

PTT OF FLORIDA, LLC.

City of Fort Lauderdale

Stagehands, War Memorial Auditorium RFP #565-11687

January 13, 2016

Presented by:
Maria Munro, Managing Member

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EXECUTIVE SUMMARY

Established in 1997, "Professional Theatrical Technicians" PTT of Florida, LLC, has been providing staffing services for over two decades throughout the tri-county area in South Florida. PTT prides itself in providing theatrical professional for over 18 years with top of the line stage hands and theatrical technicians for some of the largest event arenas in south Florida. We are the complete one one-stop shop for event management and staffing services, specializing in stage shows, in-door and outdoor festivals, performing arts events and table top/ booth (pipe and drape) trade show events.

Since 1997 PTT has undergone major growth and expansion resulting in an rebranding of the company and changing of the name from Professional Theatrical Technicians, Inc. to PTT of Florida in 2005. Since 2010 the company has expanded and offers to include Industrial, Corporate and Live entertainment staffing services throughout the State of Florida from our corporate office located in Davie, Florida.

PTT is located at 10388 West SR 84 Suite 106 Davie, Florida 33324, this is a 1800 sq ft facility housing seven administrative staff, room for training and development, warehousing of special training equipment. PTT's primary office of operation will be its Davie headquarters allowing for quick access to the WMA.

PTT is family business owned and operated by Mr. Max Munro and Mrs. Maria Munro. Together they have 32 years of experience in the Event management, staffing and planning industry. They are supported by a management team of seven. For the purpose of this project the MWA will have assigned 1 key supervisory staff Mr. Ryan O'neil and Ms. Sherri Henderson.

PTT of Florida proposes to provide high quality professional staffing services to the War Memorial Auditorium of Fort Lauderdale. This will include the provision of:

- Stagehands
- Crew Chief
- Electrical technicians
- Sound technicians
- Video technicians
- Carpentry
- Props crew
- Wardrobe crew
- Rigging
- Truck loaders
- Forklift Operator

PTT OF FLORIDA, LLC.

- Spotlight Operators

Our staff will be available 24-7, for on call services and will include additional equipment and support services such as- pipe and drape, electrical lighting set-up and breakdown. We will also provide routine equipment maintenance and field repairs as needed.

We are also committed to providing similar services to other departments of the City of Fort Lauderdale on an as needed basis, provided management is given timely notification.

EXPERIENCE AND QUALIFICATIONS

In 2015 after several years of providing staffing services to the Florida Panthers at the BB&T Center, PTT has secured a three year exclusivity contract. PTT's dedication to quality and great service is unparalleled in the State Florida's market and strives to continue providing support services to its clients resulting in mutually beneficial financial gains and continued partnership. Resulting in the significant growth and capacity of PTT of Florida.

Max Munro, CEO – Mr. Munro Founder and CEO of PTT of Florida, has worked an entire career with major "A" list performers, large scale concert venues, and countless live events handling every facet of production. Max is one of America's most influential players in the entertainment business. He started as production manager for Cellar Door Concerts, the largest entertainment promoter in the U.S., producing shows for Luther Vandross; Frank Sinatra; Bob Hope; Prince; Aerosmith; Elton John; Tina Turner; Sir Paul McCartney and just about every other major rock that booked the South Florida arenas.

Maria Munro, Managing Partner – Mrs. Munro with 11 years of previous experience in government accounting, streamline the financial side of the business. She oversees the daily activities of one of Florida's largest event staffing companies and is an expert in handling event expenses; a breakdown of local crew that needs to be hired; client relations and all facets of event production from conception to full live staging.

Max Munro Jr, Operations Manager – A result-oriented business professional with proven abilities in strategic planning, managing projects, improving efficiency of operations, team building and detailing project information to determine effective processes for operation and system that optimize productivity.

Sherri Henderson, Staff Coordinator – with over 10 years of working the field as a stagehand Miss Henderson has gain the experience in planning and coordinating event services, including preparing setup diagrams, determining staffing needs and leading the setup, operation, and take down of technical equipment. Working closely with the Human Resources Company she ensures that the client's labor request is appropriately manned by matching client's needs with stagehand's skills. Orientation, Training, Competency check on new and existing employees are vital responsibilities that she carries efficiently.

Liana Horta, Accounting Associate – Mrs. Horta is responsible for keeping and maintaining up-to-date records of a variety of financial transactions.to include, estimates. Accounts Payable, Accounts Receivables and payroll preparation.

Nanet Harty, Marketing & Sales Associate - Accomplished and agile Market Strategy Executive with proven experience in identifying, analyzing and exploiting market opportunities maximizing Clients end result. Nanet is a team builder with demonstrated, repeat success in developing and managing teams.

PTT OF FLORIDA, LLC.

Virgil Randan, Trainer – Mr. Randan is our retained FullSail University Trainer providing monthly workshops in Stagehand 101.

PTT OF FLORIDA, LLC.

PTT of Florida, LLC., was established in 2005 in Fort Lauderdale, Florida as a result of a marketing decision of rebranding from our original company, Professional Theatrical Technicians established in 1997. Our office is owned and operated by experienced business executives who have provided staffing to major Promoters, Production Companies and Touring Concerts, including numerous "A" list Performers, both locally and nationally since 1997. PTT of Florida, LLC., is a registered Florida Corporation.

Today, PTT of Florida counts on its roster of venues and clients many of South Florida's largest arenas, hotels, festivals, and shows including:

Promoters: Cellar Door, SFX, Clear Channel, Live Nation, AEG,

Television Network: Premios Juventud, produced by Spanish-Network, Univision; X Factor Show; Latin Billboard Awards, produced by Telemundo, Spanish Network; and the Latin Grammys.

Venues: BB&T Arena, BankUnited Center, FIU, UM, campus, Ritz Carlton South Beach, Fontainebleau Hotel; Mizner Amphitheater, Lynn University, Coral Spring Performing Art Center, HardRock Live, and many more.

Production Companies: Unique Productions International, Inc., BeachSound, SAV, PSAV, ArtMiami, LMG,

Festivals: Riviera Beach JazzFest, MangoFest, SoulFest, Boat Show, Art Basel

Family Shows: Sesame Streets, Cirque, Disney on ICE

During the 2015 Latin Billboards Awards Show, PTT was the sole provider of Labor. For two consistent weeks, PTT provided from Riggers to Carpenters, Fork Operators, Stagehands, Spot Operators and Loaders. Clients request was received two weeks out with thirteen revisions following. Employees were scheduled to work at different times of the day assigned to different vendors. PTT provided throughout the event a total of 130 employees.

PTT treats Clients with up most respect. When a request for labor is received, our Sr. Staff Coordinator identifies the needs of the clients and matches with our employee's skills. A list of qualified employees is created and the task at hand is to secure those qualified employee.

PTT having the experience of working with the human element has implemented a rule of thumb to overbook any and all calls by 20% to ensure that the Client's request is met, at no cost to the Client.

On the day of the event, Staff Coordinator establishes that the call is confirmed booked, and an email is sent informing the Client on the status of the job.

Annually PTT reviews the functional competencies to assure sustainable business practice. This task is accomplished by reviewing the ability to allocate resources, retention, and oversee budgets and contracts to ensure fiscal stability.

Allocate Resources – through our various partnerships with educational institutions, PTT recruits only the best students by providing presentations and identifying prospect employees. Prospects are invited to interview with PTT and subsequently must attend orientation. During orientation prospects receive Company's rules and regulations and are classified as either skilled or in need of training before being scheduled (Matched to our client's needs)

Current partnerships:

AI - Art Institute

FIU – Florida International University Theater program

Full Sail University

Retention – PTT evaluates annually all employees and based on criteria set, recommends and/or awards qualified employees with an increase in pay. Monthly performance review is conducted and employees that meet the established criteria are compensated by offering movie tickets and showcased on our quarterly newsletter. PTT offers training in Stage Craft beginning and maintenance to only employees of PTT.

Budget – Budgeting and cash management are two areas of financial management that are extremely important exercises for PTT. We pay close attention to whether enough cash reserves are maintained to continue to provide services to our clientele. We are self-funded and as such we keep in reserve and in working capital sufficient to fund our proposed annual budget.

Based on the Annual Estimated fees, illustrated on the "Cost Proposal Page", PTT is capable of meeting the budget requirements.

APPROACH TO SCOPE OF WORK

PTT is aware that WMA is seeking a partner that is efficient, professional and cost effective that will help them to improve the brand and competitiveness of this event location. We understand that we must be fully capable to provide all needed tasks for stage and event venue management. Having provided this exact service with raving reviews we believe that PTT is the company to support the WMA operating staff.

PTT is committed to supplying qualified stagehands and theatrical technicians for the War Memorial Auditorium. This includes experienced stagehands for stage presentations, table top shows, trade shows, outdoor festivals, and performing arts events on a 24-7 basis.

3.2 Intent

The successful contractor's purpose is to provide the WMA with qualified stagehands to meet the needs of the City's clientele. These stagehands will not only represent the successful contractor but also the City of Fort Lauderdale, WMA.

PTT of Florida is dedicated to helping the City of Fort Lauderdale in obtain top quality personnel and services that meet WMA'S changing needs. We can tailor the workers for your calls to meet all of your show requirements and provide you with daily running invoices to keep you in line with your budget.

TASK 1 – Identify Project Manager as the liaison between the WMA and PTT

TASK 2 - Establish and maintain a line of communication that works for WMA and PTT.

TASK 3 - Identify a labor pull of qualified employees based on WMA's needs

TASK 4 – Follow established Invoicing procedure.

TASK 5 – Establish and review PTT's training material to include any identified WMA's needs.

Approach to Scope of Work

Upon the approval and awarding of contract to PTT of Florida, LLC., The general scope of work will consist of the following tasks:

Task 1 – Communication

The project manager will communicate regularly with assigned WMA Staff and hold face-to-face meetings as required throughout the term of the contract.

Task 2 –Matching WMA's needs with staffing skills

The PTT Project Manager will identify WMA's labor needs and match with our roster of stagenhand's to match skill levels

Task 3 – Training

Identify on going training to match skill levels needed.

Duties

PTT will supply qualified stagehands to perform production services within the WMA and any and all areas within its scope of responsibility. Stagehands include ,but are not limited to , audio (A1) and (A2), lighting, staging, rigging, wardrobe, dresser, props, carpenter, pipe and drape set up and display set up. The successful contractor agrees to serve as operator of WMA equipment, facility rented equipment or equipment brought in by the leasing client as needed. This includes maintenance and field repairs as needed.

PTT is providing staffing for WMA and does so with the understanding that all staff will be under the direction of WMA staff.

PTT is committed to coordinate with WMA in all event coordination hosted at the location and be at all required meetings and schedule additional coordination and communication to ensure the smooth operation of all events at WMA.

Services

PTT of Florida offers a variety of professional labor technicians to service and support events and gigs around South Florida. Some of our crew includes the following:

Stagehand: The stagehand has the most general knowledge about audio and visual and they work backstage on productions such as live events, plays, theatres, arena events, and concerts. They must be physically fit and able to lift heavy equipment. Stagehands usually work together as a team to perform hands-on work. Their duties can include:

- Loading and unloading scenery and equipment
- Helping the production's carpenters to build and erect scenery
- Setting the stage before a performance
- Moving scenery, furniture and equipment during scene changes
- Building trusses
- Putting screens together
- Running cables
- Cleaning up
- Setting up and taking down pipe and drape
- Audio and visual work

Crew Chief: An experienced stagehand who is able to lead a group of stagehands with his or her knowledge of all the setup and teardown. A crew chief's duties are to supervise all stagehands, to address any issues that may occur, and to act as an ambassador between the crew and the client.

Electric: An electrician is in charge of the setup and teardown of lighting instruments, cabling, trussing, etc. They are similar to a stagehand but only specialize in lighting.

Sound: A sound technician works with the setup and teardown of speakers, cabling and all other sound equipment.

Video: A video technician works with the setup and teardown of screens, risers, projectors, cameras, cabling and all other visual equipment.

Carpentry: A carpenter's duties include setting up staging, trusses, scenery, and backdrops. They must have strong building skills.

Props: The props crew, a branch of carpentry, is responsible for set decorations and any handheld items used by the actors in the show.

Wardrobe: The wardrobe crew works with costume which involves preparing them for use (washing, hanging up on racks, ironing, mending) and assist the performers with quick changes of costumes during the show.

Rigging: A rigger is a person who specializes in the lifting and moving of heavy equipment and objects.

Truck Loaders: A truck loader loads and unload all crates from the trucks or bus.

Forklift Operator: A forklift operator generally oversees the safe operating conditions of the loading area. They are required to have experience and must be certified to operate a forklift.

Spotlight Operators: A spot operator is required to run and operate a spotlight during the run of production. They must have previous experience.

Location of Staffing

PTT understands that staffing will be provided primarily at the WMA, and at other departments within the City of Fort Lauderdale. As such we have made preparation for the insurance coverage for staffing for WMA and all City departments.

Notice of Events

PTT is committed to a monthly status meeting with WMA staff to recap all past events for the month and prepare for future events at WMA. In addition PTT is committed to weekly/ bi-weekly meetings with the WMA management on an as needed basis.

PTT requires that normal notification of events be a minimum of 7 business prior to the event. In addition we are committed to accommodating event notification:

- Minimum 24-hour notification on calls up to and including 10 crew members
- Minimum 2-day notification on calls up to and including 40 crew members
- In case of a last minute booking, or an emergency, up to 5 people in less than a 24-hour notification.

PTT OF FLORIDA, LLC.

PTT will require a Labor Request Form ("LRF") for all staff requests which must be transmitted via email or fax. Should calls change during an event at the request of the WMA, these changes must be noted on a printed copy of the LRF and PTT notified immediately.

PTT takes responsibility or coordinating schedules of stagehands with the WMA Production Coordinator and WMA management.

Appearance of PTT Staff

- All staff will have Picture ID name tags
- All stagehands and staff will have a personal toolkit which include: hammers, pliers, tape measure (25' min.), screw drivers, wire cutters, crescent wrenches, pocket knives, multi meters and pencils.
- If required PTT will also provide, hard hats, safety shoes. Riggers should supply safety harnesses, and other rigging equipment as may be needed by the WMA.
- PTTTS Staff will have a PTT uniform which is included of work slacks and a PTT Polo shirt.
- Wardrobe crew will carry all working equipment needed to perform its duties which will include items such as steamers and sewing machines.

Minimum Staffing Requirements

PTT prides itself on training it's staff on the highest quality services in theatrical technicians, OSHA safety work standards, customer service and Sustainable operations. Training is completed on a bi-annually basis and includes a certificate training course on specific job classification.

Invoices/Billing

All billing and invoicing shall be itemized on a per event basis and submitted

References:

Anthony Parodi

Contact Information:

Miami, Florida

(305) 582-1626

tony@acmeproservices.com

Description of work performed: Provided Entertainment Staffing for Univision Award Shows for the past seven years.

Total cost of the project: Annual Gross \$200k

Patrick McGrew

Contact Information:

Pompano, Florida

(954) 439-6753

plmgolf@aol.com

Description of work performed: Provided Entertainment/Stagehand Staffing for 12 years at the BankUnited Center, UM.

Total cost of the project: Annual Gross \$400k

Tim Lessig

Contact Information:

West Palm Beach, Florida

(561) 329-4553

(954) 468-2557

Tlessig@browardcenter.org

Description of work performed: Provided Entertainment/Stagehand Staffing for 5 years at the Kravit Center.

Total cost of the project: Annual Gross \$100k

BID/PROPOSAL CERTIFICATION

Please Note: 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) PTT OF FLORIDA, LLC

Address: 10388 WEST SR. 84 SUITE 106

City: DAVIE

State: FL Zip: 33324

Telephone No. 954-640-9137 FAX No. 954-648-5619 Email: MARIAM@PTTOFFLORIDA.COM

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 72 Hrs = 3 days

Payment Terms (section 1.04 of General Conditions): 5% DISCOUNT - NOT 10 DAYS

Total Bid Discount (section 1.05 of General Conditions): N/A

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
<u>N/A</u>	<u> </u>
<u>N/A</u>	<u> </u>

Addendum No.	Date Issued
<u>N/A</u>	<u> </u>
<u>N/A</u>	<u> </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 BIDSINC 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:

Maria Munro
Name (printed)

1/12/2016
Date:

[Signature]
Signature

MANAGING MEMBER
Title

SECTION 6 – COST PROPOSAL PAGEProposer Name: PTT OF FLORIDA, LLC

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

Cost to the City: 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.

1. Cost Proposal

- a. All rates are to be inclusive of all administration cost by the contractor
- b. Rate table is required
- c. All billing will be to the nearest quarter hour.
- d. Work weeks are Sunday through Saturday
- e. All contract employees will sign in and punch a time clock to account for hours worked.
- f. All call times will be set by WMA management

LINE	POSITION	ESTIMATED HOURS	HOURLY RATE	TOTAL COST
1	Stage/Event Tech	900	\$26.04	\$23,436
2	Audio A1	550	\$45.00	\$24,750
3	Audio A2	75	\$35.00	\$ 2,625
4	Wardrobe	50	\$27.91	\$ 1,396
5	Dresser	50	\$26.25	\$ 1,313
6	Seamstress	20	\$29.79	\$ 595
7	ETCP Rigger	75	\$41.90	\$ 3,143
8	Rigger	24	\$38.46	\$ 923
9	Television Tech	40	\$60.00	\$ 2,400
10	Pyro Tech	20	\$55.00	\$ 1,100
11	Fly Technician	550	\$36.75	\$20,213
12	Other	40	\$34.74	\$ 1,389

TOTAL ANNUAL ESTIMATED FEE (INITIAL CONTRACT PERIOD) \$ 83,284 /ANNUALLY

(continued)

SECTION 6 - COST PROPOSAL PAGE - continued

2. State the amount of time that staffing levels must be communicated to ensure adequate staffing is obtained. Min. 72 Hrs Prior to Call Time
3. State the amount of time that must be given before a revision in staffing levels required can be made without billing for the original number of hours requested. 24 Hrs Prior to Call Time
4. State any minimum number of hours that will be charged per employee if it is determined the employee is not needed after they have already arrived. 4 Hrs Minimum
5. State the maximum number of hours your employees may work and whether the rate changes after a certain threshold. 8 Hrs (OVERTIME INCURRED AFTER EIGHT HR DAY)

Please note any other pricing structures you feel warrant consideration:

SEE ATTACHED TERMS & CONDITIONS

Submitted by:

Maia MUNRO

Name (printed)

1/12/2016

Date



Signature

MANAGING MEMBER

Title

TERMS & CONDITIONS

- All calls are subject to a four (4) hour minimum. **Calls outside the tri-county area are subject to an eight-hour minimum and travel time. Additional conditions apply, call for more information.**
- Hourly rates are subject to a rate of time and one half after eight hours daily or forty hours weekly. All time worked will be computed to the next hour.
- Nationally observed holidays will be paid at time and one half.
- An active (working) Crew Chief will be required on all calls of four (4) through seven technicians. A supervising Crew Chief will be required on all calls of eight through nine technicians.
- An Account Rep and a supervising Crew Chief will be required on all call of ten or more technicians.
- Performances will be charged at show pay rate equivalent to a minimum of four hours per performance. Performances lasting longer than four hours will be charged per actual hours worked.
- Meal period after 5 hours of work; duration of meal period is equal to one (1) hour off the clock or thirty (30) minutes on the clock if a meal is provided by Client. If employee is not given a meal break after 5 hours of work of at least 30 minutes the Client is charged a meal penalty which is calculated at a rate of time and one half of employees hourly rate for every hour until break is given.
- Refreshment (water) is to be provided by Client for break time.
- Parking arrangements for crew is the responsibility of the Client, including reimbursement of any fees.
- Twenty-four hour notice is required for the cancellation of a call. Without this notice the Client will be charged a four hour minimum per technician required to fill the call. A deposit equivalent to 50% of the estimated cost must be received by our office at least 3 days prior to the start date requested. Payment is due upon receipt of invoice.
- Daily Rate is based on 10 hour day. Hours worked over the 10 hour daily rate will be billed at time and one half.

PTT is experienced in providing the right package for your event.

In addition to the technical support, we provide the necessary supportive services upon request:

Equipment Rentals | Specialty Rigging Quotes | Chain Hoist Rentals

10388 W. State Road 84 Suite 106 Davie, FL 33324

Office 954.640.9137 | Fax 954.618.5619

PTT@PTTofFlorida.com | www.PTTofFlorida.com

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
N/A	N/A
	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.

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 its 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.

(1) _____
Business Name

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.

(2) _____
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.

(3) PIT OF FLORIDA, 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.

(4) _____
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.

(5) _____
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.

(6) _____
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.

BIDDER'S COMPANY: PIT OF FLORIDA, LLC

AUTHORIZED COMPANY PERSON: MARIA MUNRO
NAME SIGNATURE

1/12/2016
DATE

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.

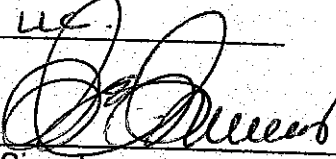
Please indicate which credit card payment you prefer:

 Master Card

 ✓ Visa Card

Company Name: PTT OF FLORIDA, LLC.

MARIA MUNRO
Name (printed)


Signature

1/12/2016
Date:

MANAGING MEMBER
Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/28/2015

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).

PRODUCER
SIHLE INSURANCE GROUP, INC.
P. O. BOX 160398
ALTAMONTE SPRINGS FL 32716

CONTACT
NAME: Certificate Department
PHONE (A/C, No, Ext): 407-869-5490 FAX (A/C, No): 407-389-3580
E-MAIL: Certificates@sihle.com
ADDRESS:

INSURED
PTT of Florida, LLC
10388 W SR 84, Suite 109
Davie FL 33324

PTTFL-2

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	St. Paul Fire & Marine	24767
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1491697919

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.

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		21N17785	4/24/2015	4/24/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/POP AGG \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provider of stagehand labor services for outdoor festivals, arena concerts, floor changeovers, corp meeting & hotel functions.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Samuel Wilmore

2015 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L05000031217

Entity Name: PTT OF FLORIDA, LLC

Current Principal Place of Business:

10388 WEST STATE ROAD 84
SUITE 106

DAVIE, FL 33324

Current Mailing Address:

10388 WEST STATE ROAD 84
SUITE 106

DAVIE, FL 33324 US

FEI Number: 20-2659883

Name and Address of Current Registered Agent:

GY CORPORATE SERVICES, INC.
600 BRICKELL AVENUE

SUITE 3500

MIAMI, FL 33131 US

Certificate of Status Desired: No

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title MGRM

Name MUNRO, MARIA MGRM

Address 10388 WEST STATE ROAD 84 SUITE
109

City-State-Zip: DAVIE FL 33324

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: MARIA MUNRO

MANAGING MEMBER

04/30/2015

Electronic Signature of Signing Authorized Person(s) Detail

Date

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above PTT OF FLORIDA, LLC.	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ S Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) 10388 WEST S.R. 84 SUITE 106	Requester's name and address (optional)
6 City, state, and ZIP code DAVIE, FLORIDA 33324	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

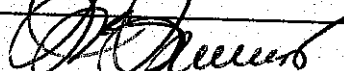
Social security number								
			-				-	
or								
Employer identification number								
2	0	-	2	6	5	9	8	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ 

Date ▶ **01/01/2016**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.