

RESOLUTION NO. 2023 - 437

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR OR DESIGNEE TO AWARD RFP NO: 23-88; OPERATIONS AND MANAGEMENT OF COMMUNITY CENTERS, AND TO EXECUTE A CONTRACT WITH ST. JOHNS COUNTY COUNCIL ON AGING, INC., FOR PERFORMANCE OF THE SERVICES, AS SPECIFIED.

RECITALS

WHEREAS, the current contract for the Operation and Management of Community Centers is set to expire on November 23,2023, and has no remaining renewals; and

WHEREAS, the scope of the services is to provide programs and senior services at three community centers: Trout Creek Community Center, located at 6795 Collier Rd, Orangedale, FL 32092, The Players Community Senior Center, located at 175 Landrum Ln, Ponte Vedra, FL 32082, and Al Wilke Community Center, located at 6150 South Main Street, Hastings, FL 32145.; and

WHEREAS, the Purchasing Department issued a new Request for Proposals (RFP) solicitation, and received one (1) response from St. Johns County Council on Aging, Inc., which was reviewed by Staff and found to be responsive to the requirements of the RFP; and

WHEREAS, Staff negotiated the attached contract, for the performance of the specified services at Trout Creek and The Players Club community centers, for a total annual price of \$175,739.00, and the use of Al Wilke Community Center at no cost to the County. The Contract has an initial term of three (3) calendar years, and two (2) available one-year renewal terms, contingent upon satisfactory performance by the Contractor, and availability of funds; and

WHEREAS, the County has determined that the contract services a public purpose, and is in the best interest of the County; and

WHEREAS, the contract shall be funded from the Recreation Contractual Services Fund.

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 execute a contract, in substantially the same form and format as attached, with the St. Johns County Council on Aging, Inc., for performance of the specified services.

Section 3. 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, on this 7th day of November, 2023.

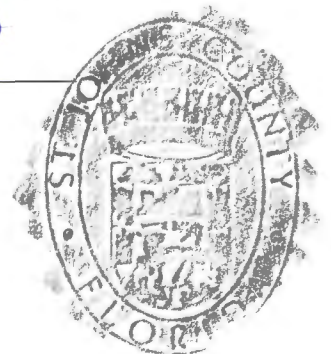
Rendition Date: NOV 08 2023

ATTEST: Brandon J. Patty,
Clerk of Circuit Court & Comptroller

By: Crystal Smith
Deputy Clerk

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

By: [Signature]
Christian Whitehurst, Chair





GENERAL SERVICES AGREEMENT
BETWEEN
ST. JOHNS COUNTY AND CONTRACTOR

General Services Agreement No: 23-GSA-STJ-18787

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This General Services Agreement (“Contract”) is made this ___ day of _____, 2023 (the “Effective Date”) by and between **ST. JOHNS COUNTY** (“County”), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and **ST. JOHNS COUNTY COUNCIL ON AGING, INC.** (“Contractor”), a company authorized to do business in the State of Florida, with its principal offices located at: 180 Marine St, Saint Augustine FL, 32084, Phone: 904-209-3700, and E-mail: byanni@stjohnscoa.com, for **RFP NO: 23-88 OPERATIONS AND MANAGEMENT OF COMMUNITY CENTERS.**

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

ARTICLE I CONTRACT DOCUMENTS

1.1 The Contract Documents

1.1.1 The Contract Documents consist of the following documents incorporated herein by reference:

- a) Fully Executed Change Orders and Amendments to this Agreement
- b) This General Services Agreement and all Exhibits and/or Attachments hereto:
 - i. Exhibit A – Total Annual Cost Proposal
 - ii. Exhibit B – Scope of Services
- c) RFP Documents, RFP Forms with all Addenda issued for RFP No. 23-88
- d) Insurance Certificates and Licenses furnished by Contractor

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Contract. No terms, conditions, limitations or exclusions in Contractor’s bid/proposal documents or invoices shall be binding upon County or become part of the Contract Documents.

1.2 Definitions

When the following terms appear in the Contract Documents, they shall have the following meaning:

1.2.1 Addendum (Addenda): A document issued by the County during the bidding period which modifies, supersedes or supplements the Contract Documents.

1.2.2 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Work and Warranty Work is performed under this Contract.

1.2.3 Amendment: A written addition or modification of, or a waiver of a right or obligation under the terms of the Contract executed by the County and issued after execution of the Contract.

1.2.4 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

1.2.5 Change Order: A written order to Contractor executed by the County, issued after execution of this Contract, authorizing and directing a change in the Work or an adjustment in the Contract Price or the Contract Time, or any combination thereof.

1.2.6 Contract Price: The sum set forth in Exhibit A of this Contract shall constitute the Contract Price, as may be amended by Change Order. Unless otherwise approved by the County in writing, the Contract Price includes all taxes, including without limitation, income and withholding tax of any kind and sales tax imposed by the state or by the County and paid by Contractor or any Subcontractors with respect to sales of goods purchased for the performance of the Work.

1.2.7 Contract Time: The timeframe through which this Agreement shall remain in effect, including any Initial Term and any subsequently exercised Renewal Terms.

1.2.8 Final Completion: Completion of all Work in compliance with the Contract Documents, as determined by the County, and issuance of a Final Certificate for Payment.

1.2.9 **Jobsite:** Any physical location or other place on, under, in, at or through which any aspect of the Work is performed.

1.2.10 **Notice to Proceed:** A written notice given by the County to Contractor fixing the date on which the Contract Time will commence to run and identifying the corresponding Final Completion date.

1.2.11 **County Representative:** The individual tasked with representing the interests of the County throughout the duration of the Contract.

1.2.12 **Subcontractor:** A Subcontractor is an individual, partnership, corporation, association, joint-venture or any combination thereof, which has a direct or indirect contract with Contractor to perform a portion of the Work.

1.2.13 **Work:** All services required by the Contract Documents, including all labor, materials, supplies, equipment and services as well as all other deliverables provided, or to be provided, by Contractor to fulfill Contractor's obligations under this Contract.

1.3 Independent Contractor

Contractor represents that it is fully experienced and properly qualified, licensed, equipped, organized, and financed to perform the Work under this Contract. Contractor shall act as an independent contractor and not as an agent in performing this Contract and shall maintain complete control over its employees and all of its Subcontractors and suppliers of any tier. Nothing contained in this Contract or any lower-tier subcontract or purchase order awarded by Contractor shall create any contractual relationship between any such subcontractor or supplier and the County. Contractor shall perform all Work in accordance with the requirements of this Contract and in accordance with its own methods subject to compliance with this Contract.

1.4 Disputes

1.4.1 Contractor is solely responsible for requesting instructions, interpretations or clarifications concerning the Contract Documents and is solely liable for any cost and/or expenses arising from its failure to do so. Any dispute relating to a question of fact arising under this Contract shall be resolved through good faith efforts upon the part of Contractor and the County. Unless otherwise directed in writing, Contractor shall at all times carry on the Work and maintain its progress schedule in accordance with the requirements of the Contract and the determination of the County, pending resolution of any dispute. Any dispute that is not disposed of by mutual agreement shall be decided by the County who shall reduce such decision to writing. The decision of the County shall be final and conclusive. Contractor's failure to protest the County's determination or decisions within fourteen (14) calendar days after receipt thereof shall constitute a waiver by Contractor of all its rights to further protest, judicial or otherwise.

1.4.2 In no event will a dispute, the filing of a protest, claim or appeal, or the resolution or litigation thereof, relieve Contractor from its obligations to timely perform the Work required by the Contract and to maintain the progress schedule in accordance with the Contract.

ARTICLE II THE WORK

2.1 Labor and Materials

2.1.1 Contractor shall perform all of the Work required, implied, or reasonably inferable from, the Contract Documents. Unless otherwise provided in the Contract Documents, Contractor shall provide and pay for all labor, supervision, materials, supplies, tools, transportation, storage, equipment and machinery, utilities (including but not limited to water, heat, fuel, light, and cooling), and all other services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work. Materials, articles and equipment furnished by Contractor for incorporation into the Work shall be new unless otherwise specified in the Contract Documents.

2.1.2 Contractor shall use only competent and skilled personnel to perform and supervise the Work and shall remove from such Work any person determined to be unfit, unqualified, or acting in violation of any obligation of Contractor under this Contract. In the event a person is removed from the Work, Contractor shall promptly replace such individual with another who is fully competent and skilled to perform the Work at Contractor's sole expense.

2.1.3 Except as otherwise required for the safety or protection of persons or the Work or property at the Jobsite or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Jobsite shall be performed during regular working hours, Monday through Friday. Contractor will not perform Work on a Saturday, Sunday, or any legal holiday.

Contractor may perform Work outside regular working hours or on Saturdays, Sundays, or legal holidays only with the County's prior written consent, which will not be unreasonably withheld.

2.1.4 In addition, when the Work requires by Florida Statute, Contractor shall use only licensed, registered and/or certified personnel to perform the Work. Such Statutes may include, but are not limited to, Chapter 489 (Regulation of Professions and Occupations Contracting) and Chapter 633, Part III (Fire Protection and Suppression) of the Florida Statutes.

2.2 Payment of Costs

Except as otherwise expressly provided, Contractor shall pay directly all costs and expenses of the Work of any kind or nature whatsoever including but not limited to all costs of permitting, regulatory compliance, obtaining and maintaining required bonds and insurance pursuant to Article 11, payments due to Subcontractors and suppliers, legal, financial, sales, use and similar taxes on materials and equipment, transportation and storage of materials and equipment, preparation of schedules, budgets and reports and all other costs required to satisfactorily complete the Work.

2.3 Cleaning the Jobsite

Contractor shall keep its Work area(s) neat, secure and orderly during performance of the Work and shall clean up and remove all waste, rubbish and construction debris as they accumulate. Upon Final Completion of the Work, Contractor shall remove all waste, rubbish and construction debris from the Work area as well as all tools, appliances, equipment, temporary utilities, temporary Work and machinery and surplus materials.

2.4 Title and Risk of Loss

Title to the structures, improvements, fixtures, machinery, equipment and materials constituting the Work shall pass to the County no later than time of payment. Such transferred title shall in each case be good, free and clear of any and all security interests, liens or other encumbrances. Contractor shall, however, bear all risk of loss concerning such structures, improvements, fixtures, machinery, equipment and materials until Final Completion, regardless of the extent to which the loss was insured or the availability of insurance proceeds. The transfer of title does not imply acceptance by the County nor does it relieve Contractor from the responsibility for any loss or damage to items.

2.5 Access to Work

The County and/or County Representative, shall at all reasonable times have full access to all parts and locations of the Jobsite(s) from commencement of the Work through Final Completion. Contractor shall take whatever steps necessary to provide such access when requested.

2.6 Utilities

If the scope of Work requires, Contractor shall, at its expense, make all arrangements necessary to secure the availability of and maintain all temporary utilities required to construct and operate Contractor's Work as required by the Contract Documents.

2.7 Taxes

Contractor shall pay all taxes, levies, duties and assessments of every nature which may be applicable to any Work under this Contract. The Contract Price and any agreed variations thereof shall include all applicable taxes imposed by law. Contractor shall make any and all payroll deductions required by law. Contractor herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions. The indemnity provision of this section shall survive the expiration or earlier termination of this Contract. Contractor may not use the County's tax-exempt status unless specifically authorized in writing in advance.

2.8 Publicity and Advertising

2.8.1 Contractor shall not make any announcement or release any information or publish any photographs concerning this Contract or the Work or any part thereof to any member of the public, press or any official body, unless prior written consent is obtained from the County.

2.8.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

2.9 County Furnished Items

2.9.1 Contractor shall obtain and pay for all permits, fees and licenses necessary and ordinary for the performance of the Work. Excluding such permits, fees and licenses, the County shall obtain all approvals, easements, and the like required for Work.

2.9.2 The County shall furnish Contractor electronic copies of the Contract Documents for execution of the Work. Hard copies of the Contract Documents shall be the responsibility of Contractor. The above responsibility notwithstanding, Contractor may request a (hardcopy) set of Contract Documents from the County. Contractor will reimburse the County for the actual costs (or \$25, whichever is greater), of providing such hardcopy set.

ARTICLE III CONTRACT TIME

3.1 Term

3.1.1 This Agreement shall become effective **November 23, 2023** and shall remain in effect for a period of three (3) calendar years (Initial Term), and may be renewed for up to one (1) two (2) year renewal period (Renewal Term), contingent upon mutual agreement by both parties, continued need of the Services, 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 this Agreement. It is further expressly understood that the option of renewal is exercisable only upon the County's determination that the Contractor has satisfactorily performed the Services specified in the Contract Documents.

3.2 Time is of the Essence

Time is of the essence regarding each and every obligation of Contractor under this Contract. Each obligation is deemed material, and a breach of any such obligation (including a breach resulting from untimely performance) is a material breach.

3.3 Disclaimer of Consequential Damages

The County shall not be liable to Contractor, whether in contract, tort, warranty or under any statute or on any other basis, for any consequential, incidental, indirect, special, punitive or exemplary damages suffered or incurred by Contractor in connection with this Contract, even if the County has been advised of the possibility of such damages. Consequential damages shall include, by way of example and without limitation, opportunity costs, loss of use of facilities or other assets, consequential damage claims of subcontractors, lost profits, lost savings, lost business, lost bonding capacity, lost financing, lost reputation or lost goodwill.

ARTICLE IV CONTRACT PRICE AND PAYMENT

4.1 Contract Price

4.1.1 As compensation for satisfactory performance of the Work by Contractor, the County shall pay the Contractor as compensation and annual amount not-to-exceed **one hundred seventy-five thousand seven hundred thirty-nine dollars (\$175,739.00)**, in accordance with the Total Annual Cost set forth in Exhibit "A", ("Contract Price") for **Trout Creek Community Center and The Players Senior Community Center. Al Wilke Community Center is for the facility use only at no cost to the County.** The Contract Price shall remain firm throughout the duration of the Contract Term unless otherwise revised by Amendment.

4.1.2 If required by the County, Contractor shall have included unit prices in the base Lump Sum. Such unit prices shall apply to revisions to the Work as directed by the County in accordance with Article VII. Unit prices are "all-inclusive", including labor, material, supervision, tools, equipment, insurance, taxes, fringe benefits, coordination, engineering, overhead, profit, performance and payment bonds, and all other things necessary. Unit prices are fixed for the duration of the Contract and are not subject to escalation for any cause.

4.2 Measurement and Payment

4.2.1 Contractor shall make all surveys necessary for determining all quantities of Work to be paid under this Contract. Copies of field notes, computations and other records made by Contractor for the purpose of determining quantities shall be furnished to the County Representative upon request. Contractor shall notify the County Representative prior to the time such surveys are made. The County Representative may but shall have no obligation to witness and verify such surveys. Measurements and computations shall be made by such methods as the County may consider appropriate for the class of work measured. The dividing limits, lines or planes between adjacent items or classes of excavation, concrete, or other types of Work where not definitely indicated on the Drawings or in the Specifications shall be as determined by the County.

4.2.2 No payments of invoices (or portions thereof) shall, at any time, constitute approval or acceptance of the Work under this Contract, nor be a waiver by the County of any of the terms contained herein.

4.3 Progress Payments

4.3.1 Prior to Contractor's submittal of the initial Application for Payment, Contractor shall have delivered Insurance Certificate(s) evidencing coverages in accordance with Article 11. The County will not make any payment to Contractor until Contractor has complied with this requirement.

4.3.2 On or before the tenth (10th) day of each calendar month, Contractor shall submit an Application for Payment to the County Representative in such form and manner, and with such supporting data and content, as the County Representative may require. Such Application for Payment shall be based on the amount of Work done or completed during the payment period which is defined as the first day of the preceding calendar month through the last day of the preceding calendar month. The County Representative will review the Application for Payment to determine whether the quantity and quality of the Work is as represented in the Application for Payment and thereafter confirm to the County the amount properly owing to Contractor. Upon receipt by the County of the County Representative's recommendation for payment, payments will be made in accordance with the Local Government Prompt Payment Act (Sections 218.70-218.80 of the Florida Statutes) less such amounts, if any, otherwise owing by Contractor to the County or which the County shall have the right to withhold. Any Application for Payment determined by the County not to be suitable for payment shall be modified and processed in accordance with the County's assessment.

4.3.3 In the event any dispute with respect to any payment or Application for Payment cannot be resolved between Contractor and the County Representative, Contractor may demand in writing a meeting with and review by the County's Assistant Director of Purchasing and Contracts. Such meeting and review shall occur within ten (10) business days of receipt by the County of Contractor's written demand. The Assistant Director of Purchasing and Contracts shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the County's final decision for the purpose of the Local Government Prompt Payment Act.

4.3.4 Contractor warrants and guarantees that title to Work, materials, and equipment covered in any Application for Payment shall pass to the County no later than the time of payment and shall be free and clear of liens, claims, security interests or other encumbrances.

4.4 Application for Payment

4.4.1 Contractor may make Application for Payment, at intervals of not more than once a month for Work satisfactorily completed. Each Application for Payment shall clearly include:

- a) The Contract Number;
- b) A unique Application for Payment number;
- c) Contractor's legal name and address;
- d) Taxpayer identification number (Contractor's federal employer identification number);
- e) Brief description of the completed Work, in accordance with Contractor's Schedule of Values;
- f) The original Contract Price including approved Change Order amounts; and,
- g) Preferred remittance address, if different from the mailing address.

The County may require any other information from Contractor that the County deems necessary to verify Contractor's Application for Payment. No later than ten (10) days after execution of this Contract or Notice to Proceed has been issued, the County will identify in a separate written notice the submittal requirements for Contractor's payment requests.

4.4.2 Each Application for Payment shall be signed by Contractor and shall constitute Contractor's representation that the Work has progressed to the level for which payment is requested, that the Work has been properly installed or performed in full accordance with this Contract, and that Contractor knows of no reason why payment should not be made as requested. Contractor's final Application for Payment shall also be accompanied by a full and complete release and/or waiver of all liens complying with Section 713.20 of the Florida Statutes.

4.4.3 Contractor must remit undisputed payment due for labor, services, or materials furnished by Subcontractors and suppliers hired by Contractor, within ten (10) days after receipt of each progress payment from the County pursuant to Section 218.735 of the Florida Statutes. If necessary for the protection of the County, the County shall have the right, at its sole option, to make payment by joint check or by direct check to Contractor's Subcontractors or suppliers without advance notice to or consent of Contractor. If joint checks are issued following claims by Contractor's Subcontractors or suppliers, the County shall be entitled to an administrative fee of \$50.00 per check for the expense of processing each joint check. Any amounts paid directly to a Subcontractor or supplier will be deducted from payments made to, or amounts due or that may become due to, Contractor. The issuance of a joint check shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the County to repeat the procedure in the future.

4.4.4 No progress payment shall be interpreted to constitute approval or acceptance of any Work under this Contract, nor be considered a waiver by Contractor of any of the terms of this Contract.

4.4.5 The County's performance and obligation to pay under this Contract is contingent upon an appropriation of lawfully available funds by the Board of County Commissioners. The County shall promptly notify Contractor if the necessary appropriation is not made.

4.5 Withheld Payment

4.5.1 The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Contractor, if:

- a) Any Claims are made against Contractor by the County or third parties, including Claims for liquidated damages or if reasonable evidence indicates the probability of the making of any such Claim;
- b) Any Claims are made against the County, the County's property or any other party indemnified hereunder which is or might be covered by Contractors Indemnification obligations under Section 10.2 below;
- c) Contractor fails to pay Subcontractors or others in full and on-time;
- d) Contractor fails to submit schedules, reports, or other information required under the Contract;
- e) Contractor fails to diligently prosecute the Work and maintain progress to assure completion within the Contract Time;
- f) Contractor persistently fails to fully and timely perform the Work in accordance with the Contract Documents;
- g) Defective or nonconforming Work is not remedied; or
- h) Contractor is in default of any other representation, warranty, covenant or performance obligation of this Contract.

4.5.2 If Claims or liens filed against Contractor or property of the County connected with performance under this Contract are not promptly removed by Contractor after receipt of written notice from the County to do so, the County may remove such Claims or liens and all costs in connection with such removal shall be deducted from withheld payments or other monies due, or which may become due, to Contractor. If the amount of such withheld payments or other monies due Contractor under the Contract is insufficient to meet such cost, or if any Claim or lien against Contractor is discharged by the County after final payment is made, Contractor and its surety or sureties shall promptly pay the County all costs (including attorney's fees) incurred thereby regardless of when such Claim or lien arose.

ARTICLE V CONTRACTOR RESPONSIBILITIES

5.1 Performance

5.1.1 Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish Contractor's ability to satisfy its contractual obligations hereunder.

5.1.2 Contractor shall perform no part of the Work at any time without adequate Contract Documents or, as appropriate, approved Shop Drawings, Product Data or samples for such portion of the Work. If Contractor performs any portion of the Work where Contractor knows or should know such Work involves a recognized error, inconsistency or omission in the Contract Documents without notice to the County Representative and the County, Contractor shall bear responsibility for such performance and shall bear the cost of correction.

5.1.3 Contractor shall perform the Work strictly in accordance with this Contract.

5.1.4 Contractor shall confine its operations to the Jobsite or such other land and areas identified in and permitted by the Contract Documents. Contractor shall assume full responsibility for any damage to any such land or area, to the County or occupant thereof, or of any adjacent land or areas, resulting from the performance of the Work. Should any Claim be made by any such owner or occupant because of the performance of the Work, Contractor shall promptly settle with such other party by negotiation or otherwise resolve the Claim by other dispute resolution proceeding or at law. Contractor shall, to the fullest extent permitted by Applicable Law, indemnify and hold harmless the County, and its officers, directors, agents and employees and anyone directly or indirectly employed by them from and against Claims, costs, losses, and damages arising out of or resulting from any Claim or action, legal or equitable, brought by any such owner or occupant against the County or any other party indemnified hereunder to the extent caused by or based upon Contractor's or a Subcontractor's performance of the Work.

5.1.5 Contractor is solely and exclusively responsible for supervising all workers at the Jobsite. Contractor shall supervise and direct the Work using Contractor's best skill, effort and attention. Contractor shall be responsible to the County for any and all acts or omissions of Contractor, its employees and others engaged in the Work on behalf of Contractor.

5.1.6 Contractor and the Work must comply with all Applicable Law and the requirements of any applicable grant agreements.

5.2 Authorized Representative

Prior to commencing Work, Contractor shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Contractor ("Authorized Representative"). All communications given to the Authorized Representative shall be binding upon Contractor. An Authorized Representative may be added, removed or changed upon prior written notice given pursuant to Section 12.18 titled "Written Notice".

5.3 Environmental, Safety and Health

5.3.1 Safety and Protection. Contractor shall be solely and exclusively responsible for conducting operations under this Contract to avoid risk of harm to the health and safety of persons and property and for inspecting, supervising and monitoring all equipment, materials (whether in storage on or off the Jobsite), work practices and safety precautions (including but not limited to adequate maintenance of traffic) used in the Work to ensure compliance with its obligations under this Contract. Contractor shall provide or cause to be provided necessary training and furnish all safety equipment/tools, including OSHA compliant and ANSI certified personal protective equipment as appropriate and necessary for the performance of the Work, to its subcontractors of every tier and enforce the use of such training and safety equipment/tools.

5.3.2 Compliance. Contractor shall comply with all Applicable Laws bearing on the safety of persons or property, or their protection from damage, injury or loss including compliance with applicable permits, plans and approvals. To the extent allowed by law, Contractor shall assume all responsibility and liability with respect to all matters regarding the safety and health of its employees and the employees of Contractor's subcontractors and suppliers of any tier, with respect to the Work.

5.4 Final Inspection and Testing

All equipment and materials furnished and Work performed shall be inspected and tested by Contractor at Contractor's expense. Contractor shall give the County Representative timely notice, at least 48 hours in advance, of readiness of the Work for required inspections, tests or approvals unless otherwise specified in the Contract Documents. Neither observations by the County nor inspections, tests, or approvals shall relieve Contractor from the Contractor's obligations to perform the Work in accordance with the Contract Documents. The County Representative will issue a Final Certificate for Payment following satisfactory inspection of the Work.

5.5 Final Payment

5.5.1 Upon Contractor's receipt of the Final Certificate for Payment, Contractor may submit a final invoice.

5.5.2 Acceptance of Final Payment shall constitute a waiver of all Claims against the County by Contractor except for those Claims previously made in writing against the County by Contractor, pending at the time of Final Payment, and identified in writing by Contractor as unsettled at the time of its request for Final Payment.

5.5.3 In the event Contractor fails to make a Request for Final Payment, or to resubmit a final Application for Payment within ninety (90) days after being requested to do so, the County may deem any and all retained funds to be abandoned property and shall give notice of abandonment to Contractor. The County may set off against the final payment any amounts due to County from Contractor arising out of or under this or any other Contract or Contract between them.

ARTICLE VI COUNTY REPRESENTATIVE

6.1 County Representative Responsibilities

6.1.1 The County shall designate as its representative a County Representative. The County Representative shall be authorized to act on behalf of the County only to the extent provided in this Article VI.

6.1.2 The County and Contractor shall communicate with each other in the first instance through the County Representative.

6.1.4 The County Representative shall review Contractor's Applications for Payment and shall confirm to the County for payment to Contractor, those amounts then due to Contractor as provided in this Contract.

6.1.5 The County Representative shall have authority to reject Work, which is defective or does not conform to the requirements of this Contract. If the County Representative deems it necessary or advisable, the County Representative shall have authority to require additional inspection or testing of the Work for compliance with Contract requirements at Contractor's expense.

6.1.8 The County Representative shall, upon written request from Contractor, conduct inspections to determine the date of Final Completion, shall receive and forward to the County for the County's review and records, written warranties and related documents required by this Contract and shall issue a Final Certificate for Payment upon compliance with the requirements of this Contract.

6.1.9 The County Representative's decision in matters relating to aesthetic effect shall be final if consistent with the intent of this Contract.

ARTICLE VII CHANGES IN THE WORK

7.1 General

7.1.1 The County may, at any time, without invalidating this Contract and without notice to sureties, unilaterally direct changes in the Work within the general scope of this Contract, consisting of additions, deletions, revisions, or any combination thereof, by Change Order or by field order. Contractor agrees to promptly comply with such orders and proceed with the Work, which shall be performed under the applicable requirements of the Contract Documents.

7.1.2 If at any time Contractor believes that acts or omissions of the County constitute a change to the Work, Contractor shall, within five (5) days of such change or act or omission, submit a written notice to the County Representative explaining in detail the basis for the change request. Upon agreement as to the impact of the change or act or omission, the Contract Time and/or Contract Price shall be adjusted by written Change Order. **IT IS EXPRESSLY AND SPECIFICALLY AGREED THAT ANY AND ALL CLAIMS FOR CHANGES TO THE CONTRACT TIME OR CONTRACT PRICE SHALL BE WAIVED IF NOT SUBMITTED IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION.**

7.2 Acceptance of Change Orders

Contractor's written acceptance of a Change Order shall constitute a final and binding Contract to the provisions thereof

and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

7.3 Notice to Sureties

Contractor shall notify and obtain the timely consent and approval of Contractor's surety with reference to all Change Orders if such notice, consent or approval is required by Contractor's surety or by law. Contractor represents and warrants to County that Contractor is solely liable and responsible to so notify and obtain any such consent or approval.

ARTICLE VIII STOPPING WORK, AND ACCEPTING DEFECTIVE OR NONCONFORMING WORK

8.1 Right to Stop Work

If the Work is defective, or Contractor fails to supply sufficient skilled workers, suitable materials, or equipment or fails to furnish or perform the Work in such a way that the completed Work will conform to the Contract Documents, the County, acting through the County Representative, may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. The County's right to stop Work, or any portion thereof, shall not give rise to any duty on the part of the County to exercise this right for the benefit of Contractor or any other party.

8.2 County May Accept Defective or Nonconforming Work

If the County chooses to accept defective or nonconforming Work, the County may do so. In such events, the Contract Price shall be reduced by the greater of (a) the reasonable cost of removing and correcting the defective or nonconforming Work, and (b) the difference between the fair market value of the Work had it not been constructed in such manner as to include defective or nonconforming Work. If the remaining portion of the unpaid Contract Price, if any, is insufficient to compensate the County for its acceptance of defective or nonconforming Work, Contractor shall, pay the County such remaining compensation for accepting defective or nonconforming Work.

ARTICLE IX CONTRACT SUSPENSION AND TERMINATION

9.1 Suspension

The County may, by written notice, order Contractor to suspend, delay or interrupt Work, in whole or in part, for a period of time as the County may determine. If such suspension delays Contractor's ability to meet the authorized Contract Time, Contractor will be granted an extension of time as reasonably agreed by both parties. Contractor shall not be entitled to an adjustment to the Contract Time to the extent that performance is, was or would have been so suspended, delayed or interrupted by another cause, act or omission for which Contractor is responsible.

9.2 Termination

9.2.1 The County may by written notice to Contractor terminate the Work under this Contract in whole or in part at any time for the County's convenience or for the default of Contractor.

9.2.2 Upon receipt of such termination notice Contractor shall immediately stop all Work and shall immediately cause any and all of its Subcontractors and material suppliers at any tier, to immediately stop all work, leaving the Jobsite or Work area in a safe and secured condition. Contractor shall not be paid for any work performed or costs incurred after the termination date that reasonably could have been avoided. The County may direct Contractor to assign Contractor's right, title and interest under terminated orders or subcontracts to its designee.

9.2.3 Contractor shall not remove from any Jobsite any materials, equipment, plant or tools that have been paid for by County pursuant to this Contract. Contractor hereby grants the County a free and unimpeded right of access to Contractor's facilities, which shall survive any termination of the Contract, for the purpose of permitting the County to take control of and remove any Work, including but not limited to any Work for which title has vested in the County.

9.2.4 If the termination is for the convenience of the County, an equitable adjustment in the compensation to be paid Contractor shall be made based upon the cost for completed Work, Work in progress, and the substantiated, reasonable and actually incurred costs associated with termination. No amount shall be allowed for anticipated profit or unperformed work.

9.2.5 For purposes of this Termination provision, Contractor shall be deemed in default if Contractor (1) persistently or repeatedly refuses or fails to perform the Work in a timely manner, (2) fails to supply enough properly skilled Workers, supervisory personnel or proper equipment or materials, (3) fails to make prompt payment to Subcontractors, or for materials

or labor, (4) becomes insolvent or becomes the subject of voluntary or involuntary bankruptcy proceedings, (5) persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or (6) breaches or violates a material provision of this Contract. If the termination is attributable to the default of Contractor, the County shall have the right, without prejudice to any other right or remedy, to take possession of the Jobsite and of all materials, equipment, tools, and machinery thereon owned by Contractor and may finish the Work by whatever methods it may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until the Work is finished.

ARTICLE X WARRANTY AND INDEMNITY

10.1 Warranty

10.1.1 Contractor warrants and guarantees to the County that all labor furnished to progress the Work under this Contract shall be competent to perform the tasks undertaken and that the product of such labor shall yield only first-class results and that all materials and equipment furnished under this Contract shall be of good quality, free from faults and defects and in strict conformance with the Contract Documents.

10.1.2 Contractor warrants all materials, equipment and labor it furnishes or performs under this Contract against all defects in design, materials and workmanship for a period of one year (or the period of time in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) from and after the date of Final Completion. Contractor shall within ten (10) Days after being notified in writing by the County of any defect in the Work or non-conformance of the Work (Warranty Work), commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the County in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its Warranty Work or which becomes damaged in the course of repairing or replacing Warranty Work. For any Work so corrected, Contractor's obligation hereunder to correct Warranty Work shall be reinstated for an additional one-year period, commencing with the date of acceptance of such corrected Work.

10.1.3 Contractor shall perform such tests as the County may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract Documents. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor.

10.1.4 All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the County, regardless of whether or not such warranties and guarantees have been transferred or assigned to the County by separate Contract and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the County.

10.1.5 In the event that Contractor fails to perform its obligations under this Warranty Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the County, the County shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the County for any expenses incurred hereunder upon demand.

10.1.6 Failure on the part of the County to reject defective, non-conforming or unauthorized Work shall not release Contractor from its contractual obligations, be construed to mean acceptance of such Work or material by the County, or, after Final Completion, bar the County from recovering damages or obtaining such other remedies as may be permitted by law.

10.1.7 No adjustment in the Contract Time or Contract Price will be allowed because of delays in the performance of the Work as a result of correcting defective, non-conforming or unauthorized Work.

10.1.8 County and Contractor agree that the provisions of Florida Statute Chapter 558 shall not apply to this Contract.

10.2 Indemnity

10.2.1 Contractor shall indemnify and hold harmless the County and its officers and employees ("Indemnified Party"), from 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 Contractor and persons employed or utilized by Contractor in the performance of this Contract.

10.2.2 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that “damages, losses and costs”, includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

10.2.3 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the “persons employed or utilized by Contractor” shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

10.2.4 In Claims against any person or entity indemnified hereunder by an employee of Contractor, any Subcontractor, or subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 10.2 shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor or subcontractor under any workers’ compensation acts, disability benefits acts or other employee benefit acts.

10.2.5 Contractor’s indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary of this Contract and all liabilities, damages, losses and costs related thereto.

10.2.6 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

10.2.7 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

10.2.8 Contractor shall further indemnify and hold harmless the County its officers and employees from and against all Claims arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents and shall defend such Claims in connection with any alleged infringement of such rights.

10.2.9 The indemnification provisions of this Section 10.2 shall survive expiration or earlier termination of this Contract.

ARTICLE XI INSURANCE

11.1 Contractor’s Insurance Requirements

11.1.1 All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Contractor shall furnish proof of insurance to the County prior to execution of this Contract. No Work shall commence under this Contract until Contractor has obtained all insurance coverages required under this section. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by this Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

11.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

11.1.3 The types and amounts of insurance required under this Contract do not in any way limit the liability of Contractor including under any warranty or indemnity provision of this Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in this Contract limits Contractor to the minimum required insurance coverages found in this Article XII.

11.2 Additional Insured Endorsements and Certificate Holder

The term “Additional Insured”, as used in this Contract, shall mean St. John’s County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers’ Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

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

11.3 Workers Compensation & Employer’s Liability

Contractor shall procure and maintain during the life of this Contract, adequate Workers’ Compensation Insurance and Employer’s Liability in at least such amounts as is required by law for all of its employees per Florida Statute 440.02.

11.4 Commercial General Liability

Contractor shall procure and maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under this Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

11.5 Automobile Liability

Contractor shall procure and maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

11.6 Other Requirements

The required insurance limits identified in Sections 11.4 above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

ARTICLE XII MISCELLANEOUS

12.1 Examination of Contractor’s Records

The County or its authorized representative shall, until the expiration of five (5) years after final payment under this Contract, have access to, and the right to examine any directly pertinent books, documents, papers and records of Contractor involving transactions relating to this Contract, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Contractor has overstated any component of the Contract Price, Change Order, Claim, or any other County payment obligation arising out of this Contract, then Contractor shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Contractor, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

12.2 Backcharges

Upon the County's notification to undertake or complete unperformed Work such as cleanup or to correct defective or non-conforming services, equipment, or material (Backcharge Work), if Contractor states or by its actions indicates it is unable or is unwilling to immediately proceed and/or complete the Backcharge Work in an agreed time; the County may perform such Backcharge Work by the most expeditious means available and backcharge Contractor for any and all costs thereby incurred by the County.

The County shall separately invoice or deduct and retain from payments otherwise due to Contractor the costs for Backcharge Work. The County's right to backcharge is in addition to any and all other rights and remedies provided in this Contract or by law. The County's performance of the Backcharge Work shall not relieve Contractor of any of its responsibilities under this Contract and Contractor shall be responsible for the Backcharge Work as if it were its own.

12.3 Applicable Law

Contractor and the Work must comply with all Applicable Law and the requirements of any applicable grant agreements.

12.4 Governing Law & Venue

The Contract shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Contract shall be St. Johns County, Florida.

12.5 Assignment

Contractor shall not assign the Work or this Contract, in whole or in part, without the prior written consent the County. Contractor shall be responsible for all Work performed under the Contract Documents. Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any Change Order issued pursuant to the Contract or make an assignment or transfer of any amounts payable to Contractor under the Contract, without the prior written consent of the County. In the event of any assignment, Contractor remains secondarily liable for performance of the Contract, unless the County expressly waives such secondary liability. The County may assign the Contract with prior written notice to Contractor of its intent to do so. This Contract may be assumed by and shall inure to the benefit of the County's successors and assigns without the consent of Contractor.

12.6 Severability

If a court deems any provision of the Contract void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

12.7 Section Headings

The section and other headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

12.8 Disclaimer of Third-Party Beneficiaries

This Contract is solely for the benefit of County and Contractor and no right or cause of action shall accrue to or for the benefit of any third party not a formal party hereto. Nothing in this Contract, expressed or implied, is intended or shall be construed to confer upon or give any person or entity other than County and Contractor, any right, remedy, or Claim under or by reason of this Contract or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon County and Contractor.

12.9 Waiver; Course of Dealing

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Contract shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Contract after the Effective Date shall not be deemed a waiver or modification of this Contract.

12.10 No Waiver of Sovereign Immunity

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Contract and shall be fully binding until such time as any proceeding brought on account of this Contract is barred by any applicable statute of limitations.

12.11 Execution in Counterparts

This Contract may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Contract is executed through a County-approved electronic signature or online digital signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Contract and/or a signature page of this Contract by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Contract.

12.12 Entire Contract

This Contract, together with the Contract Documents for the Work, constitutes the entire Contract between County and Contractor relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written. This Contract may not be amended or modified except in writing signed by both parties.

12.13 Survival

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, payment obligations, and the County's right to audit Contractor's books and records, shall in all cases survive the expiration or earlier termination of this Contract.

12.14 Employment Eligibility and Mandatory Use of E-Verify

As a condition precedent to entering into this Contract, and in accordance with section 448.095, F.S., Contractor and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of this Contract.
- b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. The County and Contractor hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.
- e. Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Contract for breach of these provisions regarding employment eligibility.
- f. Contractor shall incorporate in all subcontracts made pursuant to this Contract the provisions contained herein regarding employment eligibility.

12.15 Equal Employment Opportunity

During the performance of this Contract, Contractor agrees as follows:

12.15.1 Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, disability, age, sex (including sexual orientation and gender identity/expression), national origin (including limited English proficiency), marital status, or familial status. Contractor will take affirmative action to ensure that applicants and employees are treated during employment without regard to their race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, genetic information or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

12.15.2 Contractor will, in all solicitations or advertisements for employees placed for, by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, or genetic information.

12.15.3 Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Contractor's legal duty to furnish information.

12.15.4 Contractor will send to each labor union or representatives of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided by the County, advising the labor union or workers' representative of Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

12.15.5 Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

12.15.6 Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

12.15.7 In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated or suspended in whole or in part and Contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

12.15.8 Contractor will include the provisions of paragraphs 12.15.1 through 12.15.8 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontractor or vendor as may be directed to the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Contractor may request the United States to enter into such litigation to protect the interest of the United States.

12.16 Public Records

12.16.1 Contractor shall comply and shall require all of its Subcontractors to comply with the State of Florida's Public Records Statute (Chapter 119), specifically to:

- (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 Applicable Law;
- (3) Ensure that public records related to this Contract 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 Contract and following expiration of this Contract, or earlier termination thereof, if Contractor does not transfer the records to the County; and
- (4) Upon completion of this Contract, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Contractor or keep and maintain for inspection and copying all public records required by the County to perform the Work.

12.16.2 If Contractor, upon expiration of this Contract or earlier termination thereof: i) transfers all public records to the County, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Contractor shall meet all Applicable Law and 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.

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

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, PUBLICRECORDS@SJCFL.US, [500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084](#)

12.17 Anti-Bribery

Contractor and its Subcontractors shall at all times during the term of this Contract comply with all anti-bribery and corruption laws that are applicable to the performance of this Contract. Contractor represents that it has not, directly or indirectly, taken any action which would cause it to be in violation of Chapter 838 of the Florida Statutes. Contractor shall immediately notify the County of any violation (or alleged violation) of this provision.

12.18 Convicted and Discriminatory Vendor Lists, and Scrutinized Companies

12.18.1 Contractor warrants that neither it nor any Subcontractor is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Contractor shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of the Contract.

12.18.2 Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Contract, Contractor certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum

Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Contract if a false certification has been made, or the Contractor is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

12.19 Written Notice

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication under this Contract shall be validly given when delivered as follows:

- i. Hand delivered to Contractor's Authorized Representative or hand delivered during normal business hours and addressed as shown below, or
- ii. Delivered by U.S. Mail, electronic mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County
500 San Sebastian View
St. Augustine, FL 32084
Attn: Leigh A. Daniels, Purchasing Manager CPPB
Email Address: ldaniels@sjcfl.us

St. Johns County Council on Aging, Inc.
180 Marine St.
Saint Augustine, FL 32084
Attn: Becky Yanni
Email Address: byanni@stjohnscoa.com

With a copy to:

St. Johns County
Office of the County Attorney
500 San Sebastian View
St. Augustine, FL 32084
Email Address: jferguson@sjcfl.us

Notices shall be deemed to have been given on the date of delivery to the location listed above without regard to actual receipt by the named addressee. County and Contractor may each change the above addresses at any time upon prior written notice to the other party.

The authorized representatives hereto have executed this Contract effective as of the Effective Date. Contractor's authorized representative executing this Contract represents that he or she is duly authorized to execute this Contract on behalf of Contractor.

County

St. Johns County (Seal)
(Typed Name)

By: _____
(Signature of Authorized Representative)

Leigh A. Daniels, CPPB
(Printed Name)

Purchasing Manager
(Title)

(Date of Execution)

Contractor

St. Johns County Council on Aging, Inc. (Seal)
(Typed Name)

By: _____
(Signature of Authorized Representative)

(Printed Name)

(Title)

(Date of Execution)

ATTEST:
St. Johns County, FL
Clerk of Circuit Court and Comptroller

By: _____
(Deputy Clerk)

(Date of Execution)

Legally Sufficient:

(Office of County Attorney)

(Date of Execution)

FORM 1
FINAL CERTIFICATE FOR PAYMENT

Contract No.:	Jobsite <i>(name & address):</i>
Contractor <i>(name & address):</i>	
	County Representative:
	Bid No.:
Date of Issuance:	Notice to Proceed Date:

All conditions or requirements of any permits or regulatory agencies have been satisfied. The documents required pursuant to the terms and conditions of the Contract, and the final bill of materials, if required, have been received and accepted. The Work required by the Contract Documents has been reviewed and the undersigned certifies that the Work, including minor corrective work, has been completed in accordance with the provisions of the Contract Documents and is accepted under the terms and conditions thereof.

The County, through its County Representative, accepts the Work as fully complete and will assume full possession thereof

at _____ on _____.
(time) (date)

ST. JOHNS COUNTY: _____
County Representative Signature Date

FORM 2

CONTRACTOR'S FINAL RELEASE AND WAIVER OF LIEN

Owner: St. Johns County (hereafter "County")	County Department/Division:
Contract No.:	Contractor Name:
Project (Jobsite) Address:	Contractor Address:
	Contractor License No.:
Payment Amount:	Amount of Disputed Claims:

The undersigned has been paid in full for all labor, work, services, materials, equipment, and/or supplies furnished to the County and does hereby waive and release any notice of lien, any right to mechanic's lien, any bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to a claim or payment rights the undersigned has on the above described Project, except for the payment of Disputed Claims, if any, described below.

The undersigned warrants that he or she either has already paid or will use the monies received from this final payment to promptly pay in full all of its laborers, subcontractors, materialmen and suppliers for all labor, work, services, materials, equipment, or supplies provided for or to the above referenced Project.

Before any recipient of this document relies on it, the recipient should verify evidence of payment to the undersigned.

Disputed Claims: The following invoices, pay applications, retention, or extra work are reserved by undersigned from this final payment (if there are no Disputed Claims enter "**None**"): _____

None

Signed this ___ day of _____, 20_____

Contractor/Company Name

By:

Signature

Printed Name

Title

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT TO THE EXTENT OF THE PAYMENT AMOUNT OR THE AMOUNT RECEIVED.

ST. JOHNS COUNTY COUNCIL ON AGING, INC.

Projected Expenses (Budget)	Trout Creek	Ponte Vedra	Total
Salaries	\$ 47,421.00	\$ 70,402.00	\$ 117,823.00
Instructor Fees	\$ -	\$ 4,500.00	\$ 4,500.00
Telephone	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Travel	\$ 200.00	\$ 200.00	\$ 400.00
Supplies	\$ 5,885.00	\$ 6,019.00	\$ 11,904.00
Insurance	\$ 4,933.00	\$ 4,934.00	\$ 9,867.00
Dues/Subscriptions	\$ 100.00	\$ 100.00	\$ 200.00
Meals	\$ 47,140.00	\$ 24,740.00	\$ 71,880.00
Transportation	\$ 60,305.00	\$ 13,210.00	\$ 73,515.00
	\$ 166,984.00	\$ 125,105.00	\$ 292,089.00

Non-County Revenues	Total
Older Americans Act	\$ 40,040.00
Misc. Grants	\$ 30,000.00
Transportation Grants	\$ 23,140.00
Meal Donations	\$ 12,370.00
LLL Fees	\$ 10,800.00
	\$ 116,350.00

Annual Expenses	\$ 292,089.00
Minus Non-County Revenue	\$ 116,350.00
Annual Cost Proposal	\$ 175,739.00

RFP No: 23-88; Operations and Management of Community Centers
General Services Agreement No: 23-GSA-STJ-18787
EXHIBIT B - SCOPE OF SERVICES

A. General Information:

Contractor to provide programs and senior services at two community centers located in St. Johns County. Senior centers serve as critical community focal points for older adults, offering a variety of activities that respond to the diverse needs and interests of their community and include, but are not limited to, nutrition programs, health and wellness services, fitness activities, information and assistance to community resources, and a variety of educational and cultural opportunities.

B. Required Program Components

The Contractor must provide outreach to the community and at a minimum, offer one (1) program from each category listed below for a total of at least three (3) programs per month, each month, either directly or in partnership with another agency or program.

1. Health Promotion, Wellness, and Fitness

Educate, support and provide opportunities for people to make choices to improve health, well-being and fitness. Examples include health screening (blood pressure, blood glucose checks), health education, exercise classes designed for older adults, foot care, and training to self-manage chronic conditions.

2. Education, Recreation, Socialization, and Personal Growth

Scheduled activities or opportunities led by paid staff that are designed to build relationships among clients, teach new skills, and/or enhance and use participants' skills. Examples include guest lecturers, cultural activities, computer classes, card and board games, crafts, dances, classes/workshops, trips/excursions, volunteer programs, and leadership development programs.

3. Social Services

Social service assistance provided by a qualified staff member or volunteer. Examples include, but are not limited to: providing information to help clients access services; providing information on public benefits programs (food stamps, Medicare, Supplemental Security Income, emergency assistance); helping clients fill out insurance, benefit, or entitlement eligibility forms and applications; and connecting clients to resources.

C. Hours of Operation

At a minimum, each Center shall be open and accessible to patrons during the hours of operation provided below. Any changes to this schedule shall be approved by the County prior to the implementation of any change.

1. Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092.

Hours of Operation: Monday, Wednesday and Friday 8:00 am-2:00pm

Lunch served between 11:30am-12:15pm

2. The Players Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082

Hours of Operation: Tuesday & Thursday 8:00am-4:00pm; Wednesday 8:30am-5:30pm;

Friday 8:00am- 4:00pm

Lunch served only on Tuesdays & Thursdays between 12pm-1:15pm

3. Al Wilke Community Center, 6150 South Main Street Hastings, FL 32145.

Hours of Operation: Monday, Wednesday, Friday 8:00am – 2:00pm

- This location is for the facility use only.

D. Transportation

The Contractor shall be required to provide transportation for patrons living within a twenty (20) mile radius of each facility during hours of operation on days that meals are served: Trout Creek Community Center: Monday, Wednesday and Friday 8:00am -2:00pm; and The Players Community Senior Center: Tuesday & Thursday 8:00am – 4:00 pm.

Transportation shall be made available with the use of a at least two (2) handicap accessible buses. The Contractor shall be responsible for providing and maintaining a registration process for interested passengers. The Contractor acknowledges that the Contract will require adherence to all federal and state standards which govern its drivers. Contractor further acknowledges that all driver hiring, pre-qualifications, testing, and training shall be in accordance with applicable state and federal requirements, in addition to the requirements specified in this section. All drivers must maintain a bi-annual FDOT physical examination and have pre-employment, post-accident/incident, for cause, and random drug and alcohol testing, by a County approved testing facility; the statistical results of which shall be reported to the County. Before hiring or assigning a driver to service the Contractor shall conduct or have conducted a Level II background check based on the driver's social security number. No driver shall be hired or assigned to the Agreement if a violation of Section 435.04, Florida Statutes, would occur. Proof of satisfactory completion of a physical examination and drug test of each driver shall be maintained in a driver file, along with other information as may be required by the County, at the Contractor's operating facility. Contractor agrees to maintain a file on each driver that includes copies of their annual motor vehicle records check, record of complaints, commendations and accident/incident reports, and documentation of training completed. In compliance with the Florida Department of Transportation, Contractor agrees to maintain a separate confidential physical and drug screen file.

- Drivers shall be expected to assist disabled, elderly, and other special need passengers in boarding/exiting the bus as necessary.
- Drivers shall not discuss aspects of the operations and vehicle maintenance with passengers which may be construed to be undermining the system operation.
- Drivers must be properly licensed in the State of Florida to provide this type of service.
- Possess a safe driving record;
- Have received no more than two (2) moving violations within the last three (3) years prior to application for this program;
- Have received no more than one (1) moving violation within the last twelve (12) months;
- Have three (3) full subsequent years with no violations, if license has ever been revoked;
- All drivers must complete Contractor's formal training program and be licensed with a valid Florida Class B Operator's License with proper endorsements prior to entering revenue service;

E. Food Service

At a minimum, the Contractor shall be required to provide a lunchtime meal on the following days: Trout Creek Center: Monday, Wednesday and Friday; and The Players Community Senior Center: Tuesday & Thursday. All meals and menu items shall be designed in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food & Nutrition Board, USDA and the U.S. Department of Health and Human Services. All meals shall be prepared and be ready for serving by 12:00pm for a congregate meal. The Contractor shall be responsible for hiring sufficient staff to provide the required food service. All staff shall be required to obtain and maintain throughout the duration of the contract, any and all certifications required for performing food preparation services, in accordance with Chapter 509, Florida Statutes, and all other applicable federal, state, and local, regulations, laws and codes.

F. Onsite Kitchen and Equipment

The County has provided the following equipment in each community center kitchen. This equipment may be used by the Contractor, but remains the property of the County. The Contractor shall be required to furnish any and all other equipment necessary to provide the services required by this contract.

The Players Community Senior Center kitchen is available for meal preparation and is equipped with the following equipment: 2 steel prep stations 1 with a sink

- Triple freezer
- Hand washing station
- Dishwasher, dish washing station
- Triple sinks
- Large walk in cooler
- Commercial Grade gas stove
- Commercial grade tilt steamer

- Microwave
- Triple Oven
- Baking rack oven
- Warming Station

The Trout Creek Community Center kitchen is available for meal preparation and is equipped with the following equipment:

- Residential electric oven
- Warming station
- Hand washing station
- Triple sink
- Stainless steel prep racks

The Al Wilke Community Center kitchen is available for meal preparation and is equipped with the following equipment:

- Refrigerator/Freezer Combo Unit
- Microwave
- Hand Washing Station/Dishwashing Station
- Coffee Maker
- Double Sinks

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

COVER PAGE

SUBMIT ONE (1) HARD-COPY ORIGINAL PROPOSAL AND
ONE (1) EXACT ELECTRONIC PDF COPY OF THE SUBMITTED PROPOSAL ON USB DRIVE
(CD/DVD NOT ACCEPTABLE)
IN A SEALED ENVELOPE OR CONTAINER TO:

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

FULL LEGAL NAME OF RESPONDENT: St. Johns County Council on Aging

MAILING ADDRESS: 180 Marine Street St. Augustine, FL 32084

POINT OF CONTACT NAME & TITLE: Becky Yanni, Executive Director

CONTACT EMAIL ADDRESS: byanni@stjohnscoa.com

DATE: August 23, 2023

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St. Johns County Council on Aging

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180 Marine Street, St. Augustine, FL 32084
904-209-3700 Fax: 904-209-3654

August 23, 2023

Mark Rinberger, Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

Dear Mr. Rinberger:

St. Johns County Council on Aging (SJCCOA) respectfully submits this proposal in response to RFP 23-88: Operation and Management of Community Centers. We acknowledge and understand that if we are the awarded firm, we must provide the Scope of Services as described in Part II:A-F on pages 6-8 of the Request For Proposal.

As we approach our 50th year of service to St. Johns County, SJCCOA, an authorized 501(c)(3) nonprofit, continues to be the gateway for information and resources on successful aging. Governed by our Board of Directors and directed by our Leadership Team (see organizational chart on next page), our 165 employees and more than 600 volunteers provide a variety of services to individuals 60 years of age or older who reside in St. Johns County. Understanding that collaboration with other organizations ensures we provide top quality services, SJCCOA holds memberships with the Alzheimer’s Association, Florida Council on Aging, and St. Johns County Chamber of Commerce and partners with numerous agencies and organizations to provide education and programs to the hundreds of seniors we serve each year.

In addition to operating our six (6) senior centers, SJCCOA annually delivers approximately 70,000 Meals on Wheels, offers three (3) Integrative Memory Enhancement Programs, operates an Adult Day Care Center, provides Community Caregiving classes and support groups, case manages in-home services such as personal care, chores, and companionship to elder residents through our Independent Living Services department, and provides transportation to hundreds of county residents through our Public and Paratransit programs. These programs and services are provided by qualified staff who SJCCOA recruits through internal communications and by posting open positions on the online job site Indeed. Interested candidates must pass a standard interview process, a Level II Background Screening, and a drug and alcohol screening (bus drivers only) before employment is offered.

Thank you for the opportunity to present this proposal. We look forward to hearing from you.

Sincerely,


Becky Yanni

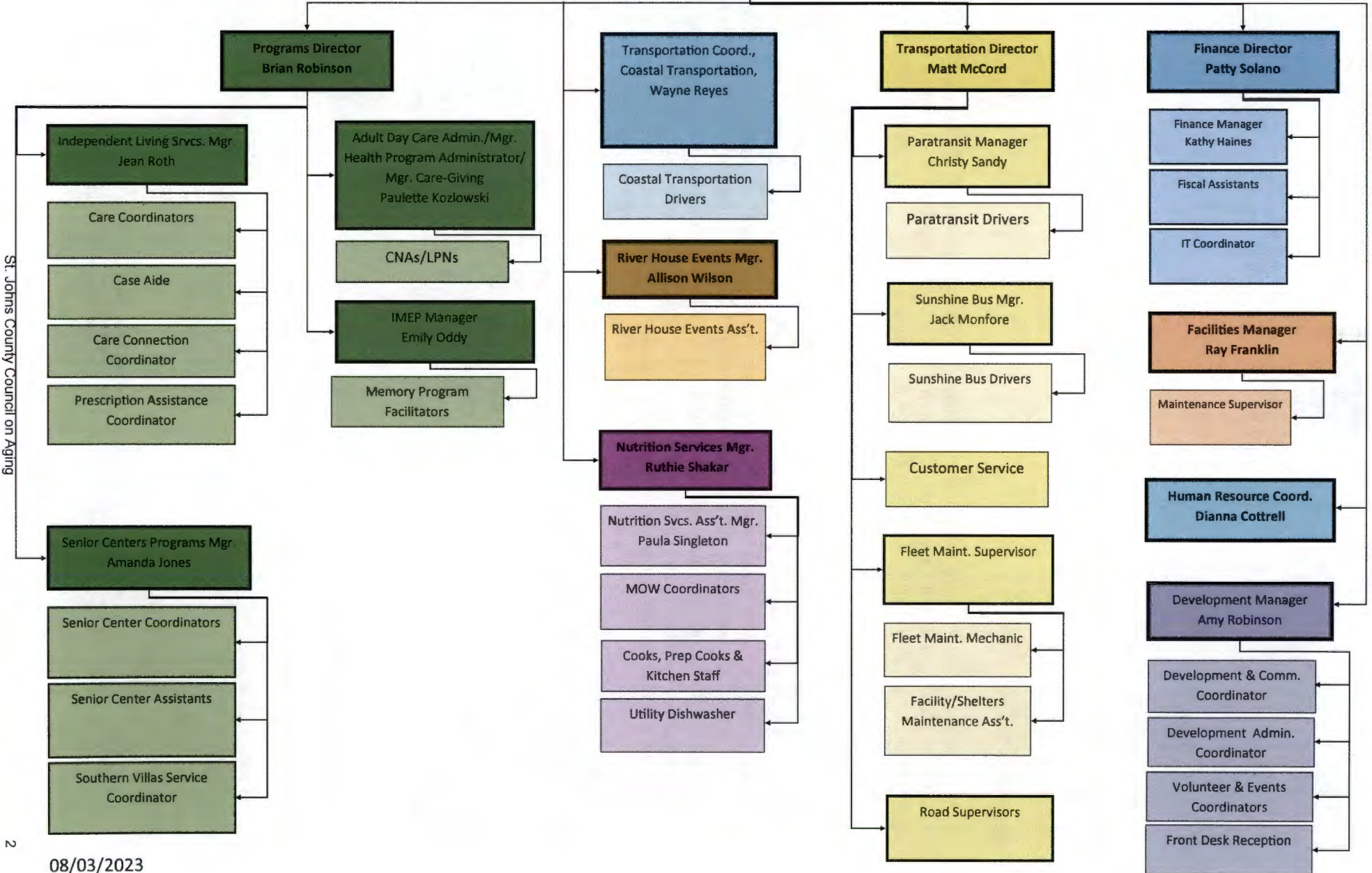
Executive Director
St. Johns County Council on Aging



The Council On Aging is a private 501(c)(3) non-profit corporation sponsored by the Federal Older Americans Act, ElderSource, the State of Florida, Department of Elder Affairs, St. Johns County Board of County Commissioners, United Way of St. Johns County, and Private Donations.



St Johns County Council on Aging Organizational Chart



**RFP 23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS
QUALIFICATIONS OF COMPANY AND STAFF**

Section 2

With nearly 50 years of experience serving the seniors of St. Johns County, and 40 years of providing Paratransit Transportation, St. Johns County Council on Aging (SJCCOA) is a qualified organization capable of performing the Scope of Services required to operate and manage THE PLAYERS Community Senior Center, Trout Creek Community Center, and the Al Wilke Community Center. SJCCOA has been incorporated in the State of Florida since January 11, 1973 and operating as an authorized 501(c)(3) nonprofit since March 26, 1974. Our service to the seniors of St. Johns County began in February 1974 with a daily congregate meal in Flagler Hospital to 60 participants. Today, on varying days of the week, we serve between 150 and 200 meals at four (4) of our six (6) senior center locations: THE PLAYERS Community Senior Center (Ponte Vedra Beach), Al Wilke Community Center, Trout Creek Senior Center, and Coastal Community Center (St. Augustine).

Overseen by a CPR/AED trained Senior Center Coordinator, our centers offer monthly programs that include recreational, educational, and health-related opportunities. Throughout each month, Senior Center Coordinators initiate and oversee center programming and collaborate with community resources and outside agencies to provide well-balanced activities and programs including at least one blood pressure clinic and/or nurse visit. Some of our collaborating agencies include:

- | | |
|--|--------------------------------|
| 1. Hastings Branch Library | 8. Wildflower Health Clinic |
| 2. Capital City Bank | 9. Flagler Health+ |
| 3. STARS Rehab | 10. St. Johns County Legal Aid |
| 4. SJC Sheriff's Office | 11. SHINE |
| 5. AARP | 12. Alzheimer's Association |
| 6. University of St. Augustine | 13. Ponte Vedra Library |
| 7. UF IFAS Extension Nutrition Program | 14. UF Master Gardeners |

In addition to our numerous programs, each meal site center offers a dietitian approved lunchtime meal that is in accordance with the standards and regulations of the Food & Nutrition Board, USDA, and the U.S. Department of Health and Human Services. Meals are prepared at our main location, 180 Marine Street St. Augustine, Florida, and transported and served by our Nutrition Services personnel at our meal site centers.

Recognizing that not every senior is able to drive to our centers, Paratransit Transportation is provided by SJCCOA. Since 1983, SJCCOA has been the Coordinated Community Transportation Provider for St. Johns County, a designation formally recommended by the St. Johns County Board of Commissioners in 1982 that authorizes SJCCOA to operate the Paratransit Transportation program for St. Johns County. Providing over 40,000 trips annually, SJCCOA's Paratransit Transportation program provides transportation for individuals who otherwise have difficulty accessing transportation. Paratransit is funded by St. Johns County, Florida DOT, The Florida Commission for the Transportation Disadvantaged, the Federal Transit Administration, and private pay user fares. All SJCCOA drivers are hired, pre-qualified, tested, and trained in accordance with applicable state and federal requirements, in addition to the requirements specified in the request for proposal.

SJCCOA performs Level II background screening on all staff in accordance with Chapter 435.06 of the Florida Statutes. Volunteers undergo either a Level I or Level II background screening in accordance with the same statute. Records are maintained on all staff and volunteers and are available for review upon request.

Included in this section are the following documents as evidence that the agency and staff is properly licensed and qualified to perform the work:

- August 2023 Trout Creek Community Center Calendar and Menu
- August 2023 THE PLAYERS Community Senior Center Calendar and Menu
- August 2023 Hastings Senior Center Calendar and Menu
- The 2022/2023 St. Johns County Local Business Tax Receipt
- State of Florida Department of State Registration
- 501(c)(3) IRS Letter of Exemption
- The 2022/2023 State of Florida Department of Health Sanitation Certificate for THE PLAYERS Community Senior Center
- The 2022/2023 State of Florida Department of Health Sanitation Certificate for the Trout Creek Community Center
- The 2022/2023 State of Florida Department of Health Sanitation Certificate for the Main Kitchen that services the Hastings Senior Center.
- The current required ServeSafe Food Protection Manager Certification for the SJCCOA Nutrition Services Manager. Assistant Manager is scheduled for certification training later this month.
- The current State of Florida Department of Health, Division of Medical Quality Assurance Dietitian/Nutritionist License
- The current Registered Dietitian Nutritionist Certification from the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics
- Student List of the Heartsaver CPR/AED Training Class from August 9, 2023 (evidence of compliance for minimum of one on site personnel per facility) (Certifications will arrive within 30 days at individual email accounts for each person trained. Certifications will be available upon request after that time.)
- List of Sub-Contractor(s) with Agreement(s)

AUGUST 2023		
Monday	Wednesday	Friday
	<p>2nd 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:00 – Wacky Waffle Day 10:30 – DRESS IN 50s ATTIRE July/Aug Celebrations & Surprise Guest 11:30 Pledge, Prayer & Lunch</p>	<p>4th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 10:30 – BINGO 11:30 Pledge, Prayer & Lunch</p>
<p>7th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:30 – Blood Pressure Checks 10:30 – Speaker Nelson W. w/ COA Transportation 11:30 Pledge, Prayer & Lunch</p>	<p>9th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:30 – Nutritional Education 10:30 – Speaker Chris B. w/ SJ County Consumer Info 11:30 Pledge, Prayer & Lunch</p>	<p>11th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 10:30 – BINGO 11:30 Pledge, Prayer & Lunch</p>
<p>14th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:30 – Shuffle Board w/ Glo 10:30 – Country Gospel Music by Tex Barbie 11:30 Pledge, Prayer & Lunch</p>	<p>16th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:30 – BOOK CLUB 10:30 – Speaker Jennifer J, w/ Concierge Care 11:30 Pledge, Prayer & Lunch</p>	<p>18th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 10:30 – BINGO 11:30 Pledge, Prayer & Lunch</p>
<p>21st 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 10:30 – Speaker Jennifer H. with Home Instead 11:30 Pledge, Prayer & Lunch</p>	<p>23rd 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:30 – Nutritional Education 10:30 – Speaker Brenda w/ National Association of Veterans & Families 11:30 Pledge, Prayer & Lunch</p>	<p>25th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 10:30 – BINGO 11:30 Pledge, Prayer & Lunch</p>
<p>28th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 9:30 – Shuffle Board w/ Glo 10:30 – Margaret a Tale Teller 11:30 Pledge, Prayer & Lunch</p>	<p>30th 8:30 – Coffee Chat 9:00 – Cards, Puzzles, Games 10:30 – SHINE Program "Medicare Fraud & Abuse" 11:30 Pledge, Prayer & Lunch</p>	<p style="text-align: center;">  Trout Creek Program Margaret Powell Coordinator 904-209-3658 mpowell@stjohnscoa.com </p>

Menu

Trout Creek Pavilion

◆ August 2023 ◆

209-3658

*Please call by noon the day before to schedule or
cancel a reservation*

All menu items are subject to change according to availability.

MONDAY	WEDNESDAY	FRIDAY
31st ~ July Spaghetti smothered in Italian Meat Sauce, Caesar Salad, and Garlic Bread	2nd Ham & Cheese Sandwich w/ Lettuce, Tomato, Pickle Chips, and English Pea Salad	4th Breaded Fillet of Fish, Baked Potato, Seasonal Vegetables, and Dinner Roll
7th Chicken Taco Salad, Lettuce, Tomato, Diced Tomato, Onion, Salsa, and Corn Chips	9th Cheese Burger w/ Lettuce, Tomato, Onion, Pickle, and Roasted Potato Wedges	11th Philly Steak & Cheese w/ Peppers, & Onions, and French Fries
14th Oven Fried Chicken, Collard Greens, and Macaroni & Cheese	16th Roasted Pork, Parsley Potatoes, Seasonal Vegetables, and Dinner Roll	18th Meatball & Cheese Sub, and Garden Salad
21st Chef Salad w/Turkey, Cheese, Hard Boiled Egg, Lettuce, Tomato, Cucumbers, and Crackers	23rd Meatloaf, Mashed Potatoes, Gravy, Seasonal Vegetables, and Dinner Roll	25th Baked Ham topped with Pineapple, Seasonal Vegetables, and Dinner Roll
28th Turkey & Swiss Cheese Sandwich w/Lettuce, Sliced Tomato, Pickle, and Chips	30th Stuffed Cabbage, Parsley Potatoes, and Seasonal Vegetables	

Note: Every meal served with Fruit & Low Fat Milk

**Located at:
6795 Collier Road
Orangedale, FL. 32092**

St. Johns County Council On Aging, a private non-profit corporation funded by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, St. Johns County Board of County Commissioners, and the United Way of St. Johns County.



RFP 23188

St. Johns County Council on Aging

Tuesday	Wednesday	Thursday	Friday
<p>1st 9:30 Chair Exercise 10:00 Canasta or Coloring Club 10:00 Mexican Train Dominoes 10:30 Ask the Nurse 11:00 Sing a Long w/Home Instead 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>2nd 9:00-12:00 Open Painting 9:30-12:00 Social Bridge 10:00 Let's Play Board Games 10:00 Coloring Club 11:30 Alzheimer's Caregiver Support 4:00-5:30PM Line Dancing Class*</p>	<p>3rd 9:30 Chair Exercise 10:00 Wii Bowling 10:00 Tai Chi w/Dennis 10:00 Canasta or Coloring Club 11:00 Scattergories Game! 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>4th 10:00 Coloring Club 10:30 Bocce Ball 12:00-3:00 Duplicate Bridge*</p> 
<p>8th 9:30 Chair Exercise 10:00 Canasta or Coloring Club 10:00 Mexican Train Dominoes 10:30 Ask the Nurse 11:00 Ponte Vedra Beach Library Visits 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>9th 9:00-12:00 Open Painting 9:30-12:00 Social Bridge 10:00 Let's Play Board Games 10:00 Coloring Club 4:00-5:30PM Line Dancing Class*</p>	<p>10th 9:30 Chair Exercise 10:00 Wii Bowling 10:00 Tai Chi w/Dennis 10:00 Canasta or Coloring Club 11:00 Encompass Rehab 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>11th 10:00 Coloring Club 10:30 Bocce Ball 12:00-3:00 Duplicate Bridge*</p> 
<p>15th 9:30 Chair Exercise 10:00 Canasta or Coloring Club 10:00 Mexican Train Dominoes 10:30 Ask the Nurse 11:00 St. John's County Recycling 12:00 Lunch* 1:00-2:00 BINGO* 2:00-5:00 AARP Safe Driver Day 1*</p>	<p>16th 9:00-12:00 Open Painting 9:30-12:00 Social Bridge 10:00 Let's Play Board Games 10:00 Coloring Club 4:00-5:30PM Line Dancing Class* 1:00-4:00 AARP Safe Driver Day 2*</p>	<p>17th 9:30 Chair Exercise 10:00 Wii Bowling 10:00 Tai Chi w/Dennis 10:00 Canasta or Coloring Club 11:00 Pachabelly Dance 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>18th 10:00 Coloring Club  10:30 Bocce Ball 12:00-3:00 Duplicate Bridge*</p>
<p>22nd 9:30 Chair Exercise 10:00 Canasta or Coloring Club 10:00 Mexican Train Dominoes 10:30 Ask the Nurse 11:00 Windsor Pointe Storm Preparedness 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>23rd 9:00-12:00 Open Painting 9:30-12:00 Social Bridge 10:00 Let's Play Board Games 10:00 Coloring Club 4:00-5:30PM Line Dancing Class*</p>	<p>24th 9:30 Chair Exercise 10:00 Wii Bowling 10:00 Tai Chi w/Dennis 10:00 Canasta or Coloring Club 11:00 Birthday Party w/Nick Marino 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>25th 10:00 Coloring Club 10:30 Bocce Ball 12:00-3:00 Duplicate Bridge*</p> 
<p>29th 9:30 Chair Exercise 10:00 Canasta or Coloring Club 10:00 Mexican Train Dominoes 10:30 Ask the Nurse 11:00 Community Hospice ~ Palliative Care 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>30th 9:00-12:00 Open Painting 9:30-12:00 Social Bridge 10:00 Let's Play Board Games 10:00 Coloring Club 4:00-5:30PM Line Dancing Class*</p>	<p>31st 9:30 Chair Exercise 10:00 Wii Bowling 10:00 Tai Chi w/Dennis 10:00 Canasta or Coloring Club 11:00 Legal Lecture ~ Probate 12:00 Lunch* 1:00-2:00 BINGO*</p>	<p>Programs at THE PLAYERS are sponsored by:</p>  <p>REPUBLIC SERVICES</p>



The Players Community Senior Center

August 2023

209-3659

Please call by noon the day before to schedule or cancel a reservation

****All menu items are subject to change according to availability.****

<i>TUESDAY</i>	<i>THURSDAY</i>
1st All Beef Hot Dog served on a Bun, Creamy Cole Slaw, and Baked Beans	3rd Grilled Chicken & Cheddar Cheese Wrap w/ Lettuce, Chopped Tomato, Pickle Spear, and Signature Potato Salad
8th BBQ Chicken, Sweet Corn, Tomato & Cucumber Salad, and Dinner Roll	10th Sausage Rigatoni, Garden Salad, and Garlic Bread
15th Pot Roast, Mashed Potatoes & Gravy, Green Beans, and Dinner Roll	17th Chicken Salad on a Bed of Lettuce, Tomatoes Wedges, Carrot, and Captain Wafer Crackers
22nd Breaded Fillet of Fish, Summer Squash, Lima Beans, and Cornbread	24th Italian Sub w/ Lettuce, Tomato, Red Onion, Pickle Spear, and Potato Chips
29th Country Fried Steak, Mashed Potatoes, Gravy, Seasonal Vegetables, and Dinner Roll	31st Tuna Salad on a Bed of Lettuce, Tomato, Carrots, and Macaroni Salad

St. Johns County Council on Aging is a private non-profit corporation funded by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, St. Johns County Board of County Commissioners, and the United Way of St. Johns County.

Monday	Wednesday	Friday	
	<p>2 <i>National Ice Cream Sandwich Day</i></p> <p>10:30 STARS Rehab Fall Prevention Presentation</p> <p>12:45 Social and or Events Committees Meeting</p>	<p>4 <i>National Water Balloon Day</i></p> <p>10:00 Walking</p> <p>10:30 Fossil Program with the Hastings Branch Library</p>	<p><u>Every Monday</u></p> <p>9:30 Coffee Chat 10:00 Exercise 10:45 Dominoes 11:45 Lunch 12:15 Trivia / Games 12:45 Clean up, Sanitize, Prep 1:00 Time to go home!</p>
<p>7 <i>National Light House Day</i></p> <p>9:00 Gardening at the Harris Center</p> <p>10:30 Stretching</p>	<p>9 <i>Book Lovers Day</i></p> <p>10:00 Hastings Library Exercise 10:30 BP Clinic w/Flagler Health + Care Connect 11:00 SJC Outreach Presentation with Chris Benjamin 12:45 Advisory Committee Meeting</p>	<p>11 <i>President Joke Day</i></p> <p>10:00 - IFUS Cooking with Wendy Lynch at The Hastings Branch Library</p>	<p><u>Every Wednesday</u></p> <p>9:30 Coffee Chat 10:00 Exercise 10:30 Presentation 11:45 Lunch 12:15 Bingo 12:45 Clean up, Sanitize, Prep 1:00 Time to go home!</p>
<p>14 <i>Creamsicle Day</i></p> <p>9:00 Gardening at the Harris Center</p> <p>10:30 Stretching</p>	<p>16 <i>National Roller Coaster Day</i></p> <p>10:00 Exercise at the Library 10:30 Community Hospice Presentation: Myths and Facts 12:00 Birthday Celebration sponsored by Capital City Bank</p>	<p>18 <i>Kool Aide Day</i></p> <p>10:30 Jeopardy game at the Hastings Library</p>	<p><u>Every Friday</u></p> <p>9:30 Coffee Chat 10:00 Walking 10:30 Classes 11:45 Lunch 12:15 Memory Games 12:45 Clean up, Sanitize, Prep 1:00 Time to go home!</p>
<p>21 <i>National Senior Citizen Day</i></p> <p>9:00 Gardening at the Harris Center</p> <p>10:00 Stretching</p>	<p>23 <i>National Cuban Sandwich Day</i></p> <p>10:00 Exercise at the Library</p> <p>10:30 Legal Aid Presentation: How to Avoid Becoming Victim to Predatory Lending</p>	<p>25</p> <p><i>National Secondhand Wardrobe Day- Time to wear those secondhand clothes!!!</i></p> <p>10:30 Putnam County Health Dept Presents: Heart Health</p>	
<p>28</p> <p>Fort Mose Field Trip The bus leaves at 9:00 AM!!!! Center CLOSED for regularly scheduled programs today!</p>	<p>30 <i>Slinky Day</i></p> <p>10:00 Exercise at the Library</p> <p>10:30 Wildflower Healthcare - BP Clinic & Nurse Discussion 11:00 Visit w/SJC Health & Human Services</p>		<p>Hastings Program Coordinator: Lorain Vinson lvinson@stjohnscoa.com 904-729-9161</p>

Menu Hastings Senior Center

◆ August 2023 ◆

209-3694

Please call by noon the day before to schedule or cancel a reservation

All menu items are subject to change according to availability.

MONDAY	WEDNESDAY	FRIDAY
31st ~ July Spaghetti smothered in Italian Meat Sauce, Caesar Salad, and Garlic Bread	2nd Ham & Cheese Sandwich w/ Lettuce, Tomato, Pickle Chips, and English Pea Salad	4th Breaded Fillet of Fish, Parsley Potatoes, Seasonal Vegetables, and Dinner Roll
7th Chicken Taco Salad, Lettuce, Tomato, Diced Tomato, Onion, Salsa, and Corn Chips	9th Cheese Burger w/ Lettuce, Tomato, Onion, Pickle, and Roasted Potato Wedges	11th Sliced Beef, Peppers & Onions over Rice, and Seasonal Vegetables
14th Oven Fried Chicken, Collard Greens, and Macaroni & Cheese	16th Roasted Pork, Parsley Potatoes, Seasonal Vegetables, and Dinner Roll	18th Meatball & Cheese Sub, and Garden Salad
21st Chef Salad w/Turkey, Cheese, Hard Boiled Egg, Lettuce, Tomato, Cucumbers, and Crackers	23rd Meatloaf, Mashed Potatoes, Gravy, Seasonal Vegetables, and Dinner Roll	25th Baked Ham topped with Pineapple, Seasonal Vegetables, and Dinner Roll
28th Field Trip~ Lunch at Coastal Community Center Turkey & Swiss Cheese Sandwich w/Lettuce, Sliced Tomato, Pickle, and Chips	30th Stuffed Cabbage, Parsley Potatoes, and Seasonal Vegetables	

*** Each Meal includes fruit and low fat milk ***

**Located at:
Al Wilke Community Center,
6150 S. Main Street, Hastings FL 32145**

St. Johns County Council On Aging, a private non-profit corporation funded by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, St. Johns County Board of County Commissioners, and the United Way of St. Johns County.

This Receipt is issued pursuant to
County ordinance 87-36

2022/2023 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

Account 1014701
EXPIRES September 30, 2023

Business Type Misc. Public Serv.
Location 180 Marine St
St Augustine FL 32084

**New Business
Transfer**

Business Name **St. Johns County Council On
Aging Agency Inc**



Tax 0.00
Penalty 0.00
Cost 0.00
Total 0.00

Owner Name St. Johns County Council On Aging
Agency Inc

**Mailing
Address** 180 Marine Street
St. Augustine, FL 32084

**DENNIS W. HOLLINGSWORTH
ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate the business described herein when a franchise, an agreement, or other county commission, state or federal permission or authority is required by county, state or federal law.

This form becomes a receipt only when validated below

Paid by receipt(s)

State of Florida

Department of State

I certify from the records of this office that ST. JOHNS COUNTY COUNCIL ON AGING, INC. is a corporation organized under the laws of the State of Florida, filed on January 11, 1973.

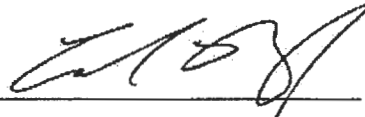
The document number of this corporation is 725233.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on April 20, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twentieth day of April, 2023*




Secretary of State

Tracking Number: 2927979403CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

ST. JOHNS COUNTY COUNCIL ON AGING, INC.
100 MARINE ST.
ST. AUGUSTINE, FL 32084



District Director
Internal Revenue Service

Date: MAR 26 1974

In reply refer to:
411-12:CAL:A7632

► St. Johns County Citizens Advisory
Council on Aging, Inc.
Rm. #132, City Building
St. Augustine, Florida 32084

Federal I.D.# 59-1525829

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,

Francis P. Sullivan

Exempt Organization Specialist

SE DIR A Form AUD - Z25 (4-72)



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00227

55-BID-6158953

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNCIL ON AGING -Palm Valley Center
175 Landrum Lane
Ponte Vedra, FL 32082

County: **St. Johns**
Amount Paid: \$190.00
Date Paid: 10/06/2022
Issued Date: 10/06/2022
Expires On: 09/30/2023

Mail To: St. Johns County Parks & Recreation
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View, Suite 1322
Saint Augustine, FL 32084
(904) 823-2514

Owner: St. Johns County Parks & Recreation

Food Type: Full Service

Seating Capacity (Max): 40.00[Restricted by Sewage Disposal Type: Septic Tanks (other individual system)]

Food Hygiene Restrictions (if applicable)

Single Service Only

Original Customer: ST. JOHNS COUNCIL ON AGING -Palm Valley Center (NON-TRANSFERABLE)

DISPLAY CERTIFICATE IN A CONSPICUOUS PLACE



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00227

55-BID-6158953

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNCIL ON AGING -Palm Valley Center
175 Landrum Lane
Ponte Vedra, FL 32082

County: **St. Johns**
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180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View, Suite 1322
Saint Augustine, FL 32084
(904) 823-2514

Owner: St. Johns County Parks & Recreation



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00162

55-BID-6158956

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNTY COUNCIL ON AGING-TROUT CREEK
6795 COLLIER Road
Saint Augustine, FL 32092

County: **St. Johns**
Amount Paid: \$110.00
Date Paid: 10/06/2022
Issued Date: 10/06/2022
Expires On: 09/30/2023

Mail To: ST. JOHNS COUNTY RECREATION AND PARKS
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View, Suite 1322
Saint Augustine, FL 32084
(904) 823-2514

Owner: ST. JOHNS COUNTY RECREATION AND PARKS

Food Type: Limited Service

Seating Capacity (Max): 60.00[Restricted by Sewage Disposal Type: Septic Tanks (other individual system)]

Food Hygiene Restrictions (if applicable)

No PHF/TCS food preparation
No retention of food overnight

Original Customer: ST. JOHNS COUNTY COUNCIL ON AGING-TROUT CREEK (NON-TRANSFERABLE)

DISPLAY CERTIFICATE IN A CONSPICUOUS PLACE



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00162

55-BID-6158956

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNTY COUNCIL ON AGING-TROUT CREEK
6795 COLLIER Road
Saint Augustine, FL 32092

County: **St. Johns**
Amount Paid: \$110.00
Date Paid: 10/06/2022
Issued Date: 10/06/2022
Expires On: 09/30/2023

Mail To: ST. JOHNS COUNTY RECREATION AND PARKS
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View, Suite 1322
Saint Augustine, FL 32084
(904) 823-2514

Owner: ST. JOHNS COUNTY RECREATION AND PARKS



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00037

55-BID-6158952

Food Hygiene - Civic Organization

Issued To: St. Johns County Council on Aging-Main Kitchen
180 MARINE Street
Saint Augustine, FL 32084

County: **St. Johns**
Amount Paid: \$190.00
Date Paid: 10/06/2022
Issued Date: 10/06/2022

Expires On: 09/30/2023

Mail To: Becky Yanni (ST. JOHNS COUNTY COUNCIL ON AGING)
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View, Suite 1322
Saint Augustine, FL 32084
(904) 823-2514

Owner: ST. JOHNS COUNTY COUNCIL ON AGING (,)

Food Type: Full Service

Seating Capacity (Max): 124.00[NOT Restricted by Sewage Disposal Type:
Municipal]

Food Hygiene Restrictions (if applicable)

Original Customer: St. Johns County Council on Aging-Main Kitchen (NON-TRANSFERABLE)

DISPLAY CERTIFICATE IN A CONSPICUOUS PLACE



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00037

55-BID-6158952

Food Hygiene - Civic Organization

Issued To: St. Johns County Council on Aging-Main Kitchen
180 MARINE Street
Saint Augustine, FL 32084

County: **St. Johns**
Amount Paid: \$190.00
Date Paid: 10/06/2022
Issued Date: 10/06/2022

Expires On: 09/30/2023

Mail To: Becky Yanni (ST. JOHNS COUNTY COUNCIL ON AGING)
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View, Suite 1322
Saint Augustine, FL 32084
(904) 823-2514

Owner: ST. JOHNS COUNTY COUNCIL ON AGING (,)

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

RUTH SHAKAR

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

19940649
CERTIFICATE NUMBER

10742
EXAM FORM NUMBER

10/29/2020
DATE OF EXAMINATION

10/29/2025
DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

AC#

11587706

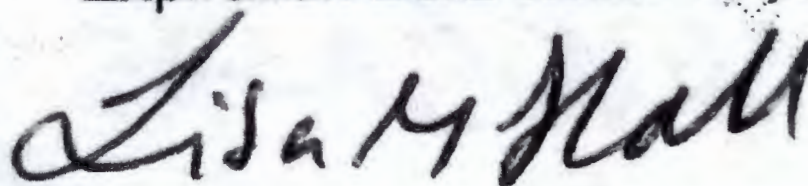
DATE	LICENSE NO.	CONTROL NO.
03/15/2023	ND 5074	53716

THE DIETITIAN/NUTRITIONIST

NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date : **MAY 31, 2025**

LISA M HALL, MRS



LICENSEE SIGNATURE



Commission on Dietetic Registration

the accrediting agency for the Academy of Nutrition and Dietetics

CDR certifies that
Lisa M Hall
has successfully completed
requirements for dietetic registration.



PDF Copy

Lisa M Hall

Signature

Registered Dietitian (RD)
Registered Dietitian
Nutritionist (RDN)

Registration I.D. Number










924093

Registration Payment Period
9/01/23 - 8/31/24

Rose Hand
Rose Hand,
PhD, RDN, LD, FAND
Chair, Commission on Dietetic Registration

BLS for Healthcare Providers Recert - Wednesday, August 9, 2023 at 2:00 PM

Student List

	Student	Status	Codes	Phone	Action
1	Vinson, Loraine lvinson@stjohnscoa.com	Complete			
2	Locklear, Kristy locklears@comcast.net	Complete		904-599-7317	
3	Morgan, Joanne jmorgan@stjohnscoa.com	Complete			
4	Duvall, Suzanne suzanne_duvall@yahoo.com	Complete		240-463-4799	
5	Gamache, Leslie leslie.gamache@gmail.com	Complete		904-439-2665	
6	Powell, Margaret mpassoc@aol.com	Complete		301-675-2224	
7	Solano, Patricia psolano@stjohnscoa.com	Complete		904-209-3653	
8	Robinson, Brian brobinson@stjohnscoa.com	Complete		904-679-9881	
9	Yanni, Becky byanni@stjohnscoa.com	Complete		904-209-3700	

Showing 1 to 9 of 9 entries

Class Details

Course:

BLS for Healthcare Providers Recert 


Instructor:

Paula K. Kozlowski 

Location:

St. Johns County Council on Aging Inc. 

Start Time:

8/9/2023 at 2  00  PM 

End Time:

8/9/2023 at 5 30 PM

Total Hours:

3.5

Assistants:

Click to Select

Student/Manikin Ratio:

if applicable

3:1

Notes:

Documents:

BLS-8.9.2301012001.pdf

Choose File No file chosen

Instructor Signature:

I verify that this information is accurate and truthful and that the course was taught in accordance with AHA guidelines. All equipment utilized during the course was properly decontaminated in accordance with American Heart Association or manufacturer's standards. My signature is represented by my typed name below:

Paulette Kozlowski

HEARTSAVER

Heartsaver® CPR AED



American
Heart
Association.

Amanda Jones

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver CPR AED Program.**

Optional modules completed:

Child CPR AED

Issue Date

7/11/2022

Training Center Name

St. Johns County Board of County Commissioners

Training Center ID

FL05449

Training Center City, State

Saint Augustine, FL

**Training Center Phone
Number**

(904) 209-1747

Renew By

07/2024

Instructor Name

Paulette Kozlowski

Instructor ID

01112244752

eCard Code

226026947401

QR Code



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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List of Sub-Contractors
St. Johns County Council on Aging

The following is the only sub-contractor that we are currently using, or plan to use, to perform the Scope of Work outline in the Request for Proposal RFP No: 23-88: Operation and Management of Community Centers.

Lisa M. Hall
Dietitian/Nutritionist
19 King Place
PO Box 1209
Exmouth, WA.
0455280544

lishopkins@icloud.com

- Certification and License is included within Section 2.
- Current sub-contractor agreement is included with this list of sub-contractors.

NUTRITION CONSULTANT AGREEMENT

Between

St. Johns County Council on Aging, Inc.

And

Lisa M. Hall LD, RD

THE NUTRITION CONSULTANT AGREEMENT is entered into between St. Johns County Council on Aging, Inc. hereinafter referred to as the "Agency" and Lisa M. Hall LD, RD for services provided by Lisa M. Hall LD, and RD.

WHEREAS, the Department of Elder Affairs, Chapter IV-5 and entitled "Older Americans Act" requires the services of a licensed dietician for the Agency to fulfill the nutrition requirements of the Agency's C1 and C2 contracts.

AND WHEREAS, minimum responsibilities of the Nutrition Consultant must include:

1. Quarterly:
Review and approve Menus.
2. Annual:
Review and approve menu substitution list.
3. Annual:
Monitor each meal site using the Nutrition Compliance Review form.
4. Annual:
Develop, review and approve nutrition plan and education materials. (c1/c2)
Develop, review and approve nutrition education materials for high risk nutrition clients.

NOW THEREFORE, IN CONSIDERATION OF:

Payment by Agency, to Lisa M. Hall will be fifty five dollars an hour.

Payment by Agency, to Lisa M. Hall will be made upon receipt of billing by said consultant.

THIS CONSULTANT AGREEMENT is open, but may be terminated or renegotiated by either party upon thirty (30) days written notification.

BY: Becky Gianni
Becky Gianni
Executive Director

1/3/20
Date

BY: Lisa M. Hall
Lisa M. Hall
LD, RD

1/3/20
Date

RFP 23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS
EXPERIENCE OF COMPANY AND STAFF
Section 3

St. Johns County Council on Aging (SJCCOA) has been coordinating the care of elders, providing home and community based services to maintain elders independently in their homes for nearly 50 years. We have been the contracted provider of OAA Title III Services since 1973. We are diligent and maintain fidelity to the service and reporting standards that are established by the Florida Department of Elder Affairs (DOEA).

The Northeast Florida Area Agency on Aging (ElderSource) is the entity assigned by the Department of Elder Affairs (DOEA) to conduct all programmatic, operational, and fiscal review of our state and federal programs. Our most recent monitoring was completed in May 2022 for the previous year and received the following positive practices:

- Very responsive and accommodating to the needs of clients.
- All staff and volunteers have provided great customer service skills.
- Case managers are very knowledgeable about the wide array of services that are offered within the agency as well as within the community outside of the agency.

SJCCOA's experience in administration and program management of federal, state, and county funds is extensive. Our yearly audit and contract monitoring reports in all areas have shown satisfactory ratings for many years. SJCCOA has also met the performance outcome measures for, and funds utilization of, a St. Johns County Department of Health and Human Services (HHS) Grant contract for the past 15 years.

SJCCOA has successfully provided all program components, food service and transportation requirements outlined in this request for proposal at the Trout Creek Community Center, THE PLAYERS Community Senior Center and the Al Wilke Community Center. Under yearly contracts with the St. Johns County Board of County Commissioners, SJCCOA has provided places where older adults can access a range of activities and services to improve their health, well-being and independence, and where people of all ages can actively engage in their community.

Senior center staff must possess the ability to interface with three generations of elders: the Greatest Generation (ages 98-121), the Silent Generation (ages 77 to 97), and the majority of the Baby Boomer Generation (ages 58-76). As such, staff must plan for activities and programs that meet the needs and desires of each group. SJCCOA staff has been meeting the needs and desires of these varying generations for many years as evidenced by the resumes included in this section.

Individuals that have much more than five (5) years of experience lead many of our senior center programs and nutrition services. Staff recently hired are mentored and supervised closely by this experienced staff. These recently hired individuals were chosen because their efficiency, thoroughness, professionalism, communication skills, and learning ability were proven with past employers.

Included in this section are:

- Chart outlining positions and staff needed to complete the scope of work
- A resume for all key director and management personnel
- A resume for all key direct service personnel and the job description for their position
- A job description for transportation driver

**Positions Necessary to Perform the Scope of Work
And Staff Assigned to Positions
St. Johns County Council on Aging (SJCCOA)**

Name of Position	Quantity Required	FT/PT	Employee Name	Employee Experience
Executive Director	1	FT	Becky Yanni	Executive Director of SJCCOA 2013 to Present
Program Director	1	FT	Brian Robinson	Program Director of SJCCOA 2022 to Present Previous experience managing teams and providing services to seniors through faith-based organizations.
Program Manager	1	FT	Amanda Jones	Program Manager of SJCCOA 2022 to Present Over ten years experience serving seniors in centers and through home health.
Program Coordinator THE PLAYERS Community Senior Center	1	PT	Suzanne Duvall	Program Coordinator THE PLAYERS Community Senior Center of SJCCOA 2022 to Present Previous volunteer service to seniors.
Program Coordinator Trout Creek Senior Center	1	PT	Margaret Powell	Program Coordinator Trout Creek Senior Center of SJCCOA June 2023 to Present Previous Experience as a Registered Nurse
Program Coordinator Hastings Senior Center	1	PT	Lorain Vinson	Program Coordinator Hastings Senior Center of SJCCOA 2014 to Present
Senior Center Assistant	1	PT	Leslie Gamache	Senior Center Assistant of SJCCOA July 2023 to Present Previously served as Program Manager in 2021 Worked in Aging Services in Virginia for 9 years
Nutrition Services Manager	1	FT	Ruthie Shakar	Nutrition Services Manager of SJCCOA 1995 to Present
Ast Nutrition Services Mgr	1	FT	Paula Singleton	Meals on Wheels Intake Coordinator Sept 2022 - April 2023 Assistant Manager of Nutrition Services April 2023 to Present
Ponte Vedra Kitchen Coordinator	1	PT	Joyce Smiley	SJCCOA Ponte Vedra Kitchen Coordinator 2014 to Present
Trout Creek Kitchen Coordinator	1	PT	Madeline Kittles	SJCCOA Trout Creek Kitchen Coordinator 2016 to Present
Dietitian/Nutritionist	1	Sub Contractor	Lisa Hall	Licensed/Ceritified Practicing Dietitian 2004 to Present Consultant Dietitian with SJCCOA 2007 to Present
Paratransit Bus Driver	6	PT	Varies	Numerous Drivers; Experience Varies

REBECCA (BECKY) YANNI
6834 E Seacove Avenue, St. Augustine, FL 32086
(904)325-5993

Employment:

St Johns County Council on Aging – 2008 – Present

- **Executive Director – 2013 to present** - Authorized to manage and operate the Title III of the Older Americans Act programs, Florida Department of Elder Affairs General Revenue programs, Transportation for the Disadvantaged program, and Sunshine Bus Co. Responsible for the accountability of all funds awarded to projects under the authority of the St. Johns County Council on Aging. Also responsible for the administration, coordination, direction, planning, supervision, and integration of all services and operations of the St. Johns County Council on Aging. Perform additional duties as required.
- **Manager, Development & Volunteers – 2011 to 2013** – Organized and implemented fundraising events, annual appeals and foundation grant applications.
- **Program Assistant, Development Office – 2008 to 2011** – Assisted in creation of fundraising events, event management, grant writing and various community outreach activities

Real Estate Executives – 2006 – 2009

Century 21 – 2004 – 2006

Yanni Enterprises/Marlojon, LP – 1986 – 2004 – Operating partner for a multiple-location hotel.

Professional Memberships:

- Florida Council on Aging
 - Florida Association of Senior Centers
 - National Institute of Senior Centers
 - National Council on Aging
-
-

Education:

- Mainland Senior High School – 1972 – 1975
- Daytona Beach State College – 1975 – 1977
- Florida Real Estate Institute – 2004 – 2005
 - Real Estate License
 - Real Estate Broker License

BRIAN ROBINSON

240 Whispering Woods Ln Apt 8 St. Augustine, FL 32084 | cell: 904.679.9881
brian.christopher.robinson@gmail.com

EDUCATION AND CREDENTIALS

- MBA. Grand Canyon University, Phoenix, AZ
- Paralegal Certificate. West Virginia University, Morgantown, WV
- Master of Religious Studies. Southern California Seminary, El Cajon, CA
- B.A. Church Ministries. Trinity Baptist College, Jacksonville, FL
- A.S. Business Administration. WV Northern Community College, Weirton, WV
- CPR/AED Certification (Expires 2025)

EXPERIENCE

St. Johns County Council on Aging (2022-Present)

Program Director

- Provide fiscal management of a \$1.75 million budget that is used to provide services to St. Johns County residents aged 60 and older and is used to fund the programs implemented at six senior centers, three integrative memory enhancement program locations, one adult day care center, and in hundreds of individual homes.
- Recruit, interview, hire, and onboard new staff for the Program Department. Supervise and provide direction to the Program Department staff that includes four managers and 28 employees.
- Forecast and track financial transactions, client interaction with the programs, and services offered by St. Johns County Council on Aging and create a strategic plan for each department to attain department goals.
- Create and submit reports to government agencies and private foundations that provide funding to the Program Department.
- Promote programs offered by St. Johns County Council on Aging on social media, radio programs, and at in-person events.

The FOCUS Group, Inc. (2018-2022) *Director of Research*

U.S. Security Associates (2017-2018) *Security Guard – Site Supervisor*

Dynamic Church Planting International (2015-2016) *Director of Materials*

WV Supreme Court of Appeals (2000-2015) *Assistant to Magistrate / Deputy Clerk*

Lighthouse Baptist Church, Chester, WV (2000-2012) *Pastor*

VOLUNTEER SERVICE

January 2013 – April 2015: President of the West Virginia Magistrate Staff Association

August 2019 – June 2022: Assisting with Events at St. Johns County Council on Aging

LISA M HALL RESUME

PROFILE

Registered Dietitian with over 20 years of experience in diverse healthcare settings, including 10 years at a hospital and 10 years working in a dialysis clinic. Presently working as a consultant nutritionist.

EXPERIENCE

CONSULTANT DIETITIAN, COUNCIL ON AGING, ST AUGUSTINE, FL 2007 TO PRESENT

Review and approve menus. Create monthly education material.

RENAL DIETITIAN, DAVITA DIALYSIS, ST. AUGUSTINE, FL - 2013-2022

Mineral Bone Manager for 2 clinics with approx 120 patients. Review labs and educate patients on renal diet. Nutritional assessments and education on co morbidities eg diabetes, obesity, cardiovascular disease.

CRITICAL CARE DIETITIAN, FLAGLER HOSPITAL, ST AUGUSTINE, FL - 2004-2013

Responsible for nutrition support for MICU and SICU units. Established daily rounds with Pharm D and doctors to determine patients nutritional requirements for enteral and/or parental nutrition support. Developed tube feeding protocol for hospital.

EDUCATION

BATH SPA UNIVERSITY, BATH, ENGLAND. BACHELOR SCIENCE (HONS) HOME ECONOMICS 1984-1987

GLASGOW CALEDONIAN UNIVERSITY, GLASGOW, SCOTLAND. POST GRADUATE DIPLOMA IN DIETETICS - REGISTERED DIETITIAN. 1994-1996

PUBLICATIONS

FLORIDA AGRICULTURE FLORIDA FARM BUREAU MAGAZINE 2005-2007

Monthly recipes and food articles for magazine. Food topics provided for monthly column.

19 King Place, PO Box 1209, Exmouth, WA.

lishopkins@icloud.com

0455280544

St. Johns Council on Aging, Inc.



Job Title – Program Manager

Department: Program Department

Work Location: 180 Marine Street or other Senior Center sites as needed

Reports to: Program Director

Work Schedule: 40 hours Monday – Friday or as delineated by Executive Director or Program Director

Full-time

Part-time

Per Diem

Exempt

Nonexempt

Essential Duties and Responsibilities:

- Coordinate the programs offered to seniors at the following sites: River House, Coastal Community Center, Hastings Senior Center, The PLAYERS Community Senior Center, Trout Creek Senior Center, and Southern Villas Apartment Complex.
- Participate in the development and implementation of goals, objectives, policies, programs, and priorities for each location.
- Direct, coordinate, and review all programs offered at each site; assign work activities and projects to staff; monitor workflow.
- Select, train, mentor, and evaluate staff while regularly providing development opportunities.
- Meet with staff to review, identify, and resolve problems.
- Assist in preparation and process of assessments and additional documents.
- Maintain records; maintain and file various reports; prepare statistical reports as required.
- Develop and administer program budget with assistance and guidance from Directors.
- Participate in researching and providing data for funding opportunities including grants.
- Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of senior programming.
- Mediate disputes between seniors, volunteers, collaborating agencies, and staff as needed.
- Assist staff in creation of volunteer job descriptions for volunteer positions.
- Perform related duties as required.

Qualifications and Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with colleagues, participants, and community partners.
- Excellent computer skills in MS Office (Word and Excel), and G Suite Tools (Gmail, Drive, Docs, Sheets, and Calendar). Experience with software applications; specifically AIMS and CIRTS (preferred but not required).
- Knowledge of principles and best practices related to social services program development.
- Principles of budget preparation and management.
- Understanding of principles of supervision, training, and performance evaluation.

- Ability to work under pressure, independently, meet deadlines, and maintain a positive attitude.
- Ability to work independently and carry out assignments to completion well within deadlines.
- AED/CPR certification.
- Associate's degree required, Bachelor's degree preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with meeting qualitative and/or measurable productivity standards.
- Ability to maintain regular, punctual attendance consistent with the COA policy
- Must be able to lift and carry up to 50 lbs.
- Must be able to operate machinery/equipment such as but not limited to: computer, copier, and fax.
- Ability to stand or sit for long periods.
- Must be able to listen and speak clearly.

Disclaimer:

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, SJCCOA reserves the right to revise the job description at any time and employment with SJCCOA is at-will. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

I have read this job description and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and, if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.”

Print Employee Name:

Employee signature:

Date:

Supervisors signature:

Date:

Amanda K. P. Jones

PROFESSIONAL EXPERIENCE

ST. JOHNS COUNTY COUNCIL ON AGING March 2022-present

Program Manager Saint Augustine, FL
Manages the organizational and operational programs offered to seniors and/or the aging population at the following sites: River House, Coastal Community Senior Center, Hastings Senior Center, THE PLAYERS Community Senior Center, Trout Creek Senior Center, and Southern Villas Apartment Complex.

Program Coordinator, THE PLAYERS Community Senior Center Ponte Vedra Beach, FL
Created and promoted a welcoming and supportive environment where seniors in the community socialize with others through participation in recreational, educational, and health related activities.

WESTMINSTER COMMUNITIES OF FLORIDA April 2020-March 2022

Director of Social Services/Admissions Coordinator Saint Augustine, FL
Assured that the emotional and social needs of all residents were met and maintained on an individual basis in accordance with regulatory guidelines and the community's standards.

AGING TRUE COMMUNITY SENIOR SERVICES March 2019-April 2020

Case Manager Duval County
Conducted comprehensive assessments then developed and monitored care plans for the elderly. Ensured all services to clients were delivered and monitored efficiently.

HOME INSTEAD SENIOR CARE August 2018-March 2019

Client Care Coordinator Jacksonville, St. Augustine, & Palm Coast, FL
Effectively implemented organizational objectives including client satisfaction, client retention, business development, and exceptional service delivery.

BLUE GRASS COMMUNITY ACTION PARTNERSHIP Oct 2012-Aug 2018

Homecare Case Manager Central Kentucky
Responsible for the core services of case management and assessment within the Homecare Program, while demonstrating fiscal responsibility and maintaining the highest standards of care and ensuring compliance with all policies, procedures and regulatory requirements.

Senior Citizens Center Director Georgetown, KY
Responsible for implementation and operation of the Title III, Homecare, and Elder Nutrition Programs while maintaining full awareness of programmatic goals and objectives.

EDUCATION

University of Dayton, Bachelor of Arts in Sociology, minor in Social Work 1999-2003

CERTIFICATIONS

First Aid CPR AED Certified 2003-present; Laughter Yoga certified leader 2016-present; Certified Dementia Practitioner (CDP) 2019-2022

St. Johns Council on Aging, Inc.



Job Title: Senior Center Program Coordinator

Department: Programs

Work Location: 180 Marine Street St. Augustine, FL 32084

Reports to: Program Manager

Work Schedule: Monday through Friday 8:00 a.m. – 2:00 p.m. with additional hours for special events.

Full-time

Part-time

Per Diem

Exempt

Nonexempt

Essential Duties and Responsibilities:

To create, institute, and promote a welcoming, caring, and supportive environment at an assigned Senior Center where elders in the community can socialize with other seniors through participation in recreational, educational, and health related activities. Job duties include but are not limited to:

- Creating and coordinating relevant new and ongoing programs.
- Ensuring accurate record keeping of financial transactions related to assigned Senior Center.
- Providing administrative support including participant registration and attendance and preparing and maintaining program records and reports.
- Working with community partners, volunteers, and instructors to ensure the highest professional level of information, instruction, and entertainment.
- Aiding in information dissemination relating to all activities in conjunction with Communications Coordinator and Development Manager.
- Communicating/working cooperatively with the kitchen and the transportation department to ensure all aspects of the senior center operations run smoothly.
- Developing a monthly calendar of diverse recreational, social, cultural, educational, multi-generational and other program activities. Arranging for program instructors and guest speakers. Coordinating a variety of other special events programs.
- Supervising and training volunteers to ensure efficient daily operations and program support.
- Working a schedule conducive to programming hours and tasks.
- Performing related duties as assigned by Program Manager.
- Maintaining compliance with all St. Johns County Council on Aging policies and procedures.

Qualifications and Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to communicate effectively with internal and external customers.
- Excellent computer skills in MS Office (Word and Excel), and G Suite Tools (Gmail, Drive, Docs, Sheets, and Calendar). Able to learn software programs used to record client data.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude.
- Ability to work independently, prioritize, and to carry out assignments to completion within supervisor's instruction parameters, recommended procedures and accepted practices.
- High school diploma or GED required; Associate degree or Bachelor's degree preferred.
- AED/CPR certification.
- Affinity/empathy for older adults is a must.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with meeting qualitative and/or measureable productivity standards.
- Ability to maintain regular, punctual attendance consistent with the COA policy
- Must be able to lift and carry up to 20 lbs.
- Must be able to operate machinery and equipment
- Ability to stand for long periods of time
- Must be able to listen and speak clearly

Disclaimer:

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, SJCCOA reserves the right to revise the job description at any time and employment with SJCCOA is at-will. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

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Print Employee Name:

Employee signature:

Date:

Supervisors signature:

Date:

LORAIN VINSON

PROFESSIONAL SUMMARY

35 Years experienced Exceptional Education teacher assisting leadership in organizing overall program responsibilities for extra-curricular programs and events. Maintained effective working relationships with participants, community members. Demonstrated objectivity, positive attitude and high energy. Organized and dependable successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Committed to providing fun and good times to patrons. Plans and schedules events and activities. Detail-oriented professional with 9 years sustaining activity programs with the St Johns County Council on Aging.

SKILLS & CERTIFICATIONS

- Team Up Community Coordination Program
- Hastings Rotary Club
- CPR AED Certification

WORK HISTORY

02/2014 to Current **Program Coordinator**

St Johns County Council On Aging – 6150 South Main Street Hastings, FL

- Develops and maintains relationships with multiple external partners to facilitate program operations.
- Creates and delivers programs to include health and nutrition education, socialization, and exercise to keep participants knowledgeable and active.
- Schedules and supervises meetings to discuss new ideas and update participants on program details and milestones.
- Keeps data accurate, up-to-date and easily manageable for accessibility
- Educates civic and community groups on departmental function
- Works closely with SJC Recreation Department and Hastings Branch Library

EDUCATION

05/2019 **Behavior Health Certificate**
Boston University - Boston, MA

06/1986 **Bachelors : Exceptional Education Certification**
University of North Florida - Jacksonville, FL

Suzanne Duvall

Reliable, Cheerful, Dedicated

Ponte Vedra Beach, FL 32082

suzanne_duvall@yahoo.com

+1 240 463 4799

Very energetic and outgoing with 30+ years of IT project management experience combined with years of teaching pre-school aged children. My goal is to use these combined unique job experiences and skill set to provide administrative or project support to an organization dedicated to seniors.

Authorized to work in the US for any employer

Work Experience

Senior Center Program Coordinator

St. Johns County Council on Aging

St. Augustine, FL

August 2022 to Present

Early Learning Center Assistant Teacher

Collage Day School - Ponte Vedra Beach, FL

October 2021 to March 2022

Pre-K Teacher Assistant

Seaside Charter School Consortium - Jacksonville, FL

October 2018 to October 2021

Oversaw extended day for both elementary and pre-K, was teacher assistant in the PREK 3 class. Taught yoga and gardening in addition to the Little Acorns curriculum for all PREK3 and PREK4 classrooms.

Education

Early Childhood Education

Frostburg State College - Frostburg, MD

1978 to 1980

High school diploma

Certifications and Licenses

First Aid Certification (Expires 2025)

CPR/AED Certification (Expires 2025)

Volunteer Experience

Led chair exercise for memory care residents ~ Camellia at Deerwood, Jacksonville, FL

2018 to 2019

Led chair exercise for seniors ~ THE PLAYERS Community Senior Center, Ponte Vedra Beach, FL

2022

Margaret Powell, RN

EDUCATION

- Associate of Arts, Mortuary Science Major: Community College of Baltimore County May 2020
- Master of Science, Health Service Administration: New School University, NYC 1991
- Bachelor of Science, Nursing: Adelphi University, Garden City, NY 1983

LICENSE AND CERTIFICATIONS

- Certified CPR/AED (Expires 2025)
- Registered Professional Nurse (RN): Florida / Maryland
- Certified Case Manager (CCM)
- Certified Crematory Operator, National Funeral Director Association

PROFESSIONAL EXPERIENCE

SJC Council on Aging, St. Augustine, FL: June 2023 – Present

Senior Center Program Coordinator

- To create, institute, and promote a welcoming, caring, and supportive environment where senior citizens in the community can socialize with other seniors through participation in recreational, educational, and health related activities.
- Create and coordinate relevant new and ongoing programs.
- Work with community partners, volunteers, and instructors to ensure the highest professional level of information, instruction, and entertainment.
- Develop a monthly calendar of diverse recreational, social, cultural, educational, multi-generational and other program activities. Arranging for program instructors and guest speakers. Coordinating a variety of other special events programs.

WellPoint /Elevance Health (Hanover MD): Nov 2015 – March 2023

Nurse Medical Management II (Utilization Management)

- To support the medical management process, interpreting and applying member contracts, member benefits, and managed care products.
- Medical review for authorization of acute rehabilitation, subacute skilled nursing and rehabilitative services, home care services, durable medical equipment, and hospice services.

Maryland Department of Transportation - Motor Vehicle Administration

Nurse Case Reviewer Jan 2015 – Sept 2015

- Responsible for determining drivers' health conditions as they relate to safe driving.
- Responsibilities will include, but is not limited to, conducting comprehensive investigations, reviewing, analyzing, and determining drivers' functional capability regarding physical and emotional health conditions and safely operating a motor vehicle.

St. Johns Council on Aging, Inc.



Job Title: Senior Center Assistant

Department: Programs

Work Location: St. Augustine, Ponte Vedra, Trout Creek, and Hastings

Reports to: Program Manager

Work Schedule: Varies (1 to 5 Days Per Week)

Full-time

Part-time

Per Diem

Exempt

Nonexempt

Essential Duties and Responsibilities:

The Senior Center Assistant will travel to a different Senior Center location (St. Augustine, Ponte Vedra, Trout Creek, and Hastings) each week to assist the Senior Center Program Coordinator with a variety of administrative tasks and will fulfill the duties of the Senior Center Program Coordinator during times of absence. Duties and responsibilities will include:

- Providing administrative support including participant registration, attendance record keeping, preparing and maintaining program records and reports, and filing documents.
- Assisting in the supervision of volunteers to ensure efficient daily operations and program support.
- Ensuring accurate record keeping of financial transactions related to assigned Senior Center.
- Serve as a Social Services Specialist assisting clients and caregivers with information and referrals to access social services including but not limited to applications for public benefit programs such as SNAP, rent/utility assistance, SSI, emergency assistance while maintaining accurate records for reporting purposes.
- Depositing programming proceeds at local bank.
- Performing related duties as assigned by Program Manager.
- Maintaining compliance with all St. Johns County Council on Aging policies and procedures.

Qualifications and Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to communicate effectively with internal and external customers.
- Excellent computer skills in MS Office (Word and Excel), and G Suite Tools (Gmail, Drive, Docs, Sheets, and Calendar). Able to learn software programs used to record client data.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude.
- Ability to work independently, prioritize, and to carry out assignments to completion within supervisor's instruction parameters, recommended procedures and accepted practices.
- High school diploma or GED required; Associate degree or Bachelor's degree preferred.
- AED/CPR certification.
- Affinity/empathy for older adults is a must.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with meeting qualitative and/or measureable productivity standards.
- Ability to maintain regular, punctual attendance consistent with the COA policy
- Must be able to lift and carry up to 20 lbs.
- Ability to stand for long periods of time
- Must be able to listen and speak clearly

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Print Employee Name:

Employee signature:

Date:

Supervisors signature:

Date:

LESLIE SCHEID-GAMACHE
Saint Augustine, FL 32080
(904) 439-2665

Work Experience

Senior Center Assistant

Council on Aging – St. Augustine, FL

August 2023 – present

- Assists Senior Center Program Coordinators at multiple locations with administrative support including participant registration, attendance record keeping, preparing and maintaining program records and reports, and filing documents
- Fulfills the duties of the Senior Center Program Coordinator during times of absence
- Assists in the supervision of volunteers to ensure efficient daily operations and program support

Senior Center Program Manager

Council on Aging - St. Augustine, FL

May 2021 to December 2021

- Assisted Program Director with the reopening of multiple Senior Centers
- Supervised Senior Center Coordinators and substituted in their absences
- Assisted with assessments of new Senior Center members and annual updates of ongoing members, including entering data into CIRTS database

Fiscal Director

Valley Program for Aging Services - Waynesboro, VA

February 2017 to May 2019

- Continued with all tasks from previous position of Administrative Services Coordinator
- Participated in senior leadership and finance committee meetings
- Assisted Fiscal Project Manager with budget preparation and audit requests
- Worked with local and state agencies to request grant funds

Administrative Services Coordinator

Valley Program for Aging Services - Waynesboro, VA

May 2010 to February 2017

- Maintained and updated electronic and hard copy files for 80 employees
- Conducted pre-employment screenings and new hire orientations
- Prepared and updated timesheets with appropriate codes and programs
- Prepared monthly financial reports, invoices, and bank reconciliations

Education and Credentials

Bachelor of Individualized Studies in Accounting and Nonprofit Studies

James Madison University - Harrisonburg, Virginia, US

May 2011

CPR/AED Certification (Exp. 2025)

St. Johns County Council On Aging

Job Description

Department: Nutrition Services
Title: Manager/ Food and Nutrition Services
Supervisor: Executive Director
Status: Full Time/ Salary

Major Function: Responsible for the supervision, training and management of agency's food service operations. Ensure that appropriate quantities of food are prepared and served in a safe and friendly environment; and that operations are in compliance with local, state and federal policies and procedures.

Position Pay Scale Range: \$2,700.00 - \$4,300.00 Monthly

Qualifications:

- High school graduate or equivalent education. Two years' experience in a management position related to operating a kitchen. Education in quantity cooking is preferred or 2 years cooking experience is required. Have general knowledge of quantity preparation and portioned serving. Verbal and writing abilities necessary to communicate and work effectively with various levels of staff, seniors, and volunteers.
- Able to read, understand and follow recipes directions, work assignments and convert quantities. Able and willing to work flexible hours such as Special Functions and Emergency Operation Center that may require evening and weekends.
- Certified Food Service Manager within 90 days of beginning employment.
- Florida Drivers License and reliable transportation required.

Essential Functions/ Duties:

- Conduct operational and production management
- Direct supervision of Assistant Manager/Food and Nutrition Services
- Prepare and maintain production records that reflect an accurate report of planned meals, and food produced and discarded
- Maintain accurate on-site reports of daily and monthly financial, production and activity records
- Consult with nutritionist to ensure all menus have required nutritional components
- Input work orders for equipment maintenance needs and ensure work orders are completed in a timely manner
- Check menu to determine necessary preparations
- Note any out-of-stock items or possible shortages.
- Maintain all serving schedules; ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines
- Responsible for presenting quality, appealing food
- Order food and supplies according to department schedules
- Ensure proper food items are on hand to prepare published menu
- Maintain food production and storage that ensures the safety and quality of food per departmental guidelines and health department requirements
- Maintain a sanitary environment following food service and city health department codes and regulations

Communicate effectively with volunteers, co-workers and supervisors.

Perform other appropriate duties as assigned.

Attend work on time as scheduled and adheres to attendance policy.

Wear proper uniform at all times in accordance with the Standards of Appearance.

Adhere to all work rules, procedures and policies established by the company, including, but not limited to, those contained in the company handbook.

I have reviewed this job description and am able to perform the essential functions of the job with or without an accommodation.

Signature _____ Date _____

Ruth Shakar

EXPERIENCE

1995- Current St. Johns County Council On Aging St Augustine, FL

Nutrition Services Manager

- Supervisor of daily operations for 5 food service kitchens for St. Johns County Council on Aging
- Recruiting, training, scheduling, and managing the Assistant Manager, Kitchen Coordinators, and Program Assistants
- Development of menus that meet the guidelines and standards of the Department of Elder Affairs
- Responsible for the daily coordination of home delivered meals and senior center meals
- Responsible for maintaining and managing food and general supplies for the food service kitchens
- Certified Food Safety Manager

1988-1995 Jeff's Place St. Augustine, FL

Kitchen Manager

- Supervised daily operations of kitchen
- Training and scheduling of cooks, delivery drivers, and cashiers
- Bank Deposits
- Inventory Control

PROFESSIONAL MEMBERSHIPS

- Meals on Wheels of America

EDUCATION

- St Johns Technical School

TRAINING

- Elder Source – Food Safety & Prevention of Food Borne Illness – Completed annual trainings 1995 thru 2022
- Food Safety Manager – Continuing Education to maintain License - Completed in 1995, 2001, 2006, 2011, and 2016 – Current license is for 2020 -2025

St. Johns County Council On Aging

Job Description

Department: Nutrition Services

Title: Assist Manager/ Food and Nutrition Services

Supervisor: Manager of Nutrition Services

Status: Full Time/ Hourly

Major Function: Provide supervision and train support staff and volunteers for Meals on Wheels and performs duties related to food service. Ensures that all food prepared meets quality by company standards. Assist Nutrition Manager with daily operational responsibilities in accordance to federal, state, and local regulations.

Qualifications:

- High school graduate or equivalent education. Two years' experience in a management position preferred. Verbal and writing abilities necessary to communicate and work effectively with various levels of staff, seniors, and volunteers.
- Able to read, understand directions, work assignments and communicate effectively. Able and willing to work flexible hours such as Special Functions and Emergency Operation Center that may require evening and weekends.
- Certified Food Service Manager within 90 days of beginning employment.
- Florida Drivers License and reliable transportation required.

Essential Functions/ Duties:

Oversee all aspects of Meals On Wheels Program including use of proprietary software, maintain route sheets, daily meal counts, terminations, hold service request, scheduling of volunteers, and reports. Ensures various components for are counted correctly and meals are packed for the next day delivery.

Assist Manager of Nutrition Service with supervision of satellite kitchens and Special Functions.

Follow prescribed menu and all health/safety/ nutritional standards. Follow menu demonstrating accuracy in weighing, measuring, and portioning food in a cost conscious manner.

Assist Manager of Nutrition Services with ordering food and supplies by completing a weekly order guide for reordering. Order food and supplies in the absences of the Manager. Checks in orders properly, and puts away in designated areas.

Supervise the packaging of Meals on Wheels and plating of congregate meals. Record and monitor temperature of hot and colds meals.

Responsible for inventory and rotation of Freezer Meals. Date all food containers and rotates F.I.F.O. (first in first out) procedure.

Practice food safety and sanitation standards at all times. Make sure that all perishables are being kept at the proper temperatures.

Responsible for the cleanliness of Meals On Wheels kitchen, Meal pick up area, and equipment. Equipment includes thermal bags, refrigerators, sinks, worktables, shelving, and hotbox.

Communicate effectively with volunteers, co-workers and supervisors.

Perform other appropriate duties as assigned.

Attend work on time as scheduled and adheres to attendance policy.

Wear proper uniform at all times in accordance with the Standards of Appearance.

Adhere to all work rules, procedures and policies established by the company, including, but not limited to, those contained in the company handbook.

Physical Requirements:

Ability to safely and successfully perform the essential job functions consistent with meeting qualitative and/or measureable productivity standards.

Ability to maintain regular, punctual attendance consistent with the COA policy

Must be able to lift and carry up to 50 lbs.

Must be able to operate machinery and equipment

Ability to stand for long periods

Must be able to listen and speak clearly

I have reviewed this job description and am able to perform the essential functions of the job with or without an accommodation.

I have reviewed this job description and am able to perform the essential functions of the job with or without an accommodation.

Signature

Date

Paula Singleton
Saint Augustine, FL 32086
904 615 3335

Work Experience

Assistant Manager of Nutrition Services

St. Johns County Council on Aging – St. Augustine, FL
April 2023 to Present

- Follow prescribed menu and all health/safety/ nutritional standards. Follow menu demonstrating accuracy in weighing, measuring, and portioning food in a cost conscious manner.
- Plan, organize and initiate cooking schedule for food preparation for Meals On Wheels and Congregate Dining Room to meet meal schedule.
- Participate in development of menu's and standardized recipes.
- Prepare, season, cook, assemble and serve for assigned menu. Check food to determine quality and palatability.
- Assist Manager of Nutrition Services with ordering food and supplies by completing a weekly order guide for reordering.
- Check in orders properly, and puts away in designated areas.
- Record and monitor temperature of hot and colds food throughout food preparation and service.
- Date all food containers and rotates F.I.F.O. (first in first out) procedure.
- Practice food safety and sanitation standards at all times. Make sure that all perishables are being kept at the proper temperatures.
- Maintain the cleanliness of kitchen and equipment. Equipment includes stoves, griddles, ovens, dish machine, refrigerators, sinks, worktables, shelving, slicer, hot boxes and microwave.
- Check menu to determine necessary preparation, performs freezer pulls, and sets up line. Note any out-of-stock items or possible shortages.

Meals on Wheels Intake Coordinator

St. Johns County Council on Aging – St. Augustine, FL
September 2022 – April 2023

- Provide administrative and hands-on coordination to ensure the Home Delivered Meals and Meals On Wheels Program operates in the most efficient manner possible.
- Proficient utilization of Meals on Wheels propriety software to perform program related task including maintaining route sheets, daily meal count, terminations, hold service requests.
- Prepare reports and submit to Fiscal Office for billing/reconciliation.
- Manage private pay clients, including recruiting and billing
- Train and interact daily with Meals On Wheels volunteers.
- Drive and distribute meals for routes when needed.
- Work in hands-on manner to package meals and assemble various components for meals and pack meals by route for next day delivery.

Infant Teacher

Kingdom Kids Academy Saint Augustine, FL
April 2008 to 2022

Education

St. Augustine High School Saint Augustine - Saint Augustine, FL

Certifications and Licenses

- First Aid Certification
- CPR Certification

St. Johns County Council On Aging
180 Marine St.
St. Augustine, FL. 32084

Job Description

- Title:** Trout Creek Kitchen Coordinator
- Supervisor:** COA Nutrition Services Manager
- Job Objective:** To collaborate with Site Coordinator in creating and promoting a welcoming, healthy and supportive environment where senior citizens can come enjoy a nutritious congregate meal and participate in recreational, social, creative and health related activities.
- Duties:**
- Load food for noon meal into COA van at the organization's main kitchen and transport to the site. Check to make sure all components of the meal and related condiments are included.
- Drive COA van from main kitchen to the site and back each day of site operation. Complete necessary paper work and basic maintenance checks on van as instructed by transportation department.
- Unload food at the site and place food in oven or refrigerator to maintain proper food temperature in accordance with health department regulations. (Take temperature of food when it arrives at the site. If warm arrives below 140* F, the temperature must be brought back up to 165* F before serving). Finish preparing necessary meal components. Take and record temperature of food before serving.
- In the absence of a volunteer, replenish coffee and ice tea, set tables and fill steam table with water. Fill water and tea dispensers and/or work with volunteers to see that set up is complete for meal.
- Keep supplies in kitchen cabinets in order and readily accessible. Advise Nutrition Service Manager regarding supplies that need to be ordered.
- Oversee serving of food to congregate meal diners via serving line. Assist in serving of food when necessary. Clear and wipe steam table and eating tables after meals.
- Wash dishes, silver ware, and pans according to health department regulations. Keep kitchen sinks, back splash, refrigerator, stove clean and garbage cans clean.

Sweep dining room daily, spot mop if necessary. Wipe down carts with cleaner daily.

Return pans to main kitchen at the end of the day and check vehicle in.

Work with Site Coordinator to facilitate special events and programs as necessary.

In the absence of a Meals-On-Wheels volunteer, it may be necessary to deliver Meals-On-Wheels meals to home-bound participants

Attend training as directed.

Perform additional duties as directed by Nutrition Service Manager and/or Program Manager

Working Hours: 9:00 – 2:00; Monday – Friday, according to days of operation.

Working Conditions:

Employee conducts a majority of the position's responsibilities in the dining hall and kitchen of the facility. The employee will drive a company van to the Trout Creek site from the main kitchen and back each day. The employee is subject to all weather conditions as some activities occur outside.

Machines and Equipment Used:

Automobile, telephone, fax machine, copy machine, calculator, television/VCR, coffee maker, stove/oven, steam table and commercial dish washing sink.

Physical Requirements:

Medium duty work. Exerting up to 50 pounds of force occasionally, and up to 15 pounds of force frequently. Position includes, but is not limited to, setting up and breaking down meeting tables, lifting and carrying pans of food, sweeping and mopping, and washing dishes in a commercial sink.

Training and Experience Requirements:

Food Manager's Certification

High school diploma or GED certificate or comparable experience.

Valid Driver's License and reliable transportation.

Nutrition Services Updated September 2015

Ability to relate to and communicate with seniors of many different socioeconomic background.

Possess the ability to plan ahead, organize details, communicate clearly, discern impaired speech and demonstrate flexibility.

Knowledge of community a plus.

Free from communicable diseases.

Acceptance of duties:

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between myself and the St. Johns County Council on Aging.

Signature

Date

OR

I have read the above job description and believe I am able to perform the duties as outlined if provided with the below list of accommodations. I further understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

Accommodations Requested:

Madeline Laverne Kittles
918 West King Street, St Augustine, FL
(904) 599-0512

Employment:

Kitchen Coordinator 2014 to Present

St. Johns County Council on Aging
St. Augustine, FL

- **Kitchen Program Assistant- Main Location 2014-2016.** Assisted with kitchen duties including preparation of meals, maintaining the cleanliness of dishes, silverware, pans, back splash, refrigerator, stove, steam table and eating tables.
- **Trout Creek Kitchen Coordinator - 2016 to present.** Collaborate with Site Coordinator in creating and promoting a welcoming, healthy and supportive environment where senior citizens can come enjoy a nutritious meal. Oversee serving of food to meal diners via serving line. Participate in all facets of meal service including keeping supplies in order and readily accessible. Maintaining a clean kitchen environment according to health department regulations. Perform additional duties as needed.

Program Assistant 2006-2012

Adam Acres, Inc.
St Augustine, FL

- Residential habilitation program working with people with special needs. Overseeing the documentation and maintenance of all training, medical records, dispensing of medications and assisting clients.

Program Assistant 2000-2006

ARC of St Johns
St. Augustine, FL

- Took clients out in community setting. Assisted with cooking, and bathing of clients.

Dietary Aide 1994-1999

Ponce Care Center
St. Augustine, FL

- Worked in accordance with federal, state and facility regulations. Prepared and served patients meals and snacks following safety procedures

St. Johns County Council On Aging

Job Description

Department: Nutrition Services

Title: Ponte Vedra Kitchen Coordinator

Supervisor: Assistant Manager of Nutrition Services

Status: Part time

Hours 7 a.m. – 3 p.m. Tuesday and Thursday

Special Functions as required

Major Function: To collaborate with Site Coordinator in creating and promoting a welcoming, healthy and supportive environment where seniors can come enjoy a nutritious congregate meal and participate in recreational, social, creative and health related activities. Ensure that all food prepared meets quality by company standards. Position Pay Scale range: \$13.00 -\$15.00 per Hour

Qualifications:

- High school graduate or equivalent education. Education in quantity cooking is preferred or 2 years cooking experience is required. Have general knowledge of quantity preparation and portioned serving. Verbal and writing abilities necessary to communicate and work effectively with various levels of staff, seniors, and volunteers.
- Able to read, understand and follow recipes directions, work assignments and convert quantities. Able and willing to work flexible hours such as Special Functions and Emergency Operation Center that may require evening and weekends.
- Certified Food Service Manager within 90 days of beginning employment.
- Florida Drivers License and reliable transportation required.

Essential Functions/ Duties:

Prepare, season, cook, plate and serve for assigned menu. Taste and smell prepared food to determine quality and palatability.

Supervise, train, and assign food preparation tasks to kitchen volunteers.

Track inventory of food, compile a weekly list of food, non-alcoholic beverages and supplies. Submit to Assistant Nutrition Services Manager for reordering of supplies.

Check menu to determine necessary advance meal preparation and perform freezer pulls for proper thawing procedures. Note any out-of-stock items or possible shortages.

Assist with planning monthly menu.

Communicate effectively with volunteers, co-workers and supervisors.

Checks in orders properly, and puts away in designated areas.

Record and monitor temperature of hot and colds food throughout food preparation and service.

Inform Manager or Assistant Nutrition Manager of equipment issue's including but not limited to refrigerators are not cooling properly, ovens not heating, dish machine not washing properly, and steam table leaking.

Date all food containers and rotates F.I.F.O. (first in first out) procedure.

Practice food safety and sanitation standards at all times. Make sure that all perishables are being kept at the proper temperatures.

Maintain the cleanliness of kitchen and equipment. Equipment includes stoves, griddles, ovens, dish machine, refrigerators, freezer, sinks, back splash, ice machine, coffee makers, tilt skillet, work tables, shelving, slicer, hot boxes and microwave.

Operate dish machine and wash pots, pans and dishes.

Take out garbage and clean garbage cans as needed.

Attend work on time as scheduled and adheres to attendance policy.

Wear proper uniform at all times in accordance with the Standards of Appearance.

Adhere to all work rules, procedures and policies established by the company, including, but not limited to, those contained in the company handbook.

Perform other appropriate duties as assigned.

Must be able to lift 20 pounds frequently and up to 50 pounds.

I have reviewed this job description and am able to perform the essential functions of the job with or without an accommodation.

Signature _____ Date _____

Joyce Smiley

<p>Contact</p> <p>1045 W 4th Street St. Augustine, FL32084 904-615-3763 Joycesmiley15@gmail.com</p>	<p>Objective</p> <p>To obtain a position that utilizes my experience, while allowing me the opportunity to grow.</p>
<p>Education</p> <p>Graduated From: St. Augustine High School</p>	<p>Experience</p> <p>2019-Present Cook • St. Johns County Council Aging, St. Augustine Fl Assist with meal preparations, assist with unpacking, labeling, storing, and rotating of food, assisting in maintaining cleanliness, and sanitation of refrigeration/freezer, cooking equipment, beverage dispenser, dining tables, cupboards, shelves/racks, dishes, utensils, cooking equipment, other duties as required.</p>
<p>Key Skills</p> <p>Teamwork Problem solving Adaptability Communication Learning</p>	<p>2017-2019 Hotel Housekeeping Supervisor • Southern Oaks, St. Augustine Fl Scheduling staff shifts and organizing replacement as required, Investigating, and addressing complaints, provide training, regularly taking inventory of cleaning supplies and ordering stock as needed.</p>
	<p>2015-2017 Hotel Housekeeping Supervisor • Bayfront Inn, St. Augustine Fl Assigning housekeeping task to staff and inspecting work to ensure that the prescribed standards of cleanliness are met, scheduling, training.</p>
	<p>2008-2015 Clerk Assistant • St. Augustine High School, St. Augustine Fl Provided full range of duties, Answer phones, maintain and organize filing system, restocking supplies as needed, photocopying, faxing, medical checks, pass out student medication.</p>
	<p>1995-2008 Custodian • St. Augustine High School, St. Augustine Fl Provided full range of cleaning in assigned areas, offices, corridors, stairways, classrooms bathrooms, storerooms and other similar areas, kept tools, equipment and work area clean and well organized without supervision.</p>



St. Johns County Council on Aging
 180 Marine Street, Saint Augustine, FL 32084

Job Description

Job title: Paratransit Driver

Work Location: Transportation Department

Division/Department: Administration

Reports to: Transportation Director

Full-time
 Part-time

Exempt
 Nonexempt

Hourly
 Salary

JOB PURPOSE

To provide transportation services by completing assigned schedule of pick-ups and routes, ensuring the safety of passengers and vehicles.

IDEAL CANDIDATE PROFILE

The ideal candidate has experience in Human Services transportation or public transit/paratransit operations; able to work in a fast paced environment; has customer service skills, team development, and interpersonal skills; is a quick learner, innovative and able to quickly resolve customer service issues with positive outcomes; able to effectively serve a diverse population; will have experience in driving public transit or paratransit buses, complete pre and post check on transit vehicles, and follow all federal, state, and local vehicle laws and Department of transportation safety regulations.

MINIMUM QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate;
- Two years' experience in Human Services transportation or public transit/paratransit operations;
- Valid CDL with passenger endorsement and clean driving record;
- Zero points on driving record;
- No criminal record or current criminal charges.

PREFERRED SPECIALTY QUALIFICATIONS

- Transit driver training.
- Paratransit driver experience
- Ability to transport paratransit ambulatory and non-ambulatory clients from door to door

JOB SPECIFIC COMPETENCIES

- Receives schedule of pick-ups or routes from Transportation Dispatcher.
- Keeps records as required, including daily mileage and passenger count.
- Completes vehicle condition report daily per vehicle and submits to supervisor.
- Follows proper radio, accident, and call-in procedures.
- Reports any problems and/or job accidents to dispatcher.
- Follows proper procedure for use of credit card, gas receipts, collection of donations/fares and disposal of same.
- Acts in a cheerful, patient, understanding manner.
- Insures the safety of each passenger and is certain each rider is safely delivered to the destination.
- Assists ambulatory clients from the client's home into the vehicle and vice versa
- Checks gas level so it is at least 3/4 full; if not, fills tank with gas before parking vehicle.
- Cleans interior of each vehicle before returning keys to office. Interior cleaning consists of sweeping, washing windows, wiping dashboard, ceiling and light fixtures.
- Cleans exterior of vehicles as assigned.
- Conforms to the policies and procedures set forth in the COA Employee Handbook and Driver Handbook
- Performs additional duties as required.
- Skilled in providing transportation for individuals special needs to include operating specialized vehicles, providing assistance, and using and securing mobility devices.
- Ability to solve problems, anticipate needs, and make sound and timely decisions.
- Ability to efficiently handle multiple and changing priorities and tasks.
- Ability to provide exceptional customer service and apply conflict resolution skills.
- Ability to be flexible in shift work and to be on-call
- Ability to drive transit/para-transit vehicles ranging from mini-vans to cutaways
- Ability and willingness to perform work under extreme environmental and demanding physical conditions.
- **Ability to lift up to 55 pounds and push up to 300+ pounds.**

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below:

- Employee must disembark from bus upon arrival at client home or client pick up location, go to the door and escort the client to the bus and safety into the bus to their seat.
- Employee must ask non-ambulatory client if they need assistance with seatbelt securement, and provide the service when asked.
- The employee must be able to frequently push clients in wheelchairs from client's home door into bus and from bus to door of facility; then from facility door to bus and upon returning to the client's home, from the bus to client's home door.

- The employee must push wheelchair clients with combined weight and chair weigh an average of 300+ pounds
- The employee must load and secure wheelchair/scooter passengers in the bus
- The employee must remove securements and unload wheelchair/scooter passengers of the bus
- Receives schedule of pick-ups or routes from Transportation Dispatcher
- Keeps records as required, including daily mileage and passenger count
- Completes vehicle pre-check and post-check report daily per vehicle and submits to supervisor
- Follows proper radio, accident, and call-in procedures
- Reports any problems and/or job accidents to dispatcher
- Follows proper procedure for use of credit card, gas receipts, collection of donations/fares and disposal of same
- Acts in a cheerful, patient, understanding manner.
- Insures the safety of each passenger and is-certain each rider is safely delivered to the destination
- Checks gas level so it is at least 3/4 full; if not, fills tank with gas before parking vehicle
- Cleans interior of each vehicle before returning keys to office. Interior cleaning consists of sweeping, washing windows, wiping dashboard, ceiling and light fixtures
- Cleans exterior of vehicles
- Conforms to the policies and procedures set forth in the COA Employee Handbook, Driver Handbook, Quality Safety Program Policy and any and all St Johns County Council on Aging policies and procedures
- Performs additional duties as required
- Ability and willingness to perform work under extreme environmental and demanding physical conditions.

Physical/Medical Requirements

All applicants to driver positions and existing drivers must pass and maintain a FDOT approved medical examination. The medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury.

Physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job with or without reasonable accommodation. The position requires physical strength and dexterity and the ability to function in very adverse environments with exposure to safety risks typically found in medical care environment.

- Pass and complete Pre-Employment Physical Evaluation as required by Florida Department of Transportation and Federal Transit Authority.
- The employee must frequently push 300+lb patient up and down ramps in a wheelchair and into the transit bus.
- Regularly required to use hands, reach with hands and arms to push wheelchairs, control the bus movement with steering wheel, use wheelchair lift controls, and secure wheelchairs, scooters, and walkers in designated areas for safety.
- Speak and hear per FDOT standards

- Required to sit up to eight hours in the driver's seat of a transit bus, stand, walk, climb or balance, and stoop, kneel, crouch or crawl to secure mobile devices.
- Have good sense of smell to identify odors that can create a safety hazard.
- Employee is required to maintain adequate physical conditioning to be able to perform job duties
- Job duties are often performed at high stress levels requiring employee to function effectively and independently while maintaining good working relationships with co-workers, patients, and customers
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Act calmly and quickly in emergency situations
- Work independently and as part of a team; sometimes alongside emergency fire and police units
- Create and maintain a positive and cooperative working environment in stressful situations
- Work during odd hours and for extended periods, sometimes outdoors and in adverse weather conditions
- Strength required but not limited to arms, legs, and shoulders to lift up to 55lbs, push and pull patients with and without assistance at various times.
- Avoid or minimize health risks and exposure for all Blood borne Pathogens and other airborne pathogens including MRSA by using personal protective equipment
- Use of patient movement equipment including wheelchairs and stretchers, equipment lifts and restraining devices
- Exercise good judgment, dexterity and physical coordination
- Speak clearly, even under stressful circumstances;
- Accurately communicate ideas orally and in writing in English;
- Speak at proper volumes for appropriate situations; and
- Must get along with others.
- Prepare clear and concise reports

Conclusion

DRUG/ALCOHOL-FREE WORK PLACE: SJCCOA has implemented a drug/alcohol-free workplace and all offers of employment are conditioned on Transportation Department job applicants successfully passing a pre-employment drug test and ongoing random drug/alcohol testing per FDOT regulations found in Rule 14-90, FAC.

DRIVER QUALIFICATIONS: All applicants to driver positions and existing drivers must:

- Pass and maintain a background check.
- Agree to Verification and documentation of a valid driver's license (CDL with passenger endorsement or Class E).
- Pass and maintain a clean driving record check per SJCCOA and FDOT standards.

RESPONSE/RECOVERY ACTIVITIES: Employees may be required to participate in response/recovery activities in response to a major emergency or natural disasters affecting County operations. In such situations, every effort will be made to maintain operations, but employees may be assigned to carry out response activities suited to their skills and capabilities.

SJCCOA IS AN EQUAL OPPORTUNITY EMPLOYER

SJCCOA provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

SJCCOA welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

CAPABILITY

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between myself and the St Johns County Council on Aging,

Signature _____ *Date* _____

I have read the above job description and believe I am able to perform the duties as outlined **if provided with the below listed accommodations**. I understand it is the agency's decision to provide such an accommodation. I further understand this document does not represent any employment offer between myself and the St Johns County Council on Aging.

Signature _____ *Date* _____

Accommodations:

RFP 23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS
PROPOSED APPROACH / PROGRAM DESIGN
Section 4

Key Service Components

Hours of Operation

- Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092 will be open and St. Johns County Council on Aging (SJCCOA) staff will be on site on Monday, Wednesday, and Friday from 8 a.m. to 2:00 p.m.
- THE PLAYERS Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082 will be open and SJCCOA staff will be on site Tuesday and Thursday 8 a.m. to 4 p.m.; Wednesday 8:30 a.m. to 5:30 p.m.; and Friday 8:00 a.m. to 4:00 p.m.
- The Al Wilke Community Center, 6150 South Main Street, Hastings, FL 32145 will be open and SJCCOA staff will be on site Monday, Wednesday, and Friday 8:00 a.m. to 2:00 p.m.

Atmosphere

SJCCOA strives to provide important community hubs that provide a trusted and welcoming place where older adults can connect to services and enjoy a variety of programs and activities. SJCCOA staff endeavors to provide an integral part of the aging services network for independent, self-managing older adults at the Trout Creek Community Center, THE PLAYERS Community Senior Center, and the Al Wilke Community Center. Scheduled programs and activities raise awareness of aging issues, promote aging readiness and generate support for healthy aging (examples can be found in section 2).

Transportation

SJCCOA will provide transportation for participants, who do not have access to a vehicle or can no longer drive, during hours of operation on days that meals are served.

- Trout Creek Center: Monday, Wednesday and Friday, 8:00 a.m. - 2:00 p.m.
(Lunch served between 11:30 a.m. and 12:15 p.m.)
- THE PLAYERS Community Senior Center: Tuesday and Thursday, 8:00 a.m. to 4:00 p.m.
(Lunch served between 12 p.m. and 1:15 p.m.)
- Al Wilke Community Center: Monday, Wednesday, and Friday, 8:00 a.m. to 2:00 p.m.
(Lunch served between 11:30 a.m. and 12:15 p.m.)

Transportation to these senior centers is available to any resident in need. A participant in need of transportation within a twenty-mile radius of a center, will be provided transportation to a senior center closest to their home. SJCCOA serves all county residents who would like to participate at a senior center in this manner. Participants needing transportation can call the SJCCOA transportation reservation line, 904-209-3710, to schedule transportation.

SJCCOA adheres to all federal and state standards that govern our drivers. All driver hiring, pre-qualifications, testing and training shall be in accordance with applicable state and federal requirements, in addition to all other requirements specified in the request for proposal. SJCCOA acknowledges and accepts all requirements listed in the request for proposal.

Food Service

A lunchtime meal will be provided on the following days and times:

- Trout Creek Center: Monday, Wednesday and Friday (11:30 a.m. to 12:15 p.m.)
- THE PLAYERS Community Senior Center: Tuesday and Thursday (12:00 p.m. to 1:15 p.m.)
- Al Wilke Community Center: Monday, Wednesday, and Friday (11:30 a.m. to 12:15 p.m.)

All meals will be designed in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food and Nutrition Board, USDA and the U.S. Department of Health and Human Services and in accordance with all the requirements and guidelines set down in the Florida Department of Elder Affairs Programs and Services Handbook for Nutrition Services (pp. A-130-143). Meals are developed following these guidelines and are all reviewed and approved by a licensed, registered dietician. Meals are either prepared on site or meal preparation is begun at the SJCCOA main kitchen at 180 Marine St. and then transported to the facility on the day of serving. Final meal preparations are completed at each center. All guidelines for adherence to temperature and food safety are complied with.

A reservation system is in place at all meal-site centers and reservation for meals are requested by the previous meal service day for a meal on the next meal service day. Please see the August 2023 menus, provided in Section 2 of this response, as an example of menus that will be provided at the centers under an awarded contract. We anticipate serving approximately 10,000 meals annually for these three centers.

Staffing

Each center will have a Senior Center Coordinator on site. The Program Manager will provide supervision of each Coordinator. During times of a Coordinator's absence, coverage will be provided by the Program Manager or the Senior Center Assistant. When necessary, our Program Assistant will provide additional assistance to each Coordinator to ensure programming is available and proper reporting is completed in a timely manner. A Nutrition Services employee will be provided for each location to handle meal service. Various drivers will provide Paratransit Transportation to eligible participants.

Programs and Activity Components

Under an awarded contract, SJCCOA will continue to provide a variety of programs and services that respond to the diverse needs and interests of community elders and will include health and wellness services, fitness activities, information and assistance to community resources, and a variety of educational and cultural opportunities. Examples of all program component types and amounts required by this request for proposal and evidence of what is currently provide at both centers can be reviewed on the August 2023 calendars provided in Section 2.

Health Promotion, Wellness and Fitness

Examples of programs and activities from this category that are provided now and will continue to be provided at the centers include: blood pressure checks; monthly nurse visit; walking clubs; various exercise classes such as Chair Yoga; Tai Chi; Line Dancing; Wii bowling; bocce ball; shuffle board; support groups; and memory enhancement games.

Education, Recreation, Socialization and Personal Growth:

Examples of programs and activities from this category that are provided now and will continue to be provided at the centers include: art classes; gardening; monthly birthday parties; technology training; various board games; the ever-popular Bingo; book clubs; entertainment; presentations provided by various agencies such

as Community Hospice, STARS Rehab, SJC Legal Aid, SJC Health Department, ElderSource, and Wildflower Healthcare.

Social Services: Connection to qualified staff members or community partners to provide information or access to services is ongoing. Center coordinators have contacts and resource lists to connect individuals in need with the appropriate help and support. In addition, our Senior Center Assistant will serve as a Social Services Specialist and travel to each center monthly to assist participants who need assistance signing up for services such as Medicare, SSI, SNAP, etc.

Marketing, Advertising and Public Outreach

St. Johns County Council on Aging (SJCCOA) provides a web page on the agency website (www.coasjc.org) for each of the centers. These are vibrant message boards that detail upcoming activities at each center and include the activity and menu calendars. Coordinators at each center submit weekly press items, to the agency communications staff, about center activities. These items are placed in the agency's weekly e-newsletter that currently has over 5000 subscribers, promoted on our social media accounts, and are often mentioned on our weekly COA Radio Show that broadcasts every Thursday from 8:00 a.m. to 9:00 a.m. on 102.1 FM WFOY and monthly on 103.9 FM WSOS. Additional outreach is conducted by the SJCCOA Development Department who set up a table and promote the services and programs of SJCCOA at community events such as the National Night Out held annually in October and the Active After 50 Expo held annually in February.

Community Partnerships to Provide Programs and Services

St Johns County Council on Aging (SJCCOA) staff utilizes a large variety of community partners and qualified volunteers to provide programs and services. Over 70 community partners are listed on our website at coasjc.org/community-partners. In general, these partners assist us in different ways such as financial contributions, educational presentations, and free leasing of space for programs. SJC Legal Aid provides educational series geared toward seniors and are available by appointment for one-on-one legal assistance.

SJCCOA staff seeks out community partners to provide entertaining, educational and cost effective programming. At minimum at least three community partners or volunteers provide programs and activities at each center on a monthly basis.

Fee Schedules

Transportation	Fares are dependent upon sponsorship and funding source. Participants are informed of cost of trip at time of reservation.
Meals	At THE PLAYERS Community Senior Center, participants that receive a meal are asked to contribute a \$5 co-pay to help defray the \$10.00 cost of their meal. This is not requested of participants at Trout Creek and Hastings because 80% of the cost of their meal is funded by the Older Americans Act Grant.
Lifelong Learning Classes	The majority of programs and activities are free. Occasionally a program is offered by a paid instructor who is paid \$25/hour. Participants are charged at a rate of \$6.25 per instructional hour to cover the cost of the instructor.

Arrangements are always made to drop any fees or co-pay if an individual is unable to provide the requested amount. No individual will be denied participation in a program or activity because of inability to provide the fee.

**RFP 23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS
TOTAL ANNUAL COST PROPOSAL
Section 5**

Budget Line Items	Annual Expense
Salaries (Direct and Indirect with Taxes and Fringe Benefits)	\$ 151,894.15
Meals	\$ 99,870.00
Transportation	\$ 96,655.00
Insurance - Liability, Workman's Comp, Professional	\$ 14,800.00
Supplies including kitchen gas	\$ 13,375.00
Instructor Fees	\$ 4,500.00
Telephone/Internet	\$ 2,500.00
Travel Reimbursement	\$ 500.00
Subscriptions and Dues	\$ 300.00
Total	\$ 384,394.15

Budget Line Items	Non-County Revenue
Older Americans Act – Meals Trout Creek & Hastings	\$ 60,104.00
Miscellaneous Grants	\$ 30,000.00
Transportation - Misc. Grants, Hastings	\$ 23,140.00
Meal Donations	\$ 12,370.00
Lifelong Learning Fees	\$ 10,800.00
Total	\$ 136,414.00

Annual Expenses	\$ 384,394.15
Minus Annual Non-County Revenue	\$ (136,414.00)
Annual County Cost Proposal	\$ 247,980.15

Cost Proposal Narrative on Following Page

St. Johns County Council on Aging's annual cost proposal for the operation and management of community centers is **\$247,980.15**. This amount is calculated by subtracting non-county revenue from budget line item expenses.

Budget Expenses include the following items.

Salaries	Direct salaries and benefits include 100% of the Senior Center Coordinators (3) and 100% of the Senior Center Assistant (1) and a percentage of the total salaries and benefits for the Executive Director, Program Director and the Program Manager.
Meals	Based on an annual number of meals served at each center (9987) at the cost of \$ 10.00 each. This meal cost includes the cost of salaries and benefits for nutrition services staff, the kitchen coordinators and all raw food and maintenance supply costs.
Transportation	Annual costs to provide transportation at each center as specified in request for proposal.
Insurance	Liability, Workman's Compensation and Professional Insurance Costs.
Supplies	Misc. supplies including kitchen gas for THE PLAYERS.
Instructor Fees	Fees paid to instructors in THE PLAYERS Community Senior Center Lifelong Learning Program @\$25.00 per hour of instruction.
Telephone & Internet	Cost of telephone and internet for SJCCOA staff at all three centers.
Travel	Reimbursement for Programs Manager and Senior Center Assistant when traveling to centers to cover absence, provide social services assistance, and provide administrative assistance.
Subscriptions and Dues	Dues for membership to industry associations and payroll company fees.

Non-County Revenue includes the following sources.

Older Americans Act-Meals	Each meal provided at the Trout Creek and Al Wilke Community Centers is reimbursed through a contract funded by the Older Americans Act@ \$8.00 each. Total contract amount administered by SJCCOA does not allow for cost of meals at THE PLAYERS to be funded in this manner.
Misc. Grants	We receive grants from miscellaneous funders.
Transportation	Some individuals attending the Al Wilke Community Center live in a rural area. Therefore, the cost of their transportation can be funded by the rural transportation grant.
Meal Donations	Individuals receiving meals at THE PLAYERS are asked to make a contribution of \$5.00 for each meal they receive to help defray the cost of the meal.
Lifelong Learning Fees	When a paid instructor facilitates a class, participants are charged at a rate of \$6.25 per instructional hour.

RFP 23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS
Administrative Information
Section 6

Included In This Section Are The Following Required Documents:

- Proof of Liability Insurance and its limits
- Attachment A: Affidavit of Solvency
- Attachment B: Proposal Affidavit
- Attachment C: Conflict of Interest Disclosure Form
- Attachment D: Drug-Free Workplace Form
- Attachment E: Claims, Liens, Litigation History
- Attachment F: E-Verify Affidavit
- Attachment G: Local Preference
- Acknowledged Addenda



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/5/2023

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

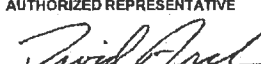
PRODUCER Aris Insurance Group 3900 Hollywood Blvd Suite PH-5 Hollywood FL 33021 License#: L108602 STJOHNS-01	CONTACT NAME: PHONE (A/C, No, Ext): 954-323-0355		FAX (A/C, No): 954-906-1499
	E-MAIL ADDRESS: info@arisrisk.com		
INSURER(S) AFFORDING COVERAGE			NAIC#
INSURER A: Florida Insurance Trust			10829
INSURER B:			
INSURER C:			
INSURER D:			
INSURER E:			
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 1452453735 **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	ADSL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FITGL-45269-2023	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			FITAU-45269-2023	6/1/2023	6/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			FITXS-45269-2023	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			FITWC-45269-2023	6/1/2023	6/1/2024	PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Professional Liability Abuse/Molestation			FITGL-45269-2023	6/1/2023	6/1/2024	Professional Liab \$1mm/\$3mm Abuse/Molestation \$1mm/\$3mm

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

CERTIFICATE HOLDER For Information Purposes Only USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "A"
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF St. Johns County Council on Aging (Respondent) being of lawful age and being duly sworn I, Becky Yanni (Affiant) as Executive Director (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, un-matured 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 23rd day of August, 2023.

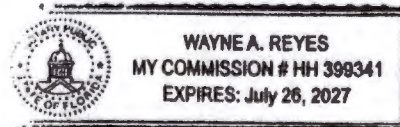
Becky Yanni
Signature of Affiant

STATE OF Florida

COUNTY OF St. Johns

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 23rd day of August, 2023, by Becky Yanni (Affiant), who is personally known to me or has produced _____ as identification.

Wayne A. Reyes
Notary Public
My Commission Expires: 7-26-2027



RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "B"
PROPOSAL AFFIDAVIT

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.

Before me, the undersigned authority, Becky Yanni (Affiant) who, being duly sworn, deposes and says he/she is Executive Director (Title) of St. Johns County Council on Aging (Respondent) submitting the attached proposal for the services covered by the RFP documents for RFP No: **23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS.**

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her 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.

St. Johns County Council on Aging
(Respondent Firm)

By Becky Yanni
(Affiant Signature)

Executive Director
(Title)

August 23, 2023
Date of Signature

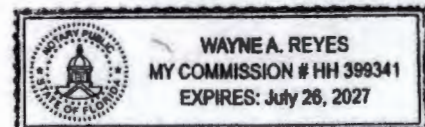
STATE OF Florida

COUNTY OF St. Johns

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 23rd day of August, 2023, by Becky Yanni (Affiant), who is personally known to me or has produced _____ as identification.

Wayne A. Reyes
Notary Public
My Commission Expires: 7-26-2027

RESPONDENTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO PROPOSAL.



RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "C"
Conflict of Interest Disclosure Form

Project (RFP) Number/Description: RFP No 23-88; Operation and Management of Community Centers

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 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. Contractor's, therefore must 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, and 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: St. Johns County Council on Aging, Inc.

Authorized Representative(s):	<u></u>	<u>Becky Yanni, Executive Director</u>
	Signature	Print Name/Title

_____	_____
Signature	Print Name/Title

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "D"
DRUG-FREE WORKPLACE FORM

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

St. Johns County Council on Aging 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 Proposal 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.

Beryl Yanni
Signature

August 23, 2023
Date

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "E"
CLAIMS, LIENS, LITIGATION HISTORY
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a construction 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. None
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc. None
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 job, been terminated or had a performance/surety bond called to complete a job?
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? N/A
7. List the status of all pending claims currently filed against your company:
N/A

Liquidated Damages

1. Has a project owner ever withheld retainage, issued liquidated damages 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)

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "F"
E-VERIFY AFFIDAVIT

STATE OF Florida
COUNTY OF St. Johns

I, Becky Gianni (Affiant), being duly authorized by and on behalf of St. Johns County Council on Aging (Respondent) hereby swears or affirms as follows:

1. Respondent understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP No: 23-88 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Respondent and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Respondent shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Respondent understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Respondent further understands and agrees that in the event of such termination, Contractor shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Contractor's breach.

DATED this 23rd day of August, 2023.

Becky Gianni
Signature of Affiant

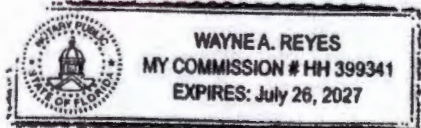
Becky Gianni
Printed Name of Affiant

Executive Director
Printed Title of Affiant

St. Johns County Council on Aging, Inc.
Full Legal Name of Respondent

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 23rd day of August, 2023, by Becky Gianni (Affiant), who is personally known to me or has produced _____ as identification.

Wayne A. Reyes
Notary Public
My Commission Expires: 7/26/2027



RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "G"

LOCAL PREFERENCE

Any Respondent that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must complete and sign this Attachment "G" to indicate their qualification to receive local preference. All required documentation to demonstrate that the Respondent meets all qualification criteria as a local business must be included in the submitted proposal/submittal with this Attachment "G".

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Vendor has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Vendor's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFP.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFP.
- Must qualify as a local business as shown above AND self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-contractors.

If qualifying for local preference through the use of qualified local sub-contractors, Respondent must submit all required documentation to demonstrate the above requirements of all proposed sub-contractors for local preference consideration with the submitted proposal.

Respondent is a Local Business as defined in Section 16.3.1, SJC Purchasing Policy _____

X

If Respondents selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Respondent is not a Local Business as defined in Section 16.3.1, SJC Purchasing Policy _____

If Respondent selects this option, Respondent is not seeking consideration for local preference, and is not required to submit the documentation provided above.

Becky Gianni
 Signature – Authorized Respondent Representative
 Becky Gianni, Executive Director
 Printed Name & Title
 August 23, 2023
 Date of Signature



ADDENDUM #1

Date: August 10, 2023

To: Prospective Proposers.
From: St. Johns County Purchasing Division
Subject: RFP No.23-88: Operations and Management of Community Centers

This Addendum #1 is issued for further Proposers' information and is hereby incorporated into the RFP Documents. Each Proposer must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Proposers must submit a copy of each signed addendum with their Proposal as provided in the RFP Documents.

Revisions/Clarifications:

The County provides the following revisions and/or clarifications to be incorporated into the RFP Documents:

1. On Page 12 Section #6 Total Annual Cost Proposal is out of sync and should be Section #5 Total Annual Cost Proposal.
2. On Page 13 Section #7 Administrative Information is out of sync and should be Section #6 Administrative Information.

**SUBMITTAL DEADLINE FOR BIDS REMAINS:
THURSDAY, AUGUST 24, 2023 AT 4:00 PM EST.**

Acknowledgment:


Signature

Becky Gianni
Printed Name/Title
St. Johns County Council on Aging
Respondent Company Name

END OF ADDENDUM NO. 1

Purchasing Division
500 San Sebastian View, St. Augustine, FL 32084 | 904.209.0150 | sjcfl.us



ADDENDUM #2

Date: August 10, 2023

To: Prospective Proposers.
From: St. Johns County Purchasing Division
Subject: RFP No.23-88: Operations and Management of Community Centers

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Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Page 7 Part II D Transportation

In the event that there is an overlap in the required transportation within a 20-mile radius around centers, will the provider be allowed to take the participant to the center closest to their residence? For example, the Trout Creek and Hastings Center overlap. A participant who lives 4 miles from the Hastings center but is within the Trout Creek 20-mile radius would be taken to Hastings.

Answer: Yes.

2. Page 8 F

Will the equipment provided by the county be maintained by the county for the duration of the contract? Will building maintenance be provided by the county for the duration of the contract? What is included in the building maintenance?

Answer: The county owns the facilities and will perform activities to retain and restore the functionality of the properties. This includes:

1. **Facility Cleaning – The department is not responsible for cleaning up body fluid expulsions that occur during COA operating hours or the cleaning the kitchens.**
2. **Routine Maintenance (Light bulb replacement, locks, doors)**
3. **Landscaping**
4. **Building structure & exterior area.**
5. **Electrical system maintenance (Fire Repression system, HVAC, power)**
6. **Plumbing**
7. **Irrigation**
8. **Water and Electric Bills**
9. **Planned or unplanned repair of the Building and constructional equipment attached to the Building in order to maintain the quality of the Building**
10. **Walk-in freezer if included in the original building when COA occupied**
11. **Ice Machine if included in the original building when COA occupied**
12. **Stove**
13. **Refrigerator**
14. **Weekly trash pickup. The COA is responsible for placing trash in dumpster at the end of the day. The County pays for the dumpsters and weekly trash pickup.**
15. **Pest Control**

Purchasing Division | 500 San Sebastian View, St. Augustine, FL 32084 | 904.209.0150 | sjcfl.us

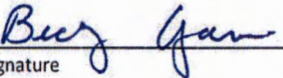


The County is not responsible for coffee makers, microwaves, dishes, glasses, silverware, decorations, office furniture, office equipment, food, paper plates, plastic silverware, storage bags or containers, kitchen pots and pans, kitchen utensils.

The Parks Director must provide approval of any changes to and within the building or equipment inventory.

SUBMITTAL DEADLINE FOR PROPOSALS REMAINS: THURSDAY, AUGUST 24, 2023 AT 4:00 PM EST
****If there is a limitation on pages in the Solicitation, can use an Attachment for Proposers/Respondents to complete and submit as opposed to signing/submitted each addendum.****

Acknowledgment:


Signature

Becky Gianni
Printed Name/Title Authorized Representative
St. Johns County Council on Aging
Respondent Company Name

END OF ADDENDUM NO. 2



ADDENDUM #1

Date: August 10, 2023

To: Prospective Proposers.
From: St. Johns County Purchasing Division
Subject: RFP No.23-88: Operations and Management of Community Centers

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THURSDAY, AUGUST 24, 2023 AT 4:00 PM EST.**

Acknowledgment:

Signature

Printed Name/Title

Respondent Company Name

END OF ADDENDUM NO. 1



ADDENDUM #2

Date: August 10, 2023

To: Prospective Proposers.
From: St. Johns County Purchasing Division
Subject: RFP No.23-88: Operations and Management of Community Centers

This Addendum #2 is issued for further Proposers' information and is hereby incorporated into the RFP Documents. Each Proposer must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Proposers must submit a copy of each signed addendum with their Proposal as provided in the RFP Documents.

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Answer: Yes.

2. Page 8 F

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****If there is a limitation on pages in the Solicitation, can use an Attachment for Proposers/Respondents to complete and submit as opposed to signing/submitting each addendum.****

Acknowledgment:

Signature

Printed Name/Title Authorized Representative

Respondent Company Name

END OF ADDENDUM NO. 2



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSALS
RFP NO: 23-88**

OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

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

Final 08/10/23

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

TABLE OF CONTENTS

PART I: GENERAL REQUIREMENTS

PART II: SCOPE OF SERVICES

PART III: PROPOSAL SUBMITTAL REQUIREMENTS & EVALUATION

PART IV: CONTRACT REQUIREMENTS

PART V: ATTACHMENTS/FORMS

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 Friday, August 11, 2023. 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. TENTATIVE SCHEDULE OF EVENTS

The County proposes the tentative schedule of events below for this RFP. The dates provided may change at the discretion of the County. If any modifications impact the schedule of this RFP, through and until the deadline for submitted Proposals, the County will issue an Addendum.

Broadcast of RFP	August 04, 2023
Deadline for Questions	August 11, 2023
Issuance of Final Addendum	August 17, 2023
Proposal Submittal Deadline	August 24, 2023
Evaluation of Submitted Proposals	September 07, 2023
Negotiations	September 19, 2023

H. 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.

Any and all issued Addenda must be included with all copies of each Respondent's submitted Proposal. Failure to submit an issued addendum with the submitted Proposal may result in the Respondent being deemed non-responsive, and being removed from consideration for award. The County reserves the right to request from any Respondent, copies of any missing addenda, if the content included in the Addenda is not of a material nature to the merit of the submitted Proposal.

I. EQUAL EMPLOYMENT OPPORTUNITY

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

J. SOLICITATION POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, postpone, cancel, or re-advertise, at any time, this solicitation process 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.

L. COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY AND PROCEDURES MANUAL

All terms and conditions of the St. Johns County Purchasing Policy ("Policy") and St. Johns County Purchasing Policy ("Policy") are incorporated into this RFP Document by reference, and are fully binding.

Respondents are required to submit their responses to this RFP and to conduct their activities during this process in accordance with the Policy and Procedures.

This solicitation, the subsequent evaluation, negotiations and contract award shall be in accordance with the Policy and Procedures. The County reserves the right to disqualify, remove from consideration, or debar as appropriate, any vendor that does not comply with the applicable requirements set forth in the Policy and Procedures.

M. LOCAL PREFERENCE

Per Section 16.3.1 of the St. Johns County Purchasing Policy, the County shall review all submitted Proposals to determine whether or not a Respondent is requesting consideration as a Local Business. Staff shall provide the appropriate consideration of local preference to those submitted Proposals, in accordance with SJC Purchasing Policy.

N. SUB-CONTRACTORS

If the Contractor elects to sub-contract with any firm, for any portion of the work, the Contractor shall be responsible for all work performed by any sub-contract and the Contractor shall not be relieved of any obligations under the awarded Contract.

Each Respondent shall submit any and all sub-contractors proposed by the Respondent to perform any portion of the required services specified herein.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-contractors to ensure, to the County's satisfaction, that the proposed sub-contractors are qualified, capable and approved to perform the work for which they are proposed by the Respondent.

Prior to the award of a contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contractor. The Respondent then may, at his option, withdraw the submitted Proposal, or submit an acceptable substitute at no change in terms of the submitted Proposal. If the Respondent fails to submit an acceptable substitute within seven (7) calendar days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Contractor, Sub-Contractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-contractors, and other persons or organizations proposed by the Respondent to perform any portion of the required services, and accepted by the County, shall only perform the work for which they are proposed, and shall not be changed except with the written approval of the County.

O. E-VERIFY

As a condition precedent to entering into an Agreement, and in accordance with Section 448.095, Florida Statutes, Contractor and its sub-contractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

1. Contractor shall require each of its sub-contractors to provide Contractor with an affidavit stating that the sub-Contractor does not employ, contract with, or sub-contract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the awarded Contract.
2. The County or any sub-contractors who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes, or these provisions regarding employment eligibility shall terminate the contract with the person or entity.

3. The County, upon good faith belief that a sub-contractor or sub-contractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the sub-contractor or sub-contractor.
4. The County and Contractor hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with Section 448.095(2)(d), Florida Statutes.
5. Contractor acknowledges that, in the event that the County terminates the awarded contract for Contractor's breach of these provision regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of the awarded Agreement for breach of these provisions regarding employment eligibility.

PART II: SCOPE OF SERVICES

A. General Information:

St. Johns County is soliciting responses from qualified and experienced firms to provide programs and senior services at three community centers located in St. Johns County. Senior centers serve as critical community focal points for older adults, offering a variety of activities that respond to the diverse needs and interests of their community and include, but are not limited to, nutrition programs, health and wellness services, fitness activities, information and assistance to community resources, and a variety of educational and cultural opportunities.

B. Required Program Components

The awarded firm must provide outreach to the community and at a minimum, offer one (1) program from each category listed below for a total of at least three (3) programs per month, each month, either directly or in partnership with another agency or program.

1. Health Promotion, Wellness, and Fitness

Educate, support and provide opportunities for people to make choices to improve health, well-being and fitness. Examples include health screening (blood pressure, blood glucose checks), health education, exercise classes designed for older adults, foot care, and training to self-manage chronic conditions.

2. Education, Recreation, Socialization, and Personal Growth

Scheduled activities or opportunities led by paid staff that are designed to build relationships among clients, teach new skills, and/or enhance and use participants' skills. Examples include guest lecturers, cultural activities, computer classes, card and board games, crafts, dances, classes/workshops, trips/excursions, volunteer programs, and leadership development programs.

3. Social Services

Social service assistance provided by a qualified staff member or volunteer. Examples include, but are not limited to: providing information to help clients access services; providing information on public benefits programs (food stamps, Medicare, Supplemental Security Income, emergency assistance); helping clients fill out insurance, benefit, or entitlement eligibility forms and applications; and connecting clients to resources.

C. Hours of Operation

At a minimum, each Center shall be open and accessible to patrons during the hours of operation provided below. Any changes to this schedule shall be approved by the County prior to the implementation of any change.

1. Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092.

Hours of Operation: Monday, Wednesday and Friday 8:00 am-2:00pm

Lunch served between 11:30am-12:15pm

2. The Players Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082
Hours of Operation: Tuesday & Thursday 8:00am-4:00pm; Wednesday 8:30am-5:30pm;
Friday 8:00am- 4:00pm
Lunch served only on Tuesdays & Thursdays between 12pm-1:15pm

3. Al Wilke Community Center, 6150 South Main Street Hastings, FL 32145.
Hours of Operation: Monday, Wednesday, Friday 8:00am – 2:00pm
Lunch Served between 11:30am-12:15pm

D. Transportation

The awarded firm shall be required to provide transportation for patrons living within a twenty (20) mile radius of each facility during hours of operation on days that meals are served: Trout Creek Community Center: Monday, Wednesday and Friday 8:00am -2:00pm; The Players Community Senior Center: Tuesday & Thursday 8:00am – 4:00 pm; Al Wilke Community Center: Monday, Wednesday and Friday 8:00am -2:00pm. Transportation shall be made available with the use of a at least two (2) handicap accessible buses. The provider shall be responsible for providing and maintaining a registration process for interested passengers. By submitting a proposal in response to the RFP of which this Scope of Service is a part, the Contractor acknowledges that the Contract will require adherence to all federal and state standards which govern its drivers. By submitting a proposal Contractor further acknowledges that all driver hiring, pre-qualifications, testing, and training shall be in accordance with applicable state and federal requirements, in addition to the requirements specified in this section. All drivers must maintain a bi-annual FDOT physical examination and have pre-employment, post-accident/incident, for cause, and random drug and alcohol testing, by a County approved testing facility; the statistical results of which shall be reported to the County. Before hiring or assigning a driver to service the Contractor shall conduct or have conducted a Level II background check based on the driver’s social security number. No driver shall be hired or assigned to the Agreement if a violation of Section 435.04, Florida Statutes, would occur. Proof of satisfactory completion of a physical examination and drug test of each driver shall be maintained in a driver file, along with other information as may be required by the County, at the Contractor’s operating facility. Contractor agrees to maintain a file on each driver that includes copies of their annual motor vehicle records check, record of complaints, commendations and accident/incident reports, and documentation of training completed. In compliance with the Florida Department of Transportation, Contractor agrees to maintain a separate confidential physical and drug screen file.

- Drivers shall be expected to assist disabled, elderly, and other special need passengers in boarding/exiting the bus as necessary.
- Drivers shall not discuss aspects of the operations and vehicle maintenance with passengers which may be construed to be undermining the system operation.
- Drivers must be properly licensed in the State of Florida to provide this type of service.
- Possess a safe driving record;
- Have received no more than two (2) moving violations within the last three (3) years prior to application for this program;
- Have received no more than one (1) moving violation within the last twelve (12) months;
- Have three (3) full subsequent years with no violations, if license has ever been revoked;
- All drivers must complete Contractor’s formal training program and be licensed with a valid Florida Class B Operator’s License with proper endorsements prior to entering revenue service;

E. Food Service

At a minimum, the provider shall be required to provide a lunchtime meal on the following days: Trout Creek Center: Monday, Wednesday and Friday; The Players Community Senior Center: Tuesday & Thursday; Al Wilke Community Center: Monday, Wednesday and Friday.

All meals and menu items shall be designed in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food & Nutrition Board, USDA and the U.S. Department of Health and Human Services. All meals shall be prepared and be ready for serving by 12:00pm for a congregate meal.

The provider shall be responsible for hiring sufficient staff to provide the required food service.

All staff shall be required to obtain and maintain throughout the duration of the contract, any and all certifications required for performing food preparation services, in accordance with Chapter 509, Florida Statutes, and all other applicable federal, state, and local, regulations, laws and codes.

F. Onsite Kitchen and Equipment

The County has provided the following equipment in each community center kitchen. This equipment may be used by the provider, but remains the property of the County. The provider shall be required to furnish any and all other equipment necessary to provide the services required by this contract.

The Players Community Senior Center kitchen is available for meal preparation and is equipped with the following equipment: 2 steel prep stations 1 with a sink

- Triple freezer
- Hand washing station
- Dishwasher, dish washing station
- Triple sinks
- Large walk in cooler
- Commercial Grade gas stove
- Commercial grade tilt steamer
- Microwave
- Triple Over
- Baking rack oven
- Warming Station

The Trout Creek Community Center kitchen is available for meal preparation and is equipped with the following equipment:

- Residential electric oven
- Warming station
- Hand washing station
- Triple sink
- Stainless steel prep racks

The Al Wilke Community Center kitchen is available for meal preparation and is equipped with the following equipment:

- Refrigerator/Freezer Combo Unit
- Microwave
- Hand Washing Station/Dishwashing Station
- Coffee Maker
- Double Sinks

PART III: PROPOSAL SUBMITTAL REQUIREMENTS & EVALUATION

A. RESPONDENT RESPONSIBILITIES

Respondents are responsible for any and all costs associated with developing and submitting a Proposal in response to this RFP. Additionally, Respondents are 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 Proposals received in response to this RFP 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 a Proposal, each Respondent certifies that he/she has fully read and understands any and all instructions in this RFP, and has full knowledge of the scope, nature, and quality of work to be performed. All Proposals submitted shall be binding for a minimum of one hundred twenty (120) consecutive calendar days.

B. MINIMUM QUALIFICATIONS

The following are minimum qualification requirements that Respondent must meet in order to be considered responsible to perform the work specified in this RFP. Respondent must submit sufficient documentation to clearly demonstrate that the Respondent meets or exceeds the following minimum qualification requirements:

- i. Must be legally authorized to conduct business in the State of Florida and St. Johns County, which requires the Respondent to be registered with the State of Florida Department of State, Division of Corporations, and licensed and/or registered with St. Johns County;
- ii. Respondent must have a minimum of one (1) or more on-site personnel per facility currently certified in CPR and AED.
- iii. Any and all certifications required for performing food preparation services, in accordance with Chapter 509, Florida Statutes, and all other applicable federal, state, and local, regulations, laws and codes
- iv. Respondent must maintain a bi-annual FDOT physical examination and have pre-employment, post-accident/incident, for cause, and random drug and alcohol testing, by a County approved testing facility for any driver assigned to the transportation service.

Failure by any Respondent to sufficiently demonstrate material compliance with the minimum qualification requirements stated above, shall result in the Respondent being deemed non-responsible and removed from further consideration.

C. TRADE SECRETS

To qualify any submitted information as Trade Secret, or confidential, the Respondent must mark each page of the submitted RFP Package or specific portion of a document 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 County receives a public records request for a document or information that is marked and certified as a trade secret, the County shall release any information not verified as "trade secret", in accordance with applicable Public Records laws.

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. PUBLIC RECORDS

1. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with the awarded 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.
2. In accordance with Florida law, to the extent that Respondent's performance constitutes an act on behalf of the County, Respondent shall comply with all requirements of Florida's public records law. Specifically, if Respondent is expressly authorized, and acts on behalf of the County under the awarded Agreement,

3. Respondent shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (b) 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;
- (c) 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 the awarded Agreement if the Contractor does not transfer the records to the County; and
- (d) 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 Respondent transfers all public records to the County upon completion of the awarded Agreement, the Respondent shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Respondent keeps and maintains public records upon completion of this Agreement, the Respondent 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 Respondent to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE AWARDED RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AWARDED AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**500 San Sebastian View
St. Augustine, FL 32084
(904) 209-0805
publicrecords@sjcfl.us**

E. USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, Respondents 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.

Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package. Any packages received by the SJC Purchasing Division, which contain the County Seal/Logo may be deemed nonresponsive to this requirement. The County reserves the right to request the submitting firm to resubmit a package with the County Seal/Logo removed, within twenty four (24) hours of the submittal deadline provided herein, or as necessary to serve the needs of the County.

F. 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 work as provided herein.

Respondents must certify that no person having any such interest shall be employed for the performance of any of the required services as provided herein.

Respondents must disclose any and all involvement in any St. Johns County Board of County Commissioners advisory board by any person(s) associated with their firm.

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.

In accordance with Section 112.313, Florida Statutes, Respondents are prohibited from possessing a contractual or employment relationship with any County officer or employee, and must disclose any such relationship in the submitted Proposal. Additionally, Respondents must disclose any ownership interest in the responding firm by a County officer or employee, including elected officials. Failure to disclose such information shall be grounds for disqualification, termination of award, suspension or debarment.

No Respondent, or Key Personnel of a Respondent may participate in more than one (1) response to this RFP. Participation in multiple responses shall result in the disqualification and removal from consideration all Respondents involved.

G. PROPOSAL SUBMITTAL FORMAT

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original hard copy original, and one (1) exact electronic copy on USB drive, submitted in a sealed envelope or container labeled with Company name and RFP Number and name. Additionally, all headings, sections and sub-sections shall be identified appropriately. 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: Proposal Cover Page and Cover Letter

Respondents shall complete and submit the Proposal cover page provided herein, and must also provide a 1-2 page cover letter, which shall include the following:

- Respondent's name, contact person, business address, phone number, fax number and e-mail address
- A brief statement of the respondent's understanding of the services required.
- 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.
- Provide a Company Staff Organization Chart.
- Provide a detailed description of how recruiting and staffing will be provided.

Delegation of Authority

A contract entered into on behalf of the Respondent ***may only be signed by an individual who has been delegated signature authority***. If the individual signing the required forms for this RFP is not a principal of the firm, Respondent must provide a Letter of Delegation of Authority listing agents of the Respondent authorized to negotiate on behalf of and contractually bind the Respondent. The Letter of Delegation of Authority must be on company letterhead, be signed by a principal of the Respondent, and must list the authorized agents' name, title, and limit of authority.

Section 2: Qualifications of Company and Staff

In this section, Respondents shall provide evidence that the firm is properly licensed and qualified to perform the work by submitting a brief summary of the firm's overall capabilities relative to Operation and Management of Community Centers as outlined in the scope of work within the last five (5) years.

- Proper and valid licensing to conduct business in the State of Florida
- Current Applicable Certification(s) including AED and CPR Training
- Include a list of proposed sub-contractors with credentials and qualifications

Respondent shall provide the following information to fully demonstrate the Company Background & Experience.

Claims, Liens, Litigation History – Respondents shall provide a list of all claims, liens and/or litigation history for the past seven (7) years by completing and submitting **Attachment “E”**

Certificates of Insurance – Respondents shall demonstrate evidence of current and valid insurance policies in at least the coverage limits as specified herein, or shall provide a certification from a qualified insurance provider stating the Respondent is capable of obtaining the required coverages upon award.

Section 3: Experience of Company and Staff

In this section, respondent shall provide documentation to fully demonstrate any and all prior experience and past performance in providing senior center services in the last five (5) years, including past experience providing at least three of the four required program components as specified herein.

- Provide a list of the positions necessary to perform the Scope of Work, and identify staff to be assigned to the program; describe individuals' experience and expertise in providing similar services with other senior care programs in the last five (5) years. The list is to show the name of the position, the quantity of personnel required by position to perform the work, and whether the position is a full-time or part-time position.
- Include a one (1) page resume for each key personnel. The resumes shall at a minimum include the following:
 - Previous work history
 - Previous training
 - Education Industry involvement

Section 4: Proposed Approach / Program Design

In this section, respondent shall provide a narrative (limit narrative to 3-4 pages) demonstrating the ability to consistently deliver high quality, cost effective services that improve the health, well-being and independence of the senior population. High quality services are those that: Respond to the needs and interests of a diverse population of older adults from different cultural, generational and socioeconomic backgrounds, and with increasingly complex social and physical needs; Employ strategies to increase participation from older adults who do not regularly attend senior centers.

- Outline the key service components of your program.
- Describe the programs and activities that will be provided under the required program components listed on page 6.
- Describe the marketing, advertising and public outreach program for the purpose of reaching and engaging the community.
- Describe how the senior center will collaborate and partner with other organizations to deliver services.
- Provide a fee schedule for all fees associated with programming, transportation and meals. Provide a list of membership fees and class/activity fees, if applicable. Describe what activities older adults may participate in at a discounted rate and/or without paying a membership or class fee, if any. If fees cannot be reduced or waived, please explain why.

Section 5: Total Annual Cost Proposal

Respondents must submit a proposal for the services to be provided under this contract on an annual basis.

Section 6: Administrative Information

Respondents shall submit the completed County Attachments, as provided herein, along with all acknowledged Addenda issued by the County during the solicitation.

Please include the following:

- **Proof of Liability Insurance and its limits**
- **Drug Free Work Place Form (Complete and Submit)**
- **RFP Affidavit (Complete and submit)**
- **RFP Affidavit of Solvency (Complete and Submit)**
- **Copies of Conflict of Interest Forms**
- **Claims, Liens, Litigation History**
- **Acknowledged Addenda**

H. DETERMINATION OF RESPONSIVENESS

The Purchasing Division shall review each submitted Proposal for responsiveness and responsibility to the requirements provided herein. Any Respondent who is deemed non-responsible and any Proposal deemed non-responsive to the requirements of this RFP may be disqualified and removed from consideration prior to the evaluation. Only those Proposals from responsible Respondents shall be forwarded to the Evaluation Committee for review.

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

I. EVALUATION OF PROPOSALS

All responsive Proposals will be evaluated by an Evaluation Committee of no less than five (5) individuals. Evaluators will review and score the Proposals, individually, with no interaction or communication with any other individual. Evaluators' scores will be announced at a Public Evaluation Meeting in accordance with Florida Sunshine Law. Evaluation of the responsive Proposals shall be in accordance with the Evaluation Criteria as provided herein.

The Evaluation Committee may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to making any recommendation for award, or moving forward with negotiations.

In the event the Evaluation Committee determines that interviews and/or presentations from a shortlist of Respondents is necessary in order to make a recommendation for award, such determination shall be communicated to the Respondents with details as to the requirements of such interviews and/or presentations. The interviews/presentations will be scored by the Evaluation Committee, and the scores shall be added to the scores for the proposal for each Respondent, to determine the Total Score for each Respondent. The criteria by which presentations will be scored will be provided to the shortlisted Respondents with the notification by the County. Scores for the interviews/presentations shall be announced at a subsequent Public Evaluation Meeting, in accordance with Florida Sunshine Law.

J. EVALUATION CRITERIA AND SCORING

The Evaluation Committee will evaluate and rank submitted Proposals from highest to lowest based upon the specific evaluation criteria and scores listed below.

Evaluation Criteria:**Maximum Possible Points per Evaluator:**

A. Qualifications of Company and Staff	25
B. Experience of Company and Staff	25
C. Proposed Approach / Program Design	45
D. Total Cost Proposal	20
E. Local Preference	0 or 10
Total Points Possible:	125
F. Interviews / Presentations – Shortlisted Firms (If Applicable)	20
Total Points Possible:	145

K. FORMULA FOR EVALUATION OF PRICING:

The proposed pricing submitted by each Respondent shall be scored by the SJC Purchasing Division, in accordance with the formula provided below. The total of the proposed pricing for all years shall be score for this criterion as shown in the sample table below:

Vendor	Proposed Price	Percentage	By	Weight	Equals	Score:
A	\$100,000	100	X	20	=	20
B	\$125,000	80	X	20	=	16
C	\$250,000	40	X	20	=	8

*Scores for pricing shall be rounded to the first decimal point, as necessary, to differentiate between scores.

L. FORMULA FOR EVALUATION OF LOCAL PREFERENCE:

Evidence of Respondent's qualification as a Local Business in accordance with Section 16.3.1 SJC Purchasing Policy, Local Preference shall be scored by the SJC Purchasing Division, and shall be scored on a scale of 0 – 10 points per evaluator. Respondents that meet all qualification criteria as a local business shall receive 10 points. Respondents that do not meet all qualification criteria as a local business shall receive 0 points.

M. SHORTLIST PRESENTATIONS

Upon evaluation of Proposals, the Evaluation Committee shall determine a shortlist of Respondents to participate in presentations to be heard and scored by the Evaluation Committee. The makeup of the presentations shall be provided to the shortlisted firms after the initial evaluation meeting. The score for presentations shall be added to the score for the Proposal to determine a total score and ranking of shortlisted Respondents.

N. NEGOTIATIONS AND AWARD

Any award of a Contract shall be contingent upon availability of lawfully appropriated funds for this purpose.

It is the intent of the County to enter into negotiations with the top ranked firm, provided no documentable justification is provided that would prohibit the County from proceeding with the top ranked firm. If the County and the selected Respondent are able to reach an agreement for the required services, a Contract will be executed. If the County and selected Respondent are unable to reach an agreement, the County shall cease negotiations, and initiate negotiations with the next successively ranked Respondent until an agreement can be reached, or it is determined to be in the County's best interest to forego additional negotiations.

Provided the negotiated cost for the Services does not exceed \$500,000, the awarded Contract shall not be required approval by the Board of County Commissioners ("Board").

O. PROTEST PROCEDURES

Any actual Respondent who is aggrieved in connection with the Notice of Intent to Award a Contract (Protestor), where such grievance is asserted to be the result of a violation of the requirements of the policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Assistant Director of Purchasing & Contracts. Protestor shall submit the Protest in writing, accompanied by a security in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

PART IV: CONTRACT REQUIREMENTS

A. CONTRACT AGREEMENT & TERM

The intent of this RFP is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated that St. Johns County will issue a professional services contract for the duration of the project. The Contract Agreement shall be on a form furnished by the County.

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.

If a Contract is awarded, the initial contract term shall be a period of three (3) calendar years, providing satisfactory performance has been maintained by the Contractor, availability of appropriated funds, and the County has a continued need for the services. The Contract shall have one (1) available two (2) year renewal period that is exercisable by the County. The renewal period is contingent upon satisfactory performance by the Contractor, approval by the Parks and Recreation Department, and SJC Purchasing Manager, or their designees. The County is under no obligation to exercise any available renewal with the Contractor.

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, services and organization as prescribed herein. The County may place said Contract on probationary status and implement termination procedures if the County determines that Contractor no longer possesses the financial support, services and organization which would have been necessary during the RFP evaluation period in order to demonstrate appropriate capability to perform the required services.

C. 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 one of the following circumstances beyond the control of the Contractor: (a) the operation and effect of the rules, regulations, or order promulgated by any commission, county, municipality, or governmental agency of the State of Florida or 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/pandemics, (k) strikes, (l) freight embargoes, or (m) sabotage. The times specified herein for performance include delays that can ordinarily be anticipated due to adverse weather conditions. The County is not obligated to grant an extension of time due to the adverse weather condition unless such conditions rise to the level of Force Majeure.

D. TERMINATION

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the awarded Contract shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein or as designated in the Agreement, the 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, or take acceptable corrective action, as determined by the County, to address the 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 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 at any time, without cause, upon thirty (30) days written notice to the Contractor.

E. 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 this Contract. The Contract shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

F. LICENSES, PERMITS & CERTIFICATIONS

The Contractor shall be responsible for acquiring and maintaining any and all necessary licenses, permits, and/or certifications required to perform the work described herein throughout the duration of the Contract. The Contractor shall be solely responsible for paying any and all fines, penalties or fees assessed to the County, or the Contractor, for any lapse in licenses, permits, or certifications required for any portion of the work.

G. INSURANCE REQUIREMENTS

Respondent must include in the submitted Proposal, proof of at least the minimum coverage amounts in the type(s) of insurance policies as provided below. Failure to submit proof of current coverage or certification from a qualified insurance provider of the Respondent's ability to obtain the required coverages upon award may be grounds for Respondent being deemed non-responsive and removed from further consideration.

All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Contractor shall furnish proof of insurance to the County prior to execution of this Contract. No Work shall commence under this Contract until Contractor has obtained all insurance coverages required under this section. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by this Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

The types and amounts of insurance required under this Contract do not in any way limit the liability of Contractor including under any warranty or indemnity provision of this Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in this Contract limits Contractor to the minimum required insurance coverages found in this Article XII.

The term "Additional Insured", as used in this Contract, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

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

Contractor shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, Florida Statutes. 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 or a Subcontractor under workers' compensation acts, disability benefits acts or other employee benefit acts.

Contractor shall procure and maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under this Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

Contractor shall procure and maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

The required insurance limits may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

H. INDEMNIFICATION

Contractor shall indemnify and hold harmless the County and its officers and employees ("Indemnified Party"), from 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 Contractor and persons employed or utilized by Contractor in the performance of this Contract.

To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that "damages, losses and costs", includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the "persons employed or utilized by Contractor" shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

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

Contractor's indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary of this Contract and all liabilities, damages, losses and costs related thereto.

This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

Contractor shall further indemnify and hold harmless the County, its officers and employees from and against all Claims arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents and shall defend such Claims in connection with any alleged infringement of such rights.

PART V: ATTACHMENTS / FORMS

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

COVER PAGE

SUBMIT ONE (1) HARD-COPY ORIGINAL PROPOSAL AND
ONE (1) EXACT ELECTRONIC PDF COPY OF THE SUBMITTED PROPOSAL ON USB DRIVE
(CD/DVD NOT ACCEPTABLE)
IN A SEALED ENVELOPE OR CONTAINER TO:

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

FULL LEGAL NAME OF RESPONDENT: _____

MAILING ADDRESS: _____

POINT OF CONTACT NAME & TITLE: _____

CONTACT EMAIL ADDRESS: _____

DATE: _____

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "A"
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF _____ (Respondent) being of lawful age and being duly sworn I, _____ (Affiant) as _____ (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, un-matured 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 _____, 20__.

Signature of Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20__, by _____ (Affiant), who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

**ATTACHMENT "B"
PROPOSAL AFFIDAVIT**

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.

Before me, the undersigned authority, _____ (Affiant) who, being duly sworn, deposes and says he/she is _____ (Title) of _____ (Respondent) submitting the attached proposal for the services covered by the RFP documents for **RFP No: 23-88: OPERATION AND MANAGEMENT OF COMMUNITY CENTERS.**

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her 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.

(Respondent Firm)

By _____
(Affiant Signature)

(Title)

Date of Signature

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ (Affiant), who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RESPONDENTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO PROPOSAL.

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

**ATTACHMENT “C”
Conflict of Interest Disclosure Form**

Project (RFP) Number/Description: RFP No 23-88; Operation and Management of Community Centers

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 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. Contractor’s, therefore must 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, and 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

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

**ATTACHMENT "D"
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 Proposal 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

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "E"
CLAIMS, LIENS, LITIGATION HISTORY
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a construction 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 job, been terminated or had a performance/surety bond called to complete a job?

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:

Liquidated Damages

1. Has a project owner ever withheld retainage, issued liquidated damages 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)

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "F"
E-VERIFY AFFIDAVIT

STATE OF _____
COUNTY OF _____

I, _____ (Affiant), being duly authorized by and on behalf of _____
(Respondent) hereby swears or affirms as follows:

1. Respondent understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP No: 23-88 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Respondent and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Respondent shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Respondent understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Respondent further understands and agrees that in the event of such termination, Contractor shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Contractor's breach.

DATED this _____ day of _____, 20____.

Signature of Affiant

Printed Name of Affiant

Printed Title of Affiant

Full Legal Name of Respondent

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ (Affiant), who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 23-88; OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

ATTACHMENT "G"

LOCAL PREFERENCE

Any Respondent that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must complete and sign this **Attachment "G"** to indicate their qualification to receive local preference. All required documentation to demonstrate that the Respondent meets all qualification criteria as a local business must be included in the submitted proposal/submittal with this **Attachment "G"**.

In order to qualify for local preference Respondent must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Vendor has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Vendor's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFP.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFP.
- Must qualify as a local business as shown above **AND** self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-contractors.

If qualifying for local preference through the use of qualified local sub-contractors, Respondent must submit all required documentation to demonstrate the above requirements of all proposed sub-contractors for local preference consideration with the submitted proposal.

Respondent is a Local Business as defined in Section 16.3.1, SJC Purchasing Policy _____

If Respondents selects this option, by signing below, Respondent certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Respondent is not a Local Business as defined in Section 16.3.1, SJC Purchasing Policy _____

If Respondent selects this option, Respondent is not seeking consideration for local preference, and is not required to submit the documentation provided above.

Signature – Authorized Respondent Representative


Printed Name & Title

Date of Signature

SEALED RFP MAILING LABEL

Complete and affix this mailing label to the sealed envelope/container to identify as a SEALED Proposal.

SEALED PROPOSAL • DO NOT OPEN	
SEALED RFP #:	RFP 23-88
RFP TITLE:	OPERATION AND MANAGEMENT OF COMMUNITY CENTERS
DUE DATE/TIME:	Thursday August 24, 2023 No Later Than 4:00 P.M.
SUBMITTED BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Division 500 San Sebastian View St St. Augustine, FL 32084



END OF DOCUMENT