



City of Pembroke Pines

**FOURTH AMENDMENT TO  
SCHOOL CROSSING GUARD SERVICES AGREEMENT  
BETWEEN THE CITY OF PEMBROKE PINES AND  
KEMP GROUP LLC F/K/A KEMP GROUP INTERNATIONAL CORPORATION**

**THIS AMENDMENT ("Fourth Amendment")**, dated January 23, 2024, is entered into by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of **601 City Center Way, Pembroke Pines, FL 33025**, hereinafter referred to as "CITY",

and

**KEMP GROUP, LLC F/K/A KEMP GROUP INTERNATIONAL CORPORATION**, as listed with the Florida Division of Corporations, with a business address of **2111 SW 60 Way, Miramar, FL 33023**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereinafter be referred to collectively as the "Parties" and individually as a "Party".

**WHEREAS**, on **February 23, 2021**, the Parties entered into the School Crossing Guard Services Agreement ("Original Agreement") for the provision of School Crossing Guard Services, for an initial three (3) year period, which expires on **June 30, 2024**; and,

**WHEREAS**, on **August 17, 2021**, the Parties executed the First Amendment to the Original Agreement, to increase the hourly rate of crossing guard services from thirteen dollars and eighty-six cents (\$13.86), to fifteen dollars and twenty-one cents (\$15.21); and,

**WHEREAS**, on **August 30, 2022**, the Parties executed the Second Amendment to the Original Agreement, as amended, to increase the hourly rate of crossing guard services to seventeen dollars and sixty-eight cents (\$17.68); and,

**WHEREAS**, on **February 1, 2023**, the Parties executed the Third Amendment to the Original Agreement, as amended, to increase the hourly rate of crossing guard services to twenty dollars and twenty-six cents (\$20.26); and,

**WHEREAS**, KEMP GROUP INTERNATIONAL CORPORATION was recently merged into KEMP GROUP, LLC, a Limited Liability Company registered in the State of Florida, as set forth in **Exhibit "C"**, attached hereto and by this reference made a part hereof; and,

**WHEREAS**, pursuant to Section 22.4 of the Original Agreement, as amended, the CITY must consent in writing to any assignment of KEMP GROUP INTERNATIONAL CORPORATION; and,



**WHEREAS**, on January 17th, 2024, the City Commission approved assignment of the Original Agreement, as amended, by KEMP GROUP INTERNATIONAL CORPORATION to KEMP GROUP, LLC, and assumption of the Original Agreement, as amended by KEMP GROUP, LLC; and,

**WHEREAS**, CONTRACTOR requested a rate increase from twenty dollars and twenty-six cents (\$20.26) to twenty-one dollars and seventy-three cents (\$21.73), effective as of January 1, 2024, as set forth in this Fourth Amendment.

### W I T N E S S E T H

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as set forth below:

**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

**SECTION 2.** Section 4.1 of the Original Agreement, as amended, is hereby revised and amended to increase the hourly rate from twenty dollars and twenty-six cents (\$20.26) to twenty-one dollars and seventy-three cents (\$21.73), effective January 1, 2024, as more particularly described in **Exhibit "B-4"** and as set forth below:

"4.1 Pursuant to the Fourth Amendment to the School Crossing Guard Services Agreement, the CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR a total annual amount not to exceed **EIGHT HUNDRED NINETY-EIGHT THOUSAND, NINE HUNDRED SEVENTY DOLLARS, AND TEN CENTS (\$898,970.10)**, based on an hourly rate equal to **TWENTY-ONE DOLLARS AND SEVENTY-THREE CENTS (\$21.73)** for actual services performed as identified in **Exhibit "A"** attached hereto. The revised rate as approved by the Fourth Amendment to the School Crossing Guard Services Agreement applies to all services performed as of January 1, 2024, until the termination or expiration of the School Crossing Guard Services Agreement."

**SECTION 3. Scrutinized Companies.** CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in Iran Terrorism Sectors List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

3.1 Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a



boycott of Israel; or

3.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

3.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

3.2.2 Is engaged in business operations in Syria.

**SECTION 4. Employment Eligibility.** CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

4.1 **Definitions for this Section.**

4.1.1 "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.

4.1.2 "Contractor" includes, but is not limited to, a vendor or consultant.

4.1.3 "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

4.1.4 "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

4.2 **Registration Requirement; Termination.** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

4.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

4.2.2 All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Pembroke Pines. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Pembroke Pines; and

4.2.3 The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but



*City of Pembroke Pines*

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is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

**SECTION 5.** In the event of any conflict or ambiguity by and between the terms and provisions of this Fourth Amendment and the Original Agreement, as amended, the terms and provisions of this Fourth Amendment shall control to the extent of any such conflict or ambiguity.

**SECTION 6.** The Parties agree that in all other respects the Original Agreement, as amended, shall remain in full force and effect, except as specifically modified herein.

**SECTION 7.** Each exhibit referred to in the Original Agreement, as amended, except as repealed herein, forms an essential part of this Fourth Amendment. The exhibits, if not physically attached, should be treated as part of this Fourth Amendment and are incorporated herein by reference.

**SECTION 8.** Each person signing this Fourth Amendment on behalf of either Party individually warrants that he or she has full legal power to execute this Fourth Amendment on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Fourth Amendment.

**SECTION 9.** This Fourth Amendment may be executed by hand or electronically in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Fourth Amendment by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other Party through facsimile transmission, email, or other electronic delivery.

**SIGNATURE PAGE FOLLOWS**



City of Pembroke Pines

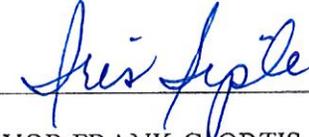
IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

CITY:

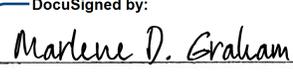
CITY OF PEMBROKE PINES, FLORIDA

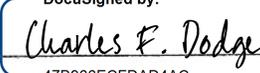
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Print Name: Jacob Hernandez  
OFFICE OF THE CITY ATTORNEY

BY:  for: \_\_\_\_\_  
MAYOR FRANK C. ORTIS

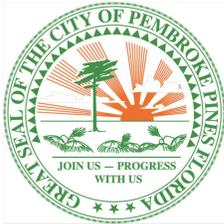
ATTEST:

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MARLENE D. GRAHAM, CITY CLERK

DocuSigned by:  
BY:  \_\_\_\_\_  
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CHARLES F. DODGE, CITY MANAGER

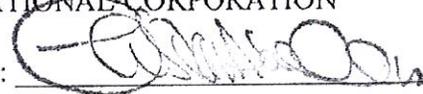
DS

January 23, 2024



CONTRACTOR:

KEMP GROUP, LLC F/K/A KEMP GROUP INTERNATIONAL CORPORATION

Signed By:   
Printed Name: Christina Aderinokun  
Title: President

Mailing: PO Box 471614\*Miami FL 33247  
2111 SW 60 Way\*Miramar FL 33023

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# KEMP GROUP INTERNATIONAL CORPORATION

December 22, 2023

City of Pembroke Pines  
Purchasing Department  
601 City Center Way  
Pembroke Pines FL 33025

Re: Contract/Reference No. PD-20-036 School Crossing Guard Services  
Business Name Change

To Whom It May Concern:

We have recently changed the name of our business from Kemp Group International Corporation to The Kemp Group LLC.

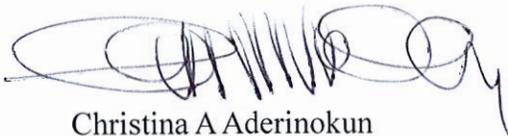
There has been no change in the business nature, telephone numbers, addresses, and management structure. We will be providing the same service.

We kindly ask you to update your records accordingly and to address all future business correspondence to our new company name. Please also note that all invoices will now be issued using the new company name.

If you have any questions regarding the change of our name, please feel free to contact Joe Faluade by email or phone.

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Sincerely,



Christina A Aderinokun  
President

**PHONE:** (954) 437-7294  
**FAX:** (954) 437-8952  
**EMAIL:** [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)

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Mailing: **PO Box 471614\*Miami FL 33247**  
Office: 2111 SW 60 Way\*Miramar FL 33023

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# KEMP GROUP INTERNATIONAL CORPORATION

December 19, 2023

Mark Gomes, Procurement Director  
Procurement Department  
City of Pembroke Pines  
8300 South Palm Dr  
Pembroke Pines FL 33025

Re: Contract/Reference No. IFB # PD-20-036  
School Crossing Guards

Dear Mr. Gomes,

In reference to the above-mentioned contract, as it was promised in our last correspondence we would not ask for an increment on the contract in September 2023. Which we did not ask for an increment on the contract when the minimum wage increased in September 2023.

We are now asking the City for an increase effective January 1, 2024 due to the cost-of-living increases and the hourly wages that is being paid by the surrounding cities. The surrounding cities are paying crossing guards between \$16.71-\$21 an hour. Because of this, we have to start paying our crossing guards the same wages. Our crossing guards are taking jobs to work in other cities because of higher wages. If we do not match these wages, we will not have crossing guards to cross the children.

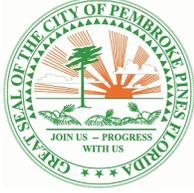
We are asking the City to increase our billable hour rate from \$20.26 per hour to \$21.73 per hour. So that we can keep our crossing guards from leaving. Your cooperation will be appreciated in this matter. If you have any questions, please feel free to call me at 954-437-7294 or email me at [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com).

Sincerely,

*Joseph Faluade*  
Joe Faluade  
Manager

**PHONE: (954) 437-7294**  
**FAX: (954) 437-8952**  
**EMAIL: [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)**

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# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 23.**

**File ID:** 24-0032

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 01/02/2024

**Short Title:** 4th Amendment - Crossing Guard Agreement with  
Kemp Group

**Final Action:** 01/17/2024

**Title:** DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FOURTH AMENDMENT, EFFECTIVE JANUARY 1ST, 2024, TO THE CONTRACTUAL SERVICES AGREEMENT FOR SCHOOL CROSSING GUARD SERVICES WITH KEMP GROUP INTERNATIONAL CORPORATION., AMENDING THE NAME OF THE COMPANY TO THE KEMP GROUP, LLC. AND INCREASING THE ANNUAL COST BY \$60,813.90, WHICH IS AN INCREASE OF APPROXIMATELY 7.26%, FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$898,970.10.

**\*Agenda Date:** 01/17/2024

**Agenda Number:** 23.

### Internal Notes:

**Attachments:** 1. Requested 4th Amendment (Executed by Vendor), 2. Feasibility Analysis - Crossing Guards, 3. Exhibit B-4 - Hourly Rate Increase Letter from Kemp (Dated 2023-12-19), 4. Exhibit C - Business Name Change Letter from Kemp (Dated 2023-12-22), 5. Original Agreement, 1st - 3rd Amendments - Kemp Group International Corp. - School Crossing Guards

### Related Files:

1	City Commission	01/17/2024	approve	Pass
	<b>Action Text:</b> A motion was made by Commissioner Schwartz, seconded by Mayor Ortis, to approve Item 23. The motion carried by the following vote:			
		Aye: - 5	Mayor Ortis, Vice Mayor Siple, Commissioner Schwartz, Commissioner Good Jr., and Commissioner Castillo	
		Nay: - 0		

### SUMMARY EXPLANATION AND BACKGROUND:

- On October 7, 2020, the City Commission authorized the advertisement of award IFB # PD-20-03 "School Crossing Guards", which was advertised on October 13, 2020.
- The purpose of this solicitation was to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis.

Agenda Request Form Continued (24-0032)

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3. On November 10, 2020, the City opened three (3) proposals from the following vendors:

<b>Vendor Name</b>	<b>Crossing Guard Cost/Hr.</b>	<b>Crossing Guard Supervisor Cost/Hr.</b>
Kemp Group International Corporation	\$ 13.86	\$ 13.86
Everything Parking Inc. DBA Park Inc.	\$ 21.96	\$ 21.96
Safeway Services Group Inc.	\$ 22.50	\$ 25.00

4. The Police Department reviewed the bids and deemed Kemp Group International Corporation ("Kemp") to be the most responsive/responsible bidder.

5. In addition, Kemp also completed the Equal Benefits Certification Form and has stated that the Contractor currently complies with the requirements of this section.

6. As a result, on February 17, 2021, the City Commission approved the award of IFB # PD-20-03 "School Crossing Guards" to the most responsive/responsible bidder, Kemp, in the amount not to exceed \$573,388.30, for an initial three (3) year period, commencing March 1, 2021 and expiring June 30, 2024.

7. Section 1.3.15 of the Original Agreement stipulates that if there are any changes in the State of Florida or Federal minimum wage rates, increments can be asked for.

8. On November 3, 2020, Florida voters approved Florida Amendment 2, which amended Florida's constitution to gradually increase the state's minimum wage from \$8.56 an hour to \$15 an hour by the year 2026, according to the following schedule:

<b>Effective Date</b>	<b>Minimum Wage</b>	<b>Increase \$</b>	<b>Increase %</b>
Jan. 01, 2021	\$ 8.65	\$0.09	1.05%
Sep. 30, 2021	\$10.00	\$1.35	15.61%
Sep. 30, 2022	\$11.00	\$1.00	10.00%
Sep. 30, 2023	\$12.00	\$1.00	9.09%
Sep. 30, 2024	\$13.00	\$1.00	8.33%
Sep. 30, 2025	\$14.00	\$1.00	7.69%
Sep. 30, 2026	\$15.00	\$1.00	7.14%

9. As a result of Florida Amendment 2, which went into effect on September 30, 2021, there was a minimum wage increase of 15.6%, from \$8.65 per hour to \$10 per hour.

10. Consequently, Kemp requested the City to increase the contract billable hour rate from \$13.86 to \$15.21, for a total increase of 9.74%.

11. On August 4, 2021, the City Commission approved the First Amendment to the Agreement with Kemp, for the requested increase, in an annual amount not to exceed \$629,237.70.

12. The City received a letter, dated August 9, 2022, from Kemp requesting an increase to the contract billable rate from \$15.21 to \$17.68 per hour, for an increase of 16.24%.

Agenda Request Form Continued (24-0032)

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13. The minimum wage increase for September 30, 2022 is a 10% increase from \$10 to \$11. However, Kemp stated that effective August 2022, they are paying all of their Crossing Guards \$15 per hour.

14. On August 17, 2022, the City Commission approved the Second Amendment to the Contractual Services Agreement between the City and Kemp, for an annual amount not to exceed \$731,421.60.

15. Subsequently, the City received a letter dated December 22, 2022, from Kemp, requesting an additional increase to the contract billable rate from \$17.68 to \$20.26 per hour, for an increase of 14.59%. The letter stated that "if the City can't approve this, please consider this letter as our withdrawal notice effective January 9, 2023. Please know that our crossing guards will no longer be at their post, effective this date."

16. Accordingly, Administration discussed the letter with Joseph Faluade from Kemp and explained the timing of the letter, the City Manager's approval authority and the City Commission's meeting date, and the vendor agreed that they would continue to perform services until the item could be brought forward to the City Commission for approval of the increase. In addition, Kemp explained that while they are paying their employees \$15 per hour, various other inflationary factors are causing them to request the increase, including; taxes, workers compensation insurance, general liability, auto insurance and all the equipment costs that have increased. Kemp also stated that if the City approved this increase, when the minimum wage increases again in September 2023, they will not come back for an additional increase. After the City sent the draft third amendment to Kemp Group International Corporation, Joseph Faluade from Kemp clarified that they are requesting for the new contract billable rate of \$20.26 per hour to be effective retroactively to August 1, 2022.

17. On January 18, 2023, an agenda item was presented to the City Commission to discuss and provide possible action regarding the Third Amendment to the Contractual Services Agreement between the City and Kemp, for an annual amount not to exceed \$838,156.20, in which the City Commission approved.

18. On December 19, 2023, the City received a letter from Kemp stating; "In reference to the above-mentioned contract, as it was promised in our last correspondence we would not ask for an increment on the contract in September 2023. Which we did not ask for an increment on the contract when the minimum wage increased in September 2023. We are now asking the City for an increase effective January 1, 2024 due to the cost-of-living increases and the hourly wages that is being paid by the surrounding cities. The surrounding cities are paying crossing guards between \$16.71-\$21 an hour. Because of this, we have to start paying our crossing guards the same wages. Our crossing guards are taking jobs to work in other cities because of higher wages. If we do not match these wages, we will not have crossing guards to cross the children. We are asking the City to increase our billable rate from \$20.26 per hour to \$21.73 per hour."

19. In addition, the City received a letter from Kemp dated December 22, 2023 stating "We have recently changed the name of our business from Kemp Group International

Agenda Request Form Continued (24-0032)

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Corporation to The Kemp Group LLC. There has been no change in the business nature, telephone numbers, addresses, and management structure. We will be providing the same service."

20. The proposed hourly billable rate will still be lower than the bids placed by the other two vendors from IFB # PD-20-03 "School Crossing Guards," back in 2020.

21. Request City Commission to discuss approving and provide possible action regarding the Fourth Amendment, effective January 1st, 2024, to the Contractual Services Agreement for School Crossing Guard Services with Kemp Group International Corporation., amending the name of the company to The Kemp Group, LLC. and increasing the annual cost by \$60,813.90, which is an increase of approximately 7.26%, for a total annual amount not to exceed \$898,970.10.

**FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** The increase for the annual amount is \$60,813.90, bringing the annual amount up to an amount not to exceed \$898,970.10.

**b) Amount budgeted for this item in Account No:** Funds were not budgeted for this increase.

**c) Source of funding for difference, if not fully budgeted:** Upon Commission's approval, a budget adjustment will be made to transfer \$60,813 to account # 001-521-3001-534990-0000-000-0000 (Other Svc), from account # 001-521-3001-512436-0000-000-0000 (Police Officer - Tier 3).

**d) 5 year projection of the operational cost of the project:** If approved, the annual contract amount would be \$898,970.10. The initial period of the contract ends on June 30, 2024, and may be renewed for three additional one-year terms. The Police Department is exploring the option of putting these services out to bid, in lieu of renewing at the next renewal period.

**e) Detail of additional staff requirements:** Not Applicable.

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Yes, please see attached feasibility analysis.

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Based on the attached analysis, we anticipate a savings of approximately \$804,291 for the initial year by out-sourcing these services in-lieu of utilizing in-house labor.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**03/21/23**

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

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

PRODUCER <b>BENDELL INSURANCE GROUP INC</b> PO Box 164235 <b>Miami, FL 33116-4235</b> License#:A195277	CONTACT NAME: <b>ANDREW OGHINAN</b>
	PHONE (A/C, No, Ext): <b>(305)249-5055</b> FAX (A/C, No): <b>(305)249-5057</b> E-MAIL ADDRESS: <b>big@bendellinsurance.com</b>
INSURED <b>KEMP GROUP INTERNATIONAL</b> dba <b>KEMP SECURITY.</b> P.O.BOX 471614 <b>MIAMI, FL 33247</b> 954-437-7294	INSURER(S) AFFORDING COVERAGE INSURER A: <b>JAMES RIVER INSURANCE CO.</b> NAIC# <b>12203</b>
	INSURER B: <b>JAMES RIVER INSURANCE CO.</b> NAIC# <b>12203</b>
	INSURER C: <b>MICHIGAN COMMERCIAL INS. MUTUAL</b> NAIC# <b>10998</b>
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	Y	00065807-8	2/24/23	2/24/24	EACH OCCURRENCE \$ <b>1,000,000</b>
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b>						
	MED EXP (Any one person) \$ <b>EXCLUDED</b>						
	PERSONAL & ADV INJURY \$ <b>1,000,000</b>						
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ <b>2,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			NA			COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			00112940-2	02/24/23	02/24/24	EACH OCCURRENCE \$ <b>2,000,000</b>
	DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$ <b>2,000,000</b>
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC100-0017838-2023A	02/06/23	02/06/24	WC STATUTORY LIMITS
	OTHER						
	E.L. EACH ACCIDENT \$ <b>1,000,000</b>						
	E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>						
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
				NA			

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

**SEXUAL ABUSE AND MOLESTATION COVERAGE IS INCLUDED IN THE GENERAL LIABILITY.**

**THE CERTIFICATE HOLDER CITY OF PEMBROKE PINES IS NAMED AS ADDITIONAL INSURED WITH REGARD TO GENERAL LIABILITY**

CERTIFICATE HOLDER  <b>City of Pembroke Pines</b> <b>601 City Center Way</b> <b>Pembroke Pines FL 33025</b>	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 





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/13/2023

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).

<b>PRODUCER</b> Franah Marino Insurance Agency, Inc. 120 N. Douglas Rd. Pembroke Pines, FL 33024	<b>CONTACT NAME:</b> Gerard Marino <b>PHONE (A/C, No, Ext):</b> 954-433-4664 <b>FAX (A/C, No):</b> 954-433-4661 <b>E-MAIL ADDRESS:</b> Gerard.Marino.QEIB@StateFarm.com														
<b>INSURED</b>  Kemp Group International Corporation 2111 SW 60th Way Miramar, FL 33023-2941	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: State Farm Mutual Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: State Farm Mutual Insurance Company		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: State Farm Mutual Insurance Company															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$												
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			L27-9634-B28-59	02/28/2023	08/28/2023	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 Uninsured Motorist \$												
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$												
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">PER STATUTE</td> <td style="width: 25%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td>\$</td> </tr> </table>		PER STATUTE	OTHER	E.L. EACH ACCIDENT		\$	E.L. DISEASE - EA EMPLOYEE		\$	E.L. DISEASE - POLICY LIMIT		\$
	PER STATUTE	OTHER																	
E.L. EACH ACCIDENT		\$																	
E.L. DISEASE - EA EMPLOYEE		\$																	
E.L. DISEASE - POLICY LIMIT		\$																	

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

1. 2022 Toyota Rav 4 Hybrid, VIN: 4T3RWRV8NU061628, Term: 02/28/2023-08/28/2023, Policy #: L27-9634-B28-59, Liability: 1,000,000/1,000,000, Property Damage: 1,000,000, Collision Deductible: 1,000, Comprehensive Deductible: 1,000, Uninsured Motorist Coverage (Non-Stacking): 1,000,000/1,000,000.  
 2. Non-Owned Auto, Term: 02/28/2023-08/28/2023, Policy #: L29-6361-B28-59, Liability: 1,000,000 Combined Single Limit, Deductible: 500.

<b>CERTIFICATE HOLDER</b>  City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025	<b>CANCELLATION</b>  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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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2023

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.

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<b>PRODUCER</b>  GEICO ONE GEICO BLVD FREDERICKSBURG VA 22412	<b>CONTACT NAME:</b> GEICO <b>PHONE (A/C, No, Ext):</b> 1-866-509-9444 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> R1COMMEND@GEICO.COM <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> GEICO General Insurance Company <b>NAIC #</b> 35882 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b>  KEMP GROUP INTERNATIONAL CORPORATION 2111 SW 60TH WAY HOLLYWOOD FL 33023	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		X	9300024459	01/17/2023	07/17/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CITY OF PEMBROKE PINES IS NAMED AS ADDITIONAL INSURED.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF PEMBROKE PINES 601 CITY CENTER WAY PEMBROKE PINES FL 33025	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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**From:** [Rotstein, Daniel](#)  
**To:** [Rojas, Dominique](#)  
**Subject:** Fw: The Kemp Group, LLC - Contract/Reference No. IFB#PD-20-036 School Crossing Guard Service - Fourth Amendment - Risk approval request  
**Date:** Thursday, January 11, 2024 11:05:08 AM  
**Attachments:** [COI \(GL w SAM, Umbr, WC\) Expires 2-6-2024.pdf](#)  
[COI \(Auto\) Expires 2-28-2024 \(and prior\).pdf](#)  
[Kemp Group LLC - Hourly Rate Increase - Fourth Amendment \(caa, v\).pdf](#)  
[Exhibit B-4 - Hourly Rate Increase Letter from Kemp Group LLC.pdf](#)  
[Exhibit C - Business Name Change Letter.pdf](#)

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Approved

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**From:** Rojas, Dominique <drojas@ppines.com>  
**Sent:** Thursday, January 11, 2024 8:02 AM  
**To:** Rotstein, Daniel <drotstein@ppines.com>  
**Cc:** Contracts <contracts@ppines.com>  
**Subject:** The Kemp Group, LLC - Contract/Reference No. IFB#PD-20-036 School Crossing Guard Service - Fourth Amendment - Risk approval request

Dear Daniel,

Good morning. Please find attached for your review, the updated certificates of insurance for the above-referenced agreement.

The all-back-up file is available via the link below for your reference:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:665932b9-4c29-3cc3-a30b-11336859a4d4>

We stand by for your approval/comments, with kindest regards,

**Dominique Rojas** • Contracts Specialist

Finance Department

**City of Pembroke Pines**

601 City Center Way, Pembroke Pines, FL 33025

Direct: 954-392-9436

Email: [drojas@ppines.com](mailto:drojas@ppines.com)

Main: 954-392-9435

Team Email: [contracts@ppines.com](mailto:contracts@ppines.com)

[www.ppines.com](http://www.ppines.com)

**City Hall hours: Monday–Thursday 7am–6pm (closed on Fridays)**



City of Pembroke Pines

**THIRD AMENDMENT TO  
SCHOOL CROSSING GUARD SERVICES AGREEMENT  
BETWEEN THE CITY OF PEMBROKE PINES AND  
KEMP GROUP INTERNATIONAL CORPORATION**

**THIS AMENDMENT (“Third Amendment”)**, dated February 1, 2023, is entered into by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of **601 City Center Way, Pembroke Pines, FL 33025**, hereinafter referred to as "CITY",

and

**KEMP GROUP INTERNATIONAL CORPORATION**, a For Profit Corporation as listed with the Florida Division of Corporations, with a business address of **2111 SW 60<sup>th</sup> Way, Miramar, FL 33023**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereafter be collectively referred to as the "Parties".

**WHEREAS**, on **February 17, 2021**, the Parties entered into an Agreement (“Original Agreement”) for the provision of School Crossing Guard Services, for an initial three (3) year period, which expires on **June 30, 2024**; and,

**WHEREAS**, on **August 4, 2021**, the Parties executed the First Amendment to the Original Agreement, to increase the rate of crossing guard cost per hour to fifteen dollars and 21/100 cents (\$15.21); and,

**WHEREAS**, on **August 30, 2022**, the Parties executed the Second Amendment to the Original Agreement, as amended, to increase the rate of crossing guard cost per hour to seventeen dollars and 68/100 cents (\$17.68); and,

**WHEREAS**, CONTRACTOR requested a rate increase from seventeen dollars and 68/100 cents (\$17.68) to twenty dollars and 26/100 cents (\$20.26), to apply retroactively to **August 1, 2022**, as more particularly described in **Exhibit “B-3”**, attached hereto and by this reference made a part hereof and as set forth in this Third Amendment.

**W I T N E S S E T H**

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as set forth below:

**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.



**SECTION 2.** Any language contained in this Third Amendment, or any subsequent amendment, which is in ~~striketrough~~ type shall be deletions from the terms of the Original Agreement, as amended, and language in underlined type shall be additions to the terms of the Original Agreement, as amended.

**SECTION 3.** Section 4.1 of the Original Agreement, as amended, is hereby revised and amended to increase the hourly rate from seventeen dollars and 68/100 cents (\$17.68) to twenty dollars and 26/100 cents (\$20.26), Nunc Pro Tunc **August 1, 2022**, as more particularly described in **Exhibit "B-3"** and as set forth below.

"4.1 Pursuant to the Third Amendment to the School Crossing Guard Services Agreement, the CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR a total annual amount NOT TO EXCEED ~~SEVEN HUNDRED THIRTY-ONE THOUSAND, FOUR HUNDRED TWENTY-ONE DOLLARS AND 60/100 CENTS (\$731,421.60)~~ EIGHT HUNDRED THIRTY-EIGHT THOUSAND, ONE HUNDRED FIFTY-SIX DOLLARS AND 20/100 CENTS (\$838,156.20), based on an hourly rate not to exceed equal to ~~SEVENTEEN DOLLARS AND 68/100 CENTS (\$17.68)~~ TWENTY DOLLARS AND 26/100 CENTS (\$20.26) for actual services performed as identified in **Exhibit "A"** attached hereto. The revised rate as approved by the Third Amendment to the School Crossing Guard Services Agreement applies to all services performed from August 1, 2022 until the termination or expiration of the School Crossing Guard Services Agreement."

**SECTION 4. Scrutinized Companies.** CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

4.1 Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

4.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

4.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

4.2.2 Is engaged in business operations in Syria.

**SECTION 5. Employment Eligibility.** CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.



## 5.1 **Definitions for this Section.**

5.1.1 “Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

5.1.2 “Contractor” includes, but is not limited to, a vendor or consultant.

5.1.3 “Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

5.1.4 “E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

5.2 **Registration Requirement; Termination.** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

5.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

5.2.2 All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Pembroke Pines. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Pembroke Pines; and

5.2.3 The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.



**SECTION 6.** In the event of any conflict or ambiguity by and between the terms and provisions of the Original Agreement, as amended, the terms and provisions of this Third Amendment shall control to the extent of any such conflict or ambiguity.

**SECTION 7.** The Parties agree that in all other respects the Original Agreement, as amended, shall remain in full force and effect, except as specifically modified herein.

**SECTION 8.** Each exhibit referred to in the Original Agreement, as amended, except as repealed herein, forms an essential part of this Third Amendment. The exhibits, if not physically attached, should be treated as part of this Third Amendment, and are incorporated herein by reference.

**SECTION 9.** Each person signing this Third Amendment on behalf of either Party individually warrants that he or she has full legal power to execute this Third Amendment on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Third Amendment.

**SECTION 10.** This Third Amendment may be executed by hand or electronically in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Third Amendment by the Parties shall be legally binding, valid, and effective upon delivery of the executed documents to the other Party through facsimile transmission, email, or other electronic delivery.



City of Pembroke Pines

IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

**CITY:**

CITY OF PEMBROKE PINES, FLORIDA

**ATTEST:**

DocuSigned by:

Marlene D. Graham February 1, 2023

E858EE04EEF4F3

MARLENE D. GRAHAM, CITY CLERK

BY:

[Signature]  
MAYOR FRANK C. ORTIS

DocuSigned by:

BY Charles F. Dodge February 1, 2023

47B966ECFDAD4AC...

CHARLES F. DODGE, CITY MANAGER

**APPROVED AS TO FORM:**

DocuSigned by:

Brian Sherman

AGA367823E18486...

Print Name: Brian Sherman

OFFICE OF THE CITY ATTORNEY

**CONTRACTOR:**

**KEMP GROUP INTERNATIONAL CORPORATION**

Signed By: [Signature]

Printed Name: Christina Aderinokun

Title: President

# Exhibit B-3

.....

Mailing: PO Box 471614\*Miami FL 33247  
Office: 2111 SW 60 Way\*Miramar FL 33023

## KEMP GROUP INTERNATIONAL CORPORATION

December 22, 2022

Mark Gomes, Purchasing Director  
City of Pembroke Pines  
601 City Center Way  
Pembroke Pines FL 33025

Re: Contract/Reference No. PD-20-036 School Crossing Guards Services  
"Very Urgent"

Dear Mr. Gomes,

In reference to the above contract, we are requesting for an adjustment in the per hour rate from \$17.68 per hour to \$20.26 per hour due to minimum wage and cost of living increases. This is very urgent because no one is willing to work for anything less than \$15 per hour. The cities around us are paying between \$16 and \$18 per hour.

We are currently paying the school crossing guards a living wage of \$15 per hour, plus taxes, insurances and other expenses. We are losing about \$4.50 per hour. Paying a living wage makes us have reliable crossing guards. Because of the wage increases and inflation, the workers compensation insurance, taxes, general liability, auto insurance and all the equipment have increased.

We know the City doesn't want to adopt a living wage. We have to pay a living wage because the cities around us are paying more than \$15 per hour to crossing guards and in turn are recruiting our crossing guards. It is a must for us to pay a living wage to our crossing guards or we will lose them all to other cities around us. As you said, the city will not dictate what to pay our crossing guards. But, if we don't pay them what is acceptable to them, we will have no crossing guards covering the posts.

The minimum wage will also go up in September 2023 as per state law. This will also require us to come back to the City for an increase again. But if this urgent raise increase is approved, we will have no reason to come back to the city for another increase in September 2023.

**PHONE:** (954) 437-7294  
**FAX:** (954) 437-8952  
**EMAIL:** [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)

.....

12/22/2022

Page 2

This contract is a pre-pandemic contract. Everything has changed since Covid and to top it off, inflation. We will love to continue this contract. But it can't be for \$17.68 per hour that you said the city can pay. We have exhausted all our lines and resources. We cannot continue with this rate of \$17.68 per hour. Other wise we will not be in business any longer.

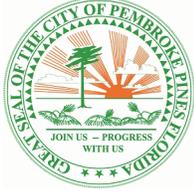
If the City can't approve this, please consider this letter as our withdrawal notice effective January 9, 2023. Please know that our crossing guards will no longer be at their post, effective this date.

If you have any questions, please feel free to call or email me. Thanks for your cooperation on this urgent matter.

Sincerely,

A handwritten signature in black ink that reads "Joseph Faluade". The signature is written in a cursive style with a small flourish at the end.

Joseph Faluade  
Manager



# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 21.**

**File ID:** 23-0026

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 01/05/2023

**Short Title:** 3rd Amendment - Crossing Guard Agreement with  
Kemp Group

**Final Action:** 01/18/2023

**Title:** DISCUSSION AND POSSIBLE ACTION TO APPROVE THE THIRD AMENDMENT TO THE CONTRACTUAL SERVICES AGREEMENT FOR SCHOOL CROSSING GUARD SERVICES WITH KEMP GROUP INTERNATIONAL CORPORATION., INCREASING THE ANNUAL COST BY \$106,734.60, WHICH IS AN INCREASE OF APPROXIMATELY 14.59%, FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$838,156.20.

**\*Agenda Date:** 01/18/2023

**Agenda Number:** 21.

**Internal Notes:** Discussion and Possible Action - Regular Agenda - Not Consent.

**Attachments:** 1. Requested 3rd Amendment (Executed by Vendor), 2. Feasibility Analysis - Crossing Guards, 3. Exhibit B-3 - 2022-12-23 - Price Increase Request Letter from Kemp, 4. Original Agreement, 1st & 2nd Amendments - Kemp Group International Corp. - School Crossing Guards

1	City Commission	01/18/2023	approve	Pass
<b>Action Text:</b> A motion was made by Commissioner Siple, seconded by Commissioner Good Jr., to approve Item 21. The motion carried by the following vote:				
Aye: - 5 Mayor Ortis, Vice Mayor Schwartz, Commissioner Siple, Commissioner Good Jr., and Commissioner Castillo				
Nay: - 0				

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE THIRD AMENDMENT TO THE CONTRACTUAL SERVICES AGREEMENT FOR SCHOOL CROSSING GUARD SERVICES WITH KEMP GROUP INTERNATIONAL CORPORATION., INCREASING THE ANNUAL COST BY \$106,734.60, WHICH IS AN INCREASE OF APPROXIMATELY 14.59%, FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$838,156.20.

### SUMMARY EXPLANATION AND BACKGROUND:

1. On October 7, 2020, the City Commission authorized the advertisement of award IFB # PD-20-03 "School Crossing Guards", which was advertised on October 13, 2020.

**Agenda Request Form Continued (23-0026)**

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2. The purpose of this solicitation was to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis.

3. On November 10, 2020, the City opened three (3) proposals from the following vendors:

<b>Vendor Name</b>	<b>Crossing Guard Cost/Hr.</b>	<b>Crossing Guard Supervisor Cost/Hr.</b>
Kemp Group International Corporation	\$ 13.86	\$ 13.86
Everything Parking Inc. DBA Park Inc.	\$ 21.96	\$ 21.96
Safeway Services Group Inc.	\$ 22.50	\$ 25.00

4. The Police Department reviewed the bids and deemed Kemp Group International Corporation to be the most responsive/responsible bidder.

5. In addition, Kemp Group International Corporation also completed the Equal Benefits Certification Form and has stated that the Contractor currently complies with the requirements of this section.

6. As a result, on February 17, 2021, the City Commission approved the award of IFB # PD-20-03 "School Crossing Guards" to the most responsive/responsible bidder, "Kemp Group International Corporation" in the amount not to exceed \$573,388.30, for an initial three (3) year period, commencing March 1, 2021 and expiring June 30, 2024.

7. Section 1.3.15 of the Original Agreement stipulates that if there is any changes in the State of Florida or Federal minimum wage rates, increments can be asked for.

8. On November 3, 2020, Florida voters approved Florida Amendment 2, which amended Florida's constitution to gradually increase the state's minimum wage from \$8.56 an hour to \$15 an hour by the year 2026, according to the following schedule:

<b>Effective Date</b>	<b>Minimum Wage</b>	<b>Increase \$</b>	<b>Increase %</b>
Jan. 01, 2021	\$ 8.65	\$0.09	1.05%
Sep. 30, 2021	\$10.00	\$1.35	15.61%
Sep. 30, 2022	\$11.00	\$1.00	10.00%
Sep. 30, 2023	\$12.00	\$1.00	9.09%
Sep. 30, 2024	\$13.00	\$1.00	8.33%
Sep. 30, 2025	\$14.00	\$1.00	7.69%
Sep. 30, 2026	\$15.00	\$1.00	7.14%

9. As a result of Florida Amendment 2, which went into effect on September 30, 2021, there was a minimum wage increase of 15.6%, from \$8.65 per hour to \$10 per hour.

10. Consequently, Kemp Group International Corporation requested the City to increase the contract billable hour rate from \$13.86 to \$15.21, for a total increase of 9.74%.

11. On August 4, 2021, the City Commission approved the First Amendment to the Agreement with Kemp Group International Corporation, for the requested increase, in an annual amount not

Agenda Request Form Continued (23-0026)

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to exceed \$629,237.70.

12. The City received a letter, dated August 9, 2022, from Kemp Group International Corporation requesting an increase to the contract billable rate from \$15.21 to \$17.68 per hour, for an increase of 16.24%.

13. The minimum wage increase for September 30, 2022 is a 10% increase from \$10 to \$11. However, Kemp Group International Corporation has stated that effective August 2022, they are paying all of their Crossing Guards \$15 per hour.

14. On August 17, 2022, the City Commission approved the Second Amendment to the Contractual Services Agreement between the City of Pembroke Pines and Kemp Group International Corporation, for an annual amount not to exceed \$731,421.60.

15. Subsequently, the City received a letter dated December 22, 2022, from Kemp Group International Corporation, requesting an additional increase to the contract billable rate from \$17.68 to \$20.26 per hour, for an increase of 14.59%. The letter stated that "if the City can't approve this, please consider this letter as our withdrawal notice effective January 9, 2023. Please know that our crossing guards will no longer be at their post, effective this date."

16. Accordingly, Administration discussed the letter with Joseph Faluade from Kemp Group International Corporation and explained the timing of the letter, the City Manager's approval authority and the City Commission's meeting date, and the vendor agreed that they would continue to perform services until the item could be brought forward to the City Commission for approval of the increase. In addition, Kemp Group International Corporation explained that while they are paying their employees \$15 per hour, various other inflationary factors are causing them to request the increase, including; taxes, workers compensation insurance, general liability, auto insurance and all the equipment costs that have increased. Kemp Group International Corporation also stated that if the City approved this increase, when the minimum wage increases again in September 2023, they will not come back for an additional increase.

17. After the City sent the draft third amendment to Kemp Group International Corporation, Joseph Faluade from Kemp Group International Corporation clarified that they are requesting for the new contract billable rate of \$20.26 per hour to be effective retroactively to August 1, 2022.

18. The proposed hourly billable rate will still be lower than the bids placed by the other two vendors from IFB # PD-20-03 "School Crossing Guards," back in 2020.

19. Request City Commission to discuss approving and provide possible action regarding the Third Amendment to the Contractual Services Agreement between the City of Pembroke Pines and Kemp Group International Corporation, for an annual amount not to exceed \$838,156.20.

**FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** The increase for the annual amount is \$106,734.60, bringing the annual

Agenda Request Form Continued (23-0026)

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amount up to an amount not to exceed \$838,156.20.

**b) Amount budgeted for this item in Account No:** Funds were not budgeted for this increase.

**c) Source of funding for difference, if not fully budgeted:** Upon Commission's approval, a budget adjustment will be made to move \$106,735 to account # 001-521-3001-534990-0000-000-0000 (Other Svc); \$99,150 from account # 001-521-3001-512436-0000-000-0000 (Police Officer - Tier 3), and \$7,585 from account # 001-521-3001-521000-0000-000-0000 (Social Security - Matching).

**d) 5 year projection of the operational cost of the project:** The contract ends on June 30, 2024, and the annual contract amount is \$838,156.20.

**e) Detail of additional staff requirements:** Not Applicable.

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Yes, please see attached feasibility analysis.

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Based on the attached analysis, we anticipate a savings of approximately \$268,519 for the initial year by out-sourcing these services in-lieu of utilizing in-house labor.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/13/2022

**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).**

<b>PRODUCER</b> BENDELL INSURANCE GROUP INC 111 NW 183RD ST STE 108 MIAMI FL 33169	<b>CONTACT NAME:</b> ANDREW OGHINAN <b>PHONE (A/C No. Ext):</b> (305) 249-5055 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> BIG@BENDELLINSURANCE.COM														
<b>INSURED</b> KEMP GROUP INTERNATIONAL CORP P O BOX 471614 MIAMI FL 332470000 FEIN: 65-0902392	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> FWCJUA</td> <td></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> FWCJUA		<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES** **CERTIFICATE NUMBER:** 2212130004 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7D772297	12/9/2022	12/9/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

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

<b>CERTIFICATE HOLDER</b> CITY OF PEMBROKE PINES 601 CITY CENTER WAY  PEMBROKE PINES FL 33025 Phone Number: (954) 392-9435	<b>CANCELLATION</b> 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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City of Pembroke Pines

**SECOND AMENDMENT TO  
SCHOOL CROSSING GUARD SERVICES AGREEMENT  
BETWEEN THE CITY OF PEMBROKE PINES AND  
KEMP GROUP INTERNATIONAL CORPORATION**

**THIS AMENDMENT ("Second Amendment")**, dated August 30, 2022, is entered into by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of **601 City Center Way, Pembroke Pines, FL 33025**, hereinafter referred to as "CITY",

and

**KEMP GROUP INTERNATIONAL CORPORATION**, a For Profit Corporation as listed with the Florida Division of Corporations, with a business address of **2111 SW 60<sup>th</sup> Way, Miramar, FL 33023**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereafter be collectively referred to as the "Parties".

**WHEREAS**, on **February 17, 2021**, the Parties entered into an Agreement ("Original Agreement") for the provision of School Crossing Guard Services, for an initial three (3) year, which expires on **June 30, 2024**; and,

**WHEREAS**, on **August 4, 2022**, the Parties executed the First Amendment to the Original Agreement, to increase the rate of crossing guard cost per hour to fifteen dollars and 21/100 cents (\$15.21); and,

**WHEREAS**, to date the Parties have been satisfied with the performance and execution of the Original Agreement, as amended, and desire to increase the rate of crossing guard cost per hour to seventeen dollars and 68/100 cents (\$17.68), as more particularly described in **Exhibit "B-2"**, attached hereto and by this reference made a part hereof and as set forth in this Second Amendment.

**W I T N E S S E T H**

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as set forth below:

**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

**SECTION 2.** Any language contained in this Second Amendment, or any subsequent amendment, which is in ~~strikethrough~~ type shall be deletions from the terms of the Original Agreement, as amended, and language in underlined type shall be additions to the terms of the



Original Agreement, as amended.

**SECTION 3.** Section 4.1 of the Original Agreement, as amended, is hereby revised and amended as set forth below:

“4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR a total annual amount NOT TO EXCEED ~~SIX HUNDRED TWENTY-NINE THOUSAND TWO HUNDRED THIRTYSEVEN DOLLARS AND SEVENTY CENTS (\$629,237.70)~~ SEVEN HUNDRED THIRTY-ONE THOUSAND, FOUR HUNDRED TWENTY-ONE DOLLARS AND 60/100 CENTS (\$731,421.60), based on an hourly rate not to exceed equal to ~~FIFTEEN DOLLARS AND TWENTY-ONE CENTS (\$15.21)~~ SEVENTEEN DOLLARS AND 68/100 CENTS (\$17.68) for actual services performed as identified in **Exhibit "A"** attached hereto.”

**SECTION 4.** In the event of any conflict or ambiguity by and between the terms and provisions of the Original Agreement, as amended, the terms and provisions of this Second Amendment shall control to the extent of any such conflict or ambiguity.

**SECTION 5.** The Parties agree that in all other respects the Original Agreement, as amended, shall remain in full force and effect, except as specifically modified herein.

**SECTION 6.** Each exhibit referred to in the Original Agreement, as amended, except as repealed herein, forms an essential part of this Second Amendment. The exhibits, if not physically attached, should be treated as part of this Second Amendment, and are incorporated herein by reference.

**SECTION 7.** Each person signing this Second Amendment on behalf of either Party individually warrants that he or she has full legal power to execute this Second Amendment on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Second Amendment.

**SECTION 8.** This Second Amendment may be executed by hand or electronically in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Second Amendment by the Parties shall be legally binding, valid, and effective upon delivery of the executed documents to the other Party through facsimile transmission, email, or other electronic delivery.

**SIGNATURE PAGE FOLLOWS**



City of Pembroke Pines

IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

**CITY:**

CITY OF PEMBROKE PINES, FLORIDA

**ATTEST:**

DocuSigned by:

*Marlene Graham*

August 30, 2022

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MARLENE D. GRAHAM, CITY CLERK

BY: *[Signature]*

\_\_\_\_\_  
MAYOR FRANK C. ORTIS

**APPROVED AS TO FORM:**

DocuSigned by:

*Brian Sherman*

A6A367823E18486...

Print Name: Brian Sherman

OFFICE OF THE CITY ATTORNEY

DocuSigned by:

*Charles F. Dodge*

August 30, 2022

47B966ECFDAD4AC...

\_\_\_\_\_  
CHARLES F. DODGE, CITY MANAGER

**CONTRACTOR:**

**KEMP GROUP INTERNATIONAL CORPORATION**

Signed By: *[Signature]*

Printed Name: Christina Aderinokun

Title: President



Mailing: PO Box 471614\*Miami FL 33247  
2111 SW 60 Way\*Miramar FL 33023

**KEMP GROUP INTERNATIONAL CORPORATION**

August 9, 2022

City of Pembroke Pines  
Purchasing Department  
601 City Center Way  
Pembroke Pines FL 33025

Re: Contract/Reference No.PD-20-03 School Crossing Guards Services  
Price Adjustment/Increase

To Whom It May Concern:

In reference to the above-mentioned contract, we are asking the City for a cost adjustment due to the increase in the industry for the 2022-2023 school year. The adjustment to increase the contract billable per hour rate to \$17.68 per hour. This will increase the billing rate from \$15.21 per hour to \$17.68 per hour. When wages increase, so does taxes and insurances. This increase will cover the cost of wages, taxes, and insurances.

An amendment was passed on November 3<sup>rd</sup>, 2020 to increase the minimum wage by \$1.00 annually up to September 2026. Minimum wage will increase to \$11 per hour for 2022.

As per section 1.3.15 of the contract, which stipulates if there is any change in the State of Florida or Federal minimum wage rates, increments can be asked for.

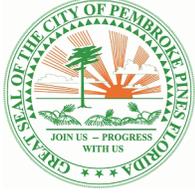
This will be greatly appreciated. If you have any questions, please feel free to call me at 954-437-7294 or email me at [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)

Sincerely,

Joe Faluade  
Manager

**PHONE:** (954) 437-7294  
**FAX:** (954) 437-8952  
**EMAIL:** [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)





# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

### Agenda Number: 15.

**File ID:** 22-0613

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 08/02/2022

**Short Title:** 2nd Amendment - Crossing Guard Agreement with  
Kemp Group

**Final Action:** 08/17/2022

**Title:** MOTION TO APPROVE THE SECOND AMENDMENT TO THE CONTRACTUAL SERVICES AGREEMENT FOR SCHOOL CROSSING GUARD SERVICES WITH KEMP GROUP INTERNATIONAL CORPORATION., INCREASING THE ANNUAL COST BY \$102,183.90, WHICH IS AN INCREASE OF APPROXIMATELY 16.24%, FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$731,421.60.

**\*Agenda Date:** 08/17/2022

**Agenda Number:** 15.

#### Internal Notes:

**Attachments:** 1. Proposed 2nd Amendment (Executed by Vendor), 2. Feasibility Analysis - Crossing Guards, 3. 2022-08-09 - Price Increase Request Letter from Kemp, 4. 2021-08-04 - Commission Approval - 1st Amendment, 5. Original Agreement and 1st Amendment - Kemp Group International Corp. - School Crossing Guards

1 City Commission 08/17/2022 approve Pass  
**Action Text:** A motion was made to approve on the Consent Agenda  
Aye: - 5 Mayor Ortis, Vice Mayor Schwartz, Commissioner Good Jr.,  
Commissioner Castillo, and Commissioner Siple  
Nay: - 0

MOTION TO APPROVE THE SECOND AMENDMENT TO THE CONTRACTUAL SERVICES AGREEMENT FOR SCHOOL CROSSING GUARD SERVICES WITH KEMP GROUP INTERNATIONAL CORPORATION., INCREASING THE ANNUAL COST BY \$102,183.90, WHICH IS AN INCREASE OF APPROXIMATELY 16.24%, FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$731,421.60.

#### SUMMARY EXPLANATION AND BACKGROUND:

1. On October 7, 2020, the City Commission authorized the advertisement of award IFB # PD-20-03 "School Crossing Guards", which was advertised on October 13, 2020.

**Agenda Request Form Continued (22-0613)**

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2. The purpose of this solicitation was to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis.

3. On November 10, 2020, the City opened three (3) proposals from the following vendors:

<b>Vendor Name</b>	<b>Crossing Guard Cost/Hr.</b>	<b>Crossing Guard Supervisor Cost/Hr.</b>
Kemp Group International Corporation	\$ 13.86	\$ 13.86
Everything Parking Inc. DBA Park Inc.	\$ 21.96	\$ 21.96
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4. The Police Department has reviewed the bids and has deemed Kemp Group International Corporation to be the most responsive/responsible bidder.

5. In addition, Kemp Group International Corporation has also completed the Equal Benefits Certification Form and has stated that the Contractor currently complies with the requirements of this section.

6. As a result, on February 17, 2021, the City Commission approved the award of IFB # PD-20-03 "School Crossing Guards" to the most responsive/responsible bidder, "Kemp Group International Corporation" in the amount not to exceed \$573,388.30, for an initial three (3) year period, commencing March 1, 2021 and expiring June 30, 2024.

7. Section 1.3.15 of the Original Agreement stipulates that if there is any changes in the State of Florida or Federal minimum wage rates, increments can be asked for.

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<b>Effective Date</b>	<b>Minimum Wage</b>	<b>Increase \$</b>	<b>Increase %</b>
Jan. 01, 2021	\$ 8.65	\$0.09	1.05%
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Sep. 30, 2026	\$15.00	\$1.00	7.14%

9. As a result of Florida Amendment 2, which went into effect on September 30, 2021, there was a minimum wage increase of 15.6%, from \$8.65 per hour to \$10 per hour.

10. As a result, Kemp Group International Corporation requested the City to increase the contract billable hour rate from \$13.86 to \$15.21, for a total increase of 9.74%.

11. On August 4, 2021, the City Commission approved the First Amendment to the Agreement with Kemp Group International Corporation, for the requested increase, in an annual amount not

Agenda Request Form Continued (22-0613)

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to exceed \$629,237.70.

12. The City received a letter, dated August 9, 2022, from Kemp Group International Corporation requesting an increase to the contract billable rate from \$15.21 to 17.68 per hour, for a total increase of 16.24%.

13. The minimum wage will only be increasing from \$10 to \$11 on September 30, 2022, which is only a 10% increase. However, Kemp Group International Corporation has stated that effective August 2022, they are paying all of their Crossing Guards \$15 per hour.

14. The proposed hourly billable rate will still be lower than the bids placed by the other two vendors from IFB # PD-20-03 "School Crossing Guards," back in 2020.

15. Request City Commission to approve the Second Amendment to the Contractual Services Agreement between the City of Pembroke Pines and Kemp Group International Corporation, for an annual amount not to exceed \$731,421.60.

Reviewed by Commission Auditor.

**FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** The increase for the annual amount is \$102,183.90, bringing the annual amount up to an amount not to exceed \$731,421.60.
- b) **Amount budgeted for this item in Account No:** Funds have been budgeted in account 001-521-3001- 534990-0000-000-0000 (Contractual Services - Other) for fiscal year 2022-2023.
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5 year projection of the operational cost of the project:** The contract ends on June 30, 2024, and the annual contract amount is \$731,421.60.
- e) **Detail of additional staff requirements:** Not Applicable.

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Yes, please see attached feasibility analysis.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Based on the attached analysis, we anticipate a savings of approximately \$375,254 for the initial year by out-sourcing these services in-lieu of utilizing in-house labor.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/10/2022

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<b>PRODUCER</b> BENDELL INSURANCE GROUP INC 111 NW 183RD ST STE 108 MIAMI FL 33169	<b>CONTACT NAME:</b> ANDREW OGHINAN <b>PHONE (A/C No. Ext):</b> (305) 249-5055 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> BIG@BENDELLINSURANCE.COM														
<b>INSURED</b> KEMP GROUP INTERNATIONAL CORP P O BOX 471614 MIAMI FL 332470000 FEIN: 65-0902392	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> FWCJUA</td> <td></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> FWCJUA		<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES** **CERTIFICATE NUMBER:** 2208100005 **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7D772297	12/9/2021	12/9/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

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

<b>CERTIFICATE HOLDER</b> CITY OF PEMBROKE PINES 601 CITY CENTER WAY  PEMBROKE PINES FL 33025 Phone Number: (954) 392-9435	<b>CANCELLATION</b> 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 
---	--





City of Pembroke Pines

**FIRST AMENDMENT TO  
SCHOOL CROSSING GUARD SERVICES AGREEMENT  
BETWEEN THE CITY OF PEMBROKE PINES AND  
KEMP GROUP INTERNATIONAL CORPORATION**

**THIS AMENDMENT (“First Amendment”)**, dated this 4th day of August, 2021, is by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of **601 City Center Way, Pembroke Pines, FL 33025**, hereinafter referred to as "CITY",

and

**KEMP GROUP INTERNATIONAL CORPORATION**, a For Profit Corporation as listed with the Florida Division of Corporations, and with a business address of **2111 SW 60<sup>th</sup> Way, Miramar FL 33023**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereafter be collectively referred to as the "Parties".

**WHEREAS**, on **February 17<sup>th</sup>, 2021**, the Parties entered into the School Crossing Guard Services Agreement (“Original Agreement”) for an initial **three (3) year period**, which expires on **June 30<sup>th</sup>, 2024**; and,

**WHEREAS**, the Original Agreement authorized the renewal of the Original Agreement at the expiration of the initial term for **three (3) additional one (1) year terms** pursuant to a written amendment to the Original Agreement extending the term thereof; and,

**WHEREAS**, to date the Parties have been satisfied with the performance and execution of the Original Agreement, and desire to supplement and amend the Original Agreement to increase the hourly rate for services to fifteen dollars and twenty-one cents (\$15.21), as more particularly described in **Exhibit “B-1”**, attached hereto and by this reference made a part hereof and as set forth in this First Amendment.

**WITNESSETH**

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as set forth below:

**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.



City of Pembroke Pines

**SECTION 2.** Any language contained in this First Amendment, or any subsequent amendment, which is in ~~strike through~~ type shall be deletions from the terms of the Original Agreement and language in underlined type shall be additions to the terms of the Original Agreement.

**SECTION 3.** Section 4.1 of the Original Agreement is hereby revised and amended as set forth below:

“4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR a total annual amount NOT TO EXCEED ~~FIVE HUNDRED SEVENTY-THREE THOUSAND, THREE HUNDRED EIGHTY-EIGHT DOLLARS AND THIRTY CENTS (\$573,388.30)~~ SIX HUNDRED TWENTY-NINE THOUSAND TWO HUNDRED THIRTY-SEVEN DOLLARS AND SEVENTY CENTS (\$629,237.70), based on an hourly rate not to exceed equal to ~~THIRTEEN DOLLARS AND EIGHTY-SIX CENTS (13.86)~~ FIFTEEN DOLLARS AND TWENTY-ONE CENTS (\$15.21) for actual services performed as identified in **Exhibit “A”** attached hereto.”

**SECTION 4. Scrutinized Companies.** CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

4.1 Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

4.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

4.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

4.2.2 Is engaged in business operations in Syria.

**SECTION 5. Employment Eligibility.** CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

5.1 **Definitions for this Section:**

5.1.1 “Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services



to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.

5.1.2 "Contractor" includes, but is not limited to, a vendor or consultant.

5.1.3 "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

5.1.4 "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

5.2 **Registration Requirement; Termination.** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

5.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

5.2.2 All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Pembroke Pines. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Pembroke Pines; and

5.2.3 The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

**SECTION 6.** In the event of any conflict or ambiguity by and between the terms and provisions of this First Amendment and the Original Agreement, the terms and provisions of this First Amendment shall control to the extent of any such conflict or ambiguity.



City of Pembroke Pines

**SECTION 7.** The Parties agree that in all other respects the Original Agreement, as amended by this First Amendment, shall remain in full force and effect, except as specifically modified herein.

**SECTION 8.** Each exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this First Amendment. The exhibits, if not physically attached, should be treated as part of this First Amendment and are incorporated herein by reference.

**SECTION 9.** Each person signing this First Amendment on behalf of either Party individually warrants that he or she has full legal power to execute this First Amendment on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this First Amendment.

**SECTION 10.** This First Amendment may be executed by hand or electronically in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this First Amendment by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other Party through facsimile transmission, email, or other electronic delivery.

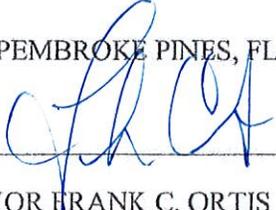
**IN WITNESS OF THE FOREGOING,** the Parties have set their hands and seals the day and year first written above.

**CITY:**

CITY OF PEMBROKE PINES, FLORIDA

**ATTEST:**

DocuSigned by:  
*Marlene Graham* August 17, 2021  
E858EEE04EEF4F3  
MARLENE D. GRAHAM, CITY CLERK

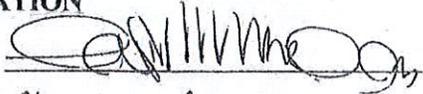
BY:   
MAYOR FRANK C. ORTIS

APPROVED AS TO FORM:  
DocuSigned by:  
*Danielle Schwabe* August 12, 2021  
013E807C191D4FF  
Print Name: Danielle Schwabe  
OFFICE OF THE CITY ATTORNEY

DocuSigned by:  
BY: *Charles F. Dodge* August 17, 2021  
47B966ECFDAD4AC...  
CHARLES F. DODGE, CITY MANAGER

**CONTRACTOR:**

**KEMP GROUP INTERNATIONAL CORPORATION**

Signed By:   
Print Name: Christina Aderinkun  
Title: President

# Exhibit "B-1"

Mailing: PO Box 471614\*Miami FL 33247  
Office: 2111 SW 60 Way\*Miramar FL 33023

## KEMP GROUP INTERNATIONAL CORPORATION

April 30, 2021

Eliezer Diaz, Contracts Specialist  
Finance Department  
City of Pembroke Pines  
601 City Center Way  
Pembroke Pines FL 33025

Re: Contract/Reference No. IFB # PD-20-03  
School Crossing Guards  
Increase in minimum wage

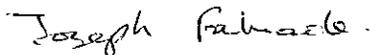
In reference to the above mentioned contact, we are asking the City to increase the contract billable per hour rate to \$15.21 per hour. This will increase billing rate from \$13.86 per hour to \$15.21 per hour.

This is as a result of the State of Florida Amendment 2, which will go into effect on September 30, 2021, which increases the minimum wage to \$10 per hour (from \$8.65 per hour). This is an of 15.6%increase (\$1.35 per hour) of the minimum wage.

As per section 1.3.15 of the contract, which stipulates if there is any changes in the State of Florida or Federal minimum wage rates, increments can be asked for.

This will be greatly appreciated. If you have any questions, please feel free to call me at 954-437-7294 or email me at [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com).

Sincerely,



Joe Faluade  
Manager

Attachment

**PHONE: (954) 437-7294**

**FAX: (954) 437-8952**

**EMAIL: [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)**

.....

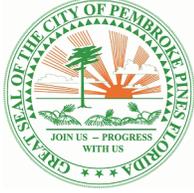
## Florida Minimum Wage To Increase

Effective January 1, 2021, Florida's minimum wage will increase from \$8.56 per hour to \$8.65 per hour. The direct minimum wage for tipped employees will increase from \$5.54 per hour to \$5.63 per hour. Florida employers, meanwhile, may still continue to take a tip credit of up to \$3.02 per hour for those classified as tipped employees.

However, this will not be the only minimum wage increase for 2021. In November, Florida voters passed a Constitutional Amendment which will gradually raise the minimum wage to \$15.00 per hour by 2026. Specifically, the state minimum wage will increase each September as follows:

- \$10.00 on September 30, 2021;
- \$11.00 on September 30, 2022;
- \$12.00 on September 30, 2023;
- \$13.00 on September 30, 2024;
- \$14.00 on September 30, 2025; and
- \$15.00 on September 30, 2026.

On September 30 of each year after 2026, Florida's minimum wage will again be subject to annual increases based upon the percentage increase in the federal "Consumer Price Index for Urban Wage Earners and Clerical Workers in the South Region."



# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

### Agenda Number: 18.

**File ID:** 21-0672

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 07/22/2021

**Short Title:** 1st Amendment-contractual services agreement-Kemp Group

**Final Action:** 08/04/2021

**Title:** MOTION TO APPROVE THE FIRST AMENDMENT TO CONTRACTUAL SERVICES AGREEMENT BETWEEN THE CITY OF PEMBROKE PINES AND KEMP GROUP INTERNATIONAL CORPORATION, FOR AN ANNUAL AMOUNT NOT TO EXCEED \$629,237.70.

**\*Agenda Date:** 08/04/2021

**Agenda Number:** 18.

#### Internal Notes:

**Attachments:** 1. Kemp Group International Corp. - School Crossing Guards 1st Amendment (VE), 2. Exhibit B-1 - Kemp Group Prince Increase Letter, 3. Kemp Group International Corp. Agreement-School Crossing Guards (FE)

1	City Commission	08/04/2021	approve	Pass
<b>Action Text:</b> A motion was made to approve on the Consent Agenda				
Aye: - 5 Mayor Ortis, Vice Mayor Good Jr., Commissioner Castillo, Commissioner Siple, and Commissioner Schwartz				
Nay: - 0				

MOTION TO APPROVE THE FIRST AMENDMENT TO CONTRACTUAL SERVICES AGREEMENT BETWEEN THE CITY OF PEMBROKE PINES AND KEMP GROUP INTERNATIONAL CORPORATION, FOR AN ANNUAL AMOUNT NOT TO EXCEED \$629,237.70.

#### SUMMARY EXPLANATION AND BACKGROUND:

1. On February 17, 2021, the City Commission approved the award of IFB # PD-20-03 "School Crossing Guards" to the most responsive/responsible bidder, "Kemp Group International Corporation" in the amount not to exceed \$573,388.30, for an initial three (3) year period, commencing March 1, 2021 and expiring June 30, 2024.

2. The purpose of the solicitation was to establish a multi-year contract for the provision of

Agenda Request Form Continued (21-0672)

School Crossing Guard Services on an as needed basis.

3. Section 1.3.15 of the Original Agreement stipulates that if there is any changes in the State of Florida or Federal minimum wage rates, increments can be asked for.

4. As a result of Florida Amendment 2, which goes into effect on September 30, 2021, there will be a minimum wage increase of 15.6%, from \$8.65 per hour to \$10 per hour.

5. Kemp Group International Corporation is requesting the City to increase the contract billable hour rate from \$13.86 to \$15.21, for a total increase of 9.74%.

6. The billable hour rate increase will still be lower than the bids place by the other two vendors from the original bid # PD-20-03 "School Crossing Guards" as shown below:

Vendor Name	Crossing Guard Cost/Hr.	Crossing Guard Supervisor Cost/Hr.
Kemp Group International Corporation	\$ 13.86	\$ 13.86
Everything Parking Inc. DBA Park Inc.	\$ 21.96	\$ 21.96
Safeway Services Group Inc.	\$ 22.50	\$ 25.00

7. The new billable rate, if approved, will go into effect on October 1, 2021.

8. Request City Commission to approve the First Amendment to the Contractual Services Agreement between the City of Pembroke Pines and Kemp Group International Corporation, for an annual amount not to exceed \$629,237.70.

**FINANCIAL IMPACT DETAIL:**

a) **Initial Cost:** \$629,237.70 annual amount (the new rate will go into effect for fiscal year 2021-2022)

b) **Amount budgeted for this item in Account No:** Funds have been budgeted in account 001-521-3001- 534990-0000-000-0000 (Contractual Services - Other) for fiscal year 2021-2022.

c) **Source of funding for difference, if not fully budgeted:** Not Applicable.

d) **5 year projection of the operational cost of the project:** Not Applicable.

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures	\$0	\$629,237.70	\$471,928	\$0	\$0
Net Cost	\$0	\$629,237.70	\$471,928	\$0	\$0

e) **Detail of additional staff requirements:** Not Applicable.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
6/30/2021

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.

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<b>PRODUCER</b> <b>BENDELL INSURANCE GROUP INC</b> PO Box 164235 Miami, FL 33116-4235 A195277	<b>CONTACT NAME:</b> ANDREW OGHINAN <b>PHONE (A/C No. Ext):</b> (305) 249-5055 <b>FAX (A/C No.):</b> (305) 249-5057 <b>E-MAIL ADDRESS:</b> big@bendellinsurance.com														
<b>INSURED</b> <b>KEMP GROUP INTERNATIONAL</b> DBA KEMP SECURITY P.O. BOX 471614 MIAMI, FL 33247 954-437-7294	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC#</th> </tr> <tr> <td>INSURER A: JAMES RIVER INS COMPANY</td> <td>122203</td> </tr> <tr> <td>INSURER B: PROGRESSIVE EXPRESS INS COMPANY</td> <td>10193</td> </tr> <tr> <td>INSURER C: JAMES RIVER INS COMPANY</td> <td>12203</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: JAMES RIVER INS COMPANY	122203	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193	INSURER C: JAMES RIVER INS COMPANY	12203	INSURER D:		INSURER E:		INSURER F:	
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INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INS LTR	TYPE OF INSURANCE	ADDL INSD	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  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	00065807-6	02/24/21	02/24/22	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Anyone person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			02103298-6	04/18/21	04/18/22	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			00112940-0	02/24/21	02/24/22	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	NA			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
				NA			

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

SCHOOL CROSSING GUARD SERVICES

SEXUAL ABUSE & MOLESTATION COVERAGE IS INCLUDED IN THE GENERAL LIABILITY.

THE CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED WITH REGARD TO THE GENERAL LIABILITY PER WRITTEN CONTRACT.

<b>CERTIFICATE HOLDER</b>  CITY OF PEMBROKE PINES 601 CITY CENTER WAY PEMBROKE PINES, FL 33025	<b>CANCELLATION</b>  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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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2021

**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).**

<b>PRODUCER</b> BENDELL INSURANCE GROUP INC 111 NW 183RD ST STE 108 MIAMI FL 33169	<b>CONTACT NAME:</b> ANDREW OGHINAN <b>PHONE (A/C, No, Ext):</b> (305) 249-5055 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> BIG@BENDELLINSURANCE.COM														
<b>INSURED</b> KEMP GROUP INTERNATIONAL CORP P O BOX 471614 MIAMI FL 332470000 FEIN: 650902392	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : FWCJUA</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : FWCJUA		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES** **CERTIFICATE NUMBER:** 2106300007 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7D772297	12/9/2020	12/9/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

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

<b>CERTIFICATE HOLDER</b> CITY OF PEMBROKE PINES 601 CITY CENTER WAY  PEMBROKE PINES FL 33025 Phone Number: (954) 392-9435	<b>CANCELLATION</b> 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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City of Pembroke Pines

**SCHOOL CROSSING GUARD SERVICES AGREEMENT BETWEEN  
THE CITY OF PEMBROKE PINES AND KEMP GROUP INTERNATIONAL  
CORPORATION**

**THIS IS AN AGREEMENT (“Agreement”)**, dated the 17<sup>th</sup> day of February, **2021** by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation of the State of Florida with a business address of **601 City Center Way, Pembroke Pines, Florida 33025** (hereinafter referred to as the "CITY")

and

**KEMP GROUP INTERNATIONAL CORPORATION**, a Florida Corporation, as listed with the Florida Division of Corporations, and with a business address of **2111 SW 60 Way, Miramar, FI 33023** (hereinafter referred to as the “CONTRACTOR”). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

**WITNESSETH:**

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

**ARTICLE 1**  
**PREAMBLE**

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **October 13, 2020**, the CITY advertised its notice to bidders of the CITY's desire to hire a firm to provide **school crossing guard services** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

**IFB # PD-20-03**  
**“School Crossing Guards”**

1.2 On **November 10, 2020**, the bids were opened at the offices of the City Clerk.



City of Pembroke Pines

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1.3 On February 17, 2021, the CITY awarded the bid to CONTRACTOR and authorized the proper CITY officials to negotiate and enter into an agreement with CONTRACTOR to render the services more particularly described herein below.

1.4 Negotiations pertaining to the services to be performed by the CONTRACTOR were undertaken and this Agreement incorporates the results of such negotiation.

## **ARTICLE 2**

### **SERVICES AND RESPONSIBILITIES**

2.1 CONTRACTOR hereby agrees to perform **school crossing guard services** at CITY Charter School locations ("Properties"), as more particularly described in and in accordance with the Scope of Services outlined in "**IFB # PD-20-03**", attached hereto and made a part hereof as **Exhibit "A"** and CONTRACTOR's response thereto, attached hereto and made a part hereof as **Composite Exhibit "B"**. CONTRACTOR agrees to perform all services required by this Agreement, the Sealed Bid Package, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 CONTRACTOR shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.4 CONTRACTOR hereby represents to CITY that CONTRACTOR is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, CONTRACTOR agrees to maintain such licenses during the term of this Agreement. If CONTRACTOR's license is revoked, suspended, or terminated for any reason by any governmental agency, CONTRACTOR shall notify the CITY immediately.

2.5 CONTRACTOR shall comply with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to CONTRACTOR, its employees, agents or subcontractors, if any, with respect to the work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

2.6 CONTRACTOR shall comply with the training requirements set forth in Section 316.75, Florida Statutes.



### **ARTICLE 3**

#### **TERM AND TERMINATION**

3.1 CONTRACTOR shall perform **school crossing guard services** at Properties as identified in **Exhibit "A"**, attached hereto and made part hereof, for an initial **three (3) year** period commencing on **March 1, 2021** and ending on **June 30, 2024** .

3.2 This Agreement may be renewed for **three (3) additional one (1) year terms** upon mutual consent, evidenced by a written Amendment to this Agreement extending the term thereof.

3.3 **Post Contractual Obligations.** In the event that the term of Agreement expires, the CONTRACTOR agrees to continue providing services, at the current rates, on a month to month basis until the CITY establishes a new contract for services.

3.4 **Termination for Convenience.** This Agreement may be terminated by CITY for convenience, upon **thirty (30) calendar days** of written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.5 **Default by CONTRACTOR.** In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

### **ARTICLE 4**

#### **COMPENSATION AND METHOD OF PAYMENT**

4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR a total annual amount **NOT TO EXCEED FIVE HUNDRED SEVENTY-THREE THOUSAND, THREE HUNDRED EIGHTY-EIGHT DOLLARS AND THIRTY CENTS (\$573,388.30)**, based on an hourly rate not to exceed **THIRTEEN DOLLARS AND EIGHTY-SIX CENTS (\$13.86)** for actual services performed as identified in **Exhibit "A"** attached hereto.

4.2 Should the Parties renew the term of this Agreement pursuant to Section 3.2 herein, in the event that CONTRACTOR shall provide adequate evidence to CITY to substantiate a price increase, the purchase price of the services contained in Section 2.1 above may be adjusted no more than by an amount equal to the increase in the "Consumer Price Index" or "CPI" for "All Urban Consumers for Miami-Fort Lauderdale-West Palm Beach not seasonally adjusted (1982-84=100)" as published by the U.S. Department of Labor Statistics or its successor agency. The increase in the CPI shall be computed by subtracting the CPI used to calculate the purchase price for the current year from the CPI reported on the U.S. Department of Labor, Bureau of Statistics'



City of Pembroke Pines

website, available at <http://data.bls.gov/cgi-bin/surveymost?cu> for the twelve (12) month period ending April of each year, to be effective on the anniversary date. However, in no event shall the increase be greater than three percent (3%) for each year subsequent to the initial term.

4.3 **Prompt Payment Act.** All payments shall be governed by the Local Government Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

4.4 **Method of Billing and Payment.** The CITY shall, within thirty (30) days from the date CITY's Police Department designee approves the Application for Payment, pay the CONTRACTOR the amount approved by the CITY's Police Chief, or his/her assignee. Payment will be made to CONTRACTOR at:

**Kemp Group International Corporation**  
**2111 SW 60<sup>th</sup> Way,**  
**Miramar, FL 33023**

#### **ARTICLE 5**

#### **CHANGES IN SCOPE OF WORK**

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the scope of services, as described in **Exhibit "A"**, to be provided under this Agreement. These changes may affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the Parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the Parties hereto.

#### **ARTICLE 6**

#### **INDEMNIFICATION**

6.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, assigns and employees, consultants, separate contractors, any of their subcontractors, sub-subcontractors, agents and employees from and against claims, demands, or causes of action whatsoever, and the resulting losses, damages, costs and expenses, including but not limited to attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY arising out of or resulting from performance of the services performed pursuant to this Agreement or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

6.2 Upon completion of all services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.



6.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CONTRACTOR.

6.4 Nothing contained herein is intended nor shall be construed to waive CITY's rights and immunities under the common law or Section 768.28, Florida Statutes, as may be amended from time to time.

## **ARTICLE 7** **INSURANCE**

7.1 The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

7.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on any subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

7.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the CITY's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

7.4 Certificates of Insurance shall provide for thirty (30) days' prior written notice to the CITY in case of cancellation or material changes in the policy limits or coverage states. If the carrier cannot provide thirty (30) days' notice of cancellation, either the CONTRACTOR or their Insurance Broker must agree to provide notice.

7.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall neither commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.



City of Pembroke Pines

7.6 REQUIRED INSURANCE

CONTRACTOR shall be required to obtain all applicable insurance coverage, as indicated below, prior to commencing any work pursuant to this Agreement:

Yes No

- 7.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$50,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000

Products & Completed Operations Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- 7.6.2 Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and all subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident  
\$500,000 Disease – Policy Limit  
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption for CITY to exempt CONTRACTOR.

Yes No

- 7.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
Combined Single Limit (Each Accident) - \$1,000,000



City of Pembroke Pines

2. Hired Autos (Symbol 8)  
 Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)  
 Combined Single Limit (Each Accident) - \$1,000,000

If work under this Agreement includes transportation of hazardous materials, policy shall include pollution liability coverage equivalent to that provided by the latest version of the ISO pollution liability broadened endorsement for auto and the latest version of the ISO Motor Carrier Act endorsement, equivalents or broader language.

Yes No

- \* 7.6.3.1 If CONTRACTOR requests reduced limits under a Personal Auto Liability Policy and it is agreed to by the CITY, coverage shall include Bodily Injury limits of \$100,000 per person/\$300,000 per occurrence and Property Damage limits of \$300,000 per occurrence

Yes No

- 7.6.4 Umbrella/Excess Liability Insurance in the amount of **\$2,000,000.00** as determined appropriate by the CITY depending on the type of job and exposures contemplated. Coverage must be follow form of the General Liability, Auto Liability and Employer's Liability. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to this Agreement. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 7.6.5 Professional Liability/Errors & Omissions Insurance with a limit of liability no less than \$1,000,000 per wrongful or negligent act. This coverage shall be maintained for a period of no less than three (3) years after the delivery of goods/services final payment pursuant to this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY.

Yes No

- \* 7.6.6 Environmental/Pollution Liability insurance shall be required with a limit of no less than \$1,000,000 per wrongful act. Coverage shall include: CONTRACTOR's completed operations, sudden, accidental and gradual pollution conditions. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 7.6.7 Cyber Liability including Network Security and Privacy Liability with a limit of liability no less than \$1,000,000 per loss. Coverage shall include liability arising from: theft, dissemination and/or use of confidential information stored or transmitted in electronic form, unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, and the introduction of a computer virus into, or



City of Pembroke Pines

otherwise causing damage to, a customer's or third person's computer, computer system, network, or similar computer-related property and the data, software and programs thereon. If vendor is collecting credit card information, it shall cover all PCI breach expenses. Coverage is to include the various state monitoring and state required remediation as well as meet the various state notification requirements. This coverage shall be maintained for a period of no less than the later of three (3) years after delivery of goods/services or final payment of the Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 7.6.8 Crime Coverage shall include employee dishonesty, forgery or alteration, and computer fraud in an amount of no less than \$1,000,000 per loss. If CONTRACTOR is physically located on CITY's premises, a third-party fidelity coverage extension shall apply.

Yes No

- \* 7.6.9 Garage Liability & Garage-keepers Legal Liability for those that manage parking lots for the CITY or service CITY vehicles. Coverage must be written on an occurrence basis, with limits of liability no less than \$1,000,000 per Occurrence, including products & completed operations. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment of this Agreement. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 7.6.10 Liquor Liability for those in the business of selling, serving or furnishing of any alcoholic beverages, whether licensed or not, shall carry a limit of liability of no less than \$1,000,000 per occurrence. Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- 7.6.11 Sexual Abuse & Molestation for any agreement involving a vulnerable population. Limits shall be no less than **\$500,000** per occurrence. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment of this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY. **The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 7.6.12 Builder's Risk Insurance shall be "All Risk" for one hundred percent (100%) of the completed value of the project that is the subject of this Agreement with a deductible of not more than five percent (5%) for Named Windstorm and \$20,000 per claim for all



other perils. The Builder's Risk Insurance shall include interests of the CITY, the CONTRACTOR and subcontractors of the project. The CONTRACTOR shall include a separate line item for all costs associated with the Builder's Risk Insurance Coverage for the project. The CITY reserves the right at its sole discretion to utilize the CONTRACTOR's Builder's Risk Insurance or for the CITY to purchase its own Builder's Risk Insurance for the Project. Prior to the CONTRACTOR purchasing the Builder's Risk insurance for the project, the CONTRACTOR shall allow the CITY the opportunity to analyze the CONTRACTOR's coverage and determine who shall purchase the coverage. Should the CITY utilize the CONTRACTOR's Builder's Risk Insurance, the CONTRACTOR shall be responsible for all deductibles. If the CITY chooses to purchase the Builder's Risk Coverage on the project, the CONTRACTOR shall provide the CITY with a change order deduct for all premiums and costs associated with the Builder's Risk insurance in their schedule. Should the CITY choose to utilize the CITY's Builder's Risk Program, the CITY shall be responsible for the Named Windstorm Deductible and the CONTRACTOR shall be responsible for the All Other Perils Deductible.

## 7.7 REQUIRED ENDORSEMENTS

- 7.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the Liability Policies required herein.
- 7.7.2 Waiver of all Rights of Subrogation against the CITY.
- 7.7.3 Thirty (30) Day Notice of Cancellation or Non-Renewal to the CITY.
- 7.7.4 CONTRACTOR's policies shall be Primary & Non-Contributory.
- 7.7.5 All policies shall contain a "severability of interest" or "cross liability" clause without obligation for premium payment of the CITY.
- 7.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

7.8 Any and all insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

7.9 The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Agreement.

7.10 The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.



**ARTICLE 8**  
**NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT**

During the performance of the Agreement, neither the CONTRACTOR nor any subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that CONTRACTOR will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

**ARTICLE 9**  
**INDEPENDENT CONTRACTOR**

This Agreement does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, or Federal policies, rules or regulations relating to the use of CONTRACTOR's funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

**ARTICLE 10**  
**AGREEMENT SUBJECT TO FUNDING**

This Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.



**ARTICLE 11**  
**UNCONTROLLABLE FORCES**

11.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, pandemic, acts of God, war, riot, civil disturbance, sabotage, and governmental actions.

11.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

**ARTICLE 12**  
**GOVERNING LAW AND VENUE**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida as now and hereafter in force. The venue for any and all actions or claims arising out of or related to this Agreement shall be in Broward County, Florida.

**ARTICLE 13**  
**SIGNATORY AUTHORITY**

CONTRACTOR shall provide CITY with copies of requisite documentation evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

**ARTICLE 14**  
**DEFAULT OF CONTRACT & REMEDIES**

14.1 **Damages.** CITY reserves the right to recover any ascertainable actual damages incurred as a result of the failure of CONTRACTOR to perform in accordance with the requirements of this Agreement, or for losses sustained by CITY resultant from CONTRACTOR's failure to perform in accordance with the requirements of this Agreement.

14.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

14.2.1. The failure to provide adequate school crossing guards for a period of more than seven (7) business days.



14.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement or neglect, or refusal to comply with the instructions of the CITY or its designee relative thereto.

14.2.3. The failure by CONTRACTOR to observe or perform any of the terms, covenants, or conditions of this Agreement to be observed or performed by CONTRACTOR, where such failure shall continue for a period of seven (7) days after written notice thereof by CITY to CONTRACTOR; provided, however, that if the nature of CONTRACTOR's default is such that more than seven (7) days are reasonably required for its cure, then CONTRACTOR shall not be deemed to be in default if CONTRACTOR commences such cure within said seven (7) day period and thereafter diligently prosecutes such cure to completion.

14.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.

14.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

**14.3 Remedies in Default.** In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct CONTRACTOR to comply with all provisions of this Agreement. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement.

14.3.1 Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of default, shall be due and payable to CONTRACTOR.

14.3.2 CITY may complete the Agreement, or any part thereof, either by day labor or re-letting a contract for the same, and procure the equipment and the facilities necessary for the completion of the Agreement, and charge the cost of same to CONTRACTOR and/or the Surety together with the costs incident thereto to such default.



City of Pembroke Pines

14.3.3 In the event CITY completes the Agreement at a lesser cost than would have been payable to CONTRACTOR under this Agreement, if the same had been fulfilled by CONTRACTOR, CITY shall retain such differences. Should such cost to CITY be greater, CONTRACTOR shall pay the amount of such excess to the CITY.

14.3.4 Notwithstanding the other provisions in this Article, CITY reserves the right to terminate the Agreement at any time, whenever the service provided by CONTRACTOR fails to meet reasonable standards of the trade after CITY gives written notice to the CONTRACTOR of the deficiencies as set forth in the written notice within fourteen calendar (14) days of the receipt by CONTRACTOR of such notice from CITY.

#### **ARTICLE 15** **BANKRUPTCY**

It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

#### **ARTICLE 16** **MERGER; AMENDMENT**

This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and all negotiations and oral understandings between the Parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.

#### **ARTICLE 17** **DISPUTE RESOLUTION**

In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to this Agreement, performance or compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement as interpreted by CITY regardless of such dispute. CONTRACTOR expressly recognizes the paramount right and duty of CITY to provide adequate services at Properties, and further agrees, in consideration for the execution of this Agreement, that in the event of such a dispute, if any, it will not seek injunctive relief in any court, but will negotiate with CITY for an adjustment on the matter or matters in dispute and, upon failure of said negotiations to resolve the dispute, may present the matter to a court of competent jurisdiction in an appropriate suit therefore instituted by it or by CITY.

#### **ARTICLE 18** **PUBLIC RECORDS**

18.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

18.1.1 Keep and maintain public records required by the CITY to perform the service;



City of Pembroke Pines

18.1.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

18.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

18.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

18.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth herein.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY CLERK  
601 CITY CENTER WAY, 4<sup>th</sup> FLOOR  
PEMBROKE PINES, FL 33025  
(954) 450-1050  
[mgraham@ppines.com](mailto:mgraham@ppines.com)**

**ARTICLE 19  
SCRUTINIZED COMPANIES**

19.1 CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:



19.1.1 Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

19.1.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

19.1.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

19.1.2.2 Is engaged in business operations in Syria.

## **ARTICLE 20**

### **EQUAL BENEFITS FOR EMPLOYEES**

20.1 CONTRACTOR certifies that it is aware of the requirements of Section 35.39 of the CITY's Code of Ordinances and certifies that CONTRACTOR currently complies with the requirements of Section 35.39 of the CITY's Code of Ordinances.

20.2 Except where federal or state law mandates to the contrary, a contractor awarded a contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

20.3 CONTRACTOR shall provide the City Manager and his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this Article, and upon request shall provide evidence that the CONTRACTOR is in compliance with the provisions of this Article upon the renewal of this AGREEMENT or when the City Manager or his/her designee receives a complaint or has reason to believe CONTRACTOR may not be in compliance with the provisions of this Article. Records shall include but not be limited to providing the City Manager and his/her designee with certified copies of CONTRACTOR's records pertaining to its benefits policies and its employment policies and practices.

20.4 CONTRACTOR must conspicuously make available to all employees and applicants for employment the following statement:

**“During the performance of a contract with the City of Pembroke Pines, Florida, the CONTRACTOR will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City of Pembroke Pines Code of Ordinances, and its employees with Domestic**



**Partners and all Married Couples”.**

20.5 By executing this Agreement, CONTRACTOR certifies that it agrees to comply with the above and Section 35.39 of the City of Pembroke Pines Code of Ordinances, as may be amended from time to time.

**ARTICLE 21**  
**EMPLOYMENT ELIGIBILITY**

21.1 CONTRACTOR certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

21.1.1 **Definitions for this Section.**

21.1.1.1 “Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

21.1.1.2 “Contractor” includes, but is not limited to, a vendor or consultant.

21.1.1.3 “Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

21.1.1.4 “E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

21.2 **Registration Requirement; Termination.** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

21.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

21.2.2 All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City of Pembroke Pines. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Pembroke Pines; and

21.2.3 The Contractor shall comply with the provisions of Section 448.095, Fla. Stat.,



"Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

## **ARTICLE 22**

### **MISCELLANEOUS**

22.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed.

22.2 **Legal Representation.** It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both Parties.

22.3 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractors to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries. All records shall be maintained and available for disclosure, as appropriate, in accordance with Chapter 119, Florida Statutes.

22.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.



City of Pembroke Pines

22.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

22.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY Charles F. Dodge, City Manager  
City of Pembroke Pines  
601 City Center Way, 4<sup>th</sup> Floor  
Pembroke Pines, Florida 33025  
Telephone No. (954) 450-1040

Copy To: Samuel S. Goren, City Attorney  
Goren, Cherof, Doody & Ezrol, P.A.  
3099 East Commercial Boulevard, Suite 200  
Fort Lauderdale, Florida 33308  
Telephone No. (954) 771-4500  
Facsimile No. (954) 771-4923

CONTRACTOR **Kemp Group International Corporation**  
**Joe Faluade**  
**2111 SW 60 Way**  
**Miramar, FL 33023**  
**E-mail: kempgroupintl@aol.com**  
**Telephone No: 954-437-7294**  
**Facsimile No: 954-437-8952**

22.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.



22.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

22.9 **Exhibits.** Each exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

22.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

22.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. In the event of a conflict between this Agreement, the RFP and the CONTRACTOR's bid proposal, this Agreement shall govern, then the RFP, and then the bid proposal.

22.12 **Waiver.** Failure of CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be construed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

22.13 **Attorneys' Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

22.14 **Protection of CITY Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

22.15 **Counterparts and Execution.** This Agreement may be executed by hand or electronically in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

22.16 **Compliance with Statutes.** It shall be the CONTRACTOR's responsibility to be aware of and comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, CITY, state, and federal agencies as applicable.

22.17 **Background Screening.** CONTRACTOR shall comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted



City of Pembroke Pines

access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by CONTRACTOR in advance of personnel providing any services under the conditions described in the previous sentence. CONTRACTOR respectively shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement. The failure of CONTRACTOR to perform any of the duties described in this section shall constitute a material breach of Agreement. CONTRACTOR agrees to indemnify and hold harmless CITY, its elected and appointed officials, officers, employees, and agents from any liability in the form of physical or mental injury, death, or property damage resulting from the CONTRACTOR's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY:

CITY OF PEMBROKE PINES, FLORIDA

ATTEST:

DocuSigned by:  
*Marlene D. Graham*  
E858EEE04EEF4F3...  
MARLENE D. GRAHAM, CITY CLERK  
February 23, 2021

DocuSigned by:  
*Charles F. Dodge*  
7563D7C5B031407...  
By: CHARLES F. DODGE, CITY MANAGER  
February 23, 2021

APPROVED AS TO FORM:

DocuSigned by:  
*Danielle Schwabe*  
013E807C191D4FE...  
Name: Danielle Schwabe  
OFFICE OF THE CITY ATTORNEY  
February 23, 2021

CONTRACTOR:

KEMP GROUP INTERNATIONAL CORPORATION

Signed By: *Christina Aderinokun*

Print Name: Christina Aderinokun

Title: President



# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 10.**

**File ID:** 21-0100

**Type:** Bid

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 02/08/2021

**Short Title:** MOTION TO AWARD IFB # PD-20-03 "SCHOOL  
CROSSING GUARDS

**Final Action:** 02/17/2021

**Title:** MOTION TO AWARD IFB # PD-20-03 "SCHOOL CROSSING GUARDS" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, "KEMP GROUP INTERNATIONAL CORPORATION" IN THE AMOUNT NOT TO EXCEED \$573,388.30.

**\*Agenda Date:** 02/17/2021

**Agenda Number:** 10.

### Internal Notes:

**Attachments:** 1. Kemp Group International Corp. Agreement, 2. Exhibit A - IFB # PD-20-03 School Crossing Guards, 3. Exhibit B - Submittal by Kemp Group International Corporation, 4. PD-20-03 Bid Tabulation

1 City Commission 02/17/2021 approve Pass  
**Action Text:** A motion was made to approve on the Consent Agenda  
Aye: - 5 Mayor Ortis, Vice Mayor Schwartz, Commissioner Good Jr.,  
Commissioner Castillo, and Commissioner Siple  
Nay: - 0

MOTION TO AWARD IFB # PD-20-03 "SCHOOL CROSSING GUARDS" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, "KEMP GROUP INTERNATIONAL CORPORATION" IN THE AMOUNT NOT TO EXCEED \$573,388.30.

### PROCUREMENT PROCESS TAKEN:

**- Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."**

**- Section 35.15 defines an Invitation for Bid as "A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the city is capable of specifically defining the scope of work for which a service is required or when the city is capable of establishing 15**

Agenda Request Form Continued (21-0100)

***precise specifications defining the actual commodities required. The invitation for bid shall include instructions to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid."***

***- Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."***

***- 35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."***

***- Section 35.19 of the City's Code of Ordinances is titled "SEALED COMPETITIVE BIDDING PROCEDURE."***

***- Section 35.19(A) states "All sealed competitive solicitations as defined in § 35.18 shall be presented to the City Commission for their consideration prior to advertisement."***

***- Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."***

***- Section 35.21(A) of the City's Code of Ordinances is titled "City Commission approval."***

***- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."***

**SUMMARY EXPLANATION AND BACKGROUND:**

1. On October 7, 2020, the City Commission authorized the advertisement of award IFB # PD-20-03 "School Crossing Guards", which was advertised on October 13, 2020.
2. The purpose of this solicitation was to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis.
3. On November 10, 2020, the City opened three (3) proposals from the following vendors:

Vendor Name	Crossing Guard Cost/Hr.	Crossing Guard Supervisor Cost/Hr.
Kemp Group International Corporation	\$ 13.86	\$ 13.86
Everything Parking Inc. DBA Park Inc.	\$ 21.96	\$ 21.96
Safeway Services Group Inc.	\$ 22.50	\$ 25.00

4. The Police Department has reviewed the bids and has deemed Kemp Group International Corporation to be the most responsive/responsible bidder.

5. In addition, Kemp Group International Corporation has also completed the Equal Benefits

Agenda Request Form Continued (21-0100)

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Certification Form and has stated that the Contractor currently complies with the requirements of this section.

6. Request Commission to award IFB # PD-20-03 "School Crossing Guards" to the most responsive/responsible bidder, "Kemp Group International Corporation" in the amount not to exceed \$573,388.30.

**FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** \$573,388.30.

**b) Amount budgeted for this item in Account No:**

Funds are available in account 1-521-3001- 34990 (Contractual Services - Other)

**c) Source of funding for difference, if not fully budgeted:** Not Applicable.

**d) 5 year projection of the operational cost of the project:** Not Applicable.

**e) Detail of additional staff requirements:** Not Applicable.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**02/16/21**

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

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

PRODUCER <b>BENDELL INSURANCE GROUP INC</b> PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: <b>ANDREW OGHINAN</b>
	PHONE (A/C, No, Ext): <b>(305)249-5055</b> FAX (A/C, No): <b>(305)249-5057</b> E-MAIL ADDRESS: <b>big@bendellinsurance.com</b>
INSURED <b>KEMP GROUP INTERNATIONAL</b> dba <b>KEMP SECURITY.</b> P.O.BOX 471614 MIAMI, FL 33247 954-437-7294	INSURER(S) AFFORDING COVERAGE INSURER A: <b>JAMES RIVER INSURANCE CO.</b> NAIC# <b>12203</b>
	INSURER B: <b>PROGRESSIVE EXPRESS INS CO.</b> <b>10193</b>
	INSURER C: <b>JAMES RIVER INS COMPANY</b> <b>12203</b>
	INSURER D:
	INSURER E:
INSURER F:	

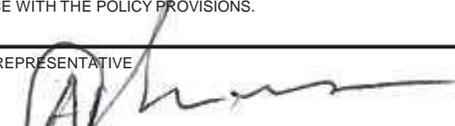
COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		00065807-6	2/24/21	2/24/22	EACH OCCURRENCE \$ <b>1,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b> MED EXP (Any one person) \$ <b>EXCLUDED</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			02103298-9	04/18/20	04/18/21	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						
C	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			00112940-0	02/24/21	02/24/22	EACH OCCURRENCE \$ <b>2,000,000</b> AGGREGATE \$ <b>2,000,000</b>
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NA			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
				NA			

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

**SCHOOL CROSSING GUARD SERVICES.**  
**SEXUAL ABUSE & MOLESTATION COVERAGE IS INCLUDED IN THE GENERAL LIABILITY.**  
**"THE CERTIFICATE HOLDER IS NAMED ADDITIONALLY INSURED WITH REGARD TO GENERAL LIABILITY"**

CERTIFICATE HOLDER  <b>CITY OF PEMBROKE PINES</b> <b>601 CITY CENTER WAY</b> <b>PEMBROKE PINES, FLORIDA 33025</b>	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 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/22/2021

**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).**

<b>PRODUCER</b> BENDELL INSURANCE GROUP INC 111 NW 183RD ST STE 108 MIAMI FL 33169	<b>CONTACT NAME:</b> ANDREW OGHINAN <b>PHONE (A/C, No, Ext):</b> (305) 249-5055 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> BIG@BENDELLINSURANCE.COM														
<b>INSURED</b> KEMP GROUP INTERNATIONAL CORP P O BOX 471614 MIAMI FL 332470000 FEIN: 650902392	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : FWCJUA</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : FWCJUA		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
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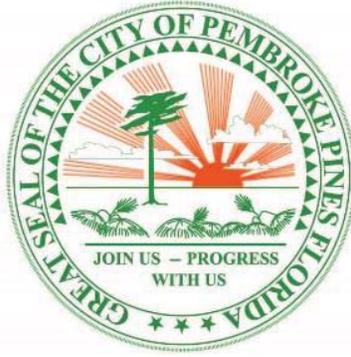
**COVERAGES** **CERTIFICATE NUMBER: 2101220015** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7D772297	12/9/2020	12/9/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

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

<b>CERTIFICATE HOLDER</b> CITY OF PEMBROKE PINES 601 CITY CENTER WAY  PEMBROKE PINES FL 33025 Phone Number: (954) 392-9435	<b>CANCELLATION</b> 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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# School Crossing Guards

## Invitation for Bids # PD-20-03

<b>General Information</b>		
Project Cost Estimate	Not Applicable	Not Applicable
Project Timeline	This contract shall be for an initial three (3) year period with the option of an additional three (3) one-year renewal terms.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Question Due Date	October 26, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on November 10, 2020	See Section 1.8
5% Proposal Security / Bid Bond	Required in the event that the proposal exceeds \$200,000	See Section 4.1
100% Payment and Performance Bonds	Required in the event that the proposal exceeds \$200,000	See Section 4.2

**THE CITY OF PEMBROKE PINES**  
**PURCHASING DIVISION**  
**8300 SOUTH PALM DRIVE**  
**PEMBROKE PINES, FLORIDA 33025**  
**(954) 518-9020**



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ATTACHMENTS

- Attachment A: Contact Information Form
- Attachment B: Non-Collusive Affidavit
- Attachment C: Proposer’s Qualifications Statement
- Attachment D: Sample Insurance Certificate
- Attachment E: Specimen Contract - **Contractual Services Agreement**
- Attachment F: References Form
- Attachment G: School Locations / Times List



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## **SECTION 1 - INSTRUCTIONS**

### **1.1 NOTICE**

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

#### **IFB # PD-20-03 School Crossing Guards**

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the [www.BidSync.com](http://www.BidSync.com) website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at [purchasing@ppines.com](mailto:purchasing@ppines.com). The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at [www.bidsync.com](http://www.bidsync.com). Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

**Proposals will be accepted until 2:00 p.m., Tuesday, November 10, 2020.** Proposals must be **submitted electronically at [www.BidSync.com](http://www.BidSync.com)**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

#### **1.1.1 VIRTUAL BID OPENING**

At the time of writing of this notice, Florida Governor Ron DeSantis’ Executive Order No. 20-69 (extended by EO 20-150 and EO 20-179) on the Coronavirus health alert, is due to expire on **October 1, 2020**. If the executive order is not extended then meetings may be a combination of in-person and virtual, all as provided by law, or as otherwise entered via an executive order of the governor. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**

In addition, at the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.



Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department  
City of Pembroke Pines  
8300 South Palm Drive,  
Pembroke Pines, FL 33025  
954-518-9022  
[purchasing@ppines.com](mailto:purchasing@ppines.com)

## **1.2 PURPOSE**

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis. The successful Contractor shall be responsible for providing State of Florida Department of Transportation (FDOT) certified crossing guards at locations and times specified by the City, shall be completely responsible for the supervision and training of such personnel in accordance with contract terms, conditions, and specifications contained in this solicitation, and shall exercise exclusive control over persons employed to fulfill these contract requirements in accordance with the Bid specifications.

To be eligible to respond to this Bid, the proposing firm must provide contact information for references that they, or the principals assigned to the project have successfully completed services, similar to those specified in the Bid to at least one agency similar in size and complexity to the City of Pembroke Pines.



## **1.3 SCOPE OF WORK**

### **1.3.1 SCHEDULING/STAFFING REQUIREMENTS**

It is anticipated that ninety-one (91) school crossing guards will be required for each school day. However, this is an estimate and the City representative will keep the Contractor informed as to the exact number of school crossing guards that will be required at any one time. The Contractor shall be required to provide coverage at the school crossings for the times indicated. (See Attachment A for lists of locations and hours of coverages, all tentative). The Contractor shall be flexible and provide guards for the hours and locations needed on the instructions of appropriate City personnel. A maximum of four (4) hours will be paid by the City for daily coverage at each location. However, in situations where elementary and middle school hours overlap at a post, additional hours of coverage and the number of hours that will be paid by the City will be mutually agreed upon by the Contractor and the City representative.

All crossing guards are required to be at their assigned post one (1) hour prior to the start of school in the morning and remain at their assigned post for one-half (1/2) hour following dismissal in the afternoon. However, should the required reporting times be changed by the Broward County School Board, Contractor shall comply with no added cost to the city.

### **1.3.2 TRAINING**

It shall be the responsibility, at no cost to the City, of the Contractor to ensure that all persons employed as school crossing guards, including supervisors, receive proper training. The Contractor must comply with Title XXIII, Chapter 316 Section 316.75, Florida Statutes, "School Crossing Guards" (previously Section 234.302, Florida Statutes, and the "Ramon Turnquest School Crossing Guard Act"), by employing FDOT certified crossing guard trainers to ensure that all persons employed as crossing guards receive proper training as required by law. Contractor shall provide evidence (i.e., FDOT issued training certificate or FDOT training performance checklist, if a certificate has not yet been issued by the State) of training to City Representative prior to employment by Contractor.

- It is the Contractor's responsibility to keep all training documentation up to date and to provide copies to the City Representative. All FDOT issued training certificates shall be signed by Contractor before forwarding to the City Representative.
- Under no circumstances shall the Contractor place a school crossing guard at a location who does not meet the state-mandated training requirements. Use of crossing guards or supervisors who have not successfully met the training criteria



may result in rejection of invoices for service and/or may serve as grounds for termination of the Contract.

State required initial and annual re-training of all crossing guards, including supervisors, shall be conducted by a FDOT certified trainer as per the standards established by the FDOT. It shall be the sole responsibility of the Contractor, at no cost to the City, to comply with all requirements of this regulation prior to contract commencement. The Contractor may provide its own certified staff training, or sub-contract for certified training to meet this requirement.

Any additional training required throughout the school year will be the sole responsibility of the Contractor at no cost to the City.

### **1.3.3 EMPLOYEE QUALIFICATIONS**

- **Criminal Background History Check:** The contractor, at no cost to the City, shall conduct a State of Florida and national criminal background history check on all school crossing guards, back-up guards, supervisors and trainers assigned to this contract including sexual predator and sexual offender checks. The contractor shall not provide an employee who has been convicted of any offense endangering the welfare of a minor. Any person convicted of an offense that mandates a person to register as a sexual offender or predator will also not be permitted. The contractor shall provide the City Representative with proof that the checks have been performed prior to employing a crossing guard, back-up guard, supervisor or trainer to be assigned to the contract.

Contractor shall mandate that all employees assigned to this contract report any criminal charges brought against them immediately. Contractor, upon receipt of such information, will immediately notify the City Representative.

Annual criminal background history re-checks and renewal of School Board badges, at no cost to the City, for all persons assigned to the Contract shall be required each summer prior to commencement of the new school year in August.

- **Training:** All appropriate Contractor personnel must have received training in accordance with the City's training requirements as set forth above, prior to being assigned to the City's Contract. Use of untrained guards or supervisors may result in rejection of invoices for service and/or may serve as grounds for termination of the Contract. Contractor shall provide the City with credentials supporting this trainer, prior to guard, back-up guard, and supervisor or trainer assignment. Previous school crossing guard experience of Contractor employees who would be assigned to the Contract is preferred by the City.
- **Dress Code/Identification:** All Contractor employees shall present a professional appearance, be neat, clean, well groomed, courteous, properly uniformed, conduct themselves in a respectable manner, and be a minimum of eighteen (18) years old. The



preferred uniform consists of a white shirt or blouse and navy or dark slacks or trousers. The contractor or its employees are responsible for the cost of such uniform.

Proposer shall provide the City with information on their written dress code policy as a part of response. Contractor personnel shall under no circumstances be permitted to wear open toed shoes, sandals, sling backs or slip-ons, or suggestive clothing.

Contractor personnel shall wear some identification indicating they are the Contractor's employee. This may be in the form of a T-shirt bearing the Contractor's name (i.e. Contractor name/Contract Employee); hat or cap bearing Contractor's name; or an identification badge prominently displayed bearing Contractor's name, employee name, and may include a photo.

- **Personnel Removal/Reassignment/Substitution:** The City acknowledges that all employees and contractors of the Contractor shall be considered to be, at all times, the sole employees or contractors of the Contractor under its sole discretion and not an employee, Contractor, or agent of the City. However, the City reserves the right to require the Contractor to remove any Contractor employee at its sole discretion, it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued performance of the services is not in the best interest of the City/ Such Contractor employee will be replaced with an acceptable substitute employee. Such request, if made by the City Representative, shall be complied with immediately.
- **Transition from Existing Contract:** It is the City's desire that the successful Contractor coordinate with the current Contractor to offer the persons currently employed as crossing guards, back-up guards, supervisors and trainers first consideration for any available crossing guard or supervisory work in accordance with the successful Contractor's employment terms and conditions.

#### **1.3.4 DAILY FIELD SUPERVISION**

The Contractor shall provide a minimum of three (3) experienced field supervisors overseeing then operations, at all times, while the guards are on duty. A maximum of six (6) hours will be paid by the City for daily supervision for a maximum of three (3) field supervisors. All supervisory personnel shall, at a minimum, be FDOT certified school crossing guards; FDOT certification as a trainer is preferred. It will be the responsibility of the field supervisor(s) to ensure that all crossings are properly staffed at all times such staffing is required by the City. Field supervisors are permitted to work a post only on an emergency basis: supervisors are to be active in the field, not working posts.

Additional supervisory personnel may be provided by the successful Contractor to ensure a greater degree of monitoring and contract compliance. However, this will be provided at no cost to the City.



### **1.3.5 GUARD BACKUP**

The Contractor shall ensure that adequate employees are available for the backup of any crossing guard in case of absenteeism. Each backup crossing guard shall be fully trained, FDOT certified, and familiar with the specific crossing locations. Each working crossing guards shall be provided with the name and telephone number of a back-up guard and filed supervisors in case the working guard cannot be at his-her post.

### **1.3.6 TWENTY-FOUR (24) HOUR ANSWERING SERVICE**

The contractor shall provide for its employees a 24-hour answering service. The Contractor may set up its own call-out procedure, and this information shall be included in the response.

### **1.3.7 REPORTS**

Contractor shall provide the following reports to the City Representative in the frequencies specified:

- **Weekly Group Time Sheet:** This report shall include each post location by school name in alphabetical order, identification of the guard assigned to each post location, number of hours per day worked at each location during the week, and other pertinent information to document that all crossing guards' posts were properly staffed during the week. Each report shall be signed by the Contractor certifying that the Contractor's employees worked the hours listed on the timesheet. This report shall be faxed or sent via electronic mail in Microsoft Excel format to the City Representative not later than the Wednesday following each week worked.
- **Master Guard List:** This report shall include all crossing guards and their assigned posts, back-up guards, and supervisors assigned to the contract. This report is to be provided at commencement of the school year and updated periodically as changes occur. This report shall be faxed or sent via electronic mail to the City Representative in Microsoft Excel format.
- **Student Count Report:** A "student count report" shall be conducted, upon request of the City Representative. This report shall contain the following information: Guard name, location and the number of students crossed A.M. and P.M. This report, when requested, shall be faxed or e-mailed to the City Representative.
- **Complaint Report:** Contractor shall have an established procedure for handling, responding to, and documenting actions regarding all complaints received. A report of all complaints shall be provide to the City Representative as follows: due January 15th for the period covering commencement of the school year in August through Winter Break; due June 15th for the period covering commencement of school following Winter Break through the end of the Regular school year in May/June. If there is an Extended School



Year Session (a/k/a Summer School), a report shall be due on August 1st covering the entire Extended School Year Session. This report shall include the following minimum information: Date of complaint, post location, guard identification, type of complaint, action taken, total number of complaints for the reporting period. This report shall be faxed or sent via electronic mail to the City Representative in Microsoft Excel format.

- **Daily Time Sheets:** Contractor shall maintain at its office, and make available for inspection by City personnel, daily time sheets for all crossing guards and supervisors assigned to this contract. The daily time sheet shall, at a minimum, identify the crossing guard or supervisor and total number of hours worked each day. Daily time sheets shall be signed by the Contractor's employees certifying as to the number of hours worked.
- **Additional Reports:** The City Representative may request additional reports from time to time for the purpose of Contractor performance evaluation. Contractor agrees to provide these reports to the City, as requested, and at no additional charge.

### **1.3.8 CONTRACTOR/CITY MEETINGS**

The City may request periodic meetings with the Contractor to review performance, address specific issues, etc. Contractor agrees to attend these meetings, at no charge to the City, as necessary during the Contract term. Contractor, at a minimum, must attend periodic countrywide meetings organized by the School Board and Broward County Traffic Engineering. Additionally, the Contractor may be requested to attend various meetings involving the school principals, parents, and similar entities regarding contract and/or safety-related issues. Contractor agrees to do so at no charge to the City.

### **1.3.9 EQUIPMENT**

The Contractor is responsible, at no cost to the City, for supplying all equipment required by the FDOT standards and guidelines and necessary for the school crossing guards and supervisors to perform their duties, to include at a minimum, but not limited to, the following:

1. Retro-reflective stop paddle that conforms to the guidelines in Manual on Uniform Traffic Control Devices Section 6E.03 and/or fluorescent or retro-reflective orange gloves
2. Fluorescent and retro-reflective safety vest
3. Metal whistle with lanyard
4. Hi-visibility yellow rain gear

Any required replacement of aged, lost or damaged equipment shall be the responsibility of the Contractor, at no cost to the City.

The Contractor shall provide at its sole expense, all other equipment that may be required to properly perform the services in accordance with the terms of the IFB.



### **1.3.10 SCHOOL YEAR SCHEDULE**

It is estimated that school crossing guard services will be required for a total of approximately 210 days per year. The City Representative will inform the Contractor of the specific dates when they are made available from the School Board. No warranty or guarantee is given or implied as to the total number of days of guard and Supervisor coverage that will be required as a result of this Contract.

Approximate School Year Schedule is as follows:

1. Regular School Year: The regular school year (consisting of 180 school days typically begins in mid- August and is in session until approximately early June, with appropriate holidays, breaks and teacher work days that do not require coverage.
2. Extended School Year (a/k/a Summer School): The extended school year typically begins in July and is in session for approximately 30 days.

### **1.3.11 ANNEXATION**

In the event additional areas are annexed into the City of Pembroke Pines, the Contractor shall assume responsibility for providing school crossing guard services to designated schools in the annexed areas. The level of service and hourly charge for services provided in an annexed area must be equal to the service hourly charge provided within the original agreement. The City Representative shall provide all information regarding the additional number of school crossing guards required as soon as the annexation is approved. The City Representative will work with the Contractor to develop a transition plan before the date upon which the expanded service will be required.

### **1.3.12 RETENTION PROGRAM**

If Proposer has an established program designed to recruit and retain personnel assigned to this contract, Proposer shall include in their response a description of such program.

### **1.3.13 BASIC PRE-EMPLOYMENT PHYSICAL EXAMINATION**

FDOT guidelines recommend that each prospective school crossing guard be given a basic physical examination, including agility, blood pressure, vision, and hearing tests. If Proposer has an established program designed to meet this criteria, Proposer shall include in their response a description of such program.

### **1.3.14 SPECIAL EVENTS**

The Contractor may be requested to provide school crossing guards for special events. The City will provide the Contractor with specific dates of these events when known to the City and will provide the Contractor seven (7) days advance notice of the City's requirements. Additional hours that are mutually agreed upon by the Contractor and the



City Representative will be paid to the Contractor, per crossing guard at the hourly rate in effect at the time of service.

### **1.3.15 CONTRACT PERIOD**

The initial contract period shall be three (3) years. Commencing **January 2021** and expiring three years from that date. The hourly charge offered and accepted must remain firm for the initial three (3) years contract period, and shall remain consistent throughout the actual school year, except for any changes in the State of Florida or Federal Minimum Wage Rates. State of Florida or Federal Minimum Wage Rate changes shall be limited in adjustment only to the direct cost of the increase and must be passed-thru directly to the Contractor's employees; no administrative or overhead costs of any kind may be added to such increase. The City reserves the option to renew this contract for one (1) year increments, up to a maximum of three (3) years, after the initial three (3) year term. This will be based on the contractor's acceptable level of performance, to be evaluated annually, funding approval by the City Commission, and mutual consent of the parties.

Any additional schools that become the responsibility of the City in the future may be added at the current hourly rate in effect at the time of service.

Upward or downward price adjustments in future years may be approved, providing the adjustments are based on a national recognized or published index and negotiations with the City Manager pertaining to future extensions. Any increase or decrease must be documented and submitted in writing to the City at least one hundred twenty (120) days prior to the contract anniversary date.

The City Representative may remove individual sites from the schedules with appropriate reduction in costs or services.

### **1.3.16 INVOICES/PAYMENT**

The City will accept weekly invoices; however, payments are processed no more than once monthly. Each invoice shall be fully detailed, including guard and supervisor names, dates and hours worked, and hourly charge. The City shall make every attempt to process correct invoices within thirty (30) days of receipt. The City will advise the Contractor of any items questioned within thirty (30) days of invoice receipt. The Contractor shall prepare verification date for the amount claimed and provide complete cooperation during such investigation for any areas questioned.

### **1.3.17 RECORDS AND AUDITS**

The Contractor shall maintain during the term of the contract, all books of account, receipt invoices, individual timesheets signed by the guard and Contractor, weekly group time sheets signed by the Contractor, State of Florida and national criminal background checks including sexual predator and sexual offender checks, Florida Department of Transportation (FDOT) training certificates, FDOT training checklists, reports and



records in accordance with generally accepted accounting practices and standards. The Contractor shall maintain and make available such records and files for the duration of the contract and retain them beyond the last day of the contract term and any extensions for the period of three (3) years.

#### **1.4 CONTRACT TERM**

This contract shall be for an initial three (3) year term, with the option to renew in one (1) year increments, for a maximum of three (3) years based on the evaluation of the contractor's acceptable level of performance.

##### **1.4.1 Minimum Years of Experience**

The contractor shall have a minimum of five (5) years of experience providing Crossing Guard services.

#### **1.5 PROPOSAL REQUIREMENTS**

The [www.bidsync.com](http://www.bidsync.com) website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

##### **1.5.1 Attachment A: Contact Information Form**

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal.
- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.



- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

#### **1.5.2 Attachment B: Non-Collusive Affidavit**

#### **1.5.3 Attachment C: Proposer's Qualifications Statement**

#### **1.5.4 Attachment F: References Form**

- a. Complete **Attachment F: References Form**, preferably where the team was the same. References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

#### **1.5.5 Proposal Security (Bid Bond Form or Cashier's Check)**

- a. Each Proposal should be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price.
- b. Contingency is not to be counted in the total amount the proposal security is based on.
- c. Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through BidSync.
- d. Proposers should also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive.
- e. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PD-20-03 "School Crossing Guards"**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.



### **1.5.6 FDOT Training Certificates**

Proposers shall include in their Bid response which method of training they are providing.

- a. If claiming Contractor uses its own staff for training, Contractor must attach all current pertinent information and qualifications including copies of FDOT crossing guard trainer certifications for all trainers.
- b. If claiming Contractor uses a sub-contractor, Contractor must attach all current pertinent information and qualifications including copies of FDOT crossing guard trainer certifications for all trainers.

### **1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS**

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

**Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.**

These forms will be found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

#### **1.6.1 Vendor Information Form**

#### **1.6.2 Form W-9 (Rev. October 2018)**

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

#### **1.6.3 Sworn Statement on Public Entity Crimes Form**

**1.6.4 Local Vendor Preference Certification**

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

**1.6.5 Local Business Tax Receipts****1.6.6 Veteran Owned Small Business Preference Certification**

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

**1.6.7 Equal Benefits Certification Form****1.6.8 Vendor Drug-Free Workplace Certification Form****1.6.9 Scrutinized Company Certification****1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION**

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.



## **1.8 TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>October 13, 2020</b>
Question Due Date	<b>October 26, 2020</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>October 29, 2020</b>
Proposals will be accepted until	<b>2:00 p.m. on November 10, 2020</b>
Proposals will be opened at	<b>2:30 p.m. on November 10, 2020</b>
Evaluation of Proposals by Staff	<b>TBD</b>
Recommendation of Contractor to City Commission award	<b>TBD</b>

## **1.9 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before **2:00 p.m. on November 10, 2020.**

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

**PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.**



## **SECTION 2 - INSURANCE REQUIREMENTS**

2.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners, principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

2.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on any subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

2.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the CITY's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

2.4 Certificates of Insurance shall provide for thirty (30) days' prior written notice to the CITY in case of cancellation or material changes in the policy limits or coverage states. If the carrier cannot provide thirty (30) days' notice of cancellation, either the CONTRACTOR or their Insurance Broker must agree to provide notice.

2.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall neither commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.



## 2.6 REQUIRED INSURANCE

CONTRACTOR shall be required to obtain all applicable insurance coverage, as indicated below, prior to commencing any work pursuant to this Agreement:

Yes No

- ✓  2.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000

Products & Completed Operations Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement. (*For Construction projects: Increase to ten (10) years and include a Designated Construction Project(s) General Aggregate Limit*)

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- ✓  2.6.2 Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and all subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident  
\$500,000 Disease – Policy Limit  
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead



City of Pembroke Pines

Yes No

- 2.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)  
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)  
Combined Single Limit (Each Accident) - \$1,000,000

If work under this Agreement includes transportation of hazardous materials, policy shall include pollution liability coverage equivalent to that provided by the latest version of the ISO pollution liability broadened endorsement for auto and the latest version of the ISO Motor Carrier Act endorsement, equivalents or broader language.

Yes No

- 2.6.3.1 If CONTRACTOR requests reduced limits under a Personal Auto Liability Policy and it is agreed to by the CITY, coverage shall include Bodily Injury limits of \$100,000 per person/\$300,000 per occurrence and Property Damage limits of \$300,000 per occurrence

Yes No

- 2.6.4 Umbrella/Excess Liability Insurance in the amount of **\$2,000,000.00** as determined appropriate by the CITY depending on the type of job and exposures contemplated. Coverage must be follow form of the General Liability, Auto Liability and Employer's Liability. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to this Agreement.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- 2.6.5 Professional Liability/Errors & Omissions Insurance with a limit of liability no less than **\$1,000,000** per wrongful or negligent act. This coverage shall be maintained for a period of no less than three (3) years after the delivery of goods/services final payment pursuant to this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY. *(Limit to align with size and scope of the Agreement and exposure inherent with operation/services being performed. For Construction projects: Increase to ten (10) years.)*



Yes No

- \* 2.6.6 Environmental/Pollution Liability insurance shall be required with a limit of no less than \$1,000,000 per wrongful act. Coverage shall include: CONTRACTOR's completed operations, sudden, accidental and gradual pollution conditions. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY. *(Limit to align with size and scope of the Agreement and exposure inherent with operation/services being performed. For Construction projects: Increase to ten (10) years)*

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 2.6.7 Cyber Liability including Network Security and Privacy Liability with a limit of liability no less than \$1,000,000 per loss. Coverage shall include liability arising from: theft, dissemination and/or use of confidential information stored or transmitted in electronic form, unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, and the introduction of a computer virus into, or otherwise causing damage to, a customer's or third person's computer, computer system, network, or similar computer-related property and the data, software and programs thereon. If vendor is collecting credit card information, it shall cover all PCI breach expenses. Coverage is to include the various state monitoring and state required remediation as well as meet the various state notification requirements. This coverage shall be maintained for a period of no less than the later of three (3) years after delivery of goods/services or final payment of the Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 2.6.8 Crime Coverage shall include employee dishonesty, forgery or alteration, and computer fraud in an amount of no less than \$1,000,000 per loss. If CONTRACTOR is physically located on CITY's premises, a third-party fidelity coverage extension shall apply.

Yes No

- \* 2.6.9 Garage Liability & Garage-keepers Legal Liability for those that manage parking lots for the CITY or service CITY vehicles. Coverage must be written on an occurrence basis, with limits of liability no less than \$1,000,000 per Occurrence, including products &



completed operations. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment of this Agreement.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 2.6.10 Liquor Liability for those in the business of selling, serving or furnishing of any alcoholic beverages, whether licensed or not, shall carry a limit of liability of no less than \$1,000,000 per occurrence. Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- 2.6.11 Sexual Abuse & Molestation for any agreement involving a vulnerable population. Limits shall be no less than \$500,000 per occurrence. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment of this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY. *(Limit to align with size and scope of the Agreement and exposure inherent with operation/services being performed.)*

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**

Yes No

- \* 2.6.12 Builder's Risk Insurance shall be "All Risk" for one hundred percent (100%) of the completed value of the project that is the subject of this Agreement with a deductible of not more than five percent (5%) for Named Windstorm and \$20,000 per claim for all other perils. The Builder's Risk Insurance shall include interests of the CITY, the CONTRACTOR and subcontractors of the project. The CONTRACTOR shall include a separate line item for all costs associated with the Builder's Risk Insurance Coverage for the project. The CITY reserves the right at its sole discretion to utilize the CONTRACTOR's Builder's Risk Insurance or for the CITY to purchase its own Builder's Risk Insurance for the Project. Prior to the CONTRACTOR purchasing the Builder's Risk insurance for the project, the CONTRACTOR shall allow the CITY the opportunity to analyze the CONTRACTOR's coverage and determine who shall purchase the coverage. Should the CITY utilize the CONTRACTOR's Builder's Risk Insurance, the



CONTRACTOR shall be responsible for all deductibles. If the CITY chooses to purchase the Builder’s Risk Coverage on the project, the CONTRACTOR shall provide the CITY with a change order deduct for all premiums and costs associated with the Builder’s Risk insurance in their schedule. Should the CITY choose to utilize the CITY’s Builder’s Risk Program, the CITY shall be responsible for the Named Windstorm Deductible and the CONTRACTOR shall be responsible for the All Other Perils Deductible.

If and when 100% is not available or reasonable, the CITY Risk Manager is to make the determination as to what limits are appropriate for the given project.

Yes No

2.6.13 Other Insurance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.7 REQUIRED ENDORSEMENTS

- 2.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the Liability Policies required herein.
- 2.7.2 Waiver of all Rights of Subrogation against the CITY.
- 2.7.3 Thirty (30) Day Notice of Cancellation or Non-Renewal to the CITY.
- 2.7.4 CONTRACTOR’s policies shall be Primary & Non-Contributory.
- 2.7.5 All policies shall contain a “severability of interest” or “cross liability” clause without obligation for premium payment of the CITY.
- 2.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

2.8 Any and all insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

2.9 The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Agreement.

2.10 The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.



## **SECTION 3 - GENERAL TERMS & CONDITIONS**

### **3.1 EXAMINATION OF CONTRACT DOCUMENTS**

Before submitting a Proposal, each Proposer should (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work, (b) study and carefully correlate the Proposer's observations with the Proposal Documents; and (c) notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having familiarized themselves with the nature and extent of the work and any local conditions that may affect the work to be done and the services, equipment, materials, parts and labor required.

### **3.2 CONFLICT OF INSTRUCTIONS**

If a conflict exists between the General Conditions and Instructions stated herein and specific conditions and instructions contained in specifications, the specifications shall govern.

### **3.3 ADDENDA or ADDENDUM**

A formal solicitation may require an Addendum to be issued. An addendum in some way may clarify, correct or change the original solicitation (i.e. due date/time, specifications, terms, conditions, line item). Vendors submitting a proposal should check the BidSync website for any addenda issued. Vendors are cautioned not to consider verbal modifications to the solicitation, as the addendum issued through BidSync will be the only official method whereby changes will be made.

### **3.4 INTERPRETATIONS AND QUESTIONS**

If the Proposer is in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and specifications, the Proposer shall submit a question for interpretation or clarification. The City requires all questions relating to the solicitation be entered through the “**Ask a Question**” option tab available on the BidSync website. Responses to the questions will be provided online at [www.bidsync.com](http://www.bidsync.com). Such request must be received by the “**Question Due Date**” stated in the solicitation. Questions received after “**Question Due Date**” shall not be answered. Interpretations or clarifications in response to such questions will be issued via BidSync. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

BidSync Support is also available to assist proposers with submitting their proposal and to ensure that proposers are submitting their proposals correctly. Proposers should ensure that they contact their BidSync support line at 1-800-990-9339 with ample time before the bid closing date and time.

For all other questions related to this solicitation, please contact the Purchasing Division at [purchasing@ppines.com](mailto:purchasing@ppines.com).

### **3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES**

The awarded contractor shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, and CITY, which may be applicable to the service being provided. The awarded firm shall have or be responsible for obtaining all necessary permits or licenses required, if necessary, in order to provide this service.



Bidder warrants by submittal that prices quoted here are in conformity with the latest federal price guidelines, if any.

### **3.6 WARRANTIES FOR USAGE**

Whenever a bid is sought, seeking a source of supply for a specified time for materials or service, the quantities or usage shown are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid.

### **3.7 BRAND NAMES**

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Bidders shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the vendor's responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

### **3.8 QUALITY**

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new, the latest model, of the best quality, and

highest grade workmanship, unless otherwise noted.

### **3.9 SAMPLES**

Samples, when requested, must be furnished before, or at the bid opening, unless otherwise specified, and delivered free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the bidders expense.

### **3.10 DEVELOPMENT COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this solicitation. All information in the Bid shall be provided at no cost to the City.

### **3.11 PRICING**

Prices should be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from date of bid opening unless otherwise stated by the City or bidder.

### **3.12 DELIVERY POINT**

All items shall be delivered F.O.B. destination, and delivery cost and charges included in the bid price. Failure to do so may be cause for rejection of bid.

### **3.13 TAX EXEMPT STATUS**

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

### **3.14 CONTRACT TIME**

By virtue of the submission of the Proposal, Proposer agrees and fully understands that



the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Proposer agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

In addition, time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders, or part thereof, without obligation if delivery is not made at the time(s) or place(s) specified.

### **3.15 COPYRIGHT OR PATENT RIGHTS**

Bidder warrants that there have been no violations of copyrights or patent rights in manufacturing, producing, or selling other goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by such violation.

### **3.16 PUBLIC ENTITY CRIMES**

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

The Public Entity Crime Affidavit Form, attached to this solicitation, includes

documentation that shall be executed by an individual authorized to bind the Proposer. The Proposer further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

### **3.17 CONFLICT OF INTEREST**

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of CITY or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer 's firm or any of its branches or affiliate companies.

### **3.18 FACILITIES**

The City reserves the right to inspect the Bidder's facilities at any time with prior notice.

### **3.19 ENVIRONMENTAL REGULATIONS**

CITY reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining a Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the Proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify



CITY immediately of notice of any citation or violation that Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposers.

### 3.20 SIGNATURE REQUIRED

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature. FAILURE TO PROPERLY SIGN PROPOSAL SHALL INVALIDATE SAME, AND IT MAY NOT BE CONSIDERED FOR AWARD.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and Broward County to provide the goods or perform the services herein described.

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the City Commission of the City of Pembroke Pines and in case of default on the part of the bidder or contractor after such acceptance, the City of Pembroke Pines may take such action as it deems appropriate including legal action for damages or specific performance.

### 3.21 MANUFACTURER'S CERTIFICATION

The City of Pembroke Pines reserves the right to request from bidder separate manufacturer certification of all statements made in the proposal.

### 3.22 MODIFICATION OR WITHDRAWAL OF PROPOSAL

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync

website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

### 3.23 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS

All submittals received by the deadline will be recorded, and will subsequently be publicly opened on the same business day at 2:30 p.m. at the office of the City Clerk, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.

All Proposals received from Proposers in response to the solicitation will become the property of CITY and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CITY. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Section 119.071 of the Florida Statutes, sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier.

Therefore, bidders will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening.

However, pursuant to Section 255.0518 of the Florida Statutes, when opening sealed bids that are received pursuant to a competitive solicitation for **construction or repairs on a public building or public work**, the entity shall:

- (a) Open the sealed bids at a public meeting.



- (b) Announce at that meeting the name of each bidder and the price submitted in the bid.
- (c) Make available upon request the name of each bidder and the price submitted in the bid.

For solicitations that are **not** for “**construction or repairs on a public building or public work**” the City shall not reveal the prices submitted in the bids until an intended decision is announced or until 30 days from the opening, whichever is earlier.

### **3.24 RESERVATIONS FOR REJECTION AND AWARD**

The City of Pembroke Pines reserves the right to accept or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids. The City also reserves the right to award a contract on such items(s) or service(s) the City deems will best serve its interests. All bids shall be awarded to the most responsive/responsible bidder, provided the (City) may for good cause reject any bid or part thereof. It further reserves the right to award a contract on a split order basis, or such combinations as shall best serve the interests of the City unless otherwise specified. No premiums, rebates or gratuities permitted, either with, prior to, or after award. This practice shall result in the cancellation of said award and/or return of items (as applicable) and the recommended removal of bidder from bid list(s).

### **3.25 BID PROTEST**

Any protests or challenges to this competitive procurement shall be governed by Section 35.38 of the City’s Code of Ordinances.

### **3.26 INDEMNIFICATION**

The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the subsequent indemnifications including, but not limited to,

reasonable attorney's fees (including appellate attorney's fees) and costs.

CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive City’s rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

Additional indemnification requirements may be included under Special Terms and Conditions and/or as part of a specimen contract included in the solicitation package.

**General Indemnification:** To the fullest extent permitted by laws and regulations, Successful Proposer shall indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequence of the products, goods or services furnished by or operations of the Successful Proposer or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

**Patent and Copyright Indemnification:** Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CITY.

### **3.27 DEFAULT PROVISION**



In the case of default by the bidder or contractor, the City of Pembroke Pines may procure the articles or services from any other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder to accept the Award, to furnish required documents, and/or to fulfill any portion of the contract within the time stipulated. Upon default by the successful Bidder to meet any terms of this agreement, the City will notify the Bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the Contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

- A. Failure to perform the Work required under the contract and/or within the time required or failing to use the subcontractor, entities and personnel as identified and set forth, and to the degree specified in the contract.
- B. Failure to begin the Work under this Bid within the time specified.
- C. Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.
- D. Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non-conforming with the terms of the contract.
- E. Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful Bidder incapable of performing the Work in accordance with and as required by the contract.

F. Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

Additional provisions may be included in the specimen contract.

### **3.28 ACCEPTANCE OF MATERIAL**

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product to seller at the sellers expense.

### **3.29 LOCAL GOVERNMENT PROMPT PAYMENT ACT**

The City complies with Florida Statute 218.70, Local Government Prompt Payment Act.

### **3.30 SCRUTINIZED COMPANIES LIST**

In accordance with Florida Statute 287.135, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services if:

- (a) Any amount of, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or



(b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or
2. Is engaged in business operations in Syria.

By submitting a bid, proposal or response, the company, principals or owners certify that they are not listed on the Scrutinized Companies that boycott Israel List, Scrutinized Companies with activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations in Syria.

### **3.31 PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS**

The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other

information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.

Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE BIDS SYNC WEBSITE AS A SEPARATE ATTACHMENT CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.

The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records.



### 3.32 PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES

It is hereby made part of this solicitation that the submission of any bid response to this advertised request constitutes a bid made under the same or similar terms and conditions, for the same price, or better price, to other government agencies if agreeable by the bidder and the government agency.

At the option of the vendor/contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the vendor/contractor to use this contract shall do so independently of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received, and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

### 3.33 CONE OF SILENCE

**Prohibited Communication:** In accordance with the Cone of Silence Ordinance, Section 35.40 of the City's Code of Ordinances, during the course of a sealed competitive solicitation, a cone of silence shall be in effect between:

(1) Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a sealed competitive solicitation or that is subject to being evaluated or having its response evaluated in connection with a sealed competitive solicitation, including a person or entity's representative; and

(2) The City Manager or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the City Commission or the City Manager

regarding a sealed competitive solicitation, including any member of the selection/evaluation committee.

**Effective Dates:** A cone of silence shall be in effect during a sealed competitive solicitation process beginning upon the advertisement for the sealed competitive solicitation or during such other procurement activities as declared by the City Commission, and shall terminate at the time the City Commission takes final action or gives final approval of a contract, rejects all bids or responses to the sealed competitive solicitation, or takes other action which ends the sealed competitive solicitation process.

**Permitted communication:** The cone of silence shall not apply to:

(1) Written or oral communications with legal counsel for the city, the Procurement Department staff for the city, and the person or persons designated in the sealed competitive solicitation as the contact person for clarification or information related to the sealed competitive solicitation.

(2) Public presentations, asking questions, or providing feedback at pre-bid meetings, site visits or conferences or at a selection, evaluation or negotiation meeting related to the sealed competitive solicitation.

(3) Contract negotiations with the selected entity.

**Violations:** Any action in violation of this section shall be cause for disqualification of the bid or the proposal.



## **SECTION 4 - SPECIAL TERMS & CONDITIONS**

### **4.1 PROPOSAL SECURITY**

**Proposal Security Requirements:** Each Proposal must be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price.

Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through BidSync. Proposers must also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PD-20-03 School Crossing Guards**" and sent to the:

City of Pembroke Pines,  
City Clerk's Office, 4th Floor,  
601 City Center Way,  
Pembroke Pines, Florida, 33025.

**Successful Proposer:** The Proposal Security of the Successful Proposer will be retained until such Proposer has executed the Contract and furnished the required insurance, payment and performance bonds, whereupon the Proposal Security will be returned. If the Successful Proposer fails to execute and deliver the Contract and furnish the required insurance and bonds within fifteen (15) calendar days of the Notice of Award, CITY may annul the Notice of Award and the entire sum of the Proposal Security shall be forfeited.

**Three Lowest Proposers:** The Proposal Security of the three (3) lowest Proposers will be returned within seven (7) calendar days after CITY and the Successful Proposer have executed the written Contract or if no such written Contract is executed within ninety (90) calendar days after the date of the Proposal opening, upon the demand of any Proposer at any time thereafter, provided that he has not been notified of the acceptance of his Proposal.

**All Other Proposers:** Proposal Security of all other Proposer will be returned within seven (7) calendar days after the proposal opening. The agent or attorney in fact or other officer who signs a Bid Bond for a surety company must file with such bond a certified copy of his power of attorney authorizing him to do so.

### **4.2 PAYMENT AND PERFORMANCE BONDS**

Within fifteen (15) calendar days after Notice of Award and in any event prior to commencing work, the Contractor shall execute and furnish to City a performance bond and a payment bond, each written by a corporate surety, having a resident agent in the State of Florida and having been in business with a record of successful continuous operation for at least five (5) years. The surety shall hold a current certificate of authority from the Secretary of Treasury of the United States as an acceptable surety on federal bonds in accordance with United States Department of Treasury Circular No. 570. If the amount of the Bond exceeds the underwriting limitation set forth in the circular, in order to qualify, the net retention of the surety company shall not exceed the underwriting limitation in the circular and the excess risks must be protected by coinsurance, reinsurance, or other methods, in accordance with Treasury Circular 297, revised September 1, 1978 (31DFR, Section 223.10, Section 223.11). Further, the surety company shall provide City with evidence



satisfactory to City, that such excess risk has been protected in an acceptable manner. The surety company shall have at least the following minimum qualification in accordance with the latest edition of A.M. Best's Insurance Guide, published by Alfred M. Best Company, Inc., Ambest Road, Oldwick, New Jersey 08858:

B+ to A+

Two (2) separate bonds are required and both must be approved by the City. **The penal sum stated in each bond shall be 100% of the contract price.** The performance bond shall be conditioned that the Contractor performs the contract in the time and manner prescribed in the contract. The payment bond shall be conditioned that the Contractor promptly make payments to all persons who supply the Contractor with labor, materials and supplies used directly or indirectly by the Contractor in the prosecution of the work provided for in the Contract and shall provide that the surety shall pay the same in the amount not exceeding the sum provided in such bonds, together with interest at the maximum rate allowed by law; and that they shall indemnify and save harmless the City to the extent of any and all payments in connection with the carrying out of said Contract which the City may be required to make under the law.

Pursuant to the requirements of Section 255.05(1)(a), Florida Statutes, it shall be the duty of the Contractor to record the aforesaid payment and performance bonds in the public records of Broward County, with the Contractor to pay all recording costs.

**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “PD-20-03” titled “School Crossing Guards” attached hereto as a part hereof, the undersigned submits the following:

**A) Contact Information**

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

**COMPANY INFORMATION:**COMPANY: STREET ADDRESS: CITY, STATE & ZIP CODE: **PRIMARY CONTACT FOR THE PROJECT:**NAME: TITLE: E-MAIL: TELEPHONE: FAX: **AUTHORIZED APPROVER:**NAME: TITLE: E-MAIL: TELEPHONE: FAX: SIGNATURE: **B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes <input type="checkbox"/>
Attachment B - Non-Collusive Affidavit	Yes <input type="checkbox"/>
Attachment C - Proposer's Completed Qualification Statement	Yes <input type="checkbox"/>
Attachment F - References Form	Yes <input type="checkbox"/>
Sec 1.5.6 FDOT Training Certificates	Yes <input type="checkbox"/>

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

	Yes <input type="checkbox"/>
Form W-9 (Rev. October 2018)	Yes <input type="checkbox"/>
Sworn Statement on Public Entity Crimes Form	Yes <input type="checkbox"/>
Local Vendor Preference Certification	Yes <input type="checkbox"/>
Local Business Tax Receipts	Yes <input type="checkbox"/>
Veteran Owned Small Business Preference Certification	Yes <input type="checkbox"/>
Equal Benefits Certification Form	Yes <input type="checkbox"/>
Vendor Drug-Free Workplace Certification Form	Yes <input type="checkbox"/>
Scrutinized Company Certification	Yes <input type="checkbox"/>

**C) Proposal Form**

*The vendor must provide their pricing through the designated lines items listed on the BidSync website.*

<b>LINE #</b>	<b>DESCRIPTION</b>	<b>Per Hour Rate</b>
Line #1	School Crossing Guard	<b>Price to be Submitted Via BidSync</b>
Line #2	School Crossing Guard Supervisor	<b>Price to be Submitted Via BidSync</b>



**NON-COLLUSIVE AFFIDAVIT**

BIDDER is the \_\_\_\_\_,  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature \_\_\_\_\_

Title \_\_\_\_\_

Name of Company \_\_\_\_\_



**PROPOSER’S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

PROPOSER’S License Number:

**(Please attach certificate of status, competency, and/or state registration.)**

Number of years your organization has been in business

State the number of years your firm has been in business under your present business name

State the number of years your firm has been in business in the work specific to this solicitation:

Names and titles of all officers, partners or individuals doing business under trade name:

**IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE.**

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer non-responsive.

At what address was that business located?

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Are you an Original provider sales representative distributor, broker, manufacturer other, of the commodities/services proposed upon? If other than the original provider, explain below.

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

Describe the firm's local experience/nature of service with contracts of similar size and complexity, it the previous three (3) years:

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER's qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

(Company Name)

(Printed Name/Signature)

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD[YY])
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURERS AFFORDING COVERAGE</b>		
INSURED  <b>YOUR COMPANY NAME HERE</b>	INSURER A: INSURER B. INSURER C. INSURER D. INSURER E.	
<b>Companies providing coverage</b>		

**COVERAGES**  
 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DDIYY)	POLICY EXPIRATION DATE (MM/DDIYY)	LIMITS								
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> policy <input type="checkbox"/> project <input type="checkbox"/> loc	<b>Must Include General Liability</b>			EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<b>SAMPLE CERTIFICATE</b>											
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	<b>EXCESS LIABILITY</b> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WC STATUTORY LIMITS</td> <td style="width: 40%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	OTHER												

**Certificate must contain wording similar to what appears below**

**"THE CERTIFICATE HOLDER IS NAMED AS ADDITIONALLY INSURED WITH REGARD TO GENERAL LIABILITY"**

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
City of Pembroke Pines 601 City Center Way Pembroke Pines FL 33025		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE CERTIFICATE HOLDER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE INSURER. AUTHORIZED REPRESENTATIVE
<b>City Must Be Named as Certificate Holder</b>		



City of Pembroke Pines

**CONTRACTUAL SERVICES AGREEMENT**

**THIS IS AN AGREEMENT (“Agreement”)**, dated the \_\_\_\_\_ day of \_\_\_\_\_, «Contract\_Signature\_Year» by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation of the State of Florida with a business address of **601 City Center Way, Pembroke Pines, Florida 33025** (hereinafter referred to as the "CITY")

and

«Vendor\_Name\_Upper\_Case», a «Vendor\_Business\_Type», as listed with the Florida Division of Corporations, authorized to do business in the State of Florida, and with a business address of «Vendor\_Address\_Line\_1», «Vendor\_Address\_Line\_2» (hereinafter referred to as the “CONTRACTOR”). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

**WITNESSETH:**

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

**ARTICLE 1**  
**PREAMBLE**

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On «Solicitation\_Advertisement\_Date», the CITY advertised its notice to bidders of the CITY's desire to hire a firm to provide «Service\_Description» as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

«Solicitation\_Type\_Abbreviation» # «Solicitation\_Number»  
“«Solicitation\_Title»”

1.2 On «Bid\_Opening\_Date», the bids were opened at the offices of the City Clerk.



1.3 On «**Commission\_Award\_Date**», the CITY awarded the bid to CONTRACTOR and authorized the proper CITY officials to negotiate and enter into an agreement with CONTRACTOR to render the services more particularly described herein below.

1.4 Negotiations pertaining to the services to be performed by the CONTRACTOR were undertaken and this Agreement incorporates the results of such negotiation.

## **ARTICLE 2**

### **SERVICES AND RESPONSIBILITIES**

2.1 CONTRACTOR hereby agrees to perform the services for the «**Service\_Description**», as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, ("Property") in accordance with the Scope of Services outlined in the specifications, "«**Solicitation\_Type\_Abbreviation**» # «**Solicitation\_Number**»", attached hereto and made a part hereof as **Exhibit "A"** and CONTRACTOR's response thereto, attached hereto and made a part hereof as **Composite Exhibit "B"**. CONTRACTOR agrees to do everything required by this Agreement, the Sealed Bid Package, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 CONTRACTOR shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONTRACTOR shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner. CONTRACTOR shall comply with all OSHA safety rules and regulations in the operation of equipment and in the performance of the work. CONTRACTOR shall at all times have a competent field supervisor on the job site to enforce these policies and procedures at the CONTRACTOR'S expense.

2.4 CONTRACTOR shall schedule regular meetings with the CITY representatives at least once a month to discuss the progress of the work and maintenance of the «**Service\_Description**», as more specifically described in **Exhibit A**.

2.5 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.6 CONTRACTOR hereby represents to CITY that CONTRACTOR is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, CONTRACTOR agrees to maintain such licenses during the term of this Agreement. If CONTRACTOR's license is revoked, suspended, or terminated for any reason by any governmental agency, CONTRACTOR shall notify the CITY immediately.



2.7 CONTRACTOR shall comply with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to CONTRACTOR, its employees, agents or subcontractors, if any, with respect to the work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

### **ARTICLE 3**

#### **TERM AND TERMINATION**

3.1 CONTRACTOR shall perform the maintenance services associated with the Property as identified in **Exhibit "A"** attached hereto and made part hereof, for an initial **«Initial\_Contract\_Length»** period commencing on **«Commencement\_Date»** and ending on **«Termination\_Date»**.

3.2 This Agreement may be renewed for **«Contract\_Renewal\_Terms»** upon mutual consent, evidenced by a written Amendment to this Agreement extending the term thereof.

3.3 *Post Contractual Obligations:* In the event that the term of this agreement expires, the CONTRACTOR agrees to continue providing services, at the current rates, on a month to month basis until the CITY establishes a new contract for services.

3.4 *Termination for Convenience:* This Agreement may be terminated by CITY for convenience, upon **«Termination\_for\_Convenience»** of written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.5 *Default by CONTRACTOR:* In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

### **ARTICLE 4**

#### **COMPENSATION AND METHOD OF PAYMENT**

4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR pursuant to the provisions of this Agreement.

4.2 Based on a **«Compensation\_Type»** **«Compensation\_Amount\_Written»** (**«Compensation\_Amount\_Numerical»**), which includes an owner's contingency fee of **«Contingency\_Fee\_Written»** (**«Contingency\_Fee\_Numerical»**), payable in monthly payments for actual services performed for maintenance services. Future price adjustments, up or down shall be



based on a nationally recognized or published index, including fuel surcharge adjustments, relevant to providing these services.

4.3 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

4.4 **Method of Billing and Payment.**

4.4.1 The CITY shall within thirty (30) days, from the date the City's Public Service Director approves the Application for Payment, pay the CONTRACTOR the amount approved by the CITY's Public Services Director or his/her assignees.

4.4.2 Payment will be made to CONTRACTOR at:

«Vendor\_Name»  
«Vendor\_Address\_Line\_1»  
«Vendor\_Address\_Line\_2»

**ARTICLE 5**  
**CHANGES IN SCOPE OF WORK**

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

**ARTICLE 6**  
**RESERVED**

**ARTICLE 7**  
**INDEMNIFICATION**

7.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, servants, assigns and employees, consultants, separate contractors, any of their subcontractors, sub-subcontractors, agents and employees from and against claims, demands, or causes of action whatsoever, and the resulting losses, damages, costs and expenses, including but not limited to attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY arising out of or resulting from performance



of the work or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

7.2 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.

7.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CONTRACTOR.

7.4 Nothing contained herein is intended nor shall be construed to waive CITY's rights and immunities under the common law or Section 768.28, Florida Statutes, as may be amended from time to time.

## **ARTICLE 8** **INSURANCE**

8.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

8.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

8.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.



8.4 Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation or the CONTRACTOR shall obtain written agreement from its Agent to provide the CITY thirty (30) days notice of cancellation.

8.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

#### 8.6 REQUIRED INSURANCE

8.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.**

8.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident



\$500,000 Disease – Policy Limit  
 \$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

8.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
 Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)  
 Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)  
 Combined Single Limit (Each Accident) - \$1,000,000

8.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

8.6.5 Sexual Abuse may not be excluded from any policy.

## 8.7 REQUIRED ENDORSEMENTS

8.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein

8.7.2 Waiver of all Rights of Subrogation against the CITY

8.7.3 30 Day Notice of Cancellation or Non-Renewal to the CITY

8.7.4 CONTRACTORs' policies shall be Primary & Non-Contributory

8.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY

8.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

8.8 CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

8.9 Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of



such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

8.10 The City reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

## **ARTICLE 9**

### **NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT**

9.1 During the performance of the Agreement, neither CONTRACTOR nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

## **ARTICLE 10**

### **INDEPENDENT CONTRACTOR**

10.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.



**ARTICLE 11**  
**UNCONTROLLABLE FORCES**

11.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

11.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

**ARTICLE 12**  
**AGREEMENT SUBJECT TO FUNDING**

12.1 This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

**ARTICLE 13**  
**GOVERNING LAW AND VENUE**

13.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

**ARTICLE 14**  
**SIGNATORY AUTHORITY**

14.1 CONTRACTOR shall provide CITY with copies of requisite documentation evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

**ARTICLE 15**  
**MERGER; AMENDMENT**

15.1 This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.



## **ARTICLE 16**

### **DEFAULT OF CONTRACT & REMEDIES**

16.1.1 **Damages.** CITY reserves the right to recover any ascertainable actual damages incurred as a result of the failure of CONTRACTOR to perform in accordance with the requirements of this Agreement, or for losses sustained by CITY resultant from CONTRACTOR's failure to perform in accordance with the requirements of this Agreement.

16.1.2 **Liquidated Damages.** As a breach of the service provided by this Agreement would cause serious and substantial damage to CITY Property, and the nature of this Agreement would render it impracticable or extremely difficult to fix the actual damage sustained by CITY by such breach, it is agreed that, in case of breach of service wherein CONTRACTOR fails to maintain the Property, leaving the said property in disrepair, CITY may elect to collect liquidated damages for each such breach, and CONTRACTOR will pay CITY as liquidated damages, and not as penalty, FIVE HUNDRED DOLLARS (\$500.00) for every day of such malfunction. This sum is the agreed upon amount by which CITY will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies CITY may have as to any subsequent breach of service under this Agreement.

16.1.3 **Correction of Work.** If, in the judgment of CITY, work provided by CONTRACTOR does not conform to the requirements of this Agreement, or if the work exhibits poor workmanship, CITY reserves the right to require that CONTRACTOR correct all deficiencies in the work to bring the work into conformance without additional cost to CITY, and / or replace any personnel who fail to perform in accordance with the requirements of this Agreement. CITY shall be the sole judge of non-conformance and the quality of workmanship.

16.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

16.2.1. The abandonment of the Property by CONTRACTOR for a period of more than seven (7) business days.

16.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement or neglect, or refusal to comply with the instructions of the Public Services Director relative thereto.

16.2.3. The failure by CONTRACTOR to observe or perform any of the terms, covenants, or conditions of this Agreement to be observed or performed by CONTRACTOR, where such failure shall continue for a period of seven (7) days after written notice thereof by CITY to CONTRACTOR; provided, however, that if the nature of CONTRACTOR's default is such that more than seven (7) days are reasonably required for its cure, then CONTRACTOR shall not be deemed to be in default if CONTRACTOR commences such cure within said seven (7) day period and thereafter diligently prosecutes such cure to completion.



16.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.

16.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

16.3 **Remedies in Default.** In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct him to comply with all provisions of the Agreement. A copy of such written notice shall be mailed to the Surety on the Performance Bond. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement. The Surety on the Performance Bond shall within ten (10) days of such declaration of default, rectify or cause to be rectified any mismanagement or breach of service in the Agreement and assume the work of CONTRACTOR and proceed to perform services under the Agreement, at its own cost and expense.

16.3.1. Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of default, shall be due and payable to Surety. Thereafter the Surety shall receive monthly payments equal to those that would have been paid by the CONTRACTOR had the CONTRACTOR continued to perform the services under the Agreement.

16.3.2. If such Surety fails to perform, the CITY may complete the Agreement, or any part thereof, either by day labor or re-letting a contract for the same, and procure the equipment and the facilities necessary for the completion of the Agreement, and charge the cost of same to CONTRACTOR and/or the Surety together with the costs incident thereto to such default.

16.3.3. In the event CITY completes the Agreement at a lesser cost than would have been payable to CONTRACTOR under this Agreement, if the same had been fulfilled by CONTRACTOR, CITY shall retain such differences. Should such cost to CITY be greater, CONTRACTOR shall pay the amount of such excess to the CITY.

## **ARTICLE 17** **BANKRUPTCY**



17.1 It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

## **ARTICLE 18**

### **DISPUTE RESOLUTION**

18.1 **Arbitration.** In addition to any other remedy provided hereunder, CITY, at its option, may use arbitration to resolve any controversy or claim arising out of or relating to this Agreement if arbitration is elected by CITY. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrators may be entered into by any court having jurisdiction thereof. In the event arbitration is elected by CITY, such controversy or claim shall be submitted to one arbitrator selected from the National Panel of The American Arbitration Association.

#### 18.2 **Operations During Dispute.**

18.2.1 In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to this Agreement, performance or compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement as interpreted by CITY regardless of such dispute.

18.2.2 CONTRACTOR expressly recognizes the paramount right and duty of CITY to provide adequate maintenance of CITY's Property, and further agrees, in consideration for the execution of this Agreement, that in the event of such a dispute, if any, it will not seek injunctive relief in any court, but will negotiate with CITY for an adjustment on the matter or matters in dispute and, upon failure of said negotiations to resolve the dispute, may present the matter to a court of competent jurisdiction in an appropriate suit therefore instituted by it or by CITY.

18.2.3 Notwithstanding the other provisions in this Section, CITY reserves the right to terminate the Agreement at any time, whenever the service provided by CONTRACTOR fails to meet reasonable standards of the trade after CITY gives written notice to the CONTRACTOR of the deficiencies as set forth in the written notice within fourteen calendar (14) days of the receipt by CONTRACTOR of such notice from CITY.

## **ARTICLE 19**

### **PUBLIC RECORDS**

19.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

19.1.1 Keep and maintain public records required by the CITY to perform the service;



19.1.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;

19.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

19.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

19.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth in **Article 16**.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

**CITY CLERK  
601 CITY CENTER WAY, 4<sup>th</sup> FLOOR  
PEMBROKE PINES, FL 33026  
(954) 450-1050  
[mgraham@ppines.com](mailto:mgraham@ppines.com)**

**ARTICLE 20  
MISCELLANEOUS**

20.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed.

20.2 **Legal Representation.** It is acknowledged that each party to this agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the



rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

20.3 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractors to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries.

20.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

20.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

20.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY                    Charles F. Dodge, City Manager  
                               City of Pembroke Pines  
                               601 City Center Way  
                               Pembroke Pines, Florida 33025  
                               Telephone No.            (954) 450-1040

Copy To:            Samuel S. Goren, City Attorney



*City of Pembroke Pines*

---

Goren, Cherof, Doody & Ezrol, P.A.  
 3099 East Commercial Boulevard, Suite 200  
 Fort Lauderdale, Florida 33308  
 Telephone No. (954) 771-4500  
 Facsimile No. (954) 771-4923

Contractor    **«Vendor\_Contact\_Title»**  
                   **«Vendor\_Name»**  
                   **«Vendor\_Address\_Line\_1»**  
                   **«Vendor\_Address\_Line\_2»**  
                   **E-mail:                   «Vendor\_Email»**  
                   **Telephone No:       «Vendor\_Phone\_Number»**  
                   **Cell phone No:       «Vendor\_Cell\_Number»**  
                   **Facsimile No:       «Vendor\_Fax\_Number»**

20.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

20.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

20.9 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

20.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

20.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. In the event of a conflict between this Agreement, the RFP and the CONTRACTOR's bid proposal, this Agreement shall govern, then the RFP, and then the bid proposal.

20.12 **Waiver.** Failure of CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be constructed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.



20.13 **Disputes.** Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit Court in and for Broward County.

20.14 **Attorney's Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

20.15 **Protection of City Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

20.16 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

20.17 **Compliance with Statutes.** It shall be the Contractor's responsibility to be aware of and comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies as applicable; **specifically the Jessica Lunsford Act – Chapter 1012, Florida Statutes, which provides for the screening of individuals who are vendors or contractors with a Florida public school or district.**

20.18 **Additional Background Screening Requirements.** In addition, to any other background screening requirements that may be required in this Agreement and/or by statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies, the CONTRACTOR shall ensure that all employees that are providing services to the CITY, shall complete and pass a **Level II background check.**

20.19 **Scrutinized Companies.** CONTRACTOR certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONTRACTOR agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the CITY may immediately terminate this Agreement for cause if the CONTRACTOR, its affiliates, or its subcontractors are found to have submitted a false certification; or if the CONTRACTOR, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

**THE REMAINDER OF THIS PAGE**

**HAS BEEN INTENTIONALLY LEFT BLANK**



City of Pembroke Pines

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

**CITY:**

CITY OF PEMBROKE PINES, FLORIDA

ATTEST:

\_\_\_\_\_  
MARLENE D. GRAHAM, CITY CLERK

By: \_\_\_\_\_  
CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM:

\_\_\_\_\_  
Name: \_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY

**CONTRACTOR:**

«Vendor\_Name\_Upper\_Case»

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

**BEFORE ME**, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared \_\_\_\_\_ as \_\_\_\_\_ of «Vendor\_Name», a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of «Vendor\_Name» for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

**IN WITNESS OF THE FOREGOING**, I have set my hand and official seal at in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, «Contract\_Signature\_Year».

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Typed, Printed or Stamped)

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: |

Address: |

City/State/Zip: |

Contact Name: |

Title: |

E-Mail Address: |

Telephone: |

Fax: |

**Project Information:**

Name of Contractor Performing the work: |

Name and location of the project: |

Nature of the firm's responsibility on the project: |

Project duration: |

Completion (Anticipated) Date: |

Size of project: |

Cost of project: |

Work for which staff was responsible: |

Contract Type: |

The results/deliverables of the project: |

**REFERENCES FORM**

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City/State/Zip:

Contact Name:

Title:

E-Mail Address:

Telephone:

Fax:

**Project Information:**

Name of Contractor Performing the work:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration:

Completion (Anticipated) Date:

Size of project:

Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:

**REFERENCES FORM**

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**Reference Contact Information:**

Name of Firm, City, County or Agency:

Address:

City/State/Zip:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Information:**

Name of Contractor Performing the work: \_\_\_\_\_

\_\_\_\_\_  
Name and location of the project:

\_\_\_\_\_  
Nature of the firm's responsibility on the project:

Project duration: \_\_\_\_\_ Completion (Anticipated) Date: \_\_\_\_\_

Size of project: \_\_\_\_\_ Cost of project: \_\_\_\_\_

Work for which staff was responsible: \_\_\_\_\_

Contract Type: \_\_\_\_\_

The results/deliverables of the project: \_\_\_\_\_

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone:

Fax:

**Project Information:**

Name of Contractor Performing the work:

Name and location of the project:

Nature of the firm's responsibility on the project:

Project duration: Completion (Anticipated) Date:

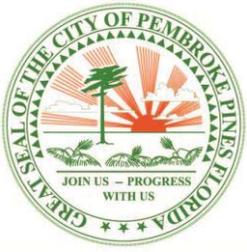
Size of project:

Cost of project:

Work for which staff was responsible:

Contract Type:

The results/deliverables of the project:



**PEMBROKE PINES  
CITY COMMISSION**

**Frank C. Ortis**  
MAYOR  
954-450-1020  
fortis@ppines.com

**Jay D. Schwartz**  
VICE MAYOR  
DISTRICT 2  
954-450-1030  
jschwartz@ppines.com

**Thomas Good, Jr.**  
COMMISSIONER  
DISTRICT 1  
954-450-1030  
tgood@ppines.com

**Angelo Castillo**  
COMMISSIONER  
DISTRICT 4  
954-450-1030  
acastillo@ppines.com

**Iris A. Siple**  
COMMISSIONER  
DISTRICT 3  
954-450-1030  
isiple@ppines.com

**Charles F. Dodge**  
CITY MANAGER  
954-450-1040  
cdodge@ppines.com

**October 28, 2020**

**Addendum #1  
City of Pembroke Pines  
IFB # PD-20-03 School Crossing Guard**

Attachment G – School Locations – Times List has been updated with the correct version. The previous upload was a draft version that was uploaded in error.

**Item#1**

Updated Attachment G – School Locations – Times List

## School Locations / Times List

School	Guards	Hours a Day	Times
<b>Apollo Middle School</b>			
SW 68 Ave and Pines Blvd	2	4	830-930;400-500
<b>Chapel Trail Elementary</b>			
NW 196 and Taft Street	2	4	7-8;130-230
NW 194 and Taft Street	1	2	7-8;130-230
NW 192 Way and Taft Street (vacant)	1	2	7-8;130-230
NW 186 Ave and NW 13 Ct	1	2	7-8;130-230
NW 186 Ave and 11 Street	1	2	7-8;130-230
NW 186 Ave and Johnson St	1	2	7-8;130-230
NW 196 Ave and Johnson St (vacant)	1	2	7-8;130-230
NW 202 Ave and Johnson St (vacant)	1	2	7-8;130-230
<b>Charter Middle School – Central</b>			
Sheridan St and Flamingo Rd	3	6	8-9;3-4
<b>Charter Elementary School - West</b>			
SW 184 Ave and SW 14 St (vacant)	1	2 s/b 4	700-900;200-400
SW 184 Ave and Pembroke Rd	2	8	700-900;200-400
SW 178 Ave and Pembroke Rd	1	4 s/b 3	815-845;230-400
SW 180 Ave and SW 12 St	1	2 s/b 1.5	815-845;245-345
SW 182 Ave and SW 4 Ct	1	2	7-8;3-4
SW 179 Ave and SW 4 St	1	3 s/b 1.5	815-845;3-4
<b>Charter Academic Village</b>			
Jaguar Way and Sheridan St	2	4	8-9;3-4
<b>Flanagan H.S.</b>			
Flamingo Rd and Taft St	2	7 s/b 8	630-9;230-4
Taft St. / crosswalk in front of school	2	2 s/b 4	7-8;215-315
<b>Walter C. Young</b>			
NW 129 Ave and NW 10 St	2	4	8-9;3-4
NW 129 Ave and NW 3 St	1	2	8-9;3-4
<b>Lakeside Elementary</b>			
NW 136 Ave and NW 10 St	3	6	7-8;130-230
NW 142 Ave and NW 10 St	1	2	7-8;130-230
<b>Palm Cove Elementary</b>			
116 and Washington	1	2	7-8;130-230
900 Block SW 114 Ave	1	2	7-8;130-230
Hiatus Rd and Washington	1	2	7-8;130-230
<b>Panther Run Elementary</b>			
NW 172 Ave and NW 9 St.	2	4	7-8;130-230
NW 175 Ave and NW 9 St	1	2	7-8;130-230
NW 178 Ave and NW 9 St	1	2	7-8;130-230
NW 178 Ave and NW 10 St (vacant)	1	2	7-8;130-230
NW 178 Ave and NW 9 St (Park)	1	2	7-8;130-230
NW 178 Ave and NW 17 St	1	2	7-8;130-230
NW 183 and NW 9 St	1	2	7-8;130-230
<b>Pasadena Lakes Elementary</b>			
Douglas Rd and Pasadena Blvd	2	4	710-810;140-240
NW 88 Ter and Pasadena Blvd	1	2	710-810;140-240
8760 Pasadena Blvd	1	2	710-810;140-240
85 Way and Taft St	1	2	7-8;130-230
<b>Pembroke Lakes Elementary</b>			
Taft St and Hiatus Rd	3	6	7-8;130-230
NW 113 Ter and Taft St.	1	2	7-8;130-230
<b>Pembroke Pines Elementary</b>			

## School Locations / Times List

SW 68 Blvd and SW 10 Ct	1	2	7-8;130-230
SW 68 Ave and SW 9 St	1	2	7-8;130-230
SW 67 Ave and SW 9 St	1	2	7-8;130-230
<b>Pines Lakes Elementary</b>			
Johnson St and Palm Ave	3	6	650-750;120-220
Johnson St and NW 98 Ave	1	2	650-750;120-220
Johnson St and 103 Ave	1	2	650-750;120-220
<b>Pines Middle School</b>			
Douglas Rd and Pines Blvd	3	6	8-9;3-4
Douglas Rd and NW 3 St	2	4	<b>8-9;3-4</b>
Douglas Rd and Johnson St	2	4	<b>8-9;3-4</b>
Douglas Rd and Taft St	2	4	<b>8-9;3-4</b>
Taft St and NW 85 Way	1	2	<b>8-9;3-4</b>
Pines Blvd and NW 96 Ave	2	4	<b>8-9;3-4</b>
Douglas Rd and 2 St	1	2	<b>8-9;3-4</b>
<b>Silver Palms Elementary</b>			
Dykes Rd and NW 12 St	2	4	7-8;130-230
NW 155 Ave and NW 12 St	2	4	7-8;130-230
NW 12 St (Little Park)	1	2	7-8;130-230
<b>Silver Trail Middle</b>			
NW 184 Ave and Sheridan St	2	4 s/b 3	819-915;330-4 s/b 815-915
NW 172 and Sheridan St	2	4	8-9;3-4
NW 178 Ave and NW 17 St	1	2	8-9;3-4
<b>Somerset Charter School</b>			
20801 Johnson St	2	5	730-9;230-330
<b>Silver Shores Elementary</b>			
Dykes Rd and Pembroke Rd	2	4	7-8;130-230
<b>Silver Shores Elementary</b>			
Dykes Rd and Pembroke Rd (vacant)	2	4	7-8;130-230
<b>Total Guards:</b>	<b>91</b>		



[Vendor view of bid](#)

[Chat](#) | [Bid Comments](#) | [Documents](#) | [Attachments](#) | [Items](#) | [Addendums](#)

Bid #PD-20-03 - School Crossing Guard

**Time Left** Bid has ended.

**Bid Started** Oct 13, 2020 6:30:29 PM EDT

**Bid Ended** **This bid closed on Nov 10, 2020 2:00:00 PM EST**

**Agency Information** City of Pembroke Pines, FL ([view agency's bids](#))

**Notifications** [Report \(Bidder Activity\)](#)

**# of suppliers that viewed** 43 ([View](#))

**Q & A** [Questions & Answers](#)

Questions: 8

Q&A Deadline: Oct 26, 2020 8:30:00 PM EDT

**Bid Classifications** [Classification Codes](#)

**Required Vendor Qualifications** PP-SWORN, PP-LOCAL, PP-VOSB, PP-DRUGFREE, PP-SCRUTINIZED, PP-W9, PP-VENDORINFO, PP-EQUAL, PP-LBTR

**Bid Regions** [Regions](#)

**Bid Contact** [see contact information](#)

**Copy Bid** Click here to [copy](#) the bid and relist it as a new bid

**View Rules** Click here to [change](#) the rules for this bid.

**Best and Final Offer:** [Create](#)

**Approval**

**View Approval Flow** [View Approval Flow](#)

**Approval Status** [Approved](#)

**Bid Comments**

**Contract Duration** 3 years

**Contract Renewal** 3 annual renewals

**Prices Good for** 90 days

**Budgeted Amount** \$0.00 ([change](#))

**Standard Disclaimer** Bids/proposals must be submitted electronically

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. The vendor must provide the necessary information on the BidSync website and upload all of the requested documents listed in the PROPOSAL REQUIREMENTS section of this solicitation. Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "BID SECURITY" (with the Solicitation Number and Title) and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, FL 33025.

**Bid Comments** The City of Pembroke Pines is seeking proposals from qualified firms to establish a multi-year contract for the provision of School Crossing Guard Services on an as needed basis.

**Documents**

[Select All](#) | [Select None](#) | [Download Selected](#)

- 1. [PD-20-03 School Crossing Guards.pdf](#) [download]
- 2. [Attachment A - Contact Information Form.docx](#) [download]
- 3. [Attachment B - Non-Collusive Affidavit](#) [download]
- 4. [Attachment C - Proposers Qualifications Statement](#) [download]
- 5. [Attachment D - Sample Insurance Certificate.pdf](#) [download]
- 6. [Attachment E - Specimen Contract - Contractual Services Agreement 2019-09-12.pdf](#) [download]
- 7. [Attachment F - References Form](#) [download]
- Addendum #1 (2 documents)

= Included in Bid Packet    = Excluded from Bid Packet

Items			
Item	Title	Offers	
PD-20-03--01-01	<a href="#">School Crossing Guard</a>	Y	<a href="#">Info</a>
PD-20-03--01-02	<a href="#">School Crossing Guard Supervisor</a>	Y	<a href="#">Info</a>

Addendum #1 - Made On Oct 28, 2020 4:43:50 PM EDT	
<b>New Documents</b>	Addendum 1 Attachment G - School Locations - Times List.pdf Addendum 1.docx
<b>Removed Documents</b>	Attachment G - School Locations - Times List.pdf

Contractor Advertisements	<a href="#">View All Ads</a>
There are no advertisements on this solicitation.	

Questions? Contact a Periscope Source representative: 800-990-9339 or email: [source-support@periscopeholdings.com](mailto:source-support@periscopeholdings.com)

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## Question and Answers for Bid #PD-20-03 - School Crossing Guard

[Create New Question](#)

Question Deadline: Oct 26, 2020 8:30:00 PM EDT

### Overall Bid Questions

#### Question 1

1.5 Proposal Requirements 1.5.5 &amp; Section 4 – Special Terms &amp; Conditions; 4.1 &amp; 4.2

The City is asking for a 5% proposal security/bid bond and 100% performance bond. Why is this necessary for a school crossing guard bid? This isn't a construction bid or a security bid. This is very unusual and a bonding company might not be willing to issue a bond for a school crossing guard contract.

Section 1; Scope of Work 1.3; 1.3.1 Scheduling/Staffing Requirements.

It states that a maximum of four (4) hours will be paid by the City for daily coverage at each location. Whether they work in middle school or not? Is this correct?

- 1) If a crossing guard works 2 hours per day at an elementary school, will they be paid for 4 hours?
- 2) If a crossing works 2 hours per day at an elementary school and if they work at a middle schools (when available), will they be paid for another 2 hours per day, making it 4 hours in total?
- 3) Is the City changing this to 4 hours per day per location? (Submitted: Oct 21, 2020 2:46:47 PM EDT)

[edit](#)

#### Answer

- Disregard request for a security/bid bond as well as a payment and performance bond as it is not required for this bid.
- 1) They will be paid for hours worked at the assigned location(s), not to exceed a maximum of four(4) hours for daily coverage at each location.
  - 2) They will be paid for hours worked at the assigned location(s), not to exceed a maximum of four(4) hours for daily coverage at each location.
  - 3) No. (Answered: Oct 28, 2020 2:19:05 PM EDT)

Add to Answer:



#### Question 2

What was the annual budget/cost to the city for the last vendor? (Submitted: Oct 23, 2020 9:59:42 AM EDT)

#### Answer

[edit](#)

- The annual cost to the city for the last vendor of school crossing guards was \$585,000.00 (Answered: Oct 28, 2020 2:19:05 PM EDT)

Add to Answer:



#### Question 3

Should the amount of the 5% cashier's check be based on the total projected fee for the 3-year base term of the bid, or should we use another cost basis? If it's a different basis please explain (Submitted: Oct 26, 2020 2:39:44 PM EDT)

#### Answer

[edit](#)

- Disregard request for a security/bid bond as well as a payment and performance bond as it is not required for this bid. (Answered: Oct 28, 2020 2:19:05 PM EDT)

Add to Answer:

**Question 4**

Should the amount of the payment and performance bonds be based on the total projected fee for the 3-year base term of the bid, or should we use another cost basis? If it's a different basis please explain - Oct 26, 2020 2:39:44 PM EDT (Submitted: Oct 26, 2020 2:42:27 PM EDT)

**Answer**

[edit](#) 

- Disregard request for a security/bid bond as well as a payment and performance bond as it is not required for this bid. (Answered: Oct 28, 2020 2:19:05 PM EDT)

Add to Answer:

**Question 5**

On Attachment G, School Locations/Times List, on several line items there is a notation beginning with "s/b", what is the meaning of those notations? (Submitted: Oct 26, 2020 2:50:14 PM EDT)

**Answer**

[edit](#) 

- Please refer to Addendum #1. An updated version of Attachment G School Locations Times List has been uploaded and does not include such notation. (Answered: Oct 28, 2020 4:49:36 PM EDT)

Add to Answer:

**Question 6**

Who is the vendor currently providing crossing guard services for Pembroke Pines? (Submitted: Oct 26, 2020 2:50:57 PM EDT)

**Answer**

[edit](#) 

- Kemp Group International Corporation. (Answered: Oct 28, 2020 2:19:05 PM EDT)

Add to Answer:

**Question 7**

What are the current pay rates for guards and supervisors? (Submitted: Oct 26, 2020 2:51:19 PM EDT)

**Answer**

[edit](#) 

- \$14.00 an hour for both guards and supervisors. (Answered: Oct 28, 2020 2:19:05 PM EDT)

Add to Answer:

**Question 8**

If we are providing training through a third-party organization/company, do we need to list them as a sub-contractor? (Submitted: Oct 26, 2020 3:45:41 PM EDT)

**Answer**

[edit](#) 

- Yes. Please refer to section 1.5.6 "FDOT Training Certificates" of the bid package:  
  
b. If claiming Contractor uses a sub-contractor, Contractor must attach all current pertinent information and qualifications including copies of FDOT crossing guard trainer certifications for all trainers. (Answered: Oct 28, 2020 2:19:04 PM EDT)

Add to Answer:

Submit

Questions? Contact a Periscope Source representative: 800-990-9339 or email: [source-support@periscopeholdings.com](mailto:source-support@periscopeholdings.com)

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## Kemp Group International Corporation

Bid Contact **Joe Faluade**  
**kempgroupintl@aol.com**  
**Ph 954-437-7294**  
**Fax 954-437-8952**

Address **PO Box 471614**  
**Miami, FL 33247**

Supplier Code 225376

Qualifications **FED-LOBBY&DEBAR FL-EVERIFY PP-DRUGFREE PP-EQUAL PP-HUBZONE PP-LBTR PP-LOCAL PP-MBE PP-SCRUTINIZED PP-SWORN PP-VENDORINFO PP-VOSB PP-W9 PP-WBE**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
PD-20-03--01-01	School Crossing Guard	<b>Supplier Product Code:</b>	<b>First Offer - \$13.86</b>	1 / hour	<b>\$13.86</b>	<b>Y Y</b>
PD-20-03--01-02	School Crossing Guard Supervisor	<b>Supplier Product Code:</b>	<b>First Offer - \$13.86</b>	1 / hour	<b>\$13.86</b>	<b>Y</b>
Supplier Total					<b>\$27.72</b>	

**Kemp Group International Corporation**

Item: **School Crossing Guard**

**Attachments**

PD 20 03 SCHOOL CROSSING GUARDS kempgroup.pdf

**Supplier Response Form**

**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “PD-20-03” titled “School Crossing Guards” attached hereto as a part hereof, the undersigned submits the following:

**A) Contact Information**

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder’s submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

**COMPANY INFORMATION:**

COMPANY: KEMP GROUP INTERNATIONAL CORPORA

STREET ADDRESS: 2111 SW 60 WAY

CITY, STATE & ZIP CODE: MIRAMAR FL 33023

**PRIMARY CONTACT FOR THE PROJECT:**

NAME: JOE FALUADE TITLE: MANAGER

E-MAIL: kempgroupintl@aol.com

TELEPHONE: 954-437-7294 FAX: 954-437-8952

**AUTHORIZED APPROVER:**

NAME: CHRISTINA ADERINOKUN TITLE: PRESIDENT

E-MAIL: kempgroupintl@aol.com

TELEPHONE: 954-437-7294 FAX: 954-437-8952

SIGNATURE: 

**B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes <input checked="" type="checkbox"/>
Attachment B - Non-Collusive Affidavit	Yes <input checked="" type="checkbox"/>
Attachment C - Proposer’s Completed Qualification Statement	Yes <input checked="" type="checkbox"/>
Attachment F - References Form	Yes <input checked="" type="checkbox"/>
Sec 1.5.6 FDOT Training Certificates	Yes <input checked="" type="checkbox"/>

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes <input checked="" type="checkbox"/>
Form W-9 (Rev. October 2018)	Yes <input checked="" type="checkbox"/>

Sworn Statement on Public Entity Crimes Form	Yes <input checked="" type="checkbox"/>
Local Vendor Preference Certification	Yes <input checked="" type="checkbox"/>
Local Business Tax Receipts	Yes <input checked="" type="checkbox"/>
Veteran Owned Small Business Preference Certification	Yes <input checked="" type="checkbox"/>
Equal Benefits Certification Form	Yes <input checked="" type="checkbox"/>
Vendor Drug-Free Workplace Certification Form	Yes <input checked="" type="checkbox"/>
Scrutinized Company Certification	Yes <input checked="" type="checkbox"/>

**C) Proposal Form**

*The vendor must provide their pricing through the designated lines items listed on the BidSync website.*

LINE #	DESCRIPTION	Per Hour Rate
Line #1	School Crossing Guard	Price to be Submitted Via BidSync
Line #2	School Crossing Guard Supervisor	Price to be Submitted Via BidSync

# Supplier Response Form



City of Pembroke Pines

Attachment B

## NON-COLLUSIVE AFFIDAVIT

BIDDER is the OFFICER  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature CHRISTINA ADERINOKUN

Title PRESIDENT

Name of Company KEMP GROUP INTERNATIONAL CORPORA

### Supplier Response Form



City of Pembroke Pines

Attachment C

### PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

KEMP GROUP INTERNATIONAL CORPORATION  
2111 SW 60 WAY  
MIRAMAR FL 33023

PROPOSER'S License Number: P01000102726

**(Please attach certificate of status, competency, and/or state registration.)**

Number of years your organization has been in business 19

State the number of years your firm has been in business under your present business name 19

State the number of years your firm has been in business in the work specific to this solicitation: 24

Names and titles of all officers, partners or individuals doing business under trade name:

CHRISTINA ADERINOKUN, PRESIDENT

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE.

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer non-responsive.

KEMP SERVICES INC

At what address was that business located?

2111 SW 60 WAY  
MIRAMAR FL 33023

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

N/A

Have you ever failed to complete work awarded to you. If so, when, where and why?

NO

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

YES

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

NO

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

NONE

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

NONE

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

NONE

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

NONE

Are you an Original provider sales representative distributor, broker, manufacturer other, of the commodities/services proposed upon? If other than the original provider, explain below.

YES

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

NO

Describe the firm's local experience/nature of service with contracts of similar size and complexity, it the previous three (3) years:

WE ARE/HAVE PROVIDE SERVICES TO THE CITY OF MIRAMAR, COOPER AND THE CITY OF HOLLYWOOD.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER's qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

KEMP GROUP INTERNATIONAL CORPORA  
(Company Name)

CHRISTINA ADERINOKUN  
(Printed Name/Signature)



# State of Florida Department of State

I certify from the records of this office that KEMP GROUP INTERNATIONAL CORPORATION is a corporation organized under the laws of the State of Florida, filed on October 22, 2001.

The document number of this corporation is P01000102726.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on April 8, 2020, 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 Twenty-first day of October,  
2020*



*Randy Bee*  
Secretary of State

Tracking Number: 0411145513CU  
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.  
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

### Supplier Response Form

#### REFERENCES FORM

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: BROWARD COUNTY COMMISSIONS

Address: 115 S ANDREWS AVE RM 212

City/State/Zip: FORT LAUDERDALE FL 33301

Contact Name: STEPHON RAMOULAR Title: PURCHASING AGENT

E-Mail Address: sramoutar@broward.org

Telephone: 954-847-2671 Fax: 954-357-8535

**Project Information:**

Name of Contractor Performing the work: KEMP GROUP INTERNATIONAL CORPORA

SCHOOL CROSSING GUARDS  
UNINCORPORATED FORT LAUDERDALE

Name and location of the project:

Nature of the firm's responsibility on the project:

PROVIDE SCHOOL CROSSING GUARDS

Project duration: NOV 2018 Completion (Anticipated) Date: PRESENT

Size of project: SMALL Cost of project: TO DATE \$34,680

PROVIDE SCHOOL CROSSING GUARDS

Work for which staff was responsible:

Contract Type: SCHOOL CROSSING GUARDS

The results/deliverables of the project: STILL PROVIDING

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: CITY OF HOLLYWOOD

Address: PO BOX 229405

City/State/Zip: HOLLYWOOD FL 33022

Contact Name: JANICE ENGLISH

Title: PROCUREMENT CONTRACT OFFICER

E-Mail Address: jenglish@hollywoodfl.org

Telephone: 954-921-3345

Fax: 954-921-3086

**Project Information:**

Name of Contractor Performing the work: KEMP GROUP INTERNATIONAL CORPOR/

SCHOOL CROSSING GUARDS  
IN THE CITY OF HOLLYWOOD

Name and location of the project:

Nature of the firm's responsibility on the project:

PROVIDE SCHOOL CROSSING GUARDS

Project duration: OCT 2016

Completion (Anticipated) Date: PRESENT

Size of project: MEDIUM

Cost of project: TO DATE \$1,334,942

PROVIDE SCHOOL CROSSING GUARDS

Work for which staff was responsible:

Contract Type: SCHOOL CROSSING GUARDS

The results/deliverables of the project: STILL PROVIDING

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. This form should be duplicated for each reference and any additional information that would be helpful can be attached.

**Reference Contact Information:**

Name of Firm, City, County or Agency: CITY OF WEST PARK

Address: PO BOX 5710

City/State/Zip: WEST PARK FL 33083

Contact Name: LAVELLE JENRETTE

Title: ASSISTANT TO CITY MANAGER

E-Mail Address: ljenrette@cityofwestpark.org

Telephone: 954-989-2688ext 209 Fax: 954-689-4806

**Project Information:**

Name of Contractor Performing the work: KEMP GROUP INTERNATIONAL CORPOR/

SCHOOL CROSSING GUARDS  
IN THE CITY OF WEST PARK

Name and location of the project:

Nature of the firm's responsibility on the project:

PROVIDE SCHOOL CROSSING GUARDS

Project duration: AUG 2018 Completion (Anticipated) Date: PRESENT

Size of project: SMALL Cost of project: TO DATE \$91,434

PROVIDE SCHOOL CROSSING GUARDS

Work for which staff was responsible:

Contract Type: SCHOOL CROSSING GUARDS

The results/deliverables of the project: STILL PROVIDING

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. This form should be duplicated for each reference and any additional information that would be helpful can be attached.

**Reference Contact Information:**

Name of Firm, City, County or Agency: CITY OF COOPER CITY

Address: PO BOX 2909110

City/State/Zip: COOPER CITY FL 33329

Contact Name: KERRI ANNE FISHER Title: PURCHASING AGENT

E-Mail Address: purchasing@coopercityfl.org

Telephone: 954-434-4300ext 29; Fax:

**Project Information:**

Name of Contractor Performing the work: KEMP GROUP INTERNATIONAL CORPORA

SCHOOL CROSSING GUARDS  
IN COOPER CITY

Name and location of the project:

Nature of the firm's responsibility on the project:

PROVIDE SCHOOL CROSSING GUARDS

Project duration: AUG 2018 Completion (Anticipated) Date: PRESENT

Size of project: SMALL Cost of project: TO DATE \$172,614

PROVIDE CROSSING GUARDS

Work for which staff was responsible:

Contract Type: SCHOOL CROSSING GUARDS

The results/deliverables of the project: STILL PROVIDING

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. This form should be duplicated for each reference and any additional information that would be helpful can be attached.

**Reference Contact Information:**

Name of Firm, City, County or Agency: CITY OF MIRAMAR

Address: 2300 CIVIC CENTER PLACE

City/State/Zip: MIRAMAR FL 33025

Contact Name: NATALIE RICHMOND Title: PROCUREMENT ANALYST

E-Mail Address: nrichmond@miramarfl.gov

Telephone: 954-602-4353 Fax:

**Project Information:**

Name of Contractor Performing the work: KEMP GROUP INTERNATIONAL CORP

SCHOOL CROSSING GUARDS  
IN MIRAMAR

Name and location of the project:

Nature of the firm's responsibility on the project:

PROVIDED SCHOOL CROSSING GUARDS

Project duration: AUG 2005 Completion (Anticipated) Date: AUG 2016

Size of project: LARGE Cost of project: \$4,411,147

PROVIDE SCHOOL CROSSING GUARDS

Work for which staff was responsible:

Contract Type: CROSSING GUARDS

The results/deliverables of the project:



**Mailing: PO Box 471614\*Miami FL 33247**  
Office: 2111 SW 60 Way\*Miramar FL 33023

## KEMP GROUP INTERNATIONAL CORPORATION

Kemp Group International Corporation is a local Florida minority and women owned corporation. We have been providing school crossing guards since 1995. We have over 20 years' experience in providing school crossing guard services. We also provide security guards services and temporary personnel.

Our major goal is professionalism; our greatest strength is that we are still fundamentally dedicated to reaching it for, every employee and every client. The management staff here at Kemp Group International Corporation is well qualified in providing school crossing guard services. We have the experience and the expertise to provide the best service to the City of Pembroke Pines. We are a reputable company and have been conducting business in accordance with all local laws and regulations.

As a service organization, our personnel are well trained and supervised. Our company enjoys an excellent reputation.

Kemp Group International Corporation is a team, with every person in the company a player, expected and needed to perform to their fullest capacity. One of our goals is remaining committed to quality service and strengthening the connection between its employees and clients.

We will provide qualified, competent, uniformed school crossing guards to the City of Pembroke Pines. The school crossing guards will be located throughout the city of Pembroke Pines as indicated. School crossing guards will monitor street crossings during the appointed times, provide safety to school children in designated crossings and escort children across the street.

The school crossing guards are there to help students cross safely, reinforce safe crossing skills and discourage unsafe behavior.

We shall provide a full range of management duties including planning, hiring incumbent personnel/recruit personnel, scheduling, maintaining records, and quality control.

All work under this contract shall be performed in a safe and hazard free manner. The environment and the public shall be protected at all times.

**PHONE: (954) 437-7294**  
**FAX: (954) 437-8952**  
**EMAIL: [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com)**



Christina Aderinokun, President is the principal who will bind the corporation contractually. Joseph Faluade, Manager, who will be the main point of contact, is authorized to make representations for Kemp Group International Corporation. They have a combined total of over forty years of experience with providing school crossing guard services.

Our supervisors are certified as trainers by the State of Florida Department of Transportation. Our goal is to ensure that we provide effective school crossing guards services. Our supervisors provide daily inspections for each shift to make sure that the posts are covered; guards are proper attire and have the necessary equipment to perform their jobs.

We are located in Broward County. The office address is 2111 SW 60 Way, Miramar FL 33023. The contact number is 954-437-7294 and the fax is 954-437-8952. The email address is [kempgroupintl@aol.com](mailto:kempgroupintl@aol.com).

KEMP GROUP  
PO BOX 471614\*MIAMI FL 33247  
PH: (954) 437-7294 FAX: (954) 437-8952

References

<p>Broward County Commission 115 S Andrews Ave, Rm 212 Fort Lauderdale FL 33301-4804 Contact: Stephon Ramoutar <a href="mailto:sramoutar@broward.org">sramoutar@broward.org</a> Phone: (954) 847-2671 Fax: (954) 357-8535 Email: <a href="mailto:purchasinginformation@broward.org">purchasinginformation@broward.org</a></p>	<p>11/2018 – present School Crossing Guard</p>
<p>City of Hollywood PO Box 229045 Hollywood FL 33022-9045 Contact: Janice English, Procurement Contract Officer Phone: (954) 921-3345 Fax: (954) 921-3086 <a href="mailto:jenglish@hollywoodfl.org">jenglish@hollywoodfl.org</a></p>	<p>10/1/2016 - present 9/5/2014 – 9/30/2016 8/24/2009 – 9/4/2014 School Crossing Guards</p>
<p>City of Pembroke Pines Public Svc Dpt/Procurement Div 8300 South Palm Drive Pembroke Pines FL 33025 Contact: Sgt Matthew Dolton, 9500 Pines Blvd Phone: (954) 431-2200 <a href="mailto:mdolton@ppines.com">mdolton@ppines.com</a> Contact: Purchasing Manager Phone: (954) 518-9020 Fax: (954) 518-8902 <a href="mailto:purchasing@ppines.com">purchasing@ppines.com</a></p>	<p>11/2008 – present School Crossing Guards</p>
<p>City of West Park Florida PO Box 5710 West Park FL 33083-5710 Contact: Lavelle Jenrette, Assistant to City Manager Phone: (954) 989-2688 ext 209 <a href="mailto:jenrette@cityofwestpark.org">jenrette@cityofwestpark.org</a> Contact: Chris Wallace, Finance Director Phone: (954) 903-0712 ext 203 Fax: 954-689-4806 <a href="mailto:chriswallace@cityofwestpark.org">chriswallace@cityofwestpark.org</a> City Clerk, Phone: 954-989-2688 ext 205</p>	<p>8/15/2018 - present 10/8/2005 – 8/14/2018 School Crossing Guards</p>
<p>City of Cooper City PO Box 290910 Cooper City, FL 33329-0910 Contact: Denise Yoezle, Public Works Director Phone: (954) 434-2300 ext 306 <a href="mailto:dyoezle@cfoopercityfl.org">dyoezle@cfoopercityfl.org</a> Contact: Purchasing, Kerri Anne Fisher-Purchasing Agent Phone: (954) 434-4300 ext 2978 Fax: (954) 434-5009 <a href="mailto:purchasing@coopercityfl.org">purchasing@coopercityfl.org</a> (954) 434-5099</p>	<p>8/15/2018 - present 2/16/2004 – 8/14/2018 School Crossing Guards</p>
<p>City of Miramar 2300 Civic Center Place Miramar FL 33025 Procurement: (954) 602-3053 Fax: 954-602-4573 <a href="mailto:procurementdept@ci.miramar.fl.us">procurementdept@ci.miramar.fl.us</a> Contact: Natalie Richmond, Procurement Analyst Phone (954) 602-4353 <a href="mailto:nrichmond@miramarfl.gov">nrichmond@miramarfl.gov</a></p>	<p>8/2011 -08/2016 8/2005 – 8/20/2011 School Crossing Guards</p>
<p>City of North Miami Beach Procurement Management Division 17011 NE 19 Ave, Rm 315 North Miami Beach FL 33162 Purchasing: (305) 948-2946 Fax: (305) 957-3522 <a href="mailto:Jill.lin@citynmb.com">Jill.lin@citynmb.com</a></p>	<p>3/1/2004 – 8/2016 School Crossing Guards</p>

KEMP GROUP  
PO BOX 471614\*MIAMI FL 33247

PH: (954) 437-7294 FAX: (954) 437-8952

Town of Davie Police Department 8/2013 – 06/2016  
1230 S Nob Hill Road 8/2006 – 6/2009  
Davie FL 33324 8/2003 – 7/2006, 1/1995 – 8/2003  
Contact: Lori Lysfjord, Phone: (954) 693-8268 School Crossing Guards  
Fax: (954) 693-8253 [llysfjord@davie-fl.gov](mailto:llysfjord@davie-fl.gov)  
Contact: Procurement, 6591 Orange Dr, Davie FL 33314  
Phone: (954) 797-1016 Fax: (954) 797-1049

City of Sunny Isles Beach 8/18/2008 – 6/9/2011  
Purchasing/Procurement School Crossing Guards  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
[purchasing@sibfl.net](mailto:purchasing@sibfl.net)  
Phone: (305) 792-1953 Fax: (305) 792-1641

The DeMoya Group Inc 10/2007 – 12/2009  
14600 SW 136 St School Crossing Guards  
Miami FL 33186  
Contact: Alisa DeMoya, Phone: (305) 255-5713

Broward County Florida 2006  
PO Box 14740 Temporary Warehouse Laborer  
Ft Lauderdale FL 33302-4740 JO6CW1M  
Contact: M Kadzinski  
Phone: (954) 357-6064

City of Miami Gardens Florida 2/16/2004 – 11/12/2004  
1515 NW 167 St, Bldg 5 School Crossing Guard  
Miami Gardens, FL 33169  
Contact: Purchasing  
Phone: (305) 622-8000 Fax (305) 622-8001  
[pthompson@miamigardens-fl.gov](mailto:pthompson@miamigardens-fl.gov)

City of Aventura 8/2003-6/2004  
19200 West Country Club Drive School Crossing Guards  
Aventura, FL 33180  
Contact: City Clerk  
Phone: (305) 466-2895 Fax: (305) 466-8919  
[tsoroka@cityofaventura.com](mailto:tsoroka@cityofaventura.com)

The Family Center 11/1995-6/1997  
8480 SW 81 Avenue Security Guard - unarmed  
N Lauderdale FL 33068  
Contact: Elaine Rosenberg  
Phone: (954) 724-3925

## SCHOOL CROSSING GUARD UNIFORM DRESS CODE POLICY

All school crossing guards are issued personal protective equipment, which includes a retro-reflective safety vest, rain coat, stop paddle/sign and a whistle.

All school crossing guards are issued white polo shirts with our company name on the front of the shirt and patches on the sleeves.

Upon being hired, we explain our dress code policy and they receive a printed hand out with the dress code policy as well as contact information, etc.

Dress code – white shirt, black pants, skirt/dress, and shorts (no hot pants, daisy dukes, etc.). Shorts are allowed 1 inch above the knee, no shorter.

Shoes – tennis shoes & lace ups (no strapless, slides, sandals, slippers, or high heels).

Kemp Group International Corporation

## **TRAINING & RE-CERTIFICATION FOR SCHOOL CROSSING GUARDS**

All persons employed as crossing guards shall receive proper training as required by the State of Florida Department of Transportation.

Training is conducted by a certified crossing guard trainer. The training includes classroom training (pass at least 75 percent of the written exam), practical training (perform each of the duties listed on the performance checklist satisfactorily) and supervised duty and observation at the guard's assigned post (satisfactorily perform all of the duties on the performance checklist in a minimum of two observations by the trainer). The crossing guards must successfully pass the final written test and the practical training skill examination with all satisfactory marks.

Upon successfully completing all training elements, the crossing guard will become certified and receive a certificate.

Crossing guards shall be re-certified as a crossing guard annually. This will be done by a refresher training to include a briefing on any changes, proper procedures and techniques and practical training.

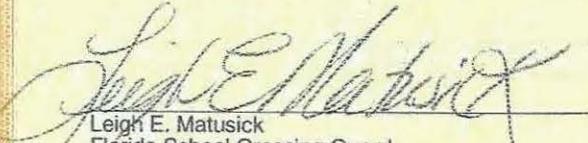
It is very important that our crossing guards and supervisors are properly trained so that we provide safety for our children who walk to and from school.

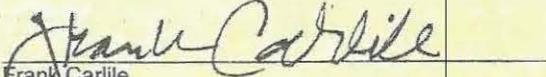
State of Florida  
Department of Transportation  
**Certificate of Completion**

*This is to certify that*  
**Christina Aderinokun**  
*Has completed the required training  
and is now a certified*

**School Crossing Guard Trainer**

*on this day*  
August 25, 1995

  
Leigh E. Matusick  
Florida School Crossing Guard  
Program Administrator/Trainer

  
Frank Carille  
Governor's Highway Safety Representative

State of Florida  
Department of Transportation  
**Certificate of Completion**

*This is to certify that*

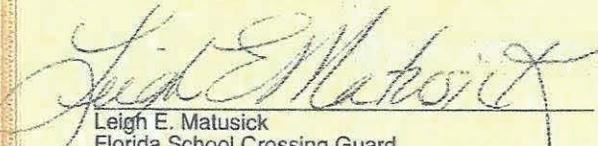
Joseph Falvade

*Has completed the required training  
and is now a certified*

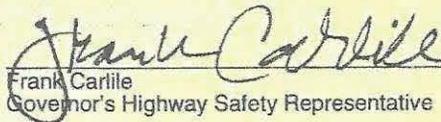
**School Crossing Guard Trainer**

*on this day*

August 25, 1995



Leigh E. Matusick  
Florida School Crossing Guard  
Program Administrator/Trainer



Frank Carlile  
Governor's Highway Safety Representative

**STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION**

FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM

*This is to certify that*

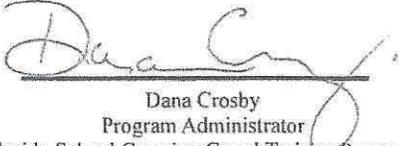
**Rocio Menendez**

*has successfully completed the  
training and is a certified*

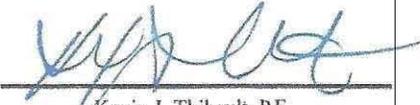
**Florida School Crossing Guard Trainer**

**July 10, 2019**

Date

  
Dana Crosby  
Program Administrator  
Florida School Crossing Guard Training Program



  
Kevin J. Thibault, P.E.  
Secretary of Transportation

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM

*This is to certify that*

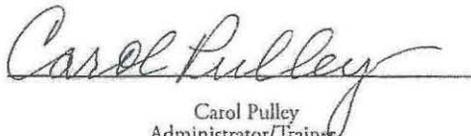
*Joann E. Saunders*

*has successfully completed the training  
and is a certified*

*School Crossing Guard Trainer*

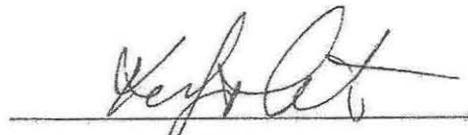
May 5, 2009

Date

  
Carol Pulley  
Administrator/Trainer

Florida School Crossing Guard Training Program



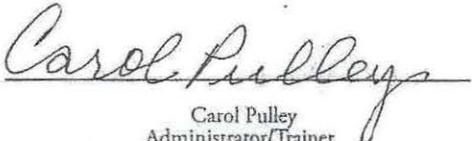
  
Kevin J. Thibault, P.E.  
Governor's Highway Safety Representative

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM

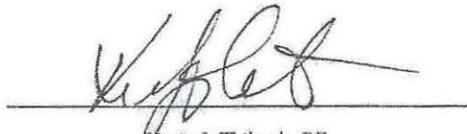
*This is to certify that*  
**Paola Crisp**  
*has successfully completed the training  
and is a certified*  
**School Crossing Guard Trainer**

May 5, 2009

Date

  
Carol Pulley  
Administrator/Trainer  
Florida School Crossing Guard Training Program



  
Kevin J. Thibault, P.E.  
Governor's Highway Safety Representative

**Supplier: Kemp Group International Corporation****CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “PD-20-03” titled “School Crossing Guards” attached hereto as a part hereof, the undersigned submits the following:

**A) Contact Information**

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

**COMPANY INFORMATION:**

COMPANY: **KEMP GROUP INTERNATIONAL CORPORATION**

STREET ADDRESS: **2111 SW 60 WAY**

CITY, STATE & ZIP CODE: **MIRAMAR FL 33023**

**PRIMARY CONTACT FOR THE PROJECT:**

NAME: **JOE FALUADE** TITLE: **MANAGER**

E-MAIL: **kempgroupintl@aol.com**

TELEPHONE: **954-437-7294** FAX: **954-437-8952**

**AUTHORIZED APPROVER:**

NAME: **CHRISTINA ADERINOKUN** TITLE: **PRESIDENT**

E-MAIL: **kempgroupintl@aol.com**

TELEPHONE: **954-437-7294** FAX: **954-437-8952**

SIGNATURE: **CHRISTINA ADERINOKUN**

**B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes <input checked="" type="checkbox"/>
Attachment B - Non-Collusive Affidavit	Yes <input checked="" type="checkbox"/>
Attachment C - Proposer's Completed Qualification Statement	Yes <input checked="" type="checkbox"/>
Attachment F - References Form	Yes <input checked="" type="checkbox"/>

Sec 1.5.6 FDOT Training Certificates	Yes <input checked="" type="checkbox"/>
--------------------------------------	---

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes <input checked="" type="checkbox"/>
Form W-9 (Rev. October 2018)	Yes <input checked="" type="checkbox"/>
Sworn Statement on Public Entity Crimes Form	Yes <input checked="" type="checkbox"/>
Local Vendor Preference Certification	Yes <input checked="" type="checkbox"/>
Local Business Tax Receipts	Yes <input checked="" type="checkbox"/>
Veteran Owned Small Business Preference Certification	Yes <input checked="" type="checkbox"/>
Equal Benefits Certification Form	Yes <input checked="" type="checkbox"/>
Vendor Drug-Free Workplace Certification Form	Yes <input checked="" type="checkbox"/>
Scrutinized Company Certification	Yes <input checked="" type="checkbox"/>

### **C) Proposal Form**

*The vendor must provide their pricing through the designated lines items listed on the BidSync website.*

<b>LINE #</b>	<b>DESCRIPTION</b>	<b>Per Hour Rate</b>
Line #1	School Crossing Guard	<b>Price to be Submitted Via BidSync</b>
Line #2	School Crossing Guard Supervisor	<b>Price to be Submitted Via BidSync</b>

**Supplier: Kemp Group International Corporation**



City of Pembroke Pines

Attachment B

**NON-COLLUSIVE AFFIDAVIT**

BIDDER is the **OFFICER**,  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature **CHRISTINA ADERINOKUN**

Title **PRESIDENT**

Name of Company **KEMP GROUP INTERNATIONAL CORPORATION**

**Supplier: Kemp Group International Corporation**

City of Pembroke Pines

Attachment C

**PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

**KEMP GROUP INTERNATIONAL CORPORATION  
2111 SW 60 WAY  
MIRAMAR FL 33023**

PROPOSER'S License Number: **P01000102726**

**(Please attach certificate of status, competency, and/or state registration.)**

Number of years your organization has been in business **19**

State the number of years your firm has been in business under your present business name **19**

State the number of years your firm has been in business in the work specific to this solicitation: **24**

Names and titles of all officers, partners or individuals doing business under trade name:

**CHRISTINA ADERINOKUN, PRESIDENT**

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE.

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer non-responsive.

**KEMP SERVICES INC**

At what address was that business located?

**2111 SW 60 WAY  
MIRAMAR FL 33023**

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

**N/A**

Have you ever failed to complete work awarded to you. If so, when, where and why?

**NO**

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

**YES**

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

**NO**

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

**NONE**

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

**NONE**

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

**NONE**

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

**NONE**

Are you an Original provider sales representative distributor, broker, manufacturer other, of the commodities/services proposed upon? If other than the original provider, explain below.

**YES**

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

**NO**

Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

**WE ARE/HAVE PROVIDE SERVICES TO THE CITY OF MIRAMAR, COOPER AND THE CITY OF HOLLYWOOD.**

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER's qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

**KEMP GROUP INTERNATIONAL CORPORATION**  
(Company Name)

**CHRISTINA ADERINOKUN**  
(Printed Name/Signature)

**Supplier: Kemp Group International Corporation****REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **BROWARD COUNTY COMMISSIONS**

Address: **115 S ANDREWS AVE RM 212**

City/State/Zip: **FORT LAUDERDALE FL 33301**

Contact Name: **STEPHON RAMOULAR** Title: **PURCHASING AGENT**

E-Mail Address: **sramoutar@broward.org**

Telephone: **954-847-2671** Fax: **954-357-8535**

**Project Information:**

Name of Contractor Performing the work: **KEMP GROUP INTERNATIONAL CORPORATION**

Name and location of the project: **SCHOOL CROSSING GUARDS  
UNINCORPORATED FORT LAUDERDALE**

Nature of the firm's responsibility on the project: **PROVIDE SCHOOL CROSSING GUARDS**

Project duration: **NOV 2018** Completion (Anticipated) Date: **PRESENT**

Size of project: **SMALL** Cost of project: **TO DATE \$34,680**

Work for which staff was responsible: **PROVIDE SCHOOL CROSSING GUARDS**

Contract Type: **SCHOOL CROSSING GUARDS**

The results/deliverables of the project: **STILL PROVIDING**

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **CITY OF HOLLYWOOD**

Address: **PO BOX 229405**

City/State/Zip: **HOLLYWOOD FL 33022**

Contact Name: **JANICE ENGLISH** Title: **PROCUREMENT CONTRACT OFFICER**

E-Mail Address: **jenglish@hollywoodfl.org**

Telephone: **954-921-3345** Fax: **954-921-3086**

**Project Information:**

Name of Contractor Performing the work: **KEMP GROUP INTERNATIONAL CORPORATION**

Name and location of the project: **SCHOOL CROSSING GUARDS  
IN THE CITY OF HOLLYWOOD**

Nature of the firm's responsibility on the project: **PROVIDE SCHOOL CROSSING GUARDS**

Project duration: **OCT 2016** Completion (Anticipated) Date: **PRESENT**

Size of project: **MEDIUM** Cost of project: **TO DATE \$1,334,942**

Work for which staff was responsible: **PROVIDE SCHOOL CROSSING GUARDS**

Contract Type: **SCHOOL CROSSING GUARDS**

The results/deliverables of the project: **STILL PROVIDING**

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **CITY OF WEST PARK**

Address: **PO BOX 5710**

City/State/Zip: **WEST PARK FL 33083**

Contact Name: **LAVELLE JENRETTE** Title: **ASSISTANT TO CITY MANAGER**

E-Mail Address: **ljenrette@cityofwestpark.org**

Telephone: **954-989-2688ext 209** Fax: **954-689-4806**

**Project Information:**

Name of Contractor Performing the work: **KEMP GROUP INTERNATIONAL CORPORATION**

Name and location of the project: **SCHOOL CROSSING GUARDS  
IN THE CITY OF WEST PARK**

Nature of the firm’s responsibility on the project: **PROVIDE SCHOOL CROSSING GUARDS**

Project duration: **AUG 2018** Completion (Anticipated) Date: **PRESENT**

Size of project: **SMALL** Cost of project: **TO DATE \$91,434**

Work for which staff was responsible: **PROVIDE SCHOOL CROSSING GUARDS**

Contract Type: **SCHOOL CROSSING GUARDS**

The results/deliverables of the project: **STILL PROVIDING**

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm’s capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **CITY OF COOPER CITY**

Address: **PO BOX 2909110**

City/State/Zip: **COOPER CITY FL 33329**

Contact Name: **KERRI ANNE FISHER** Title: **PURCHASING AGENT**

E-Mail Address: **purchasing@coopercityfl.org**

Telephone: **954-434-4300ext 2978** Fax:

**Project Information:**

Name of Contractor Performing the work: **KEMP GROUP INTERNATIONAL CORPORATION**

Name and location of the project: **SCHOOL CROSSING GUARDS  
IN COOPER CITY**

Nature of the firm's responsibility on the project: **PROVIDE SCHOOL CROSSING GUARDS**

Project duration: **AUG 2018** Completion (Anticipated) Date: **PRESENT**

Size of project: **SMALL** Cost of project: **TO DATE \$172,614**

Work for which staff was responsible: **PROVIDE CROSSING GUARDS**

Contract Type: **SCHOOL CROSSING GUARDS**

The results/deliverables of the project: **STILL PROVIDING**

### **REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

#### **Reference Contact Information:**

Name of Firm, City, County or Agency: **CITY OF MIRAMAR**

Address: **2300 CIVIC CENTER PLACE**

City/State/Zip: **MIRAMAR FL 33025**

Contact Name: **NATALIE RICHMOND** Title: **PROCUREMENT ANALYST**

E-Mail Address: **nrichmond@miramarfl.gov**

Telephone: **954-602-4353** Fax:

#### **Project Information:**

Name of Contractor Performing the work: **KEMP GROUP INTERNATIONAL CORP**

Name and location of the project: **SCHOOL CROSSING GUARDS  
IN MIRAMAR**

Nature of the firm's responsibility on the project: **PROVIDED SCHOOL CROSSING GUARDS**

Project duration: **AUG 2005** Completion (Anticipated) Date: **AUG 2016**

Size of project: **LARGE** Cost of project: **\$4,411,147**

Work for which staff was responsible: **PROVIDE SCHOOL CROSSING GUARDS**

Contract Type: **CROSSING GUARDS**

The results/deliverables of the project: **COMPLETED**

**CERTIFICATION REGARDING LOBBYING;  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS  
FOR EXPENDITURE OF FEDERAL FUNDS**

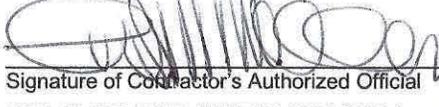
**LOBBYING**

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit **Standard Form - LLL, "Disclosure Form to Report Lobbying,"** in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

  
 \_\_\_\_\_  
 Signature of Contractor's Authorized Official  
**KEMP GROUP INTERNATIONAL  
 CORPORATION**  
 \_\_\_\_\_  
 Contractor / Name of Company

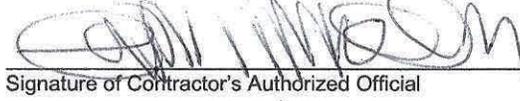
**CHRISTINA ADERINOKUN, PRESIDENT**  
 \_\_\_\_\_  
 Printed Name and Title of Contractor's Authorized Official  
**10/21/2020**  
 \_\_\_\_\_  
 Date

**DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

As required by 7 CFR Part 3017, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

  
 \_\_\_\_\_  
 Signature of Contractor's Authorized Official  
**KEMP GROUP INTERNATIONAL  
 CORPORATION**  
 \_\_\_\_\_  
 Contractor / Name of Company

**CHRISTINA ADERINOKUN, PRESIDENT**  
 \_\_\_\_\_  
 Printed Name and Title of Contractor's Authorized Official  
**10/21/2020**  
 \_\_\_\_\_  
 Date



## EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

**"During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples".**

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

### SECTION 1 DEFINITIONS

- 1. Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
- 2. Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
- 3. Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
- 4. Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at



least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.
6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.
7. **Traditional marriage** means a marriage between one man and one woman.

## SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- A.** Contractor currently complies with the requirements of this section; or
- B.** Contractor will comply with the conditions of this section at the time of contract award; or
- C.** Contractor will not comply with the conditions of this section at the time of contract award:  
or
- D.** Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):
  - 1.** The Contractor does not provide benefits to employees' spouses in traditional marriages;
  - 2.** The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;



City of Pembroke Pines

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3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;

4. The Contractor is a governmental agency;

**The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.**

COMPANY NAME: KEMP GROUP INTERNATIONAL CORPORATION

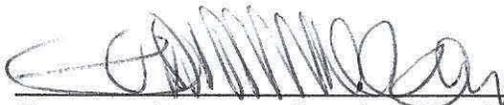
AUTHORIZED OFFICER NAME / SIGNATURE: \_\_\_\_\_

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

**E-Verify System Certification Statement  
for the Employment Eligibility Verification Program  
of the U.S. Department of Homeland Security**

The State of Florida, Executive Order 11-116, requires the City, as a party to any State-funded contracts, to participate in the Employment Eligibility Verification administered by the U.S. Department of Homeland Security ("DHS"). Any Vendor performing work pursuant to the State funded contract issued by the City is required to use the E-Verify Program to confirm employment eligibility of its current and prospective employees. The undersigned Vendor hereby certifies that it will enroll and participate in the E-Verify Program, in accordance with the terms and conditions governing the use of the program by:

- (1) Verifying the employment eligibility of all persons employed during the contract term by the contractor to perform the work under this contract.
- (2) Enrolling in the E-Verify Program within thirty (30) days of the effective date of this contract by obtaining a copy of the "Edit Company Profile" page and make such record available to within seven days of request from the City.
- (3) Requiring all persons, including subcontractors, assigned by the Contractor to perform work under this contract to enroll and participate in the E-Verify Program within ninety (90) days of the effective date of this contract or within ninety (90) days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record available to the City within seven calendar days from the City's request.
- (4) Displaying the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.
- (5) Initiate E-Verify verification procedures for new employees within 3 business days after the actual work start date of each new hire and thereafter shall respond appropriately to any additional requests from DHS or Social Security Administration (SSA).
- (6) Maintain records of its participation and compliance with the provisions of the E-Verify Program and make such records available within seven days of City's request.



Signature of Contractor's Authorized Official

**CHRISTINA ADERINOKUN, PRESIDENT**

Printed Name and Title of Contractor's Authorized Official

**KEMP GROUP INTERNATIONAL CORPORATION**

Contractor / Name of Company

**10/21/2020**

Date

**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

**VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021****DBA:**  
**Business Name:** KEMP SECURITY INTERNATIONAL CORP**Receipt #:** 329-28896  
**Business Type:** ALL OTHERS ( SECURITY GUARD SERVICE)**Owner Name:** CHRISTINE A ADERINOKUN  
**Business Location:** 2111 SW 60 WAY  
MIRAMAR**Business Opened:** 01/04/1995  
**State/County/Cert/Reg:** B9300027  
**Exemption Code:****Business Phone:** 954-986-2720

Rooms	Seats	Employees	Machines	Professionals
		5		

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

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS****THIS BECOMES A TAX RECEIPT****WHEN VALIDATED**

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

**Mailing Address:**KEMP GROUP  
INTERNATIONAL CORPORATION  
P O BOX 471614  
MIAMI, FL 33247**Receipt #** 1CP-19-00008488  
**Paid** 08/18/2020 33.00  
**Effective Date** 08/17/2020**2020 - 2021**



## LOCAL VENDOR PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

**OR;**

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### LOCAL PREFERENCE CERTIFICATION:

- Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.**

COMPANY NAME: KEMP GROUP INTERNATIONAL CORPORATION

PRINTED NAME / AUTHORIZED SIGNATURE:   
Christina Aderinokun



City of Pembroke Pines

**SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted KEMP GROUP INTERNATIONAL CORPORATION  
(name of entity submitting sworn statement)

whose business address is 2111 SW 60 WAY, MIRAMAR FL 33023

and (if applicable) its Federal Employer Identification Number (FEIN) is  
65-0902392. (If the entity has no FEIN, include the Social Security

Number of the individual signing this sworn statement: \_\_\_\_\_.)

2. My name is CHRISTINA ADERINOKUN and my  
(Please print name of individual signing)

relationship to the entity named above is PRESIDENT.

3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a



City of Pembroke Pines

joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- 6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

- A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**
  - B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**
  - B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**
  - B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

CHRISTINA ADERINOKUN

Bidder's Name

KEMP GROUP INTERNATIONAL CORPORATION

Company Name

  
Signature

10/21/2020

Date



City of Pembroke Pines

**SCRUTINIZED COMPANY CERTIFICATION  
PURSUANT TO FLORIDA STATUTE § 287.135.**

I, CHRISTINA ADERINOKUN, PRESIDENT, on behalf of KEMP GROUP INTERNATIONAL CORPORATION,  
Print Name and Title Company Name

certify that KEMP GROUP INTERNATIONAL CORPORATION :  
Company Name

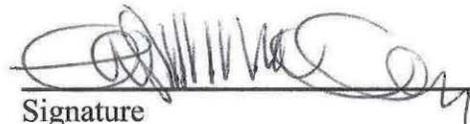
1. Does not participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector list, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

CHRISTINA ADERINOKUN, PRESIDENT  
Print Name / Title

  
Signature

KEMP GROUP INTERNATIONAL CORPORATION  
Company Name

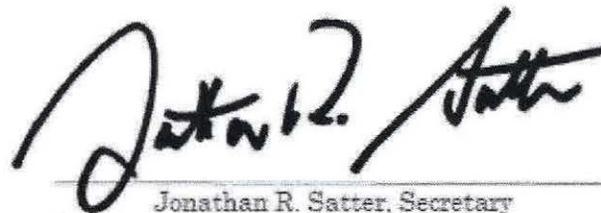
# State of Florida

## Woman & Minority Business Certification

### Kemp Group International Corporation

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

11/04/2019 to 11/04/2021



Jonathan R. Satter, Secretary  
Florida Department of Management Services

Department of  
**MANAGEMENT  
SERVICES**



Office of Supplier Diversity

Office of Supplier Diversity  
4050 Esplanade Way, Suite 380  
Tallahassee, FL 32399  
850-487-0915  
[www.dms.myflorida.com/osd](http://www.dms.myflorida.com/osd)



City of Pembroke Pines

## VENDOR DRUG-FREE WORKPLACE CERTIFICATION FORM

### SECTION 1 GENERAL TERM

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

**IDENTICAL TIE BIDS** - Preference may be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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 dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, 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 chapter 893 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 each conviction.
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. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

### SECTION 2 AFFIRMATION

Place a check mark here only if affirming bidder **complies fully** with the above requirements for a Drug-Free Workplace.

Place a check mark here only if affirming bidder **does not** meet the requirements for a Drug-Free Workplace.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Drug-Free Workplace Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Drug-Free Workplace Preference based on their sub-contractors' qualifications.**

## KEMP GROUP INTERNATIONAL CORPORATION

Company Name

## CHRISTINA ADERINOKUN

Authorized Signer Name

Authorized Signature

(OFFICE USE ONLY) Vendor number: 

### Vendor Information Form

Operating Name (Payee)	KEMP GROUP INTERNATIONAL CORPORATION		
Legal Name (as filed with IRS)	KEMP GROUP INTERNATIONAL CORPORATION		
Remit-to Address (For Payments)	PO BOX 471614		
	MIAMI FL 33247		
Remit-to Contact Name:	CHRISTINA ADERINOKUN	Title:	PRESIDENT
Email Address:	KEMPGROUPINTL@AOL.COM		
Phone #:	(954) 437-7294	Fax #	(954) 437-8952
Order-from Address (For purchase orders)	2111 SW 60 WAY		
	MIRAMAR FL 33023		
Order-from Contact Name:	JOE FALUADE	Title:	MANAGER
Email Address:	KEMPGROUPINTL@AOL.COM		
Phone #:	(954) 437-7294	Fax #	(954) 437-8952
Return-to Address (For product returns)	2111 SW 60 WAY		
	MIRAMAR FL 33023		
Return-to Contact Name	JOE FALUADE	Title:	MANAGER
Email Address:	KEMPGROUPINTL@AOL.COM		
Phone #:	(954) 437-7294	Fax #	(954) 437-8952
Payment Terms:	NET 30		

Type of Business (please check one and provide Federal Tax identification or social security Number)

Corporation

Federal ID Number:

650902392

Sole Proprietorship/Individual

Social Security No.:

Partnership

Health Care Service Provider

LLC – C (C corporation) – S (S corporation) – P (partnership)

Other (Specify):

Name & Title of Applicant CHRISTINA ADERINOKUN, PRESIDENT

Signature of Applicant: 

Date

10/21/2020



## VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

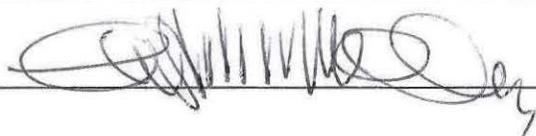
#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business. In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.**

COMPANY NAME: KEMP GROUP INTERNATIONAL CORPORATION

PRINTED NAME / AUTHORIZED SIGNATURE: 

Form **W-9**  
 (Rev. October 2018)  
 Department of the Treasury  
 Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

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

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>KEMP GROUP INTERNATIONAL CORPORATION</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>2111 SW 60 WAY</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>MIRAAMR FL 33023</b>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

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

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
[ ] [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>or</b>	
<b>Employer identification number</b>	
65 - 0902392	

## Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>10/21/2020</b>
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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