Certificate Requirements

- a. Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be included as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on Contractor's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale
c/o Procurement Division
401 SE 21st Street
Fort Lauderdale, FL 33316

2.26.5 Contractor has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the

application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for including the City as an Additional Insured shall be at Contractor's expense.

- 2.26.6** If Contractor's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.
- 2.26.7** Contractor's insurance coverage shall be primary insurance in respect to the City's interests for this Agreement, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.
- 2.26.8** Any exclusion or provision in any insurance policy maintained by Contractor that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.
- 2.26.9** All required insurance policies must be maintained until the Agreement work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.
- 2.26.10** Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Contractor's insurance company or companies and the City's Risk Management office as soon as practical.
- 2.26.11** It is Contractor's responsibility to ensure that any and all of Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Contractor. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Contractor.

2.29 Award of Contract

Award may be in the aggregate, or by line item, or by group, whichever is determined to be in the best interest of the City. Award will be made to the responsive and responsible bidder, quoting the lowest price, for that product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.

2.30 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.

2.31 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.

2.32 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:

2.32.1 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;

2.32.2 The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

2.32.3 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

2.32.4 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.

2.33 Canadian Companies

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, 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.

2.34 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.

2.35 Approved Equal or Alternative Product Bids – N/A

2.36 Contract Period

The initial contract term shall commence upon date of award by the City or March 1, 2025, whichever is later, and shall expire Two (2) years from that date. The City reserves the right to extend the contract for Three (3), additional One (1) 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 270 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.

2.37 Cost Adjustments – N/A

2.38 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).

2.39 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.

2.40 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. 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.

2.41 Substitution of Personnel

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

2.42 Ownership of Work

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

2.43 Condition of Trade-In Equipment – N/A

2.44 Conditions of Trade-In Shipment and Purchase Payment – N/A

2.45 Verification of Employment Status

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency is required to utilize the US Department of Homeland Security's E-Verify system (per Executive Order Number 11-02) to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency.

E-VERIFY Affirmation Statement must be completed and submitted with Bidder's response to this ITB.

2.46 Service Organization Controls – N/A

2.47 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.

2.48 Rules and Submittals of Bids

The signer of the bid must declare that the only person(s), company or parties interested in the bid as principals are named therein; that the bid is made without collusion with any other person(s), company or parties submitting a bid; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the bid has full authority to bind the principal bidder.

2.49 Bid Tabulations/Intent to Award

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

2.50 Public Records

All bids will become the property of the City. The Bidder's response to the ITB 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 ITB and any resulting Contract to be executed for this ITB, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Bidder's response to the ITB purporting to require confidentiality of any portion of the Bidder's response to the ITB, 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 Bidder submits any documents or other information to the City which the Bidder claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Bidder shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Bidder 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 Bidder's response to the ITB constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Bidder 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 PRRCONTRACT@FORTLAUDERDALE.GOV, 954-828-5002, CITY CLERK'S OFFICE, 100 N. ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.

Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2022), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon

request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

2.51 PCI (Payment Card Industry) Compliance

Contractor agrees to comply with all applicable state, federal and international laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding and destruction of protected information.

Contractor and/or any subcontractor that handles credit card data must be, and remain, PCI compliant under the current standards and will provide documentation confirming compliance upon request by the City of Fort Lauderdale, failure to produce documentation could result in termination of the contract.

END OF SECTION

SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

3.1 Project Definition and Objective

The City requires minutes services for the needs of various City boards and committees. These services are critical to the operation of the responsible Departments/Divisions. The minutes services consist of minutes for committees and boards, including quasi-judicial board meetings. Minutes serve as a historical, permanent public record. Additionally, the City Commission, City Staff and public rely on minutes to be informed of City business. The successful Contractor(s) must have the ability and capacity to meet the City's demand for these services, as needed. Availability, timeliness, turnaround time, and quality of work are mandatory. All services provided under this contract, except for those which are overnight or emergency services, shall be a flat fee/per service requirement, City of Fort Lauderdale, including travel time to and from the scheduled meeting, and all work products as outlined in the Invitation to Bid.

3.2 Scope of Services

The minutes secretary services will be responsible for all boards/committees requiring this service, City-Wide. See Exhibit A for the list of boards/committees.

Contractor attendance for the duration of each meeting is required, unless alternative arrangements are in the best interest of the City and approved by the City Clerk's Office/Department Liaison in advance.

The same primary Contractor personnel is preferred to be assigned to each specific board/committee, and a back-up person properly trained in the event of unavailability of the primary person. The Contractor shall provide the City with emergency telephone numbers for contact before and after regular business hours.

Minutes for meetings shall be provided to the City in an electronic document (Microsoft Word, version Office 365 that can be emailed. The meetings shall also be provided in electronic media (flash drive) if requested.

Contractor should have the capacity to provide computer aided transcription; key word indexing; and mini-transcripts, if requested.

3.2.1 Meeting Summarization:

Minutes should be a summarization with specific details. They should include:

- 3.2.1.1. Cumulative attendance, including minutes secretary's name.
- 3.2.1.2. Statement of whether a quorum has been achieved and the number of members constituting a quorum.
- 3.2.1.3. Time meeting convenes and adjourns.
- 3.2.1.4. Time a member temporarily leaves and when he/she returns or the time a member arrives late.
- 3.2.1.5. Assistant city attorney and staff opinions and direction.
- 3.2.1.6. Requests to applicants/petitioners and assistant city attorney/staff.

- 3.2.1.7. Communications to City Commission.
- 3.2.1.8. Suggestions, opinions, viewpoints in succinct form.
- 3.2.1.9. Agreements reached and, or commitments made by applicants/petitioners.
- 3.2.1.10. Brief highlights of presentations by staff, applicants/petitioners, consultants (if a slide presentation is made, the slides should be attached and substituted for narrative highlights). The minutes should indicate and identify such attachment.
- 3.2.1.11. Statements read into the record should be attached to the minutes instead of summarized. The minutes should indicate and identify such attachment.
- 3.2.1.12. Information used during the meeting that was not provided to the board/committee by staff prior to the meeting should be attached to the minutes and so indicated and identified, if needed to clearly understand any associated comments. The City Liaison shall furnish a copy of such information to the Minutes Secretary.
- 3.2.1.13. Names of public hearing or public comment speakers and brief highlights of their comments. If the speaker states that he or she is speaking on behalf of, or associated with a business or organization, this information should be reflected in the minutes.
- 3.2.1.14. Complete motion content.
- 3.2.1.15. Maker of motion, seconder, vote and names of opposing members, abstentions.
- 3.2.1.16. Memoranda of Voting Conflict forms to be completed by members who abstain from voting should be indicated as an attachment to the minutes and subsequently attached to the original minutes by the City Liaison.
- 3.2.1.17. Any clearly articulated consensus (generally noted by the chair or City Liaison).
- 3.2.1.18. Requests for clarification of agenda items and the responses thereto (self-educating) should not be included.
- 3.2.1.19. Comments from the audience where the speaker is not recognized by the chair should not be included.

The City anticipates approximately 4-5 pages per meeting hour for summary minutes.

3.3 Meetings and Communications

Contractor shall work with City Liaison to provide a sign-in log, if needed, for public hearing or public comment and presentations by consultants, applicants/petitioners.

Draft communications to City Commission shall be provided within seven (7) business days from the meeting date to the Contract Coordinator via electronic copy.

Contractor shall have the skill set, aptitude and ability to listen and take notes on issues often of a highly technical nature and then transcribe those notes in a summarized format that accurately represents and preserves the content and flow of discussion. Excellent grammatical skills, English comprehension, and vocabulary are basic requirements.

Sample minutes will be provided to each proposer. Proposers are requested to refer to this sample only in connection with this bid. The City places a high degree of importance on continuity of the same minute's secretary at each respective board/committee meeting for the following reasons:

- 3.3.1 Understanding the board/committee subject matter, as items may be continued from one meeting to the next.
- 3.3.2 Familiarity with particulars of the board/committee process and protocol set out by the chair and City Liaison.
- 3.3.3. Familiarity with those in attendance, including the Assistant City Attorneys, and various board/committee members, staff representatives, and the persons in attendance from the public and other government agencies that may frequently attend Contractor may be asked to provide a sample work product prior to award.

BOARDS AND COMMITTEES MEETINGS

Meetings are held in the business day, or evening, as outlined in the list included as Exhibit A.

Contractor may ascertain an estimate as to length of meetings by viewing previous meetings minutes on the City's website. There may be additional special meetings, as required. Due to holidays or lack of business advisory board/committee meetings may be rescheduled at the discretion of the board/committee. Contractor will be expected to service these needs, as they arise.

Meeting locations are detailed in Exhibit A under the Meeting Location column.

3.4. Minutes Acceptance and Turnaround Times

Contractor shall record all meetings with their own equipment and maintain the recording until the minutes have been approved by the board/committee.

The contractor shall submit their invoice only after submitting their draft minutes to the liaison. The City Liaison shall return the corrected "draft minutes" to the Contractor for corrections prior to submittal to the board/committee. Additional corrections, requested by the board/committee, may be required prior to final acceptance by the City.

Contractor shall provide the Contract Coordinator with "draft communications to City Commission", via electronic copy in Microsoft Word, version Office 365.

The submittal timeline shall not be more than seven (7) business days from the meeting date. Corrections to minutes are required not more than three (3) business days following the City Liaison's return to the Contractor. Corrections to communications to City Commission shall be returned to the Contract Coordinator within two (2) business days.

Contractor shall only be responsible for a final electronic version and one signed hard copy for the City Liaison.

Exact format, due dates, and meeting schedules shall be set between the Contractor and the City Liaison.

3.5. Pricing

3.5.1. Detailed Summary Minutes

- Minutes shall be provided in Microsoft Word, version Office 365.
- Minutes shall be provided to city staff within 7 days after the meeting. After 7 days and a 3rd attempt is made by city staff to obtain the minutes, there shall be a reduction of 15% percent in the final invoice.
- The City anticipates approximately 850 hours of detailed summary minutes for the various boards and committees, annually.
- Contractor must provide hourly rates to include: meeting attendance, all costs for equipment, supplies (including recording devices, if applicable), personnel, draft preparation, delivery back-and-forth of all drafts, corrected and final versions to the respective City Liaisons, invoicing and credit card invoice fees.

3.5.2. Late Meeting Cancellation

- The City will attempt to provide at least 24 hours' notice, in the event there are cancellations. Contractor must provide a firm, fixed cost for such late cancellation.

3.5.3. Expedited Minutes

- Expedited Minutes shall be provided to city staff within 48 hours after the meeting date and shall include the Communication to the City Commission if one is made by motion.

3.5.4. Minutes Only - Non-Attending

3.5.5. Verbatim Minutes - At Clerk's Office Request Only

3.5.6. Meeting Results - 48hrs

- For Quasi-Judicial Meetings, meeting results shall be provided to city staff no later than 48 hours after the meeting date and shall include the approval "Conditions".

END OF SECTION

Name of Board or Committee	Week and Day	Time	Meeting Location	Average Length of Meeting (In Hours)	Annual
Affordable Housing Advisory Committee	Second Monday of the month	9:00 AM	CRA Building - 914 Sistrunk Blvd., Suite 100, Fort Lauderdale, FL 33311	2 hours	12
Audit Advisory Board	Last Thursday of the Month in January, February, April, July and October	5:00 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	5
Aviation Advisory Board	Fourth Thursday of the month	1:30 PM	FXE - 6000 NW 21st Avenue, Fort Lauderdale, FL 33309	2 hours	11
Beach Business Improvement District Advisory Committee	Second Monday of the month	1:30 PM	Fort Lauderdale Aquatic Center 501 Seabreeze Blvd., South Building, 2nd Floor, East Conference Room	2 hours	11
Board of Adjustment	Second Wednesday of the month	6:00PM	DSD - 700 NW 19th Avenue, Fort Lauderdale, FL 33311	3 hours	12
Budget Advisory Board	Third Wednesday of the month	6:00 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	3 hours	12
Cemetery System Board of Trustees	Second Thursday of every other month	3:30 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	6

Central City Redevelopment Advisory Board	First Wednesday of the month	6:00 PM	CRA Building - 914 Sistrunk Blvd., Suite 100, Fort Lauderdale, FL 33311	3 hours	12
Charter Revision Board	First Thursday of the month	5:30 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	3 hours	12
Citizens Committee of Recognition	As Needed	As Needed	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	TBD
City Attorney Search Committee	As Needed	As Needed	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	3 hours	As Needed
City Manager Search Committee	TBD	TBD	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	3 hours	As Needed
Civil Service Board	Third Friday of the month	10:00 AM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12
Code Enforcement Board	Fourth Tuesday every other month	9:00 AM	Marine Industries - 221 SW 3rd Avenue, Fort Lauderdale, FL 33312	4 hours	6

Community Appearance Board	Second Wednesday of the month	5:30 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12
Community Services Board	Second Monday of the month	4:00 PM	DSD - 700 NW 19th Avenue, Fort Lauderdale, FL 33311	4 hours	8
Economic Development Advisory Board	Second Wednesday of the month	3:00PM	DSD - 700 NW 19th Avenue, Fort Lauderdale, FL 33311	2 hours	12
Education Advisory Board	Third Thursday of the month	6:30 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	10
Fire-Rescue Advisory Committee	Second Monday of the Month	3:00PM	Fire Station 2 - 528 NW 2nd Street, Fort Lauderdale, FL 33301	2 hours	12
Fire-Rescue Facilities Bond Issue Blue Ribbon Committee	Fourth Thursday of the month	3:30PM	Fire Station 2 - 528 NW 2nd Street, Fort Lauderdale, FL 33301	2 hours	12
Historic Preservation Board	First Monday of the month	5:00 PM	DSD - 700 NW 19th Avenue, Fort Lauderdale, FL 33311	3 hours	12
Homeless Advisory Committee	Second Thursday of the month	1:00PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12

Infrastructure Task Force Advisory Committee	First Monday of the month	2:00 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12
Insurance Advisory Board	First Wednesday of the month	8:00 AM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12
Marine Advisory Board	First Thursday of the month	6:00 PM	Fire Station 2 - 528 NW 2nd Street, Fort Lauderdale, FL 33301	3 hours	11
Northwest Progresso Flagler Heights Redevelopment Board	Second Tuesday of the month	3:00 PM	CRA Building - 914 Sistrunk Blvd., Suite 100, Fort Lauderdale, FL 33311	2 hours	12
Nuisance Abatement Board	Second Thursday of the month	7:00 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	11
Parks, Recreation and Beaches Board	Fourth Wednesday of the month	6:30 PM	Fire Station 2 - 528 NW 2nd Street, Fort Lauderdale, FL 33301	3 hours	11
Planning and Zoning Board	Third Wednesday of the month	6:00 PM	DSD - 700 NW 19th Avenue, Fort Lauderdale, FL 33311	3 hours	12
Police and Firefighters Retirement System, Board of Trustees	Second Wednesday of the month	12:30PM	888 South Andrews Avenue, Suite 202, Fort Lauderdale, FL 33316	3 hours	12

Public Art and Placement Advisory Board	Third Monday of the Month	1:00PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12
Special Magistrate - (Building and Construction hearings)	Third Thursday of the month	9:00 AM	Marine Industries - 221 SW 3rd Avenue, Fort Lauderdale, FL 33312	4 hours	11
Special Magistrate - (Code Compliance)	Second Tuesday and the fourth Thursday of the month	9:00 AM	Marine Industries - 221 SW 3rd Avenue, Fort Lauderdale, FL 33312	5 hours	22
Sustainability Advisory Board	Fourth Monday of the month	6:00 PM	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	12
Walk of Fame Induction Committee	Once Yearly - Typically February	TBD	Tower 101, Suite 1100 - 101 NE 3rd Avenue, Fort Lauderdale, FL 33301	2 hours	1