RESOLUTION NO. 2018 - 110

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 18-06 AND TO EXECUTE AGREEMENTS FOR EVENT SECURITY SERVICES.

RECITALS

WHEREAS, the County desires to enter into a contract with Event Services America, Inc dba Contemporary Services Corporation to provide Event Security Services in accordance with RFP No. 18-06; and

WHEREAS, the scope of the services shall include event security services to assist in the management of performers, customers, and other individuals before, during, and after the event to ensure successful, safe and enjoyable events in accordance with RFP No: 18-06; and

WHEREAS, through the County's formal RFP process, Event Services America, Inc dba Contemporary Services Corporation was ranked the number one ranked firm to enter into contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

WHEREAS, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP 18-06 to Event Services America, Inc dba Contemporary Services Corporation and to execute a contract to provide the services set forth therein.

Section 3. Upon board approval, the County Administrator, or designee, is authorized to execute an agreement in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 18-06.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 17 day of April, 2018.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: Henry Dean
Henry Dean, Chair

ATTEST: ST. JOHNS COUNTY, FL
CLERK OF COURT - Hunter S. Conrad, Clerk

By: Pam Haltenman
Deputy Clerk

RENDITION DATE 4/23/18

ST. JOHNS COUNTY FLORIDA

CONTRACT AGREEMENT
RFP NO: 18-06; Event Security Services
Master Contract #: _____

This Contract Agreement, ("Agreement") is made as of this _____ day of _____, 2018, ("Effective Date") by and between **St. Johns County, FL** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084, and **Event Services America, Inc, dba Contemporary Services Corporation** ("Contractor"), authorized to do business in the State of Florida, with offices located at: 17101 Superior Street, Northridge, CA 91325; Phone: (818) 885-5150; Fax: (818) 885-0609; Email: jbrock@csc-usa.com.

In consideration of the mutual promises contained herein, the County and the Contractor agree as follows:

ARTICLE 1 – DURATION and EXTENSION
This Agreement shall become effective upon the date of execution by all parties, upon the Effective Date shown above, and shall be in effect for an initial contract term of five (5) calendar years, and may be renewed, at the option of the County, for a five (5) year renewal period, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to renew or extend this Agreement. It is further expressly understood that the option of renewal is exercisable only by the County, and only upon the County's determination that the Contractor satisfactorily performed the Services noted in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS
The term "Contract Documents" shall include all RFP Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

ARTICLE 3 - SERVICES
The Contractor's responsibility under this Agreement is to provide any and all labor, materials, equipment, transportation, and supervision necessary to perform event security services at the St. Augustine Amphitheatre, Ponte Vedra Concert Hall, and other various locations throughout St. Johns County, to provide for the safety of the attendees, performers, and other individuals, before, during, and after each event, as specified in the Scope of Work, submitted by the Contractor, and approved by the County in accordance with RFP No: 18-06 and as otherwise provided in the Contract Documents.

Services provided by the Contractor shall be under the general direction of St. Johns County Cultural Events Department or other authorized County designee, who shall act as the County's representative throughout the duration of this Agreement.

ARTICLE 4 – SCHEDULE
The Contractor shall perform the required Services according to the schedule submitted and approved by the County. No changes to said schedule shall be made without prior written authorization from the County's representative.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

A. The County shall compensate the Contractor in accordance with the Hourly Rates submitted in the pricing proposal and attached hereto as Exhibit "A", which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Contractor under this Agreement shall not exceed the amount stated above without the County's express written approval, and amendment to this Agreement.

B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, Contractor's compensation is based upon Contractor's adhering to the Scope of Work, detailed in this Agreement. As such, the Contractor's compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.

C. The Contractor shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Contractor's authorized representative on the submitted invoice shall constitute the Contractor's certification to the County that:

1. The Contractor has billed the County for all services rendered by it and any of its sub-contractors or materials suppliers through the date of the invoice;
2. As of the date of the invoice, no other outstanding amounts are due from the County to the Contractor for services rendered;
3. The reimbursable expenses, if any, have been reasonably incurred; and
4. The amount requested is currently due and owing.

D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Monthly Invoicing Form 1551, as provided by the County. The County may return a bill/invoice from the Contractor, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.

E. The Contractor's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Contractor, or by the Contractor's Contractors or sub-Contractors, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.

F. Unless otherwise notified, bills/invoices should be delivered to:

St. Johns County Cultural Events Department
Attn: Elizabeth Glasgow, Business Manager
1340 A1A South
St. Augustine, FL 32080

G. FINAL INVOICE: In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "Final Invoice" on the Contractor's final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

ARTICLE 6 – FINANCIAL CONSEQUENCES

The Contractor shall be required to provide the number of security employees as determined by the County, for each event. Failure by the Contractor to provide the number of security employees for any event, as determined by the County, shall result in a one hundred dollar ($100.00) fee assessed to the Contractor, by the County, for each employee the Contractor fails to provide for each event. Fees assessed to the Contractor for failure to perform, or provide the appropriate number of security personnel for events, as determined by the County, shall be deducted from the invoice received for the event, where the Contractor's failure to perform occurred.

The Contractor is responsible for ensuring that all provided event security personnel conduct themselves as prescribed in the awarded contract. In the event any event security employee is dismissed, by the County, from any event for unprofessional, uncourteous, or unacceptable behavior, a one hundred dollar ($100.00) fee shall be assessed to the Contractor, by the County, for each occurrence.

The Contractor shall be required to provide security officers for events as requested by the County. Contractor employees placed in Security Officer positions must be currently licensed in accordance with Chapter 493, Florida Statutes. Discovery by the County, of any Contractor provided employees, who are not currently licensed in accordance with Florida Statute, placed in Security Officer positions for any event, shall result in a five hundred dollar ($500.00) fee assessed to the Contractor, by the County, for each occurrence.

ARTICLE 7 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

ARTICLE 8 – ARREARS

The Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 9 – TERMINATION

A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Contractor of such termination without cause.

B. This Agreement may be terminated by the County with cause upon at least seven (7) calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 10 – NOTICE OF DEFAULT/RIGHT TO CURE

A. Should the Contractor fail to perform (default) under the terms of this Agreement, the County shall provide written notice to the Contractor, in which such notice shall include a timeframe of no fewer than seven (7) calendar days in which to cure the default. Failure to cure the default, or provide satisfactory corrective action, as determined by the County, within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.

B. Consistent with other provisions in this Agreement, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.

C. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:

1. Stop work on the date to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 11 – PERSONNEL

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Contractor is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

ARTICLE 12 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 13 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Contractor upon request. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Agreement.

ARTICLE 14 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 15 - INSURANCE

The Contractor shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Agreement.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of $1,000,000 per occurrence, $2,000,000 aggregate to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of $1,000,000.

The Contractor shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of $1,000,000.00 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by a Contractor.

The Contractor shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of $1,000,000.

The Contractor shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

ARTICLE 16 - INDEMNIFICATION
The Contractor shall indemnify and hold harmless the County and its officers and employees from claims, liabilities, damages, losses, and costs, including court costs, expert witness and professional consultation services, and attorneys' fees, arising out of the Consultant's errors, omissions, or negligence. The Contractor shall not be liable to, nor be required to indemnify the County for, any portions of damages arising out of any error, omission, or negligence of the County or its officers and employees.

ARTICLE 17 – SUCCESSORS AND ASSIGNS
The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

ARTICLE 18 – NO THIRD PARTY BENEFICIARIES
It is expressly understood by the County, and the Contractor, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTCILE 19 – REMEDIES
No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 20 – CONFLICT OF INTEREST
The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within thirty (30) days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Agreement.

ARTICLE 21 – EXCUSABLE DELAYS
The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, the County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected

provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

ARTICLE 22 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 23 – INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

ARTICLE 24 – CONTINGENT FEES

Pursuant to Section 287.055(6), Florida Statutes, the Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

ARTICLE 25 – ACCESS AND AUDITS

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 26 – NONDISCRIMINATION

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 27 – ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Contractor agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

ARTICLE 28 – ENFORCEMENT COSTS
If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 29 – COMPLIANCE WITH APPLICABLE LAWS
Both the County and the Contractor shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

ARTICLE 30 – AUTHORITY TO PRACTICE
The Contractor hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 31 – SEVERABILITY
If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 32 - AMENDMENTS AND MODIFICATIONS
No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the County's notification of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 33 – FLORIDA LAW & VENUE
This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

ARTICLE 34 – ARBITRATION
The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 35 - NOTICES
All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, MPA, CPPB, FCCM, Purchasing Manager
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

Event Services America, Inc dba Contemporary Services Corporation
Attn: Jay Brock, Sr. VP, Operations & Training
17101 Superior Street
Northridge, CA 91325

ARTICLE 36 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 37 –PUBLIC RECORDS

A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.

B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:

(1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;

(2) Upon request from the County's custodian of public records, provide the County 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and

(4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.

If the Contractor transfers all public records to the County upon completion of this Agreement, 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 Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 San Sebastian View, St. Augustine, FL 32084, (904) 209-0805, publicrecords@sjcfl.us.

ARTICLE 38 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval St. Johns County, Florida.

ARTICLE 39 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

ARTICLE 40 – AUTHORITY TO EXECUTE
Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative shown below.

IN WITNESS WHEREOF, authorized representatives of the County and Contractor have executed this Contract Agreement on the day and year below noted.

COUNTY:

St. Johns County, FL
County Name

By: _____
Signature - County Representative

Jaime T. Locklear, MPA, CPPB, FCCM
Printed Name – County Representative

Assistant Purchasing Manager
Printed Title – County Representative

_____
Date of Execution

ATTEST:
ST. JOHNS COUNTY, FL
CLERK OF COURT

_____
Deputy Clerk

_____
Date of Execution

LEGALLY SUFFICIENT

_____
Deputy County Attorney

_____
Date of Execution

CONTRACTOR:

_____
Company Name

_____
Signature of Contractor Representative

_____
Printed Name – Contractor Representative

_____
Printed Title – Contractor Representative

_____
Date of Execution

RFP NO: 18-06; Event Security Services
Master Contract #: _____

EXHIBIT "A"
HOURLY RATES

The Contractor shall bill the County, at the rates below, for services satisfactorily performed, in accordance with this Agreement, and the RFP Documents, as incorporated herein. The rates below shall include any and all costs, fees, charges, or expenses associated with providing any and all labor, materials, equipment, transportation or supervision necessary to perform the required services as provided in the Scope of Work.

Position Description:	Straight Hourly Rate:	Holiday Hourly Rate:
Event Staff	$19.50	$29.25
Supervisor	$23.50	$35.25
Event Manager	$26.50	$39.75

The personnel that the Contractor shall provide, at a minimum, are as provided and defined below:

1. Event Staff: Any security guard, ticket taker, parking attendant, wander, scanner, bag-checker, roamer, traffic direction, crowd control, or overnight guard.
2. Supervisor: Any personnel responsible for overseeing a specific subset of Event Staff. Supervisors report to and receive instructions from the Event Manager.
3. Event Manager: Oversees all Supervisors and Event Staff. Event Managers report to and receive instruction directly from designated County personnel. Event Managers are responsible for ensuring the deployment sheets, and sign-in/sign-out sheets (and accompanying estimates) are accurate at the end-of-show settlement.

EXHIBIT "B"
SCOPE OF SERVICES

A. General Information

The St. Johns County Cultural Events Department holds a variety of events, which may include, but are not limited to concerts, farmers markets, festivals, and other events at the St. Augustine Amphitheatre, located at 1340C A1A South, St. Augustine, FL 32080, and the Ponte Vedra Concert Hall, located at 1050 A1A North, Ponte Vedra Beach, FL 32082, and potentially at other locations in the County, as determined by the County. The Contractor shall perform event security to assist in the management of performers, customers, and other individuals as necessary to ensure successful, safe, and enjoyable events.

B. Security Personnel

The Contractor shall be required to supply trained and qualified personnel (employees) on an event-related basis, as requested by the Cultural Events Department Staff. Minimum quantities of required personnel shall be determined by the County and shall be based on the type of event and the facility/location where the event is being held.

The Contractor may be permitted to sub-contract portions of the services required in extenuating circumstances, such as an event taking place concurrently with other major events in the region (i.e. The Players, The Super Bowl, music festival, etc). Any proposed sub-contractors must be presented to the County for review and approval no less than seven (7) consecutive calendar days prior to any event for which the sub-contractor is being proposed, with sufficient justification as to the necessity to utilize the sub-contractor for the specified event. The Contractor shall be responsible for ensuring that any sub-contractor utilized for any event under the Contract performs services in accordance with the scope of services and terms and conditions of the awarded Contract. The County reserves the right to reject or deny the use of any sub-contractor, at any time throughout the duration of the Contract, for any event.

C. Security Services

The Contractor provided security personnel shall be required to perform duties which include, but are not limited to the following:

1. Provide personal protection to all patrons, artists, and/or any individuals associated with the promotion and/or execution of each event.
2. Limit access to and provide security and protection of property in the back-of-house areas, which include stage barricades, catering areas, dressing rooms, hospitality areas, press rooms, show equipment, trucks and buses, loading docks, etc.
3. Limit access to and provide security and protection of property in the front-of-house areas, which include entry gates, outdoor decks, breezeways, plazas, concession areas, merchandising areas, points of sale, VIP areas, meet-and-greet locations, followspot platforms, concourses, plazas, media tents, sound/light mix areas, aisles, other points of entry, etc.
4. Limit access to and provide security and protection of property in on-site parking lots, satellite parking lots, and patrons' vehicles.
5. Conduct pre-entry inspections of all patrons when required to do so, as determined by County Staff. Pre-entry inspections shall consist of visually examining patrons and/or wanding the patrons and their possessions for any items prohibited by the Cultural Events Division facility and/or event, including but not limited to: cans, bottles, alcoholic beverages, illegal drugs, fireworks, weapons of any type, or anything that can be used as a projectile. Any patron carrying a prohibited item shall be required to dispose of the item prior to entry.
6. Notify immediate supervisor, or nearest local law enforcement officer, if any person is refusing to comply with County rules, regulations, ordinances, and/or state laws.
7. Act to prevent vandalism, theft, or other criminal acts directed towards the facility and its equipment.
8. Provide an equal number of female and male security employees for each event. Positions at entry points must have an equal number of female and male employees in order to conduct pat-downs, wanding, etc.
9. Provide non-event related, overnight security at a venue or location, as determined by the County. The services required for the overnight security shall be determined at the time of the request.

D. Security Personnel Supervision

The Contractor shall be required to designate an Event Manager representative to directly supervise all of the security personnel provided for each event. The Event Manager shall be available before, throughout the duration, and after the conclusion of the event to confer with County Staff regarding the services required for the event.

The Contractor shall provide the contact information of the designated Event Manager for each event, within forty eight (48) hours of the notification from the County, that security services are required for an event, or at least twenty four (24) hours prior to the event, whichever comes first.

All supervisory personnel provided by the Contractor, for any event, must be responsive to the Cultural Events Division representative overseeing the event or any designated representatives, and their immediate needs, and carry out appropriate assignments expeditiously.

E. Event Notifications & Response Time

The Contractor must be able to provide the required services, with sufficient, qualified personnel, with at least forty eight (48) hours' notice from the County, and may also be requested to provide the required services with less than forty eight (48) hours' notice from the County. If the Contractor is unable to staff a requested position, the Contractor must notify the County at least twenty four (24) hour prior to the scheduled arrival time. Any positions that are not filled on the day of an event must be reported to a designated venue representative no later than thirty (30) minutes after a staff member fails to sign-in at the required arrival time. In order to ensure that all requested positions are staffed for each event, the Contractor may choose to overstaff an event in the ratio of one (1) extra staff member for every fifteen (15) requested positions. Extra personnel staffed in this manner may be billed to the event, as long as the ratio of extra personnel does not exceed 1:15.

F. Security Personnel Conduct

The Contractor shall be responsible for ensuring that all event security personnel provided to perform services under the agreement shall provide courteous and competent treatment and service to all patrons, performers, guests, and any other individuals encountered during the performance of the services. All event security personnel provided by the Contractor shall conduct themselves in a courteous, respectful and professional manner as provided below:

1. Interact and communicate with patrons in a polite, kind, and reserved tone.
2. Request actions of patrons rather than demanding actions of patrons (when feasible).
3. Refrain from yelling, screaming and "barking" at patrons.
4. Never utilize foul or obscene language towards a patron, employee or tenant of any event or venue.
5. Correct problem behaviors and/or remove problem patron calmly and respectfully and without undue and/or unnecessary force.
6. Utilize only limited physical force in performing their duties and only when absolutely required to do so and when all other options have been attempted unsuccessfully.
7. Do not seek out casual or personal interactions with artists, talent, or "celebrities".
8. Refrain from making inappropriate physical contact with any individuals, patrons, staff, guests, and/or other security personnel.
9. Refrain from "people watching" and ogling of patrons.
10. Refrain from casual gossip with other guards, venue staff, and/or patrons while on duty.
11. Cooperate fully with County Staff and local law enforcement officials, at any time, as necessary.
12. Must agree to supporting the Drug Free Workplace Certificate that is made a part of the agreement.

The Contractor shall be required to ensure that no event security personnel provided for any event, at the request of the County, is under the influence of any controlled substances or alcohol while on duty. The County reserves the right to immediately dismiss any event security employee, at any time, if the employee appears to be under the influence, or otherwise intoxicated at any time while performing services at any event.

All Contractor provided event security personnel must maintain satisfactory standards of employee competence, conduct, appearance, and integrity. The Contractor shall be responsible for taking disciplinary action with respect to its employees as necessary to ensure compliance with the requirements of the awarded contract. The Contractor shall remove from service, any employee whose services has been deemed unsatisfactory, or noncompliant with the terms of the contract, by the County, when requested to do so from the County.

G. Security Personnel Uniforms & Equipment

The Contractor shall be responsible for providing any and all personnel to perform any services under the awarded contract with the required uniform attire and equipment necessary to perform the required services at any event as directed by the County.

All Contractor provided personnel shall be dressed in the designated uniform attire, which shall be, at a minimum:

1. Navy blue or black slacks;
2. A golf shirt and/or jacket with the Contractor's name and/or Logo, and identifying number visible on the front of the shirt/jacket, and "Security" or "Event Staff" in large letters on the back of the shirt/jacket;
3. Neat and clean sneakers or tennis shoes.

All uniform clothing shall be clean, fitting, and free of stains, wrinkles and odors. Shirts must be tucked in at all times while on duty and/or in the presence of patrons, performers, guests, and County Staff. All employees provided for each event must have matching, coordinated uniforms – no mismatched uniforms of different styles shall be permitted at the same event. Supervisors may wear a uniform that is distinctive in style or color to indicate their role to staff and patrons.

For special "upscale" events, employees may be requested to dress in a more formal uniform, such as a dark suit and tie, sport coat, skirt, dress, etc.). The Contractor is required to accommodate requests such as these for the events as specified by the County.

The Contractor shall provide all required event security personnel, which shall, at a minimum include Supervisors, Roamers, and Event Staff stationed as guard at satellite parking location(s), a two-way portable radio for use at each event. Radios must be capable of transmitting and receiving from any area within the event location. The Contractor shall also be required to provide the designated County Staff with a portable two-way radio to enable communications with event security personnel throughout the duration of each event.

Contractor provided event security personnel shall not carry any type of firearm, nightstick, baton, mace, or any other type of weapon or restraining device or chemical agent. A small LED flashlight, no longer than eight inches (8") in length may be used for providing light only, and shall not be used, in any event, as an impact instrument.

H. Training of Event Security Personnel

The Contractor shall be responsible for ensuring that any and all employees that may perform any event security services under the awarded contract are properly and appropriately trained for the various duties required of the Contractor.

The Contractor shall conduct an annual training program that includes CPR (cardiopulmonary resuscitation) training for all supervisory personnel, and any other staff members deemed necessary by the Contractor. Each employee shall complete all necessary training, conducted by the Contractor, prior to performing any services under the awarded contract.

All new personnel shall be required to shadow a licensed security officer for a minimum of four (4) hours at an event prior to being assigned an independent position at any event under the awarded contract. The County shall not pay for the hours of shadowing/training by new personnel at events.

The Contractor shall conduct semi-annual training and/or testing sessions for the latest approved NFPA Crowd Management training as required by St. Johns County Fire Rescue and the City of St. Augustine Fire Department.

The Contractor shall conduct semi-annual training and/or testing for employees to be licensed as a security officer in accordance with Chapter 493, Florida Statutes.

The Contractor shall conduct a minimum of one (1) annual job fair at one of the SJC Cultural Event Division venues in order to solicit new employees to potentially perform services under the awarded contract.

I. Financial Consequences

The Contractor shall be required to provide the number of security employees as determined by the County, for each event. Failure by the Contractor to provide the number of security employees for any event, as determined by the

County, shall result in a one hundred dollar ($100.00) fee assessed to the Contractor, by the County, for each employee the Contractor fails to provide for each event. Fees assessed to the Contractor for failure to perform, or provide the appropriate number of security personnel for events, as determined by the County, shall be deducted from the invoice received for the event, where the Contractor's failure to perform occurred.

The Contractor is responsible for ensuring that all provided event security personnel conduct themselves as prescribed in the awarded contract. In the event any event security employee is dismissed, by the County, from any event for unprofessional, uncourteous, or unacceptable behavior, a one hundred dollar ($100.00) fee shall be assessed to the Contractor, by the County, for each occurrence.

The Contractor shall be required to provide security officers for events as requested by the County. Contractor employees placed in Security Officer positions must be currently licensed in accordance with Chapter 493, Florida Statutes. Discovery by the County, of any Contractor provided employees, who are not currently licensed in accordance with Florida Statute, placed in Security Officer positions for any event, shall result in a five hundred dollar ($500.00) fee assessed to the Contractor, by the County, for each occurrence.

J. Reporting

The Contractor's Event Manager for each event shall be required to maintain detailed records including security personnel sign-in and sign-out, positions being filled by each individual, and any other details regarding any and all security staff assigned to each event. These records must be provided to the County, upon request, at the conclusion of each day of event.

The Contractor may be required to complete and submit written reports at any event, due to an incident where event security personnel reports are necessary to address the incident that occurred.

K. Invoicing

Invoices for each event must be submitted to Elizabeth Glasgow, Business Manager, via email at eglasgow@sjcfl.us, no later than two (2) weeks after each event. Invoices must include, at a minimum, the date and name of the event, personnel provided in what positions, a breakout of venue and parking personnel, hours and rates, and extended prices, along with the total amount of the invoice.

St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

March 12, 2018

RE: RFP No: 18-06 – Event Security Services

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract to Event Services America, Inc dba Contemporary Services Corporation as the highest ranked firm under for **RFP No: 18-06 – Event Security Services.** This notice will remain posted to the **St. Johns County Purchasing Department bulletin board** until 1:30 PM, Thursday, March 15, 2018.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to negotiation, and upon successful negotiations, execute a contract.

Please forward all correspondence, requests or inquiries directly to my attention at the information provided below.

Sincerely,
St. Johns County
Board of County Commissioners

Jaime T. Locklear

County Representative Signature

Date: 3/12/18

Jaime T. Locklear, MPA, CPPB, FCCM
Assistant Purchasing Manager
(904) 209-0158 – Direct
(904) 209-0159 – Fax
(904) 209-0150 – Main
jlocklear@sjcfl.us

ST. JOHNS COUNTY
PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

TO: Ryan Murphy, General Manager, SJC Cultural Events

FROM: Jaime T. Locklear, Assistant Purchasing Manager, SJC Purchasing Department

SUBJECT: RFP No. 18-06, Event Security Services – Department Recommendation

DATE: March 8, 2018

Attached is a copy of the evaluation summary sheet.

Please review and make a written recommendation for award of a contract. Also, indicate the budgeted amount, along with the appropriate charge code and return at your earliest convenience. Purchasing will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Signature: _____

Date: 3/9/18

Budget Amount: $350,000.00

Account Funding Title: •CO-PROMOTER CONTRCT SVCS •SELF-PROMOTER CONTRCT SVC •PROMOTER CONTRCT SVCS

Funding Charge Code: •53131 - $300,000.00 •53132 - $40,000.00 •53130 - $10,000.00

Recommendation for Award to: Event Services America

Award Amount: N/A

EVALUATION SUMMARY SHEET

ST. JOHNS COUNTY, FLORIDA

Date: Mrach 8, 2018
RFP No: 18-06; Event Security Services

FIRM	RATER Chris Culpepper	RATER Andrew Seward	RATER Sydney Lindblad	RATER Sharon Langford	TOTAL	RANK	COMMENTS
Event Services America, Inc dba Contemporary Services Corporation	85.1	77.1	94.1	91.1	347.4	1	
Giddens Security Corporation	89.0	76.0	85.0	95.0	345.0	2	

APPROVED: By signing below, both parties have reviewed and approve this evaluation summary of the responses submitted for this RFP.

Assistant Purchasing Manager: _____ Date: 3/12/18
Director, Cultural Events (or designee): _____ Date: 3/9/18

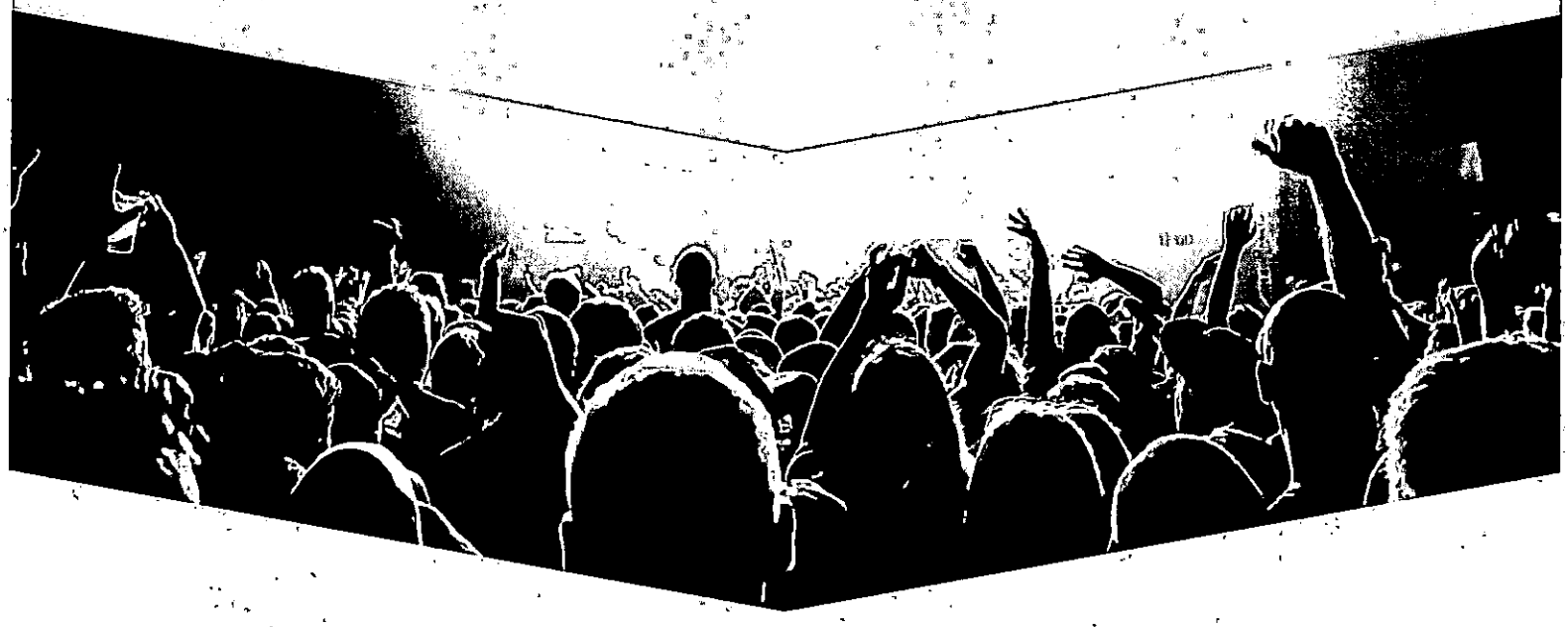
NOTE:
THE RANKING SHOWN ABOVE SHALL BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE NEGOTIATING ORDER, IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL IN THE COMMENTS SECTION OR ATTACHED TO THIS EVALUATION SUMMARY SHEET.

POSTING TIME/DATE FROM 1:30PM March 12 2018, UNTIL 1:30PM March 15 2018.

ANY RESPONDENT ADVERSELY AFFECTED BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY SOLICITATION, SHALL FILE WITH THE ST. JOHNS COUNTY PURCHASING DEPARTMENT A WRITTEN NOTICE OF INTENT TO FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF THE NOTICE OF INTENT TO AWARD, PROTEST PROCEDURES PROCEDURES MAY BE OBTAINED FROM THE PURCHASING DEPARTMENT.

CONTEMPORARY SERVICES CORPORATION

THE LEADER IN CROWD MANAGEMENT®



Proposal to:

ST. JOHNS COUNTY, FL
BOARD OF COUNTY COMMISSIONERS

FOR EVENT SECURITY SERVICES RFP NO:18-06

DUE: March 1, 2018 4:00PM EST

Submitted to:

Jaime Locklear
Assistant Purchasing Manager
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084

jlocklear@sjcfl.us

Submitted by:

Jay Brock
Sr. VP, Operations and Training
Contemporary Services Corporation
17101 Superior St.
Northridge, CA 91325

jbrock@csc-usa.com

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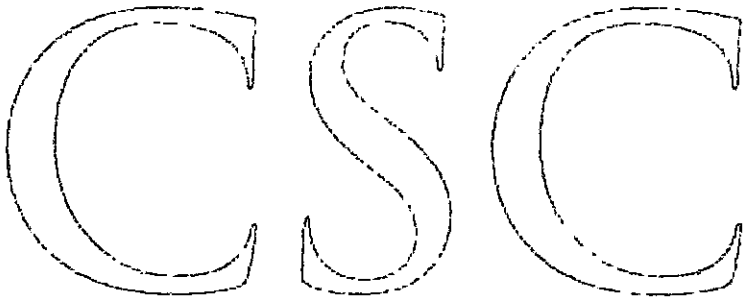

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SECTION ONE

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1 RFP Cover Page

RFP NO: 18-06 – EVENT SECURITY SERVICES

PART VII: ATTACHMENTS/FORMS

REQUEST FOR PROPOSALS (RFP) NO: 18-06

EVENT SECURITY SERVICES

COVER PAGE

SUBMIT ONE (1) ORIGINAL AND
ONE (1) EXACT ELECTRONIC PDF COPY ON A USB DRIVE IN A SEALED ENVELOPE OR CONTAINER TO:

PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084

COMPANY NAME: Contemporary Services Corporation

CONTACT NAME & TITLE: Jay Brock | Sr. Vice President, Operations and Training

CONTACT PHONE NUMBER: 954-444-2582

CONTACT EMAIL ADDRESS: jbrock@csc-usa.com

DATE: March 1, 2018

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SECTION**TWO**

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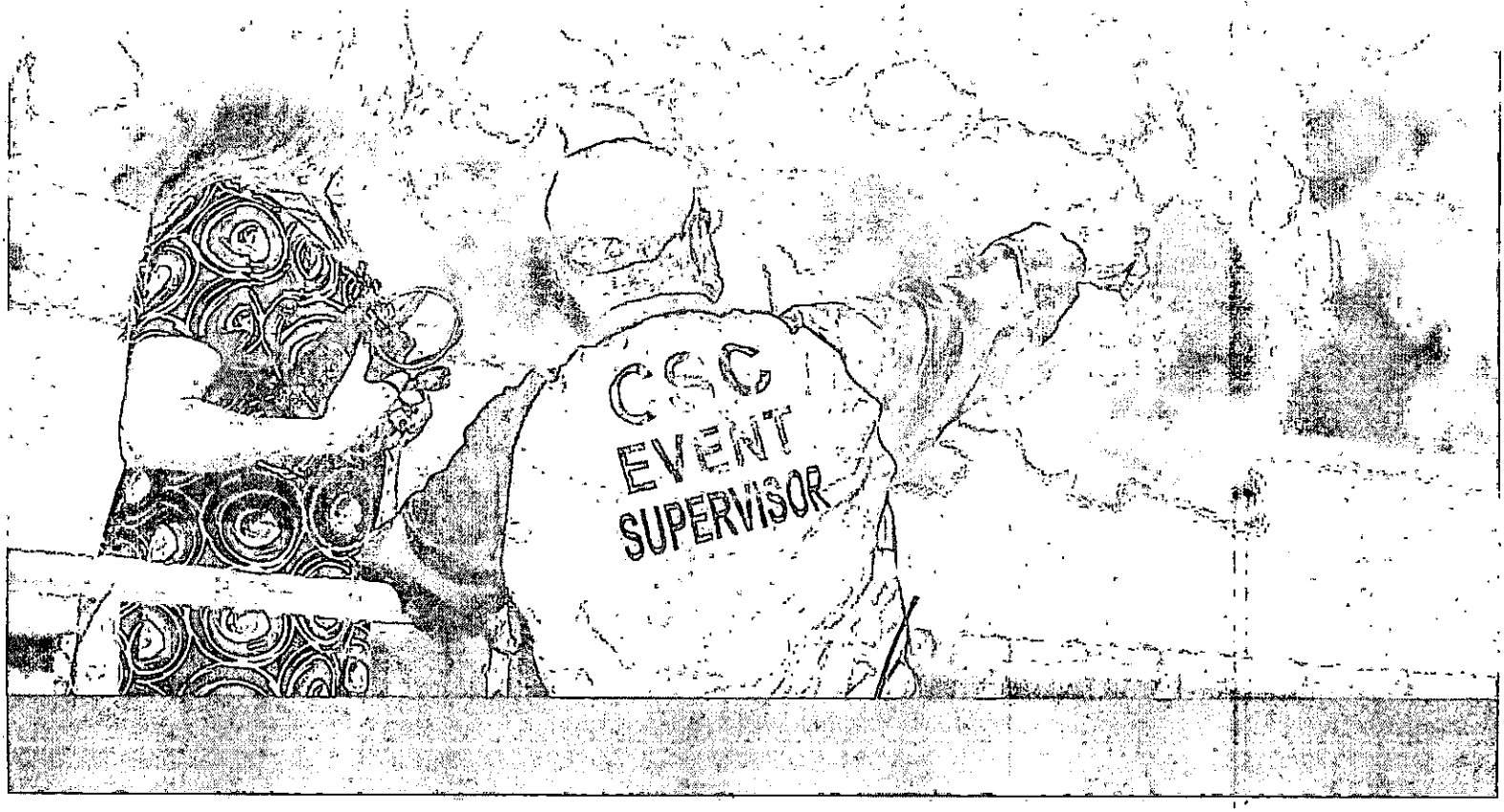
CSC has extensive experience performing screening services utilizing metal detection devices at major venues and events including the US Open Tennis Championships, Disneyland and Disney World Resorts, NFL, NBA, MLB, NHL, and certain MLS and NCAA clients. These services extended to numerous Super Bowls, which have been designated as a National Special Security Event (NSSE). This is an event of national or international significance deemed by the Department of Homeland Security to be a potential target for terrorism and therefore requires a high degree of scrutiny on security procedures.

As events become more high profile and complex, it is imperative to partner with a crowd management and event security firm who will not only meet your particular requirements, but who will also be a strategic partner to help manage and reduce your risks. CSC is "**Designated**" and "**Certified**" under the U.S. Department of Homeland Security's **SAFETY Act** (Support Anti-terrorism by Fostering Effective Technologies Act). More information on CSC's SAFETY Act and what it means to St. Johns County can be found under Section 4, *SAFETY Act.*

Included in this proposal is an overview of our Qualifications, Experience, References, Management Team, Training, Cost Proposal and other information demonstrating why CSC is the best qualified partner for your venues. If you have any questions concerning this proposal, please don't hesitate to contact me. We look forward to a successful partnership with you and your team.

Sincerely,

Jay Brock
Sr. Vice President, Operations and Training
Contemporary Services Corporation
17101 Superior Street
Northridge, CA 91325
954.444.2582
jbrock@csc-usa.com



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"As one of the nation's most prolific annual events, the Rose Bowl Game relies heavily on its operational support to manage security services. CSC is without question the industry leader and our participating teams and patrons are always assured first-class staffing with their quality of services provided. They are professional and personable and truly a part of the Rose Bowl Game family."

Kevin R. Ash
Chief Administrative Officer
Rose Bowl Game

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SECTION**THREE**

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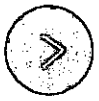
3 Executive Summary



Contemporary Services Corporation (CSC) is recognized worldwide as the pioneer and expert in the crowd management field. CSC developed the concept of peer group security techniques, and through over five decades of continual refinement and evolution, CSC has successfully remained the leader in the crowd management and event security industry.

CSC has a history of delivering exceptional services for events and venues from as small as one guest to multi-day events hosting hundreds of thousands. This broad experience has enabled CSC to build a knowledgeable group of professionals with expertise in every crowd management application. In addition, CSC's international network of managers and experts allows for an interactive flow of knowledge and resources to each client.

> "CSC's team of experienced managers effectively recruit, vet, hire, and train ambassadors who will represent both you and your venue in a professional manner."

Its management team, corporate infrastructure, support, training, and quality supervision are what set CSC apart from other crowd management companies. CSC has found that investing its revenue and resources back into clients' programs assures long-term success over short-term profits. Success is based on the continual focus of quality and innovation within the following four key areas: knowledgeable and experienced management, high quality workforce, world-class training, and cutting-edge technology. CSC's investment in systems, tools, and personnel come together in a service designed to meet the needs of each client.

With its existing team of outstanding event managers, as well as targeted workforce recruitment and selection, CSC continually has access to the most qualified event staff available. These outstanding team members will ultimately be responsible for contributing to the safety of your venue as well ensuring that each and every guest has an enjoyable event experience.

CSC's event knowledge and expertise is disseminated to its staff through world-class training solutions. To ensure that team members are prepared for any situation, all trainings are continually refined and focused to meet both client and guest expectations. All CSC staff members undergo an extensive orientation and receive ongoing training throughout the course of employment. Guest services programs are also continually updated in response to industry needs, and CSC has received high grades from secret shoppers, NBA Audits, and NFL "best practices" personnel at facilities across the country. Additionally, CSC has improved its practices through the development of training materials for multiple Olympic Games.

Continual and forecasted recruitment, training, deployment and execution of Security Screening services for large venues and events is the core competency of CSC. We have continually and aggressively honed our recruiting and training approach; implemented security screening-specific equipment, tools and Standard Operating Procedures (SOP); developed our management approach; and invested in Quality and Continuous Improvement initiatives to optimize security while concurrently enhancing guest experience. Accordingly, CSC is credited as the industry innovator that introduced and successfully executes the comprehensive practice of peer-group security.

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4 SAFETY Act

As events become increasingly more high-profile, threats of terrorism and crowd violence require well trained and managed personnel to implement complex security procedures. More than ever, today's events rely on the abilities of security service providers to deliver an excellent customer experience while managing and mitigating risks.

On July 18, 2013, the U.S. Department of Homeland Security (DHS) **"Designated"** CSC's Event Security Services under the Support Anti-terrorism by Fostering Effective Technologies Act (SAFETY Act). In order to receive this highly distinguished Designation, CSC was required to demonstrate effective measures in the following key areas:

- Vetting and Hiring Methods
- Supervision and Managerial Oversight
- Audits, Assessments, and Annual Reviews
- Training Methods
- Checklists and Effective Briefing Techniques

Then on May 27, 2016, DHS Designated the following CSC Technologies under the TSA Screening Partnership Program:

- Screening persons both entering and inside an airport's sterile area
- Screening baggage and other items destined for an aircraft or airport's sterile area
- Travel document checking
- Executing security activities on and off airport grounds, also known as layered security programs, such as Visible Intermodal Prevention and Response ("VIPR") screening, Playbook plays, and Behavior Detection Analysis ("BDA") Techniques conducted by Behavior Detection Officers
- Training
- Preventative maintenance of designated screening equipment
- Temporary screening for pilots and surge requirements
- Screening workforce management

Finally, on April 20, 2017 after continued enhancements to its processes, DHS **"Certified"** CSC's Event Security Services (the "Technology"). The Technology is a set of core activities and a set of enhanced, customer-driven, activities including physical security, access control, and crowd management. The Technology also includes CSC's Quality Assurance procedures that include selection, vetting, and training of employees; periodic internal, external (third-party), and Red Team assessments of CSC's effectiveness; and an annual review process.

These areas have been Designated and Certified as a Qualified Anti-Terrorism Technology (QATT). CSC received these recognitions by DHS after a very thorough evaluation of our policies, training procedures, and operations. DHS made several site visits to venues that CSC protects and was complimentary of the professionalism and effectiveness of our workforce. CSC representatives spent countless hours on the phone, in meetings and face-to-face with DHS officials demonstrating to them that CSC is not a "traditional" guard service. DHS has since adopted CSC standards as their own outline for future applications of similar services.

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What this means for the CSC client

Under this coveted award, when a Technology is Designated as a Qualified Anti-Terrorism Technology (QATT), the Seller of the QATT (i.e., CSC) is granted limited liability for third-party claims arising out of the deployment of the QATT with respect to an "Act of Terrorism" (as defined in the SAFETY Act and the implementing regulations).

The most important thing for our clients and potential clients to know is that according to DHS's interpretation of the SAFETY Act, CSC becomes the sole entity that can be sued for third-party injuries associated with the services we provide, effectively protecting our clients from liability. In other words, if an Act of Terrorism occurs at a locale where CSC is deployed, any third-party lawsuits brought against the services CSC provides can only be brought against CSC, thus shielding the client from lawsuits that they might otherwise face in the absence of CSC's SAFETY Act Designation/Certification.

SAFETY Act Protections Extend to Users

"Such cause of action may be brought only against the Seller of the QATT** and may not be brought against the buyers, the buyers' contractors,downstream users of the Qualified Anti-Terrorism Technology, the Seller's suppliers or contractors, or any other person or entity..."*

Preamble to Final Rule, 6 CFR Part 25, at 33150

"We have always strived to remain at the top of our industry, and this Designation and Certification highlights our ongoing commitment to provide superior services that will contribute to the fight against terrorism and the ultimate goal of keeping America safe. We are extremely honored to receive this groundbreaking award and also pleased with the impact that it will have on our existing clients, as they will benefit from the liability protections associated with CSC being Designated and Certified."

Damon Zumwalt
CSC Founder and CEO

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CSC & Affiliates Time Line

1967 -1969

LOS ANGELES, CA
SAN DIEGO, CA

Damon Zumwalt founded Contemporary Services Corporation (CSC) in 1967. Following Mr. Zumwalt's freshman year at UCLA, he recognized the need for an alternative approach to security in the emerging rock and roll industry. In an effort to fill that need, Mr. Zumwalt recruited a group of young athletes from various ethnic communities who were champions in their respective sports, physically impressive, and leaders in their communities. They were also in the same age group as the patrons attending the rock and roll shows, and thus, CSC established the notion of 'peer group security'. Since its emergence in 1967, CSC has evolved from its concert security beginnings into a full spectrum crowd management and event security firm with over 50 branch locations throughout the United States and Canada.

1970's

PHOENIX, AZ
SEATTLE, WA

1980's

DENVER, CO
DES MOINES, IA
FRESNO, CA
MIAMI, FL
PHILADELPHIA, PA
SALT LAKE CITY, UT
SAN FRANCISCO, CA
WASHINGTON, D.C.

1990's

JACKSONVILLE, FL
MEMPHIS, TN
NASHVILLE, TN
ORLANDO, FL
SAN JOSE, CA
TUCSON, AZ
MORGANTOWN, WV
CSC AFFILIATE - CONTEMPORARY INTERNATIONAL
CSC AFFILIATE - APEX SECURITY GROUP

2000's

ATLANTA, GA
AUBURN, AL
BUFFALO, NY
COLUMBUS, OH
MIDDLETOWN, CT
DALLAS, TX
EL PASO, TX
HOUSTON, TX
INDIANAPOLIS, IN
KANSAS CITY, MO
LOUISVILLE, KY
MADISON, WI
MILWAUKEE, WI
MINNEAPOLIS, MN
OKLAHOMA CITY, OK
ORANGE COUNTY, CA
PENSACOLA, FL
ST. LOUIS, MO
STOCKTON, CA
TALLAHASSEE, FL
VANCOUVER, CANADA
CSC AFFILIATE - PROTATECH

2010 -2018

CLEVELAND, OH
HUNTINGTON, WV
LAS VEGAS, NV
NEW YORK CITY, NY
RENO, NV
SAN BERNARDINO, CA
TOLEDO, OH
WEST POINT, NY
WINSTON-SALEM, NC
SAFETY ACT DESIGNATION AWARDED
TSA BLOCK CERTIFICATION AWARDED
SAFETY ACT CERTIFICATION AWARDED

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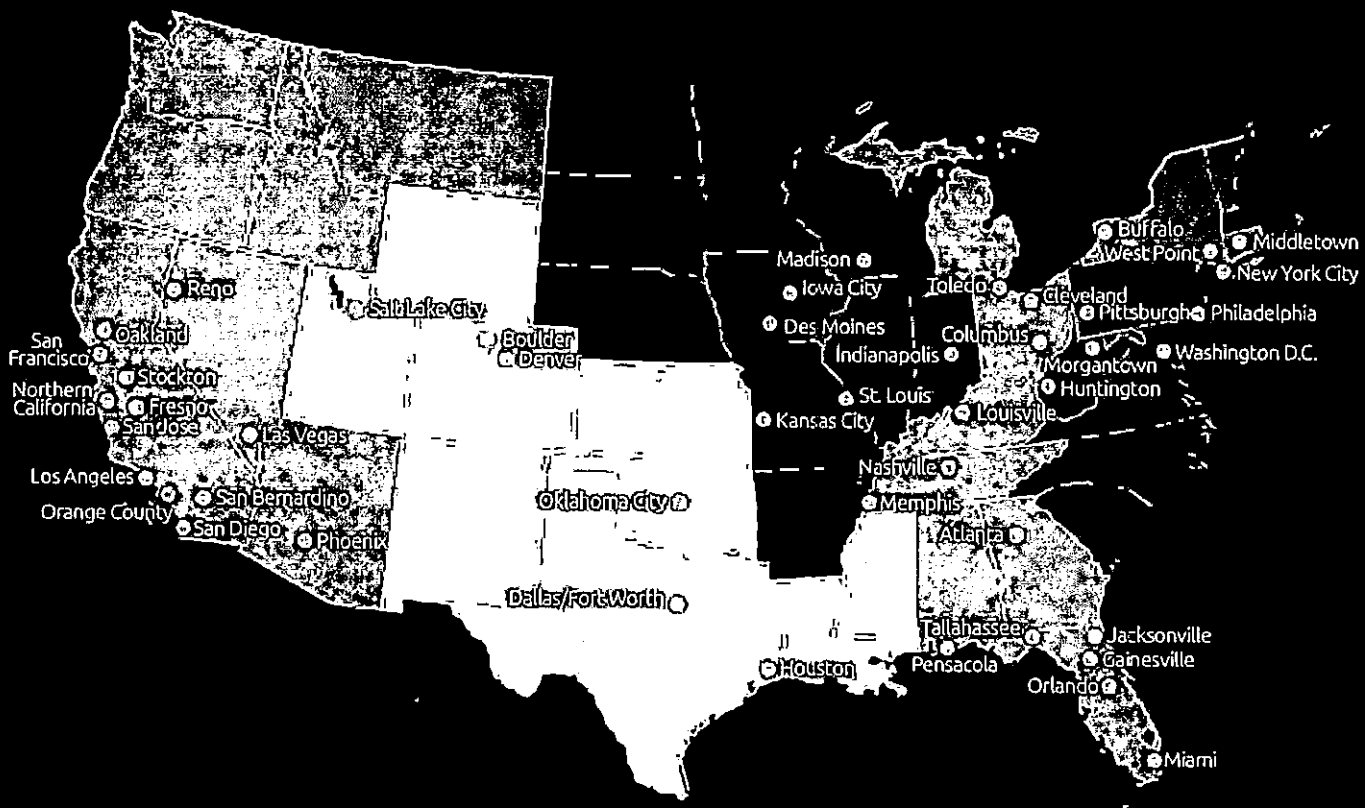
Branch Locations



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6 Corporate Structure

The corporate headquarters of Contemporary Services Corporation is located in Northridge, California, where operations of 50 branch offices and affiliated companies are directed. CSC provides a wide variety of services including security, ushering, ticket taking, guest services, parking, and general crowd management.

The CSC corporate team consists of Administrative Management, Human Resources, Event Operations, Client Affairs, Legal Affairs, Marketing, Accounting and Payroll. These teams have over ten decades of combined leadership experience in their respective fields, and provide guidance and support to the branch managers and their staff.

Regional Managers, who report directly to corporate management and ownership, make sure that their local branch is meeting its obligations, its day-to-day responsibilities, and achieving the goals of the company.

> "These Regional Managers communicate with each client to ensure that the local branch's delivery of services is meeting their expectations, and if not, to work through any identified deficiencies, and to implement solutions."

Each local branch office has a Branch Manager who is responsible for the day-to-day operation of the branch. This manager makes personnel decisions, oversees the event scheduling operation, consults with the client on crowd management issues, and directs the CSC event operation. Branch Managers are also held accountable for overseeing branch accounting, HR, and payroll duties. Many branch offices have designated management teams who are responsible for each of these administrative functions.

CSC uses the chain of command approach during events. The Event Manager directs the operation by passing on instructions to the Supervisors who pass along the instructions to the Event Staff personnel. This approach enables CSC to be flexible in our event operational plan and to be responsive to the needs and changing circumstances of events. Supervisors work closely with branch management to teach, coach, and oversee field Event Staff. They must direct and monitor the employees, and intervene with corrective action when job roles are deficient.

CSC's management team and corporate support set it apart from other crowd management companies. This, combined with nearly five decades of experience, makes CSC the right choice to provide crowd management services for any venue.

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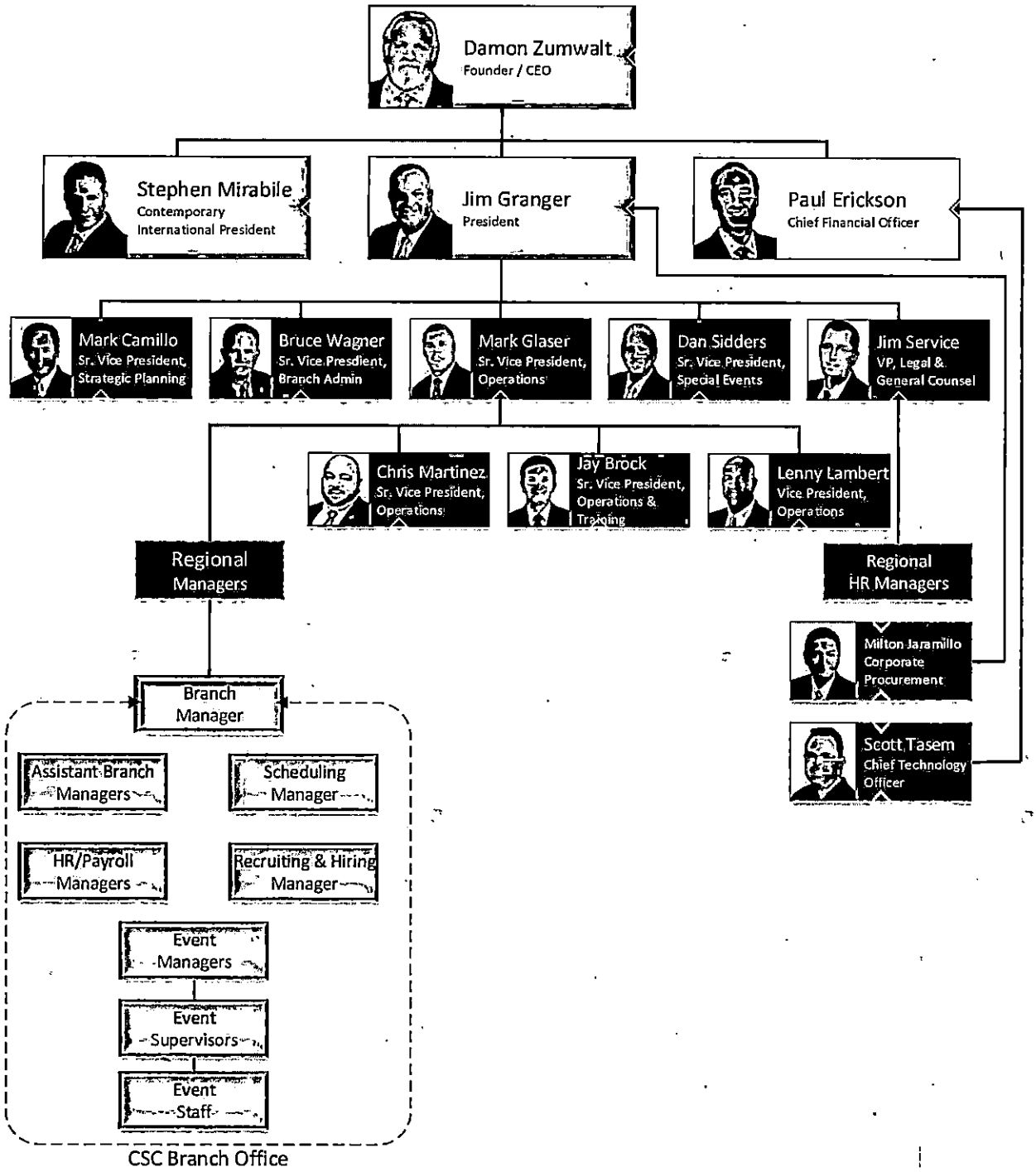
Corporate Organizational Chart



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7 Experience Overview

Below is a partial list of CSC National Experiences. A complete list is available upon request.

AMPHITHEATERS

Alton Ampitheatre	St. Louis, MO
Artpark	Lewiston, NY
Blossom Music Center	Cuyahoga Falls, OH
Cal State University Stanislaus Amphitheatre	Turlock, CA
Clarksburg Amphitheater	Nutter Fort, WV
Hollywood Bowl	Hollywood, CA
Lakeside Rodeo Grounds/Concerts	San Diego, CA
Northside Hospital Cherokee Amphitheater	Woodstock, GA
Oceanside Amphitheater	Oceanside, CA
Quartyard	San Diego, CA
Sandy Amphitheater	Sandy, UT
Shoreline Amphitheatre	Mountain View, CA
St. Augustine Amphitheatre	St. Augustine, FL
Tanglewood Music Center	Lenox, CT
USANA Amphitheatre	West Valley City, UT

NATIONAL CONCERT TOURS

Beyonce & Jay Z - On The Run Tour	2014
Guns N' Roses - Not In This Life Time Tour	2016
One Direction - Where We Are Tour	2014
One Direction - On The Road Again Tour	2015
Rihanna - The Monster Tour	2014
The Rolling Stones - The Zip Code Tour	2015
U2 - 360° Tour	2009/2011
U2 - Joshua Tree Tour	2017

FAIRS/MUSIC FESTIVALS

48 Hours Festival	Las Vegas, NV
80/35 Music Festival	Des Moines, IA
90's Fest	Columbus, OH
ACM Fremont St. Concerts	Las Vegas, NV
ACM Party For A Cause Festival	Las Vegas, NV
Adams County Fair	Brighton, CO
Alpine Village Wine Festival	Olympic Valley, CA
Americafest, Rose Bowl	Pasadena, CA

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Arizona Jazz Festival	Tempe, AZ
Arroyo Seco Festival	Pasadena, CA
AT&T Playoff Playlist Live!	Atlanta, GA
Bash at the Bay	Put-In-Bay, OH
Beyond Wonderland	San Bernardino, CA
Big County Bash	Des Moines, IA
Blues and Bluegrass Festival	Decatur, GA
BottleRock Napa Valley	Napa, CA
Brat Festival	Madison, WI
Breakaway Music Festival	Columbus, OH
Brews, Jazz and Funk Festival	Olympic Valley, CA
Buckeye Country Superfest	Columbus, OH
CA MetalFest	San Bernardino, CA
Calaveras County Fair	Angels Camp, CA
Camp Bisco	Scranton, PA
Camp Flow Gnaw	Los Angeles, CA
Cherry Blossom Festival	Washington, D.C.
CityFest	San Diego, CA
CMA Music Festival	Nashville, TN
Coachella Valley Music and Arts Festival	Indio, CA
Countdown NYE	San Bernardino, CA
Counterpoint Festival	Rome, GA
Country Fest	San Diego, CA
Day n Night Festival	Anaheim, CA
Decadence	Denver, CO
Desert Oasis	Indio, CA
Desert Trip	Indio, CA
Dreamstate	San Bernardino, CA
Dublin Irish Fest	Columbus, OH
East Village Oktoberfest	Olympic Valley, CA
Eastern States Exposition	West Springfield, MA
Electric Daisy Carnival	Las Vegas, NV
Equilibrium Festival	Lake Tahoe, CA
Escape Psycho Circus	San Bernardino, CA
FarmBorough Country Music Festival	Randall's Island, NY
Firefly Music Festival	Dover, DE
FORM Arcosanti	Arcosanti, AZ
Fourth of July on Capitol Hill	Washington, D.C.
Further Future Festival	Las Vegas, NV
FYF Festival	Los Angeles, CA

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Governors Ball Music Festival	Randall's Island, NY
Guthrie's River Ruckus	Guthrie, IA
Hang Out Music Festival	Gulf Shores, AL
HARD Day of the Dead	Pomona, CA
HARD Summer	Devore, CA
High and Low Music Festival	San Bernardino, CA
High Life Music Festival	San Bernardino, CA
Hinterland Music Festival	Des Moines, IA
Haunted Fest	Columbus, OH
iHeartRadio Festival	Las Vegas, NV
Independence Jam	San Diego, CA
Jam in the Valley	Varyburg, NY
Japanese Street Festival	Washington, D.C.
Kodak Balloon Festival	Chicago, IL
Latino Fest	Columbus, OH
LAZERfest	Boone, IA
Life in Color	Orlando, FL
Life Is Beautiful Festival	Las Vegas, NV
Lights All Night	Dallas, TX
Lodi Grape Festival Fair Grounds	Lodi, CA
Los Dells Festival	Wisconsin Dells, WI
Lost Lake Festival	Phoenix, AZ
Love Loud Festival	Orem, UT
Made In America Festival	Philadelphia, PA
MAHA	Omaha, NE
Mardi Gras	St. Louis, MO
Meadows Music Festival	Flushing, NY
Moapa Madness Festival	Las Vegas, NV
Mountain Jam	Hunter, NY
MysteryLand	Bethel, NY
Napa Jazz Festival	Napa, CA
National Cherry Blossom Parade	Washington, D.C.
National Orange Show Fair	San Bernardino, CA
Night in the Country Festival	Yerington, NV
Ohio State Fair	Columbus, OH
Panorama Music Festival	Randall's Island, NY
Phish Magna Ball 2016	Watkins Glen, NY
Phish Superball 8	Watkins Glen, NY
Picnic with Pops	Columbus, OH
PRIDE Festival	Las Vegas, NV

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PrideFest	St. Louis, MO
Q in the Lou	St. Louis, MO
RiSE Festival	Las Vegas, NV
Rock In Rio USA	Las Vegas, NV
Rock on the Range Music Festival	Columbus, OH
Route 91 Harvest Festival	Las Vegas, NV
San Diego PrideMusic Festival	San Diego, CA
San Mateo Fair	San Mateo, CA
SelfHelp Festival	San Bernardino, CA
Shamrockfest	Washington, D.C.
Show Me Music Festival	Springfield, MO
Solano County Fair	Solano, CA
Something Wicked	Houston, TX
Songs 4 Soldiers	Columbia, IL
St. Louis Brewers Festival	St. Louis, MO
St. Louis Uncorked	St. Louis, MO
Stagecoach Music Festival	Indio, CA
Summerfest	Milwaukee, WI
Tasta of Country	Hunter, NY
Tennessee Renaissance Festival	Arlington, TN
TomorrowWorld Festival	Fairburn, GA
Tortuga Festival	Ft. Lauderdale, FL
Ultra Music Festival	Miami, FL
Utah State Fair	Salt Lake City, UT
Vans Warped Tour	Various Locations
Wanderlust Festival	North Lake Tahoe, CA
Wine Amplified Festival	Las Vegas, NV
Winter Wondergrass Festival	Squaw Valley, CA

CSC MANAGED FESTIVALS

Air + Style Festival	Los Angeles, CA
Circuit of Americas F1 Post Racing Concerts	Austin, TX
Electric Daisy Carnival	Las Vegas, NV
Electric Daisy Carnival	New York, NY
Electric Daisy Carnival	Orlando, FL
Electric Zoo	Randall Island, NY
Faster Horses	Brooklyn, MI
Freaky Deaky	Bridgeview, IL
Full Moon Festival	New York, NY
Governors Ball Music Festival	Randall Island, NY

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Los Dells Festival	Wisconsin, Dells, WI
Northern Invasion	Somerset, WI
Pinknic	Governors Island, NY
Something Wicked	Houston, TX
Summer Set Music and Camping Festival	Somerset, WI
Sun City Music Festival	El Paso, TX
Sunset Music Festival	Tamp, FL
The Meadows Music and Arts Festival	New York, NY
Ultimate Music Experience	South Padre Island, TX

UNIVERSITIES AND COLLEGES

American University	1986 to Present
Azusa Pacific University	2009 to Present
Baylor University	2009 to Present
Belmont University	2003 to Present
Bowling Green State University	2011 to Present
Cal Lutheran University	2012 to Present
Cal Poly Pomona	2010 to Present
Cal State University, East Bay	2008 to Present
Cal State University, Fullerton	1986 to Present
Cal State University, Long Beach	2007 to Present
Cal State University Northridge	2016 to Present
Cal State University, San Bernardino	2004 to Present
Cal State University, Stanislaus	1998 to Present
Claremont University Consortium	2015 to Present
Columbia University	2006 to Present
DePauw University	2008 to Present
Drake University	2011 to Present
Florida Atlantic University	1999 to Present
Florida State University	2009 to Present
Fordham University	2013 to Present
Fresno State University	1988 to Present
George Mason University	1986 to Present
George Washington University	2016 to Present
Georgia Institute of Technology	2010 to Present
Georgia State University	2009 to Present
Howard University	1992 to Present
Iowa State University	2011 to Present
Ithaca College	2017 to Present
Jacksonville University	2006 to Present

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Lehigh University	2006 to Present
Lipscomb University	2007 to Present
Loyola Marymount University	2015 to Present
Loyola University Maryland	2002 to Present
Marshall University	2012 to Present
Maryville College	2015 to Present
Michigan State University	2017 to Present
Middle Tennessee State University	2002 to Present
Mt. San Jacinto College	2014 to Present
Ohio State University	2004 to Present
Oklahoma State University	2011 to Present
Pepperdine University	2011 to Present
Princeton University	2003 to Present
Quinnipiac University	2000 to Present
Saint Joseph's University	2007 to Present
San Diego State University	2013 to Present
San Francisco State University	2005 to Present
Simpson College	2011 to Present
Southern Connecticut State University	2010 to Present
Temple University	1996 to Present
Tennessee State University	1999 to Present
Tennessee Tech University	2012 to Present
George Washington University	1986 to Present
University of Texas at Arlington	2011 to Present
University of Toledo	2013 to Present
Trinity College	2005 to Present
U.S. Military Academy (West Point)	2015 to Present
University of California, Los Angeles	1974 to Present
University of California, Merced	2011 to Present
University of California, Riverside	1999 to Present
University of California, San Diego	2017 to Present
University of Central Florida	1988 to Present
University of Central Missouri	2014 to Present
University of Colorado	2016 to Present
University of Connecticut	2008 to Present
University of Delaware	2008 to Present
University of Florida	1990 to Present
University of Georgia	2002 to Present
University of Iowa	2017 to Present
University of Hartford	2005 to Present

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University of Louisville	2010 to Present
University of Maryland	2001 to Present
University of Maryland, Baltimore County	1999 to Present
University of Nevada, Las Vegas	2012 to Present
University of Nevada, Reno	2016 to Present
University of North Florida	1999 to Present
University of North Texas	2005 to Present
University of Oklahoma	2004 to Present
University of Pennsylvania	1996 to Present
University of Redlands	2014 to Present
University of San Diego	2015 to Present
University of San Francisco	2007 to Present
University of Southern California	1971 to Present
University of Wisconsin-Madison	2009 to Present
Vanderbilt University	2003 to Present
Webster University	2015 to Present
Wesleyan University	2007 to Present
West Virginia University	1998 to Present
Western Kentucky University	2009 to Present
Wesleyan University	2012 to Present
Yale University	2005 to Present

NCAA BOWL GAMES

Academy Sports + Outdoors Texas Bowl	Houston, TX
Boca Raton Bowl	Boca Raton, FL
Franklin American Mortgage Music City Bowl	Nashville, TN
San Diego County CU Holiday Bowl	San Diego, CA
Rose Bowl Game	Pasadena, CA

NCAA FINAL FOUR

2016 Houston	NRG Stadium
2015 Indianapolis	Lucas Oil Stadium
2013 Atlanta	Georgia Dome
2011 Houston	Reliant Stadium
2010 Indianapolis	Lucas Oil Stadium
2008 San Antonio	Alamodome
2007 Atlanta	Georgia Dome
2006 Indianapolis	RCA Dome
2003 New Orleans	Lousiana Superdome

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OTHER NCAA EVENTS

ACC Men's Basketball Championship	Atlanta, GA
Big Ten Basketball Tournament	Washington D.C.
Big Ten Football Championship	Indianapolis, IN
Big Ten Track & Field Championship	Madison, WI
Chick-Fil-A Kickoff Game(s)	Atlanta, GA
March Madness Music Festival	Various Locations
Men's and Women's Final Four	Various Locations
NCAA Football Championship Fan Fest	Phoenix, AZ
NCAA Wrestling Championship	Des Moines, IA
Penn Relays	Pennsylvania, PA
SEC Men's & Women's Basketball Championship	Various Locations
SEC Football Championship	Atlanta, GA

STADIUM VENUES

Angel Stadium of Anaheim	Anaheim CA
Apogee Stadium	Denton, TX
AT&T Park	San Francisco, CA
Avaya Stadium	San Jose, CA
Ben Hill Griffin Stadium	Gainesville, FL
Bobby Dodd Stadium	Atlanta, GA
Boone Pickens Stadium	Stillwater, OK
Bright House Network Stadium	Orlando, FL
Bulldog Stadium	Fresno, CA
Camp Randall Stadium	Madison, WI
Capital One Field at Byrd Stadium	College Park, MD
Clay Gould Ballpark	Arlington, TX
Delaware Stadium	Newark, DE
Dick Dlesk Soccer Stadium	Morgantown, WV
Doak Campbell Stadium	Tallahassee, FL
Drake Stadium	Des Moines, IA
FedExField	Washington, D.C.
FirstEnergy Stadium	Cleveland, OH
Floyd Stadium	Murfreesboro, TN
Franklin Field	Philadelphia, PA
Gallagher Stadium	Toledo, OH
Greene Stadium	Washington, D.C.
Gaylord Family Oklahoma Memorial Stadium	Norman, OK
Hale Stadium	Nashville, TN
Houchens Industries - L.T. Smith Stadium	Bowling Green, KY

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Jack Trice Stadium	Ames, IA
Joan C. Edwards Stadium	Huntington, WV
Kinnick Stadium	Iowa City, IA
Lincoln Financial Field	Philadelphia, PA
Los Angeles Memorial Coliseum	Los Angeles, CA
Lucas Oil Stadium	Indianapolis, IN
MAPFRE Stadium	Columbus, OH
Marlins Park	Miami, FL
Maryland Stadium	College Park, MD
McLane Stadium	Waco, TX
Michie Stadium	West Point, NY
Milan Puskar Stadium at Mountaineer Field	Morgantown, WV
Nationals Park	Washington D.C.
Nissan Stadium	Nashville, TN
NRG Park	Houston, TX
Ohio Stadium	Columbus, OH
Papa John's Cardinal Stadium	Louisville, KY
Pratt & Whitney Stadium	Hartfort, CT
Princeton Stadium	Princeton, NJ
Progressive Field	Cleveland, OH
San Diego County Credit Union Stadium	San Diego, CA
Reese Stadium	New Haven, CT
RFK Stadium	Washington, D.C.
Rio Tinto Stadium	Sandy, UT
Rose Bowl	Pasadena, CA
Sam Boyd Stadium	Las Vegas, NV
Sanford Stadium	Athens, GA
StubHub Center	Carson, CA
Talen Energy Park	Chester, PA
Tom Benson Hall of Fame Stadium	Canton, OH
Tucker Stadium	Cookeville, TN
Vanderbilt Stadium	Nashville, TN
Yale Bowl	New Haven, CT

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MAJOR LEAGUE SOCCER/WMLS

Columbus Crew	2005 to Present
D.C. United	2001 to Present
Los Angeles Galaxy	1996 to Present
Orlando City SC	2017 to Present
Philadelphia Union	2010 to Present
San Jose Earthquakes	2017 to Present
Real Salt Lake	2008 to Present
Washington Freedom	2016 to Present

NATIONAL FOOTBALL LEAGUE

Cleveland Browns	2013 to Present
Houston Texans	2002 to Present
Indianapolis Colts	2002 to Present
Los Angeles Chargers	2017 to Present
Los Angeles Rams	2016 to Present
Philadelphia Eagles	2003 to Present
Tennessee Titans	1999 to Present
Washington Redskins	1986 to Present

MAJOR LEAGUE BASEBALL

Columbus Clippers (AAA)	2012 to Present
Los Angeles Angels of Anaheim	1995 to Present
Miami Marlins	1994 to Present
San Francisco Giants	2012 to Present
Washington Nationals	2005 to Present

NATIONAL HOCKEY LEAGUE

Columbus Bluejackets	2000 to Present
Florida Panthers	2013 to Present
Iowa Wild (AHL)	2015 to Present
Nashville Predators	1998 to Present
Vancouver Canucks	2014 to Present
Washington Capitals	1986 to Present

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NATIONAL BASKETBALL ASSOCIATION / WNBA

Golden State Warriors	2014 to Present
Iowa Energy (NBA-D)	2015 to Present
Miami HEAT	1988 to Present
Washington Mystics	1999 to Present
Washington Wizards	1999 to Present

MAJOR LEAGUE LACROSSE

Ohio Machine	2017 to Present

TENNIS

US Open Tennis Championships	Flushing, NY

EQUESTRIAN

Kentucky Derby	Louisville, KY
Iroquois Steeplechase	Nashville, TN

AUTO RACING

AAA 400 Drive for Autism	Dover, DE
Auto Club 400	Fontana, CA
Brickyard 400	Indianapolis, IN
Folds of Honor Quiktrip 500	Atlanta, GA
Indianapolis 500	Indianapolis, IN
Mobil 1 12 Hours of Sebring	Sebring, FL

AUTO SPEEDWAYS

Atlanta Motor Speedway	Hampton, GA
Auto Club Speedway	Fontana, CA
Dover International Speedway	Dover, DE
Eldora Speedway	Rossburg, OH
Indianapolis Speedway	Indianapolis, IN
Knoxville Raceway	Knoxville, IA
Lancaster National Speedway	Lancaster, NY
Las Vegas Motor Speedway	Las Vegas, NV
Pocono Raceway	Long Pond, PA
Sebring International Raceway	Sebring, FL

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THEATERS

Axis Theater	Las Vegas, NV
Campbell Heritage Theatre	Campbell, CA
City National Grove of Anaheim	Anaheim, CA
Columbus Association for Performing Arts	Columbus, OH
Eccles Theater	Salt Lake City, UT
Fox Theater	Redwood City, CT
Fox Theatre	Atlanta, GA
Hard Rock Live at Universal Orlando	Orlando, FL
High Museum of Art	Atlanta, GA
Hoyt Sherman Place	Des Moines, IA
Kingsbury Hall	Salt Lake City, UT
Lisner Auditorium	Washington, D.C.
Masonic Auditorium	San Francisco, CA
Modell Performing Arts Center at the Lyric	Baltimore, MD
National Orange Show Events Center	San Bernardino, CA
National Theater	Washington, D.C.
Orpheum Theatre	Phoenix, AZ
Ponte Vedra Concert Hall	Ponte Vedra, FL
Riverside Municipal Auditorium	Riverside, CA
Sixth and I Synagogue	Washington, D.C.
Smart Financial Centre at Sugar Land	Sugar Land, TX
Templeton-Blackburn Memorial Auditorium	Athens, OH
Texas Hall	Arlington, TX
The Depot	Salt Lake City, UT
The Fillmore Silver Springs	Silver Springs, MD
The Hamilton	Washington, D.C.
Tower Theatre	Fresno, CA
Warner Theater	Washington, D.C.

ARENAS

Allen Arena	Nashville, TN
Alliant Energy Center	Madison, WI
AmericanAirlines Arena	Miami, FL
BB&T Center	Sunrise, FL
Bob Carpenter Center	Newark, DE
Breslin Student Events Center	East Lansing, MI
Bridgestone Arena	Nashville, TN
Capital One Arena	Washington D.C.
Carver Hawkeye Arena	Iowa City, IA

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CFE Arena	Orlando, FL
Christl Arena	West Point, NY
College Park Center	Arlington, TX
Convocation Center	Athens, OH
Cow Palace	San Francisco, CA
Curb Event Center	Nashville, TN
DC Armory	Washington, DC
EagleBank Arena	Fairfax, VA
Eblen Center	Cookeville, TN
Ferrel Center	Waco,TX
Galen Center	Los Angeles, CA
Georgia State University Sports Arena	Atlanta, GA
Hagan Arena	Philadelphia, PA
Hilton Coliseum	Ames, IA
Jerome Schottenstein Center	Columbus, OH
Kohl Center	Madison, WI
LaBahn Arena	Madison, WI
Liacouras Center	Philadelphia, PA
Lloyd Noble Center	Norman, OK
Mandalay Bay Events Center	Las Vegas, NV
Murphy Center	Murfreesboro, TN
Nationwide Arena	Columbus, OH
North Texas Coliseum	Denton, TX
NRG Arena	Houston, TX
Oracle Arena	Oakland, CA
Pauley Pavilion	Los Angeles, CA
PPL Center	Allentown, PA
Pyramid	Long Beach, CA
Reitz Arena	Baltimore, MD
Rogers Arena	Vancouver, BC
Rose Hill Gymnasium	West Point, NY
Royal Farms Arena	Baltimore, MD
San Jose Event Center	San Jose, CA
Santander Arena	Reading, PA
Save Mart Center	Fresno, CA
Smith Center	Washington D.C.
Stegman Coliseum	Athens, GA
Tate Rink	West Point, NY
The Complex	Salt Lake City, UT
The Fillmore Silver Springs	Silver Springs, MD

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The Forum	Inglewood, CA
The Hamilton	Washington, D.C.
The Palestra	Philadelphia, PA
The Super Pit	Denton, TX
TMobile Arena	Las Vegas, NV
Wells Fargo Arena	Des Moines, IA
Wells Fargo Center	Philadelphia, PA
Xfinity Center	College Park, MD
XL Center	Hartford, CT

CONVENTION CENTERS

Alliant Energy Center	Madison, WI
Anaheim Convention Center	Anaheim, CA
Bally's Las Vegas Convention Center	Las Vegas, NV
Bellagio Meeting Facilities	Las Vegas, NV
Caesar's Palace Convention Center	Las Vegas, NV
Cashman Center	Las Vegas, NV
Colorado Convention Center	Denver, CO
Community Choice Credit Union Convention Center	Des Moines, IA
Connecticut Convention Center	Essex, CT
Craneway Pavilion	Richmond, CA
Dallas Market Hall	Dallas, TX
Fort Worth Convention Center	Fort Worth, TX
Fresno Convention & Entertainment Center	Fresno, CA
George R. Brown Convention Center	Houston, TX
Georgia International Convention Center	Atlanta, GA
Georgia World Congress Center	Atlanta, GA
Greater Columbus Convention Center	Columbus, OH
Harrah's Las Vegas Meeting Facilities	Las Vegas, NV
Huntington Convention Center of Cleveland	Cleveland, OH
HyVee Hall	Des Moines, IA
Indiana Convention Center	Indianapolis, IN
Infinite Energy Forum	Duluth, GA
Javits Center	New York, NY
Kay Bailey Hutchison Convention Center	Dallas, TX
Kovalchick Convention Center and Athletic Complex	Indiana, PA
Las Vegas Convention Center	Las Vegas, NV
Los Angeles Convention Center	Los Angeles, CA
LVH Las Vegas Hotel & Casino	Las Vegas, NV
Mandalay Bay Resort & Casino	Las Vegas, NV

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MGM Grand Conference Center	Las Vegas, NV
Miami Beach Convention Center	Miami, FL
Mirage Convention & Events Center	Las Vegas, FL
Monte Carlo Resort & Casino	Las Vegas, FL
Moscone Center	San Francisco, CA
Nashville Convention Center	Nashville, TN
NRG Center	Houston, TX
Orange County Convention Center	Orlando, FL
Paris Las Vegas Meeting Facilities	Las Vegas, NV
Pennsylvania Convention Center	Philadelphia, PA
Phoenix Convention Center	Phoenix, AZ
Planet Hollywood Las Vegas Conference Center	Las Vegas, NV
Sands Expo Convention Center	Las Vegas, NV
San Diego Convention Center	San Diego, CA
San Jose Convention Center	San Jose, CA
San Mateo County Event Center	San Mateo, CA
Santa Clara Convention Center	Santa Clara, CA
Washington Convention Center	Washington, D.C.
Westgate Conference Center	Las Vegas, NV
Wisconsin Center	Milwaukee, WI

PROFESSIONAL GOLF TOURNAMENTS

Chubb Classic	Champion Tour
Charles Schwab Cup	Champion Tour
Constellation Energy Senior Championship	PGA TOUR
Dell Match Play Championship	PGA TOUR
Dominion Charity Classic	PGA TOUR
Frys Open	PGA TOUR
Indy Women In Tech Championship	Octagon
KPMG LPGA PGA Championship	PGA of America
LPGA NWA Classic	Octagon
LPGA ShopRite Classic	Octagon
Meijer's LPGA Classic	Octagon
PGA Championship	PGA of America
Presidents Cup	PGA TOUR
PowerShares QQQ	PGA TOUR
Ryder Cup	PGA of America
SAS Championship	Champion Tour
Schwab Cup	PGA Tour
Senior PGA Championship	PGA of America

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Shell Houston Open	PGA TOUR
Shriners Hospital for Children Open	PGA TOUR
The Barclays	PGA TOUR
The First Tee Open	PGA TOUR
THE PLAYERS	PGA TOUR
Web.Com Tour Championship	PGA TOUR

MISCELLANEOUS SPORTING EVENTS

Amgen Tour of California Professional Bicycle Race	Various Locations
Brooklyn Half Marathon	Brooklyn, NY
Dam to Dam Marathon	Des Moines, IA
Go St. Louis Marathon	St. Louis, MO
Los Angeles Marathon	Los Angeles, CA
MLB AllStar Game	Various Locations
Music City Marathon & ½ Marathon	Nashville, TN
NBA Hall of Fame Induction Ceremony	Springfield, MA
New Year's Eve Midnight Run	New York, NY
New York City Half Marathon	New York, NY
New York City Marathon	New York, NY
NFL – National Football Scouting Combine	Indianapolis, IN
NFL Pro Football Hall of Fame Induction Ceremony	Cleveland, OH
Publix Marathon	Atlanta, GA
Renegade Racing	Orange County, CA
Rock and Roll Marathon	Various Locations
Run for your Lives	San Bernardino, CA
Tom King ½ Marathon	Nashville, TN
Tough Mudder	Las Vegas, NV
Tough Mudder	Merrimac, WI
Tough Mudder	Black Diamond, WA
Washington International Horse Show	Washington, D.C.
Washington Kastles (WTT) World Team Tennis	Washington, D.C.
Washington Valor - Indoor Football League	Washington, D.C.

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MISCELLANEOUS SPECIAL EVENTS

Adams County Fair	Brighton, CO
BarrettJackson Collector Car Auctions	Various Venues
Bullhead City River Regatta	Bullhead City, AZ
Cirque du Soleil	Various Locations
Concours D'Elegance Car Show and Auction	Amelia Island, FL
Course of the Force	San Francisco to San Diego
DirectTV Beach Bowl	Dallas, TX
Disneyland Resorts	Anaheim, CA
Disney World Resorts	Orlando, FL
FDIC – Fire Department Instructors Conference	Indianapolis, IN
Festival of Lights	Riverside, CA
Fresno Regional Sports Park	Fresno, CA
Goodguys Car Show	Nashville, TN
Holy Ship! Cruise	Miami, FL
Lane Motor Museum	Nashville, TN
Mardi Gras Grande Parade Day	Soulard, MO
Masquerade Motel	Soulard, MO
Mecum Auto Auction	Various Locations
MountainFest Motorcycle Rally	Morgantown, VW
Parade of Lights	Denver, CO
Space Shuttle Endeavour Relocation	City of Inglewood, CA
Susan G. Koman 3Day	Atlanta, GA
Taste of St. Louis	St Louis, MO
Universal Studios	Orlando, FL
Utah State Fair	Salt Lake City, UT

SPECIAL EVENTS

FIFA SOCCER

Men's World Cup 1994 Rose Bowl	Pasadena, CA
Men's World Cup 1994 Stanford Stadium	Palo Alto, CA
Men's World Cup 1994 Soldier Field	Chicago, IL
Men's World Cup 1994 RFK Stadium	Washington, D.C.
Men's World Cup 1994 Citrus Bowl	Orlando, FL
Women's World Cup Soccer 1999 Rose Bowl	Pasadena, CA
Women's World Cup Soccer 1999 Stanford Stadium	Palo Alto, CA
Women's World Cup Soccer 1999 Foxboro Stadium	Foxboro, MA
Women's World Cup Soccer 1999 Spartan Stadium	San Jose, CA

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PAPAL VISITS

Pope John Paul II, 1987 Los Angeles Memorial Coliseum	Los Angeles, CA
Pope John Paul II, 1993 Cherry Creek State Park	Denver, CO
Pope Benedict XVI, 2008 Nationals Park	Washington, D.C.
Pope Francis, 2015 Benjamin Franklin Parkway	Philadelphia, PA

PRESIDENITAL INAUGURATIONS

53rd Presidential Inauguration	January 1997
55th Presidential Inauguration	January 2005
56th Presidential Inauguration	January 2009
57th Presidential Inauguration	January 2013
58th Presidential Inauguration	January 2017

INTERNATIONAL

1996 Olympic and Paralympic Games	Atlanta, GA
2000 Olympic and Paralympic Games	Sydney, Australia
2002 Olympic and Paralympic Winter Games	Salt Lake City, UT
2003 Special Olympics World Summer Games	Dublin, Ireland
2004 Olympic and Paralympic Games	Athens, Greece
2006 Olympic and Paralympic Winter Games	Torino, Italy
2006 Commonwealth Games	Melbourne, Australia
2007 Pan Am and Parapan Am Games	Rio, Brazil
2008 Olympic and Paralympic Games	Beijing, China
2010 Olympic and Paralympic Winter Games	Vancouver, Canada
2010 G8 and G20 Summits	Toronto, Canada
2012 Olympic and Paralympic Games	London, England
2014 Olympic and Paralympic Winter Games	Sochi, Russia
2015 Pan Am and Parapan Am Games	Toronto, Canada
2015 Special Olympics World Summer Games	Los Angeles, CA
2016 Olympic and Paralympic Games	Rio, Brazil

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NATIONAL FOOTBALL LEAGUE

Super Bowl XI Rose Bowl	Pasadena, CA
Super Bowl XII Superdome	New Orleans, LA
Super Bowl XIII Orange Bowl	Miami, FL
Super Bowl XIV Rose Bowl	Pasadena, CA
Super Bowl XV Superdome	New Orleans, LA
Super Bowl XVI Silverdome	Pontiac, MI
Super Bowl XVII Rose Bowl	Pasadena, CA
Super Bowl XVIII Tampa Stadium	Tampa, FL
Super Bowl XIX Stanford Stadium	Stanford, CA
Super Bowl XX Superdome	New Orleans, LA
Super Bowl XXI Rose Bowl	Pasadena, CA
Super Bowl XXII Jack Murphy Stadium	San Diego, CA
Super Bowl XVIII Joe Robbie Stadium	Miami, FL
Super Bowl XIV Superdome	New Orleans, LA
Super Bowl XXV Tampa Stadium	Tampa, FL
Super Bowl XXVI Metrodome	Minneapolis, MN
Super Bowl XXVII Rose Bowl	Pasadena, CA
Super Bowl XXVIII Georgia Dome	Atlanta, GA
Super Bowl XIX Joe Robbie Stadium	Miami, FL
Super Bowl XXX Sun Devil Stadium	Phoenix, AZ
Super Bowl XXXI Superdome	New Orleans, LA
Super Bowl XXXII Qualcomm Stadium	San Diego, CA
Super Bowl XXXIII Pro Player Stadium	Miami, FL
Super Bowl XXXIV Georgia Dome	Atlanta, GA
Super Bowl XXXV Raymond James Stadium	Tampa, FL
Super Bowl XXXVI Superdome	New Orleans, LA
Super Bowl XXXVII Qualcomm Stadium	San Diego, CA
Super Bowl XXXVIII Reliant Stadium	Houston, TX
Super Bowl XXXIX Alltel Stadium	Jacksonville, FL
Super Bowl XLVI Lucas Oil Stadium	Indianapolis, IN
Super Bowl LI NRG Stadium	Houston, TX
NFL Pro Bowl LA Memorial Coliseum	Los Angles, CA
NFL Pro Bowl Aloha Stadium	Honolulu, HI
American Bowl Olympiastadion	Berlin, Germany
American Bowl Estadi Olímpic	Barcelona, Spain
American Bowl Tokyo Dome	Tokyo, Japan

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8 Attachment F

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "F"- CONFLICT OF INTEREST DISCLOSURE

St. Johns County Board of County Commissioners
Conflict of Interest Disclosure Form

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

☒ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

☐ The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: Contemporary Services Corporation

Authorized Representative(s) :

Signature	Jay Brock | SVP Operations & Training Print Name/Title
Signature	Print Name/Title

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9 Attachment H

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "H"- CLAIMS/LIENS/LITIGATION HISTORY

1. Within the past 7 years, has your organization filed suit or a formal claim against an owner or entity, or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes_____ No X_____ If yes, please attach additional sheet(s) to include:

   Description of every action Captions of the Litigation or Arbitration

   Amount at issue: _____ Name (s) of the attorneys representing all parties:

   _____

   Amount actually recovered, if any: _____

   Name(s) of the project owner(s)/manager(s) to include address and phone number:

   _____

2. List all pending litigation and or arbitration. **See next page.**
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc. **See next page.**
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.
   None
5. Have you ever abandoned a contract, been terminated for cause?

   Yes X No_____ If yes, please explain in detail:

   University of Houston - Performance
6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes X No_____
   If no, please explain why? _____
7. List the status of all pending claims currently filed against your company:

   See next page.

Financial Consequences

1. Has an owner or entity ever withheld payment, assessed fees or penalties, or made a claim against any Performance and Payment Bonds? Yes_____ No X If yes, please explain in detail: _____

(Use additional or supplemental pages as needed)

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CONTEMPORARY SERVICES COMPANY
ESA FLORIDA PENDING LITIGATION LIST
Answer to Question 2

TYPE	PLANTIFF	DATE OF LOSS	DATE FILED	CASE NUMBER	COURT	STATUS
GL	Mack, Erica	3/28/2014	7/15/2015	2014-027471 CA 15	11th Judicial Circuit for Miami-Dade County, Florida	Active
GL	Nieves, Veronica	4/30/2016	1/31/2018	2018-CA-679	Circuit Court of the 4th Judicial Circuit - Duval County, FL	Active
GL	Vasquez, Roberto	3/4/2014	8/5/2016	16-019931-CA-01	Circuit Court of the 11th Judicial Circuit - Miami-Dade County, FL	Active

CONTEMPORARY SERVICES COMPANY
ESA FLORIDA LITIGATION LIST 2011-2018
Answer to Question 3

TYPE	PLANTIFF	DATE OF LOSS	DATE FILED	CASE NUMBER	COURT	STATUS
GL	Brintriall, Shane	10/26/2013	7/17/2015	2015-CA-006704-O	Circuit Court of the Ninth Judicial Circuit in and for Orange County, Florida	Settled/Closed
GL	Clifford, Phillip	3/7/2010	3/14/2013	2013CA004928	15th Judicial Circuit for Palm Beach County, Florida	Dismissed
GL	Donaldson, Bernice	3/7/2012	12/28/2013	2013-039672-CA-01	11th Judicial Circuit for Miami-Dade County, Florida	Settled/Closed
GL	Godinez, Amanda	4/27/2013	5/11/2015	2014-CA-12846	Circuit Court 9th Judicial Circuit for Orange County, Florida	Settled/Closed
GL	Gonzalez, Joanna	3/25/2010	7/25/2012	12-29223-CA-15	11th Judicial Circuit for Miami-Dade County, Florida	Settled/Closed
GL	Mack, Erica	3/28/2014	7/15/2015	2014-027471 CA 15	11th Judicial Circuit for Miami-Dade County, Florida	Active
GL	Nedley, Melissa	8/25/2011	9/4/2012	2012-CA-014345-O	Circuit Court 9th Judicial Circuit for Orange County, Florida	Settled/Closed
GL	Nieves, Veronica	4/30/2016	1/31/2018	2018-CA-679	Circuit Court of the 4th Judicial Circuit - Duval County, FL	Active
GL	Vasquez, Roberto	3/4/2014	8/5/2016	16-019931-CA-01	Circuit Court of the 11th Judicial Circuit - Miami-Dade County, FL	Active
GL	Walden, Cynthia	4/30/2011	11/19/2012	2012-CA-019017-O	Circuit Court 9th Judicial Circuit for Orange County, Florida	Settled/Closed
GL	Williams, Thomas	6/3/2011	9/12/2013	2013-029607-ca-01	11th Judicial Circuit for Miami-Dade County, Florida	Settled/Closed

CONTEMPORARY SERVICES COMPANY
ESA FLORIDA PENDING CLAIMS LIST
Answer to Question 7

TYPE	PLANTIFF	DATE OF LOSS	DATE FILED	CASE NUMBER	COURT	STATUS
GL	Brice, Cameron	3/28/2014	N/A	N/A	N/A	Active
GL	Carrasco, Reynaldo	9/19/2014	N/A	N/A	N/A	Active
GL	Dunstan, David	9/22/2015	N/A	N/A	N/A	Active
GL	Meloy, Vicki	4/30/2016	N/A	N/A	N/A	Active
GL	Rawks, Velva	1/2/2014	N/A	N/A	N/A	Active
GL	Santiago, Jessica	10/11/2014	N/A	N/A	N/A	Active
GL	Sombric, William	10/19/2013	N/A	N/A	N/A	Active
GL	Spitzer, Jan	12/5/2016	N/A	N/A	N/A	Active
EMP	Farinas, Carlos	3/8/2016	N/A	N/A	N/A	Active
EMP	Major, Marcus	7/17/2017	7/25/2017	EEOC: 510-2017-03799	Florida Commission on Human Relations	Active

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SECTION FOUR

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REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "I"- PRICING PROPOSAL

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: March 1, 2018

PRICING PROPOSAL OF

Event Services America, Inc. dba Contemporary Services Corporation
FULL LEGAL COMPANY NAME

17101 Superior St., Northridge, CA 91325	818-885-5150	818-885-0609
Business (Mailing) Address	Telephone Number	Fax Number

Respondents: Having become familiar with specified service requirements, and having carefully examined the Contract Documents, including the Advertisement and RFP Documents and Specifications, entitled for RFP No: 18-06; Event Security Services, in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision and all other requirements necessary to perform the required services in accordance with the Contract Documents for the following Prices quoted in this Proposal as follows:

Each firm shall submit Prices for each of the items listed below. Prices must include any and all costs related to providing the services included in the RFP Documents.

Position Description:	Straight Hourly Rate:	Holiday Hourly Rate:
Event Staff:	$19.50	$29.25
Supervisor:	$23.50	$35.25
Event Manager:	$26.50	$39.75

Hourly Rates shall include any and all costs associated with providing properly uniformed, equipped, and qualified individuals in the corresponding position for any event under this Contract. No additional fees shall be charged to the County for any services, other than the Hourly Rates provided above. Hourly Rates shall remain firm throughout the duration of the contract, unless otherwise amended by the County, as provided in the Contract Documents.

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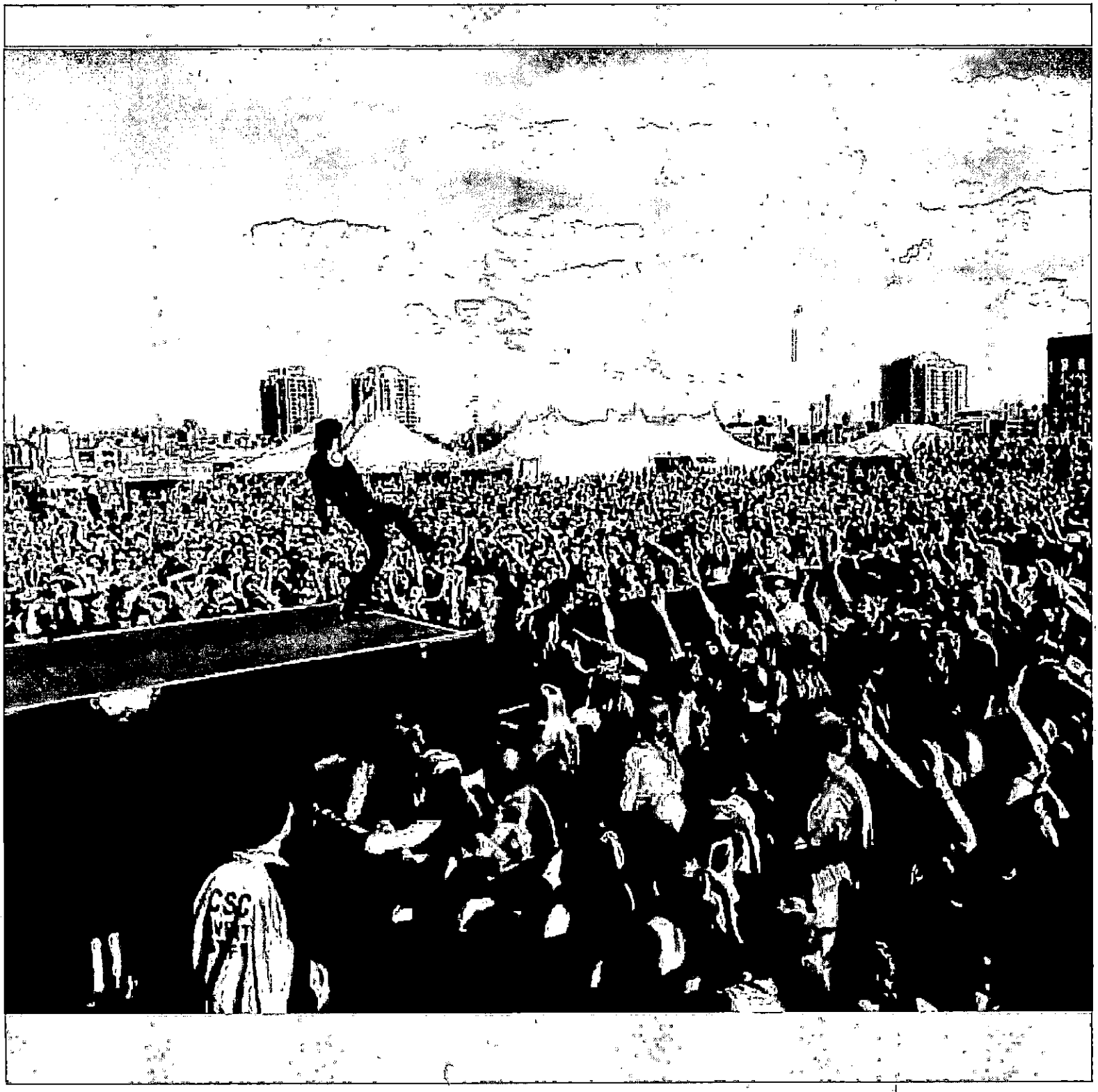
SECTION **FIVE**



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11 Management Team

Local Team

Steve Kirkland
Jacksonville Branch Manager

Steve began his career with CSC in 1999, as an event manager in the Miami, FL office. While in Miami, Steve helped coordinate event operations at several area venues including Pro Player Stadium (Dolphins Football and Florida Marlins Baseball), The Orange Bowl (Miami Hurricanes Football), National Car Rental Center (Florida Panthers Hockey), American Airlines Arena (Miami Heat Basketball), and the Miami Arena (Miami Hurricanes Basketball). Steve also oversaw the 2000 Breeders Cup at Gulf Stream Park and the Annual Sunfest event in West Palm Beach, FL.

In 2002, Steve became the Branch Manager of the Oklahoma City, OK office. While in Oklahoma, he coordinated events at Oklahoma State University, the Ford Center, the Cox Communications Convention Center, and brought on the University of Oklahoma as a new client. In 2005, Steve was made the Branch Manager of the Jacksonville, FL office and has been instrumental in developing new business in and around the City of Jacksonville. His office has coordinated events at EverBank Field (Jacksonville Jaguars Football), Jacksonville Veterans Memorial Arena, Times Union Center, Prime Osborn Convention Center, Jacksonville Equestrian Center, St. Augustine Amphitheatre, St. Augustine Fairgrounds, City of Jacksonville Special Events (to include Jazz Fest, World of Nations, July 4th Festivities, and The Sea and Sky Show), City of Jacksonville Beach Special Events, TPC Sawgrass (The Players Championship – PGA), and several other area special events.

Steve was the 2008 runner up for the National Branch Manager of the Year award, and was awarded the 2009 National Branch Manager of the Year Award. Steve holds a State of Florida Security Managers License and Class D Security License. He is a certified Trained Crowd Manager (TCM), he also has completed ICS and NIMS trainings to include ICS, IS-15b Special Events, IS-106 Workplace Violence, IS-906-Workplace Security, IS-907 Active Shooter, and IS-914 Surveillance Awareness.

Katelyn Danehy
Jacksonville Office/HR Manager

Katelyn began her career with CSC in 2010 upon relocating to Jacksonville, FL from Virginia where she attended Old Dominion University in Norfolk, Virginia. Katelyn began with CSC as an unlicensed event staff for the 2010 Jaguars season and quickly attained her security license and worked as security for various venues and events in Jacksonville and surrounding areas such as TPC Sawgrass for the Players Championship Golf Tournament, Everbank Stadium for the Jacksonville Jaguars, Times Union Center for Preforming Arts, Prime Osborne Convention Center, Jacksonville Veterans Memorial Arena, Met Park, University of North Florida, St Augustine Amphitheatre as well as various other major events throughout the state of Florida.

Katelyn took initiative to learn about each venue and the positions in which CSC Jacksonville provided service. With her enthusiasm and knowledge she was promoted to supervisor overseeing CSC staff at events. In 2012, Katelyn took on a full time role as an office assistant and was promoted in 2013 to office manager. She manages hiring, recruiting and training as well as the day to day operations for the Jacksonville branch. Keeping up with technology in the ever growing web-based world, Katelyn has implemented online scheduling and team communication within the Jacksonville branch. In addition to her office roles she is a licensed security instructor, works closely with clients to increase safety, security and guest relations for venues and events, works as a CSC Event Manager for local events and travels to additional CSC branches to assist as needed.

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Corporate Team

Damon Zumwalt
Founder and Chief Executive Officer

Damon Zumwalt founded CSC in 1967 following his freshman year of college. While attending UCLA, Damon balanced the management of his newly established company with his academic and athletic pursuits. He was a member of both the UCLA wrestling and football teams. After receiving his degree, Damon expanded CSC from a single-city operation with only 20 employees to over 60,000 employees and more than 50 branch locations throughout the United States.

The pioneer of peer group security, Damon also facilitated CSC's evolution from its original focus on concert security into a full spectrum crowd management and event security firm. His innovative methods and CSC's success over the past 50 years have made Damon a highly respected event management authority.

In addition to CSC, Damon has since founded other companies including ProtaTECH, APEX Security Group, and Contemporary International. ProtaTECH, an information technology firm, supports CSC through its workforce management program, e-learning platform, and accreditation system. APEX Security Group, an executive protection firm, utilizes highly trained security personnel to work in conjunction with CSC at events that require support above and beyond standard event security and crowd management services. Contemporary International provides expertise and services for the world's largest events and has provided services for the 2006 Commonwealth Games in Melbourne, the 2010 G8/G20 Summit in Toronto, and 9 Olympic Games. CSC and its affiliate companies provide services for more events than any other firm in the world, and through Damon's leadership, have set the global industry bar for quality event security and crowd management services.

Jim Granger
President

Jim Granger began his CSC career in June of 1991 as the Director of Operations. Within two years, Jim was promoted to Co-Branch Manager of the Los Angeles Branch. Over the next several years, Jim was given more responsibility and was promoted to Regional Manager (1997), Vice President of Administration (1999), Senior Vice President (2001) and President of CSC (2011).

Jim has over 38 years of experience in the crowd management field, including management of CSC's Los Angeles branch office. Jim has formulated and executed operational plans at numerous major events, including the Rose Bowl Game and Rose Parade, UCLA football, World Cup Soccer, Super Bowl, USC football, Raiders football, as well as festivals, numerous concerts and special events. Prior to his CSC experience, Jim worked in the crowd management field for several years. As President of CSC, Jim is responsible for overseeing all corporate administrative functions and branch operations for 50 regional US offices.

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Jay Brock
Senior Vice President - Operations and Training

Jay Brock began his CSC career in 1990 while attending North Carolina State University, where he earned an engineering degree. Jay started as a CSC Supervisor and was soon promoted to Assistant Manager. Following his college graduation, Jay accepted the position of Event Manager with CSC's Florida branch office. He relocated in 1995 after receiving a promotion to serve as the Pittsburgh Branch Manager. During his time in Pittsburgh, Jay managed CSC's accounts with both the Pirates and the Steelers. In 2000, Jay was again promoted and returned to Florida as the General Manager for CSC's South Florida branch office.

In 2001, Jay accepted the position of Regional Manager for CSC's Southeast branch offices, and he was promoted to the position of Vice President of Operations in May 2005. A veteran of 14 Super Bowls, Jay has worked with all of the major professional sports leagues, multiple university programs, and numerous stadium concerts and special events. Along with Mark Glaser, Jay led the development of the NFL security best practices program for the NFL Security Task Force sub-committee, and he traveled throughout the U.S. in 2003 and 2004 in order to Present the final product to NFL teams and stadium operations personnel. Jay currently serves as Vice President of Operations and Training. In addition to his operational duties, he also directs employee development, curricula selection, and the training delivery systems utilized throughout CSC.

He has served as a speaker/presenter/subject matter expert for the major sports leagues, NCAA, CEFMA, NACDA, IAVM, SMA, Billboard and various additional industry conferences. He has certifications with:

- FEMA IS-100.B: Introduction to Incident Command System, ICS-100
- FEMA IS-200.B: ICS for Single Resources and Initial Action Incidents
- FEMA IS-700.A: National Incident Management System (NIMS) An Introduction
- FEMA IS-800.B: National Response Framework, An Introduction
- Trained Crowd Manager (TCM)
- FEMA IS-15.B: Special Events Contingency Planning for Public Safety Agencies
- FEMA IS-106.12: Workplace Violence Awareness
- FEMA IS-906: Workplace Security Awareness
- FEMA IS-907: Active Shooter: What You Can Do
- FEMA IS-914: Surveillance Awareness: What You Can Do

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Mark Glaser
Senior Vice President - Operations

Mark Glaser began his CSC career in 1987 while attending the University of Northern Colorado and currently serves as Senior Vice President of Operations and Regional Manager. In 1989, Mark transferred to CSC's Miami branch office to assist with CSC's Joe Robbie Stadium operations. During his time in Miami, Mark also developed crowd management plans for the Miami Arena and the 1989 Orange Bowl. In 1991, he returned to Colorado in order to work for his family business, but continued as a part-time CSC supervisor. Mark coordinated security plans for the Papal visit events in 1992 and returned to full-time management in CSC's Jacksonville office in 1993, where he developed crowd management plans for the Jacksonville Jaguars, the Jacksonville Coliseum, Convention Center and Performing Arts Center.

In 1996, Mark was promoted to the position of CSC Denver Branch Manager, where he managed event operations at Coors Field, including the 1998 MLB All-Star Game. Mark is veteran of 10 Super Bowls, 5 Pro Bowls, 3 NCAA BCS Championship Games, and 3 NCAA Final Four Games. Has directed transitions of over 20 public facilities (arenas, stadiums, convention centers and amphitheaters). Mark has completed the Disney Institute's People Management Course and was the recipient of CSC's 1998 Branch Manager of the Year Award.

For the 2002 Salt Lake City Winter Olympics (XIX), Mark had direct oversight of Crowd Management and Event Security Operations at Olympic Medals Plaza and Pioneer Square. In 2003, he was requested by the NFL to write Version 1 of the NFL Best Practices for Stadium Security. During the 2010 Winter Olympics (XXI) hosted in Vancouver, CA, Mark supported in a Quality Assurance and Oversight role.

Mark wrote 2004 NFL Best Practices for Stadium Security and has been the Guest Speaker at IAVM International Crowd Management Conference and the Guest Speaker at IAVM Arena Management Conference. Mark was the Subject Matter Expert for Stadium Manager Association conference meeting regarding Gate Screening and Security Staffing. He has certifications with:

- FEMA IS-100.B: Introduction to Incident Command System, ICS-100
- FEMA IS-200.B: ICS for Single Resources and Initial Action Incidents
- FEMA IS-700.A: National Incident Management System (NIMS) An Introduction
- FEMA IS-800.B: National Response Framework, An Introduction
- Trained Crowd Manager (TCM)
- FEMA IS-15.B: Special Events Contingency Planning for Public Safety Agencies
- FEMA IS-106.12: Workplace Violence Awareness
- FEMA IS-906: Workplace Security Awareness
- FEMA IS-907: Active Shooter: What You Can Do
- FEMA IS-914: Surveillance Awareness: What You Can Do

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Mark Camillo
Senior Vice President - Strategic Planning

Mark Camillo began his CSC career in 2009 and currently serves as Senior Vice President of Strategic Planning. Prior to joining CSC, Mark completed a distinguished 21-year career as a Special Agent in the U.S. Secret Service, which included three separate assignments at the White House. Specialized assignments required protecting four U.S. Presidents and family members in various capacities and ultimately serving as head of the White House Security Branch, which encompassed the supervision of daily security, emergency preparedness and all-hazards operations at the White House Complex. Following his final White House tour of duty, Mark was appointed to the position of Secret Service Deputy Assistant Director, detailed to the headquarters of the newly created Department of Homeland Security.

Mark has held several key positions during his career in major event planning, most notably being appointed as the Olympic Coordinator for the 2002 Salt Lake Winter Olympics. Under his direction, the Secret Service executed its mission through Presidential Executive Order to design, plan and implement the federal operational security plan for the Games. Mark also serves as an appointed member of the American Society of Industrial Security's Global Terrorism Council, is an active member of the International Association of Chiefs of Police, and is on the faculty for the Academy for Venue Safety & Security, conducted annually by the International Association of Venue Managers (IAVM). Most recently, Mark was named a Senior Fellow at the George Mason University Center for Infrastructure Protection, serving as a subject matter expert in security studies and operations.

Dan Sidders
Senior Vice President - Special Events

Dan Sidders began his CSC career in 1988 while he was still a member of the US Marine Corps. As a Senior Non-Commissioned Officer, he recruited other Marines for crowd management services at Super Bowls across the country. Dan retired from the Marine Corps after more than 22 years of honorable active duty and accepted the position of CSC Orlando Branch Manager.

It wasn't until 1994 that Dan's visionary idea of a CSC Special Events division materialized. Now over 30 years later, Special Events continues to thrive with Dan's initial concept of providing clients the unique benefits of CSC's event services, customer care, turnkey event planning, and event leadership. Dan has maintained long-lasting relationships with clients such as the PGA, PGA TOUR, MLB, NBA, NFL, and Octagon Sports Marketing. He has managed security operations at over 300 sporting events and is recognized both nationally and internationally as a security expert for high profile sports and entertainment events.

Dan joined the United States Marine Corps at the age of 17 and served with honor and distinction for 22 years. His career as a Marine included multiple tours on ships for Special Security and travels to foreign soils including Japan and Spain. Dan continues to combine his military training and unequaled event knowledge with his national and international security licensing, training, and no non-sense approach. Although based in Orlando, Dan spends over 200 days each year traveling for special events throughout the country. Dan received a Bachelor's Degree from the University of Maryland and has also received countless industry accreditations.

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14 Attachment C

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "C"- LICENSES/CERTIFICATIONS

In the spaces below, Respondent shall list any and all current licenses and certifications and ***attach a copy of each to this form.***

License Name	License #	Issuing Agency	Expiration Date
Security Agency Branch Office	BB9500010	FL Dept of Agriculture and Consumer Services	04/27/20
Security Officer School/Training Facility	DS1600058	FL Dept of Agriculture and Consumer Services	11/15/18

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REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "D"- LIST OF PROPOSED SUB-CONTRACTORS

Any and all sub-contractors are subject to approval by the County. Each Respondent shall submit any sub-contractors proposed to perform any portion of the required services as provided herein.

Company Name	Division/Discipline	Primary Contact Name	Contact Number and Email Address

N/A

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REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "E"- DRUG FREE WORK PLACE FORM

St. Johns County Board of County Commissioners
Drug-Free Workplace Form

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Contemporary Services Corporation does:
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.

4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature

March 1, 2018
Date

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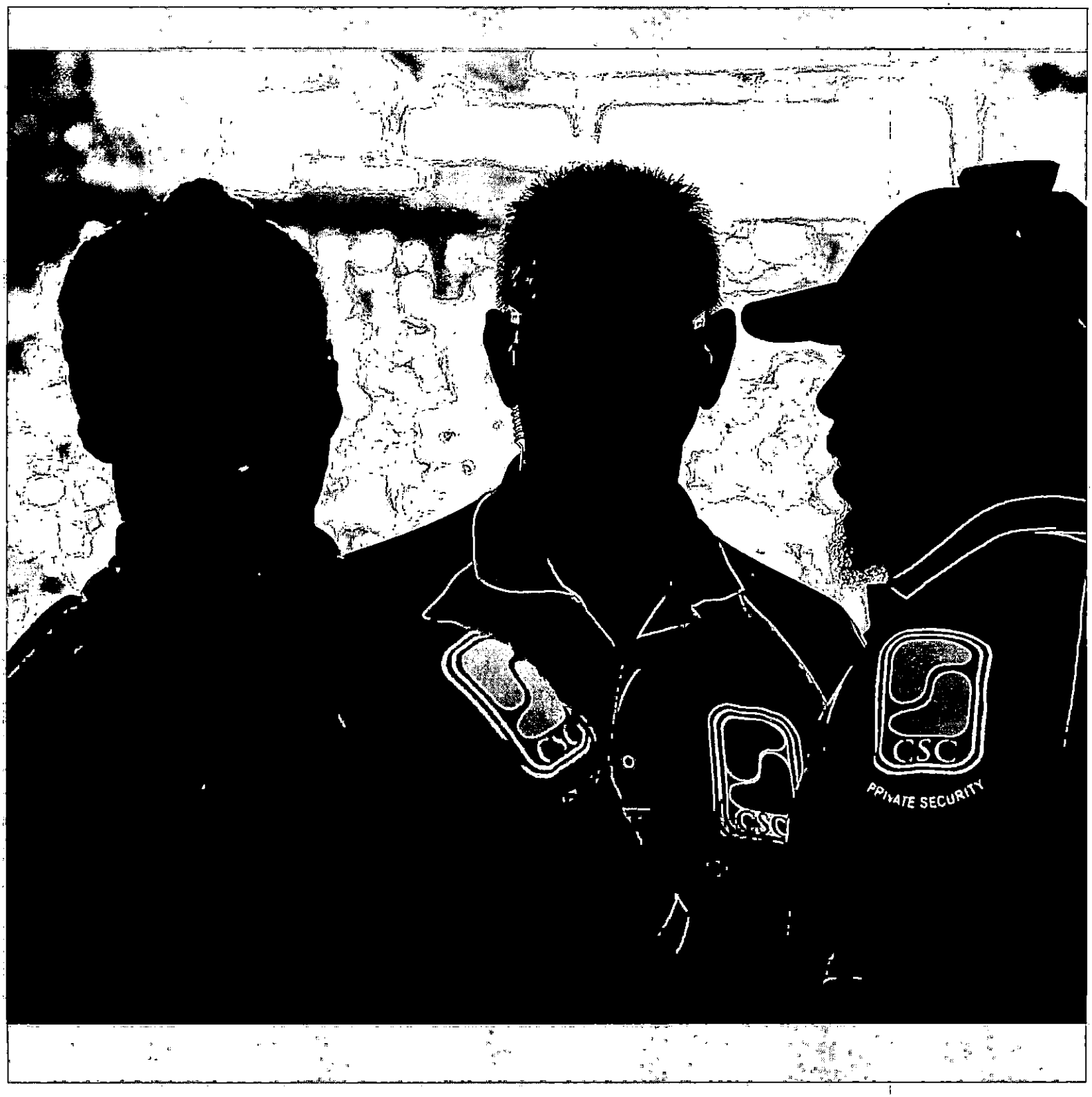
SECTION SIX



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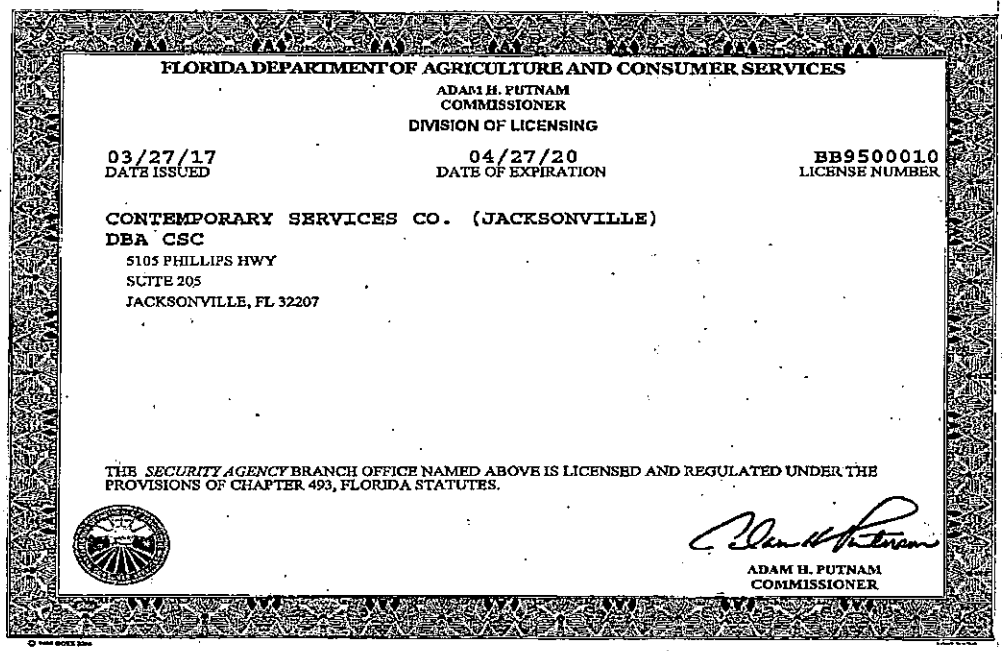
17 Licensing



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

ADAM H. PUTNAM
COMMISSIONER

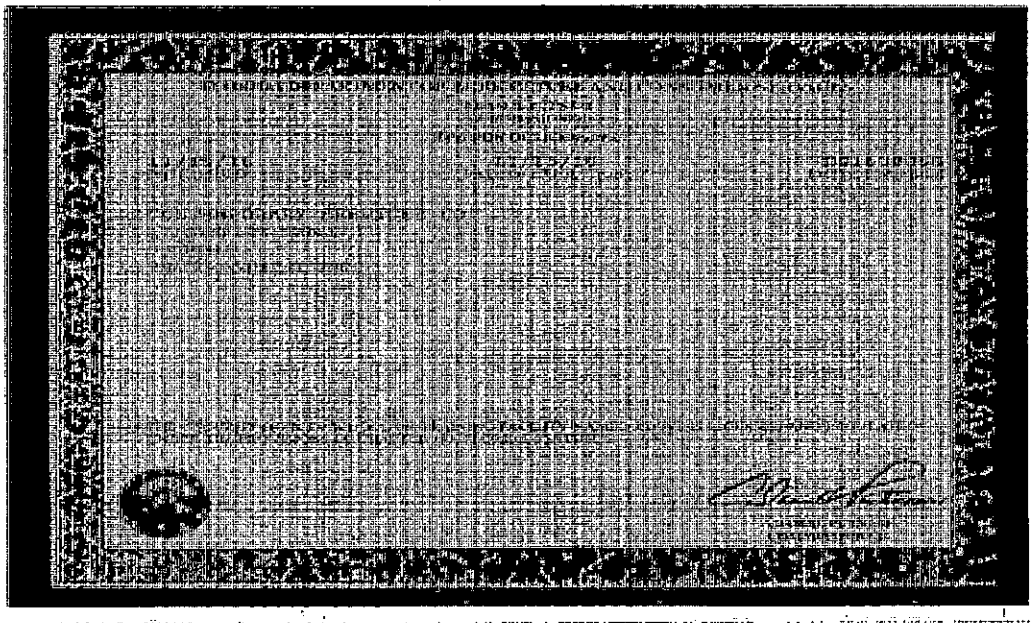
DIVISION OF LICENSING

03/27/17	04/27/20	BB9500010
DATE ISSUED	DATE OF EXPIRATION	LICENSE NUMBER

CONTEMPORARY SERVICES CO. (JACKSONVILLE)
DBA CSC
5105 PHILLIPS HWY
SUITE 205
JACKSONVILLE, FL 32207

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

ADAM H. PUTNAM
COMMISSIONER



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18 Attachment G

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "G"- PROOF OF LIABILITY INSURANCE

Respondents shall attach Insurance Certificate(s) reflecting the required coverages as provided herein.

See following page for Certificate of Insurance.

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/15/2018

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). If Waiver of Subrogation is applicable, it only applies to the extent allowed by law.

PRODUCER	CONTACT NAME: Tina Pieske	
Mesirow Insurance Services, Inc. 353 N. Clark Street Chicago, IL 60654	PHONE 312.595.7345	FAX (A/C, No)
	E-MAIL ADDRESS: Tina.Pieske@Alliant.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Lloyd's Syndicate 33	10200
INSURED Event Services America, Inc. dba Contemporary Services Company 2180 Emerson Street Jacksonville, FL 32207	INSURER B: Zurich American Ins. Co.	16535
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 129239** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYY)	POLICY EXP (MM/DD/YYY)	LIMITS	
A	**GENERAL LIABILITY**	x		MPL188981117	03/18/2017	03/18/2018	EACH OCCURRENCE	$2,000,000
	x COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (each occurrence)	$500,000
	CLAIMS-MADE x OCCUR						MED EXP (Any one person)	$5,000
	x SIR						PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$5,000,000
	POLICY PROJECT x LOC						PRODUCTS - COMP/OP AGG	$5,000,000
B	**AUTOMOBILE LIABILITY**			BAP937666813	03/18/2017	03/18/2018	COMBINED SINGLE LIMIT (Each accident)	$1,000,000
	x ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	x HIRED AUTOS / x NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
	x Comp Ded: $1000 / x Coll Ded: $1000							
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**	N/A		WC930778714(All States)WC930783014(MA/WI)	03/18/2017	03/18/2018	x WC STATUTORY LIMIT / OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH). Y/N						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below. N						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
A	Other Professional Liability			MPL188981117	03/18/2017	03/18/2018	Included with GL	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate of insurance evidencing coverage for Event Services America, Inc. dba Contemporary Services Company in response to RFP 18-06 for Event Security Services.

CERTIFICATE HOLDER	CANCELLATION
St. John's County; Purchasing Department 500 San Sebastian View St. Augustine, FL 32084	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 John Hamey

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REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "A" - AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF California COUNTY OF Los Angeles. Before me, the undersigned authority, personally appeared James H. Service who, being duly sworn, deposes and says he is Secretary (Title) of Event Services America, INC. (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 18-06, Event Security Services.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Event Services America, INC.
(Proposer)

By _____

Secretary
(Title)

STATE OF California

COUNTY OF Los Angeles

Subscribed and sworn to before me this 28th day of February, 2018, by James Service who personally appeared before me at the time of notarization, and who is personally known to me or who has produced Driver License as identification.

_____
Notary Public

ANABEL MARTINEZ
COMM. #2135574
Notary Public - California
Los Angeles County
My Comm. Expires Dec. 3, 2019

My commission expires:
12/3/19

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

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REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "B" - AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Event Services America, Inc., being of lawful age and being duly sworn I, James H. Service (affiant name), as Vice President-Comptroller & Secretary (insert position or title) (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 28th day of February, 2018.

Signature of Affiant

STATE OF California

COUNTY OF Los Angeles

Subscribed and sworn to before me this 28th day of February 2018, by James Service who personally appeared before me at the time of notarization, and who is personally known to me or who has produced Driver License as identification.

Notary Public

My commission expires: 12/3/19

ANABEL MARTINEZ
COMM. #2135574
Notary Public - California
Los Angeles County
My Comm. Expires Dec. 3, 2019

20

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St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

February 16, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-06; Event Security Services

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting an RFP Package that he/she has received all Addenda, and **return one (1) original and one (1) electronic PDF copy of this signed Addendum with the submitted RFP Package to the St. Johns County Purchasing Department, 500 San Sebastian View; St. Augustine, FL 32084.**

Questions & Answers:

1. Is there going to be one evaluation of responses?
   Answer: Yes, a single evaluation will occur to determine the highest ranked firm.

2. Will there be two separate contracts?
   Answer: Yes, the County and the City of St. Augustine will issue agreements, as approved by their respective boards. The separate agreements are in no way contingent upon or joined with the other.

3. Will the services include ticket scanners, or is that provided by in house staff?
   Answer: Ticket scanning is performed by in-house staff, and will not be required of the Contractor.

4. Who provides the equipment for the awarded contractor?
   Answer: The contractor is responsible for providing any and all equipment necessary to perform the required services, including, but not limited to uniforms, metal detection wands, flashlights, radios, and any other equipment required to satisfactorily comply with the scope of services.

5. What is the typical notice of events to the contractor?
   Answer: The contract provides for no less than forty eight (48) hours, unless the County or City is unable to provide such notice. In general, the County and City will give as much notice of events as reasonable for planning purposes.

6. Can you provide the name of the current company providing services on this contract and their current billing rate?
   Answer: The current provider is Contemporary Services Corporation. Their current billing rates are as follows:

Guard	$16.50
Supervisor(s)	$19.00
Event Manager	$23.50

   These rates are billed at Time & a Half for the following holidays: New Year's Day, MLK Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

7. When was the current incumbent awarded the contract?
   Answer: The current vendor was awarded the contract in October 2010.

500 San Sebastian View, St. Augustine, FL 32084 | P: 904.209.0150 | F: 904.209.0151 www.sjcfl.us

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8. What is the estimated usage (number of annual hours) of prior contract?
   Answer: 19,750 hours for calendar year 2017.

9. What is the estimated total number of annual hours for this contract?
   Answer: 20,000 estimated for calendar year 2018

10. What was the contract amount spent last year?
    Answer: $395,066.43 spent in calendar year 2017.

11. Are there any additional services that may be needed that are not listed in the RFP?
    Answer: No.

12. Is there any minimum wage/pay?
    Answer: Respondents must comply, at a minimum, with the Florida Minimum Wage as calculated by the Florida Department of Economic Opportunity.

13. Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?
    Answer: Please see answer to #7 above. There is no contract specific wage, or collective bargaining agreement associated with these services.

14. Is a bid bond required? If yes, how much
    Answer: This solicitation is not a bid, so no bid bond is required.

15. How often/how many times have you assessed liquidated damages, if applicable?
    Answer: Liquidated Damages were not incorporated in the previous agreement.

16. If awarded, will a Performance Bond be required? If yes, how much?
    Answer: No Performance Bond shall be required under this contract.

17. If awarded, will a Payment Bond be required? If yes, how much?
    Answer: No Payment Bond shall be required under this contract.

18. Is there a desired page limit for the proposal?
    Answer: There is no desired page limit for the submitted RFP Packages. However, Respondents are urged to follow the recommended format provided in the RFP Document for their submitted proposals.

Clarifications:

1. The City of St. Augustine reserves the right to award and/or contract with multiple vendors.

BID SUBMITTAL DEADLINE REMAINS: THURSDAY, FEBRUARY 22, 2018 AT 4:00 PM

Acknowledgment

J K Brock III
Sighature

Jay Brock/ SVP Operations and Training
Printed Name/Title

Contemporary Services Corporation
Company Name (Print)

March 1, 2018
Date of Signature

Sincerely,

Jaime T. Locklear, MPA, CPPB, FCCM
Assistant Purchasing Manager

END OF ADDENDUM #1

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ADDENDUM #2

February 21, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-06; Event Security Services

This Addendum #2 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting an RFP Package that he/she has received all Addenda, and **return one (1) original and one (1) electronic PDF copy of this signed Addendum with the submitted RFP Package to the St. Johns County Purchasing Department, 500 San Sebastian View; St. Augustine, FL 32084.**

Questions & Answers:

1. Will the services include ticket scanners, or is that provided by in house staff?
   Answer: The City of St. Augustine does not require scanners.
2. What is the estimated usage (number of annual hours) of prior contract?
   Answer: The City of St. Augustine usage for calendar year 2017 was 574 hours.
3. What is the estimated total number of annual hours for this contract?
   Answer: The City of St. Augustine estimates 625 hours in 2018.
4. What was the contract amount spent last year?
   Answer: $10,368.00 spent in calendar year 2017 by the City of St. Augustine.

Correction:

1. Addendum #1 incorrectly stated the due date for proposals to be 2/22/18. The correct due date for proposals is 3/1/18 as shown below.

BID SUBMITTAL DEADLINE REMAINS: THURSDAY, MARCH 1, 2018 AT 4:00 PM

Acknowledgment

Signature

Jay Brock / SVP Operations and Training
Printed Name/Title

Contemporary Services Corporation
Company Name (Print)

March 1, 2018
Date of Signature

Sincerely,

Jaime T. Locklear, MPA, CPPB, FCCM
Assistant Purchasing Manager

END OF ADDENDUM #2

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PROPOSAL
APPENDIX

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A Exceptions and Proposed Additional Terms

PROPOSED EXCEPTIONS AND ADDITIONAL TERMS

The following serves as Event Services America, Inc., dba Contemporary Services Company ("CSC" or "Contractor") to that RFP No. 18-06 for Event Security for St. Johns County, Florida Board of County Commissions ("SJC").

The exceptions and proposed terms for inclusion represent terms for which CSC and SJC have previously negotiated and agreed upon and are consistent with the current contact language between the parties.

Additions to the text of the RFP are noted by italicized and underlined text. Explanations for revisions or clarifications are noted in italicized text. Text not referred to or included herein is deemed acceptable and unmodified.

I. REQUESTED EXCEPTIONS

PART III: SERVICE REQUIREMENTS

H. Training of Event Security Personnel

* * *

All new personnel shall be required to shadow a licensed security officer for a minimum of four (4) hours at an event prior to being assigned an independent position at any event under the awarded contract *provided that the employee has not completed St. John's on-site training provided by CSC.* The County shall not pay for the hours of shadowing/training by new personnel at events.

CSC respectfully requests the foregoing changes. CSC believes that the on-site training should be sufficient to acquaint staff with the particulars of the venue and shadowing is not necessary.

I. Financial Consequences

The Contractor shall be required to provide the number of security employees as determined by the County, for each event. Failure by the Contractor to provide the number of security employees for any event, as determined by the County, shall result in a one hundred dollar ($100.00) fee assessed to the Contractor, by the County, for each employee the Contractor fails to provide for each event *provided that in order to provide the staffing level required by SJC, it may be necessary to schedule additional numbers of employees to insure complete coverage at the Event. SJC agrees to absorb the costs for up to ten percent (10%) of any overstaffing for events.* Fees assessed to the Contractor for failure to perform, or provide the appropriate number of security personnel for events, as determined by the County, shall be deducted from the invoice received for the event, where the Contractor's failure to perform occurred.

CSC respectfully requests the additional language be added to this provision. CSC requires proper lead time notice of required staffing level and an overstaffing allowance to ensure complete coverage for events.

PART IV: CONTRACT REQUIREMENTS

F. Insurance Requirements:

The Contractor shall not commence work under the awarded Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. **Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability** ***subject to and limited by the obligation of the Contractor to provide and indemnification pursuant to the indemnification provisions of this Agreement.*** A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements

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shall not relieve the Contractor of its liability and obligations under the awarded Contract.

CSC respectfully requests the foregoing changes. CSC's insurer requires that any agreement to list other parties as additional insured on CSC's policies must be subject to the indemnification provisions of that agreement.

G. Indemnification:

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless St. Johns County, Florid, and employees, from and against liability, claims, damages, losses and expenses, including *their reasonable* attorney's fees, arising out of or resulting from performance of the work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by the negligent acts or omissions of the Contractor, a Subcontractor of the Contractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, ~~regardless of whether or not~~ *except to the extent* such liability, claim, damage, loss or expense is caused is caused in part by a party indemnified hereunder.

CSC respectfully requests the foregoing changes. CSC believes that indemnification should be tied to a level of culpable conduct for which CSC should, in fairness, be held responsible. CSC should not be responsible for the negligence of the County. Further, this is consistent with the current contract language between CSC and SJC.

EXHIBIT A- City of St. Augustine General Services Agreement

8. COST OF LIVING INCREASES A Consumer Price Index ("CPI") – based Cost Schedule increase may be requested in writing no later than three months before the contract renewal date. The increase will be limited to the lesser of five percent or the result of the CPI percentage increase calculation expressed below. The CPI percentage increase shall be calculated by using the Consumer Price Index for All Urban Consumers ("CPI-U") numbers provided by the Bureau of Labor Statistics. The CPI percentage increase shall be calculated by subtracting from the most recent May CPI-U number the CPI-U number for the previous May, then dividing the remainder by the previous May's number, and finally, multiplying the quotient by 100. Cost Schedule increases shall be prorated based upon the number of calendar months in the City's fiscal year that the contract has been in effect. (For example, a cost schedule increase for renewal of a contract initiated in March (six months into the City's fiscal year), would be limited to the lesser of either one-half of the CPI percentage increase or 2.5 percent upon renewal in October.) In the event this contract includes a provision for fuel adjustment, and an upward fuel adjustment is made during the contract year, the CPI percentage increase shall be multiplied by the percentage of the Total Compensation allocated to non-fuel costs. For example, if it is determined that the cost of fuel is 20 percent of the Total Compensation, the CPI percentage increase shall be multiplied by 0.8.

Notwithstanding this provision, if State, Federal, local city or county Minimum Wage Standards, applicable Living Wages, governmentally mandated health benefits payments or related levies or taxes or the like are increased or levied, as the case may be, against Contractor during this Agreement, the rates paid to Contractor by SJC shall be adjusted by any such increase, levy, payments or taxes, times 1.4 to reflect the increase in minimum wages and/or related benefits payments, levies or taxes.

Contractor requests consideration of this additional provision to take into account the possibility of an unanticipated increase in Federal, State or Local minimum or living wage provisions, which would increase not only the cost of labor that will be provided under any agreement reached for crowd management services, but also increases Contractor's costs for providing these services.

10. INDEMNIFICATION Contractor shall indemnify and hold harmless, release, and forever discharge the City, its public officers, employees, agents, representatives, successors, and assigns, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its employees or sub-contractors, in the performance of the Work and resulting from damages to property, personal injury, or loss of life *except when* such liability, claim, damage, loss or expense is caused is caused in part by a party indemnified hereunder.

CSC respectfully requests the foregoing changes. CSC believes that indemnification should be tied to a level of culpable conduct for which CSC should, in fairness, be held responsible. CSC should not be responsible for the negligence of the

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County. Further, this is consistent with the current contract language between CSC and SJC.

11. INSURANCE AND PERMITS. Contractor shall acquire and maintain, at its own expense, all permits and licenses required by law and shall maintain the same in full force and effect. Contractor is responsible for conformance with all State and Federal regulations and requirements. City of St. Augustine permit fees shall be waived.

Contractor shall provide all insurance required by Attachment B, Insurance Requirements, and shall not commence Work until it has provided Certificates of Insurance to the City as per Attachment B. Receipt of Certificates of Insurance indicating less coverage than required does not constitute a waiver of the Insurance Requirements. ~~Contractor waives its right of recovery against the City to the extent permitted by its insurance policies.~~ Contractor's insurance shall be considered primary, and City insurance shall be considered excess, as may be applicable to Contractor's obligation to provide insurance.

CSC is not able to waive subrogation under the terms of its current policy coverages.

II. REQUESTED ADDITIONAL PROPOSED TERMS

Contractor respectfully submits the following additional proposed terms for inclusion in a final contract for the services should its submission be selected as the successful bidder.

1. STAFF LEVELS

A. At least one (1) week prior to the first day of an event covered by the RFP (each an "Event") for which Contractor's crowd management services (the "Services") will be necessary, SJC shall provide to Contractor a written job order that includes the number and classifications of personnel requested and the time periods for which they will be needed. If SJC does not provide such timely notice, Contractor shall make best efforts to provide the requested personnel for the Event; however, Contractor's inability to do so shall not be a breach of this Agreement. In order to provide the staffing level required by SJC, it may be necessary to schedule additional numbers of employees to insure complete coverage at the Event. SJC agrees to absorb the costs for up to ten percent (10%) of any overstaffing for events. However, should the overstaffing be in excess of ten percent (10%), Contractor must obtain written approval from SJC's onsite event manager. If such written approval is not obtained, SJC shall not be required to compensate Contractor for overstaffing in excess of 10%.

B. Staffing levels and specific posts will be determined by SJC following consultation with Contractor. SJC shall have the final decision as to the number of Contractor's personnel to be used and the deployment (i.e., placement at the Job Site). SJC agrees that for all requests for Contractor personnel: (i) at least one Supervisor shall be ordered and such Supervisor shall act as the Event Coordinator where the personnel request is for less than ten (10) personnel; (ii) for any event where ten (10) or more personnel are requested, an Event Coordinator shall be ordered; and, (iii) for every ten (10) Contractor personnel requested, a minimum of one (1) Supervisor shall be ordered. The Event Coordinator and Supervisors shall not be assigned or included in the fixed postposition order.

2. SUPERVISION AND AUTHORITY

A. In order for Contractor to be effective in the delivery of services, Contractor must manage and supervise its employees. Therefore, Contractor shall be accountable for the direct supervision of its employees. SJC shall make all requests regarding deployment, positioning, post assignments and conduct through Contractor's Event Coordinator. The Event Coordinator will be accountable for the satisfaction of such requests to the extent that such requests are consistent with Job Site policies, this Agreement and local, state and federal laws.

B. If at any time SJC feels that any employee of Contractor is not satisfactory, SJC shall notify Contractor of the reasons for its dissatisfaction with such employee verbally and in writing. Contractor shall attempt to promptly correct the employee's conduct to the satisfaction of SJC. If the employee continues to be unsatisfactory to SJC, or if the initial conduct was so egregious as to warrant dismissal, SJC may demand that Contractor cease using said employee at the Job Site. Contractor shall promptly comply with such request. SJC agrees that any requests pursuant to this paragraph shall not be based upon unlawful discrimination in regards to an employee's race, religion, national origin, age, gender, sexual orientation or disability.

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3. EVENT STAFF RESPONSIBILITIES

Contractor's personnel shall be responsible for the carrying out of the written Job Site rules, regulations and policies applicable to Contractor and issued by SJC to Contractor. Contractor's personnel shall work with and assist the proper local authorities when necessary and appear in court and other proceedings as becomes necessary. SJC shall pay the hourly rate of any such Contractor personnel that attend such proceedings on behalf of or at the request of SJC or the proper local authorities, but only if such attendance is required in connection with an Event at the Job Site and if such proceeding does not involve Contractor liability.

4. EVENT REPORTING TIMES

Contractor requires time prior to an Event for the briefing and distribution of employees at the Job Site. The following minimum reporting time requirements shall be used:

a. Where the number of employees ordered is ten (10) or less, the reporting time shall be fifteen minutes prior to the facility opening.

b. Where the number of employees ordered is more than ten (10) but less than fifty-one (51), the reporting time shall be thirty (30) minutes prior to the facility opening.

c. Where the number of employees ordered is fifty-one (51) but less than one hundred (100), the reporting time shall be forty-five (45) minutes prior to the facility opening.

d. Where the number of employees ordered is one hundred one (101) but less than two hundred (200) then the reporting time shall be one (1) hour.

e. Where the number of employees ordered is two hundred one (201) or more, the reporting time shall be one and one-half (1-1/2) hours.

5. PAYMENTS AND TERMS

A. An invoice shall be due and payable no later than thirty (30) days from the date an invoice for services is provided. An invoice shall be mailed to SJC within seven (7) working days after the services being invoiced were provided. SJC shall not be responsible for the payment of services not yet invoiced.

B. If payment is not timely made, SJC shall pay all reasonable collection expenses, including reasonable costs and attorney's fees, regardless of whether or not suit is filed. If payment is not received within thirty (30) days, SJC shall pay one and one-half percent (1½%) per month interest as a finance charge on any and all late payments, with such finance charges being added to each monthly statement.

6. COMPENSATION

A. SJC shall pay at the rates of Contractor noted for the Services in Contractor's RFP bid response, plus any applicable sales taxes on such services, per employee-hour, with a minimum of four (4) hours per employee (if an employee works in excess of four (4) hours, SJC shall pay in fifteen (15) minute increments). Any applicable sales taxes on such services shall be added to the above rates as applicable and shall be set forth in the invoice presented by the Contractor to the SJC.

B. If SJC requests a specific Contractor employee or specifies certain acceptable employees who may work an Event or position, SJC shall pay the base rate by classification for such employee (e.g., a Supervisor being positioned at a non-Supervisor spot).

C. SJC shall pay one and one-half (1-1/2) times the rates for all services provided on the following holidays (except as noted, holidays shall be celebrated on the day observed by the Federal Government):

New Year's Day (January 1)	*Labor Day*
Martin Luther King's Birthday	*Thanksgiving Day*
Easter Sunday	*Christmas Eve (December 24)*
Memorial Day	*Christmas Day (December 25)*
Independence Day (July 4)	*New Year's Eve (December 31)*

D. If a Contractor employee works more than forty (40) hours per week for Events covered by this Agreement, the overtime hours shall be paid by SJC at one and one half (1 1/2) times the rates or as otherwise required by applicable

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law.

E. If SJC provides Contractor with less than seventy-two (72) hours notice of personnel requests, SJC shall pay one and one-half (1 1/2) times the rates for such requests. If SJC provides Contractor with less than twenty-four (24) hours notice of personnel requests, SJC shall pay two (2) times the rates for such requests.

F. If SJC cancels any or all of its personnel requests less than twenty four (24) hours prior to Event reporting time, SJC shall pay, in addition to sums due for services actually provided, at the regular rate for each canceled employee as if such employee had worked four (4) hours.

7. UNIFORMS AND EQUIPMENT

A. Contractor's normal uniform for personnel shall be dark blue slacks and a yellow windbreaker, nylon jacket or golf shirt with the words "Event Staff" printed on the back and the Contractor's logo and an identifying number on the front. Supervisors' normal attire shall be a shirt or jacket of a different color than other personnel and shall have the word "Supervisor" on the front.

B. If SJC requests that Contractor utilize Walk-Through Metal Detectors ("WTMD") or metal detecting wand devices, SJC agrees that the effectiveness of WTMD or metal detecting wand devices procedures is that of a deterrent and one process in attempting to screen out prohibited metal objects from being brought into the Job Site. Contractor agrees to implement the requested services so as to maximize the effectiveness as intended. However, Contractor does not represent that the use of the WTMD or metal detecting wand devices shall be completely effective against any and all contraband. If Contractor provides metal detecting wand devices for an Event, there shall be a rental charge of Fifteen and 00/100 dollars ($15.00) per device per Event day. If Contractor provides two-way radios for an Event, there shall be a rental charge of Fifteen and 00/100 dollars ($15.00) per radio device per Event day. Any other equipment or supplies SJC desires shall be provided by SJC or may be purchased or rented by Contractor with SJC providing reimbursement for the cost of the supplies and any related labor cost.

Staff Rates:
Event Screening Specialist: $_____ per hour/per staff

Training:
5 Hour Training Rate for Staff: $_____ per hour/per staff
* SJC to provide training location, and training to be conducted by Contractor's approved trainer

C. SJC shall supply Contractor with a suitable check-in area for employee roll call, suitable office space and locked storage area for the exclusive use of Contractor and its employees.

D. Contractor's personnel shall be provided parking at the Job Site, or off-Job Site parking with a shuttle service to the Job Site, at no cost to Contractor or its personnel.

8. EMPLOYMENT OFFERINGS

SJC understands the time and expense CONTRACTOR incurs to recruit, train and retain its employees. Therefore SJC agrees that should SJC hire any employees of CONTRACTOR, who are employed by CONTRACTOR following the start of this Agreement and for one (1) year after its termination for any reason, SJC will pay CONTRACTOR a hiring and placement fee for each such CONTRACTOR employee hired by SJC to reimburse CONTRACTOR for the costs it will incur in replacing such employee with a fully trained equivalent employee. Those costs shall be as follows: (1) event security staff shall be charged at a base fee for all recruiting and training of $4,500, plus an additional $5,000 for each year of experience such event security staff employee had with CONTRACTOR at the time SJC hires him/her; (2) for any Contractor managers or supervisors, the fee shall include the base recruiting and training fee of $4,500, plus the additional $5,000 for each year of experience such employee had with CONTRACTOR at the time SJC hires him/her, plus an additional fee of $7,500 for the additional training such CONTRACTOR managers or supervisors receive from CONTRACTOR. CONTRACTOR shall be entitled to receive reasonable costs and attorney's fees to collect those hiring and placement fees regardless of whether or not suit is filed.

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B Experience with Emergency Evacuations

The following are examples of CSC's experience with handling Emergency Evacuations and Severe Weather Incidents.

2005
Hurricane Katrina hit the Gulf Coast on August 28, 2005. Within a few days, the Superdome and Convention Center became filled to capacity. FEMA decided to move more evacuees to neighboring cities. The next day, Houston welcomed the majority of evacuees at Reliant Astrodome and Reliant Center, now NRG Astrodome and NRG Center. CSC Houston, operating under NIMS staffed 175 personnel in 12-hour shifts. Primary duties included access control and screening, which involved full pat down searches. Coverage lasted through September 20, 2005.

2008
During the 2008 SEC Men's Basketball Tournament at the Georgia Dome in Atlanta, an F2 Tornado struck downtown, damaging the Georgia Dome. CSC's Atlanta staff were responsible for moving 20,000 guests from their seats, keeping them on the concourses of the Dome, and preventing them from leaving the venue to keep them away from the glass doors at all of the entry gates for their own safety. The concern at the time was the roof collapsing and flying debris outside from the tornado. CSC also evacuated the teams, coaches, staff, and referees from the floor to the safety of their locker rooms.

2011
After several severe storm watch warnings were issued for high winds, hail, heavy rain and lightning, the football game between West Virginia University and Marshall University was suspended and a shelter-in-place order was issued. CSC directed fans in the lower bowl to the Caperton Indoor Practice Facility and fans in the upper bowl were directed to the stadium concourse.

"Since 1969, CSC has been providing services to the Hollywood Bowl. Their focus has always been the same...to treat each event as if it were the "Super Bowl". CSC's expertise in venue security and guest services is unparalleled and is essential to the Hollywood Bowl experience."

Ed Tom
Director of Operations
Hollywood Bowl

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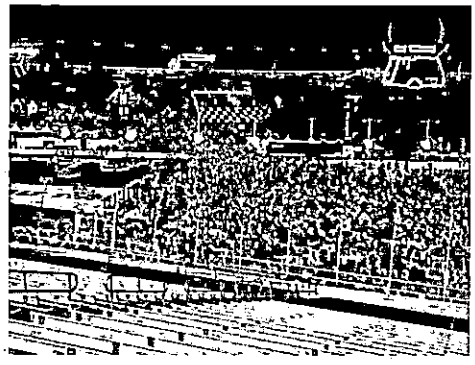
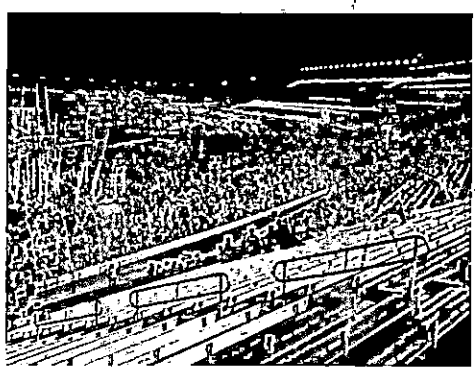
2012

CSC's Las Vegas Branch was providing security and staffing services at Las Vegas Motor Speedway during the Electric Daisy Carnival for more than 90,000 fans when a wind and sandstorm struck the speedway at 1:00 AM. There were six different stages and numerous carnival rides on the infield. Because of safety concerns for the fans around the stage structures and those on the tall carnival rides, an evacuation of the speedway infield was ordered. CSC accomplished this by redeploying over 500 staff onto the infield and sweeping the crowd away from stages and rides towards the grandstands away from danger.



Crowd Leaving Infield



Crowd Being Directed Into The Stands

2013

During the second quarter of Texas Christian University vs. Texas University football game, a call came through CP regarding an approaching storm with possible lightning strikes. Approximately 10 minutes later, an announcement was made in the stadium for all 47,000 guests to take shelter due to lightning strikes and possible hail nearby. CSC staff directed guests to the concourse areas. In addition, the Daniel Meyer Coliseum was opened for an additional shelter-in-place area. All guests were evacuated with no incidents and the game resumed after a 3-hour delay.

2015

During the 2015 Firefly Music Festival, held at The Woodlands of Dover International Speedway, a severe thunderstorm warning was in affect with wind speeds up to 60 MPH. At 9:00 pm on Saturday, June 20, a full evacuation of 80,000 people was executed by the CSC Philadelphia and Washington D.C. branches within 50 minutes of the announcement. CSC used over 350 festival staff to safely evacuate all guests and artists to safety before the storm hit. The successful collaboration of CSC, APEX Security Group, Dover Police Department, and Dover International Speedway ensured the safety of all attendees with no incidents reported. The festival was canceled for the evening and resumed the next day with the remainder of the schedule.

2017

Around 10:00PM, a gunman opened fired on the crowd attending the Route 91 Harvest Music Festival, in Las Vegas, making it the deadliest mass shooting in modern American history. CSC was providing crowd management services at this event. When the shooting began, CSC training took over and staff began assisting guests. Once they realized the shooting was coming from an elevated positions, some guest where directed by CSC to hide behind structure and shelter in place. Others were guided out exits away from the gunman.

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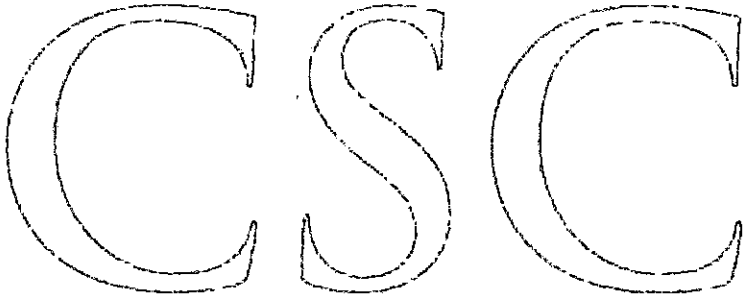

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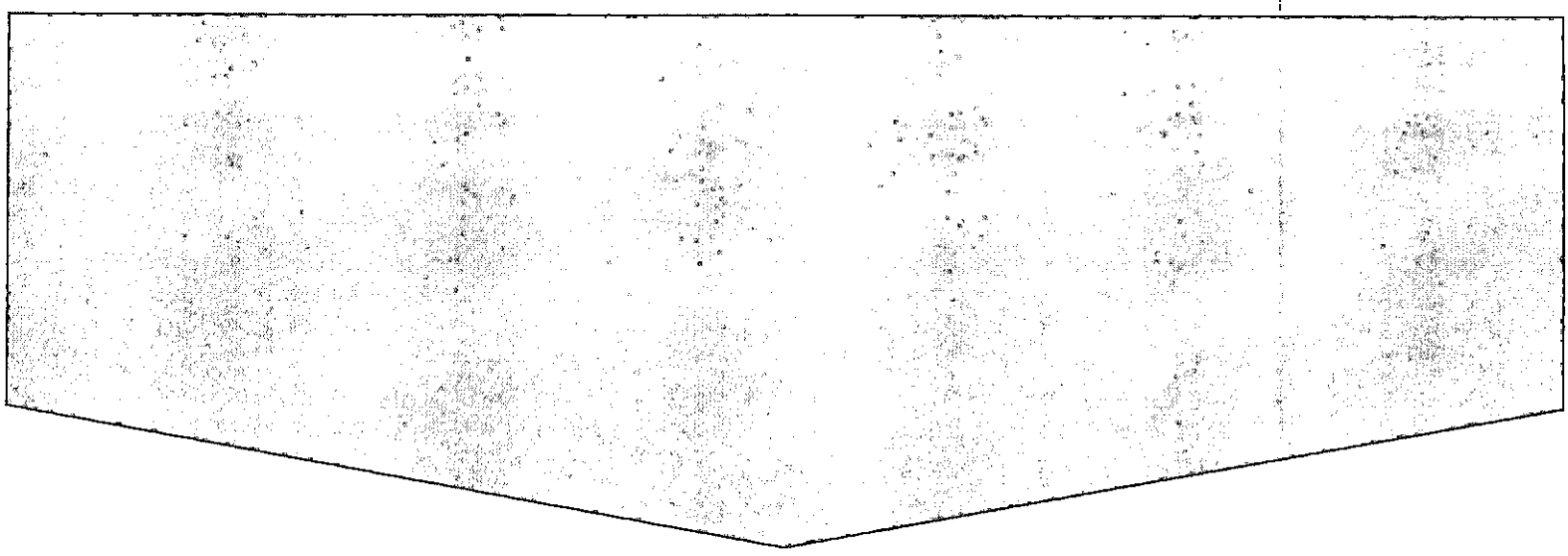
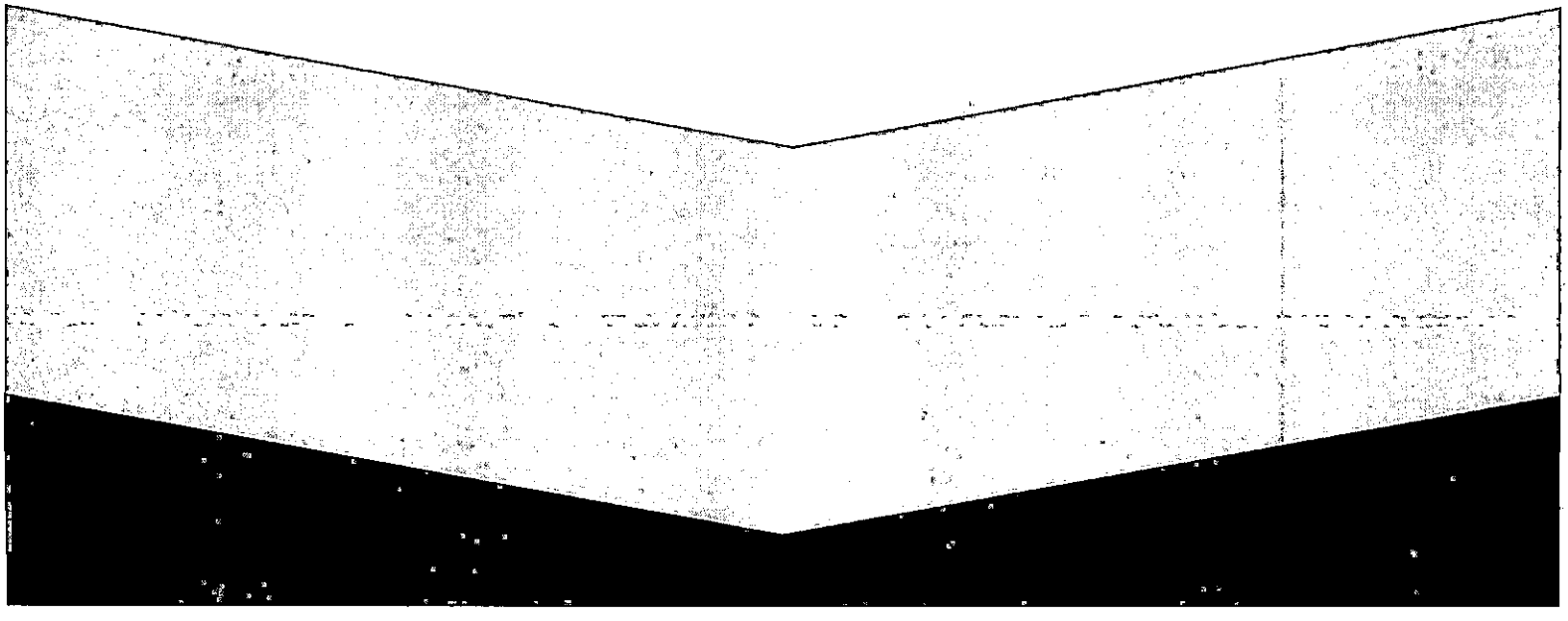


CONTEMPORARY SERVICES CORPORATION

THE LEADER IN CROWD MANAGEMENT®



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #2

February 21, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-06; Event Security Services .

This Addendum #2 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting an RFP Package that he/she has received all Addenda, and **return one (1) original and one (1) electronic PDF copy of this signed Addendum with the submitted RFP Package to the St. Johns County Purchasing Department, 500 San Sebastian View; St. Augustine, FL 32084.**

Questions & Answers:

1. Will the services include ticket scanners, or is that provided by in house staff?
   Answer: The City of St. Augustine does not require scanners.
2. What is the estimated usage (number of annual hours) of prior contract?
   Answer: The City of St. Augustine usage for calendar year 2017 was 574 hours.
3. What is the estimated total number of annual hours for this contract?
   Answer: The City of St. Augustine estimates 625 hours in 2018.
4. What was the contract amount spent last year?
   Answer: $10,368.00 spent in calendar year 2017 by the City of St. Augustine.

Correction:

1. Addendum #1 incorrectly stated the due date for proposals to be 2/22/18. The correct due date for proposals is 3/1/18 as shown below.

BID SUBMITTAL DEADLINE REMAINS: THURSDAY, MARCH 1, 2018 AT 4:00 PM

Acknowledgment

_____
Signature

_____
Printed Name/Title

_____
Company Name (Print)

_____
Date of Signature

Sincerely,

Jaime T. Locklear, MPA, CPPB, FCCM
Assistant Purchasing Manager

END OF ADDENDUM #2

ADDENDUM #1

February 16, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-06; Event Security Services

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting an RFP Package that he/she has received all Addenda, and **return one (1) original and one (1) electronic PDF copy of this signed Addendum with the submitted RFP Package to the St. Johns County Purchasing Department, 500 San Sebastian View; St. Augustine, FL 32084.**

Questions & Answers:

1. Is there going to be one evaluation of responses?
   Answer: Yes, a single evaluation will occur to determine the highest ranked firm.

2. Will there be two separate contracts?
   Answer: Yes, the County and the City of St. Augustine will issue agreements, as approved by their respective boards. The separate agreements are in no way contingent upon or joined with the other.

3. Will the services include ticket scanners, or is that provided by in house staff?
   Answer: Ticket scanning is performed by in-house staff, and will not be required of the Contractor.

4. Who provides the equipment for the awarded contractor?
   Answer: The contractor is responsible for providing any and all equipment necessary to perform the required services, including, but not limited to uniforms, metal detection wands, flashlights, radios, and any other equipment required to satisfactorily comply with the scope of services.

5. What is the typical notice of events to the contractor?
   Answer: The contract provides for no less than forty eight (48) hours, unless the County or City is unable to provide such notice. In general, the County and City will give as much notice of events as reasonable for planning purposes.

6. Can you provide the name of the current company providing services on this contract and their current billing rate?
   Answer: The current provider is Contemporary Services Corporation. Their current billing rates are as follows:

Guard	$16.50
Supervisor(s)	$19.00
Event Manager	$23.50

   These rates are billed at Time & a Half for the following holidays: New Year's Day, MLK Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

7. When was the current incumbent awarded the contract?
   Answer: The current vendor was awarded the contract in October 2010.

8. What is the estimated usage (number of annual hours) of prior contract?
   Answer: 19,750 hours for calendar year 2017.

9. What is the estimated total number of annual hours for this contract?
   Answer: 20,000 estimated for calendar year 2018

10. What was the contract amount spent last year?
    Answer: $395,066.43 spent in calendar year 2017.

11. Are there any additional services that may be needed that are not listed in the RFP?
    Answer: No.

12. Is there any minimum wage/pay?
    Answer: Respondents must comply, at a minimum, with the Florida Minimum Wage as calculated by the Florida Department of Economic Opportunity.

13. Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?
    Answer: Please see answer to #7 above. There is no contract specific wage, or collective bargaining agreement associated with these services.

14. Is a bid bond required? If yes, how much
    Answer: This solicitation is not a bid, so no bid bond is required.

15. How often/how many times have you assessed liquidated damages, if applicable?
    Answer: Liquidated Damages were not incorporated in the previous agreement.

16. If awarded, will a Performance Bond be required? If yes, how much?
    Answer: No Performance Bond shall be required under this contract.

17. If awarded, will a Payment Bond be required? If yes, how much?
    Answer: No Payment Bond shall be required under this contract.

18. Is there a desired page limit for the proposal?
    Answer: There is no desired page limit for the submitted RFP Packages. However, Respondents are urged to follow the recommended format provided in the RFP Document for their submitted proposals.

Clarifications:

1. The City of St. Augustine reserves the right to award and/or contract with multiple vendors.

BID SUBMITTAL DEADLINE REMAINS: <u>THURSDAY, FEBRUARY 22, 2018 AT 4:00 PM</u>

Acknowledgment

_____
Signature

_____
Printed Name/Title

_____
Company Name (Print)

_____
Date of Signature

Sincerely,

Jaime T. Locklear, MPA, CPPB, FCCM
Assistant Purchasing Manager

END OF ADDENDUM #1

ST. JOHNS COUNTY, FL
BOARD OF COUNTY COMMISSIONERS

RFP NO: 18-06 – REQUEST FOR PROPOSALS

Event Security Services

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
(904) 209-0150
www.sjcfl.us/Purchasing/index.aspx

FINAL: 01/26/18

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES

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IX. Sealed RFP Mailing Label

ST. JOHNS COUNTY, FL – RFP NO: 18-06 – EVENT SECURITY SERVICES

PART I: ADVERTISEMENT

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 18-06, Event Security Services.** Interested and qualified respondents may submit RFP Packages, in accordance with the requirements provided herein, to the St. Johns County Purchasing Department. All RFP Packages are due by or before 4:00PM (EST) on **Thursday, March 1, 2018**. Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

St. Johns County is currently seeking proposals from interested firms to perform event security services at the St. Augustine Amphitheatre, the Ponte Vedra Concert Hall, and other St. Johns County concerts and events held at various locations throughout St. Johns County. The purpose of these services is to provide for the safety of attendees, performers, and other individuals before, during, and after each specified event. Also included in this RFP, are services for the City of St. Augustine concerts or events, at various locations throughout the City of St. Augustine, on an as needed basis, which shall be contracted separately by the City of St. Augustine.

RFP Documents are available for download from www.demandstar.com, or by calling 800-711-1712 and requesting Document **#18-06**. Vendors registered with Onvia Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Documents are also available from the SJC Purchasing Department. When making a request, vendors must provide their full company name, full company address, company phone number, primary contact and email address.

A **Non-Mandatory Pre-Proposal Meeting** will be held on Tuesday, February 6, 2018 at 9:30am in the Aviles Conference Room, in the St. Johns County Administration Building, located at 500 San Sebastian View, St. Augustine, FL 32084. Attendance at this meeting is not required to be considered for award, but is recommended.

Any and all questions or requests for information relating to this RFP shall be submitted ***in writing*** by or before close of business (5:00PM) on Thursday, February 15, 2018 to the Designated Point of Contact shown below:

Contact Information: Jaime Locklear, MPA, CPPB, FCCM, Contract Administration Manager
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: jlocklear@sjcfl.us
Phone: (904) 209-0158
Fax: (904) 209-0159

Interested firms shall not contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". Any such communication shall result in disqualification from consideration for award of a contract for these services.

RFP Packages **MUST** be submitted in a **SEALED** envelope or container and clearly marked on the exterior of the package: **RFP 18-06; Event Security Services**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the container. Each package shall consist of one (1) hard-copy original and one (1) USB Drive with an exact electronic copy of the submitted hard-copy original RFP Package, which shall include all required documents and any supplemental information. In the event of a discrepancy between the submitted hard-copy and electronic copy, the hard-copy will supersede.

Deliver or Ship RFP Packages to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084

Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation

to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or request for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

St. Johns County reserves the right to accept or reject any or all proposals, waive minor formalities, and to award to the proposer that best serves the interests of St. Johns County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FL
HUNTER S. CONRAD, CLERK

BY: _____
DEPUTY CLERK

RFP NO: 18-06 – EVENT SECURITY SERVICES

PART II: INTRODUCTION

A. Purpose:

St. Johns County Purchasing Department is accepting sealed Request for Proposals (RFP) packages from interested and experienced firms to perform event security services at the St. Augustine Amphitheatre, Ponte Vedra Concert Hall, and any other St. Johns County venues or locations as determined by the County.

Additionally, the City of St. Augustine intends to award a contract, separate from the County, for event security services for City events at venues and locations throughout the City of St. Augustine, on an as needed basis, as determined by the City.

B. Tentative Schedule of Events:

The County proposes the following tentative schedule of events for this RFP, and subsequent award of a contract. The schedule below is for planning purposes only, and is subject to change, without notice, based upon the County's needs.

Advertisement of RFP	January 30, 2018
Pre-Proposal Meeting	February 6, 2018
Deadline for Questions	February 15, 2018
Issuance of Final Addendum	February 22, 2018
RFP Package Submission Deadline	March 1, 2018
Evaluation of Submitted RFP Packages	March 8, 2018 – March 15, 2018
Presentation of Award Recommendation to SJC BOCC	April 17, 2018
Begin Negotiations of Contract	April 17, 2018
Contract Issuance & Execution	April 30, 2018

C. Due Date & Location

Packages submitted in response to this Request for Proposals must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) EST on **Thursday, March 1, 2018.** Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

RFP Packages shall be delivered to:

SJC Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

D. Designated Point of Contact:

Any and all questions or requests for information relating to this RFP shall be submitted ***in writing*** to the following Designated Point of Contact: Mrs. Jaime T. Locklear, MPA, CPPB, FCCM, Assistant Purchasing Manager, at jlocklear@sjcfl.us.

In the event the Designated Point of Contact, provided above, is absent, or unavailable for more than three (3) business days, during the advertisement of this project, interested firms may contact April Johnston, Procurement Coordinator, at ajohnston@sjcfl.us.

Interested firms **SHALL NOT** contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". Any such communication shall result in disqualification from consideration for award of a contract for these services.

E. Non-Mandatory Pre-Proposal Meeting:

There will be a Non-Mandatory Pre-Proposal Meeting will be held on **Tuesday, February 6, 2018** at 9:30am in the Aviles Conference Room, in the St. Johns County Administration Building, located at 500 San Sebastian View, St. Augustine, FL 32084. Attendance at this meeting is not required to be considered for award, but is recommended.

F. Submittal of Questions/Inquiries:
Any and all questions and/or inquiries related to this RFP, shall be directed, ***in writing***, to the Designated Point of Contact, as provided above, by or before four o'clock (4:00PM) EST on **Thursday, February 15, 2018**. Any questions received after this deadline will not be addressed or clarified by the County, unless it is determined to be in the best interest of the County to do so. The County reserves the right to extend the deadline for RFP submission in order to clarify or answer questions as necessary to serve the best interest of the County.

G. Addenda:
Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

H. Equal Employment Opportunity:
In accordance with Federal, State and Local law, submitting firms shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. Submitting firms shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the work.

I. Public Records:
The access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials associated with this RFP shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and all other applicable State and/or Federal Laws. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party or an unaffiliated party.

J. Solicitation Postponement/Cancellation:
The County may, at its sole and absolute discretion, postpone, cancel or re-advertise, at any time, this solicitation for any reason, as determined by County Staff, in order to best serve the interests of St. Johns County.

K. Right to Reject/Accept:
The County reserves the right to accept or reject any or all proposals, waive minor formalities, and to award to the Respondent that best serves the interest of St. Johns County.

PART III: SERVICE REQUIREMENTS

A. General Information
The St. Johns County Cultural Events Department holds a variety of events, which may include, but are not limited to concerts, farmers markets, festivals, and other events at the St. Augustine Amphitheatre, located at 1340C A1A South, St. Augustine, FL 32080, and the Ponte Vedra Concert Hall, located at 1050 A1A North, Ponte Vedra Beach, FL 32082, and potentially at other locations in the County, as determined by the County. The County requires a firm to perform event security to assist in the management of performers, customers, and other individuals as necessary to ensure successful, safe, and enjoyable events.

B. Security Personnel
The awarded Contractor shall be required to supply trained and qualified personnel (employees) on an event-related basis, as requested by the Cultural Events Department Staff. Minimum quantities of required personnel shall be determined by the County and shall be based on the type of event and the facility/location where the event is being held.

The personnel that the awarded Contractor shall be required to provide, at a minimum, are as provided and defined below:

1. Event Staff: Any security guard, ticket taker, parking attendant, wander, scanner, bag-checker, roamer, traffic direction, crowd control, or overnight guard.
2. Supervisor: Any personnel responsible for overseeing a specific subset of Event Staff. Supervisors report to

and receive instructions from the Event Manager.

3. Event Manager: Oversees all Supervisors and Event Staff. Event Managers report to and receive instruction directly from designated County personnel. Event Managers are responsible for ensuring the deployment sheets, and sign-in/sign-out sheets (and accompanying estimates) are accurate at the end-of-show settlement.

The awarded Contractor may be permitted to sub-contract portions of the services required in extenuating circumstances, such as an event taking place concurrently with other major events in the region (i.e. The Players, The Super Bowl, music festival, etc). Any proposed sub-contractors must be presented to the County for review and approval no less than seven (7) consecutive calendar days prior to any event for which the sub-contractor is being proposed, with sufficient justification as to the necessity to utilize the sub-contractor for the specified event. The Contractor shall be responsible for ensuring that any sub-contractor utilized for any event under the Contract performs services in accordance with the scope of services and terms and conditions of the awarded Contract. The County reserves the right to reject or deny the use of any sub-contractor, at any time throughout the duration of the Contract, for any event.

C. Security Services

The Contractor provided security personnel shall be required to perform duties which include, but are not limited to the following:

1. Provide personal protection to all patrons, artists, and/or any individuals associated with the promotion and/or execution of each event.
2. Limit access to and provide security and protection of property in the back-of-house areas, which include stage barricades, catering areas, dressing rooms, hospitality areas, press rooms, show equipment, trucks and buses, loading docks, etc.
3. Limit access to and provide security and protection of property in the front-of-house areas, which include entry gates, outdoor decks, breezeways, plazas, concession areas, merchandising areas, points of sale, VIP areas, meet-and-greet locations, followspot platforms, concourses, plazas, media tents, sound/light mix areas, aisles, other points of entry, etc.
4. Limit access to and provide security and protection of property in on-site parking lots, satellite parking lots, and patrons' vehicles.
5. Conduct pre-entry inspections of all patrons when required to do so, as determined by County Staff. Pre-entry inspections shall consist of visually examining patrons and/or wanding the patrons and their possessions for any items prohibited by the Cultural Events Division facility and/or event, including but not limited to: cans, bottles, alcoholic beverages, illegal drugs, fireworks, weapons of any type, or anything that can be used as a projectile. Any patron carrying a prohibited item shall be required to dispose of the item prior to entry.
6. Notify immediate supervisor, or nearest local law enforcement officer, if any person is refusing to comply with County rules, regulations, ordinances, and/or state laws.
7. Act to prevent vandalism, theft, or other criminal acts directed towards the facility and its equipment.
8. Provide an equal number of female and male security employees for each event. Positions at entry points must have an equal number of female and male employees in order to conduct pat-downs, wanding, etc.
9. Provide non-event related, overnight security at a venue or location, as determined by the County. The services required for the overnight security shall be determined at the time of the request.

D. Security Personnel Supervision

The Contractor shall be required to designate an Event Manager representative to directly supervise all of the security personnel provided for each event. The Event Manager shall be available before, throughout the duration, and after the conclusion of the event to confer with County Staff regarding the services required for the event.

The Contractor shall provide the contact information of the designated Event Manager for each event, within forty eight (48) hours of the notification from the County, that security services are required for an event, or at least twenty four (24) hours prior to the event, whichever comes first.

All supervisory personnel provided by the Contractor, for any event, must be responsive to the Cultural Events Division representative overseeing the event or any designated representatives, and their immediate needs, and carry out appropriate assignments expeditiously.

E. Event Notifications & Response Time

The Contractor must be able to provide the required services, with sufficient, qualified personnel, with at least forty eight (48) hours' notice from the County, and may also be requested to provide the required services with less than

forty eight (48) hours' notice from the County. If the Contractor is unable to staff a requested position, the Contractor must notify the County at least twenty four (24) hour prior to the scheduled arrival time. Any positions that are not filled on the day of an event must be reported to a designated venue representative no later than thirty (30) minutes after a staff member fails to sign-in at the required arrival time. In order to ensure that all requested positions are staffed for each event, the Contractor may choose to overstaff an event in the ratio of one (1) extra staff member for every fifteen (15) requested positions. Extra personnel staffed in this manner may be billed to the event, as long as the ratio of extra personnel does not exceed 1:15.

F. Security Personnel Conduct

The Contractor shall be responsible for ensuring that all event security personnel provided to perform services under the awarded contract shall provide courteous and competent treatment and service to all patrons, performers, guests, and any other individuals encountered during the performance of the services. All event security personnel provided by the Contractor shall conduct themselves in a courteous, respectful and professional manner as provided below:

1. Interact and communicate with patrons in a polite, kind, and reserved tone.
2. Request actions of patrons rather than demanding actions of patrons (when feasible).
3. Refrain from yelling, screaming and "barking" at patrons.
4. Never utilize foul or obscene language towards a patron, employee or tenant of any event or venue.
5. Correct problem behaviors and/or remove problem patron calmly and respectfully and without undue and/or unnecessary force.
6. Utilize only limited physical force in performing their duties and only when absolutely required to do so and when all other options have been attempted unsuccessfully.
7. Do not seek out casual or personal interactions with artists, talent, or "celebrities".
8. Refrain from making inappropriate physical contact with any individuals, patrons, staff, guests, and/or other security personnel.
9. Refrain from "people watching" and ogling of patrons.
10. Refrain from casual gossip with other guards, venue staff, and/or patrons while on duty.
11. Cooperate fully with County Staff and local law enforcement officials, at any time, as necessary.
12. Must agree to supporting the Drug Free Workplace Certificate that is made a part of the agreement.

The Contractor shall be required to ensure that no event security personnel provided for any event, at the request of the County, is under the influence of any controlled substances or alcohol while on duty. The County reserves the right to immediately dismiss any event security employee, at any time, if the employee appears to be under the influence, or otherwise intoxicated at any time while performing services at any event.

All Contractor provided event security personnel must maintain satisfactory standards of employee competence, conduct, appearance, and integrity. The Contractor shall be responsible for taking disciplinary action with respect to its employees as necessary to ensure compliance with the requirements of the awarded contract. The Contractor shall remove from service, any employee whose services has been deemed unsatisfactory, or noncompliant with the terms of the contract, by the County, when requested to do so from the County.

G. Security Personnel Uniforms & Equipment

The Contractor shall be responsible for providing any and all personnel to perform any services under the awarded contract with the required uniform attire and equipment necessary to perform the required services at any event as directed by the County.

All Contractor provided personnel shall be dressed in the designated uniform attire, which shall be, at a minimum:

1. Navy blue or black slacks;
2. A golf shirt and/or jacket with the Contractor's name and/or Logo, and identifying number visible on the front of the shirt/jacket, and "Security" or "Event Staff" in large letters on the back of the shirt/jacket;
3. Neat and clean sneakers or tennis shoes.

All uniform clothing shall be clean, fitting, and free of stains, wrinkles and odors. Shirts must be tucked in at all times while on duty and/or in the presence of patrons, performers, guests, and County Staff. All employees provided for each event must have matching, coordinated uniforms – no mismatched uniforms of different styles shall be permitted at the same event. Supervisors may wear a uniform that is distinctive in style or color to indicate their role to staff and patrons.

For special "upscale" events, employees may be requested to dress in a more formal uniform, such as a dark suit and tie, sport coat, skirt, dress, etc.). The Contractor is required to accommodate requests such as these for the events as specified by the County.

The Contractor shall provide all required event security personnel, which shall, at a minimum include Supervisors, Roamers, and Event Staff stationed as guard at satellite parking location(s), a two-way portable radio for use at each event. Radios must be capable of transmitting and receiving from any area within the event location. The Contractor shall also be required to provide the designated County Staff with a portable two-way radio to enable communications with event security personnel throughout the duration of each event.

Contractor provided event security personnel shall not carry any type of firearm, nightstick, baton, mace, or any other type of weapon or restraining device or chemical agent. A small LED flashlight, no longer than eight inches (8") in length may be used for providing light only, and shall not be used, in any event, as an impact instrument.

H. Training of Event Security Personnel

The Contractor shall be responsible for ensuring that any and all employees that may perform any event security services under the awarded contract are properly and appropriately trained for the various duties required of the Contractor.

The Contractor shall conduct an annual training program that includes CPR (cardiopulmonary resuscitation) training for all supervisory personnel, and any other staff members deemed necessary by the Contractor. Each employee shall complete all necessary training, conducted by the Contractor, prior to performing any services under the awarded contract.

All new personnel shall be required to shadow a licensed security officer for a minimum of four (4) hours at an event prior to being assigned an independent position at any event under the awarded contract. The County shall not pay for the hours of shadowing/training by new personnel at events.

The Contractor shall conduct semi-annual training and/or testing sessions for the latest approved NFPA Crowd Management training as required by St. Johns County Fire Rescue and the City of St. Augustine Fire Department.

The Contractor shall conduct semi-annual training and/or testing for employees to be licensed as a security officer in accordance with Chapter 493, Florida Statutes.

The Contractor shall conduct a minimum of one (1) annual job fair at one of the SJC Cultural Event Division venues in order to solicit new employees to potentially perform services under the awarded contract.

I. Financial Consequences

The Contractor shall be required to provide the number of security employees as determined by the County, for each event. Failure by the Contractor to provide the number of security employees for any event, as determined by the County, shall result in a one hundred dollar ($100.00) fee assessed to the Contractor, by the County, for each employee the Contractor fails to provide for each event. Fees assessed to the Contractor for failure to perform, or provide the appropriate number of security personnel for events, as determined by the County, shall be deducted from the invoice received for the event, where the Contractor's failure to perform occurred.

The Contractor is responsible for ensuring that all provided event security personnel conduct themselves as prescribed in the awarded contract. In the event any event security employee is dismissed, by the County, from any event for unprofessional, uncourteous, or unacceptable behavior, a one hundred dollar ($100.00) fee shall be assessed to the Contractor, by the County, for each occurrence.

The Contractor shall be required to provide security officers for events as requested by the County. Contractor employees placed in Security Officer positions must be currently licensed in accordance with Chapter 493, Florida Statutes. Discovery by the County, of any Contractor provided employees, who are not currently licensed in accordance with Florida Statute, placed in Security Officer positions for any event, shall result in a five hundred dollar ($500.00) fee assessed to the Contractor, by the County, for each occurrence.

J. Reporting

The Contractor's Event Manager for each event shall be required to maintain detailed records including security personnel sign-in and sign-out, positions being filled by each individual, and any other details regarding any and all

security staff assigned to each event. These records must be provided to the County, upon request, at the conclusion of each day of event.

The Contractor may be required to complete and submit written reports at any event, due to an incident where event security personnel reports are necessary to address the incident that occurred.

K. Invoicing

Invoices for each event must be submitted to Elizabeth Glasgow, Business Manager, via email at eglasgow@sjcfl.us, no later than two (2) weeks after each event. Invoices must include, at a minimum, the date and name of the event, personnel provided in what positions, a breakout of venue and parking personnel, hours and rates, and extended prices, along with the total amount of the invoice.

L. City of St. Augustine Services

The City of St. Augustine hosts many events, festivals and attractions, including the July 4th *Fireworks Over the Matanzas,* at various locations throughout the City each year, which require crowd management and event security services. Through a separate contract, the City intends to award the highest ranking Respondent, under this RFP, to perform these required services for their events, on an as needed basis, as determined by the City.

The Contractor shall perform parking lot security and crowd control services for parking patrons at the City's Shuttle Service at various locations throughout the City, and St. Johns County. Event security personnel shall assist the Satellite Parking Services, boarding passengers on and off shuttle buses, log the number of passengers, provide crowd control for lines of passengers and provide security for the satellite parking lots to ensure safety and security for patrons and property before, during and after each event.

The City shall also require crowd management services and traffic direction for parking patrons into and exiting the City's parking garage located directly west of the Visitor's Information Center at 10 Castillo Drive, St. Augustine, FL 32085 for events as directed by the City. The Contractor shall, during peak periods, as defined by the City Visitor Services Manager, provide uniformed security personnel with weather protective clothing, reflective vests, and flashlights to direct traffic into the parking garage and maintain a steady flow of traffic to Cordova Street.

The services provided to the City of St. Augustine, under a contract awarded and executed by the Contractor and the City, shall be managed, monitored, and performed separately from the contract awarded by the County.

PART IV: CONTRACT REQUIREMENTS

A. County Contract Agreement & Term:

The intent of this RFP is to select the number one ranked firm through the evaluation process and to recommend to the Board of County Commissioners to enter into negotiations and upon successful negotiations, enter into a contract with the highest ranked firm. If negotiations with the highest ranked firm are determined to be unsuccessful, the County reserves the right to discontinue negotiations, at any time, and to move on to negotiations with the subsequently ranked firms, until agreement is reached, or the County determines that an agreement cannot be reached and all proposals must be rejected.

If awarded, the initial contract term shall be for a period of five (5) calendar years, providing satisfactory performance has been maintained by the Contractor, appropriately budgeted funds are available for the services, and the County has a continued need for the services. The contract shall have one available five (5) year renewal period which shall be exercisable by the County, and shall be contingent upon the continued, satisfactory performance by the Contractor, availability of appropriately budgeted funds, and approval by the appropriate St. Johns County representatives. The County is under no obligation to exercise any available renewal.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may

have encountered, since the issuance of the RFP.

City of St. Augustine Agreement
Any agreement issued by the City of St. Augustine shall be separate from the agreement awarded and executed by the County. The City's General Services Agreement is attached to this RFP Document as Exhibit "A". The award and execution of an agreement with the City is not a requirement of the County, and shall not have any influence on the County's determination for award.

B. Contract Performance:
At any point in time during the term of the Contract with the awarded Contractor, County Staff may review records of performance to ensure that the Contractor is continuing to provide sufficient financial support, labor, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Contractor no longer possesses the financial support, equipment and organization which would have been necessary in the RFP response in order to comply with the requirements for satisfactory performance.

A. Termination:
Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Contractor shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Contractor.

D. Governing Laws & Regulations:
It shall be the responsibility of the Contractor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under the awarded contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and to performance.

E. Licenses, Certifications, Permits & Fees:
The Contractor, and any and all event security personnel provided to perform any services under the awarded contract shall possess any and all licenses in accordance with Chapter 493, Florida Statutes, as necessary. Any personnel provided by the Contractor not licensed as provided in the above statute shall be limited to "Event Staff" positions at entry gates, wanding, bag-checkers, scanners, parking lots, roamers, service road, back gate, etc., and shall not be placed in "Security Officer" positions in back-of-house posts.

The Contractor shall possess and maintain throughout the duration of the awarded contract, a current and valid Class "B" License issued by the State of Florida, in accordance with Chapter 493.6301, Florida Statute. Any and all event security personnel provided to perform any services under the awarded contract shall possess and maintain throughout the duration of the awarded contract, a current and valid Class "D" – Security Officer License issued by the State of Florida, in accordance with Chapter 493.6301, Florida Statutes.

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

F. Insurance Requirements:
The Contractor shall not commence work under the awarded Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. **Certificates shall specifically include the County as Additional Insured for all lines of coverage except**

Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under the awarded Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of the awarded Contract, Comprehensive General Liability Insurance with minimum limits of $1,000,000 per occurrence, $2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of the awarded contract, Professional Liability or Errors and Omissions Insurance with minimum limits of $1,000,000, if applicable.

The Contractor shall maintain during the life of the awarded Contract, Comprehensive Automobile Liability Insurance with minimum limits of $1,000,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by a Contractor.

The Contractor shall maintain during the life of the awarded Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

G. Indemnification:

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Contractor, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor a Subcontractor under workers' compensation acts, disability benefits acts or other employee benefit acts.

PART V: REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

A. Minimum Qualifications:

In order to be eligible to submit an RFP Package in response to this solicitation, Respondents must possess, and provide proof of a current and valid Class "B" Security Agency License, issued by the State of Florida, in accordance with Chapter 493.6301, Florida Statutes, and must be fully licensed to do business in the State of Florida. All Respondent personnel, proposed to perform any event security services under the awarded contract, must possess, and provide proof of a current and valid Class "D" Security Officer License, issued by the State of Florida, in accordance with Chapter 493.6301, Florida Statutes.

B. Respondent Responsibilities:

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposals. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim

any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposals shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposals, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

C. Trade Secrets:

The requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

D. Conflict of Interest

Respondents must certify that they presently have no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of required services as provided herein. Respondents must certify that no person having any interest shall be employed for the performance of any of the required services as provided herein.

Respondents are required to disclose to the County any and all potential conflicts of interest for any prospective business association, interest or circumstance, the nature of work the Respondent may undertake and request an opinion from the County, whether such association, interest, or circumstance constitutes a conflict of interest.

D. Use of County Logo:

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

E. RFP Package Submittal Instructions:

The RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

RFP Packages shall be submitted in a sealed envelope or container, and labeled, on the exterior of the package, with the Respondent's full legal company name and mailing address, as well as "RFP No: 18-06: Event Security Services". RFP Packages shall be mailed or hand-delivered to:

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

RFP Packages must be submitted, in the format provided herein, by or before four o'clock (4:00PM) EST on Thursday, March 1, 2018.

St. Johns County Purchasing will not accept any RFP Packages that are not submitted in the manner described above. Any unsealed, unlabeled, or otherwise incomplete packages may be rejected. Respondents are not permitted to deliver packages to any County Department or County Employee other than the Purchasing Department, as provided herein. Any packages delivered to any County Staff other than the Purchasing Department shall be disqualified.

Any packages received after the deadline as provided above, shall not be provided to the Evaluation Committee for review, and shall be returned to the sender, unopened.

F. RFP Package Components:

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) hard-copy original and one (1) USB Drive with an exact electronic copy of the submitted RFP Package. The hard-copy original RFP Package shall be on 8 1/2" X 11" pages, numbered, with headings typewritten with no smaller than 10 size font and sections and sub-sections identified appropriately. The goal of the required format is to simplify the proposal preparation and evaluation process, and to ensure that all proposals receive the same orderly review.

All RFP Packages must include the following components:

Section	Topic
1	RFP Cover Page
2	Cover Letter
3	Company Background & Experience
4	Pricing
5	Staff Qualifications & Resources
6	Administrative Information

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified as follows:

Section 1: RFP Qualification Cover Page (Complete and Submit)

Section 2: Cover Letter

Provide a one or two page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. No electronic signature will be accepted.

The cover letter should include the following:

- The Respondent Company type (sole proprietorship, partnership, corporation, joint venture, etc.), Company name and business address – must include location address of office that will administer this Contract
- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent's organization who will respond to questions regarding the submitted RFP Package
- Highlights of the Respondent's qualifications and ability to perform the specified services
  - Profile - Provide a brief company background statement to include, but not limited to, years in business, company size, corporate structure, types of services offered, and professional affiliations
- A brief statement of the respondent's understanding of the services required.

Section 3: Company Background & Experience

Each Respondent shall provide the following information in this section:

- Description and documentation of Respondent's experience in providing services and length of time firm has been providing these services;
- Provide a history of your firm's experience in providing comparable services in a comparable-sized facility;
- List how many facilities your firm currently provides services. Please identify the facility and define if these services are provided on an exclusive or non-exclusive basis;
- Describe your firm's experience relevant to the Scope of Services requested by this RFP. List and describe relevant contracts of similar size and scope performed over the past five years;
- Respondents may provide supplemental documentation or information regarding services provided in the past.

Respondents shall submit Attachments "F" and "H" in this section.

Section 4: Pricing

In this section, respondent shall provide proposed hourly pricing for event security personnel on the Pricing Proposal Sheet provided herein on Attachment "I", in accordance with the requirements previously provided herein.

Section 5: Staff Qualifications & Resources
In the section, respondent shall provide sufficient documentation to demonstrate the qualifications, education and experience, capability and capacity of all personnel who will be providing services under the awarded Contract, and a description of any and all resources available to the respondent to be used in the performance of the required work. Any and all individual licenses, certifications, accreditations or awards should be included in this section. Respondents shall also provide, in this section, any sub-contractors proposed for any portion of the required services as provided herein.

Respondents shall submit Attachments "C", "D" and "E" in this section.

Section 6: Administrative Information
In this section, respondent shall submit the following:

- Proper and valid licensing to conduct business in the State of Florida
- Proof of Liability Insurance and its limits
- RFP Affidavit (Complete and submit)
- RFP Affidavit of Solvency (Complete and Submit)
- Acknowledged Addenda

G. Determination of Responsiveness
The County shall make a determination for each respondent, as to the responsiveness of the submitted RFP Package to the requirements provided herein. Any respondent who is not responsive to the requirements of this RFQ may be determined non-responsive, and may be removed from consideration by the Evaluation Committee. Only those respondents who are fully responsive to the requirements herein will be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted RFP Package. However, any missing information or document(s) that are material to the purpose of the RFP shall not be waived as a minor formality.

H. Evaluation of Responses
All properly submitted RFP Packages that are determined to be responsive to the requirements of this RFP shall be evaluated by an Evaluation Committee of no less than three (3) representatives. Each Evaluation Committee Team Member will receive a set of all responsive RFP Packages, an electronic copy of the RFP Documents with all issued Addenda, an Evaluator's Score Sheet, and an Evaluator's Narrative Sheet. Evaluators shall review and score the submitted, responsive RFP Packages individually, with no interaction or communication with any other individual. Evaluators' scores shall be announced at the Public Evaluation Meeting.

County Staff may consider evidence available regarding financial, technical, other qualifications and abilities of the respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

I. Evaluation Criteria

1. Company Background & Experience
   This section shall be evaluated on a scale of 0 – 30 points.

2. Pricing
   This section shall be evaluated by the Designated Point of Contact, as provided herein, based on the formula below to determine the best pricing proposal. The respondent submitting the lowest Total Hourly Rate, which is the combined total of all hourly rates submitted, will receive the highest points in this section. All other submitted proposals shall receive a score based on the percentage differential between the lowest proposed Vendor Fees and the highest proposed Vendor Fees. Example below:

Contractor	Total Hourly Rate	Percentage	By	Weight	Equals	Weighted Score
A	$300.00	100.0%	x	30	=	30
B	$350.00	85.7%*	x	30	=	25.7
C	$400.00	75.0%**	x	30	=	22.5

* Contractor B's percentage is $300.00 ÷ $350.00 = 85.7%
** Contractor C's percentage is $300.00 ÷ $400.00 = 75.0%
*** Weighted Score shall be rounded to nearest tenth of a whole number

4. Staff Qualifications & Resources
   This section shall be evaluated on a scale of 0 – 35 points.

5. Quality of Submitted RFP Package
   This section shall be evaluated on a scale of 0 – 5 points.

J. Recommendation for Award

It is the intent of County Staff to make a recommendation for award to the St. Johns County Board of County Commissioners for the highest ranked firm based on the evaluation of responsive, submitted RFP Packages. Recommendation shall be to approve the award and authorize the negotiations with the highest ranked firm, and upon successful negotiations, enter into a Contract Agreement. If negotiations with the highest ranked firm are unsuccessful, the County reserves the right to discontinue negotiations with the highest ranked firm and begin negotiations with the subsequently ranked firms until agreement can be reached over terms and conditions, or until the County determines that continuing with negotiations is not in the best interest of the County.

K. Protest Procedures

Any respondent adversely affected by an intended decision, or by any term, condition, or procedure or specification with respect to this Request for Proposals, shall file, with the SJC Purchasing Department a written Notice of Protest, no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting, either electronically, or by other means, of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The full protest procedures may be obtained from the SJC Purchasing Department, and are included in St. Johns County's Purchasing Manual. All terms and conditions of the County's Purchasing Manual are incorporated into this Request for Proposals by reference, and are fully binding.

RFP NO: 18-06 – EVENT SECURITY SERVICES

PART VI: EVALUATORS'S SCORE SHEET EXAMPLE

ST. JOHNS COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS

DATE:
PROJECT:

CRITERIA RANKING:

Respondents	A. Company Background & Experience 0-30	B. Pricing 0-30	C. Staff Qualifications & Resources 0-35	D. Quality of Submitted RFP Package 0-05	**TOTAL 0-100**

SIGNATURE OF RATER:_____ **PRINT NAME:**_____ **DATE:** _____

PART VII: ATTACHMENTS/FORMS

REQUEST FOR PROPOSALS (RFP) NO: 18-06

EVENT SECURITY SERVICES

COVER PAGE

SUBMIT ONE (1) ORIGINAL AND ONE (1) EXACT ELECTRONIC PDF COPY ON A USB DRIVE IN A SEALED ENVELOPE OR CONTAINER TO:

PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084

COMPANY NAME: _____

CONTACT NAME & TITLE: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

DATE: _____

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "A" - AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 18-06, Event Security Services.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

_____
(Proposer)

By _____

_____
(Title)

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 2018, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

_____
Notary Public

My commission expires:

_____

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "B" - AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF ***{insert entity name}***, being of lawful age and being duly sworn I, ***{insert affiant name}***, as ***{insert position or title}*** *(ex.CEO, officer, president, duly authorized representative, etc.)* hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.

2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.

3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.

4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ____day of _____, 2018.

_____
Signature of Affiant

STATE OF_____)

COUNTY OF_____)

Subscribed and sworn to before me this _____ day of _____, 2018, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

_____
Notary Public

My commission expires:
_____

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "C"- LICENSES/CERTIFICATIONS

In the spaces below, Respondent shall list any and all current licenses and certifications and ***attach a copy of each to this form.***

License Name	License #	Issuing Agency	Expiration Date

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "D"- LIST OF PROPOSED SUB-CONTRACTORS

Any and all sub-contractors are subject to approval by the County. Each Respondent shall submit any sub-contractors proposed to perform any portion of the required services as provided herein.

Company Name	Division/Discipline	Primary Contact Name	Contact Number and Email Address

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "E"- DRUG FREE WORK PLACE FORM

St. Johns County Board of County Commissioners
Drug-Free Workplace Form

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.

4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

_____
Signature

_____
Date

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "F"- CONFLICT OF INTEREST DISCLOSURE

St. Johns County Board of County Commissioners
Conflict of Interest Disclosure Form

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

☐ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

☐ The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative(s) :

_____ _____
Signature Print Name/Title

_____ _____
Signature Print Name/Title

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "G"- PROOF OF LIABILITY INSURANCE

Respondents shall attach Insurance Certificate(s) reflecting the required coverages as provided herein.

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "H"- CLAIMS/LIENS/LITIGATION HISTORY

1. Within the past 7 years, has your organization filed suit or a formal claim against an owner or entity, or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes_____ No_____ If yes, please attach additional sheet(s) to include:

   Description of every action Captions of the Litigation or Arbitration

   Amount at issue: _____ Name (s) of the attorneys representing all parties:

   _____

   Amount actually recovered, if any: _____

   Name(s) of the project owner(s)/manager(s) to include address and phone number:

   _____

2. List all pending litigation and or arbitration.

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

   _____

   _____

   _____

   _____

5. Have you ever abandoned a contract, been terminated for cause?

   Yes_____ No_____ If yes, please explain in detail:

   _____

   _____

   _____

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes _____ No_____ If no, please explain why? _____

   _____

   _____

7. List the status of all pending claims currently filed against your company:

   _____

   _____

   _____

Financial Consequences

1. Has an owner or entity ever withheld payment, assessed fees or penalties, or made a claim against any Performance and Payment Bonds? Yes_____ No_____ If yes, please explain in detail: _____

   _____

   _____

   _____

   _____

(Use additional or supplemental pages as needed)

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
ATTACHMENT "I"- PRICING PROPOSAL

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: _____

PRICING PROPOSAL OF

_____
FULL LEGAL COMPANY NAME

_____
Business (Mailing) Address Telephone Number Fax Number

Respondents: Having become familiar with specified service requirements, and having carefully examined the Contract Documents, including the Advertisement and RFP Documents and Specifications, entitled for RFP No: 18-06; Event Security Services, in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision and all other requirements necessary to perform the required services in accordance with the Contract Documents for the following Prices quoted in this Proposal as follows:

Each firm shall submit Prices for each of the items listed below. Prices must include any and all costs related to providing the services included in the RFP Documents.

Position Description:	**Straight Hourly Rate:**	**Holiday Hourly Rate:**
Event Staff:	_____	_____
Supervisor:	_____	_____
Event Manager:	_____	_____

Hourly Rates shall include any and all costs associated with providing properly uniformed, equipped, and qualified individuals in the corresponding position for any event under this Contract. No additional fees shall be charged to the County for any services, other than the Hourly Rates provided above. Hourly Rates shall remain firm throughout the duration of the contract, unless otherwise amended by the County, as provided in the Contract Documents.

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES
EXHIBIT "A" – City of St. Augustine General Services Agreement

GENERAL SERVICES AGREEMENT BETWEEN THE CITY OF ST. AUGUSTINE AND XXXX FOR EVENT SECURITY SERVICES

THIS AGREEMENT is entered into by and between the CITY OF ST. AUGUSTINE ("the City"), whose address is P. O. Box 210, St. Augustine, Florida 32085-0210, and ("Contractor"), whose address is XXXXX, ,. All references to the parties hereto include the parties, their officers, employees, agents, successors, and assigns.

In consideration of the payments hereinafter specified, the covenants and conditions of this Agreement, and other good and valuable consideration, the adequacy of which is hereby acknowledged, Contractor agrees to furnish and deliver all materials and perform all services and labor required for ("the Work"). In accordance with RFP 18-06, Co-Op with St. Johns County, Florida, Contractor shall complete the Work in conformity with this Agreement, which consists of and incorporates all of the following documents: (1) advertisement for proposals; (2) Instructions to Respondents; (3) addenda; certifications, and affidavits; (4) proposal submittals; and (5) this Agreement, including the Scope of Work, Specifications, General Conditions and any Special Conditions or other attachments. If any provision in the body of this Agreement conflicts with any attachment hereto, the terms of this Agreement shall prevail. This Agreement, including attachments, shall take precedence over all solicitation documents (items 1 - 4). The parties hereby agree to the following terms and conditions.

1. TERM OF AGREEMENT

(a) The term of this Agreement shall run from the Effective Date to the Completion Date. Time is of the essence for each and every aspect of this Agreement. Where additional time is allowed to complete the Work, the new time limit shall also be of the essence. All provisions of this Agreement that by their nature extend beyond the Completion Date shall survive termination or expiration of this Agreement.

(b) **Effective Date.** The Effective Date is the date upon which the last party to this Agreement has dated and executed the same.

(c) **Completion Date**. The Completion Date of this Agreement is September 30, 2023, unless extended by mutual written agreement of the parties. The Completion Date for specific Purchase Orders shall be the time for completion stated in the Purchase Order; which shall be agreed upon by both parties.

(d) This Agreement may be renewed by mutual and written consent of each party for no more than a total of five (5) consecutive years.

2. COMMENCEMENT OF WORK

(a) Contractor shall commence the Work within fourteen (14) days of issuance of a Purchase Order by the City.

This date shall be known as the "Commencement Date." Contractor shall prosecute the Work regularly, diligently, and uninterruptedly so as to complete the Work ready for use in accordance with the Scope of Work and the time for completion stated therein. Contractor shall not commence the Work until any required submittals are received and approved.

3. DELIVERABLES

(a) The Work is specified in the Scope of Work, Attachment A. Contractor shall deliver all products and deliverables as stated therein. Contractor is responsible for the professional quality, technical accuracy, and timely completion of the Work. Both workmanship and materials shall be of good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials provided. Unless otherwise specifically provided for herein, Contractor shall provide and pay for all materials, labor, and other facilities and equipment necessary for performance of the Work. The City's Project Manager shall make a final acceptance inspection of the deliverables when completed and finished in all respects.

(b) If not otherwise addressed in the Scope of Work and/or Specifications, upon written request, Contractor shall submit written progress reports to the City's Project Manager at the frequency requested in the form approved by the Project Manager at no additional cost to the City. The progress report shall provide an updated progress schedule, taking into account all delays and approved changes in the Work. Failure to provide a progress report will be cause to withhold payment.

4. OWNERSHIP OF DELIVERABLES

All deliverables, including Work not accepted by the City, are City property when Contractor has received compensation therefor, in whole or in part. Any City source documents or other City or non-City documents, specifications, materials, reports, or accompanying data developed, secured, or used in the performance of the Work, excluding proprietary materials, as outlined in the Scope of Work, are City property and shall be safeguarded and provided to the City upon request. City plans and specifications shall not be used on other work and, with the exception of the original plans and specifications, shall be returned to the City upon request. This obligation shall survive termination or expiration of this Agreement.

5. FUNDING OF AGREEMENT

(a) The compensation for each Purchase Order shall be set forth in the Purchase Order and billed in accordance with the terms of the Purchase Order.

6. PAYMENT OF INVOICES

(a) Contractor shall submit monthly itemized invoices by one of the following two methods: (1) by mail to the City of St. Augustine, Purchasing Division, P. O. Box 210, St. Augustine, FL 32085-0210, or (2) by e-mail to purchasing@citystaug.com. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, Contractor shall provide additional supporting information as required to document invoices.

7. CONTRACT PAYMENT AND COMPLIANCE WITH THE LOCAL GOVERNMENT PROMPT PAYMENT ACT

(a) Each month, the Contractor shall submit an application for payment for work performed to that point. The Owner will process and issue payment in compliance with the requirements of the Florida Local Government Prompt Payment Act as described below. Final payment in the amount of ten percent (10%) of the total project amount will be retained pending final inspection and acceptance of the project by the Owner and proof of complete payment to all subcontractors and suppliers.

(b) All invoices shall include the following information: (1) City contract number; (2) City encumbrance number; (3) City Purchase Order number, if applicable; (4) Contractor's name and address (include remit address, if necessary); (5) Contractor's invoice number and date of invoice; (6) City Project Manager or Purchase Order Manager, if applicable; (7) Contractor's Project Manager; (8) supporting documentation as to cost and/or project completion (as per the cost schedule and other requirements of the Scope of Work; for Purchase Orders); (9) Progress Report (if required); (10) Diversity Report (if otherwise required herein). Invoices that do not correspond with this paragraph shall be returned without action, stating the basis for rejection. Payments shall be made within twenty (20) business days of receipt of an approved invoice. Disputes regarding invoice sufficiency are resolved pursuant to the dispute resolution procedure of this Agreement.

(c) As conditions precedent to final payment under this Contract, the Contractor shall furnish any manufacturers' guarantees or warranties for materials provided or equipment installed in the Work; shall have performed all other requirements pursuant to the Contract Documents; shall warrant all workmanship for a period of one (1) year after the date of final acceptance of the Work by the Owner and shall furnish signed copies of the Contractor's Warranty Guarantees signed by Contractor, subcontractors, materials men, suppliers, laborers or others furnishing work, labor, materials, machinery or fixtures in the performance of the Work. The City shall be the expressly designated beneficiary of any and all Warranty Guarantees. Acceptance of any Work or any possession taken by Owner shall not operate as a waiver of any provision of the Contract Documents or any right or power reserved to Owner, including any right to damages provided in the Contract Documents.

(d) In order to comply with the provisions of the Florida Local Government Prompt Payment Act, the City designates the following as its Agent:

1. Sharon Langford
   Visitor Services Manager
   City of St. Augustine
   P.O. Box 210
   St. Augustine, FL 32085-0210
   904-825-1086 (office)
   904-825-1064 (fax)
   Email: slangford@citystaug.com

2. The City's Agent is required to review invoices or payment requests prior to processing for payment.

3. The due date for payment of construction services by the City shall be determined as follows:

   a) If the City's agent must approve the payment request or invoice submitted by the Contractor before the payment request or invoice is submitted to the City, payment shall be due twenty-five (25) business days after the date on which the payment request or invoice is stamped as received as provided in Section 218.74(1), F.S. The Contractor may send the City an overdue notice. If the payment request or invoice is not rejected within four (4) business days after delivery of the overdue notice, the payment request or invoice shall be deemed accepted, except for any portion of the payment request or invoice that is fraudulent or misleading.

   b) If the City's agent need not approve the payment request or invoice submitted by the Contractor, payment is due twenty (20) business days after the date on which the payment request or invoice is stamped as received as provided in Section 218.74(1), F.S.

   c) If a payment request or invoice submitted by the Contractor does not meet the contract requirements, the City must reject the payment request or invoice within twenty (20) business days after the date on which the payment request or invoice is stamped as received as provided in Section 218.74(1), F.S. The rejection must be written and must specify the deficiency and the action necessary to make the payment request or invoice proper.

   d) If a payment request or invoice is rejected and the Contractor submits a payment request or invoice which corrects the deficiency, the corrected payment request or invoice must be paid or rejected ten (10) business days after the date the corrected payment request or invoice is stamped as received as provided in Section 218.74(1), F.S.

   e) If a dispute between the City and the Contractor cannot be resolved by the procedure described above, the dispute shall be resolved in accordance with the dispute resolution procedure described in Section 217.76(2), F.S.

   f) If the City disputes only a portion of a payment request or invoice submitted by the Contractor, the City shall pay the undisputed portion in a timely manner in accordance with subsections (a) and (b) above.

(e) **Payments withheld.** The City may withhold or, on account of subsequently discovered evidence, nullify, in whole or in part, any payment to such an extent as may be necessary to protect the City from loss as a result of: (1) defective Work not remedied; (2) failure of Contractor to make payments when due to subcontractors or suppliers for materials or labor; (3) failure to maintain adequate progress in the Work; (4) damage to another contractor; or (5) any other material breach of this Agreement. Amounts withheld shall not be considered due and shall not be paid until the ground(s) for withholding payment have been remedied.

(f) **Payments.** The City shall pay Contractor one hundred percent (100%) of each approved invoice.

8. **COST OF LIVING INCREASES** A Consumer Price Index ("CPI") – based Cost Schedule increase may be requested in writing no later than three months before the contract renewal date. The increase will be limited to the lesser of five percent or the result of the CPI percentage increase calculation expressed below. The CPI percentage increase shall be calculated by using the Consumer Price Index for All Urban Consumers ("CPI-U") numbers provided by the Bureau of Labor Statistics. The CPI percentage increase shall be calculated by subtracting from the most recent May CPI-U number the CPI-U number for the previous May, then dividing the remainder by the previous May's number, and finally, multiplying the quotient by 100. Cost Schedule increases shall be prorated based upon the number of calendar months in the City's fiscal year that the contract has been in effect. (For example, a cost schedule increase for renewal of a contract initiated in March (six months into the City's fiscal year), would be limited to the lesser of either one-half of the CPI percentage increase or 2.5 percent upon renewal in October.) In the event this contract includes a provision for fuel adjustment, and an upward fuel adjustment is made during the contract year, the CPI percentage increase shall be multiplied by the percentage of the Total Compensation allocated to non-fuel costs. For example, if it is determined that the cost of fuel is 20 percent of the Total Compensation, the CPI percentage increase shall be multiplied by 0.8.

9. **PAYMENT AND RELEASE** Contractor's acceptance of final payment shall constitute a release in full of all Contractor claims against the City arising from the performance of this Agreement, with the exception of any pending claims for additional compensation that have been documented and filed as required by this Agreement.

10. **INDEMNIFICATION** Contractor shall indemnify and hold harmless, release, and forever discharge the City, its public officers, employees, agents, representatives, successors, and assigns, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its employees or sub-contractors, in the performance of the Work and resulting from damages to property, personal injury, or loss of life.

11. **INSURANCE AND PERMITS.** Contractor shall acquire and maintain, at its own expense, all permits and licenses required by law and shall maintain the same in full force and effect. Contractor is responsible for conformance with all State and Federal regulations and requirements. City of St. Augustine permit fees shall be waived.

    Contractor shall provide all insurance required by Attachment B, Insurance Requirements, and shall not commence Work until it has provided Certificates of Insurance to the City as per Attachment B. Receipt of Certificates of Insurance indicating less coverage than required does not constitute a waiver of the Insurance Requirements. Contractor waives its right of recovery against the City to the extent permitted by its insurance policies. Contractor's insurance shall be considered primary, and City insurance shall be considered excess, as may be applicable to Contractor's obligation to provide insurance.

12. **FUNDING CONTINGENCY.** This Agreement is at all times contingent upon funding availability, which may include a single source or multiple sources, including, but not limited to: (1) ad valorem tax revenues appropriated by the City's Commission; (2) annual appropriations by the Florida Legislature, or (3) appropriations from other agencies or funding sources. Agreements that extend for a period of more than one Fiscal Year are subject to annual appropriation of funds in the sole discretion and judgment of the City's Commission for each succeeding Fiscal Year. Should the Work not be funded, in whole or in part, in the current Fiscal Year or succeeding Fiscal Years, the City shall so notify Contractor and this Agreement shall be deemed terminated for convenience five (5) days after receipt of such notice, or within such additional time as the City may allow. For the purpose of this Agreement, "Fiscal Year" is defined as the period beginning on October 1 and ending on September 30.

13. **PROJECT MANAGEMENT AND PERSONNEL**

    (a) The Project Managers listed below shall be responsible for overall coordination and management of the Work. Either party may change its Project Manager upon three (3) business days prior written notice to the other party. Written notice of change of address shall be provided within five (5) business days. All notices shall be in writing to the Project Managers at the addresses below and shall be sent by one of the following methods: (1) hand delivery; (2) U.S. certified mail; (3) national overnight courier; (4) e-mail or, (5) fax. Notices via certified mail are deemed delivered upon receipt. Notices via overnight courier are deemed delivered one (1) business day after

having been deposited with the courier. Notices via e-mail or fax are deemed delivered on the date transmitted and received.

CITY	CONTRACTOR
Sharon Langford, Project Manager	, Project Manager
City of St. Augustine	
P.O. Box 210	
St. Augustine, Florida 32085-0210	
904-825-1086 (office)	
904-669-2464 (cell)	
904-825-1064 (fax)	
E-mail: slangford@citystaug.com	E-mail:

(b) The City's Project Manager shall have sole and complete responsibility for transmitting instructions, receiving information, and communicating City policies and decisions regarding all matters pertinent to performance of the Work, and may approve minor deviations in the Work that do not affect the Total Compensation or Completion Date or otherwise significantly modify the terms of the Agreement. For Purchase Order-based contracts, the City may designate a "Purchase Order Manager" on the Purchase Order, who will serve as the Project Manager for that Purchase Order and shall have the same responsibilities as the City's Project Manager. The City's Project Manager may approve minor deviations in the Work that do not affect the Total Compensation or Completion Date or otherwise significantly modify the terms of the Agreement. The City's Project Manager and, as appropriate, other City employees, shall meet with Contractor when necessary in the City's judgment to provide decisions regarding performance of the Work, as well as to review and comment on reports.

(c) Contractor shall provide efficient supervision of the Work, using its best skill and attention. Contractor shall keep on the worksite during its progress a competent superintendent, satisfactory to the City. The superintendent shall not be changed except with the City's consent, unless the superintendent proves to be unsatisfactory to Contractor and/or ceases to be in its employ. The superintendent shall represent Contractor in the absence of Contractor's Project Manager. All directions given to him shall be as binding as if given to Contractor. If the City produces documented evidence and informs the Contractor that any person on the job is incompetent, disorderly, or is working contrary to the Agreement or the City's instructions, that person shall thereupon be immediately dismissed from the project and shall not be given employment on any work connected with this Agreement. The City may request Contractor replace its Project Manager if said manager fails to carry the Work forward in a competent manner, follow instructions or specifications, or for other reasonable cause.

(d) Contractor shall maintain an adequate and competent professional staff. Contractor's employees, subcontractors, or agents shall be properly trained to meet or exceed any specified licensing, training and/or certification applicable to their profession. Upon request, Contractor shall furnish proof thereof.

14. SCHEDULING AND WORK PLANNING; PROGRESS REPORTING

(a) **Pre-work Conference.** Within ten (10) days after execution of this Agreement, Contractor shall schedule a pre-work conference with the City's Project Manager to discuss scheduling and other matters. Contractor shall provide a work plan for the City's approval not fewer than five (5) days prior to the pre-work conference. The City shall have ten (10) days to review the work plan. Not less than five (5) days prior to the pre-work conference, Contractor shall provide the City a list of each subcontract exceeding ten percent (10%) of the Total Compensation. The list shall include: (1) name, address, contract, phone number and email address of subcontractor, (2) description of subcontract work, and (3) estimated value of work.

(b) **Progress Reports.** Contractor shall provide to the City the project schedule and update/status reports as provided in the Scope of Work. Reports will provide detail on progress of the Work and outline any potential issues affecting completion or the overall schedule. Reports may be submitted in any form agreed to by City's Project Manager and Contractor, and may include emails, memos, and letters.

(c) **Daily Reporting.** The City may require Contractor to provide a daily report regarding the progress of the Work. The need for a daily report shall be determined at the pre-work conference. If required, a form shall be completed

for each day any Work is performed until the project is accepted by the City. Completed forms shall be submitted to the City's Project Manager or other authorized representative by 9:00 a.m. of the following day.

(d) **Progress Meetings.** The City may elect to conduct on-site progress meetings with Contractor on a frequency to be determined by the City. In such event, Contractor shall make available its Project Manager and/or superintendent and other appropriate personnel to discuss matters pertinent to the Work.

(e) **Failure to Meet Schedule.** If progress of the Work falls five percent (5%) or more behind schedule, except as a result of City-approved delays, Contractor shall take all necessary steps to augment the work effort to get the project back on schedule. Should the progress of the Work fall ten percent (10%) or more behind schedule, the City may advise Contractor through a "cure" notice that this Agreement is subject to termination for cause if the failure is not cured within the time frame specified in said notice.

15. FORCE MAJEURE; DELAYS

(a) **Force Majeure.** Contractor shall not be liable for failure to carry out the terms of this Agreement to the extent such failure is due to a Force Majeure event, except for failures that could have been reasonably foreseen and guarded against so as to avoid or reduce the adverse impact thereof. A Force Majeure event is hereby defined as the failure to carry out any of the terms of this Agreement due to any one of the following circumstances beyond the control of Contractor: (a) the operation and effect of rules, regulations, or orders promulgated by any commission, county, municipality, or governmental agency of the State of Florida or the United States, (b) a restraining order, injunction, or similar decree of any court of competent jurisdiction, (c) war, (d) flood, (e) earthquake, (f) fire, (g) severe wind storm, (h) acts of public disturbance, (i) quarantine restrictions, (j) epidemics, (k) strikes, (l) freight embargoes, or (m) sabotage. The times specified herein for performances include delays that can ordinarily be anticipated due to adverse weather conditions. The City is not obligated to grant an extension of time due to adverse weather conditions unless such conditions rise to the level of Force Majeure.

(b) **Delay.** Contractor shall not be compensated for delays caused by Contractor's inefficiency, rework made necessary by Contractor's error, failure to perform the Work as scheduled, or any other corrective or productivity measures made necessary by errors, omissions, or failures to properly perform the Work. Neither shall the Contractor be compensated for delays caused by events by force majeure as described in sub-para (a) above. Within ten (10) days after the onset of a delay, Contractor shall notify the City in writing of the delay, which shall provide: (1) a detailed description the delay and its probable duration, (2) the specified portion of the Work affected, and (3) an opinion as to the cause of the delay and liability (if any) for the delay. Notices provided more than ten (10) days after the inception of the delay shall only be effective as to additional delay incurred during the ten (10) day period preceding receipt of such notice. In the case of continuing cause delay for the same cause, only one notice of delay is necessary. **Failure to provide this notice waives any claim for extension of time resulting from such delay**. If the delay is due to the failure of another City contractor to complete its work in a timely manner, changes ordered in the Work, a Force Majeure event, or any other cause which the City, in its sole judgment and discretion, determines to justify the delay, then the Completion Date may be extended as necessary to compensate for the delay. All time extensions shall be in the form of a written amendment signed by both parties.

16. MODIFICATION OF SPECIFICATIONS; CHANGE ORDERS; EMERGENCY CHANGES IN WORK

(a) **Modification of Specifications.** No oral agreement or conversation with any officer, agent, or employee of the City after execution of this Agreement shall affect or modify any of its terms. No one is authorized to change any provision of the specifications without written authorization of the City. The presence or absence of a City inspector shall not relieve Contractor from any requirements of this Agreement.

(b) **Change Orders**

(i) The City may alter, add to, or deduct from the Work by executing a Change Order without liability to Contractor, except for the reasonable cost of any additional Work. All such Work within Contractor's capacity to perform shall be performed pursuant to the Change Order. Any associated claim for extension of time will be adjusted when the Change Order is issued. The parties shall negotiate the cost of the Change Order on an equitable basis, which may be determined in one or more of the following ways: (1) estimate and acceptance of a lump sum, (2) unit prices named in the contract or subsequently agreed upon, (3) costs and

percentage or by (4) cost and a fixed fee. If the parties cannot agree upon cost, Contractor shall implement the Change Order and shall maintain and present in such form as the City Project Manager may direct the correct amount of the net cost of labor and materials, together with vouchers. The Project Manager will certify the amount due Contractor, including reasonable allowances for overhead and profit. Pending a final determination of value, payments will be based upon the City Project Manager's certification. Final resolution of the amount due to Contractor shall be pursuant to the dispute resolution procedure.

(ii) For any Change Order requests submitted by Contractor, the City may determine that City instructions to correct deficient Work, to stop the Work due to deficiencies in the Work, or any other matters that impose additional costs upon Contractor, do not warrant an increase in the Total Compensation or extension of the Completion Date. If Contractor disputes this determination, final resolution shall be pursuant to the dispute resolution procedure.

(c) **Emergency Changes in Work.** In the event an emergency endangering life or property requires immediate action, the City may give Contractor an oral instruction to proceed with an emergency change in the Work, which will be confirmed in writing within five (5) days. Within fifteen (15) days after commencement of the emergency change in the Work, Contractor shall provide the City with a written estimate of any increased costs or delays as a result thereof. **Failure to so notify the City constitutes a waiver of any right to an extension of time or increase in compensation.** Within fifteen (15) days after receipt of Contractor's estimate, the parties shall negotiate a Change Order. If unable to reach agreement, disputed issues shall be resolved pursuant to the dispute resolution procedure. In no event shall Contractor decline to perform the emergency change in the Work.

17. TERMINATION AND SUSPENSION

(a) **City Termination for Cause.** The Agreement may be terminated by the City for cause in the event of any breach hereof, including, but not limited to, Contractor's: (1) failing to carry forward and complete the Work as provided herein; (2) failing to comply with applicable laws, regulations, permits, or ordinances; (3) failing to timely correct defective Work; (4) making a general assignment for the benefit of its creditors; (5) having a receiver appointed because of insolvency; (6) filing bankruptcy or having a petition for involuntary bankruptcy filed against it; (7) failing to make payments when due to subcontractors, vendors, or others for materials or labor used in the Work; (8) making a material misrepresentation to the City regarding the Work, or (9) any other material breach of this Agreement. In such event, the City shall provide Contractor with written notice of its intention to terminate this Agreement, stating the nature of the deficiency and the effective date of termination. At the City's sole judgment and discretion, the City may afford Contractor an opportunity to cure said deficiency, in which event the notice shall specify the time allowed. Upon termination, the City may take possession of the premises and of all materials thereon and finish the Work by whatever means it deems expedient. In such event, Contractor shall not receive any further payment until the Work is completed by the City. Contractor shall be liable for all costs involved in completing the Work, including additional managerial and administrative services, which shall be offset against any amount due to Contractor.

(b) **City Termination for Convenience.** Notwithstanding any other provision hereof, the City may at any time terminate this Agreement or any Work issued under it, in whole or in part, without cause, upon thirty (30) days written notice to Contractor. In such event, Contractor shall be compensated for any Work performed prior to the date of termination and for materials that were ordered prior to receipt of notice of termination that cannot be returned to the vendor, which shall become City property. Upon receipt of notice, Contractor shall discontinue the Work on the date and to the extent specified therein and shall place no further orders for materials, equipment, services, or facilities, except as needed to continue any portion of the Work not terminated. Contractor shall also make every reasonable effort to cancel, upon terms satisfactory to the City, all orders or subcontracts related to the terminated Work. Contractor may not claim any compensation not specifically provided for herein, including, but not limited to: loss of anticipated profits; idle equipment, labor, and facilities; any additional claims of subcontractors and vendors.

(c) **City Suspension for Cause.** The City may issue a written partial or full Stop Work Notice in the event Contractor fails to comply with or is negligent in performing any provision hereof. All performance shall immediately cease as per such notice and no further billable costs shall be incurred. The City may terminate this Agreement if Contractor fails or refuses to comply with a Stop Work Notice.

(d) **City Suspension for Convenience.** The City may direct Contractor to stop Work, in whole or in part, whenever, in the City's sole judgment and discretion, such stoppage is necessary to ensure proper completion of the Work, avoid injury to third persons, or otherwise meet the City's objectives. The City shall provide Contractor not fewer than five (5) days written notice, except in emergency circumstances. Contractor shall immediately comply with such notice. Should such stoppage increase Contractor's cost, an equitable adjustment will be made by Change Order. The notice shall be effective until rescinded in writing, unless the period of suspension is stated in the notice.

(e) **Contractor's Right to Stop Work or Terminate Agreement**

(i) **Stop Work.** Contractor may stop work only under the following circumstances: (1) the Work is ordered temporarily discontinued by a court or other public authority; (2) it is necessary to stop work in order to protect the safety of Contractor or third persons; or (3) the City fails to pay Contractor when due any undisputed and adequately documented sum certified for payment by the City Project Manager. In such event, Contractor shall provide the City not fewer than seven (7) days prior written notice of its intention to stop work, except in emergency circumstances or when necessary to prevent injury to persons or property.

(ii) **Termination.** Contractor may terminate this Agreement under only the following circumstances: (1) the Work is ordered discontinued by a court or other public authority, through no act or fault of Contractor, for a period of not fewer than three months; (2) the City fails to pay Contractor when due any undisputed and adequately documented sum certified for payment by the City Project Manager. In such event, Contractor shall provide not fewer than twenty (20) days written notice of its intention to terminate and afford the City the opportunity to cure said deficiency within said time period.

(iii) **Duty to Perform.** Except as expressly provided above, in the event of any event, dispute, or other matter arising under this Agreement, Contractor shall fully perform the Work in accordance with the City's written instructions and may claim additional compensation as a Change Order, subject to the dispute resolution procedure.

15. NO ASSIGNMENT

The Contractor may not assign this Contract without the advance written approval of the City. For the purposes of this paragraph, assignment shall be interpreted to include any transfer of more than fifty (50%) percent of the ownership interests of the Contractor whether or not the Contractor is a sole proprietorship, partnership, corporation, limited liability company, limited partnership or any other business, organization or entity.

16. COMPLIANCE WITH PUBLIC RECORDS ACT

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:

Telephone:	(904) 825-1007
Email:	recordsrequest@citystaug.com
Mailing Address:	City of St. Augustine Darlene Galambos, City Clerk Public Records Custodian P.O. Box 210 St. Augustine, Florida 32085-0210

Pursuant to Chapter 119, Florida Statutes, the Contractor shall comply with the provisions of the Florida Public Records Act, specifically to:

1. Keep and maintain public records required by the City to perform the Work.
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, 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 the 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 the 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 the 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.
5. A request to inspect or copy public records relating to the City's contract for services must be made directly to the City. If the City does not possess the requested records, the City shall immediately notify the Contractor of the request, and the Contractor must provide the records to the City or allow the records to be inspected or copied within a reasonable time.
6. If the Contractor does not comply with the City's public records request for records, the City shall consider such noncompliance a material default of the terms of the contract and shall seek such remedies for such default as provided in the contract or at law.
7. A contractor who fails to provide the public records to the City within a reasonable time may be subject to penalties under F.S. 119.10.

17. NO WAIVER OF SOVEREIGN IMMUNITY

Nothing in this agreement shall be construed as a waiver of sovereign immunity beyond that provided in Section 768.28, F.S., nor shall anything in this Agreement be construed as increasing the limits of the sovereign immunity of the City as provided in Section 768.28, F.S.

18. ASSIGNMENT AND SUBCONTRACTS

(a) Contractor shall not sublet, assign, or transfer any Work involving more than fifteen percent (15%) of the total cost of the Work, or assign any monies due hereunder, without the City's prior written consent. As soon as practicable after signing this Agreement, but not fewer than seven (7) business days prior to the effective date of any subcontracts, Contractor shall notify the City's Project Manager in writing of the name of any subcontractor that has not been previously disclosed in the procurement process. Within five (5) business days, after the City receipt of said notification, the City shall indicate its approval or disapproval, which shall not be unreasonably withheld. Failure to timely provide such approval or disapproval shall constitute approval. Neither City approval of a subcontractor nor any other provision of this Agreement creates a contractual relationship between any subcontractor and the City. Contractor shall be allowed a maximum 10% markup of their subcontractor's work for oversight and management.

(b) Contractor is responsible for fulfilling all work elements in any subcontracts and payment of all monies due. Contractor is fully responsible to the City for the acts and omissions of its subcontractors and persons directly or indirectly employed by them, and shall hold the City harmless from any liability or damages resulting from any subcontract to the extent allowed by law.

19. AUDIT; ACCESS TO RECORDS.

Until the expiration of three (3) years after expenditure of funds hereunder, the City or its duly authorized representatives shall have access to examine any of Contractor's books and other records involving transactions related to this Agreement. Contractor shall preserve all such records for a period of not fewer than three (3) years. Contractor shall refund any payment(s) that are found to not constitute allowable costs based upon audit examination. All required records shall be maintained until an audit has been completed and all questions arising from it are resolved. Contractor will provide proper facilities for access to and inspection of all required records.

20. CIVIL RIGHTS.

Pursuant to Chapter 760, Fla. Stat., Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, age, handicap, or marital status.

21. COORDINATION WITH THE CITY AND OTHER CITY CONTRACTORS

(a) The City may let other contracts in connection with the Work. Wherever work done by the City or another City contractor is contiguous to Contractor's Work, the respective rights of the various interests shall be established by the City so as to secure completion of the Work. Contractor shall arrange its Work so as not to interfere with the City or other City contractors and join its Work to that of others in a proper manner, and in accordance with the intent of the Scope of Work. Contractor shall perform its Work in the proper sequence in relation to that of other City contractors, as may be directed by the City. Contractor shall afford other City contractors reasonable opportunity for introduction and storage of their materials and execution of their work and shall properly conduct and coordinate its Work with theirs. Contractor shall take into account all contingent work to be done by others and shall not plead it's want of knowledge of such contingent work as a basis for delay or non-performance. Contractor shall be liable for any damage it causes to the work performed by other City contractors.

(b) If any part of the Work depends for proper execution or results upon the work of other City contractors, Contractor shall inspect and promptly report any defects in the other contractor's work that render it unsuitable for Contractor's Work. **Failure to so inspect and report shall constitute an acceptance of the other contractor's work as fit and proper for the reception of its Work, except as to defects which may develop in the other contractor's work after execution of the Work.**

22. CORRELATION AND INTENT OF DOCUMENTS; QUESTIONS OR ISSUES REGARDING PERFORMANCE OF THE WORK

(a) This Agreement and all attachments are complementary. What is called for by one is as binding as if called for by all. The intent is to include all labor and materials, equipment, transportation, and incidentals necessary for the proper and complete execution of the Work. Materials or work described in words, which so applied have a well-known technical or trade meaning, shall be held to refer to such recognized standards.

(b) It is the City's intention to fully assist Contractor in the successful performance of the Work and to respond in a timely manner to questions or issues that arise. Contractor should discuss any questions or issues with the City's Project Manager and communicate such questions or issues in writing when required by this Agreement. The City shall respond through its Project Manager.

23. DISPUTE RESOLUTION.

(a) **During the course of work.** In the event any dispute arises during the course of the Work, Contractor shall fully perform the Work in accordance with the City's written instructions and may claim additional compensation. Contractor is under a duty to seek clarification and resolution of any issue, discrepancy, or dispute by submitting a formal request for additional compensation, schedule adjustment, or other dispute resolution to the City's Project Manager no later than fifteen (15) calendar days after the precipitating event. If not resolved by the Project Manager within five (5) business days, the Project Manager shall forward the request to the Office of the City Manager, which shall issue a written decision within fifteen (15) calendar days of receipt. This determination shall constitute final action of the City and shall then be subject to judicial review upon completion of the Work. **Contractor shall proceed with the Work in accordance with said determination. This shall not waive Contractor's position regarding the matter in dispute.**

(b) **Invoices.** In the event the City rejects an invoice as improper, and the Contractor declines to modify the invoice, the Contractor must notify the City in writing within ten (10) calendar days of receipt of notice of rejection that the Contractor will not modify the invoice and state the reason(s) therefor. Within five (5) business days of receipt of such notice, if not informally resolved through discussion with the City Project Manager, the Project Manager shall forward the disputed invoice and the Contractor's written response to the City's Mayor. The matter shall then proceed as described in subsection (a), above.

24. DIVERSITY REPORTING.

The City is committed to the opportunity for diversity in its procurement activities, and encourages its prime vendors (contractors and suppliers) to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as sub-contractors. The City will assist Contractor by sharing information on W/MBEs. Contractor shall provide with each invoice a report describing the company names

for all W/MBEs, the type of minority, and the amount spent with each at all levels. The report will also denote if there were no W/MBE expenditures.

25. DUTY TO INSPECT AND REPORT DEFICIENCIES IN PLANS AND SPECIFICATIONS

(a) For any Work that is dependent upon conditions at the worksite, Contractor's acceptance of contract award represents and warrants that Contractor has inspected and satisfied itself concerning the nature and location of the Work and general and local conditions, including, without limitation: (1) conditions affecting transportation, disposal, handling, and storage of materials; (2) availability and quality of labor; (3) availability and condition of roads; (4) climatic conditions and seasons; (5) hydrology of the terrain; (6) topography and ground surface conditions; (7) nature and quantity of surface materials to be encountered; (8) equipment and facilities needed preliminary to and during the Work; and (9) all other matters that can affect the Work and the cost thereof. Contractor's failure to acquaint itself with such conditions will not relieve it from its responsibility for properly estimating the time required or cost of performing the Work. Where the City has investigated subsurface conditions, this data may be provided to Contractor or is available upon request. Contractor must either seek clarification concerning the data or assume the responsibility for its interpretation.

(b) If Contractor discovers hidden or subsurface conditions that differ materially from those normally expected or indicated in the technical specifications, Contractor shall immediately, and before such conditions are disturbed, notify the City in writing of: (1) subsurface or latent physical conditions differing materially from those indicated in the technical specifications, or (2) unknown physical conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for herein. The City shall promptly investigate the conditions and determine whether they materially differ so as to cause an increase or decrease in Contractor's cost. Where the differing site conditions materially impact Contractor's cost, an equitable adjustment shall be made and the Agreement modified accordingly. No claim will be allowed if Contractor fails to provide the required notice.

(c) If Contractor in the course of the Work finds any defect in the plans and specifications, including, but not limited to, any discrepancy between the drawings and the physical conditions at the worksite, or any errors or omissions in the drawings or in the layout, as given by points and instructions, it shall immediately inform the City in writing, which shall be promptly verified by the City. Any Work done after such discovery, until authorized, will be done at Contractor's risk as to cost overruns and modifications necessary to correct deficiencies in the Work. To ensure the proper execution of its subsequent Work, Contractor shall measure Work already in place or completed and shall immediately report any discrepancy between the executed Work and the drawings or other specifications.

26. GOVERNING LAW, VENUE, ATTORNEY'S FEES, WAIVER OF RIGHT TO JURY TRIAL.

This Agreement shall be construed according to the laws of Florida and shall not be construed more strictly against one party than against the other because it may have been drafted by one of the parties. As used herein, "shall" is always mandatory. In the event of any legal proceedings arising from or related to this Agreement: (1) venue for any state legal proceedings shall be in a court of competent jurisdiction located in St. Johns County; (2) venue for any federal legal proceeding shall be in the federal court for the Middle District of Florida, Jacksonville Division; (3) each party shall bear its own attorney's fees, including appeals; (4) for civil proceedings, the parties hereby consent to trial by the court and waive the right to jury trial.

27. INTEREST IN THE BUSINESS OF CONTRACTOR; NON-LOBBYING.

Contractor certifies that no officer, agent, or employee of the City has any material interest, as defined in Chapter 112, F.S., either directly or indirectly, in the business of Contractor to be conducted under this Agreement, and that no such person shall have any such interest at any time during the term of this Agreement. Pursuant to Section 216.347, F.S., monies received from the City pursuant to this Agreement shall not be used to lobby the Florida Legislature or any other state agency.

28. INDEPENDENT CONTRACTOR.

Contractor is an independent contractor. Neither Contractor nor Contractor's employees are employees or agents of the City. Contractor controls and directs the means and methods by which the Work is accomplished. Contractor is solely responsible for compliance with all labor, wage and hour and tax laws pertaining to it, its officers, agents, and

employees, and shall indemnify and hold the City harmless from any failure to comply with such laws. Contractor's duties include, but not be limited to: (1) providing Workers' Compensation coverage for employees as required by law; (2) hiring employees or subcontractors necessary to perform the Work; (3) providing any and all employment benefits, including, but not limited to, annual leave, sick leave, paid holidays, health insurance, retirement benefits, and disability insurance; (4) payment of all federal, state and local taxes, income or employment taxes, and, if Contractor is not a corporation, self-employment (Social Security) taxes; (5) compliance with the Fair Labor Standards Act, 29 U.S.C. §§ 201, et seq., including payment of overtime as required by said Act; and (6) providing employee training, office or other facilities, equipment and materials for all functions necessary to perform the Work. In the event the City provides training, equipment, materials, or facilities to meet specific City needs or otherwise facilitate performance of the Work, this shall not affect Contractor's duties hereunder or alter Contractor's status as an independent contractor. This paragraph does not create an affirmative obligation to provide any employee benefits not required by law.

29. PUBLIC ENTITY CRIME.

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 F.S., for CATEGORY TWO ($35,000) for a period of 36 months following the date of being placed on the convicted vendor list.

30. RELEASE OF INFORMATION.

Contractor shall not publish or release any information related to performance of this Agreement, or prepare, publish, or release any news or press release in any way related to this Agreement, without prior City review and written consent.

31. REMEDIES FOR NON-PERFORMANCE

(a) **City Remedies.** The remedies enumerated herein are non-exclusive. In addition to the remedies set forth below, the City may avail itself of any statutory and/or common law remedies not set forth herein. In the event of a breach, the City may terminate this Agreement for cause. Alternatively, the City may allow Contractor to correct the deficiency, or may take such action as is necessary to correct such deficiency through City action or that of a third party. Delay or failure by the City to enforce any right or remedy hereunder shall not impair, or be deemed a waiver of, any such right or remedy, or impair the City's rights or remedies for any subsequent breach of this Agreement.

(b) **Contractor Correction of Deficiencies.** The City shall provide Contractor with written notice of deficiency. At the City's sole judgment and discretion, the City may afford an opportunity to correct said deficiency, in which event the notice shall specify the time allowed to cure. If Contractor disputes that a failure of performance has occurred, Contractor shall, nevertheless, perform the corrective action and may submit a request for a Change Order subject to the dispute resolution procedure. Unless authorized through a Change Order, the Completion Date shall not be extended in order to correct deficiencies. Contractor shall bear the cost of correcting all work of other contractors that is destroyed, damaged, or otherwise negatively impacted by its corrective action. Failure to take timely corrective action may result in termination for cause or the City pursuing alternative remedies, as provided herein.

(c) **Alternative Remedies to Correct Deficiency.** If the City determines that it is not in its best interest for Contractor to correct incomplete or damaged Work caused by Contractor's failure of performance, the City may pursue any or all of the following remedies, in whole or in part: (1) accept the Work as is and deduct the reasonable value of the deficient Work from the Total Compensation; (2) complete the Work through the utilization of City employees and deduct the cost thereof from the Total Compensation; (3) contract with a third party to complete the deficient Work and deduct the cost thereof from the Total Compensation.

(d) **City Technical Assistance.** The City may elect to provide technical assistance to Contractor in order to complete satisfactory performance of the Work. If the City is performing a function that Contractor is required to perform, the City may deduct the cost of providing such technical assistance from the Total Compensation. Prior to providing any such technical assistance, the City shall notify Contractor that it considers such assistance to be above and beyond its duties under this Agreement and that it intends to deduct the cost of providing such assistance from the Total Compensation. Contractor shall not be entitled to reject technical assistance when the City determines that such assistance is necessary to complete the Work.

32. ROYALTIES AND PATENTS.

Contractor certifies that, to the best of its information and belief, the Work does not infringe on any patent rights. Unless provided otherwise herein, Contractor shall: (1) pay all royalties, patent, and license fees necessary for the Work; (2) defend all suits or claims for infringement of any patent rights, and (3) save and hold the City harmless from loss on account thereof; provided, however, that the City shall be responsible for any such losses when the utilization of a particular process or product of a particular manufacturer is specified by the City. If Contractor obtains information that the process or article so specified is a patent infringement, it shall be responsible for such loss unless it promptly so notifies the City.

33. SAFETY.

For any Work that is to be performed on premises that are owned or controlled by the City (the Premises), Contractor has the sole and exclusive duty for the safety of the premises. Contractor shall provide and maintain sufficient protection for the safety of its employees and other persons who may utilize the Premises, and prevent damage to City property, materials, and equipment. Contractor shall at all times enforce strict discipline and good order among its employees and shall not employ any unfit person or anyone not skilled in the work assigned. Neither Contractor nor its subcontractors shall allow or cause to be allowed any hunting or any weapons, animals, alcohol, or drugs, on or from the Premises or adjacent property. Contractor employees shall not park their vehicles or store equipment or materials adjacent to roads where it may be a hazard to traffic. A clear distance of at least 30 feet from the edge of the pavement or right-of-way shall be kept free of any obstacles unless otherwise authorized by the City. Contractor shall ensure that only authorized personnel are allowed on the worksite and shall post notices warning both employees and the public of all safety hazards created by Contractor.

34. SURVEYS; PRESERVATION OF MONUMENTS; POINTS AND INSTRUCTIONS

(a) **Surveys.** When necessary to performance of the Work, unless otherwise provided in the Statement of Work, the City will furnish horizontal and vertical control necessary to lay out the Work, including horizontal reference point(s) and a vertical control benchmark within 200 feet of the site. The City will set the horizontal reference point(s) and vertical control only at the beginning of the job. Contractor is responsible for interim staking during the job and all staking and layout work not otherwise furnished by the City. Contractor shall furnish all construction layout of the Work, including layout, centerline, and grade stakes for access roadways. Contractor shall furnish all personnel, equipment, and materials to make such surveys as are necessary to determine the quantity of Work performed. Field notes and computations for estimates shall be verified by the City's Project Manager as to the quantities estimated.

(b) **Preservation of Monuments.** Contractor shall maintain and preserve all new and existing benchmarks, monuments, markers, reference points, and stakes established by others and/or the City. Should any of the aforesaid be destroyed or damaged by Contractor, the same shall be replaced by Contractor's licensed land surveyor at no cost to the City. Contractor shall be responsible for the cost of any deficiencies in the Work caused by such loss or disturbance.

(c) **Points and Instructions.** Contractor shall provide reasonable and necessary opportunities and facilities for setting points and making measurements. Contractor shall not proceed until it has made a timely request to the City for, and has received, such points and instructions as may be necessary as the Work progresses. The Work shall be done in strict conformity with such points and instructions.

35. USE OF COMPLETED PORTIONS OF THE WORK.

The City shall have the right to take possession of and use any completed or partially completed portions of the Work, notwithstanding the fact that the time for completing the entire Work or such portions may not have expired. Such

taking of possession and use will not be deemed an acceptance of any Work not completed. If such possession and use increases the cost of or delays the Work, Contractor shall be entitled to a Change Order for extra compensation, or extension of time, as necessary, to offset the effect of such prior possession and use.

36. WARRANTY

(a) Contractor warrants that the Work, workmanship and material furnished by Contractor shall be new and of specified quality, shall conform to the requirements of this Agreement, shall be free from defects, and shall be free from any security interest, lien, or other encumbrances. This warranty shall remain in effect for a period of twelve (12) months after completion of the Work, unless otherwise specified herein. Any defective Work, workmanship, or material corrected during the warranty period shall be similarly warranted for twelve (12) months following its correction or for such other period as specified herein. The express warranty set forth herein shall not be exclusive and shall not act as a limitation upon any statutory or other warranty of any kind, express or implied, including any implied warranty of merchantability or fitness for a particular purpose.

(b) In the event of breach of this warranty, Contractor shall take the necessary actions to correct the breach in the most expedient manner as dictated by then-existing circumstances. All costs incidental to the repair, replacement, redesign, and testing incurred as a result thereof, including the removal, replacement, and reinstallation of equipment in place when the Work was started, shall be Contractor's responsibility. Upon written notification of a breach, Contractor shall promptly send the necessary personnel to the project site to assume responsibility for corrective action. Time is of the essence. Contractor shall be afforded necessary and reasonable access to perform warranty work. If Contractor fails to promptly correct the breach, the City may take corrective action without waiving any other rights or remedies it may have, and Contractor shall reimburse the City for all expenses reasonably incurred in performing such corrective action.

37. WORK SCHEDULE

For construction or other services upon City property, no Work shall be accomplished on official holidays or weekends unless approved in advance by the City Project Manager. Unless otherwise approved by the City Project Manager, Contractor's work hours on City property shall not commence before 7:00 a.m. and shall conclude on or before 6:00 p.m. All requests to change the schedule shall be coordinated with the City a minimum of 24 hours in advance of the change and confirmed in writing.

38. CONTRACT INTERPRETATION

In the event of a conflict between the terms of this Agreement and the General Conditions, the term of the General Conditions shall prevail.

39. ENTIRE AGREEMENT

The terms of this Agreement supersede any and all prior or contemporaneous understandings, agreements and representations and constitute the final and complete understandings of the parties.

EXHIBIT "A" – City of St. Augustine General Services Agreement (continued)
ADDITIONAL PROVISIONS
(In Alphabetical Order)

DEFINITIONS

ADDENDA: Written or graphic instruments issued prior to the opening of Bids which make additions, deletions, or revisions to the solicitation or contract documents.

AGREEMENT: The written contract between the City and Contractor covering the Work, which includes all documents attached to this Agreement or incorporated herein by reference. The words "contract" and "Agreement" are synonymous in these documents.

AMENDMENT: Any written change made to the terms and conditions of the Agreement.

BID: The written offer of Respondent (when submitted on the reproduced approved forms) to perform the Work and furnish the necessary materials in accordance with the provisions of this Agreement.

BID BOND: The security furnished with a Bid to guarantee that Respondent will enter into a contract and execute, deliver, and perform all other obligations described in the Invitation for Bids if Contractor receives a Notice of Intent to Award the contract from the City.

CHANGE ORDER: A written agreement of the parties after the Commencement Date to amend this Agreement so as to modify the Scope of Work or the Total Compensation or provide for an extension of time.

COMMENCEMENT DATE: The date upon which the Work is authorized to proceed.

COMPLETION DATE: The date by which the Work is required to be completed.

CONTRACTOR: Contractor, its officers, employees, agents, successors, and assigns.

CONTRACTOR's PROJECT MANAGER: The individual designated by the Contractor to be responsible for overall coordination, oversight, and management of the Work for Contractor.

CONTRACTOR's SUPERINTENDENT: Contractor's representative who is present during the progress of the Work and authorized to receive and fulfill instructions from the Contractor's Project Manager or the City.

CPM or CRITICAL PATH METHOD: The use of calculated task duration with no regard for probabilities. A path has no float and is the longest path through the project. A critical path encompasses those project activities that are crucial and cannot be shifted, having calculated task duration. They are the important activities driving the project. Float belongs to the City.

DAY: Each day shown on the calendar.

DELIVERABLES: All Work that is to be performed pursuant to the Scope of Work, in whole or in part, including, but not limited to, all equipment or materials that are incorporated within the Work.

CITY: The City of St. Augustine, its Commission, officers, agents, and employees.

CITY'S PROJECT MANAGER: The City employee designated by the City to be responsible for overall coordination, oversight, and management of the Work for the City.

CITY'S SUPPLEMENTAL INSTRUCTION: Instructions issued by the City's Project Manager to make minor changes in the Work not affecting the Total Compensation or the Completion Date, and consistent with the purpose of the Work.

FINAL RELEASE OF LIENS: The instrument that is to be signed by Contractor and submitted to the City upon completion of the Work showing that all bills from subcontractors have been paid.

INSPECTOR: The City's Project Manager or an authorized representative of the City who is assigned to inspect the Work.

PERFORMANCE AND PAYMENT BOND: The security furnished by Contractor and surety in either the form provided or in a form approved by the City as a guarantee that Contractor will perform all of its contractual obligations in accordance with the terms of the Agreement and pay in full all bills and accounts for material, labor, services, and supplies used directly or indirectly in the performing the Work.

PERSON: Any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or capacity, whether appointed by a court or others, and any combination of individuals.

PRINCIPAL: When used in a Bid, Performance and Payment Bond, the word "principal" means the same as the word "Contractor."

REQUEST FOR BIDS: An advertised solicitation for sealed competitive Bids, with the title, date, and hour of the public opening designated. It includes a detailed description of the goods and/or services sought, the date for submittal of Bids, and all contractual terms and conditions.

RESPONDENT: Any person who submits a Bid in response to a Request for Bids or a proposal in response to a Request for Proposals.

SCOPE OF WORK: The City's written directions, requirements and technical specifications for completing the Work. Standards for specifying materials or testing that are incorporated therein by reference shall have the same force and effect as if fully set forth therein.

SUBCONTRACTORS: Those persons having a direct contract with Contractor relating to performance of the Work, including one who furnishes material worked into a special design in accordance with the plans or specifications of the Work, but not including one who merely furnishes material.

SURETY: The entity bound by a bond to be liable for Contractor's satisfactory performance of the Work and payment of all debts pertaining thereto.

TOTAL BID: The total cost to be paid to Contractor for completion of the Work.

TOTAL COMPENSATION: The total funds to be expended pursuant to this Agreement upon satisfactory completion of the Work.

WORK: All labor, materials, equipment, transportation, supporting documentation, and other products, services, or facilities necessary for complete performance of the Agreement.

**To be used for corporations
IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate, each of which shall be deemed an original on the day and year first above written.

OWNER:

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

ATTEST:

_____
Darlene Galambos, City Clerk

(SEAL)

By: _____

Printed Name: _____

Title: _____

ATTEST:

Secretary
(SEAL)

CONTRACTOR:

By: _____

Printed Name: _____

Title: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
Isabelle C. Lopez, City Attorney

Attachment A: Scope of Work
Attachment B: Insurance Requirements

EXHIBIT "A" – City of St. Augustine General Services Agreement (continued)

****To be used for LLC and Individual**

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate, each of which shall be deemed an original on the day and year first above written.

OWNER: CITY OF ST. AUGUSTINE, FLORIDA a municipal corporation

ATTEST:

Name:_____
City Clerk

By: _____

Printed Name: John P. Regan

(SEAL)

Title: City Manager

CONTRACTOR:

Signed, sealed and delivered
in the presence of:

_____
Witness

By: _____

Printed Name: _____

Printed Name: _____

Title:_____

_____
Witness

Printed Name: _____

_____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
Isabelle C. Lopez, City Attorney

Attachment A: Scope of Work/Technical Specifications
Attachment B: Insurance Requirements

EXHIBIT "A" – City of St. Augustine General Services Agreement (continued)
ATTACHMENT A– SCOPE OF WORK

The City of St. Augustine hosts many events, festivals and attractions, including the July 4th Fireworks Over the Matanzas, at various locations throughout the City each year, which require crowd management, traffic direction and event security services.

The Contractor shall perform parking lot security and crowd control services for parking patrons at the City's Shuttle Service at various locations throughout the City, and St. Johns County. Event security personnel shall assist the Satellite Parking Services, boarding passengers on and off shuttle buses, log the number of passengers, provide crowd control for lines of passengers and provide security for the satellite parking lots to ensure safety and security for patrons and property before, during and after each event.

The City shall also require crowd management services and traffic direction for pedestrians and vehicles entering and exiting the City's parking garage located at 1 Cordova Street, St Augustine, Florida 32084, the Visitor Information Center, located at 10 Castillo Drive West, St. Augustine, Florida 32084 and surrounding city property for events as directed by the City.

The City reserves the right to place security officers on public property for the purpose of crowd and traffic control anywhere in the city limits with advanced notice to the Contractor. The Contractor shall, during peak periods, as defined by the City Visitor Services Manager, provide uniformed security personnel with weather protective clothing, reflective vests, and flashlights to direct traffic into the parking garage and maintain a steady flow of traffic to Cordova Street and adjacent roads and intersections under the direction of city personnel and direct supervision of parking garage staff. Upon arrival to work site,

The Contractor shall report to the parking lead on duty for specific location and responsibilities. The services provided to the City of St. Augustine, under a contract awarded and executed by the Contractor and the City, shall be managed, monitored, and performed separately from the contract awarded by the County.

EXHIBIT "A" – City of St. Augustine General Services Agreement (continued)
ATTACHMENT B - INSURANCE REQUIREMENTS

At a minimum, Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the City receives and approves Certificates of Insurance documenting required coverage. Contractor's General Liability policy shall include Endorsement CG 20101185, or equivalent, naming the City of St. Augustine ("City") as Additional Insured. All required policies shall include: (1) endorsement that waives any right of subrogation against the City for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the City no less than thirty (30) days notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the City. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. City receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

(a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime workers compensation, if applicable, in not less than the minimum limits required by Florida law. If Contractor claims an exemption from workers' compensation coverage, Contractor must provide a copy of the Certificate of Exemption from the Florida Division of Workers' Compensation for all officers or members of an LLC claiming exemption who will be participating in the Work. In addition, Contractor must provide a completed City "Affidavit (Non-Construction)" for non-construction contracts. Contractor is solely responsible for compliance with any Federal workers' compensation laws such as, but not limited to, Jones Act and USL&H Act, including any benefits available to any workers performing work on this project.

(b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than $1,000,000/$2,000,000, for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) property in the care, control, or custody of the Contractor. Extensions shall be added or exclusions deleted to provide the necessary coverage.

(c) **Automobile Liability.** Minimum limits of $100,000/$300,000/$50,000

**If applicable, the following additional coverage may be required, depending upon the nature of the Work.

(**) **Professional Liability**. (Per claim) $500,000 single limits.

PART VIII: OPTIONAL SUBMITTAL CHECKLIST

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES

SECTION	ATTACHMENT NAME	CHECK BOX	ST. JOHNS COUNTY USE
Section 1	RFP Package Cover Page		
Section 2	Cover Letter		
Section 3	Company Background & Experience		
	Attachment F – Conflict of Interest Declaration		
	Attachment H – Claims / Liens / Litigation History		
Section 4	Pricing		
	Attachment I – Pricing Proposal		
Section 5	Manpower & Organization		
Section 6	Staff Qualifications & Resources		
	Attachment C – Licenses / Certifications		
	Attachment D – Proposed Sub-Contractors		
Section 7	Administrative Information (include the following):		
	Attachment A – St. Johns County Affidavit		
	Attachment B – Affidavit of Solvency		
	Attachment E – Drug Free Work Place Form		
	Attachment G – Proof of Insurance		
	Acknowledged Addenda		

PART IX: SEALED BID MAILING LABEL

REQUEST FOR PROPOSALS (RFP) NO: 18-06
EVENT SECURITY SERVICES

Cut along the outer border and affix this label to your RFP Package envelope to identify it as a "RFP Package"

RFP Package • DO NOT OPEN

SEALED BID NO.:	**RFP 18-06**
BID TITLE:	**Event Security Services**
DUE DATE/TIME:	**By 4:00PM – March 1, 2018**
SUBMITTED BY:	
	Company Name
	Company Address
	Company Address
DELIVER TO:	SJC Purchasing Department 500 San Sebastian View St. Augustine, FL 32084

END OF RFP DOCUMENT