

# Memo

**To:** Suzette Cameron, Assistant to the City Manager  
**From:** Kate Duffy, Purchasing Manager  
**Date:** May 4, 2023  
**Re:** RFP #23014 Contractors for Housing and Community Development

Four responses were received for RFP#23014 for Contractors for Housing and Community Development. They were from A Quick Board Up Service, Inc. Parthy, LLC, UDH Contractors, LLC, and Votum Construction. The Selection Committee, made up of yourself, Angelia Briggs, Damaris Miranda, and Don Hoppa completely reviewed and scored the proposals. The Selection Committee then met to discuss their scoring of the responses and there was a consensus to recommend making award to all four companies and have them bid each job against one another.

Please sign below on behalf of the Committee indicating your approval to move forward with bringing this to the Commission for approval and return this memo to me. Once the City Manager signs it, I will return it to you to do the agenda memo for Commission approval.

If you have any questions, please let me know. Thanks.

Kate

APPROVAL OF AWARD TO: **A Quick Board Up Service, Inc., Parthy, LLC, UDH Contractors, LLC and Votum Construction.**

\_\_\_\_\_  
Assistant to the City Manager

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# COMBINED SCORESHEET

## RFP#23014 GENERAL CONTRACTORS FOR HOUSING AND COMMUNITY DEVELOPMENT

| COMMITTEE MEMBER | A QUICK BOARD UP SERVICE, INC. | PARTHY, LLC | UDH CONTRACTORS, LLC | VOTUM CONSTRUCTION |
|------------------|--------------------------------|-------------|----------------------|--------------------|
| Angelia Briggs   | 58                             | 75          | 77                   | 64                 |
| Damaris Miranda  | 85                             | 96          | 99                   | 71                 |
| Don Hoppa        | 82                             | 75          | 90                   | 73                 |
| Suzette Cameron  | 100                            | 90          | 90                   | 90                 |
| TOTAL POINTS     | 225                            | 246         | 356                  | 298                |

# **A QUICK BOARD UP SERVICE BID**



**AQUICK**  
*BOARD UP SERVICE, INC.*

**REQUEST FOR PROPOSALS  
# 23014**

**GENERAL CONTRACTOR  
SERVICES FOR HOUSING AND  
COMMUNITY DEVELOPMENT**

CITY OF DELTONA  
THURSDAY, APRIL 13, 2023 AT 2:30P.M



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# Tab 1: Letter of Interest

Dear Kate Duffy,

Thank you for reviewing our proposal and providing this opportunity for us to serve the City of Deltona.

We understand the importance of meeting all of the requirements and specifications outlined in the RFP and are willing to work closely with the City's Housing and Community Development Division to ensure that all work is performed to the highest standards. We are fully licensed, registered in Volusia County, and insured, and we guarantee all workmanship, including work performed by subcontractors, for one year.

We are confident that we have the experience, expertise, and resources necessary to provide high-quality services that meet the requirements of the scope of work. We have been providing general contracting services to the state of Florida for over 34 years. We pride ourselves on our commitment to delivering high-quality workmanship and exceptional customer service.

Our organizational structure is designed to ensure that each project is managed effectively and efficiently. We have a team of experienced project managers, engineers, and construction professionals who work together to ensure that all projects are completed on time, within budget, and to the highest quality standards.

Our philosophy is centered around building strong relationships with our clients and delivering exceptional value for every project we undertake. We believe in transparency, open communication and collaboration. We work closely with our clients to ensure that their needs are met and their expectations are exceeded. We operate under our Quick Implementation Philosophy (QIP) outlined below:

- 1. Pre-Construction Phase:** Our team will establish a project team consisting of a project manager, superintendent, estimator, and other relevant personnel. We will review the project scope, schedule, and budget to ensure understanding and identify potential challenges.
- 2. Design and Permitting Phase:** Our team will work with the City of Deltona to finalize design plans and obtain all necessary permits and approvals from local authorities.
- 3. Procurement Phase:** Our team will procure all necessary materials, equipment, and subcontractors for the project.
- 4. Construction Phase:** Our team will execute the work according to the project plan, ensuring all work is completed to code, on time, and within budget. We will provide regular progress reports to the City of Deltona and address any issues that arise.

# Tab 1: Letter of Interest

## Continued

- 5. Quality Assurance/Quality Control Phase:** Our team will implement a comprehensive quality assurance/quality control program to ensure that all work is of the highest quality and meets the City of Deltona's expectations.
- 6. Safety Phase:** Our team will implement a safety program to ensure the safety of all workers and the public.
- 7. Commissioning Phase:** Upon completion of the work, our team will commission all systems and equipment to ensure they are functioning correctly.
- 8. Handover Phase:** Our team will conduct a final walkthrough with the City of Deltona and obtain their sign-off on the completed work.
- 9. Post-Construction Phase:** Our team will provide ongoing maintenance and support services to the City of Deltona as needed, including any warranty work that may be required.
- 10. Continuous Improvement Phase:** Our team will continually review and improve our processes to ensure we are providing the highest quality service to the City of Deltona and meeting their needs.

A Quick Board Up Service, Inc.

Address: 1333 S Ocean Blvd Suite 807, Pompano Beach, FL 33062

Phone Number: 954-483-1104

Fax Number: 954-859-2582

Email Address: info@aquickservices.com

Contact Person: Daniel Kaleky

Thank you for considering our company for this opportunity. We look forward to the possibility of working with the City of Deltona.

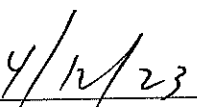
Sincerely,

Dan Kaleky

CEO

A Quick Board Up Service, Inc.

Licensed General Contractor CGC060281

# Tab 2: Profile

## **Brief Profile of the Company**

**Firm's legal name:** A Quick Board Up Service, Inc.

**History:** Our firm, A Quick Board Up Service, Inc., was established in 1988 and has since been providing high-quality general contracting services to a variety of clients in the construction industry. Our experienced team has been involved in numerous successful projects, including renovations, rehabilitation, and redevelopment of both residential and commercial properties.

Over the years, we have gained a wealth of experience in working on projects similar to this RFP, particularly in the areas of Housing and Community Development Programs. Our expertise in these areas allows us to understand and address the specific challenges and requirements of such projects, ensuring that they are completed on time, within budget, and to the highest standards of quality.

As a leading general contracting firm, we take great pride in our reputation for excellence, which has been built on a solid foundation of honesty, integrity, and professionalism. Our commitment to providing superior services has earned us numerous accolades and recognition within the industry, including certifications from various industry associations and organizations.

In addition, we have a team of highly skilled and experienced professionals who are dedicated to providing exceptional customer service and delivering successful projects that exceed our clients' expectations. Our team is composed of experts in their respective fields, including project managers, engineers, architects, and construction specialists, who work collaboratively to ensure that every project is completed efficiently and to the highest standards.

Overall, our long history of successful projects, coupled with our expertise and commitment to excellence, makes us an ideal partner for the City of Deltona's Housing and Community Development Programs. We look forward to the opportunity to work with the City and to provide exceptional services that help to improve the community's housing and overall development.

**Business structure:** A Quick Board Up Service, Inc. is a S-Corporation registered in the state of Florida.

**Type of ownership:** A Quick Board Up Service, Inc. is classified as a small business.

**Length of company's existence:** A Quick Board Up Service, Inc. has been in business for over 35 years and has successfully completed numerous construction projects during this time.

**Main office location:** Our main office is located at 1333 S Ocean Blvd Suite 807, Pompano Beach, FL 33062, and is where the Contractor will work out of if awarded the contract. We also have a branch office located in Orlando, FL, which serves as our regional office.

## Tab 3: Qualifications/Experience of Key Personnel

We are pleased to propose our team of key personnel who will work as project managers and staff for the City projects. Our team comprises of experienced professionals with expertise in various aspects of construction project management, including staff management, project management, leadership, materials handling, logistics, and construction technology.

**Daniel Kaleky**, our Primary Contractor, is an experienced and reputable contractor with 34+ years of experience in the construction industry including in construction for government contract work, with his first board up company formed in 1989. Daniel's expertise covers a wide range of structures, including residences, commercial buildings, schools, hospitals, and government facilities. Daniel is the primary contractor and will oversee the building requests.

Daniel has a wealth of experience in project management, materials handling, and city contracts and permitting. He has also demonstrated his ability to effectively deal with city officials, building departments, subcontractors, police departments, fire departments, code enforcement, and procurement departments.

As a leader of construction teams, Daniel has driven successful outcomes through effective communication, collaboration, and strategic planning. He has also played a key role in disaster relief efforts, specifically hurricanes, by leveraging his expertise to deliver timely and effective solutions to communities in need.

Throughout his career, Daniel has consistently demonstrated his commitment to excellence in the construction industry. His technical expertise and leadership skills have earned him a reputation as a trusted partner and advisor to clients, stakeholders, and government officials alike.

**Chad Kaleky**, a Licensed General Contractor, has demonstrated his commitment to excellence in the construction industry. He has a strong background in project management, leadership, and management of large teams at the upper and mid-level management. With his expertise in systems and processes, Chad has developed standard operating procedures, streamlined protocols, and broken down complex systems to enhance overall efficiency.

Chad's understanding of materials handling, shipping, and logistics has enabled him to successfully manage these processes and ensure timely and cost-effective project delivery. His educational background includes a Bachelor of Science in Mechanical Engineering, providing him with a strong technical foundation to effectively manage and oversee complex construction projects. He has a wealth of experience in developing operating manuals and implementing effective safety measures to ensure compliance with all regulatory requirements while delivering high-quality projects on-time and within budget. He currently operates his company TrustyGC Inc.

Throughout his career, Chad has consistently demonstrated his ability to drive successful outcomes through effective communication, collaboration, and strategic planning. With his combination of technical and leadership skills, Chad is confident in his ability to deliver exceptional results and drive business success in the construction industry.

## Tab 3: Qualifications/Experience of Key Personnel

### Continued

**Shawn Kaleky**, our Construction Technology and Project Manager, has 7 years of experience working with Daniel at A QUICK BOARD UP SERVICE, INC., where he gained a deep understanding of the complexities and challenges involved in managing construction projects of various scopes and sizes.

Shawn is passionate about leveraging technology to optimize and effectively manage field work. He believes that technology can help bridge the gap between the construction site and the office, enabling project managers to monitor progress in real-time, identify and resolve issues quickly, and make informed decisions based on accurate data.

Throughout his career, Shawn has successfully used a variety of construction management software and tools to improve project efficiency, quality, and safety. He is proficient in the use of popular project management software such as Procore, PlanGrid, and Autodesk BIM 360, and he is always eager to learn and explore new tools and technologies that can help streamline construction workflows.

Shawn's expertise in construction technology has been instrumental in his ability to deliver high-quality projects on time and within budget. By using data-driven insights and analytics, he is able to make informed decisions and identify areas for improvement, which has led to increased productivity for his clients.

Shawn is committed to staying up-to-date with the latest trends and best practices in construction technology. He is always looking for ways to improve his skills and knowledge, attending conferences and networking events to stay informed about emerging technologies and new construction management techniques.

In his role as a construction professional, Shawn is dedicated to delivering exceptional results for his clients while leveraging technology to optimize and streamline construction workflows. With his expertise and passion for innovation, he is well-positioned to help the City of Deltona perform and oversee repairs, rehabilitation, and redevelopment of single family homes in the coming years.

**Dana Howell**, our Head of Staff, Sub-Contractors, and Recruitment, has a history of staff management and placing unique talent with her strong background in hiring staff, recruitment, and onboarding, she has successfully built and managed high-performing teams. Dana has also demonstrated her ability to hire and manage subcontractors effectively to deliver projects on-time and within budget. She recently consulted on the design of a complex health medical home to work as a model for those with special needs in home care. She managed the project, including hiring consultants for unique specialty tasks, such as finding specialists in different building materials.

Dana's experience in project management, combined with her ability to quickly understand and resolve complex issues, has made her a valuable asset to any construction project. She has also worked closely with architects to develop home designs that meet the needs of clients and adhere to building codes. Her problem-solving skills have also enabled her to overcome unexpected challenges and deliver successful outcomes.

## Tab 3: Qualifications/Experience of Key Personnel

### *Continued*

All of our key personnel are licensed and qualified to provide construction services in Florida. Our team is made up of ten personnel and four officers, including Dan Kaleky, Chad Kaleky, Shawn Kaleky, and Dana Howell. All four officers have extensive experience working with governmental entities, providing similar services to those required for the City projects.

Dana Howell has recently consulted on the design of a complex health medical home to work as a model for those with special needs in home care. She managed the project, including hiring consultants for unique specialty tasks, such as finding specialists in different building materials. Chad Kaleky is a licensed general contractor and has a strong background in project management, leadership, and management of large teams at the upper and mid-level management, and he has successfully managed systems and processes to enhance overall efficiency. Shawn Kaleky has successfully used a variety of construction management software and tools to improve project efficiency, quality, and safety, and he is committed to staying up-to-date with the latest trends and best practices in construction technology. Daniel Kaleky has demonstrated his ability to effectively deal with city officials, building departments, subcontractors, police departments, fire departments, code enforcement, and procurement departments, and he has played a key role in disaster relief efforts.

We are committed to promoting sustainable and environmentally responsible construction practices and can work with the City to implement green building solutions wherever possible.

# Tab 4: Similar Projects

## Case Study #1

**Client:** City of Lauderhill

**Address:** 5581 W. Oakland  
Park Blvd Lauderhill, FL  
33313

**Point of Contact:** Gaethane  
Petit-Jean

**Phone:** 954-730-3045

**Email:** GPetit@lauderdale-fl.gov

**Project Title:** Structural Repair  
and Securing Buildings

**Timeframe:** 6/21/2002-2023  
(current)

**Contract Value:** \$264,000 to date

We have had the City of Lauderhill as a client for construction repairs, securing buildings/unsafe structures, and hurricane damage prevention and relief since 2002 and still retain them as a client to this day. Under this contract we are in charge of installation of temporary fencing, securing of broken windows and doors, and the reinforcement of weakened structures. During this process, we take into consideration the safety of the public and emergency responders. We also put in place measures to prevent any hazards or risks that may arise from the work, such as installing warning signs and barricades. We work closely with the city's emergency services to ensure the safety of the property and its surrounding areas. This helps to protect the City of Lauderhill. We continue to work with the city to ensure that their properties are safe and secure and are always ready to respond to any emergencies that may arise.

This role also includes protecting the property from damage which includes:

**Securing any Unsafe Structure:** This involves inspecting the property to identify any potential hazards and securing any areas that pose a risk to the safety of the public or emergency responders. We use fencing and barricades to secure the area.

**Securing Broken Windows:** We repair and board up any broken windows to prevent further damage from weather or intruders.

**Securing Sliding Doors:** We secure any sliding doors that may be damaged or have broken locks to prevent unauthorized access.

**Securing Doors:** We secure any doors that may be damaged or have broken locks to prevent unauthorized access.

**Fencing in a Property:** We are in charge of installing temporary fencing to secure the perimeter of the property and prevent unauthorized access.



# Tab 4: Similar Projects

## Case Study #1 - Continued

**Structural and/or Drywall Repairs:** We make necessary repairs to the structure of the property to ensure it is safe and secure. This includes repairing damaged drywall, reinforcing weakened structures, or performing other structural repairs.

**Pouring or Repair of Concrete Slabs, Pathways, or Structures:** We perform concrete repairs to ensure the property is safe and accessible.

**General Site Work:** Landscaping and other site work to improve the safety and appearance of the property.

**Painting:** Repainting the property to restore its appearance and protect it from further damage.

**Stucco Work:** Stucco repairs to restore the exterior of the property and protect it from further damage.

**Window and Door New Installation or Repairs:** Installing new windows or doors or repairing existing ones to improve the security and accessibility of the property.

**Demolition of Any Kind:** Demolition work to remove any hazardous or unsafe structures on the property.

All of the above make up the main goal of ensuring the safety of the property and its surrounding areas.

# Tab 4: Similar Projects

## Case Study #2

**Client:** City of Hollywood

**Address:** PO Box 229045  
Hollywood, FL 33022

**Point of Contact:** Russell  
Long (Chief Building Official)

**Phone:** 954-980-2505

**Email:** RLong@hollywoodfl.org

**Project Title:** Structural Repair  
and Securing Buildings

**Timeframe:** 5/23/1998-2023  
(Current)

**Contract Value:** \$644,000 to date

We have had the City of Hollywood as a client for construction repairs, securing buildings/unsafe structures, and hurricane damage prevention and relief since 1998 and still retain them as a client to this day. We secured doors and windows, fenced in properties, and put measures in place to prevent vandalism to properties owned by the city. We will paint structures to the specifications of the city. With hurricanes we identify areas that are most vulnerable to damage and prioritize those first for securing structures. We then secure the necessary supplies, including plywood, screws, paint, deadbolts, framing, and tools, to properly secure the homes and buildings.

We follow very specific city guidelines and regulations to meet the specifications of our contracts. Proper materials such as high-quality plywood are installed using the recommended screw pattern and spacing. We then make sure that all windows and doors are secured with no gaps or weak spots that could compromise the integrity of the structure and use the proper paint layers and colors as per the requirements of the jobs. The jobs were completed on time and within budget and the structures were protected. We will go back to the properties and remove security measures when the city requests it such as the police department needing to access one of the structures. We also remove security measures after hurricanes at the city's request.

With regards to hurricanes we also perform landscaping work for this process including the removal of any heavy branches and unsafe trees. We cut down any objects that could become projectiles such as coconuts. Additionally bolting and securing down anything on the properties that could become a hazard with high winds. We deploy reinforcement of windows and doors, and the securing of any loose objects that could become projectiles during high winds. For particular buildings we install sandbags and barriers to prevent flooding, reinforce the roof structure, and trim trees or branches that could potentially fall and cause damage. All of these efforts aim to reduce the risk of damage to the property during a hurricane and ensure safety.

# Tab 4: Similar Projects

## Case Study #3

**Client:** City of Pompano Beach

**Point of Contact:** Charles Rizzuto (Chief Building official)

**Project Title:** Structural Repair and Securing Buildings

**Address:** P.O. Drawer 1300  
Pompano Beach, FL 33061

**Phone:** 954-774-7364

**Timeframe:** 2/7/1997-2023  
(Current)

**Email:** rizzuto@copbfl.com

**Contract Value:** \$330,000 to date

We have had the City of Pompano Beach as a client for construction repairs, securing buildings/unsafe structures, and hurricane damage prevention and relief since 2002 and still retain them as a client to this day. The work involved in this role centers on protecting the properties from damage and ensuring its safety. This includes inspecting the property for potential hazards and securing any unsafe structures, such as fencing and barricades. Broken windows and sliding doors are repaired or boarded up to prevent further damage and unauthorized access. Structural and drywall repairs are made, weakened structures reinforced, and concrete slabs and pathways are poured or repaired. Additionally, general site work, landscaping, and painting are performed to improve the safety and appearance of the property. New windows or doors are installed or repaired, and stucco work is performed to restore the exterior of the property. If necessary, demolition work is performed to remove any hazardous or unsafe structures on the property. All of these tasks aim to ensure the safety of the property and its surrounding areas.

In a recent project we were required to repair the overhang of a mansard roof based on architectural drawings. We carefully removed the damaged areas of the overhang and replaced them with new materials that matched the existing design. We also reinforced the structure to ensure that it was secure and would not experience any further damage. We installed two additional footers and columns to provide extra support to a property. This was carefully planned to ensure that the new columns were positioned correctly and that the footers were properly installed. Two new footings and columns at soffit corners were added in order to provide extra structural support to the property. This required excavation of the area to install the footings and precise installation of the columns at the correct angles to provide the necessary support. We adhered to all relevant regulations and safety requirements.

In another project for the city of Pompano beach, we repaired termite damage, replaced damaged siding and roofing, and brought in subcontractors to upgrade electrical and plumbing systems. We monitored progress closely to ensure that the work was completed within budget and on time. We worked closely with the city to ensure their satisfaction with the quality of the work and that the specifications were met.

# Tab 4: Similar Projects

## Case Study #4-8

**Start Date:** October 2005  
**Project Title:** Residential Home Construction Project  
**Contract Value:** \$182,000  
**Percent Completed:** 100%  
**Owner:** Barry Kaleky  
**Address:** 737 WATERFALL CIR DELTONA FL 32725  
**Phone Number:** N/A

**Start Date:** February 1990  
**Project Title:** Residential Home Construction Project  
**Contract Value:** \$165,000  
**Percent Completed:** 100%  
**Owner:** Ernest and Krystyna Corso  
**Address:** 1375 Seagate Dr S, Deltona, FL  
**Phone Number:** N/A

**Start Date:** November 1990  
**Project Title:** Residential Home Construction Project  
**Contract Value:** \$175,000  
**Percent Completed:** 100%  
**Owner:** Sven and Bonnie Posey  
**Address:** 2841 Courtland Blvd Deltona, Florida  
**Phone Number:** N/A

**Start Date:** November 1991  
**Project Title:** Residential Home Construction Project  
**Contract Value:** \$170,000  
**Percent Completed:** 100%  
**Owner:** William Shapiro  
**Address:** 942 Stratton St Deltona, Florida  
**Phone Number:** N/A

We take pride in our work and are pleased to have completed a series of four residential homes in the City of Deltona that not only meet but exceed the requirements mentioned. Our construction expertise and attention to detail were evident in each of these projects, which took between 6-9 months to complete and had a contract value ranging from \$165,000 to \$182,000. We are confident that our experience and commitment to quality will make us a valuable partner in any construction project.

Our team of experienced construction professionals followed a well-defined process to ensure that each home was built to the highest standards of quality and safety. Here are some of the key steps we took during the construction of these homes:

### Site Preparation:

- Conducted a comprehensive site survey to identify property boundaries, potential hazards, and obstacles.
- Cleared the site of vegetation, rocks, and debris.
- Graded the site to ensure that the ground was level and the soil was compacted.
- Installed utilities such as water, sewer, and electrical lines.

### Foundation:

- Installed foundation and footing forms.
- Placed rebar and wire to reinforce the concrete.
- Poured concrete to create a strong foundation.
- Laid foundation walls using CMU blocks.
- Prepared the heading and columns for truss installation.

## Tab 4: Similar Projects

### Case Study #4-8 - Continued

#### **Framing:**

- Installed trusses and sheathing.
- Installed windows and doors.
- Framed the interior to accommodate plumbing, electrical, and HVAC systems.

#### **Insulation, Drywall, and Finishing:**

- Installed insulation to keep the homes energy-efficient.
- Hung drywall and finished it to create a smooth surface.
- Installed flooring, cabinets, countertops, and fixtures.
- Completed final paint and finish work.

#### **Site Final Prep:**

- Installed landscaping, driveways, and walkways.
- Conducted a final walkthrough to ensure that the homes met our high standards of quality and safety.

Throughout the construction process, we maintained open communication with our clients, providing them with regular updates and opportunities to provide feedback. Our team worked efficiently to ensure that each home was completed on time and within budget, while still delivering high-quality work that exceeded our clients' expectations.

# Tab 4: Similar Projects

## EXPERIENCE/COMPLETED PROJECTS

Firm's Name: A Quick Board Up Service, Inc. -- aka A Quick Services

List below the requested information concerning projects your firm has completed for the type of work required in this project (Use additional sheets, if necessary).

| Project Description                      | Project Location       | Contract Value    | Owner's Name, Address and Phone                                                   |
|------------------------------------------|------------------------|-------------------|-----------------------------------------------------------------------------------|
| Structural Repair and Securing Buildings | Lauderhill, Florida    | \$264,000 to date | City of Lauderdale, 5581 W. Oakland Park Blvd, Lauderdale, FL 33313, 954-730-8045 |
| Structural Repair and Securing Buildings | Hollywood, Florida     | \$644,000 to date | City of Hollywood, PO Box 229045, Hollywood, FL 33022, 954-980-2505               |
| Structural Repair and Securing Buildings | Pompano Beach, Florida | \$330,000 to date | City of Pompano Beach, P.O. Drawer 1300, Pompano Beach, FL 33061, 954-774-7364    |
| Residential Home Construction Project    | Deltona, Florida       | \$182,000         | 737 WATERFALL CIR DELTONA FL 32725, Barry Kaleky                                  |
| Residential Home Construction Project    | Deltona, Florida       | \$165,000         | 1375 Seagate Dr S, Deltona, FL, Ernest and Krystyna Corso                         |
| Residential Home Construction Project    | Deltona, Florida       | \$175,000         | 2841 Courtland Blvd Deltona, Florida, Sven and Bonnie Posey                       |
| Residential Home Construction Project    | Deltona, Florida       | \$170,000         | 942 Stratton St Deltona, Florida, William Shapiro                                 |
|                                          |                        |                   |                                                                                   |
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|                                          |                        |                   |                                                                                   |
|                                          |                        |                   |                                                                                   |

# Tab 5: References

## RFP 23014 Property and Casualty Insurance REFERENCES

|    |                    |                                                                                             |
|----|--------------------|---------------------------------------------------------------------------------------------|
| #1 | Agency             | City of Hollywood                                                                           |
|    | Address            | PO Box 229045                                                                               |
|    | City, State, ZIP   | Hollywood, FL 33022                                                                         |
|    | Contact Person     | Russell Long <RLong@hollywoodfl.org>                                                        |
|    | Telephone          | 954-980-2505                                                                                |
|    | Date(s) of Service | 5/23/1998-2023 (Current)                                                                    |
|    | Type of Service    | construction repairs, securing buildings/unsafe structures, and hurricane damage prevention |
|    | Comments:          |                                                                                             |
| #2 | Agency             | City of Pompano Beach                                                                       |
|    | Address            | P.O. Drawer 1300                                                                            |
|    | City, State, ZIP   | Pompano Beach, FL 33061                                                                     |
|    | Contact Person     | Charles Rizzuto - Chief Building official                                                   |
|    | Telephone          | 954-774-7364 charles.rizzuto@copbfil.com                                                    |
|    | Date(s) of Service | 2/7/1997-2023 (Current)                                                                     |
|    | Type of Service    | construction repairs, securing buildings/unsafe structures, and hurricane damage prevention |
|    | Comments:          |                                                                                             |
| #3 | Agency             | City of Lauderdale                                                                          |
|    | Address            | 5581 W. Oakland Park Blvd                                                                   |
|    | City, State, ZIP   | Lauderhill, FL 33313                                                                        |
|    | Contact Person     | Gaethane Petit-Jean                                                                         |
|    | Telephone          | 954-730-3045 <GPetit@lauderdale-fl.gov>                                                     |
|    | Date(s) of Service | 6/21/2002-2023 (current)                                                                    |
|    | Type of Service    | construction repairs, securing buildings/unsafe structures, and hurricane damage prevention |
|    | Comments:          |                                                                                             |

# Tab 5: References

Continued

## REFERENCES

|                    |                                                            |                            |
|--------------------|------------------------------------------------------------|----------------------------|
| #4                 | Agency                                                     | United Homes               |
| Address            | 7975 NW 154th Street Suite 400                             |                            |
| City, State, ZIP   | Miami Lakes, FL 33016                                      |                            |
| Contact Person     | Bob Biele, Exec VP                                         |                            |
| Telephone          | 954-972-8292                                               |                            |
| Date(s) of Service | 4/30/2006 - 8/5/2006                                       |                            |
| Type of Service    | construction repairs, securing buildings/unsafe structures |                            |
| Comments:          |                                                            |                            |
| #5                 | Agency                                                     | Vanowen Realty Corporation |
| Address            | PO Box 788                                                 |                            |
| City, State, ZIP   | Redondo Beach, CA 90277                                    |                            |
| Contact Person     |                                                            |                            |
| Telephone          | 310-640-6732                                               |                            |
| Date(s) of Service | 2000-2003                                                  |                            |
| Type of Service    | construction repairs                                       |                            |
| Comments:          |                                                            |                            |

Note: A minimum of five (5) references; three (3) from customers, two (2) from major suppliers.



# Tab 6: Hourly Rates

| CRAFT                  | CLASSIFICATION                                                                   | BASIC HOURLY RATE |
|------------------------|----------------------------------------------------------------------------------|-------------------|
| BRICKLAYER, STONEMASON | MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER                       | \$41.53           |
| BRICKLAYER:            | MASON FINISHER                                                                   | \$29.07           |
| BRICK TENDER           |                                                                                  | \$34.00           |
| CARPET, LINOLEUM,      | RESILIENT TILE LAYER                                                             | \$38.75           |
| CARPET, LINOLEUM,      | MATERIAL HANDLER                                                                 | \$17.68           |
| DRYWALL FINISHER       |                                                                                  | \$43.18           |
| ELECTRICIAN:           | SOUND INSTALLER                                                                  | \$41.52           |
| ELECTRICIAN:           | INSIDE WIREMAN, RADIO MONITOR TECHNICIAN                                         | \$51.50           |
| ELECTRICIAN:           | CABLE SPlicer-WELDER                                                             | \$54.08           |
| ELECTRICIAN:           | TUNNEL WIREMAN                                                                   | \$56.65           |
| ELECTRICIAN:           | TUNNEL CABLE SPICER                                                              | \$59.48           |
| ELECTRICIAN:           | TRANSPORTATION SYSTEMS ELECTRICIAN                                               | \$61.30           |
| ELECTRICIAN:           | TRANSPORTATION SYSTEMS ELECTRICIAN (CABLE SPICING, WELDING, AND NETA TESTING)    | \$53.87           |
| ELECTRICIAN:           | TRANSPORTATION SYSTEMS TECHNICIAN                                                | \$38.48           |
| FIELD SURVEYOR:        | CHIEF OF PARTY                                                                   | \$53.50           |
| FIELD SURVEYOR:        | INSTRUMENTMAN                                                                    | \$50.46           |
| FIELD SURVEYOR:        | CHAINMAN/RODMAN                                                                  | \$49.88           |
| GLAZIER                |                                                                                  | \$47.95           |
| MARBLE FINISHER        |                                                                                  | \$34.69           |
| PAINTER:               | PAINTER, LEAD ABATEMENT                                                          | \$33.12           |
| PAINTER:               | REPAINT PAINTER, LEAD ABATEMENT                                                  | \$29.59           |
| PAINTER:               | INDUSTRIAL PAINTER                                                               | \$35.52           |
| PAINTER:               | INDUSTRIAL REPAINT PAINTER                                                       | \$31.84           |
| PAINTER:               | GRAFFITI REMOVAL WORKER-JOURNEYMAN (APPLIES ONLY TO PAINT-OVER METHOD)           | \$24.00           |
| PAINTER:               | GRAFFITI REMOVAL WORKER 1 (APPLIES ONLY TO PAINT-OVER METHOD)                    | \$17.50           |
| PAINTER:               | GRAFFITI REMOVAL WORKER 2 (APPLIES ONLY TO PAINT-OVER METHOD)                    | \$18.37           |
| PLASTERER              |                                                                                  | \$39.88           |
| PLASTER TENDER         |                                                                                  | \$38.58           |
| PLASTER TENDER         | PLASTER CLEAN-UP LABORER                                                         | \$36.03           |
| PLUMBER:               | PLUMBER, INDUSTRIAL AND GENERAL PIPEFITTER:                                      | \$52.28           |
| PLUMBER:               | SEWER AND STORM DRAIN PIPELAYER                                                  | \$39.39           |
| PLUMBER:               | LANDSCAPE/IRRIGATION FITTER                                                      | \$35.30           |
| PLUMBER:               | LANDSCAPE/IRRIGATION TRADESMAN                                                   | \$18.36           |
| PLUMBER:               | REFRIGERATION SERVICE HVACR                                                      | \$50.20           |
| PLUMBER:               | FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND) | \$48.71           |
| ROOFER                 | PITCH WORK                                                                       | \$42.52           |
| SHEET METAL WORKER     |                                                                                  | \$48.28           |
| TERRAZZO FINISHER      |                                                                                  | \$33.66           |
| TERRAZZO WORKER        |                                                                                  | \$41.60           |
| TILE FINISHER          |                                                                                  | \$29.43           |
| TILE LAYER             |                                                                                  | \$41.74           |

## Tab 7: Financial Stability/Litigation

In response to the requirement that all respondents provide a statement certifying their financial stability and necessary resources to provide services at the required level, we at A Quick Board Up Service, Inc. confirm that we are financially stable and possess the necessary resources, both human and financial, to provide the services required by the City of Deltona. We have a strong financial track record, with a stable revenue stream and solid financial reserves. Our team is composed of highly qualified professionals with extensive experience in the field, ensuring that we have the necessary human resources to deliver high-quality services to our clients.

Regarding the requirement to list any lawsuits involving our firm relative to work performed or failed to perform over the last five years, we confirm that there are no such lawsuits currently pending against us. Additionally, we have not had any such lawsuits in the last five years.

Regarding the requirement to list any work that our firm failed to complete in the last five years, we confirm that we have not failed to complete any work during this period. We take great pride in our ability to complete projects on time and within budget, and we are committed to ensuring the highest levels of quality and customer satisfaction.

Finally, with regard to the requirement to list any officer or partner of our team who failed to complete a contract handled in his/her name in the last five years, we confirm that we have no such instances to report. All members of our team are committed to ensuring the success of our projects, and we take responsibility for our work and deliver on our promises. In the rare instances where we encounter challenges, we work closely with our clients to find solutions and ensure project success.

In conclusion, we are confident in our ability to provide the services required by the City of Deltona and to deliver them to the highest standards of quality and customer satisfaction. We appreciate the opportunity to participate in this RFP process and look forward to the possibility of working with the City of Deltona in the future.

# Tab 8: Documentation

## Articles of Incorporation

### 2023 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# K46695

Entity Name: A QUICK BOARD UP SERVICE, INC.

Current Principal Place of Business:

1333 S OCEAN BLVD SUITE 807  
POMPANO BEACH, FL 33062

Current Mailing Address:

1333 S OCEAN BLVD SUITE 807  
POMPANO BEACH, FL 33062 US

FEI Number: 65-0089445

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

KALEKY, DAN  
1333 S OCEAN BLVD SUITE 807  
POMPANO BEACH, FL 33062 US

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

SIGNATURE: DAN KALEKY

01/26/2023

Electronic Signature of Registered Agent

Date:

### Officer/Director Detail:

Title: P  
Name: KALEKY, DANIEL  
Address: 1333 S OCEAN BLVD SUITE 807  
City/State/Zip: POMPANO BEACH, FL 33062

Title: VP  
Name: KALEKY, PAMELA  
Address: 1333 S OCEAN BLVD SUITE 807  
City/State/Zip: POMPANO BEACH, FL 33062

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DANIEL KALEKY

PRES

01/26/2023

Electronic Signature of Signing Officer/Director Detail

Date:

# Tab 8: Documentation

## Certificate of Good Standing

### *State of Florida Department of State*

I certify from the records of this office that A QUICK BOARD UP SERVICE, INC. is a corporation organized under the laws of the State of Florida, filed on November 22, 1988.

The document number of this corporation is K46695.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 26, 2023, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Nineteenth day of March, 2023.*



*[Signature]*  
Secretary of State

Tracking Number: 0457394529CU

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

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

# Tab 8: Documentation

## Construction Industry License #1

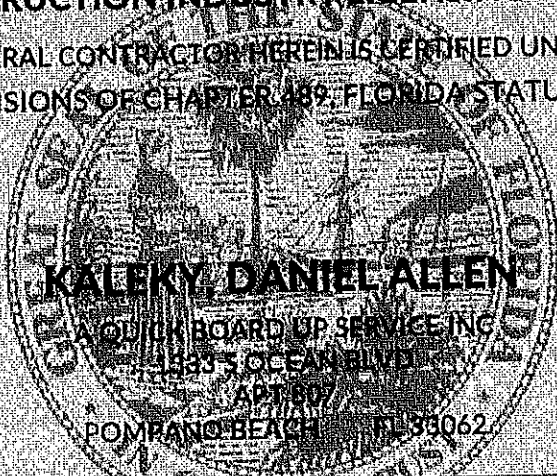
 Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

  
**KALEKY, DANIEL ALLEN**  
A QUICK BOARD UP SERVICE INC.  
1333 S OCEAN BLVD  
APT 1807  
POMPANOE BEACH, FL 33062

**LICENSE NUMBER: CGCD60281**  
**EXPIRATION DATE: AUGUST 31, 2024**  
Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

# Tab 8: Documentation

## Construction Industry License #2



Ron DeSantis, Governor

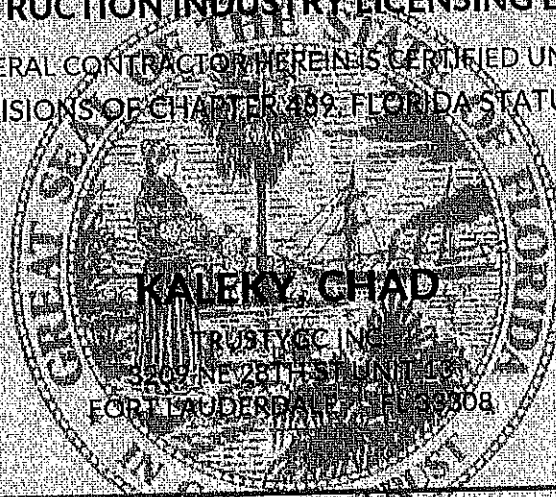
Melanie S. Griffin, Secretary



### STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

#### CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**KALEKY, CHAD**

TRUSTYCC INC  
3209 NE 28TH ST UNIT 103  
FORT LAUDERDALE, FL 33308

**LICENSE NUMBER: CGC1533695**

**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



# Tab 8: Documentation

## Proof of Exemption Form for Business Tax

CITY OF DELTONA  
2345 PROVIDENCE BOULEVARD  
DELTONA, FLORIDA 32725

### PROOF OF EXEMPTION

I certify that A Quick Board Up Service, Inc. dba A Quick Services  
(Business Name)  
located at 1333 S Ocean Blvd Suite 807 Pompano Beach, FL 33062  
(Street Address) (City)

is the type of business indicated below:

- ☐ Charitable, Non-Profit Organization
- ☐ Religious Institution
- ☐ Insurance Adjuster, Agent or Company
- ☐ Pharmacist/Pharmacy
- ☐ Radio/Television Station
- ☐ Agricultural
- ☐ Sale of items grown on own land
- ☐ Sale of Alcoholic Products only
- ☐ Child Care - Residential
- ☐ Residential Rentals over 6 months
- ☐ Commercial Rentals
- ☐ Door to Door/Peddler Sales
- ☒ Other General Contractor

[Signature] Daniel Kaleky GEO 4/11/23  
Authorized Signature Printed Name Title Date

A business that falls under one of the exempt classifications listed above is not required to have a City of Deltona Business Tax Receipt. Include proof of exemption.

# Tab 9: Additional Information

## Conflict of Interest Disclosure

### RFP #23014 CONFLICT OF INTEREST DISCLOSURE

I HEREBY CERTIFY that

1. I, (printed name) Daniel Kaleky, am  
the (title) CEO and the duly authorized representative of  
the firm of (Firm Name) A Quick Board Up Service, Inc. dba A Quick Services whose address is  
1333 S Ocean Blvd, Suite 807 Fort Lauderdale, FL 33062 and that I possess the legal authority to make this affidavit  
on behalf of myself and the firm for which I am acting; and

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest,  
real or apparent, due to ownership, other clients, contracts, or interests associated with this  
project; and,

3. This bid submittal is made without prior understanding, agreement, or connection with any  
corporation, firm, or person submitting a bid for the same services, and is in all respects fair  
and without collusion or fraud.

EXCEPTIONS to items above

(List) \_\_\_\_\_

By A Quick Board Up Service, Inc. dba A Quick Services

Date 4/11/23

By (Signature)  
Corporate Officer Name & Title

STATE OF Florida

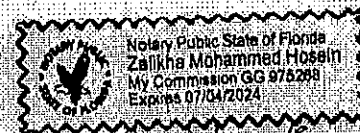
COUNTY OF Broward

Sworn to and subscribed before me this 11<sup>th</sup> day of April, 2023  
by Daniel Kaleky, who is personally known to me  
or who has produced FL DL as identification.

NOTARY PUBLIC - STATE OF FLORIDA

Type or print name: (Stamp)

(Seal)





# Tab 9: Additional Information

## Prohibition Against Contingent Fees (Hold Harmless Agreement)

RFP 23014

### HOLD HARMLESS AGREEMENT

Return this page ONLY if claiming exemption from the Worker's Compensation Insurance Requirement

I, Daniel Kaleky (print owner's name), am the owner of A Quick Board Up Service, Inc. dba A Quick Services (print company name), an incorporated/unincorporated business operating in the State of Florida. As such, I am bound by all laws of the state of Florida, including but not limited to those regarding the workers' compensation law.

I hereby affirm that the above named business employs fewer than four employees, including myself, and therefore, the business is exempt from the statutory requirement for workers' compensation insurance for its employees.

On behalf of the business, and its employees, I hereby agree to indemnify, keep and hold harmless the City of Deltona, Florida, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, liabilities, judgments, costs and expenses, direct, indirect or consequential (including, but not limited to, fees and charges of attorneys and other professionals) arising out of our contract with the City of Deltona, whether or not it shall be alleged or determined that the act was caused by intention or through negligence or omission of the City of Deltona employees, or of their subcontractors or their employees. The named business shall pay all charges of attorneys and all costs and other expenses incurred in connection with the indemnity provided herein, and if any judgment shall be rendered against the City of Deltona in any action indemnified hereby, the named business shall, at its own expense, satisfy and discharge the same. The foregoing is not intended nor should it be construed as, a waiver of sovereign immunity of the CITY OF DELTONA under Section 768.28, Florida Statutes.

Owner: Daniel Kaleky (print name) [Signature] (signature) April 11th 2023  
Employee 1: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)  
Employee 2: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)  
Employee 3: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

STATE OF Florida

COUNTY OF Broward

Sworn to and subscribed before me this 11 day of April, 2023 by Daniel Kaleky

\_\_\_\_\_, who is/are personally known to me or who has/have produced FLDL as identification.

NOTARY PUBLIC STATE OF FLORIDA

Type or print name: [Signature]

Commission No.: \_\_\_\_\_

Commission Expires: \_\_\_\_\_ (Seal)

RFP#23014 General Contractor for Housing and Community Development



April 11th 2023

# Tab 9: Additional Information

## Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transaction

RFP 23014 FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION PROGRAM AND THE HOUSING PROGRAMS WITHIN THE HOUSING AND COMMUNITY DEVELOPMENT DIVISION

### Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions

#### TO BE COMPLETED BY THE GENERAL CONTRACTOR

- 1) The prospective primary participant (contractor) certifies to the best of its knowledge and belief, that it and its principals (subcontractors):
  - (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 bid proposal 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 of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this bid proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid proposal.

Daniel Kaseky, CEO

Name and Title

Signature

A Quick Board Up Service, Inc. dba A Quick Services

Firm

1333 E Ocean Blvd, Suite 807

Street address

Pompano Beach, FL 33062

City, State, Zip

4/11/23

Date

# Tab 9: Additional Information

## Drug-Free Work Place

### RFP #23014 DRUG-FREE WORK PLACE

The undersigned firm in accordance with Florida statute 287.087 hereby certifies that

A Quick Board Up Service, Inc. dba A Quick Services does:  
(Name of Firm)

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

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

Daniel Keleny  
Name  
CEO  
Title  
A Quick Board Up Service, Inc. dba A Quick Services  
Firm  
1333 S Ocean Blvd. Suite 807  
Street Address  
Pompano Beach, FL 33082  
City, State, Zip  
4/11/23  
Date

# Tab 9: Additional Information

## Worker's Compensation Insurance



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/24/2022

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).

|                                                                                                      |                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br>BIBERK<br>P.O. Box 113247<br>Stamford, CT 06911                                          | CONTACT<br>NAME<br>PHONE 844-472-0967<br>FAX 203-654-3613<br>E-MAIL customerservice@BIBERK.com<br>ADDRESS                                                     |
| INSURED<br>A Quick Board Up Service Inc.<br><br>1333 S Ocean Blvd Apt 807<br>Pompano Beach, FL 33062 | INSURER(S) AFFORDING COVERAGE<br>INSURER A: Berkshire Hathaway Direct Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>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 SUBR INSD WVR           | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                            |
|----------|-------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------|
|          | COMMERCIAL GENERAL LIABILITY                                                                                            |                              |               |                         |                         | EACH OCCURRENCE \$ 0                                                              |
|          | CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>                                                     |                              |               |                         |                         | DAMAGE TO RENTED PREMISES (EA POLICY) \$ 0                                        |
|          |                                                                                                                         |                              |               |                         |                         | MED EXP (Any one person) \$ 0                                                     |
|          |                                                                                                                         |                              |               |                         |                         | PERSONAL & ADV INJURY \$ 0                                                        |
|          | GEN'L AGGREGATE LIMIT APPLIES PER                                                                                       |                              |               |                         |                         | GENERAL AGGREGATE \$ 0                                                            |
|          | POLICY <input type="checkbox"/> PRO <input type="checkbox"/> JECT <input type="checkbox"/> LOC <input type="checkbox"/> |                              |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 0                                                       |
|          | OTHER:                                                                                                                  |                              |               |                         |                         | \$                                                                                |
|          | AUTOMOBILE LIABILITY                                                                                                    |                              |               |                         |                         | COMBINED SINGLE LIMIT (EA ACCIDENT) \$                                            |
|          | ANY AUTO                                                                                                                |                              |               |                         |                         | BODILY INJURY (Per person) \$                                                     |
|          | OWNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/>                                                       |                              |               |                         |                         | BODILY INJURY (Per accident) \$                                                   |
|          | AUTOS ONLY <input type="checkbox"/> NON-OWNED <input type="checkbox"/>                                                  |                              |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                                 |
|          | RIRED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/>                                                      |                              |               |                         |                         | \$                                                                                |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/>                                                   |                              |               |                         |                         | EACH OCCURRENCE \$                                                                |
|          | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>                                               |                              |               |                         |                         | AGGREGATE \$                                                                      |
|          | DED <input type="checkbox"/> RETENTION \$                                                                               |                              |               |                         |                         | \$                                                                                |
| A        | WORKERS COMPENSATION AND EMPLOYERS LIABILITY                                                                            | Y/N <input type="checkbox"/> | N/A           | 06/24/2022              | 06/24/2023              | X PER STATUTE <input checked="" type="checkbox"/> OTH ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)                                             | <input type="checkbox"/>     |               |                         |                         | EL EACH ACCIDENT \$100,000                                                        |
|          | DESCRIPTION OF OPERATIONS/VEHICLES                                                                                      |                              | N9WC660336    |                         |                         | EL DISEASE - EA EMPLOYEE \$100,000                                                |
|          |                                                                                                                         |                              |               |                         |                         | EL DISEASE - POLICY LIMIT \$500,000                                               |
|          | Professional Liability (Errors & Omissions): Claims-Made                                                                |                              |               |                         |                         | Per Occurrence/Aggregate                                                          |

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

Exclusions:  
Dan Kalisky;

#### 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

*Patel*

# Tab 9: Additional Information

## General Liability Insurance



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/20/2023

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 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><br>TERESA SHEPHERD INSURANCE LLC<br>2781 VISTA PARKWAY UNIT K4<br>WEST PALM BEACH, FL 33411                                          |  | <b>CONTACT NAME:</b> TERESA SHEPHERD<br><b>PHONE (A/C, No, Ext):</b> 561-640-5920 <b>FAX (A/C, No):</b> 561-640-2921<br><b>E-MAIL:</b> TERESA@TSHEPHERD.COM<br><b>PRODUCER CUSTOMER ID #:</b> |  |
| <b>INSURED</b><br>A1 QUICK BOARD SERVICES, INC.<br>LICENSE GENERAL CONTRACTOR CG 060281<br>133 SOUTH OCEAN BLVD. SUITE 807<br>POMPAÑO BEACH FL 33062 |  | <b>INSURER(S) AFFORDING COVERAGE:</b><br><b>INSURER A:</b> GIC<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b>                       |  |

| COVERAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                         | CERTIFICATE NUMBER: |                | REVISION NUMBER:        |                         |                                                                                                                                                                                                                                       |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                                                         |                     |                |                         |                         |                                                                                                                                                                                                                                       |  |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                       | ADOL SUBR INSR WVD  | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                |  |
| X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> <b>CLAIMS-MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b><br><br><b>GEN'L AGGREGATE LIMIT APPLIES PER:</b><br><input checked="" type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PRO. JEOT</b> <input type="checkbox"/> <b>LOC</b> |                     | 0185FL00143788 | 08/17/2022              | 08/17/2023              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS & COMPROP AGG \$<br>\$ |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> <b>ANY AUTO</b><br><input type="checkbox"/> <b>ALL OWNED AUTOS</b><br><input type="checkbox"/> <b>SCHEDULED AUTOS</b><br><input type="checkbox"/> <b>HIRED AUTOS</b><br><input type="checkbox"/> <b>NON-OWNED AUTOS</b>                                                                                                         |                     |                |                         |                         | COMBINED SINGLE LIMIT (Ex accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>\$                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>OCCUR</b><br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b><br><input type="checkbox"/> <b>DEDUCTIBLE</b><br><input type="checkbox"/> <b>RETENTION \$:</b>                                                                                                           |                     |                |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br><b>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?</b> <input type="checkbox"/> <b>Y/N</b><br>(Mandatory in NH)<br>If yes, describe under SPECIAL PROVISIONS below                                                                                                                                                    |                     |                |                         |                         | <b>WC STATUTORY LIMITS</b> <b>JOTH-1 ER</b><br>EL EACH ACCIDENT \$<br>EL DISEASE - EA EMPLOYEE \$<br>EL DISEASE - POLICY LIMIT \$                                                                                                     |  |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 104, Additional Remarks Schedule, if more space is required)                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                         |                     |                |                         |                         |                                                                                                                                                                                                                                       |  |

|                               |                                                                                                                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br> | <b>CANCELLATION</b><br><p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p><br><b>AUTHORIZED REPRESENTATIVE</b> |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Tab 9: Additional Information

## Auto Insurance



### 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.

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><br><b>State Farm</b><br>                                                                    |  | <b>CONTACT NAME:</b> Mariola Grimal<br><b>PHONE (A/C, No, Ext):</b> 954-516-1111<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b>                                     |  |
| Mariola Grimal<br>3323 Sheridan Street<br>Hollywood FL 330213608                                            |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: State Farm Mutual Automobile Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |
| <b>INSURED</b><br>A-QUICK BOARD UP SERVICE INC.<br>1333 S OCEAN BLVD APT 807<br>POMPANO BEACH FL 33062-6936 |  | <b>NAIC #</b><br>25178                                                                                                                                                  |  |

**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.

| WSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                             | ADD SUB INSD WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                   |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br><b>GEN'L AGGREGATE LIMIT APPLIES PER:</b><br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><b>OTHER:</b> |                  |                  |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
| A       | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY       | X X              | 944 3136-C10-59C | 03/10/2023              | 09/10/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 1000000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                            |
|         | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><b>DED</b> <input type="checkbox"/> RETENTION \$                                                                                                            |                  |                  |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>PER STATUTE <input type="checkbox"/> OTH-ER \$                                                                                               |
|         | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                      | N/A              |                  |                         |                         | E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                 |

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

#### CERTIFICATE HOLDER

#### CANCELLATION

|  |                                                                                                                                                                |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br>This form was system-generated on 03/21/2023                                                                                      |



# Tab 9: Additional Information

## Compliance With Davis Bacon And Related Acts

### COMPLIANCE WITH DAVIS BACON AND RELATED ACTS

Information regarding Davis Bacon and Related Acts can be found on the following websites:

<http://www.dol.gov/esa/whd/contracts/dbra.htm>

<http://www.dol.gov/PrinterFriendly/PrinterVersion.aspx?url=http://www.dol.gov/esa/whd/programs/dbra/WD10Instructions/wd10instructions.htm>

By signing below, I, as legal representative of my firm, agree to comply with all Davis Bacon and Related Acts (DBRA), as well as follow all of the procedures, rules, and regulations of the Wage and Hour Division of the United States Department of Labor.

By A Quick Board Up Service, Inc., dba A Quick Services

Date 4/11/23

(Signature)  
By Daniel Kalesky, CEO

Corporate Officer Name & Title

# Tab 9: Additional Information

## Addenda Receipt

RFP #23014

### FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION PROGRAMS CDBG AND SHIP PROGRAMS

ADDRESS TO:

THE CITY OF DELTONA  
KATE DUFFY, PURCHASING MANAGER  
2345 PROVIDENCE BLVD.  
DELTONA, FLORIDA 32725

I acknowledge receipt of Addenda No.(s) 1

I have included:

- ☒ The Submission Response Form
- ☒ Lobbying and Conflict of Interest Clause
- ☒ The Non-Collusion Affidavit
- ☒ Drug Free Workplace Form

(Check mark items above, as a reminder that they are included.)

Mailing Address: 1333 S Ocean Blvd Suite 807, Pompano Beach, FL 33062

Telephone: 954-483-1104

Fax: 954-859-2582

Date: 08/01/07

Signed: [Signature]

Printed Name: Daniel Keleky

Title: CEO



# Tab 9: Additional Information

## Non-Collusion Affidavit

### NON-COLLUSION AFFIDAVIT

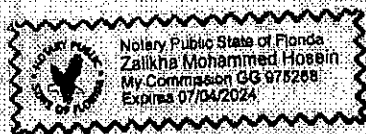
I, David Kaleky, depose and say that:  
1. I am CEO of the firm of A Quick Board Up Service, Inc. dba A Quick Service,  
the firm submitting the response described in this Request for Proposals for:  
RFP 0934 General Contractor Services and that I executed the said response with full authority to do so;  
2. the prices in this bid have been arrived at independently without collusion, consultation,  
communication or agreement for the purpose of restricting competition, as to any matter relating to such  
prices with any other bidder or with any competitor;  
3. unless otherwise required by law, the prices which have been quoted in this bid have not been  
knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid  
opening, directly or indirectly, to any other bidder or to any competitor; and  
4. no attempt has been made or will be made by the bidder to induce any other person, partnership or  
corporation to submit, or not to submit, a bid for the purpose of restricting competition;  
5. the statements contained in this affidavit are true and correct, and made with full knowledge that the  
City of Deltona relies upon the truth of the statements contained in this affidavit in awarding contracts  
for said project.

Signature of Bidder: [Signature] Date: 4/1/23  
STATE OF: Florida CITY OF: Deltona FL - Haverdale

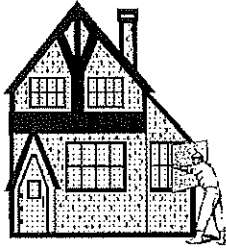
PERSONALLY APPEARED BEFORE ME, the undersigned authority,  
who, after first being sworn by me, (name of individual signing) affixed his/her signature in the  
space provided above on this 11<sup>th</sup> day of April 2023

### NOTARY PUBLIC

My Commission Expires: 7/4/24



April 11<sup>th</sup> 2023



# **AQUICK**

*BOARD UP SERVICE, INC.*

## Contact Information



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



Pompano Beach, FL



[info@aquickservices.com](mailto:info@aquickservices.com)



954-483-1104

# **PARTHY, LLC BID**

|                                                                                                                                                                                                                        |                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Submit RFP to:</b></p> <p><b>CITY OF DELTONA</b></p> <p>2345 Providence Blvd.<br/>Deltona, Florida 32725<br/><b>Attn: Purchasing</b></p> <p><b>CLEARLY MARK SEALED ENVELOPE WITH BID<br/>NAME AND NUMBER</b></p> | <p><b>REQUEST FOR PROPOSALS<br/># 23014</b></p> <p><b>GENERAL CONTRACTOR SERVICES<br/>FOR HOUSING AND COMMUNITY<br/>DEVELOPMENT</b></p> |
| <p><u>Contact:</u></p> <p>Kate Duffy, Purchasing Manager</p> <p>Phone: (386) 878-8100<br/>Fax: (386) 878-8571</p>                                                                                                      | <p><b>RESPONDENTS</b></p> <p><b>NAME:</b> _____<br/>Parthy LLC / Beshoy Yousef</p>                                                      |
| <p><u>Responses Due Date &amp; Time:</u></p> <p><b>THURSDAY, APRIL 13, 2023<br/>AT 2:30 P.M.</b></p>                                                                                                                   | <p><b>MAILING ADDRESS:</b> _____<br/>1809 E Broadway St<br/>Suite 339<br/>Oviedo, FL 32765</p>                                          |
| <p><u>Location of Public Opening:</u></p> <p>City of Deltona, 1st Floor Conference Room<br/>2345 Providence Blvd., Deltona, FL 32725</p>                                                                               | <p>_____</p> <p>Phone#: 407-493-8959</p>                                                                                                |

**GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION**

These documents constitute the complete set of terms and conditions, specification requirements, and forms. Respondents shall complete and submit the additional required information together with the forms herein in a binder and in the order as they are requested. All responses shall be submitted in a sealed envelope. The face of the envelope shall contain Company's name, return address, the due date and time, the RFP# and title. Companies shall submit three typed copies and one unbound original and one CD (please do not use three ring binders) of their response, complete with all supporting documentation. SUBMITTAL OF A RESPONSE TO THIS REQUEST FOR PROPOSALS CONSTITUTES AN OFFER BY THE COMPANY SUBMITTING RESPONSE. RFP responses which do not comply with these requirements may be rejected at the option of the City.

**CONTACT:** All prospective Respondents are hereby instructed not to contact any member of the City of Deltona Commission, City Manager, or City of Deltona Staff members other than the noted contact person OR another member of the Purchasing staff regarding this Request for Proposals or their response at any time during the RFP process. Any such contact shall be cause for rejection of your response. The RFP/RFO process is not complete until an award is made.

**DELAYS:** The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify bidders of all changes in scheduled due dates by written addendum.

**EXECUTION OF RFP:** RFP must contain a manual signature, in ink, of an authorized representative, who has the legal ability to bind the Proposer in contractual obligations. Responses must be typed or legibly printed in ink. Use of erasable ink is not permitted. The original bid conditions and specifications cannot be changed or altered in any way. Altered RFP's will not be considered. Clarification of RFP's submitted shall be in letter form, signed by proposers and attached to the RFP.

**RESPONDENT INFORMATION:** Firms shall complete the "Corporate Authority", "Joint Venture", "Sole Proprietorship", or "Partnership" portion of the RFP Information Sheet, whichever part applies, and include with their submittal.

**JOINT VENTURES:** Responses submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this Request for Proposals.

**NO RESPONSE:** If not submitting a RFP response, respond by returning only the Statement of No Response, and give the reason in the space provided. Failure to respond three (3) times in succession without justification may be cause for removal of the proposers name from the mailing list.

**RFP OPENING:** Shall be public, at the above address, on the date and at the time specified above. The response time and place shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered; such Submittals will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Finance Department serves as the official authority to determine lateness of any response. It is the Respondents sole responsibility to assure that his/her response is complete and delivered at the proper time and place of the RFP opening. Submittals which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids. Bid tabulations will be furnished upon written request which includes a self-addressed, stamped envelope.

Persons with disabilities needing assistance to participate in the Public RFP Opening should contact the City Clerk at least 48 hours in advance of the meeting at 386-878-2100.

**TAXES:** The City is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The City's exemption numbers are on the face of the purchase order. If requested, the Purchasing Manager will provide an exemption certificate to the awarded Proposer. Vendors/contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any Vendor/Contractor be authorized to use the City's Tax Exemption Number in securing such materials.

**CERTIFICATES**

The City reserves the right to require proof that the bidder is an established business and is abiding by the Ordinances, Regulations, and Laws of their Community and the State of Florida such as but not limited to: Occupational Licenses, Business Licenses, Florida Sales Tax Registration, Federal Employee Identification Number.

**MISTAKES:** Proposers are expected to examine the terms and conditions, specifications, delivery schedule, proposed prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT PROPOSER'S RISK.** In the event of extension error(s), the unit price will prevail and the Proposer's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price, and extension thereof, will prevail and the Proposer's total offer will be corrected accordingly. RFP's having erasures or corrections must be initialed in ink by the Proposer.

**AWARD TERM** The term of this award is three years with the option to renew for two additional one-year periods upon satisfactory review of prior work.

**INVOICING AND PAYMENT:** Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this specification shall minimally meet the following conditions to be considered as a valid payment request:

- a. A timely submission of an AIA document, in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to the Finance Department at the address as stipulated on the Purchase Order.
- b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated City employee or authorized Agent; be clearly marked as "partial", "complete" or "final" invoice. The City will accept partial deliveries.

- c. The invoice shall contain the Proposer's Federal Employer Identification Number (F.E.I.N.).
- d. The City's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any discounts must be offered on the RFP Response Form.

**GENERAL:** The City of Deltona does not provide materials, supplies and/or services and those materials, supplies and/or services, as indicated herein, to support the City's needs shall be provided by private firms.

**ADDITIONAL TERMS AND CONDITIONS:** Unless expressly accepted by the City, the following conditions shall apply: No additional terms and conditions included with the response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this request if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Documents are the only conditions applicable to this RFP and the Proposer's authorized signature on the RFP Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

**INTERPRETATIONS:** All Respondents shall carefully examine the RFP Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Submittals; failure to do so, on the part of the Respondent, will constitute an acceptance by the Respondent of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP Documents shall be requested in writing (facsimile transmission acceptable (386) 878-8571, and received by the City at least seven (7) calendar days prior to the RFP Opening. Inquires shall be addressed to the attention of the Contact person as indicated on Page 1. No person is authorized to give oral interpretations of, or make oral changes to, the RFP. Therefore, oral statements given before the RFP opening will not be binding. Any interpretation of, or changes to, the RFP will be made in the form of a written Addendum to the RFP and will be furnished to all Respondents through DemandStar. Receipt of all addenda shall be acknowledged by the Respondents by signing and enclosing said addenda or addendum acknowledgement with their response.

**ADDENDUM:** The City will record its responses to inquiries, any supplemental instructions, and/or necessary revisions to RFP Documents, in the form of a written addendum. Should revisions to the RFP Documents become necessary, the City will post a written addendum to the DemandStar website which will go out to all Respondents who received a bid package through DemandStar. All addenda are posted to the DemandStar website and current planholders are notified that an addendum has been issued. Respondents who obtain RFP Documents from other sources must officially register with the City's Purchasing Manager in order to be placed on the DemandStar website as a RFP holder in order to receive any forthcoming addenda or other official communications. Failure to register as a prospective Respondent may cause your RFP to be rejected as non-responsive if you have failed to submit a RFP without an addendum acknowledgment for the most current addendum. It is the vendor's responsibility to check the DemandStar website at [www.demandstar.com](http://www.demandstar.com) in order to be sure latest addendum and any prior addendum have been received.

**PROTESTS:** Any Respondent who disputes the RFP selection or contract award recommendation shall file such protest according to the bid protest procedures. These procedures are available upon request from the City.

**CONFLICT OF INTEREST:** All Respondents must disclose with their RFP the name of any officer, director, or Agent who is also an employee of the City. All Respondents must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches.

**LEGAL REQUIREMENTS:** Respondents are required to comply with all provisions of Federal, State, City and local laws and ordinances, rules and regulations that are applicable to the items being bid. Lack of knowledge by the Respondent shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

**DRUG-FREE WORKPLACE:** Preference shall be given to business with Drug-Free Work Place (DFW) programs. Whenever two or more RFP's which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a RFP received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

**POSTING OF BID AWARD:** Recommendation for award will be posted for review by interested parties on DemandStar. Failure to file a protest to Purchasing within the time prescribed in the City's Purchasing Manual shall constitute a waiver of proceedings.

**AWARD:** As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all Submittals, or waive any minor irregularity or technicality in Submittals received, award or eliminate any portion of the response, and may, at its sole discretion, request a re-bid, or abandon the project in its entirety. Respondents are cautioned to make no assumption until the City has entered into a contract or issued a purchase order.

**EEO STATEMENT:** The City is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

**CONTRACTUAL AGREEMENT:** The contents of this RFP and all provisions of the successful firm's submittal deemed pertinent by the City may be incorporated into a contract and become legally binding. A separate contract document, other than the purchase order, may or may not be issued. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be County of Volusia, Florida.

**GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFP prior to their delivery, it shall be the responsibility of the Respondent to notify Purchasing at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

**PERMITS/LICENSES/FEES:** Any permits, licenses, or fees required will be the responsibility of the Contractor, no separate or additional payment will be made.

Adherence to all applicable code regulations (Federal, State, City, City) are the responsibility of the Contractor.

**INDEMNIFICATION:** The Respondent, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Commissioners from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Respondent. Further, if such a claim is made, or is pending, the Respondent may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Respondent and receive reimbursement. If the Respondent used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the RFP prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**ADVERTISING:** In submitting a RFP, Respondent agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

**ASSIGNMENT:** Any purchase order or contract issued pursuant to this Request for Proposals and the monies which may become due hereunder are not assignable except with the prior written approval of the City, through the Finance Department.

**COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH:** Respondent certifies that all material, equipment, etc., contained in his/her response meets all applicable O.S.H.A. requirements. Respondent further certifies that, if he/she is the successful Respondent, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Respondent.

**RESPONSIBILITY:** A Respondent must have at the time of the RFP opening, a company in operation, (if applicable) or be a fully authorized Agent or representative of the product proposed, and capable of producing or providing the items proposed, and follow-up parts and service, including any warranty services as applicable, and so provide such certification upon request.

**FACILITIES:** The City reserves the right to inspect the Respondent's facilities at any reasonable time, during normal working hours, to determine that Respondent has a bona fide place of business, and is a responsible Respondent.

**DISQUALIFICATION OF RESPONDENT:** More than one response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Respondent is involved in more than one submittal will be cause for rejection of all RFP's in which such Respondents are believed to be involved. Any or all Submittals will be rejected if there is reason to believe that collusion exists between Respondents. RFP's in which the prices obviously are unbalanced will be subject to rejection.

**ADJUSTMENTS / CHANGES / DEVIATIONS:** No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a RFP expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the City's Finance Department. The Respondent shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

**PUBLIC RECORDS:** Upon award recommendation or ten (10) days after opening, whichever is earlier, RFP's become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(o), Florida Statutes. Respondents must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

RFP's may be reviewed at City Hall, 2345 Providence Blvd., Deltona, FL 32725.

**RFP PREPARATION COSTS:** Neither the CITY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposals. Respondents should prepare their responses and economically, providing all information and prices as required.

**ACCEPTANCE / REJECTION:** The City of Deltona reserves the right to accept or reject any or all Submittals and to make the award to that Respondent, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City of Deltona also reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. The City of Deltona reserves the right to inspect all facilities of respondents in order to make a determination as to the foregoing. The City of Deltona reserves the right to waive any irregularities, informalities, and technicalities in offers received, and may, at its discretion, request a re-bid, or abandon the project/procurement in its entirety.

**ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**



**PROPOSALS  
RFP #23014 FOR GENERAL CONTRACTORS FOR  
HOUSING AND COMMUNITY DEVELOPMENT**

The City of Deltona desires to obtain proposals from qualified individuals, firms and legal entities relative to providing General Contractor Services for the Housing and Community Development Programs. The City would like to develop a list of pre-qualified contractors to be contacted as needed to provide pricing for any work that needs to be done.

The Federal Government issues Grants to be administered by the City's Housing and Community Development staff. This program allows the City to purchase foreclosed properties in targeted areas and rehabilitate each of them for resale. Once the properties have been identified and purchased, the City will inspect each property to determine what repairs will be required to bring them up to code. Some of the properties may require complete demolition; therefore, the General Contractor must be able to also provide this service that includes environmental compliance within the NSP program. The General Contractor must be licensed and insured to perform work in the State of Florida and Volusia County. The Contractor will also work on SHIP and CDBG housing projects.

Construction projects will vary in size and type of rehabilitation. The contractor shall provide all plans, labor, supervision, materials, permits and equipment necessary to provide for construction or rehabilitation of a house in accordance with the specifications provided by the City of Deltona or Inspector for the Project and the Minimum Standards for Rehabilitation of Residential Properties (see attachment A), and Florida Building Codes.

**NOTE:** The attached Section 3 Compliance forms are required to be used by the Contractor for any new construction over \$100,000.

**SCOPE OF SERVICES:**

1. Perform and oversee repairs, rehabilitation and redevelopment of single family homes for the City's Housing and Community Development Program for minor repairs, repairs, rehabilitation, redevelopment or demolition of vacant or occupied homes.
2. Ensure that all sub-contractors hired to perform work are state licensed, registered in Volusia County, and insured.
3. Personally manage and review all work performed by sub-contractors.
4. Guarantee all workmanship, including work performed by subcontractors, for one year.
5. Provide adequate commercial general liability insurance to cover contractor and all sub-contractors.
6. Provide, to the City's satisfaction, evidence of compliance with State Worker's Compensation insurance requirements. Contractors claiming exemptions and using individual independent sub-contractors to perform work shall be subject to special scrutiny for workers' compensation compliance. Sub-contracting shall be only with State-licensed or locally registered contractors.

7. Be willing to perform only the work specified in the City's inspection report and work write-up and to work within the parameters of the NSP, CDBG or SHIP programs. This will require the Contractor to be monitoring both the work product and project accounting.
8. Agree that all communication regarding the work write-up, cost estimate, and Repair/Rehabilitation Agreement shall only be with the City's designated Housing and Community Development Division. (Communications from the homeowner concerning the Repair/Rehabilitation Agreement or any other issues shall be directed to the City's Housing and Community Development Division, as the contractor has no authority to represent the City.)
9. Agree to immediately notify the City's Housing and Community Development Administrator of any potential cost overruns found during the repair process before doing work and before making purchases that exceed estimated costs of any specific repair or redevelopment. Any fees and costs incurred for any potential cost overruns found during the repair process, without prior approval from the City in the form of a change order, shall be at risk of non-payment.
10. Agree to work with the City's Housing and Community Development Division to find value-added solutions, to find an equitable solution to any additional repairs that may be necessary before performing any work that is not specifically contained in the most recent Work Authorization/purchase order, and to perform such work only after obtaining written authorization from the City's Purchasing Department.
11. Agree to abide by all Federal, State, and Local laws and codes and, specifically, the City's Housing Program Repair and Rehabilitation Standards.
12. Be able to meet with the City's Housing and Community Development Division, as deemed necessary by the Housing and Community Development Division, to assess the progress of repairs or redevelopment and discuss any problems encountered.

Contractors interested in providing the required services shall submit proposal packages for review and evaluation by the Selection Committee. It is anticipated that two (2) or more Contractors shall be selected to provide the necessary services for a contract period of two years with the option to renew for an additional two year period upon satisfactory evaluation of the work completed on each job.

Contractors will be put into a pool of Contractors that will bid each project and award will be made either to the lowest bidder or whichever Contractors that the City determines to be in the City's best interest for each job to be fair and equitable throughout the NSP, CDBG and SHIP housing programs to all Contractors. The City reserves the right to place a cap on non-material costs that are uniform within the program that ensures that the City complies with the applicable program parameters.

Contractors doing business with the City of Deltona for the first time must successfully and satisfactorily complete one (1) project before consideration will be given for additional projects.

## **1.0 CONTRACTOR'S RESPONSIBILITIES**

### **A. Warranty**

The Contractor shall guarantee all work performed for a period of one (1) year from the date of final acceptance. The Contractor shall also meet all additional guarantees for

those items listed in this RFP as prescribed in the Minimum Standards for Rehabilitation of Residential Properties (see Exhibit A). The Contractor shall furnish all manufacturers' and suppliers' warranties covering materials and equipment furnished under the resulting contract.

**B. Permits and Licenses**

The Contractor shall obtain all building permits and licenses necessary to perform all work executed under this RFP and the Basic Construction contract. The Contractor shall have two (2) weeks to apply for a permit after the pre-construction conference and receipt of the City's Purchase Order.

**C. Inspections**

The Contractor is responsible for all applicable inspections.

1. Job sites and houses shall be subject to inspection by Housing staff and Inspectors.

2. Contractor shall be present at the final inspection.

**D. Acceptance of Work**

Inspection of the finished work shall be performed by City of Deltona Inspectors to determine the acceptability of the work for payment. The Housing and Community Development Division shall inspect the house for quality while the Building Inspection Department inspects for code compliance. Final payment shall not be made unless/until both designated authorities have given final approval.

**E. Release of Liens**

The Contractor shall deliver to the City, a complete release of liens arising out of this contract before the final request for payment is made. If any liens remain unsatisfied after all payments are made, the Contractor shall refund to the City such amount as the City may have been compelled to pay in discharging such liens, including all costs and reasonable attorney's fee.

**F. Existing Structures and Utilities**

In the event that private property is damaged as a result of actions of the Contractor, the Contractor shall be responsible for clean-up, repair, and/or property damage costs and claims. The damaged property shall be restored to its original condition prior to damage before final payment is made.

**G. Change Orders**

When, in the course of work, the Contractor encounters a situation not anticipated in the specifications that will add to the total cost of the job, the situation in question shall be brought to the attention of city staff and Inspector for resolution as to the possible need for a change order. No such change shall be done until approval is received from the **City's Purchasing Division. Purchasing shall subsequently issue a formal written change order.**

**H. Minimum Standards**

Contractor shall perform all work in conformance with the Standards for Rehabilitation of Residential Properties (see Exhibit A) and the Florida Building Code," whether or not covered by the specifications attached. Quality workmanship is expected on all work items.

**I. Completion Requirements**

All contracted work shall be completed one hundred twenty (120) days after permit issuance. Projects not completed within this frame may be subject to a fine of \$100.00 per day until completion, unless prior written approval is received from the Housing and Community Development Division. Persistent late completion of jobs may result in the Contractor being barred from future business with the City.

If the Contractor's progress in completing the work is delayed for any reason, including, but not limited to acts, errors, omissions or conduct of the City, subcontractor or material supplier, or any other Contractor or subcontractors, the Contractor's exclusive remedy shall be an extension of the time allowed for completion of the work under this contract. Under no circumstances shall the Contractor be entitled to claim or recover damages resulting from any such delay.

The Contractor shall notify the City in writing of such a delay and the cause thereof, within three (3) business days. The Inspector shall then ascertain the facts and the extent of the delay informing the Housing and Community Development Division and determine if the City agrees to provide an extension of the contract time in an amount equal to the time lost due to delays beyond the control of the Contractor.

The City of Deltona reserves the right to request additional firms to provide their qualifications prior to the expiration of any award term if it is found to be in the best interest of the City to do so. The City also reserves the right to terminate any agreement with a Contractor for non-performance.

## **2.0 SELECTION**

Purchasing shall be responsible for the evaluation and selection process and shall be the sole point of contact for all respondents.

### **2.1 Evaluation Process**

A. A Selection Committee comprised of up to (7) seven staff members will review the RFP responses that may include members from the Housing and Community Development Division, the Director of the Planning and Development Services Department, and the Building Official.

B. The Selection Committee may request additional material, information, or references from Contractors or from others.

C. The Selection Committee will make a recommendation to City Manager and final approval shall rest with the City Manager and/or the City Commission.

### **2.2 Evaluation Qualification**

A proposal may not be considered unless the staff agrees that the respondent has met the following qualifications:

A. The proposal was received in the City of Deltona at or before the due date and time.

B. The proposal was prepared in accordance with the requirements of the RFP. This includes the inclusion and completion, in writing, of all required responses in the RFP.

C. The respondent has successfully demonstrated that it has the experience in construction similar or like in magnitude.

D. General Contractor's license

E. Contractors must have successfully and satisfactorily completed a minimum of one (1) home within Volusia County and/or adjacent counties.

**EVALUATION METHOD:** The City will appoint a committee to evaluate the proposals and to make recommendation to the proper level of authority. The City will be the sole judge of its own best interests, the proposals, and the resulting agreement. The City's decisions will be final. Award will be made to the proposal, which presents the best value to the City based on the entire evaluation process and all the information gathered.

**DO NOT SEND CONFIDENTIAL, PROPRIETARY INFORMATION OR TRADE SECRETS**

Failure to provide the required information may result in the proposal not being considered. Proposals shall be clear, concise, indexed by subject, typed on letter size paper, and individually bound. Proposals shall be mailed or delivered in a sealed package clearly marked on the outside with the project name, invitation number, and due date. Packages shall be received at City Hall, 2345 Providence Boulevard, Deltona, Florida, and 1st Floor Conference Room by the deadline on the front of this RFP. **Each firm should ensure that they have received any/all addenda and amendments to this RFP before submitting their proposal. Please check on [www.demandstar.com](http://www.demandstar.com) for any addenda.** Delivery of a package to any City location other than City Hall does not constitute official receipt by the City. Any package delivered after the advertised deadline will not be considered. **Failure to provide the required copies and information may result in the proposal not being considered.**

**Tab 1: Letter of Interest-0 points**

Respondents shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the firm authorized to obligate the firm contractually. If the letter is from an authorized representative, then the firm shall provide additional documentation from the corporate officer or principal authorizing the representative to bind the firm to a contract. The letter shall include the business address, telephone number, facsimile number, e-mail and the name of the contact person that the City can contact for additional information. The firm or authorized representative is attesting that the information provided is current and factual.

**Tab 2: Profile – 20 points**

Respondents shall provide a brief profile of their company, which should include their firm's legal name (former name, if applicable); history; business structure (corporate, LLC, partnership, sole proprietor, etc.); type of ownership (small business, small disadvantaged business or women-owned business); length of company's existence; location of their parent company and location of main office that the Contractor will work out of, if applicable; branch or subsidiary.

**Tab 3. Qualifications/Experience of Key Personnel – 20 Points**

- Identify the project manager and each individual who will work as part of these projects.
- Provide past experience of key personnel that will be assigned to City projects in providing similar services to governmental entities. name, titles and experience of key individuals and their resumes or qualifications (e.g. licensed general contractor); total number of personnel (include all of the officers). The firm shall provide sufficient competent and qualified personnel to effectively carry out

its responsibilities under the basic agreement. Please indicate whether or not your firm has a LEED or Green Home Certification.

**Tab 4: Similar Projects – 15 points**

Respondents shall list projects in progress, completed, and the average dollar amount of work performed during the past five (5) years giving the start date, project title, contract value, percent completed, its owner, address, and phone number (see “**Completed Projects**” form). Respondents shall explain any work awarded the past five (5) years that they failed to complete or experienced delays.

**Tab 5: References – 15 points**

Note: A minimum of five (5) references: three (3) from customers, two (2) from major suppliers for whom the respondents purchases materials. References shall reflect projects completed within the past two (2) years. Respondents shall also include, if any, work performed for any government agency or educational institution including contact name, title, department, address and phone number (see “**References**” form).

**Tab 6: Hourly Rates – 20 points**

For the purpose of evaluating cost, provide hourly rates to be charged to the City for the personnel that will be assigned to work on City projects.

**Tab 7: Financial Stability/Litigation – 10 points**

All respondents shall provide a statement certifying that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the City of Deltona. Respondents shall also list any lawsuits in which their firm is involved relative to the work performed or failed to perform over the last five (5) years. Respondents shall list any work in which their firm failed to complete in the last five (5) years and describe when, where, how and why of such failure. Respondents shall also list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and discuss the reasons thereof.

Upon request, all respondents shall be prepared to supply a financial statement, preferably a certified audit, but a third party prepared financial statement and the latest Dun & Bradstreet report will be accepted. The statement can be labeled confidential.

**Tab 8: Documentation – 0 points. Proper licenses are required**

**Corporation/Limited Liability Company.** Respondents shall be registered with the Florida Division of Corporation to do business in the State of Florida. The respondent shall submit copies of their corporate/LLC documents with their submittals. If the firm is “green” certified, please attached a copy of the LEED or Green Home Certification.

**Licenses/Certification:** The respondents shall have a current contractor’s license. Contractors licensed under Chapter 489, Florida Statutes, and operating a business organization must submit a copy of their qualified business license (also known as a certificate of authority). Respondents shall submit with their submittal copies of their license and/or competency card.

**Business Tax Receipt (BTR)** (formerly known as “Occupational license”). A firm who is currently required to have a Business Tax Receipt (BTR) at the time of the submittal shall provide a copy of their

current BTR in their response to this solicitation. There are two exceptions to this bid submission requirement:

- 1) If the firm's business does not have a physical location in Volusia County, no submission is required, or
- 2) If the firm's business type is exempt, submit a Proof of Exemption.

Preference will be given to contractors who are LEED or Green Home certified.

**Tab 9: Additional information to be provided in response:**

**Insurance:** All respondents shall attach evidence of required insurance coverage or proof of insurability in the amounts indicated above. If available, a properly completed ACORD form is preferable. Respondents that have owner/operators that have filed a "Notice of Election to be Exempt" shall submit a copy and a signed, notarized Hold Harmless Agreement for each exempt officer (see "Hold Harmless Agreement" form).

**Conflict of Interest Disclosure:** All respondents shall properly complete, notarize, and include with their proposal the attached disclosure statement of any potential conflict of interest that the firm may have due to ownership, other clients, contracts or interests associated with this project. See the attached form included in this package (see "Conflict of Interest Disclosure" form).

**Prohibition Against Contingent Fees:** All respondents shall properly complete, notarize, and include with their proposal the attached disclosure statement certifying that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement (See "Prohibition Against Contingent Fees" form).

**Public Entity Crime and Discriminatory Vendor List:** 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 a public work, awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two of the Florida Statute Section 287.017 for a period of 36 months from the date of being placed on the convicted vendor list. See the attached forms to be completed by the contractor and all subcontractors (See "Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transaction" form).

**Drug-Free Work Place:** All respondents shall complete and include with their proposal the attached form certifying compliance with Florida Statute 287.087 (See "Drug-Free Work Place" form).

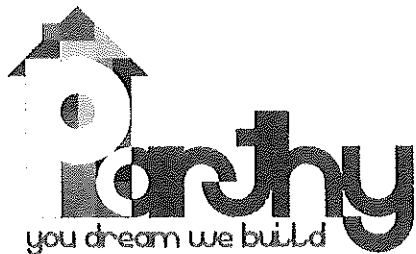
**CONFIDENTIAL INFORMATION:** Do not send confidential, proprietary information or trade secrets.

**DISADVANTAGED AND WOMEN BUSINESS ENTERPRISES:** The City of Deltona encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services. Contractors are required to report the racial/ethnic code of the owner of 51% of the business, as well as if the business is woman owned.

**EXPENSES INCURRED:** This invitation does not commit the City to award a contract. Nor shall the City be responsible for any cost or expense incurred by any firm in preparing and submitting a reply, nor for any cost or expense incurred by any respondent prior to the execution of a contract agreement. The City reserves the right to require any or all firm to appear for interviews and/or oral presentations at no cost to the City.

|                                                          |                         |
|----------------------------------------------------------|-------------------------|
| <b>Tab 1: Letter of Interest</b>                         | <b>0 Points</b>         |
| <b>Tab 2: Profile</b>                                    | <b>20 Points</b>        |
| <b>Tab 3: Qualifications/Experience of key personnel</b> | <b>20 Points</b>        |
| <b>Tab 4: Similar Projects</b>                           | <b>15 Points</b>        |
| <b>Tab 5: References</b>                                 | <b>15 Points</b>        |
| <b>Tab 6: Hourly Rates</b>                               | <b>20 Points</b>        |
| <b>Tab 7: Financial Stability/Litigation</b>             | <b>10 Points</b>        |
| <b>Tab 8: Documentation</b>                              | <b>0 Points</b>         |
| <b>Tab 9: Additional Information</b>                     | <b>0 Points</b>         |
|                                                          | <b>100 Points total</b> |





CERTIFIED BUILDER & RESIDENTIAL CONTRACTOR  
CBC 1263144 / CRC 1331478

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### Letter of Interest

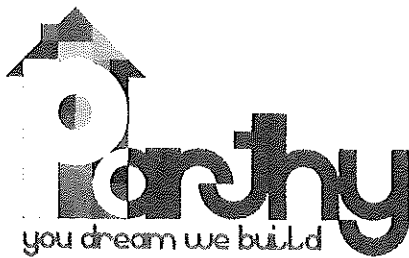
City of Deltona-Purchasing  
General Contractor Services for Housing and Community Development

To Whom it may concern:

Parthy LLC is interested in partnering with the City of Deltona Housing and Development Program. In support of this effort, we will make the following staff available for assistance.

Beshoy Yousef  
Owner/CEO  
[beshoy@parthyconstruction.com](mailto:beshoy@parthyconstruction.com)  
Cell 407-493-8959  
Fax 407-232-9860

Mailing Address:  
1809 E Broadway St  
Suite 339  
Oviedo, FL 32765



CERTIFIED BUILDER & RESIDENTIAL CONTRACTOR  
CBC 1263144 / CRC 1331478

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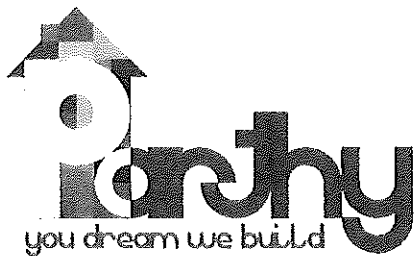
## Profile

Name of Entity: PARTHY LLC dba Parthy Construction, LLC

To Whom It May Concern.

Parthy LLC dba Parthy Construction, LLC is a family-owned business. Beshoy Yousef the owner and licensed holder started Parthy in 2016, he was a successful project manager from 2014-2016 and then opened Parthy LLC in 2016 to present. Beshoy had a successful construction business in Egypt for over 15 years, prior to relocation to the Orlando area. His clients are his number one priority, and he gives each of his projects the same attention and detail. Beshoy believes in being hands-on, and that is why he is involved in every aspect of every project.

Parthy LLC main office is located at 401 W Fairbanks Ave Winter Park FL 32789, and our mailing address is 1809 E Broadway St Suite 339 Oviedo FL 32765



CERTIFIED BUILDER & RESIDENTIAL CONTRACTOR  
CBC 1263144 / CRC 1331478

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### Qualifications/Experience of Key Personnel

Beshoy Yousef: Owner/CEO  
Licensed Residential & Builder Contractor

Mina Hene: Senior Project Manager  
Over 15 years' experience in construction.  
Oversees all projects.  
Hands-on project management.

Sharly Nemr: Superintendent  
Over 10 years' experience in construction.  
Oversees his assigned jobs/projects.

## EXPERIENCE/COMPLETED PROJECTS

Firm's Name: Parthy LLC

List below the requested information concerning projects your firm has completed for the type of work required in this project (Use additional sheets, if necessary).

| Project Description                  | Project Location                      | Contract Value | Owner's Name, Address and Phone                                      |
|--------------------------------------|---------------------------------------|----------------|----------------------------------------------------------------------|
| Full House Renovation                | 10486 Via Del Sol<br>Orlando FL       | 450,000        | Sonja & Chris Chloupek 480-329-0879                                  |
| Home Addition                        | 1988 Altamonte Way<br>The Villages FL | 45,000         | Lance Scheafer 952-484-3542                                          |
| Home Addition                        | 1586 Lawndale Cir<br>Winter Park FL   | 50,000         | Jill Aller 703-664-0932                                              |
| Repairs to Exterior Walls            | 576 Shadow Glenn Pl<br>Winter Springs | 50,000         | Shady Attia 321-279-1109                                             |
| Roof City of Deltona                 | 2031 Dixie Belle<br>Deltona FL        | 8,500          | Gretchen Ortiz 207-618-3573                                          |
| Addition                             | 1334 Morris Ave<br>Orlando FL         | 80,000         | Fred 407-230-7673                                                    |
| Renovation City of Deltona           | 2511 E Juliet Dr<br>Deltona FL        | 10,000         | Augustine Alexander 347-444-9064                                     |
| Renovation City of Deltona           | 1760 Whipple Dr<br>Deltona FL         | 20,000         | Zoraida Perez 386-848-4921                                           |
| New Construction City of Deltona     | 131 E Mural St<br>Orlando FL          | 400,000        | Ken Sheldon 407-791-7308                                             |
| Renovation City of Deltona           | 3019 Blaine Cir<br>Deltona FL         | 20,500         | Anthony 386-490-7862                                                 |
| Renovation City of Deltona           | 3012 India Blvd<br>Deltona FL         | 32,250         | Project that We have worked on with Angelia Briggs & DaMaris Miranda |
| Renovation City of Deltona           | 1360 Lydia Dr<br>Deltona FL           | 24,030         | Project that We have worked on with Angelia Briggs & DaMaris Miranda |
| Renovation City of Deltona           | 3260 Sardinia Terr<br>Deltona FL      | 24,495         | Project that We have worked on with Angelia Briggs & DaMaris Miranda |
| Community Center City of Ponce Inlet |                                       | 50,000         | Mark 610-716-0041                                                    |

Project that We have worked on with Angelia Briggs & DaMaris Miranda

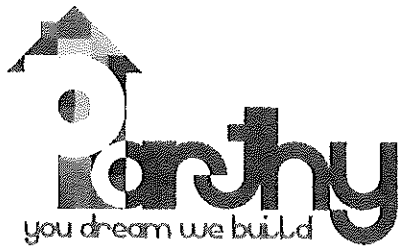
**RFP 23014 Property and Casualty Insurance  
REFERENCES**

|                    |        |                          |
|--------------------|--------|--------------------------|
| #1                 | Agency | Sonja & Chris Chloupek   |
| Address            |        | 10486 Vi Del Sol         |
| City, State, ZIP   |        | Orlando, FL 32817        |
| Contact Person     |        | Sonja                    |
| Telephone          |        | 480-329-0874             |
| Date(s) of Service |        | 09/2022 - Present        |
| Type of Service    |        | Entire House Renovations |
| Comments:          |        |                          |
| #2                 | Agency | Lance Scheafer           |
| Address            |        | 1988 Altamonte Way       |
| City, State, ZIP   |        | The Villages, FL 32162   |
| Contact Person     |        | Lance                    |
| Telephone          |        | 952-484-3542             |
| Date(s) of Service |        | 08/2022 - 01/2023        |
| Type of Service    |        | Addition to back of home |
| Comments:          |        |                          |
| #3                 | Agency | Jill Aller               |
| Address            |        | 1586 Lawndale Cir        |
| City, State, ZIP   |        | Winter Park FL 32789     |
| Contact Person     |        | Jill                     |
| Telephone          |        | 703-664-0932             |
| Date(s) of Service |        | 05/2021 - 10/2021        |
| Type of Service    |        | Addition                 |
| Comments:          |        |                          |

### REFERENCES

|                    |        |                                                                                           |
|--------------------|--------|-------------------------------------------------------------------------------------------|
| #4                 | Agency | Zsolt Granite Corporation                                                                 |
| Address            |        | 150 Hope St                                                                               |
| City, State, ZIP   |        | Longwood FL 32750                                                                         |
| Contact Person     |        | Marillya Nunes Sales Account Manager                                                      |
| Telephone          |        | 407-704-4278                                                                              |
| Date(s) of Service |        | 2016 - present                                                                            |
| Type of Service    |        | They are our granite and Countertop and Vanity supplier.                                  |
| Comments:          |        |                                                                                           |
| #5                 | Agency | Residential Building Supply                                                               |
| Address            |        | 327 E Highbanks Rd                                                                        |
| City, State, ZIP   |        | Debary F 32713                                                                            |
| Contact Person     |        | Dan                                                                                       |
| Telephone          |        | 407-256-3599                                                                              |
| Date(s) of Service |        | 2016 - present                                                                            |
| Type of Service    |        | Exterior and interior assortment of trim, door hardware, stair parts, and specialty items |
| Comments:          |        |                                                                                           |

Note: A minimum of five (5) references: three (3) from customers, two (2) from major suppliers.



CERTIFIED RESIDENTIAL CONTRACTOR  
CRC 1331478

---

## **HOURLY RATE LETTER**

**TO:** City of Deltona

**Company name:** Parthy LLC

**Assigned person name:** Beshoy Yousef

**Position:** Owner & Project manager

We are pleased to offer you the compensation per hourly rate for the assigned person during the city projects is **(95\$) per hour.**

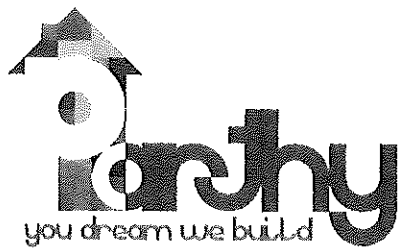
We are looking forward to working with you.

Sincerely,

Beshoy Yousef

Parthy LLC

State Certified Residential Contractor



CERTIFIED RESIDENTIAL CONTRACTOR  
CRC 1331478

---

### **Financial Stability/ Litigation**

We PARTHY LLC certifying that we are financially stable and have the necessary resources human and financial to provide the services at the level required by the CITY OF DELTONA .

### **OWNER SIGNATURE**

A handwritten signature in black ink, consisting of a stylized 'P' followed by several horizontal strokes.



# 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.<br><b>PARTHY LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                     |  |
| 2 Business name/disregarded entity name, if different from above<br><b>PARTHY CONSTRUCTION LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                     |  |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►<br><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 not 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.<br><input type="checkbox"/> Other (see instructions) ► | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the U.S.)</i> |  |
| 5 Address (number, street, and apt. or suite no.) See instructions.<br><b>1809 E Broadway St. Suite 339.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Requester's name and address (optional)                                                                                                                                                                                                                             |  |
| 6 City, state, and ZIP code<br><b>Oviedo, FL 32765</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.

|                                |   |   |   |   |   |   |   |     |
|--------------------------------|---|---|---|---|---|---|---|-----|
| Social security number         |   |   |   |   |   |   |   |     |
|                                |   |   | - |   |   |   |   |     |
| or                             |   |   |   |   |   |   |   |     |
| Employer identification number |   |   |   |   |   |   |   |     |
| 8                              | 1 | - | 2 | 1 | 5 | 6 | 0 | 7 3 |

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign  
Here

Signature of  
U.S. person ►

*Beshoy Ghousef*

Date ►

*04/11/2023*

## 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.



Ron DeSantis, Governor

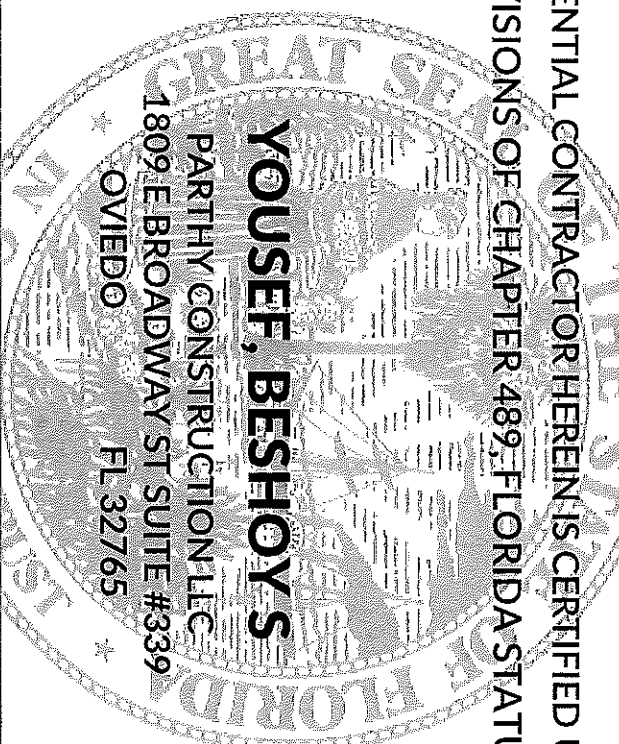
Melanie S. Griffin, Secretary



# STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

## CONSTRUCTION INDUSTRY LICENSING BOARD

THE RESIDENTIAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**YOUSSEF, BESHOYS**

PARTHY CONSTRUCTION LLC

1809 E BROADWAY ST SUITE #339

OVIEDO FL 32765

LICENSE NUMBER: CRC1331478

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





## SEMINOLE COUNTY BUSINESS TAX RECEIPT

PO BOX 630, SANFORD, FL 32772 • 407-665-1000

WWW.SEMINOLECOUNTY.TAX

VALID THROUGH 09/30/23

**PARTHY CONSTRUCTION LLC**  
**7536 BRIGHTWATER PL**  
**OVIEDO, FL 32765**

Account #: 196260

REGULATED  
License # - CBC1263144 / CRC1331478  
Qualifier- BESHOU S YOUSEF

BESHOU YOUSEF (OFFICER)

Receipt #: 40202022090800155

Amount Paid: \$ 45.00

Date Paid: 09/08/2022

### BUSINESS OWNER, PLEASE NOTE THE FOLLOWING:

• **DISPLAY THE ABOVE RECEIPT PROMINENTLY:** This Business Tax Receipt shall be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County. Upon failure to do so the business shall be subject to the payment of another business tax for the same business or profession.

• **RENEW THIS TAX BEFORE IT EXPIRES:** Pursuant to Florida Statutes, all Business Tax Receipts shall be issued by the Tax Collector beginning July 1st of each year, and it shall expire on September 30th of the succeeding year. Those Business Tax Receipts issued as renewal accounts beginning October 1st shall be delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provided that the total penalty shall not exceed 25% of the business tax for the delinquent establishment (Florida Statute [FS] 205.053 [1]).

A 25% penalty shall be imposed on any individual engaged in any new business or profession without first obtaining a Seminole County Business Tax receipt ([FS] 205.053 [2]).

This Business Tax Receipt is only a receipt for business taxes paid. It does not permit the taxpayer to violate any existing regulatory or zoning laws of the state, county, or municipality, nor does it exempt the taxpayer from any other required licenses, registrations, certifications, or permits. Business Tax requirements are subject to legislative change.

**REPORT ALL CHANGES:** The holder of this Business Tax Receipt is required to report a change in the following: Ownership, Business Location, Mailing Address, or any other information that would alter the status of the current year's information. This includes, but is not limited to, the loss of or a change in a State or Regulatory License which was used to qualify for the business identified on the current County Business Tax Receipt. If you have any changes to report, contact the Business Tax Department at 407-665-7636.

**PARTHY LLC**  
**1809 BROADWAY ST #339**  
**OVIEDO, FL 32765 7975**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/24/2022

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><br>Brown & Brown of Florida, Inc.<br>P.O. Box 2412<br><br>Daytona Beach FL 32115-2412                 |  | <b>CONTACT NAME:</b> Elizabeth Stemberger<br><b>PHONE (A/C, No, Ext):</b> (386) 239-7221<br><b>FAX (A/C, No):</b> (386) 200-8559<br><b>E-MAIL ADDRESS:</b> Elizabeth.Stemberger@bbrown.com                                                                                                           |  |
| <b>INSURED</b><br><br>Parthy LLC, DBA: Parthy Construction LLC<br>1809 E Broadway St. Unit 339<br><br>Oviedo FL 32765 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Specialty Builders Insurance Company<br><b>INSURER B:</b> Auto-Owners Insurance Company<br><b>INSURER C:</b> Evanston Insurance Company<br><b>INSURER D:</b> American Builders Insurance Company<br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                                                       |  | <b>NAIC #</b><br>16826<br>18988<br>35378<br>11240                                                                                                                                                                                                                                                    |  |

**COVERAGES** **CERTIFICATE NUMBER:** CL2282424895 **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                                                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |           |          | GLP 033991 00  | 08/23/2022              | 08/23/2023              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY               |           |          | 52-980560-00   | 08/07/2022              | 08/07/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                |           |          | EZXS3088829    | 08/23/2022              | 08/23/2023              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000                                                                                                                                                                                   |
|          | <input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                    | Y/N<br>Y  | N/A      | WCV 0222969 06 | 08/23/2022              | 08/23/2023              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                 |
| C        | <b>Pollution Liability</b>                                                                                                                                                                                                                                                                                                |           |          | ECPENV02771    | 04/24/2022              | 04/20/2023              | Each Pollution Condition \$1,000,000<br>Aggregate \$1,000,000                                                                                                                                                                            |

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

CONTRACTORS POLLUTION LIABILITY LIMIT: \$1,000,000; TRANSPORTATION POLLUTION LIABILITY LIMIT: \$1,000,000; CRISIS MANAGEMENT & EMERGENCY RESPONSE COST LIMIT: \$1,000,000; ENVIRONMENTAL IMPAIRMENT LIABILITY-A.5. SUDDEN & ABRUPT DISCHARGE, RELEASE OR ESCAPE OF POLLUTANTS LIMIT: \$1,000,000

**CERTIFICATE HOLDER****CANCELLATION**

|                                                                 |                                                                                                                                                                |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CITY OF DELTONA<br>2345 PROVIDENCE BLVD<br><br>DELTONA FL 32725 | 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<br>                                             |

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JIMMY PATRONIS  
CHIEF FINANCIAL OFFICER

STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
DIVISION OF WORKERS' COMPENSATION

**\*\* CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW \*\***

**CONSTRUCTION INDUSTRY EXEMPTION**

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

**EFFECTIVE DATE:** 5/12/2022

**EXPIRATION DATE:** 5/11/2024

**PERSON:** BESHOF S YOUSEF

**EMAIL:** PARTHYCONSTRUCTION@GMAIL.COM

**FEIN:** 812156073

**BUSINESS NAME AND ADDRESS:**

PARTHY, LLC

PARTHY CONSTRUCTION LLC

1809 E BROADWAY ST SUITE 339

OVIEDO, FL 32765

**SCOPE OF BUSINESS OR TRADE:**

Contractor-Project Manager,  
Construction Executive,  
Construction Manager or  
Construction Superintendent

---

IMPORTANT: Pursuant to subsection 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to subsection 440.05(12), F.S., Certificates of election to be exempt issued under subsection (3) shall apply only to the corporate officer named on the notice of election to be exempt and apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to subsection 440.05(13), F.S., notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

CITY OF DELTONA  
2345 PROVIDENCE BOULEVARD  
DELTONA, FLORIDA 32725

**PROOF OF EXEMPTION**

I certify that Parthy LLC  
(Business Name)

located at 1809 E Broadway St Suite 339 Oviedo  
(Street Address) (City)

is the type of business indicated below:

- ☐ Charitable, Non-Profit Organization
- ☐ Religious Institution
- ☐ Insurance Adjuster, Agent or Company
- ☐ Pharmacist/Pharmacy
- ☐ Radio/Television Station
- ☐ Agricultural
- ☐ Sale of items grown on own land
- ☐ Sale of Alcoholic Products only
- ☐ Child Care – Residential
- ☐ Residential Rentals over 6months
- ☐ Commercial Rentals
- ☐ Door to Door/Peddler Sales
- ☐ Other \_\_\_\_\_

[Signature]  
Authorized Signature

Beshoy Yousef  
Printed Name

CEO  
Title

04/11/2023  
Date

A business that falls under one of the exempt classifications listed above is not required to have a City of Deltona Business Tax Receipt. Include proof of exemption.

**RFP 23014  
HOLD HARMLESS AGREEMENT**

**Return this page ONLY if claiming exemption from the  
Worker's Compensation Insurance Requirement**

I, Beshoy Yousef (print owner's name), am the owner of  
Parthy LLC (print company name), an incorporated/unincorporated  
business operating in the State of Florida. As such, I am bound by all laws of the state of Florida, including but not  
limited to those regarding the workers' compensation law.

I hereby affirm that the above named business employs fewer than four employees, including myself, and  
therefore, the business is exempt from the statutory requirement for workers' compensation insurance for its  
employees.

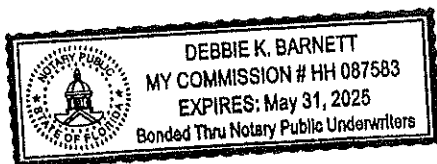
On behalf of the business, and its employees, I hereby agree to indemnify, keep and hold harmless the  
City of Deltona, Florida, its agents, officials and employees, against all injuries, deaths, losses, damages, claims,  
liabilities, judgments, costs and expenses, direct, indirect or consequential (including, but not limited to, fees and  
charges of attorneys and other professionals) arising out of our contract with the City of Deltona, whether or not it  
shall be alleged or determined that the act was caused by intention or through negligence or omission of the City  
of Deltona employees, or of their subcontractors or their employees. The named business shall pay all charges of  
attorneys and all costs and other expenses incurred in connection with the indemnity provided herein, and if any  
judgment shall be rendered against the City of Deltona in any action indemnified hereby, the named business  
shall, at its own expense, satisfy and discharge the same. The foregoing is not intended nor should it be  
construed as, a waiver of sovereign immunity of the CITY OF DELTONA under Section 768.28, Florida Statutes.

Owner: Beshoy Yousef (print name) [Signature] (signature)  
Employee 1: Mina Henen (print name) [Signature] (signature)  
Employee 2: Sharly Nemr (print name) [Signature] (signature)  
Employee 3: Michele Rogers (print name) [Signature] (signature)

STATE OF Florida  
COUNTY OF Orange

Sworn to and subscribed before me this 11 day of April, 2023 by Beshoy Yousef

\_\_\_\_\_, who is/are personally known to me or who has/have  
produced \_\_\_\_\_ as  
identification.



Debbie K. Barnett  
NOTARY PUBLIC - STATE OF FL  
Type or print name: Debbie K. Barnett  
Commission No.: HH 087583  
Commission Expires: 5/31/25  
(Seal)

**RFP #23014  
CONFLICT OF INTEREST DISCLOSURE**

I HEREBY CERTIFY that

1. I, (printed name) Beshoy Yousef, am  
the (title) Owner and the duly authorized representative of  
the firm of (Firm Name) Parthy LLC whose address is  
1809 E Broadway St Suite 339 Oviedo FL, and that I possess the legal authority to make this affidavit  
on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest,  
real or apparent, due to ownership, other clients, contracts, or interests associated with this  
project; and,
3. This bid submittal is made without prior understanding, agreement, or connection with any  
corporation, firm, or person submitting a bid for the same services, and is in all respects fair  
and without collusion or fraud.

EXCEPTIONS to items above

(List): \_\_\_\_\_

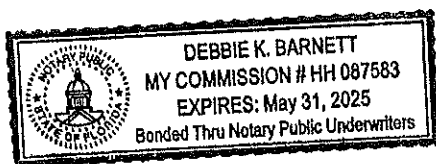
By \_\_\_\_\_

Date 04/11/2023

(Signature)  
By Beshoy Yousef, CEO  
Corporate Officer Name & Title

STATE OF Florida  
COUNTY OF Orange

Sworn to and subscribed before me this 11 day of April, 2023,  
by Beshoy Yousef, who is personally known to me  
or who has produced \_\_\_\_\_ as identification.



Debbie K. Barnett  
NOTARY PUBLIC - STATE OF FL  
Type or print name: \_\_\_\_\_

(Seal)



## **RFP #23014**

### **Notification Regarding Public Entity Crime and Discriminatory Vendor List**

#### **Requirements and Disqualification Provision**

A. Pursuant to Florida Statutory requirements, potential Respondents are notified:

287.133(2)(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

287.133(2)(b) A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

287.134(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

287.134(2)(b) A public entity may not accept any bid, proposals, or replies from, award any contract to, or transact any business with any entity or affiliate on the discriminatory vendor list for a period of 36 months following the date that entity or affiliate was placed on the discriminatory vendor list unless that entity or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with an entity at the time of the discrimination resulting in that entity being placed on the discriminatory vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other entity who is under the same, or substantially the same, control as the entity whose name appears on the discriminatory vendor list so long as that entity's name appears on the discriminatory vendor list.

B. By submitting a proposal, the Respondent represents and warrants that the submission of its proposal does not violate Section 287.133, Florida Statutes (2005), nor Section 287.134, Florida Statutes (2005).

C. In addition to the foregoing, the Respondent represents and warrants that Respondent, Respondent's subcontractors and Respondent's implementer, if any, is not under investigation for violation of such statutes.

D. Respondent should read carefully all provisions of 287.133 and 287.134, Florida Statutes (2005).

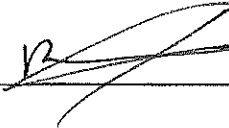
## COMPLIANCE WITH DAVIS BACON AND RELATED ACTS

Information regarding Davis Bacon and Related Acts can be found on the following websites:

<http://www.dol.gov/esa/whd/contracts/dbra.htm>

<http://www.dol.gov/PrinterFriendly/PrinterVersion.aspx?url=http://www.dol.gov/esa/whd/programs/dbra/WD10Instrctns/wd10instructions.htm>

By signing below, I, as legal representative of my firm, agree to comply with all Davis Bacon and Related Acts (DBRA), as well as follow all of the procedures, rules, and regulations of the Wage and Hour Division of the United States Department of Labor.

By  \_\_\_\_\_

Date 04/11/2023

By Beshoy Yousef, CEO <sup>(Signature)</sup>  
Corporate Officer Name & Title

**RFP 23014 FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION  
PROGRAM AND THE HOUSING PROGRAMS WITHIN THE HOUSING AND COMMUNITY  
DEVELOPMENT DIVISION**

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**Certification Regarding Debarment, Suspension, And Other Responsibility Matters  
Primary Covered Transactions**

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**TO BE COMPLETED BY THE GENERAL CONTRACTOR**

- 1) The prospective primary participant (contractor) certifies to the best of its knowledge and belief, that it and its principals (subcontractors):
  - (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 bid proposal 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 of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this bid proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid proposal.

Beshoy Yousef, CEO

Name and Title

Signature

Parthy LLC

Firm

1809 E Broadway St Suite 339

Street address

Oviedo, FL 32765

City, State, Zip

Date

6/11/2023

**RFP #23014  
DRUG-FREE WORK PLACE**

The undersigned firm in accordance with Florida statute 287.087 hereby certifies that

Parthy LLC does:  
(Name of Firm)

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

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

Beshoy Yousef

Name  
CEO

Title  
Parthy LLC

Firm  
1809 E Broadway St Suite 339

Street Address  
Oviedo FL 32765

City, State, Zip  
09/01/2023

Date

## 7.0 INSURANCE REQUIREMENTS

The Contractor agrees to provide and maintain at all times during the term of any agreement resulting from this RFP, or for such longer periods as may be required, without cost or expense to the City of Deltona, policies of insurance insuring the Contractor against any and all claims, demands, or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the Contractor under the terms and provisions of this agreement. The awarded vendor shall secure and maintain, at its sole cost and expense during the contract term, the following minimum insurance coverage:

**Commercial General Liability - in the amount of ONE MILLION (\$1,000,000.00) DOLLARS aggregate / ONE MILLION (\$1,000,000.00) DOLLARS per occurrence.**

**Liability – Auto, in the amount of \$100,000.00/300,000.00 / Any Auto**

**Workers Compensation – as required by Florida Law.** The Workers' Compensation policy shall state that it cannot be canceled or materially changed without first giving thirty (30) days prior notice thereof in writing to the City of Deltona.

Requirements for Contractors that qualify for an exemption under the Florida Worker's Compensation law in Chapter 440 Florida Statutes are detailed below: Incorporated or unincorporated Contractors with one or more employees shall be required to provide a copy of their "Notice of Election to be Exempt," along with valid proof of coverage for non-exempt employees.

The City reserves the right to request a copy of the complete insurance policy(ies) and any endorsements for the insurance referenced above. A certificate of insurance indicating that the respondent has coverage in accordance with the requirements herein set forth shall be furnished prior to the execution of the contract and annually upon renewal thereafter. **The respondent shall either cover any sub-Contractors on its policy or require the sub-Contractors to conform to all requirements for insurance contained herein.**

Respondent agrees that City will make no payments pursuant to the terms of the contract until all required proof or evidence of insurance has been provided to the City Representative. Respondent agrees that the insurer shall waive its rights of subrogation, if any, against the City on Commercial General Liability and Workers Compensation

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All questions are to be directed, in writing, to Kate Duffy, Purchasing Manager at [kduffy@deltonafl.gov](mailto:kduffy@deltonafl.gov) or faxed to (386) 878-8571 seven calendar days prior to due date in order to issue an addenda. Please do not call to ask questions that need to be addressed through an addendum. There is no guarantee that your call will be returned due to the volume of calls that would be received on this type of project.

**CONTACT:** All prospective proposers are hereby instructed not to contact any member of the City of Deltona Commission, City Manager, or City of Deltona Staff members other than the noted contact person OR a member of the Purchasing staff regarding this Request for Proposals or their response at any time during the RFP process. Any such contact shall be cause for rejection of your submittal. The RFP Process is not complete until an award is made.

The City reserves the right to reject any or all submittals, to waive informalities in the submittals and to re-advertise for submittals.

The City also reserves the right to separately accept or reject any item or items of a response and to award and/or negotiate a contract in the best interest of the City.

**RFP #23014**  
**FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION**  
**PROGRAMS CDBG AND SHIP PROGRAMS**

ADDRESS TO:  
THE CITY OF DELTONA  
KATE DUFFY, PURCHASING MANAGER  
2345 PROVIDENCE BLVD.  
DELTONA, FLORIDA 32725

I acknowledge receipt of Addenda No.(s) \_\_\_\_\_  
I have included:

- ☒ The Submission Response Form
- ☒ Lobbying and Conflict of Interest Clause
- ☒ The Non-Collusion Affidavit
- ☒ Drug Free Workplace Form

(Check mark items above, as a reminder that they are included.)

Mailing Address: 1809 E Broadway St Suite 339 Oviedo FL 32765

Telephone: 407-493-8959

Fax: 407-232-9860

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: Beshoy Yousef

Title: CEO

### NON-COLLUSION AFFIDAVIT

I, Beshoy Yousef

, depose and say that:

1. I am CEO of the firm of Parthy LLC,  
the firm submitting the response described in this Request for Proposals for:

RFP 0934 General Contractor Services and that I executed the said response with full authority to do so:

2. the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5. the statements contained in this affidavit are true and correct, and made with full knowledge that the City of Deltona relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Bidder: [Signature]

Date: 04/11/2023

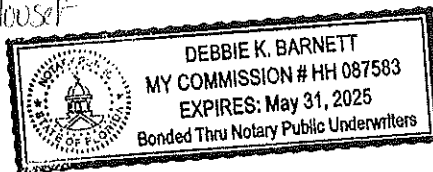
STATE OF: Florida

CITY OF: Oviedo

PERSONALLY APPEARED BEFORE ME, the undersigned authority,  
who, after first being sworn by me, (name of individual signing) affixed his/her signature in the  
space provided above on this 11 day of April 2023 Beshoy Yousef

### NOTARY PUBLIC

My Commission Expires: Debbie K. Barnett





**PROCEDURES TO BE USED FOR SOLICITATION, AWARD AND PROJECT  
MANAGEMENT FOR CONSTRUCTION SERVICES FOR THE HOUSING AND  
COMMUNITY DEVELOPMENT DIVISION**

**Background:**

The City's Housing and Community Development Division administers the funding for affordable housing including the home rehabilitation and redevelopment provided by the U.S. Department of Housing and Urban Development (HUD) for housing assistance through the Community Development Block Grant (CDBG), program and the State Housing Initiatives Partnership Program (SHIP) funded through the Florida Housing Finance Corporation and the Neighborhood Stabilization Program (NSP) also funded through HUD. All of these programs are designed to meet the housing needs of income-eligible households. These programs help fund the rehabilitation and redevelopment programs offered by the City to its citizens. The rehabilitation program has three components, as follows:

1. **Substantial Rehabilitation/Redevelopment of Single Family Residence** – designed to replace severely deteriorated home by demolishing the existing home and building a new home on the existing site. The replacement cost includes demolition, construction, and other associated costs to construct the new unit. **The costs are determined by bids submitted by pre-qualified building or residential construction contractors.**
2. **Rehabilitation of Single Family Residence** – designed to bring substandard owner occupied housing units up to applicable housing codes. **The costs are determined by bids submitted by pre-qualified building or residential construction contractors.**
3. **Emergency Repairs** – designed to repair owner occupied homes by correcting existing safety and health hazards, including disabled accessibility features.

In order for the citizens to qualify for this program, their home must have received at least one or more code violations that pose a health and safety issue from municipal or county code inspectors (Note: This requirement does not apply to Neighborhood Stabilization Program rehabilitation services).

All funds, other than the NSP funds, must be spent within three (3) years of the award or returned to the grantor. NSP funds must be spent within 18 months of grant award.

The City of Deltona will complete an RFP process to obtain a pool of qualified contractors to obtain bids for rehabilitation or redevelopment of single-family residence.

**Process:**

The City will issue an RFP to qualify contractors to participate in the Housing and Community Development rehab program. The RFP process allows competent and experienced contractors to submit their proposals to a selection committee.

The committee then determines which contractors are highly qualified based on the criteria established in the solicitation and recommends the highly qualified contractors to the City

Manager and/or City Commission for award of a basic construction contract, to remain in effect for a base period of three years. At the sole option of the City, the basic contracts may be renewed for two additional one year periods for a total term of five (5) years. Qualified contractors, however, not performing to specified standards or those who become unresponsive to bid request (s) are not recommended for renewal. Once a contractor is qualified they are then required to sign a basic contract.

Individual projects are awarded based on the single, lowest responsive and responsible bid, availability, and work volume in order to ensure timely completion of projects. Qualified contractors are awarded no more than three (3) projects at any given time; however, the Housing and Community Development Division has the discretion of awarding more than three (3) projects, if deemed appropriate. The City Manager or designee will be the authority to sign work authorizations within the program budget. Authorization for performance of services under the contract are in the form of a formal written work order and purchase order signed by the contractor, issued by the City's Purchasing Division.

**Procedure:**

Step 1: Once the home(s) to receive rehabilitation are identified, the Inspector will indicate on Work Write Up (Scope of Work) form what needs to be completed. The pre-qualified Contractors will be notified of a pre-meeting at the residence at which time they will meet with the Inspector and/or the homeowner.

Step 2: The Contractor will provide their price based on the Work Write Up and their PRICE SHEET and any additional work required. The Work Write Up will have the day, time and location that bids are due.

Note: Qualified Contractors are those eligible to submit a formal written bid based on current workload and when it is advantageous for the City to receive their bid.

If there are any significant changes to the Scope of Work, an addenda will be issued and bids will include any changes made in the addenda.

Step 3: After receipt and review of bids received, a recommendation of award will be issued to the Housing and Community Development Division will send it to Purchasing along with a requisition for the Contractor to begin the work. The notification to all qualified contractors, all bids submitted including the executed formal written bid, tabulation sheet, and the specifications and any addenda shall be attached to the PDQ.

Step 4: Step 5: Purchasing receives and reviews the Purchase Requisition ensure that all documentation is included.

Step 8: After review of the Purchase Requisition and related documents, Purchasing then electronically routes the purchase order through the appropriate approval process.

Step 9: Purchasing then sends to the contractor an executed work order along with the purchase order.

Step 10: The Housing and Community Development Division will notice the homeowner (unless it is a NSP project) letting them know who was awarded the work and when arranges a pre-construction meeting and issues a Notice to Proceed for the project. The Housing and Community Development Division will advise the homeowner if or when they need to temporary relocate.

**Change Orders:** If any changes (scope of work, monetary or time related) arise due to unforeseen circumstances, a written change order request form, on the approved Purchasing Change Order Form, shall be immediately submitted to Purchasing prior to proceeding with the work.

**Project Closeout:** At project completion, the Housing and Community Development Division shall prepare the closeout documentation which includes a score/grade card of the contractor's performance, pictures taken before and after the project, and a final acceptance document signed by the Housing and Community Development Division, the contractor, and the homeowner. The annual or semi-annual reports shall be based on this information.

**Goals:**

1. Expend the budgeted funds authorized for this program within the time constraints set forth in the grant guidelines;
2. Construct or repair homes to promote affordable housing; and
3. Streamline the procurement process to become more efficient and effective in order to reduce time and save taxpayer money.

|                                                                                                                                                                                                                 |                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Submit RFP to:</b></p> <p><b>CITY OF DELTONA</b></p> <p>2345 Providence Blvd,<br/>Deltona, Florida 32725<br/>Attn: Purchasing</p> <p><b>CLEARLY MARK SEALED ENVELOPE WITH BID<br/>NAME AND NUMBER</b></p> | <p><b>REQUEST FOR PROPOSALS<br/># 23014</b></p> <p><b>GENERAL CONTRACTOR SERVICES<br/>FOR HOUSING AND COMMUNITY<br/>DEVELOPMENT</b></p>                                  |
| <p><u>Contact:</u></p> <p>Kate Duffy, Purchasing Manager</p> <p>Phone: (386) 878-8100</p> <p>Fax: (386) 878-8571</p>                                                                                            | <p><b>RESPONDENTS</b></p> <p>NAME: <u>UDH Contractors, LLC</u></p> <p>_____</p> <p>_____</p>                                                                             |
| <p><u>Responses Due Date &amp; Time:</u></p> <p><b>THURSDAY, APRIL 13, 2023</b></p> <p><b>AT 2:30 P.M.</b></p>                                                                                                  | <p><b>MAILING ADDRESS:</b> _____</p> <p>UDH Contractors, LLC</p> <p>7025 CR 46A - Suite 1071-379</p> <p>Lake Mary, FL 32746</p> <p>_____</p> <p>Phone#: 407-516-9490</p> |
| <p><u>Location of Public Opening:</u></p> <p>City of Deltona, 1st Floor Conference Room</p> <p>2345 Providence Blvd., Deltona, FL 32725</p>                                                                     |                                                                                                                                                                          |

# **UDH CONTRACTORS BID**

*BID SUBMISSION FROM:*

**UDH CONTRACTORS, LLC**

7025 CR 46A, SUITE 1071-379

LAKE MARY, FL 32746

*TO:*

**CITY OF DELTONA**

2345 PROVIDENCE BLVD

DELTONA, FL 32725

**REQUEST FOR PROPOSALS # 23014**

GENERAL CONTRACTOR SERVICES

FOR HOUSING AND COMMUNITY DEVELOPMENT

DUE DATE: APRIL 13, 2023 AT 2:30 P.M.

|                                                                                                                                                                                                                 |                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Submit RFP to:</b></p> <p><b>CITY OF DELTONA</b></p> <p>2345 Providence Blvd,<br/>Deltona, Florida 32725<br/>Attn: Purchasing</p> <p><b>CLEARLY MARK SEALED ENVELOPE WITH BID<br/>NAME AND NUMBER</b></p> | <p><b>REQUEST FOR PROPOSALS<br/># 23014</b></p> <p><b>GENERAL CONTRACTOR SERVICES<br/>FOR HOUSING AND COMMUNITY<br/>DEVELOPMENT</b></p>                      |
| <p><b>Contact:</b></p> <p>Kate Duffy, Purchasing Manager</p> <p>Phone: (386) 878-8100<br/>Fax: (386) 878-8571</p>                                                                                               | <p><b>RESPONDENTS</b></p> <p><b>NAME:</b> <u>UDH Contractors, LLC</u></p> <p>_____</p> <p>_____</p>                                                          |
| <p><b>Responses Due Date &amp; Time:</b></p> <p><b>THURSDAY, APRIL 13, 2023</b><br/><b>AT 2:30 P.M.</b></p>                                                                                                     | <p><b>MAILING ADDRESS:</b></p> <p>UDH Contractors, LLC<br/>7025 CR 46A - Suite 1071-379<br/>Lake Mary, FL 32746</p> <p>_____</p> <p>Phone#: 407-516-9490</p> |
| <p><b>Location of Public Opening:</b></p> <p>City of Deltona, 1st Floor Conference Room<br/>2345 Providence Blvd., Deltona, FL 32725</p>                                                                        |                                                                                                                                                              |

**RFP #23014**  
**FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION**  
**PROGRAMS CDBG AND SHIP PROGRAMS**

ADDRESS TO:  
THE CITY OF DELTONA  
KATE DUFFY, PURCHASING MANAGER  
2345 PROVIDENCE BLVD.  
DELTONA, FLORIDA 32725

I acknowledge receipt of Addenda No.(s) NONE

I have included:

- ☒ The Submission Response Form X
- ☒ Lobbying and Conflict of Interest Clause X
- ☒ The Non-Collusion Affidavit X
- ☒ Drug-Free Workplace Form X

(Check mark items above, as a reminder that they are included.)

Mailing Address: UDH Contractors, LLC - 7025 CR 46A - Suite 1071-379, Lake Mary, FL 32746

Telephone: 407-516-9490

Fax: \_\_\_\_\_

Date: April 13, 2023

Signed: \_\_\_\_\_

Printed Name: Amber Corville

Title: Manager





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7025 COUNTY ROAD 46A ❖ SUITE 1071-379 ❖ LAKE MARY, FL 32746 ❖ PHONE (407) 840-9168

## **TAB 1 – LETTER OF INTEREST**

April 11, 2023

City of Deltona  
2345 Providence Blvd  
Deltona, FL 32725

ATTN: Kate Duffy, Purchasing Manager

RE: RFP #23014 – General Contractor Services for Housing and Community Development

Please accept this letter as UDH Contractors, LLC's interest in providing General Contracting work for the City of Deltona as outlined in the RFP #23014. The accompanying information confirms that UDH Contractors, LLC and its proficient team have the credentials and experience to meet the requirements of this proposal.

Amber Corville is the 100% owner and sole authorized representative of UDH Contractors, LLC.

UDH Contractors, LLC is a licensed contractor whose management has direct experience working with City of Deltona personnel on NSP, SHIP and CDBG projects. Our team is proficient in developing the scopes of work, maximizing efficiency of vendors and subcontractors and adhering to construction schedules.

UDH Contractors, LLC is committed to maintain the Commercial General Liability insurance, Business Automotive Coverage, and Workers Compensation insurance as listed in the specifications. All information provided by UDH Contractors, LLC in this RFP proposal is correct and factual.

Sincerely,

  
\_\_\_\_\_  
Amber Corville, Manager  
UDH Contractors, LLC

Address: 7025 CR 46A, Suite 1071-379 – Lake Mary, FL 32746  
Phone: 407-516-9490  
Email: amber@udhcontractors.com



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7025 COUNTY ROAD 46A ❖ SUITE 1071-379 ❖ LAKE MARY, FL 32746 ❖ PHONE (407) 840-9168

## TAB 2 – PROFILE

UDH Contractors, LLC was founded in the State of Florida in December 2017. The Articles of Organization were filed with the State on December 7, 2017. The company's EIN number was secured on December 8, 2018.

UDH Contractors, LLC is a Limited Liability Company.

UDH Contractors, LLC is a small, women-owned business. The company is solely owned and managed by Manager, Amber Corville.

The company's mailing address is 7025 CR 46A, Suite 1071-379 – Lake Mary, FL 32746. The physical operations are located at 308 Kimberly, Ct – Sanford, FL 32771.

UDH Contractors, LLC's primary target is the Residential sector within Central Florida with emphasis on projects in Volusia and Seminole Counties. The company personnel has 30+ years combined experience working with the Federally Funded programs in Florida. Programs include NSP, SHIP, CDBG, HOME, Davis Bacon wage specific projects and other HUD funded projects for non-profit corporations.

The company's staff has extensive working relationships with a variety of municipalities and non-profit corporations including but not limited to:

- City of Deltona Housing and Community Development
- Seminole County Community Development
- City of Orlando Housing
- City of Winter Park Housing
- Orange County Housing
- ONIC (Orlando Neighborhood Improvement Corporation)
- ATTAIN Community based group homes – Florida Housing Finance Corporation c/o Amerinational Community Services
- Wide variety of private clients, Property Managers and Developers

UDH Contractors, LLC works closely with owners, municipalities, engineers, architects, federal, state and local authorities and maintain excellence in project communication, construction services and documentation. Our firm's management has vast experience in and development of projects from the conceptual stage to site development, vertical construction and sales.



UDH Contractors, LLC is committed to our clients and homeowners by

- Providing instruction and documentation on the care and use of their new residence and offering contact for assistance with any issues that may arise regarding their home.
- Being proactive in keeping our key personnel conversant in current building trade practices, trends in contracting and product information.
- Counseling our clients on value engineering and cost and energy conservation.
- Insistence on safety in the workplace with mandatory Safety Program for all trades.
- Promotion of local projects and the utilization of local proprietors and work forces.
- Our current development (in conjunction with federal and corporate agencies) of several housing projects focused in the Affordable Housing, Seniors Housing and Age in Place markets.
- Our ability to resource and implement cutting edge technology and design in energy efficiency and green practices.
- A repertoire of first-rate sub-trades and suppliers providing quality product and services.

UDH Contractors, LLC nor its Managing members have ever been debarred by HUD nor restricted from entering into contract with any federal agency.



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7025 COUNTY ROAD 46A   ♦   SUITE 1071-379   ♦   LAKE MARY, FL 32746   ♦   PHONE (407) 840-9168

### **TAB 3 – QUALIFICATIONS / EXPERIENCE OF KEY PERSONNEL**

The UDH Contractors, LLC personnel are a cohesive, professional team with vast experience and certified credentials. In addition, with our team of subcontractors, suppliers and consultants, our experience and knowledge is limitless.

**AMBER CORVILLE, Manager**

Certified Building Contractor CBC1262134

Project Manager Professional

Dual Bachelor of Business Degree (Marketing & Management)

With a University degree in Marketing & Management and an extensive background in contract management, Amber brings proficiency in finance and marketing to the UDH Contractors, LLC team. Over the last thirteen years, she has been working diligently with officials in local municipalities both at county and city levels. She has spearheaded a multitude of new construction and renovation projects of single-family and multi-family homes ranging from affordable homes for our workforce to luxury residences. From estimating to scheduling and project control, Amber is an asset in project acquisition and financial maintenance side of business as well as project administration. Management skills extend to proficiency with HUD funded programs and administering Davis Bacon labor wages and related acts.

**JOHN CORVILLE, Project Manager**

Certified Project Manager

Construction Controller

International Journeyman Steamfitter

Florida Environmental Landscaping

Home Inspector      HI 1315 (InterNACHI certified NACHI20063007)

Lead Safe Renovator      RR19139-1502106

Insurance Adjuster      W348737

John has more than 45 years of experience in the construction industry. His extensive background in commercial, industrial as well as residential multi-trade construction provide him with the tools and depth to organize; implement, schedule, and cost control multi-million dollar projects. John has provided clients with the on time completion, and under budget results, that have taken him to construction sites from the far north to the jungles of South America.

Throughout these endeavors, he has retained his expertise in the residential market. Working closely with homeowners and business owners to commercial and municipal and governing agencies, has proved to be mutually rewarding in the development, design, construction and management of hundreds of new builds and remodel/renovation projects.



UDH Contractors, LLC's commitment to our clients compels us to seek out and include *cost savings* into all of our proposals. Wherever possible, we utilize *local vendors*, *local service providers* and *sub trades*. But in every case, the optimal match of cost and effective product/trade is retained for the client.

Our ***subcontract forces*** and ***suppliers*** are well aware of the necessity to provide quality and economy into their services. All trades people and managers contracted by our firm are instructed in, and must comply with our strict Safety and Health Policy/Plan. We demand excellence from our sub trades. Our firm's personnel have selected and maintain good working relationships with these first-rate firms and are proud to incorporate them into our repertoire of products and services. In addition we have incorporated a number of minority and women owned businesses into our pool of trade partners.

Clear *documentation* for all subcontractors and vendors is actively maintained. Our subcontractor team is licensed and insured. Our purchase order system ensures budgets be met and our construction team is clear on their project scope of work, timelines and payment issues.

Our subcontractors are well versed in construction practices and governing laws, contract negotiations, estimation, project planning and management, workplace safety, energy conservation methodology and trades execution.

Sub-Contractors and Trades include (but are not limited to):

- *Plumbing*
- *Electrical*
- *HVAC*
- *Concrete*
- *Block*
- *Framing*
- *Trim / Carpentry*
- *Roofing*
- *Stucco*
- *Drywall*
- *Windows*
- *Paint*
- *Flooring*
- *Cabinetry*
- *Insulation*
- *Soffit / Fascia / Siding*
- *Landscaping*
- *Site Services*
- *Septic*
- *Cleaning*

UDH Contractors, LLC self performs all of its own permitting.

Our management team has had experience with LEED and Green Home projects.



7025 COUNTY ROAD 46A ❖ SUITE 1071-379 ❖ LAKE MARY, FL 32746 ❖ PHONE (407) 840-9168

## TAB 4 – SIMILAR PROJECT EXPERIENCE

### EXPERIENCE/COMPLETED PROJECTS

Firm's Name: UDH Contractors, LLC

List below the requested information concerning projects your firm has completed for the type of work required in this project (Use additional sheets, if necessary).

| Project Description                                            | Project Location       | Contract Value | Client                                | End Date       |
|----------------------------------------------------------------|------------------------|----------------|---------------------------------------|----------------|
| <b>REHABILITATION / RENOVATION – Federally Funded Projects</b> |                        |                |                                       |                |
| Deltona Fire Station 63 Restroom Renovation                    | Deltona                | 17,340         | City of Deltona Fire Station 63       | September 2022 |
| Deltona Fire Station 61 Training room renovation               | Deltona                | 45,495         | City of Deltona Fire Station 61       | September 2022 |
| SHIP Owner Occupied Residential Renovation                     | Whitewood – Deltona    | 31,010         | City of Deltona Community Development | August 2022    |
| SHIP Owner Occupied Residential Renovation                     | Moonstone – Deltona    | 31,350         | City of Deltona Community Development | June 2022      |
| SHIP Owner Occupied Residential Renovation                     | Canal – Deltona        | 37,990         | City of Deltona Community Development | June 2022      |
| SHIP Owner Occupied Residential Renovation                     | Whitehorse – Deltona   | 18,170         | City of Deltona Community Development | July 2021      |
| SHIP Owner Occupied Residential Renovation                     | Algonquin – Deltona    | 24,986         | City of Deltona Community Development | July 2021      |
| SHIP Owner Occupied Residential Renovation                     | Ramble – Deltona       | 19,691         | City of Deltona Community Development | May 2021       |
| SHIP Owner Occupied Residential Renovation                     | Courtland – Deltona    | 24,623         | City of Deltona Community Development | February 2021  |
| SHIP Owner Occupied Residential Renovation                     | Piedmont – Deltona     | 28,444         | City of Deltona Community Development | December 2020  |
| NSP Residential Renovation                                     | Montero – Deltona      | 166,885        | City of Deltona Community Development | October 2020   |
| SHIP Owner Occupied Residential Renovation                     | Giovanni – Deltona     | 27,810         | City of Deltona Community Development | June 2020      |
| SHIP Owner Occupied Residential Renovation                     | Fountainhead – Deltona | 40,641         | City of Deltona Community Development | May 2020       |



|                                            |                      |        |                                       |               |
|--------------------------------------------|----------------------|--------|---------------------------------------|---------------|
| SHIP Owner Occupied Residential Renovation | Hanford – Deltona    | 25,614 | City of Deltona Community Development | April 2020    |
| SHIP Owner Occupied Residential Renovation | Crowley – Deltona    | 28,225 | City of Deltona Community Development | March 2020    |
| SHIP Owner Occupied Residential Renovation | Vercelli – Deltona   | 27,663 | City of Deltona Community Development | March 2020    |
| SHIP Owner Occupied Residential Renovation | Kent – Deltona       | 29,395 | City of Deltona Community Development | March 2020    |
| SHIP Owner Occupied Residential Renovation | April – Deltona      | 29,545 | City of Deltona Community Development | March 2020    |
| NSP Residential Renovation                 | Highland – Deltona   | 78,791 | City of Deltona Community Development | May 2019      |
| NSP Residential Renovation                 | Laredo – Deltona     | 94,211 | City of Deltona Community Development | May 2019      |
| SHIP Owner Occupied Residential Renovation | Lyric – Deltona      | 29,500 | City of Deltona Community Development | February 2019 |
| SHIP Owner Occupied Residential Renovation | Courtland – Deltona  | 9,157  | City of Deltona Community Development | January 2019  |
| SHIP Owner Occupied Residential Renovation | Greenbrier – Deltona | 14,560 | City of Deltona Community Development | January 2019  |
| SHIP Owner Occupied Residential Renovation | Pilgrim – Deltona    | 29,527 | City of Deltona Community Development | October 2018  |



| Project Description                                                                   | Project Location | Contract Value | Client        | End Date       |
|---------------------------------------------------------------------------------------|------------------|----------------|---------------|----------------|
| <b>RENOVATIONS / ADDITIONS – Custom / Private Sector</b>                              |                  |                |               |                |
| Historic home rehabilitation – Interior and exterior including removal of indoor pool | Orlando          | BUDGET 350,000 | Thornton      | 1% complete    |
| Custom cabinet areas and Accent tile work                                             | Oakland          | 65,973         | Allendale     | 95% complete   |
| Interior and exterior renovations including conversion of storage space to            | Oakland          | 276,897        | Johns Cove    | December 2022  |
| Carport addition                                                                      | Lake Helen       | 39,385         | Pleasant      | October 2022   |
| Laundry room cabinet renovations                                                      | Winter Garden    | 23,527         | Huntspoint    | September 2022 |
| Popcorn ceiling removal                                                               | Orlando          | 10,080         | Gray Birch    | March 2022     |
| Interior and exterior renovations including window                                    | Winter Garden    | 145,139        | Floral        | February 2022  |
| Window replacement                                                                    | Orlando          | 18,112         | Gray Birch    | August 2021    |
| Kitchen cabinets                                                                      | Deltona          | 6,762          | Leonard       | April 2021     |
| Office renovation                                                                     | Lake Mary        | 45,307         | TownPark      | December 2020  |
| Craft room cabinets                                                                   | Deland           | 15,710         | Bear Lake     | August 2019    |
| Demolition of existing Single-family residence                                        | Lake Helen       | 9,762          | Voorhis       | August 2019    |
| Kitchen cabinets                                                                      | Apopka           | 19,904         | Spring Hollow | February 2019  |
| Reroof                                                                                | Orlando          | 16,109         | Monarch       | January 2019   |
| Exterior door replacements                                                            | Sanford          | 1,158          | Park          | August 2018    |
| Deconstructive Testing                                                                | Pinellas Park    | 13,112         | Orange        | March 2018     |

\*\*\* CLIENT personal information has been omitted for confidentiality purposes. The client name and address information for each project is available upon request and will be marked as confidential. \*\*\*





| Project Description                                                   | Project Location | Contract Value | Client    | End Date      |
|-----------------------------------------------------------------------|------------------|----------------|-----------|---------------|
| <b>NEW CONSTRUCTION – Custom / Private Sector</b>                     |                  |                |           |               |
| Single-family residence                                               | Lake Helen       | 355,000        | Baker     | 5%            |
| Single-family residence                                               | Deltona          | 300,000        | Champlain | 10%           |
| Two-story commercial metal building and related site                  | Ocoee            | 1,985,442      | Bluford   | 11%           |
| 6,000 sf metal building                                               | Geneva           | 501,367        | Onondaga  | December 2022 |
| Single-Family residence                                               | Lake Helen       | 242,000        | Harlan    | June 2021     |
| 9,225 sf commercial metal building and related site                   | Ocoee            | 881,790        | Bluford   | March 2021    |
| Demolition and reconstruction of fire damaged single-family residence | Port Orange      | 155,390        | Magnolia  | June 2020     |
| Single-Family residence                                               | Lake Helen       | 370,000        | Michigan  | August 2019   |

\*\*\* CLIENT personal information has been omitted for confidentiality purposes. The client name and address information for each project is available upon request and will be marked as confidential. \*\*\*



\*\*\* PROJECT MANAGEMENT FOR THE PROJECTS LISTED BELOW WERE COMPLETED  
WHILE EMPLOYED AT A PREVIOUS FIRM \*\*\*

### REHABILITATION / RENOVATION – Federally Funded Projects

| <i>PROJECT DESCRIPTION</i> | <i>NAME OF PROJECT &amp; LOCATION</i> | <i>CONTRACT VALUE</i> | <i>CLIENT</i>                         | <i>END DATE</i> |
|----------------------------|---------------------------------------|-----------------------|---------------------------------------|-----------------|
| Residential Renovation     | Elliott – Sanford                     | 80,392                | Seminole County Community Development | 2018            |
| Residential Renovation     | Royal Ivey – Orlando                  | 62,410                | City of Orlando                       | 2018            |
| Residential Renovation     | Laredo – Deltona                      | 23,595                | City of Deltona                       | 2018            |
| Residential Renovation     | Brady – Deltona                       | 28,235                | City of Deltona                       | 2017            |
| Residential Renovation     | Bunker – Sanford                      | 62,703                | Seminole County Community Development | 2017            |
| Residential Renovation     | Country Club – Sanford                | 18,365                | Seminole County Community Development | 2017            |
| Residential Renovation     | Merimont – Orlando                    | 63,742                | City of Orlando                       | 2017            |
| Residential Renovation     | Stillwater – Deltona                  | 27,547                | City of Deltona                       | 2017            |
| Residential Renovation     | Bailey – Deltona                      | 27,360                | City of Deltona                       | 2017            |
| Residential Renovation     | Herndon – Deltona                     | 8,957                 | City of Deltona                       | 2017            |
| Residential Renovation     | Normandy – Deltona                    | 29,006                | City of Deltona                       | 2017            |
| Residential Renovation     | Club – Sanford                        | 59,810                | Seminole County Community Development | 2017            |
| Residential Renovation     | Edwin – Winter Springs                | 71,722                | Seminole County Community Development | 2017            |
| Residential Renovation     | Sweetbrier – Deltona                  | 9,485                 | City of Deltona                       | 2017            |
| Residential Renovation     | Dudley – Deltona                      | 119,885               | City of Deltona                       | 2017            |
| Residential Renovation     | Avenue B – Oviedo                     | 58,088                | Seminole County Community Development | 2017            |
| Residential Renovation     | Florentine – Deltona                  | 9,905                 | City of Deltona                       | 2017            |
| Residential Renovation     | Bailey – Deltona                      | 28,928                | City of Deltona                       | 2017            |
| Residential Renovation     | Adirondak – Deltona                   | 6,592                 | City of Deltona                       | 2017            |
| Residential Renovation     | Hartley – Deltona                     | 26,588                | City of Deltona                       | 2017            |
| Residential Renovation     | Grandview – Casselberry               | 14,949                | Seminole County Community Development | 2017            |

### NEW CONSTRUCTION – Federally Funded Projects

| <i>PROJECT DESCRIPTION</i>  | <i>NAME OF PROJECT &amp; LOCATION</i> | <i>CONTRACT VALUE</i> | <i>CLIENT</i>                         | <i>END DATE</i> |
|-----------------------------|---------------------------------------|-----------------------|---------------------------------------|-----------------|
| Demolition & Reconstruction | Main – Sanford                        | 128,661               | Seminole County Community Development | 2018            |
| Demolition & Reconstruction | LaCasita – Deltona                    | 151,208               | City of Deltona                       | 2017            |
| Demolition & Reconstruction | Mayflower – Deltona                   | 150,895               | City of Deltona                       | 2017            |



**\*\*\* PROJECT MANAGEMENT FOR THE PROJECTS LISTED ABOVE WERE COMPLETED  
WHILE EMPLOYED AT A PREVIOUS FIRM \*\*\***

**CLIENT INFORMATION – Federally Funded Projects**

**CITY OF DELTONA**

2345 Providence Blvd – Deltona FL 32725

Angelia Briggs

386-878-8614

**SEMINOLE COUNTY COMMUNITY DEVELOPMENT**

534 West Lake Mary Blvd – Sanford FL 32773

Joe Sandley

407-665-2376

**CITY OF ORLANDO – HOUSING DEPARTMENT**

400 South Street – Orlando FL 32801

Courtney Swann

407-246-2188



## **DELAYS**

UDH Contractors, LLC has never failed to complete a project.

Due to external conditions brought on by COVID, many projects have been faced with longer than normal material lead times. We were able to narrow the project completion dates for many renovation projects by sourcing and securing longer lead time products prior to commencing work. This allowed less disruption for our clients and a more seamless project.



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### TAB 5 – REFERENCES (CUSTOMERS)

|                    |        |                                                                                                                          |
|--------------------|--------|--------------------------------------------------------------------------------------------------------------------------|
| #1                 | Agency | City of Deltona - Housing and Community Development                                                                      |
| Address            |        | 2345 Providence Blvd                                                                                                     |
| City, State, Zip   |        | Deltona, FL 32725                                                                                                        |
| Contract Person    |        | Angelia Briggs (Community Development Manager)                                                                           |
| Telephone          |        | 386-878-8614                                                                                                             |
| Date(s) of Service |        | Ten year working relationship.                                                                                           |
| Type of Service    |        | General contracting - Reconstruction, Rehabilitation, and various renovations for SFR and municipal offices / buildings. |
| Comments:          |        |                                                                                                                          |
| #2                 | Agency | Deltona Fire Station 61                                                                                                  |
| Address            |        | 1685 Providence Blvd                                                                                                     |
| City, State, Zip   |        | Deltona, FL 32725                                                                                                        |
| Contract Person    |        | Bush Swisher (Deputy Fire Chief)                                                                                         |
| Telephone          |        | 386-575-6904                                                                                                             |
| Date(s) of Service |        | December 2021 – September 2022                                                                                           |
| Type of Service    |        | Renovation to training room and bathroom partitions.                                                                     |
| Comments:          |        |                                                                                                                          |
| #3                 | Agency | Deltona Fire Station 63                                                                                                  |
| Address            |        | 2146 Howland Blvd                                                                                                        |
| City, State, Zip   |        | Deltona, FL 32738                                                                                                        |
| Contract Person    |        | Dean Debose (Assistant Chief of Administration and Emergency Management)                                                 |
| Telephone          |        | 386-575-6905                                                                                                             |
| Date(s) of Service |        | June 2022 – September 2022                                                                                               |
| Type of Service    |        | Restroom renovation.                                                                                                     |
| Comments:          |        |                                                                                                                          |



|                    |        |                                                                                     |
|--------------------|--------|-------------------------------------------------------------------------------------|
| #4                 | Agency | Judith and Doug Blanchard                                                           |
| Address            |        | 350 Floral Dr                                                                       |
| City, State, Zip   |        | Winter Garden, FL 34787                                                             |
| Contract Person    |        | Judith Blanchard (Homeowner)                                                        |
| Telephone          |        | 281-793-3261                                                                        |
| Date(s) of Service |        | October 2020 – February 2022                                                        |
| Type of Service    |        | Interior and exterior renovations to their SFR including window replacement.        |
| Comments:          |        |                                                                                     |
| #5                 | Agency | Sid & Marty Collins                                                                 |
| Address            |        | 1708 Onondaga Dr                                                                    |
| City, State, Zip   |        | Geneva, FL 32732                                                                    |
| Contract Person    |        | Sid Collins (Homeowner)                                                             |
| Telephone          |        | 407-756-9938                                                                        |
| Date(s) of Service |        | June 2021 – December 2022                                                           |
| Type of Service    |        | Construction of 6,000sf metal building and related site services.                   |
| Comments:          |        |                                                                                     |
| #6                 | Agency | Creative Design Concepts                                                            |
| Address            |        | 1412 Johns Cove Ln                                                                  |
| City, State, Zip   |        | Oakland, FL 34787                                                                   |
| Contract Person    |        | Michelle Bunnell (Designer)                                                         |
| Telephone          |        | 352-348-9004                                                                        |
| Date(s) of Service |        | November 2021 – December 2022                                                       |
| Type of Service    |        | Interior and exterior renovations including converting storage space into bathroom. |
| Comments:          |        |                                                                                     |

**Note: A minimum of five (5) references: three (3) from customers, two (2) from major suppliers.**



## REFERENCES (MAJOR SUPPLIERS / SUBCONTRACTOR)

|                    |        |                                |
|--------------------|--------|--------------------------------|
| #1                 | Agency | Titan Building Supply LLC      |
| Address            |        | 1897 High Street               |
| City, State, Zip   |        | Longwood, FL 32750             |
| Contract Person    |        | Stephanie Cleveland            |
| Telephone          |        | 407-323-5662                   |
| Date(s) of Service |        | Ten year working relationship. |
| Type of Service    |        | Building products supplier.    |
| Comments:          |        |                                |
| #2                 | Agency | 84 Lumber                      |
| Address            |        | 3050 S Mellonville Ave         |
| City, State, Zip   |        | Sanford, FL 32773              |
| Contract Person    |        | Kevin Bushar                   |
| Telephone          |        | 407-484-8640                   |
| Date(s) of Service |        | Ten year working relationship. |
| Type of Service    |        | Building products supplier.    |
| Comments:          |        |                                |
| #3                 | Agency | Walters Electric, Inc.         |
| Address            |        | 175 Rabbit Run                 |
| City, State, Zip   |        | Osteen, FL 32764               |
| Contract Person    |        | Calvin Andes                   |
| Telephone          |        | 407-321-8444                   |
| Date(s) of Service |        | Ten year working relationship. |
| Type of Service    |        | Electrical Subcontractor.      |
| Comments:          |        |                                |

**Note:** A minimum of five (5) references: three (3) from customers, two (2) from major suppliers.



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## TAB 6 – HOURLY RATES

Standard billable working hourly rates (Monday – Friday; 8am – 5pm)

|                  |                 |
|------------------|-----------------|
| Project Manager  | \$105.00 / Hour |
| Supervisor       | \$80.00 / Hour  |
| Journeyman Trade | \$110.00 / Hour |
| Apprentice Trade | \$65.00 / Hour  |
| Laborer          | \$30.00 / Hour  |

\*\*\* Overtime and Premium hours will be charged at Standard rate x 1.5 \*\*\*





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## **TAB 7 – FINANCIAL STABILITY / LITIGATION**

### **FISCAL MANAGEMENT**

With 55+ years of combined experience in construction, UDH Contractors, LLC is proficient in acquisition, execution, and timely completion of contracts. Vigilant planning, scheduling and budgeting allows our firm to be successful in combining a balanced workload of small to mid-scale jobs and large-scale projects. Our key personnel comprise one cohesive team who possess a wealth of experience in project management, controlling, estimating, and purchasing.

All contracts engaged by UDH Contractors, LLC and its personnel have been completed.

UDH Contractors, LLC maintains a well-developed project management system. From contract signing to contract closing, we maintain orderly, concise, well-documented project reporting and accounting. All project records are maintained in hardcopy and electronic formats. Records are actively updated allowing timely project reporting. All formats of project records are safely secured, and backup facilities are in place. Client records are secured, and confidentiality is mandatory.

Our finances are managed electronically via QuickBooks Professional. Project activities and timelines are administered through MS Project. An active purchase order system is utilized to maintain all activities contracted and relative to the project.

We take pride in timely payments to all our vendors. Subcontractor/vendor documentation is required and regularly updated. Terms of payment are met, and our credit is excellent. Any aberration of invoice amounts are addressed in a timely manner and supportive documentation is provided.

Invoicing is delivered according to contract specifications including AIA formats. Project-specific accounting forms, releases and supporting documents are provided wherever required.

### **LITIGATION**

None

### **PERFORMANCE ISSUES**

None



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7025 COUNTY ROAD 46A ❖ SUITE 1071-379 ❖ LAKE MARY, FL 32746 ❖ PHONE (407) 840-9168

## **TAB 8 – DOCUMENTATION**

- Limited Liability Company – Articles of Organization
- Certified Building Contractor License – CBC1262134
- Seminole County Business Tax Receipt – 201403
- City of Lake Mary Business Tax Receipt – 23 00009508



850-617-6381

12/8/2017 9:43:09 AM PAGE 1/001 Fax Server



December 8, 2017

FLORIDA DEPARTMENT OF STATE  
Division of Corporations

UDH CONTRACTORS, LLC  
1540 INTERNATIONAL PKWY STE 2000  
LAKE MARY, FL 32746

The Articles of Organization for UDH CONTRACTORS, LLC were filed on December 7, 2017, and assigned document number L17000251289. Please refer to this number whenever corresponding with this office.

This document was electronically received and filed under FAX audit number H17000321032.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. If the annual report is not filed by May 1st, a \$400 late fee will be added. It is your responsibility to remember to file your annual report in a timely manner.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>.

Please be aware if the limited liability company address changes, it is the responsibility of the limited liability company to notify this office.

Should you have any questions regarding this matter, please contact this office at the address given below.

Jessica A Fason  
Regulatory Specialist II  
New Filing Section  
Division of Corporations

Letter Number: 417A00024816

P.O BOX 6327 - Tallahassee, Florida 32314



((H17000321032 3)))

**ARTICLES OF ORGANIZATION  
OF  
UDH CONTRACTORS, LLC**

The undersigned, for the purpose of forming a limited liability company under the Florida Revised Limited Liability Company Act, F.S. Chapter 605, hereby makes, acknowledges, and files the following Articles of Organization.

**ARTICLE I**

Name. The name of the limited liability company shall be **UDH CONTRACTORS, LLC** ("Company").

**ARTICLE II**

Address. The mailing address and street address of the principal office of the Company shall be 1540 International Parkway, Suite 2000, Lake Mary, Florida 32746.

**ARTICLE III**

Duration. The Company shall commence its existence on the date these Articles of Organization are filed by the Florida Department of State. The Company's existence shall be perpetual unless the Company is earlier dissolved as provided in the operating agreement of the Company.

**ARTICLE IV**

Initial Registered Office and Agent. The street address of the initial registered office of the Company is 301 E. Pine Street, Suite 1400, Orlando Florida 32801, and the name of the initial registered agent is GARY M. BERKSON.

**ARTICLE V**

Management. The Company shall be managed by a manager or managers in accordance with an operating agreement adopted by the members for the management of the business and affairs of the Company. The operating agreement may contain any provisions for the regulation and management of the affairs of the Company not inconsistent with law or these Articles of Organization. The name and address of the initial manager(s) of the Company is/are:

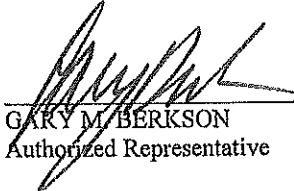
| <u>NAME</u>    | <u>ADDRESS</u>                                                     |
|----------------|--------------------------------------------------------------------|
| Amber Corville | 1540 International Parkway, Suite 2000<br>Lake Mary, Florida 32746 |

((H17000321032 3)))



((H17000321032 3))

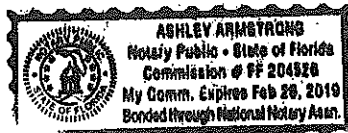
IN WITNESS WHEREOF, the undersigned does set his hand and seal and has acknowledged and filed the foregoing Articles of Organization under the laws of the State of Florida this 27<sup>th</sup> day of December, 2017

  
GARY M. BERKSON  
Authorized Representative

STATE OF FLORIDA  
COUNTY OF ORANGE

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared GARY M. BERKSON, to me personally known to be the person described in and who executed the foregoing Articles of Organization and he acknowledged before me that he executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this 27<sup>th</sup> day of December, 2017.



  
NOTARY PUBLIC

((H17000321032 3))



((H17000321032 3)))

**CERTIFICATE OF DESIGNATION OF  
REGISTERED AGENT/REGISTERED OFFICE**

PURSUANT TO THE PROVISIONS OF SECTION 605.0113, FLORIDA STATUTES, THE UNDERSIGNED SUBMITS THE FOLLOWING STATEMENT ACCEPTING APPOINTMENT AS REGISTERED AGENT IN THE STATE OF FLORIDA:

1. The name of the limited liability company is UDH CONTRACTORS, LLC.
2. As designated in the Articles of Organization filed with this certificate, the name and the Florida street address of the registered agent is:

Gary M. Berkson  
301 E. Pine Street, Suite 1400  
Orlando, Florida 32801

3. The street address of the registered office and the street address of the business office of the registered agent are identical.

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

  
\_\_\_\_\_  
GARY M. BERKSON  
Registered Agent

December 2, 2017

((H17000321032 3)))



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**CORVILLE, AMBER LEIGH**

UDH CONTRACTORS, LLC  
7025 COUNTY ROAD 46A  
SUITE 1071-379  
LAKE MARY FL 32746

**LICENSE NUMBER: CBC1262134**

**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



# SEMINOLE COUNTY BUSINESS TAX RECEIPT

PO BOX 630, SANFORD, FL 32772 • 407-665-1000

WWW.SEMINOLECOUNTY.TAX

VALID THROUGH 09/30/23

UDH CONTRATORS LLC  
7025 CR 46A STE #1071  
LAKE MARY, FL 32746

Account #: 201403

AMBER CORVILLE (OFFICER)

REGULATED  
License # - CBC1262134  
Qualifier- AMBER LEIGH CORVILLE  
\*\*LAKE MARY CITY LICENSE REQUIRED \*\*

Receipt #: WEB#2022090127502

Amount Paid: \$ 45.00

Date Paid: 09/01/2022

## BUSINESS OWNER, PLEASE NOTE THE FOLLOWING:

• **DISPLAY THE ABOVE RECEIPT PROMINENTLY:** This Business Tax Receipt shall be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County. Upon failure to do so the business shall be subject to the payment of another business tax for the same business or profession.

• **RENEW THIS TAX BEFORE IT EXPIRES:** Pursuant to Florida Statutes, all Business Tax Receipts shall be issued by the Tax Collector beginning July 1st of each year, and it shall expire on September 30th of the succeeding year. Those Business Tax Receipts issued as renewal accounts beginning October 1st shall be delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provided that the total penalty shall not exceed 25% of the business tax for the delinquent establishment (Florida Statute [FS] 205.053 [1]).

A 25% penalty shall be imposed on any individual engaged in any new business or profession without first obtaining a Seminole County Business Tax receipt ([FS] 205.053 [2]).

This Business Tax Receipt is only a receipt for business taxes paid. It does not permit the taxpayer to violate any existing regulatory or zoning laws of the state, county, or municipality, nor does it exempt the taxpayer from any other required licenses, registrations, certifications, or permits. Business Tax requirements are subject to legislative change.

**REPORT ALL CHANGES:** The holder of this Business Tax Receipt is required to report a change in the following: Ownership, Business Location, Mailing Address, or any other information that would alter the status of the current year's information. This includes, but is not limited to, the loss of or a change in a State or Regulatory License which was used to qualify for the business identified on the current County Business Tax Receipt. If you have any changes to report, contact the Business Tax Department at 407-665-7636.

UDH CONTRATORS LLC  
7025 CR 46A STE #1071  
LAKE MARY, FL 32746





**2022 - 2023**

City of Lake Mary

Post Office Box 958445, Lake Mary, FL 32795-8445

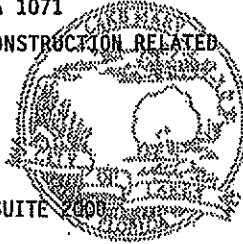
**LOCAL BUSINESS TAX**

LOCATION: 7025 COUNTY ROAD 46A 1071

Classification: CONTRACTORS/SUBS, CONSTRUCTION RELATED

For: UDH CONTRACTORS, LLC.  
7025 CR 46A  
SUITE 1071  
LAKE MARY FL 32746

Comments: CONSTRUCTION CONTRACTOR SUITE 200B



Receipt # 23 00009508

THIS RECEIPT MUST BE POSTED  
CONSPICUOUSLY IN YOUR PLACE OF  
BUSINESS.

*This receipt expires 9/30/23.*

|                    |    |       |
|--------------------|----|-------|
| Receipt Fee        | \$ | 75.00 |
| Delinquent Penalty | \$ | .00   |
| Interest           | \$ | .00   |

|                |              |
|----------------|--------------|
| <b>TOTAL\$</b> | <b>75.00</b> |
|----------------|--------------|

*Michelle McArdy*  
City Clerk

**BUSINESS SHALL COMPLY WITH ALL CITY CODES OR BE SUBJECT TO NON-RENEWAL OR REVOCATION.**  
BY THE ISSUANCE OF THIS BUSINESS TAX RECEIPT, THE CITY IS NOT APPROVING THE USE OF THE PROPERTY OR THAT THE PROPERTY IS COMPLIANT WITH CODE IN ANY WAY.



---

7025 COUNTY ROAD 46A ❖ SUITE 1071-379 ❖ LAKE MARY, FL 32746 ❖ PHONE (407) 840-9168

## **TAB 9 – ADDITIONAL INFORMATION**

- Certificate of Insurance
- Conflict of Interest Disclosure
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- Drug-Free Work Place
- Compliance with Davis Bacon and Related Acts
- Non-Collusion Affidavit



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/29/2023

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><br>Brown & Brown of Florida, Inc.<br>2290 Lucien Way, Suite 400<br><br>Maitland FL 32751 |  | <b>CONTACT NAME:</b> Shelley Clark<br><b>PHONE (A/C, No, Ext):</b> (407) 660-8282<br><b>FAX (A/C, No):</b> (407) 660-2012<br><b>E-MAIL ADDRESS:</b> Shelley.clark@bbrown.com                                                                                                                       |  |
| <b>INSURED</b><br>UDH Contractors, LLC<br>7025 CR 46A<br>Suite 1071-379<br>Lake Mary FL 32746            |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Specialty Builders Insurance Company<br><b>INSURER B:</b> Auto-Owners Insurance Group<br><b>INSURER C:</b> American Builders Insurance Company<br><b>INSURER D:</b> Evanston Insurance Company<br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                                          |  | <b>NAIC #</b><br>16826<br><br>11240                                                                                                                                                                                                                                                                |  |

**COVERAGES****CERTIFICATE NUMBER:** CL2312920700**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                                                                           |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|----------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | GLP-0324774-01 | 01/30/2023              | 01/30/2024              | EACH OCCURRENCE \$ 2,000,000                                                     |
|          | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000                                                                                                                                                                                                                                                               |           |          |                |                         |                         |                                                                                  |
|          | MED EXP (Any one person) \$ 5,000                                                                                                                                                                                                                                                                                  |           |          |                |                         |                         |                                                                                  |
|          | PERSONAL & ADV INJURY \$ 1,000,000                                                                                                                                                                                                                                                                                 |           |          |                |                         |                         |                                                                                  |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY                                                                                                 |           |          | 51-634-966-00  | 02/20/2022              | 02/20/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                 |
|          | BODILY INJURY (Per person) \$                                                                                                                                                                                                                                                                                      |           |          |                |                         |                         |                                                                                  |
|          | BODILY INJURY (Per accident) \$                                                                                                                                                                                                                                                                                    |           |          |                |                         |                         |                                                                                  |
|          | PROPERTY DAMAGE (Per accident) \$                                                                                                                                                                                                                                                                                  |           |          |                |                         |                         |                                                                                  |
| C        | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                                                 |           |          |                |                         |                         | EACH OCCURRENCE \$                                                               |
|          | AGGREGATE \$                                                                                                                                                                                                                                                                                                       |           |          |                |                         |                         |                                                                                  |
|          | \$                                                                                                                                                                                                                                                                                                                 |           |          |                |                         |                         |                                                                                  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                      |           |          |                |                         |                         | Y/N<br><input checked="" type="checkbox"/> N                                     |
| D        | Pollution Liability                                                                                                                                                                                                                                                                                                |           |          | ECPENV02687    | 04/26/2022              | 04/26/2023              | Condition Limit 1,000,000<br>Transportation Limit 1,000,000<br>Deductible 10,000 |

City of Deltona is granted additional insured status by the General Liability policy with regard to the operations of the named insured when required by written contract or agreement.

**CERTIFICATE HOLDER****CANCELLATION**City of Deltona  
2345 Providence Blvd.

Deltona

FL 32725

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

RFP #23014  
CONFLICT OF INTEREST DISCLOSURE

I HEREBY CERTIFY that

1. I, (printed name) Amber Corville, am  
the (title) Manager and the duly authorized representative of  
the firm of (Firm Name) UDH Contractors, LLC whose address is  
7025 CR 46A - Suite 1071-379, Lake Mary, FL 32746, and that I possess the legal authority to make this affidavit  
on behalf of myself and the firm for which I am acting; and,

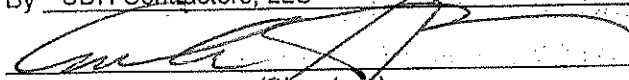
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest,  
real or apparent, due to ownership, other clients, contracts, or interests associated with this  
project; and,
3. This bid submittal is made without prior understanding, agreement, or connection with any  
corporation, firm, or person submitting a bid for the same services, and is in all respects fair  
and without collusion or fraud.

EXCEPTIONS to items above

(List): \_\_\_\_\_

By UDH Contractors, LLC

Date April 13, 2023

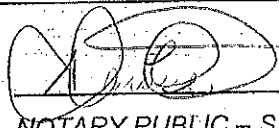
  
(Signature)

By Amber Corville, Manager  
Corporate Officer Name & Title

STATE OF Florida

COUNTY OF Seminole

Sworn to and subscribed before me this 13<sup>th</sup> day of April, 2023,  
by Amber Corville, who is personally known to me  
or who has produced DUF as identification.

 Alicia Trotman  
NOTARY PUBLIC - STATE OF Florida

Type or print name:

 Alicia Trotman  
Notary Public  
State of Florida  
My Commission Expires 01/28/2024  
Commission No. GG 951902

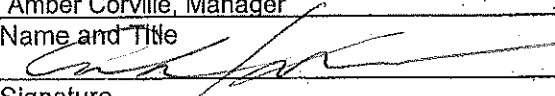
**RFP 23014 FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION  
PROGRAM AND THE HOUSING PROGRAMS WITHIN THE HOUSING AND COMMUNITY  
DEVELOPMENT DIVISION**

---

**Certification Regarding Debarment, Suspension, And Other Responsibility Matters  
Primary Covered Transactions**

**TO BE COMPLETED BY THE GENERAL CONTRACTOR**

- 1) The prospective primary participant (contractor) certifies to the best of its knowledge and belief, that it and its principals (subcontractors):
  - (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 bid proposal 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 of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this bid proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid proposal.

Amber Corville, Manager  
Name and Title  
  
Signature  
UDH Contractors, LLC  
Firm  
7025 CR 46A - Suite 1071-379  
Street address  
Lake Mary, FL 32746  
City, State, Zip  
April 13, 2023  
Date

**RFP #23014  
DRUG-FREE WORK PLACE**

The undersigned firm in accordance with Florida statute 287.087 hereby certifies that

UDH Contractors, LLC does:  
(Name of Firm)

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

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

Amber Corville

Name

Manager

Title

UDH Contractors, LLC

Firm

7025 CR 46A - Suite 1071-379

Street Address

Lake Mary, FL 32746

City, State, Zip

April 13, 2023

Date

## COMPLIANCE WITH DAVIS BACON AND RELATED ACTS

Information regarding Davis Bacon and Related Acts can be found on the following websites:

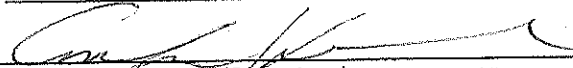
<http://www.dol.gov/esa/whd/contracts/dbra.htm>

<http://www.dol.gov/PrinterFriendly/PrinterVersion.aspx?url=http://www.dol.gov/esa/whd/programs/dbra/WD10Instrctns/wd10instructions.htm>

By signing below, I, as legal representative of my firm, agree to comply with all Davis Bacon and Related Acts (DBRA), as well as follow all of the procedures, rules, and regulations of the Wage and Hour Division of the United States Department of Labor.

By UDH Contractors, LLC

Date April 13, 2023

  
(Signature)

By Amber Corville, Manager

Corporate Officer Name & Title

### NON-COLLUSION AFFIDAVIT

I, Amber Corville, depose and say that:

1. I am Manager of the firm of UDH Contractors, LLC,  
the firm submitting the response described in this Request for Proposals for:

RFP 0934 General Contractor Services and that I executed the said response with full authority to do so:

2. the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5. the statements contained in this affidavit are true and correct, and made with full knowledge that the City of Deltona relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Bidder: [Signature] Date: April 13, 2023  
STATE OF: Florida CITY OF: Deltona

PERSONALLY APPEARED BEFORE ME, the undersigned authority,  
who, after first being sworn by me, (name of individual signing) affixed his/her signature in the  
space provided above on this 13<sup>th</sup> day of 2023

### NOTARY PUBLIC

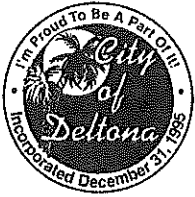
My Commission Expires: 01/28/2024



Alicia Trotman  
Notary Public  
State of Florida  
My Commission Expires 01/28/2024  
Commission No. GG 951902



# **VOTUM CONSTRUCTION BID**



**ORIGINAL**



RFP #23014

**General Contracting Services  
for Housing and Community  
Development**

Prepared for:  
**City of Deltona**

Submitted by:  
**Votum Construction, LLC**

Date:  
**04/13/2023**

**TAB 1**

**Letter of Interest**

## Tab 1 - Letter of Interest



City of Deltona  
Procurement Division  
2345 Providence Blvd.  
Deltona, FL 32725

Votum Construction, LLC  
1405 West Colonial Drive  
Orlando, FL 32804  
T: 407-704-1743  
E: marketing@votumllc.com  
www.votumllc.com

### **Subject: RFP #23014 General Contractor Services for Housing and Community Development**

Dear Members of the Selection Committee:

We appreciate this opportunity to submit our qualifications to illustrate our capabilities, and express our commitment and enthusiasm to provide General Contractor Services for Housing and Community Development to the City of Deltona. We have assembled a team that will bring a wide range of experience and value to the City for this particular program. Votum Construction and Cely Consulting (hereafter referred as Votum/Cely) are the collaboration of two firms, who combine their staff and resources to expand their capabilities. Votum/Cely is not a joint venture but are teaming in a relationship. The Contracting Entity would be Votum Construction. Both firms operate in the same facility and share the same philosophy, that *excellence in the performance of our services is what will bring repeat clients and distinguish us in the marketplace.*

Votum/Cely has successfully demonstrated that it is a trusted and reliable professional service provider and partner. For the past thirteen plus years, Votum and Cely have provided the required services in this RFP across five States in the South and over ten Counties in Florida. Our staff of highly trained construction management experts are well-qualified to provide rehabilitation and redevelopment of single-family homes to include but not limited to internal and external repairs, minor repairs, demolition, rehabilitation, among many other scopes of work. Our team's qualifications and experience are further explained in more detail in this RFP.

As our proposal is evaluated, we would like the selection committee to take into account the following added value we believe Votum/Cely will bring to this program.

**Strength of proposed team:** Each of our proposed experts bring significant past relevant experience and knowledge of housing and community rehabilitation/redevelopment. Our leadership, financial strength, and responsible business practices provide us the enduring capacity to perform these services.

**Experience with Federal Funded Projects:** We have built a solid reputation for performing on General Contracting projects and working with cities on projects that involve federal grants. We have experience managing federal-funded projects. We understand that each source of funding has its own usage, procedures, and specific timelines. Our team is committed to follow these requirements effectively and bring the project to completion by meeting and exceeding our client's needs and expectations.

**Timely Delivery within Budget and Highest Quality:** These two areas are essential during every stage of the project. We believe that quality is the ultimate measure of success, and this means providing excellence in service will lead us to complete the project as scheduled and within budget. We work safely in occupied spaces, taking in consideration the safety and respect of others. Our relationship with vendors and subcontractors and current knowledge of the construction market enables us to provide the best prices and timely delivery of materials/equipment, and ultimately and most importantly, complete the project on time and within budget.



## Letter of Interest

**Communication and Responsiveness:** We always emphasize the importance of communication with our team. We have trained our staff to first understand the requirements of the project and the expectations of our clients before we take any further action. When there is an effective line of communication, any potential issues may be avoided or resolved as efficiently as possible. In order to accomplish this, we plan for frequent meetings with our clients to ensure they are satisfied with the progress of the project and our performance. We also plan regular meetings with our subcontractors to consistently communicate the requirements and standards of the project.

**Standards and Ethics:** Votum/Cely values relationships with the people we serve - our clients, other contractors, subcontractors, staff and associates. Together, we can enhance the quality of life for all. Since we believe that buildings are the reflection of the people who build them, we hire leaders of esteemed character who are fair, kind, and considerate. By attracting and retaining the best professionals in our industry, we are able to maintain the highest standards and ethics.

We strongly believe our proposed team will deliver on all the requirements of this RFP. We look forward to the opportunity to serve the City of Deltona as General Contractor for the Housing and Community Development Program.

Respectfully submitted,



Vernice Atkins-Bradley  
President & CEO  
Votum Construction, LLC  
1405 W Colonial Dr, Orlando, FL 32804  
T: 407-704-1743  
C: 407-496-5013  
Email: vabradley@votumllc.com

**TAB 2**

**Profile**

## **Tab 2 - Profile**

*Respondents shall provide a brief profile of their company, which should include their firm's legal name (former name, if applicable); history; business structure (corporate, LLC, partnership, sole proprietor, etc.); type of ownership (small business, small disadvantage business or women-owned business); length of company's existence; location of their parent company and location of main office that the Contractor will work out of, if applicable; branch or subsidiary.*

**Votum Construction, LLC** is a small disadvantage and woman-owned business located in Central Florida with over thirteen years of existence. The company is owned by Vernice Atkins-Bradley, President & CEO, and Teska Dillard, Vice President & COO. Votum has served as a General Contractor, Construction Manager at Risk, Design-Builder, and Owner's representative, for various public and private entities to include the City of Orlando, City of Winter Park, City of Winter Springs, Orange County Public Schools, Polk County Public Schools, Lake County Public Schools, Miami-Dade County Public Schools, Valencia College, University of Central Florida, and many other organizations for the past thirteen years.

Votum's focus is in areas of new building construction, additions, and interior renovations. These services are extended for many types of commercial projects including multi-family dwellings, medical, office, educational, industrial, institutional, retail, religious, hospitality, aviation, sports, and entertainment facilities. Votum's involvement begins from the earliest stages of design through client occupancy, and includes project maintenance and management. Votum's open-book management approach provides the client with comprehensive control over all aspects of the project, including budgeting and scheduling, while utilizing our management and team capabilities to supervise construction activities, control costs, achieve timely performance, manage material deliveries, and maintain quality production standards.

Votum fosters a corporate culture that believes in integrity, open effective communication, client complete satisfaction, quality, teamwork, safety, and creativity. Votum is comprised of knowledgeable professionals who have extensive experience in construction and strive to deliver exceptional results to each of our clients. We strive to stay abreast of the latest construction industry improvements and technology, providing clients a streamlined approach to project management. Our professionals are extremely dedicated in yielding individual project excellence, while maintaining economic and ecological perspectives in our clients' best interests. We excel at work without disrupting the day-to-day business operations of our clients. We collaborate with Architects/Engineers to provide the most efficient, cost-effective, and sustainable projects. We believe our high level of professionalism, integrity and innovation give us an advantage over our competitors.

**Cely Consulting** is a company established in 2009 to provide project management, planning and development services to private and public organizations. Over the past sixteen years, Jeff Cely, President and Founder, has been an industry leader providing project management, construction management, process evaluation, and regulatory oversight for owners from the west coast of the United States to the Caribbean. One of Cely Consulting's core activities is community housing development focused on three main components: quality, affordability, and sustainability.

While working on complex Federally funded projects, assisting leaders, analyzing existing processes, and developing action plans; Mr. Cely recognized an acute need for innovation to effectively manage these public-private partnerships based on the foundation of industry best practices. Cely Consulting was established to promote these innovative concepts to support owners, develop processes, and bring actionable steps necessary to achieve successful projects.

Cely Consulting is a firm that is committed to ensuring clients and partners achieve their goals and use our planning and management capabilities to deliver superior value. Cely Consulting serves our clients and partners in a variety of roles, each tailored to fit their specific needs. Building strong sustainable relationships with our clients and partners is the key to our success. Our success is measured by our clients' and partners' success.



## Tab 2 - Profile

The Votum Construction and Cely Consulting Team has over 20 years of combined general contracting and construction management experience. We have worked with Cities and States to develop housing programs to meet community needs. Our projects have been the recipient of CDBG, FHLB, and Home Funds. We are experienced in the integration of private and public funds to produce maximum impact while maintaining all compliance standards. During our individual thirteen years of operation, we have provided a wide range of project management and controls for projects from as low as \$3K to over \$715M. Both companies currently retain a combined staffing of nineteen full-time professionals primarily in Central Florida. We believe, this provides the flexibility required to effectively provide the exceptional services required for the City in responding to the needs of this RFP. Our operations in Florida are supported from three key offices located in Orlando, Miami, and West Palm Beach. For this project, our team will be supported from our office located at 1405 West Colonial Drive in Orlando.

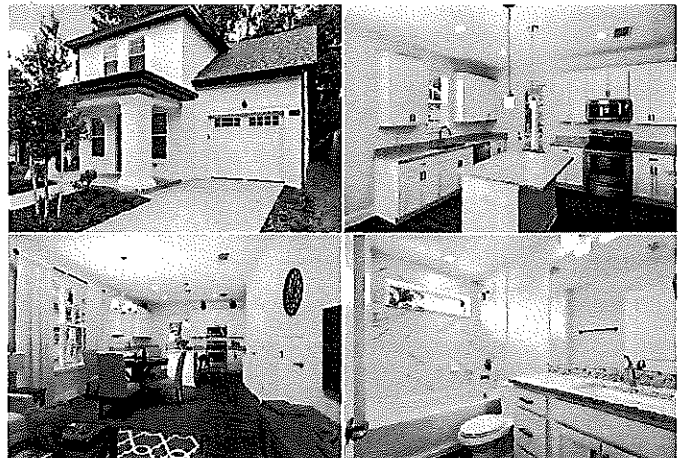
Our team has worked together in the past in various successful projects, one of them being the City of Orlando Housing Development Project shown below.

### PROJECT HIGHLIGHT

#### Housing Development



Votum Construction and Cely Consulting partnered on this historic development project for the City of Orlando located in Parramore, a historical neighborhood in west central Orlando for residents of African decent. These houses were constructed based on an integration of Utilitarian and Modern Mediterranean style architecture incorporating elegance and aesthetics.





# **TAB 3**

## **Qualifications/Experience of Key Personnel**

## Tab 3 - Qualifications/Experience of Key Personnel

*Identify the project manager and each individual who will work as part of these projects. Provide past experience of key personnel that will be assigned to City projects in providing similar services to governmental entities, name, titles and experience of key individuals and their resumes or qualifications (e.g. licensed general contractor); total number of personnel (include all of the officers).*

The Votum/Cely will respond to the specific needs of this project and bring the greatest combination of individual experience and recent housing and community renovation expertise. The team members include Engagement Manager, Vernice Atkins-Bradley, Project Manager Jeff Cely, Superintendent John Pulliam, and Project Engineer Dawn Alexander. See below our team's resume.



### Vernice Atkins-Bradley, J.D. | Engagement Manager



Vernice brings more than 35 years of construction experience to the project team. She manages and directs all daily business operations for Votum Construction. As President/CEO, she will ensure that all resources are provided for the team to successfully service the City of Deltona. As Client Engagement Manager, she will monitor the project and ensure it is completed on time, within budget, and according to pre-established specifications. She will keep in close communication with the City to attend to their every need and make sure the team exceeds expectations.

#### Education

- J.D., Barry University
- B.S., University of Central Florida

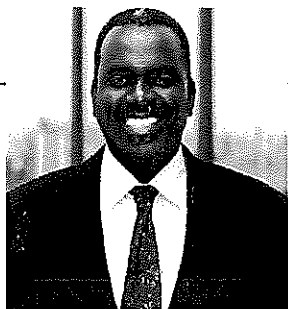
#### Licenses/Certifications

- State of Florida Certified General Contractor
- OSHA 30 hours
- SREF

#### Relevant Project Experience

| Project                                                    | Role               | Size (SF)            | Cost (\$) |
|------------------------------------------------------------|--------------------|----------------------|-----------|
| New seven (7) Single Family Homes, City of Orlando and CRA | Engagement Manager | 1,500 -2,000         | 1.5 M     |
| OCPS Sally Ports Buildout (18 schools)                     | Engagement Manager | 351 - per Sally Port | 390 K     |
| Citrus Bowl Development                                    | Engagement Manager | 771,485              | 160 M     |
| FAMU Construction Management Continuing Services           | Engagement Manager | N/A                  | 262 K     |
| UCF Construction Management Continuing Services            | Engagement Manager | N/A                  | 624 K     |

## Tab 3 - Qualifications/Experience of Key Personnel



### Jeff Cely | Project Manager

Jeff has over 22 years of experience in Program & Construction Management, Construction Monitoring, Inspection services, and Project Control Management with specialty in funding sources and uses application and compliance with both private and public funding. As Project Manager, Jeff will oversee the planning process, budget, scheduling, subcontractors, and construction. Jeff promotes a teamwork environment and will make sure the needs of the client are efficiently satisfied. Moreover, he will ensure the team has the resources, equipment, and staff needed to complete the project on schedule and within budget.

#### Education

- B.S. in Construction and Civil Engineering Technology, Florida A&M University

#### Licenses/Certifications

- VE Certification
- P3 Scheduling
- OSHA 30 hours
- Certified Cost Estimator

#### Relevant Project Experience

| Project                                                                                                         | Role            | Size (SF)    | Cost (\$) |
|-----------------------------------------------------------------------------------------------------------------|-----------------|--------------|-----------|
| New seven (7) Single Family Homes, City of Orlando and CRA                                                      | Project Manager | 1,500 -2,000 | 1.5 M     |
| Orleans Place, Redevelopment of Multi-Family Housing, 100 units.                                                | Project Manager | 1300 - 1500  | 30 M      |
| Partner Engineering & Science, Construction Monitoring Services Continuing Contract, Commercial and Residential | Project Manager | N/A          | 50 M      |
| Mississippi Development Authority, Program Consultant & Monitoring Services                                     | Project Manager | N/A          | 1 B       |



### John Pulliam | Superintendent

John has been involved in residential construction for over 30 years in projects ranging from \$500K to \$60M. As Superintendent, he will supervise and coordinate day-to-day activities of subcontractors and Votum's field employees including but not limited to safety inspections, daily reports, resource allocation, coordination of materials and equipment delivery, weekly subcontractors meetings, ensure quality standards, perform job progress, and ensure the project stays on time and within budget.

#### Relevant Project Experience

| Project                                                                                           | Role                 | Size (SF) | Cost (\$) |
|---------------------------------------------------------------------------------------------------|----------------------|-----------|-----------|
| Savannah Pines Phase 1, Mississippi Development Authority                                         | Construction Manager | N/A       | 58 M      |
| Savannah Pines Phase 2A, Mississippi Development Authority                                        | Construction Manager | N/A       | 12 M      |
| Department of Housing and Urban Development Single-Family Residence Construction, City of Orlando | Construction Manager | N/A       | 1.5 M     |
| Community Redevelopment Agency Single Family Residence Construction                               | Construction Manager | N/A       | 1.1 M     |

#### Education

- B.S. in Psychology, University of Georgia

#### Licenses/Certifications

- Commercial Builders License
- OSHA 10 hours

## Tab 3 - Qualifications/Experience of Key Personnel



### Dawn M. Alexander, EI, CGC | Project Engineer



Dawn brings to the team more than 25 years of successful experience in engineering and construction, and over 10 years of project/program management expertise. As Project Engineer, Dawn will assist the Project Manager in coordinating and maintaining all project documentation. She will also provide technical support, manage RFIs, make sure that everything is according to the project plans and specifications, and review submittals for compliance. Additionally, Dawn will facilitate subcontractors and coordination meetings, communicate directly with the architect and engineer, and update project records.

#### Relevant Project Experience

| Project                                                             | Role             | Size (SF) | Cost (\$) |
|---------------------------------------------------------------------|------------------|-----------|-----------|
| Greater Orlando Aviation Authority, South Terminal C                | Project Engineer | 800,000   | 991 M     |
| Phase II North Corridor, First Coast Flyer, Jacksonville, FL        | Project Engineer | N/A       | 33 M      |
| Winter Park High School Comprehensive Needs Additions & Renovations | Project Engineer | N/A       | 34 M      |
| Citrus Relief Elementary School                                     | Project Engineer | 95,500    | 12 M      |
| Hunter's Creek Relief Middle School                                 | Project Engineer | N/A       | 22 M      |

#### Education

- M.A. in Management and Leadership
- B.S. in Civil Engineering, UCF
- A.S. in Pre-Engineering, Florida Community College

#### Licenses/Certifications

- General Contractor
- Licensed Inspector
- Engineer in Training
- Professional Engineer
- PMP Certification
- OSHA 30 hours
- Building Inspection Auditor MSFH

# TAB 4

## Similar Projects

## **Tab 4 - Similar Projects**

*Respondents shall list projects in progress, completed, and the average dollar amount of work performed during the past five (5) years giving the start date, project title, contract value, percent completed, its owner, address, and phone number (see Completed Projects form). Respondents shall explain any work awarded the past five (5) years that they failed to complete or experienced delays.*

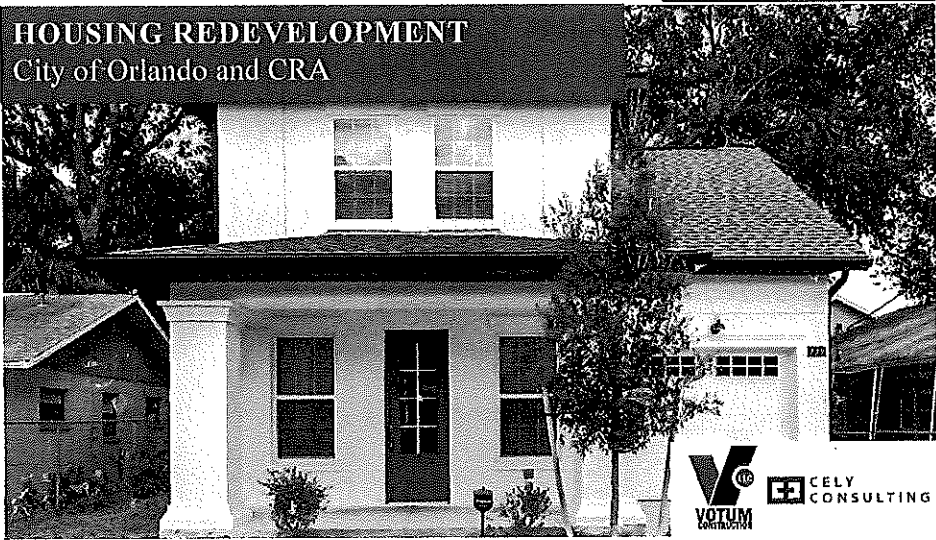
### **EXPERIENCE/COMPLETED PROJECTS**

Firm's Name: Votum Construction, LLC

List below the requested information concerning projects your firm has completed for the type of work required in this project (Use additional sheets, if necessary).

| <b>Project Description</b>                                          | <b>Project Location</b>                                                                                         | <b>Contract Value</b> | <b>Owner's Name, Address and Phone</b>                                                                                             |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| City of Orlando Housing Development                                 | Seven locations -<br>5 in South Lee Avenue,<br>Orlando, FL 32805<br><br>2 in McFall Avenue,<br>Orlando FL 32805 | \$1,421,013.22        | David Barilla, Assistant Director<br>City of Orlando<br>400 S Orange Avenue<br>Orlando, FL 32801<br>P: 407-246-3703                |
| Redevelopment of Multi-Family and Single-Family Housing (100 units) | Orleans Place                                                                                                   | \$40,000,000          | Laura Adkison,<br>Owner's Representative/Project<br>Administrator<br>12250 Walker Rd<br>Ocean Springs, MS 39564<br>P: 228.591.6162 |
| Program Consulting and Monitoring Services                          | Lower six Mississippi counties                                                                                  | \$1,000,000,000       | Henry Riggin<br>Mississippi Development Authority<br>501 N West Street<br>Jackson, MS 39201<br>P: 601-594-3229                     |
| Savannah Pines                                                      | 12250 Walker Rd<br>Ocean Springs, MS<br>39564<br>P. 228.591.6162                                                | \$70,000,000          | Laura Adkison,<br>Owner's Representative/Project<br>Administrator<br>12250 Walker Rd<br>Ocean Springs, MS 39564<br>P: 228.591.6162 |

## Tab 4 - Similar Projects



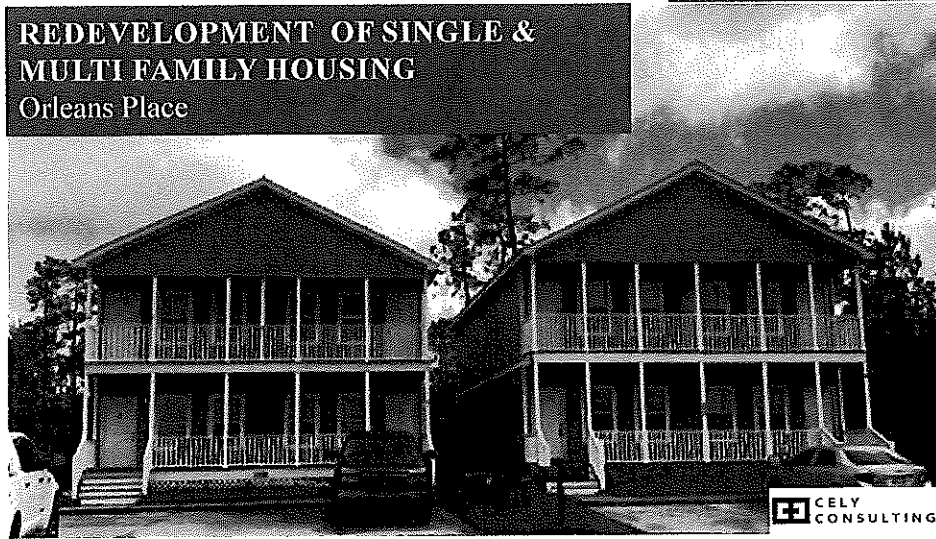
**HOUSING REDEVELOPMENT**  
City of Orlando and CRA

**VOTUM** **CELY CONSULTING**

-  **REDEVELOPMENT**
-  **DEMOLITION**
-  **SIMILAR TEAM**
-  **1500 SF PER HOME**
-  **\$1,421,013.22**

### Description of Services

Votum Construction, in a partnership with Cely Consulting, served as Developer/Builder for the City of Orlando in the construction of seven (7) - single family homes, two-story with three bedrooms, two and a half baths, modern open concept kitchen/living/dining spaces, and one-car garage. The houses are located in the Parramore Community Orlando, FL. Five (5) of those houses were CRA funded. Votum has experience managing federal-funded projects. We understand that each source of funding has its own usage, procedures, and specific timelines.



**REDEVELOPMENT OF SINGLE & MULTI FAMILY HOUSING**  
Orleans Place

**VOTUM** **CELY CONSULTING**

-  **REDEVELOPMENT**
-  **HOME REPAIRS**
-  **SIMILAR TEAM**
-  **27 Acres**
-  **\$40 M Combined**

### Description of Services

Orleans Place is a \$40M mixed income, multi-family development funded by both CDBG and private funds. This development spans 27 acres and consists of 140 separate multi-family units including common areas with recreation center. Recognizing changes in the market at that time, Cely Consulting designed a more viable business opportunity for future investors. Construction consisted of 50 multi-family units and recreation center.



## Tab 4 - Similar Projects



**PROGRAM CONSULTING AND MONITORING SERVICES**  
Mississippi Development Authority

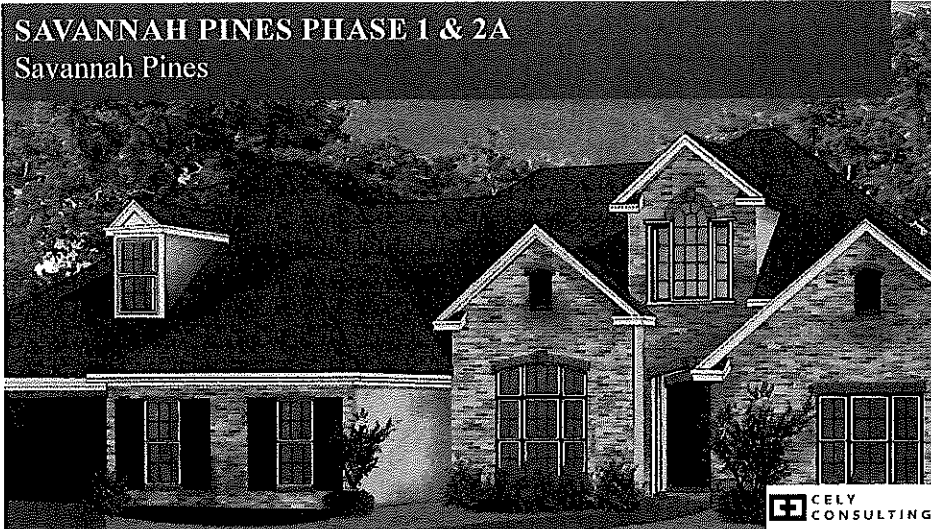
7

**CELY CONSULTING**

-  REDEVELOPMENT
-  HOME REPAIRS
-  SIMILAR TEAM
-  \$1B Combined

### Description of Services

Cely Consulting provided Consulting Services for the Mississippi Development Authority Long Term Workforce Housing Program, a private and public partnership to provide quality affordable homes to the lower six Mississippi counties after the devastating Hurricane Katrina, leveraging approximately \$400M CDBG funds with private funds.



**SAVANNAH PINES PHASE 1 & 2A**  
Savannah Pines

**CELY CONSULTING**

-  HOUSING DEVELOPMENT
-  SIMILAR TEAM
-  101 Acre
-  \$70M Combined

### Description of Services

Savannah Pines Phase 1 is a \$18M mix-income development funded by multiple funding sources such as CDBG, USDA, FHLB, and private funds. Team was contracted as the Owner's representative/development team to manage all aspects of the project from planning, design, and construction of 101-acre development. With these complex range of funding sources; financial oversight, ongoing compliance, and regulatory management is a key component of our processes. Development includes clearing/grubbing, infrastructure, 231 single family units, and common areas including parks and recreation center. Savannah Pines Phase 2A is a 25 Acre single family residential subdivision containing 39 homes. This project is 85% complete, with an expected completion date of December 2023.



# TAB 5

## References

## Tab 5 - References

*A minimum of five (5) references: three (3) from customers, two (2) from major suppliers for whom the respondents purchases materials. References shall reflect projects completed within the past two (2) years. Respondents shall also include, if any, work performed for any government agency or educational institution including contact name, title, department, address and phone number (see References form)*

### REFERENCES

|                     |                                   |
|---------------------|-----------------------------------|
| #1 Agency           | City of Orlando                   |
| Address             | 400 S Orange Avenue               |
| City, State, ZIP    | Orlando, FL 32801                 |
| Contact Person      | David Barilla, Assistant Director |
| Telephone           | 407-246-3703                      |
| Date(s) of Services | 2018 - 2020                       |
| Type of Service     | Design-Build Services             |
| Comments:           |                                   |
| #2 Agency           | Mississippi Development Authority |
| Address             | 501 N West Street                 |
| City, State, ZIP    | Jackson, MS 39201                 |
| Contact Person      | Henry Riffin                      |
| Telephone           | 601-594-3229                      |
| Date(s) of Services | 2019                              |
| Type of Service     | Consulting Services               |
| Comments:           | Cely Consultant's reference       |
| #3 Agency           | Sherwin Williams Floor Covering   |
| Address             | 14231 Seaway Road                 |
| City, State, ZIP    | Gulfport, MS 39503                |
| Contact Person      | Ron Reed                          |
| Telephone           | 228-323-2068                      |
| Date(s) of Services | 2022                              |
| Type of Service     | Supplier                          |
| Comments:           | Cely Consultant's reference       |

## Tab 5 - References

|                     |                             |
|---------------------|-----------------------------|
| #4 Agency           | Bailey Lumber and Supply    |
| Address             | 2904 Bienville Blvd         |
| City, State, ZIP    | Ocean Springs, MS 39564     |
| Contact Person      | Jake Angle                  |
| Telephone           | 228-990-5538                |
| Date(s) of Services | 2022                        |
| Type of Service     | Supplier                    |
| Comments:           | Cely Consultant's reference |
| #5 Agency           | The Legacy Cabinet Company  |
| Address             | 7312B Rosefarm Road         |
| City, State, ZIP    | Ocean Springs, MS 39564     |
| Contact Person      | Lori Roberts                |
| Telephone           | 228-222-0222                |
| Date(s) of Services | 2022                        |
| Type of Service     | Supplier                    |
| Comments:           | Cely Consultant's reference |

# TAB 6

## Hourly Rates

## **Tab 6 - Hourly Rates**

*For the purpose of evaluating cost, provide hourly rates to be charged to the City for the personnel that will be assigned to work on City projects.*

| PERSONNEL        | HOURLY RATE |
|------------------|-------------|
| Project Manager  | \$175       |
| Superintendent   | \$150       |
| Project Engineer | \$135       |

**TAB 7**

**Financial Stability/Litigation**

## **Tab 7 - Financial Stability/Litigation**

*All respondents shall provide a statement certifying that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the City of Deltona. Respondents shall also list any lawsuits in which their firm is involved relative to the work performed or failed to perform over the last five (5) years. Respondents shall list any work in which their firm failed to complete in the last five (5) years and describe when, where, how and why of such failure. Respondents shall also list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and discuss the reasons thereof.*

Votum Construction is financially stable and has the necessary resources, human and financial, to provide the services at the level required by the City of Deltona. Confidential financials are available to the City upon request.

Votum has not been involved in any lawsuits and has not failed to complete any projects in its 13 years history. None of our officers or partners have failed to complete a contract in the past 13 years of Votum's existence.

**TAB 8**

**Documentation**



## **Tab 8 - Documentation**

*Corporation/Limited Liability Company. Respondents shall be registered with the Florida Division of Corporation to do business in the State of Florida. The respondent shall submit copies of their corporate/LLC documents with their submittals. If the firm is "green" certified, please attached a copy of the LEED or Green Home Certification.*

# ***State of Florida Department of State***

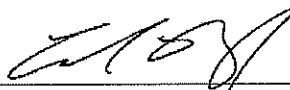
I certify from the records of this office that VOTUM CONSTRUCTION LLC is a limited liability company organized under the laws of the State of Florida, filed on January 5, 2010, effective December 31, 2009.

The document number of this limited liability company is L10000000847.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on January 6, 2023, and that its status is active.

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



  
**Secretary of State**

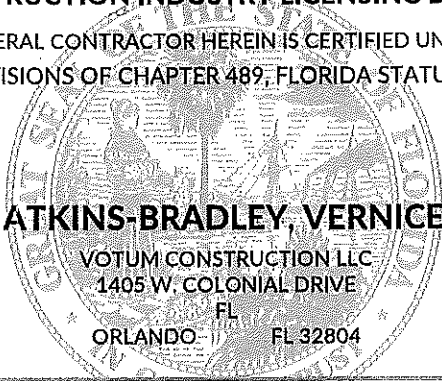
Tracking Number: 4492054360CC

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

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

## Tab 8 - Documentation

*Licenses/Certification: The respondents shall have a current contractor's license. Contractors licensed under Chapter 489, Florida Statutes, and operating a business organization must submit a copy of their qualified business license (also known as a certificate of authority). Respondents shall submit with their submittal copies of their license and/or competency card.*

|                                                                                                                                                                                                                                             |                                                                                                                                          |                               |                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                                                            | Ron DeSantis, Governor                                                                                                                   | Melanie S. Griffin, Secretary |  |
| <b>STATE OF FLORIDA</b><br><b>DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION</b><br><b>CONSTRUCTION INDUSTRY LICENSING BOARD</b><br>THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE<br>PROVISIONS OF CHAPTER 489, FLORIDA STATUTES |                                                                                                                                          |                               |                                                                                     |
| <br><b>ATKINS-BRADLEY, VERNICE</b><br>VOTUM CONSTRUCTION LLC<br>1405 W. COLONIAL DRIVE<br>FL<br>ORLANDO, FL 32804                                        |                                                                                                                                          |                               |                                                                                     |
| <b>LICENSE NUMBER: CGC1518566</b>                                                                                                                                                                                                           |                                                                                                                                          |                               |                                                                                     |
| <b>EXPIRATION DATE: AUGUST 31, 2024</b>                                                                                                                                                                                                     |                                                                                                                                          |                               |                                                                                     |
| Always verify licenses online at <a href="http://MyFloridaLicense.com">MyFloridaLicense.com</a>                                                                                                                                             |                                                                                                                                          |                               |                                                                                     |
|                                                                                                                                                          | Do not alter this document in any form.<br>This is your license. It is unlawful for anyone other than the licensee to use this document. |                               |                                                                                     |

## Tab 8 - Documentation

*Business Tax Receipt (BTR) (formerly known as "Occupational license"). A firm who is currently required to have a Business Tax Receipt (BTR) at the time of the submittal shall provide a copy of their currently BTR in their response to this solicitation. There are two exceptions to this bid submission requirement:*

- 1) If the firm's business does not have a physical location in Volusia County, no submission is required, or*
- 2) If the firm's business type is exempt, submit a Proof of Exemption.*

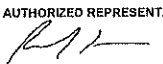
Votum does not have a physical location in Volusia County.

**TAB 9**

**Additional Information**

## Tab 9 - Additional Information

*Insurance: All respondents shall attach evidence of required insurance coverage or proof of insurability in the amounts indicated above. If available, a properly completed ACORD form is preferable.*

| ACORD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                               | VOTUCON-01                                                                                                                                            |          | FOX M                                                                                                                                                                                                                                                                                                         |                         |                         |                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CERTIFICATE OF LIABILITY INSURANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          | DATE (MM/DD/YYYY)<br>1/3/2023                                                                                                                                                                                                                                                                                 |                         |                         |                                                                                                                                                                                                                                                                         |
| <p>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.</p> <p>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).</p> |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |
| <b>PRODUCER</b><br>Insurance Office of America<br>1855 West State Road 434<br>Longwood, FL 32750                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                               | <b>CONTACT NAME:</b> Marcy Fox<br><b>PHONE (A/C, No, Ext):</b> (407) 215-0392<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> Marcy.Fox@ioausa.com |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |
| <b>INSURED</b><br>Votum Construction, LLC<br>1405 West Colonial Drive<br>Ste A<br>Orlando, FL 32804                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                               | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                                  |          | <b>NAIC #</b>                                                                                                                                                                                                                                                                                                 |                         |                         |                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               | INSURER A: James River Insurance Company                                                                                                              |          | 12203                                                                                                                                                                                                                                                                                                         |                         |                         |                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               | INSURER B: Owners Insurance Company                                                                                                                   |          | 32700                                                                                                                                                                                                                                                                                                         |                         |                         |                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               | INSURER C: Insurance Company of the West                                                                                                              |          | 27847                                                                                                                                                                                                                                                                                                         |                         |                         |                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               | INSURER D: Lloyd's                                                                                                                                    |          | NA                                                                                                                                                                                                                                                                                                            |                         |                         |                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               | INSURER E:                                                                                                                                            |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |
| INSURER F:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |
| <p><b>COVERAGES</b>      <b>CERTIFICATE NUMBER:</b>      <b>REVISION NUMBER:</b></p> <p>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.</p>                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |
| INSR 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<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |                                                                                                                                                       |          | 001114231                                                                                                                                                                                                                                                                                                     | 1/1/2023                | 1/1/2024                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ 2,000,000<br>PER PROJECT AGG \$ 2,000,000 |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                         |                                                                                                                                                       |          | 5127491200                                                                                                                                                                                                                                                                                                    | 6/21/2022               | 6/21/2023               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>\$                                                                                                   |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 0                                                                                                                     |                                                                                                                                                       |          | 001114771                                                                                                                                                                                                                                                                                                     | 1/1/2023                | 1/1/2024                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$<br>\$                                                                                                                                                                                                      |
| C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                       |                                                                                                                                                       | N/A      | WFL505900002                                                                                                                                                                                                                                                                                                  | 1/1/2023                | 1/1/2024                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                                                |
| D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Professional Liab                                                                                                                                                                                                                                                                                                             |                                                                                                                                                       |          | EL005300642021                                                                                                                                                                                                                                                                                                | 3/12/2022               | 3/12/2023               | Each Claim \$ 1,000,000                                                                                                                                                                                                                                                 |
| D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Professional Liab                                                                                                                                                                                                                                                                                                             |                                                                                                                                                       |          | EL005300642021                                                                                                                                                                                                                                                                                                | 3/12/2022               | 3/12/2023               | Aggregate \$ 1,000,000                                                                                                                                                                                                                                                  |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)<br><b>** PROOF OF INSURANCE **</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |
| <b>CERTIFICATE HOLDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |                         |                         |                                                                                                                                                                                                                                                                         |
| <b>** PROOF OF INSURANCE **</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                       |          |                                                                                                                                                                                                                                                                                                               |                         |                         |                                                                                                                                                                                                                                                                         |

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## Tab 9 - Additional Information

### Conflict of Interest Disclosure

#### RFP #23014 CONFLICT OF INTEREST DISCLOSURE

I HEREBY CERTIFY that

1. I, (printed name) Vernice Atkins-Bradley, am the (title) President and CEO and the duly authorized representative of the firm of (Firm Name) Votum Construction, LLC whose address is 1405 W Colonial Dr, Orlando, FL 32804, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. This bid submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS to Items above

(List): \_\_\_\_\_

By Votum Construction, LLC

Date 04/13/2023

*Vernice Atkins-Bradley*  
(Signature)

By Vernice Atkins-Bradley, President & CEO  
Corporate Officer Name & Title

STATE OF Florida

COUNTY OF Orange

Sworn to and subscribed before me this 13th day of April, 20 23,  
by Vernice Atkins-Bradley, who is personally known to me  
or who has produced Personally known as identification.



*Kerilyn M. Tufty*  
NOTARY PUBLIC - STATE OF Florida  
Type or print name:

(Seal)

## Tab 9 - Additional Information

### Prohibition Against Contingent Fees

#### RFP 23014 FOR GENERAL CONTRACTOR FOR THE NEIGHBORHOOD STABILIZATION PROGRAM AND THE HOUSING PROGRAMS WITHIN THE HOUSING AND COMMUNITY DEVELOPMENT DIVISION

##### Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions

###### TO BE COMPLETED BY THE GENERAL CONTRACTOR

- 1) The prospective primary participant (contractor) certifies to the best of its knowledge and belief, that it and its principals (subcontractors):
  - (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 bid proposal 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 of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this bid proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid proposal.

Vernice Atkins-Bradley / President & CEO

Name and Title

Signature

Votum Construction, LLC

Firm

1405 W Colonial Dr

Street address

Orlando, FL 32804

City, State, Zip

04/13/2023

Date

## Tab 9 - Additional Information

### *Public Entity Crime and Discriminatory Vendor List*

#### RFP #23014

#### Notification Regarding Public Entity Crime and Discriminatory Vendor List

##### Requirements and Disqualification Provision

A. Pursuant to Florida Statutory requirements, potential Respondents are notified:

287.133(2)(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

287.133(2)(b) A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

287.134(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

287.134(2)(b) A public entity may not accept any bid, proposals, or replies from, award any contract to, or transact any business with any entity or affiliate on the discriminatory vendor list for a period of 36 months following the date that entity or affiliate was placed on the discriminatory vendor list unless that entity or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with an entity at the time of the discrimination resulting in that entity being placed on the discriminatory vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other entity who is under the same, or substantially the same, control as the entity whose name appears on the discriminatory vendor list so long as that entity's name appears on the discriminatory vendor list.

B. By submitting a proposal, the Respondent represents and warrants that the submission of its proposal does not violate Section 287.133, Florida Statutes (2005), nor Section 287.134, Florida Statutes (2005).

C. In addition to the foregoing, the Respondent represents and warrants that Respondent, Respondent's subcontractors and Respondent's Implementer, if any, is not under investigation for violation of such statutes.

D. Respondent should read carefully all provisions of 287.133 and 287.134, Florida Statutes (2005).



## Tab 9 - Additional Information

### Drug-Free Workplace

#### RFP #23014 DRUG-FREE WORK PLACE

The undersigned firm in accordance with Florida statute 287.087 hereby certifies that

Votum Construction, LLC does:  
(Name of Firm)

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

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

Vernice Atkins-Bradley

Name  
President and CEO  
Title  
Votum Construction, LLC  
Firm  
1405 W Colonial Dr  
Street Address  
Orlando, FL 32804  
City, State, Zip  
04/13/2023  
Date

## Tab 9 - Additional Information

### *Compliance with Davis Bacon and Related Acts*

#### **COMPLIANCE WITH DAVIS BACON AND RELATED ACTS**

Information regarding Davis Bacon and Related Acts can be found on the following websites:

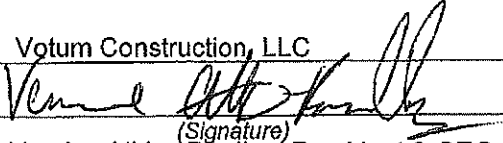
<http://www.dol.gov/esa/whd/contracts/dbra.htm>

<http://www.dol.gov/PrinterFriendly/PrinterVersion.aspx?url=http://www.dol.gov/esa/whd/programs/dbra/WD10Instrctns/wd10instructions.htm>

By signing below, I, as legal representative of my firm, agree to comply with all Davis Bacon and Related Acts (DBRA), as well as follow all of the procedures, rules, and regulations of the Wage and Hour Division of the United States Department of Labor.

By Votum Construction, LLC

Date 04/13/2023

  
(Signature)

By Vernice Atkins-Bradley, President & CEO  
Corporate Officer Name & Title

## Tab 9 - Additional Information

### *Disadvantage and Women Business Enterprises*

*State of Florida*

*Woman & Minority Business  
Certification*

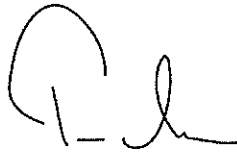
Votum Construction, LLC

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

June 21, 2022

to

June 21, 2024



J. Todd Inman

Florida Department of Management Services



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)