

**STATE OF FLORIDA  
COUNTY OF SANTA ROSA**

**AGREEMENT**

**THIS AGREEMENT**, made and entered into this 25 day of June, 2020, by and between SANTA ROSA COUNTY, a political subdivision of the State of Florida, (hereinafter referred to as “County”), and the EMERALD COAST SPORTS ASSOCIATION, a Florida non-profit corporation (hereinafter referred to as “ECSA”).

**WITNESSETH:**

**WHEREAS**, the “ECSA” is a Florida Non-Profit Corporation organized to provide social and character development and sports programming for citizens of Santa Rosa County; and

**WHEREAS**, the County and “ECSA” desire to develop athletic and recreational activities at County owned park areas (hereinafter referred to as “Parks<sup>1</sup>”), for the use and benefit of the public; and

**WHEREAS**, the “ECSA” has made application to the Board of County Commissioners of Santa Rosa County, Florida, to manage and administer the Parks for the purpose of providing a location for members of the “ECSA”, as well as other citizens and groups in Santa Rosa County, Florida, to engage in athletic/recreational programs; and

**WHEREAS**, the Board of County Commissioners is satisfied that such management and administration by “ECSA” would be in Santa Rosa County's best interest; and

**NOW, THEREFORE**, for and in consideration of the premises and the mutual covenants and agreements hereinafter set forth, it is mutually agreed and covenanted as follows, to-wit:

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<sup>1</sup> As of the date of the execution of this Agreement, the “Parks” include the area shown on Exhibits A-C.

1. “ECSA” Management. County does hereby grant and assign unto the “ECSA” and the “ECSA” does hereby receive and take from County the right to manage and administer the following described real property located in Santa Rosa County, Florida, including structures located thereon, which are more specifically described in **Exhibit A**” attached hereto.

2. Term. The term of this Agreement shall be for a period of five (5) years following commencement on June 25, 2020. This Agreement shall automatically renew for successive one-year terms unless either party shall give notice of its intent not to review at least ninety days in advance of the end of the then-term.

3. “ECSA” Representatives. The County Administrator shall designate the appropriate staff to represent the County in carrying out the objectives set forth in this Agreement. The “ECSA”, a properly registered not-for-profit corporation in the State of Florida, designates its Board of Directors and/or specifically designates “ECSA” Committees to carry out the objectives set forth in this Agreement.

4. Non-Employee Status. The “ECSA”, nor its board members or members, for purposes of this Agreement, are not employees of the County and are independent of the County and its operations except to the extent the duties and responsibilities are set forth in this Agreement.

5. Document Production. Prior to the execution of this Agreement, the “ECSA” agrees to provide the County a copy of its incorporating documents and a list of its current Board of Directors. The “ECSA” further agrees to furnish the County with annual reports on activities and programs being conducted at the “ECSA”, upon the request of the County. “ECSA” agrees that, during the terms of this agreement, no material changes shall be made to its bylaws, without notifying the County of the proposed changes. If the County objects to any changes in the By-Laws, the “ECSA” will work with the County to address any amendments or alterations to the

By-Laws suggested by the County but will not be required to have the County's consent to amend the By-Laws.

6. Improvements/Maintenance. The "ECSA" agrees that no physical change to the property or major maintenance will be undertaken without consultation with and the approval of the Board of County Commissioners or its designee. The "ECSA" shall make no improvements, nor structural alterations, nor modifications upon the premises, without securing the prior written consent of the County, and without complying with all local building, health, plumbing and electrical codes.

The "ECSA" shall, at its sole cost and expense, perform any renovations and repairs and maintenance to the Parks utilized by "ECSA" and keep them in good working order and condition. The "ECSA" shall be responsible for maintaining the grounds and improvements of the Parks in a clean and neat manner and provide for repairs of electrical and plumbing services. The County shall provide for all major maintenance including the grounds and improvements. However, the parties can object to any cost or expense that the other party asserts is the responsibility of the other and in the event any such matter cannot be amicably resolved, the parties agree to mediate the disputes of costs and expenses before any other dispute resolution action is taken by either party.

7. Future Plan. The "ECSA" and the County may agree to cooperate in the development of a master plan for the future development and use of the Parks. All plans for additions, new construction and remodeling must be approved by the County, but need not be included in any original master plan developed. The County will update any master plan as new construction dictates.

8. Use Purposes. During the period of this Agreement, and any renewal hereof, the “ECSA” shall manage the Parks for recreational purposes for the benefit of the public in accordance with terms set forth herein.

9. Background checks. All volunteers who have the potential for regular or intermittent contact with children are required to complete a Santa Rosa County Park and Recreation Volunteer application form. The volunteer form will require clearance for a background check as well as agreeing to follow the Santa Rosa County Parks and Recreation Code of Conduct. As part of this agreement “ECSA” will comply with policy. If “ECSA” has a background check program in place for specific sporting activities, it can be submitted for the County’s approval, once approved “ECSA” will receive a waiver; however, “ECSA” must provide a list of those volunteers to the County.

10. Fees. The “ECSA” may grant preferences to programs designed for Youth. The County understands that “ECSA” may charge a fee for participation in organized events; provided, however, in no event shall such fee exceed an amount reasonably anticipated to be necessary to cover expenses directly associated with the “ECSA’s” program, including appropriate allowances for participation in said programs by children without sufficient funds to pay the fees.

11. Utilities. The County shall pay for water and sewer service to the Parks if available. The County shall also pay for electrical service to provide lighting for those areas of the Parks used by members of the general public (as opposed to persons participating in “ECSA’s” activities). Such electrical service includes perimeter and parking lot lighting and similar areas. “ECSA” shall be responsible for electrical service in areas most often used by its participants and spectators, such as field lighting and concession stand usage.

12. Indemnity. With the exception of any acts of County employees, willful or negligent, the “ECSA” agrees it will at all times hereafter indemnify and save the County harmless from any and all claims, suits, causes of action, judgments, or damages, (including damages for care and loss of services because of bodily injury, sickness, or disease, including death resulting therefrom), sustained by it or any person or persons, and because of injury to, or destruction of property, (including the loss of use thereof), caused by or arising out of, or resulting from, the use of the above described property. This indemnity also specifically includes court costs and attorney's fees. Prior to the execution of this Agreement, the “ECSA” will furnish and will at all times maintain in effect a comprehensive general liability insurance policy in the amount of at least One Million Dollars (\$1,000,000), per occurrence, providing coverage for any and all losses or claims, by any person, firm or organization, of every nature arising through the authorized or legitimate uses of the above property, such use being pursuant to this Agreement, that said insurance policy shall inure to the benefit of the County, and that the County shall be listed as a co-insured thereon and shall be entitled to receive notice of changes in the policy as named insured. The Agreement shall be binding on and inure to the benefit of, the heirs, successors, executors, administrators, and assigns of the respective parties hereto.

As a part of maintaining comprehensive general liability insurance coverage, your policy must include the following:

- A. Include in location of premises section in policy the physical address of all locations leased by your organization from Santa Rosa County.
- B. Include in Classifications section the type of activities conducted by your organization, and number of participants. Also include concession stands as an exposure - if a concession stand is operated as a part of the organization’s operation.

- C. Include Sexual Abuse Coverage in your policy at a limit of \$1,000,000. Per occurrence.
- D. Santa Rosa County must be added as Additional Insured on this coverage and a Certificate of Insurance must be provided to the County to show proof of this coverage.
- E. If your coverage includes Exclusions for Trampolines and any activities use trampolines, either a separate policy must be purchased, and proof provided to County or trampolines must not be used. Additionally, if your policy excludes Unmanned Aircraft (drones), any use of drones will require the purchase and proof of aviation liability coverage be provided by the owner and your association with Santa Rosa County added as additional insured on this policy and proof of this coverage provided.
- F. If your organization has any employees, you must purchase Workers' Compensation coverage and provide proof coverage to Santa Rosa County.
- G. If "ECSA" hires any Independent Contractor to perform services for the association, you must secure evidence of the contractors General Liability coverage and Workers Compensation coverage or evidence of a valid Workers' Compensation exemption. You must maintain records of proof of coverage in your records and provide to Santa Rosa County if requested.
- H. Proof of appropriate insurance coverage must be provided, to Santa Rosa County, for events outside the scope of the agreement. Such events will include festivals, carnivals, fairs, clinics, bounce houses, etc.

13. Concessions. The "ECSA" may operate concession activities at the Parks, selling soft drinks, foodstuffs, and similar convenience items. The "ECSA" may continue, during the

period of this Agreement and any extensions thereof, to carry on such concession activities and fund raising events at the Parks under the following conditions:

A. The “ECSA” shall provide workers to operate the concession stand as service is reasonably necessary for the “ECSA” or organized athletic events at the Parks and at such other time as the “ECSA” shall deem advisable.

B. All concession operations will be carried out in accordance with applicable health regulations. Any fees associated with health inspections or regulations are the responsibility of “ECSA”.

C. All items sold in the concession shall be of first-class quality. The “ECSA” agrees to charge only a reasonable market price for items sold in the concession. Prices consistent with prices charged for concessions in other County Parks or similar public or private facilities shall be deemed reasonable. No beer or other alcoholic beverage may be sold or consumed at the East Milton Park without an approved Alcohol Variance Application.

D. The “ECSA” shall promptly pay all debts incurred by it for the purchase of goods and services used in the operation of the concession. It is understood and agreed that so long as the “ECSA” maintains the concession activity, and that so long as the “ECSA” reasonably and faithfully complies with the aforementioned conditions, the County shall not, without prior approval of the “ECSA” enter into any competing concession activities, either through its own agents or employees or the granting of concession privileges to any other corporation, person or association. Income derived from concession activities shall remain the sole and exclusive property of the “ECSA” except as noted in condition D and shall be used by the “ECSA” in furtherance of its activities at the Parks and in providing additional improvements for the Parks and the “ECSA's” programs. The services performed by the “ECSA”, or its employees under this Agreement shall not be construed to constitute an employer-employee relationship with the

County. The “ECSA” and its employees, if any, shall be deemed independent contractors of the County. The County shall not be required to make any contributions on behalf of the “ECSA”, or any of its employees, to any retirement plan or insurance plan or to make any withholdings for federal income tax and F.I.C.A.

14. Advisory Role. “ECSA” agrees to provide advisory assistance to other recreational or athletic programs within Santa Rosa County upon request of the County.

15. Termination. Either party may terminate this Agreement, for just cause, at any time by giving written notice to the other specifying the date of termination, such notice to be given no less than one-hundred and twenty (120) days prior to the termination date specified. Any notice mailed or delivered by the County to the Board of Directors, “ECSA”, 9447 Pine Lilly Court, Navarre, Florida 32566, shall be notice by the County. The County shall notify the “ECSA” Board of Directors and/or its counsel of record.

16. “ECSA” Equipment/Property. All equipment, or other personal property placed or maintained on the premises by the “ECSA” shall be at its sole risk and shall remain its property and may be removed therefrom at any time prior to, and within ninety (90) days after the termination of this Agreement. However, any property of the “ECSA” not removed from the premises within ninety (90) days after termination of this Agreement, shall become the property of County with further consideration. Furthermore, any permanent structures constructed shall become the property of the County upon the termination of this Agreement. The “ECSA” shall surrender the premises in good repair and condition, reasonable wear and tear resulting from use excepted. In the event removal of equipment, or the personal property from the premises results in damage thereto, the “ECSA” shall pay the full cost of any repairs necessitated thereby.

17. Liens. The “ECSA” shall keep the premises free from any liens arising out of any work performed or materials furnished, or obligation incurred by the ECSA. The “ECSA” shall



not cause to be placed or allow to be placed, any lien upon the premises subject to this agreement.

18. Duty to Maintain. Failure of the “ECSA” to maintain said premises in a neat, attractive and presentable manner shall be grounds for termination of this Agreement.

19. Assignment. Without the previous written consent of the County, neither the “ECSA” nor the “ECSA's” legal representative or successors in interest by operation of law or otherwise, shall be permitted to assign this Agreement or any estate or interest therein, sublet or permit the occupancy of the demised premises or any part thereof by anyone other than the “ECSA”. Any consent by the County to any act of assignment, subletting or occupancy shall be held to apply only to the specific transaction thereby authorized. In any event, no such assignment, subletting or occupancy shall relieve the “ECSA” of its obligations hereunder.

20. Right to Terminate. This Agreement shall be subject to the right of the County to terminate same, for just cause, particularly whenever the demised premises shall not be used, utilized or managed by the “ECSA” in accordance with the provisions of this Agreement, or if the “ECSA” ceases operation, dissolves its corporation, otherwise no longer provides required services to be performed under the terms of this Agreement.

21. Use and Scheduling of Parks. The “ECSA” shall have priority and oversight of scheduling park/individual fields for organized and unorganized usage. All requests for park usage will be directed to “ECSA”. When the Parks are not in use for “ECSA” events, they shall be made available for use by the general public for organized and unorganized activities that are not destructive to the Parks. The “ECSA” may require outside users (non-“ECSA” sports teams that use the Parks when not in use by “ECSA”) to prepare the field(s), clean up after activities, and pay proportional share of operating expenses, including but not limited to, insurance cost (and/or provide satisfactory proof of insurance), utilities, equipment rental, and overall

maintenance expenses. The general public will not be charged for individual or family park usage.

The County Parks Department has the right to priority schedule the Parks when deemed necessary for the overall public needs, such as voting and fairs, that are beneficial to the county public as a whole. The County will coordinate these events with "ECSA" to ensure there are no conflicts. When the Parks are not scheduled by the "ECSA" they will be made open to the general public for individual or family use.

a. An organization, for profit or not for profit, must request the park for a function; for example, cub scout ball game or Relay For Life fundraiser.

b. An unorganized usage of the Parks is defined as a group or company wishing to utilize the Parks for a fun day event but due to the nature of the event requires authorization to ensure safety and maintenance requirements are met.

22. Audit. "ECSA" shall provide to the County, upon request, copies of any document or record to which a member of "ECSA" would otherwise be entitled to inspect or which County may require in order to verify "ECSA's" compliance with this Agreement. The County reserves the right to conduct an audit of the "ECSA's" financial activities at any time upon five (5) days written notice to "ECSA" by the County. Such an audit shall be at the expense of the County and "ECSA" shall fully cooperate and make available to the County its relevant financial records in order for the County, or its auditors, to complete its audit. "ECSA" shall maintain all of its records, books, documents and the like for a period of five (5) years and shall maintain same for five (5) years beyond the ending date of this agreement. This paragraph shall survive the termination of this agreement.

23. Compliance With Laws. The "ECSA" shall comply in all respects with all applicable governmental, federal, state or local laws and regulations. County further reserves the

right to enact reasonable ordinances, rules or regulations which may be applicable to the premises or to the “ECSA” s activities thereon. The “ECSA” shall not discriminate against any person because of race, color, sex, religion, handicap, age or national origin.

**24. PUBLIC RECORDS:**

**IF THE ECSA HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ECSA’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS (850)983-1925, wandap@santarosa.fl.gov; 6495 Caroline Street, Suite C, Milton, Florida 32570.**

(A) “ECSA” shall comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the “ECSA” does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of “ECSA” or keep and maintain public records required by the

public agency to perform the service. If the “ECSA” transfers all public records to the public agency upon completion of the contract, “ECSA” shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the “ECSA” keeps and maintains public records upon completion of the contract, “ECSA” shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**(B) Request for records; noncompliance.**

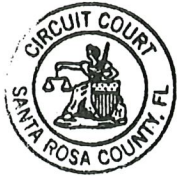
1. A request to inspect or copy public records relating to a public agency’s contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify “ECSA” of the request, and “ECSA” must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
2. If “ECSA” does not comply with the public agency’s request for records, the public agency shall enforce the contract provisions in accordance with the contract.
3. The “ECSA” who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under s. 119.10.

25. Attorney’s Fees. The prevailing party in any action to enforce this Agreement shall be entitled to recover attorney’s fees from the non-prevailing party.

26. Entire Agreement. This Agreement contains the entire agreement of the parties hereto and no representations, inducements, promises or agreements between the parties not contained herein shall be of any force and effect. Any amendments, modifications, additions or

alteration of this instrument shall be in writing executed with the same formalities as this instrument.

IN WITNESS WHEREOF, Santa Rosa County has caused these presents to be executed by the Chairman of the Board of County Commissioners of Santa Rosa County and the "ECSA", has caused these presents to be executed by its President, who has been authorized by "ECSA" Board of Directors to execute this Agreement on behalf of the "ECSA", and attested by its Secretary, on the date and year first above written.



**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

By: Don Salter  
W.D. "Don" Salter, Chairman

ATTEST:

Donald C. Spencer  
Donald C. Spencer, Clerk of Court

Date: BCC Approved June 25, 2020

**EMERALD COAST SPORTS ASSOCIATION**

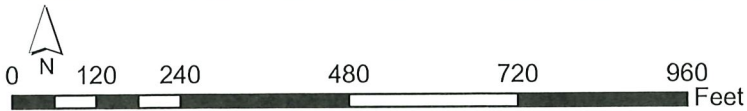
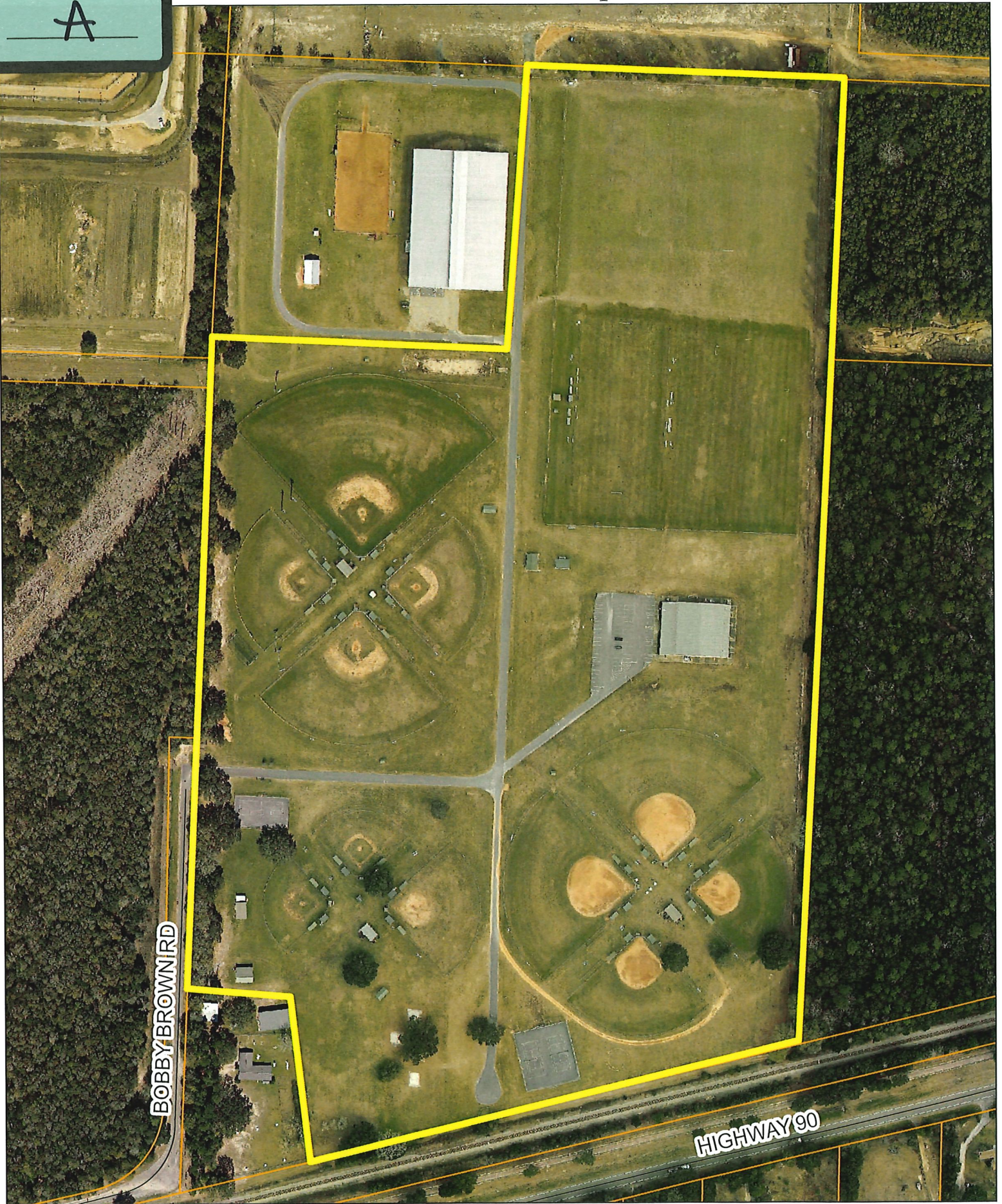
ATTEST:

Jacqueline Reyes  
Secretary

By: Carlton K. Whitfield  
President

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**Disclaimer:**  
 The GIS maps and data distributed by the Santa Rosa County BOCC departments are derived from a variety of public and private sector sources considered to be dependable, but the accuracy, completeness, and currency thereof are not guaranteed. The Santa Rosa County Commission makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the County Geographic Database. Additionally, the Santa Rosa Commission or any agent, servant, or employee thereof assume no liability associated with the use of this data, and assume no responsibility to maintain it in any matter or form. For further map assistance, call 850-943-1550 or email GISTeam@santarosa.fl.gov. SRC mapping website: <https://www.santarosa.fl.gov/78/Mapping-GIS>





Evaluation Criteria Matrix

**RFP 20-013**  
**Park Management Services**

RFP 20-013 Park Management Services

REF

Points Available

III	Following RFP submittal requirements	5								
III, 4	Concept and Workplan (include how you would work with other groups to utilize facilities your organization is not using and/or are not utilizing during any sport season)	30								
III, 5	Financial Status	5								
III, 4	Experience with athletic/recreation programs	25								
III, 4	Number of programs (football, soccer, basketball, baseball, etc.), weeks programmed per year and target (age, ability)	10								
III, 4	Utilization of available facility (%)	10								
III, 4	Anticipated participation: # of county resident participants/# of out of county participants	10								
III, 4	1. User fees in line with other county owned parks	5								
	<b>TOTAL POINTS:</b>	<b>100</b>								

**DIRECTIONS:** Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Evaluator's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



# **SANTA ROSA COUNTY, FLORIDA**



**RFP # 20-013 Park Management Services-East Milton Park**

**March 2020**

**OWNER: BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

**SAM PARKER  
ROBERT A. "BOB" COLE  
W.D. "DON" SALTER  
DAVE PIECH  
LANE LYNCHARD**

**-DISTRICT I  
-DISTRICT II  
-DISTRICT III  
-DISTRICT IV  
-DISTRICT V**





**SANTA ROSA COUNTY  
PROCUREMENT DEPARTMENT**

6495 Caroline Street, Suite L| Milton, Florida 32570 850-983-1870 [procurement@santarosa.fl.gov](mailto:procurement@santarosa.fl.gov)

**MEMORANDUM**

*SRC Procurement Form Memo 015\_00\_082719*

TO: Company Addressed DATE: February 14, 2020  
FROM: Santa Rosa County Procurement Office  
SUBJECT: RFP 20-013 Park Management Services – East Milton Park

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for on-site management services for the East Milton Park located at 8604 Bobby Brown Road in Milton.

All bids must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite M, Milton, Florida 32570, and **must be received by 10:00 A.M. on March 5, 2020** at which time will be publicly opened. Only bids received by the afore stated time and date will be considered. E-mailed proposal responses will be rejected. All bids shall be sealed and clearly labeled, "**RFP 20-013 Park Management Services – East Milton Park**". Please provide the original proposal, labeled "ORIGINAL", and three (3) copies labeled "COPY" along with one (1) electronic file in OCR (readable) PDF format.

Specifications may be secured by download from the Santa Rosa County Website: <https://www.santarosa.fl.gov/391/Procurement-Office>. Questions concerning this request should be directed to the Santa Rosa County Procurement Office in writing at [bidinfo@santarosa.fl.gov](mailto:bidinfo@santarosa.fl.gov) prior to 4:30 p.m. on February 27, 2020.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

By order of the Board of County Commissioners of Santa Rosa, Florida



## SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L| Milton, Florida 32570 850-983-1870 [procurement@santarosa.fl.gov](mailto:procurement@santarosa.fl.gov)

### LEGAL NOTICE

*SRC Procurement Form Memo 021\_00\_082719*

#### PARK MANAGEMENT SERVICES

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The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

By order of the Board of County Commissioners of Santa Rosa, Florida

#### LEGAL NOTICE

One Issue: February 19, 2020 - Santa Rosa Press Gazette

Bill and Proof of Publication to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite L, Milton, Florida 32570.  
Email to: [procurement@santarosa.fl.gov](mailto:procurement@santarosa.fl.gov)

SANTA ROSA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
INSURANCE REQUIREMENTS  
*SRC Procurement Form INS Std \_ 017\_00\_082119*

INSURANCE REQUIREMENTS

1) **THE SUBMITTER RECEIVING AN AWARD WILL OBTAIN OR POSSESS THE FOLLOWING INSURANCE COVERAGE'S AND WILL PROVIDE CERTIFICATES OF INSURANCE TO THE OWNER TO VERIFY SUCH COVERAGE:**

A. WORKERS' COMPENSATION – MEET STATUTORY LIMITS IN COMPLIANCE WITH THE WORKERS COMPENSATION LAWS OF FLORIDA. THIS POLICY MUST INCLUDE EMPLOYER LIABILITY WITH A LIMIT OF \$100,000 FOR EACH ACCIDENT, \$500,000 DISEASE POLICY LIMIT AND \$100,000 DISEASE EACH EMPLOYEE LIMIT.

CONTRACTOR WILL PROVIDE A COPY OF THEIR EXEMPTION CERTIFICATE AND ARTICLES OF INCORPORATION IF CLAIMING EXCEPTION TO WORKERS COMPENSATION REQUIREMENT. THE DIVISION OF WORKERS' COMPENSATION OFFERS AN ONLINE SYSTEM FOR APPLICANTS TO APPLY FOR OR RENEW A CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA'S WORKERS' COMPENSATION LAW, MODIFY AN EXEMPTION APPLICATION, OR PRINT THEIR CERTIFICATE. THE WEBSITE IS; [WC\\_EXEMPTION@MYFLORIDACFO.COM](mailto:WC_EXEMPTION@MYFLORIDACFO.COM).

B. COMMERCIAL GENERAL LIABILITY – COVERAGE SHALL PROVIDE MINIMUM LIMITS OF LIABILITY OF \$1,000,000 PER OCCURRENCE, \$2,000,000 AGGREGATE, FOR BODILY INJURY AND PROPERTY DAMAGE. THIS SHALL INCLUDE COVERAGE FOR:

- i. PREMISES/OPERATIONS
- ii. PRODUCTS/COMPLETE OPERATIONS
- iii. CONTRACTUAL LIABILITY
- iv. INDEPENDENT CONTRACTORS

C. BUSINESS AUTO LIABILITY – COVERAGE SHALL PROVIDE MINIMUM LIMITS \$500,000. COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE. IF SPLIT LIMIT COVERAGE IS PROVIDED LIMITS OF 500,000 PER PERSON/500,000 PER ACCIDENT AND 500,000 FOR PROPERTY DAMAGE ARE REQUIRED. THIS SHALL INCLUDE COVERAGE FOR:

- i. OWNED AUTOS

ii. HIRED AUTOS

iii. NON-OWNED AUTOS

SPECIAL REQUIREMENTS

2) PRIOR TO EXECUTION OF A CONTRACT OR AGREEMENT, CERTIFICATES OF INSURANCE WILL BE PRODUCED THAT SHALL PROVIDE FOR THE FOLLOWING:

A. **SANTA ROSA COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE COMMERCIAL GENERAL LIABILITY POLICY, INCLUDING PRODUCTS/COMPLETED OPERATIONS COVERAGE.**

B. **SANTA ROSA COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE BUSINESS AUTO LIABILITY POLICY.**

C. SANTA ROSA COUNTY WILL BE GIVEN THIRTY (30) DAYS' NOTICE PRIOR TO CANCELLATION OR MODIFICATION OF ANY STIPULATED INSURANCE.

3) IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL SUBCONTRACTORS COMPLY WITH ALL INSURANCE REQUIREMENTS.

4) IT SHOULD BE NOTED THAT THESE ARE MINIMUM REQUIREMENTS WHICH ARE SUBJECT TO MODIFICATION IN RESPONSE TO SPECIALIZED OR HIGH HAZARD OPERATIONS. IN THE EVENT OF UNUSUAL CIRCUMSTANCES, THE COUNTY ADMINISTRATOR OR HIS DESIGNEE, MAY ADJUST THESE INSURANCE REQUIREMENTS.

5) **A COPY OF THESE COVERAGES ON A CERTIFICATE OF INSURANCE OR A LETTER OF INSURABILITY FROM YOUR CARRIER STATING THAT YOU WILL OBTAIN THE LEVELS OF COVERAGE ABOVE SHALL BE PROVIDED WITH YOUR BID SUBMISSION.**

## **MINIMUM SPECIFICATIONS PARK MANAGEMENT SERVICES**

### **I. INTRODUCTION**

The Santa Rosa County Board of County Commissioners is calling for and requesting proposals for on-site management services for the East Milton Park located at 8604 Bobby Brown Rd., in Milton.

### **II. SCOPE OF SERVICES**

**The service provider will be responsible for the following:**

- Scheduling of events. Priority will be to Santa Rosa County residents.
- Establish user fees which cover the full cost of park operations.
- Maximize usage of facility during open periods.
- Oversee operation of concession stands.
- Ensure background checks have been performed on all individuals participating in activities involving direct contact with children.

### **III. SUBMITTAL REQUIREMENTS**

All proposals must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite M, Milton, Florida 32570, and **must be received by 10:00 a.m. on March 5 2020** at which time will be publicly opened. Only proposals received by the afore stated time and date will be considered. E-mailed proposal responses will be rejected. All proposals shall be sealed and clearly labeled, "**RFP 20-013 Park Management Services-East Milton Park**". Please provide the original proposal, labeled "ORIGINAL", and three (3) copies labeled "COPY" along with one (1) electronic file in OCR (readable) PDF format.

To simplify evaluation and to assure that each submittal receives the same orderly consideration; all submittals are to follow the format described in this section. Respondents are encouraged to submit concise and clear responses to the RFP. All submittals must be divided into the following content parts:

**Part 1 – Cover Page / Table of Contents**

**Part 2 – Letter of Interest and Executive Summary**

Provide a letter explaining your interest in managing and programming the park and that you will meet the minimum qualifications and the requirements for a managing partner. The letter should include an Executive Summary summarizing your relevant qualifications and experience.

**Part 3 – Respondent Profile, History, and Proposed Organizational Chart with Staff Profiles**

Provide the following information:

1. List your business name and business address, including telephone number, email address, facsimile numbers and website, if applicable.
2. Indicate the year your business was established and type of business.
3. Provide names and addresses of all Managers, and key personnel that will work at the parks if known.

**Part 4 – Concept, Skills and Experience**

Please describe the following;

1. Concept and Work Plan
  - a. Concept
  - b. Work Plan
2. Management and Technical Skills
  - a. Management Team
  - b. Technical Skills
3. Past Performance
4. Relevant Experience

**Part 5 – Financials**

Provide your most recent financial statements, consisting of a balance sheet and income statement.

**Part 6 – Miscellaneous**

Provide any additional information that you feel is relevant to your submittal.

**Part 7 – Required Forms**

See attached checklist for required documents.

#### **IV. PROPOSAL EVALUATION FACTORS**

Proposals will be ranked by score according to the criteria in Section III and identified on the attached matrix. It is the intent of the County to choose the proposal(s) that provides the highest value to the County. The County may hold interviews with one or more respondents. The County reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the County's opinion, such rejection is in the best interests of the County. The County reserves the right to seek additional/supplemental representation on specific issues as needed.

#### **V. AGREEMENT TERM**

Contract term is for a period of five (5) years. For each subsequent year, the County may approve the option of renewing the contract for a period not to exceed one (1) year.

#### **VI. TERMS AND CONDITIONS**

1. The OWNER reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the OWNER, or to award a contract to the next most qualified submitter if a successful submitter does not execute a contract within thirty (30) days after approval of the selection by the OWNER. OWNER reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the OWNER.
2. The OWNER reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the OWNER the services set forth in this Request for Qualifications, or until one or more of the proposals have been awarded.
4. Proposals shall be sealed, and submitter should indicate externally on their proposal the following:
  - a. Title: RFP# 20-013 Park Management Services
  - b. Name and Address of submitter
5. Costs of preparation of a response to this request for proposals are solely those of the submitter. The OWNER assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that the OWNER bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The respondent(s) awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the later of final project closeout or final audit by OMB

of any project work performed under contract resulting from this RFP. The OWNER shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the OWNER, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.

7. The Agreement form shall be provided by the County Attorney.
8. This is a Request for Proposal and not an offer to purchase said services. The county shall have no obligation to any submitter who presents a submission and is not liable for any costs incurred by the submitter in preparation of the submission. The county reserves the right to award a contract solely based on the submission received and to award no contract whatsoever. The county reserves the right also to accept or reject submissions in whole or in part and to waive any defect, technical requirements and/or irregularities therein.

## VII. GIS MAP OF PARK LOCATIONS, EVALUATION CRITERIA

Exhibit A: East Milton Park Proposed Management Area

Exhibit B: Evaluation Criteria Matrix

## VIII. SANTA ROSA COUNTY INSURANCE REQUIREMENTS

The submitter receiving an award will obtain or possess the following insurance coverage's and will provide Certificates of Insurance to the OWNER to verify such coverage.

Indemnity. Except for any acts of County employees, willful or negligent,

ENGLAND COAST  
SPORTS ASSOCIATION agrees it will at all times hereafter indemnify and save the County harmless from any and all claims, suits, causes of action, judgments, or damages, (including damages for care and loss of services because of bodily injury, sickness, or disease, including death resulting therefrom), sustained by it or any person or persons, and because of injury to, or destruction of property, (including the loss of use thereof), caused by or arising out of, or resulting from, the use of the above described property. This indemnity also specifically includes court costs and attorney's fees.



Prior to the execution of this Agreement, EMERALD COAST  
SPORTS ASSOCIATION will furnish and will at all times maintain in effect a comprehensive general liability insurance policy in the amount of at least One Million Dollars (\$1,000,000), per occurrence, providing coverage for any and all losses or claims, by any person, firm or organization, of every nature arising through the authorized or legitimate uses of the above property, such use being pursuant to this Agreement, that said insurance policy shall inure to the benefit of the County, and that the County shall be listed as a co-insured thereon and shall be entitled to receive notice of changes in the policy as named insured. The Agreement shall be binding on and inure to the benefit of, the heirs, successors, executors, administrators, and assigns of the respective parties hereto.

As a part of maintaining comprehensive general liability insurance coverage, your policy must include the following:

- a. Include in location of premises section in policy the physical address of all locations leased by your organization from Santa Rosa County.
- b. Include in Classifications section the type of activities conducted by your organization, and number of participants. Also include concession stands as an exposure - if a concession stand is operated as a part of the organization's operation.
- c. Include Sexual Abuse Coverage in your policy at a limit of \$1,000,000 per occurrence.
- d. Santa Rosa County must be added as Additional Insured on this coverage and a Certificate of Insurance must be provided to the County to show proof of this coverage.
- e. If your coverage includes Exclusions for Trampolines and any activities use trampolines, either a separate policy must be purchased, and proof provided to

County or trampolines must not be used. Additionally, if your policy excludes Unmanned Aircraft (drones), any use of drones will require the purchase and proof of aviation liability coverage be provided by the owner and your association with Santa Rosa County added as additional insured on this policy and proof of this coverage provided.

- f. If your organization has any employees, you must purchase Workers' Compensation coverage and provide proof coverage to Santa Rosa County.
- g. If EMERALD COAST SPORTS ASSOCIATION hires any Independent Contractor to perform services for the association, you must secure evidence of the contractors General Liability coverage and Workers Compensation coverage or evidence of a valid Workers' Compensation exemption. You must maintain records of proof of coverage in your records and provide to Santa Rosa County if requested.
- h. Proof of appropriate insurance coverage must be provided, to Santa Rosa County, for events outside the scope of the agreement. Such events will include festivals, carnivals, fairs, clinics, bounce houses, etc.



**Emerald Coast Sports Association**

RFP#20-013 Park Management Services-East Milton Park

Emerald Coast Sports Association

March 2020



## **Table of Contents**

1. Letter of Interest and Executive Summary
2. Respondent Profile, History, and Proposed Organizational Chart
3. Concept, Skills, and Experience
4. Financials
5. Miscellaneous
6. Required Forms



## **Letter of Interest**

To the Board of County Commissioners:

Emerald Coast Sports Association has interest in managing and implementing a promising competitive program at the East Milton Park. We look to meet and ultimately exceed the qualifications set forth by the County and the Board of Commissioners. Emerald Coast Sports Association ultimate goal and purpose is to provide an array of sports opportunities to the youth in Santa Rosa County. Managing this ball park with fulfill that goal and purpose by providing a sports complex that will bring the Santa Rosa County community together and embrace it's youth.

Emerald Coast Sports Association will provide the following sports: Youth Tackle Football, Youth Flag Football, Softball, Cheer/Dance, Basketball, Baseball, Youth Soccer, Adult Softball and Adult Flag Football. Board members of Emerald Coast Sports Association are comprised of military members(Army, Air Force) and retired law enforcement officers. With a collective total of 62 years of experience dealing with a wide range of managerial issues in areas like logistics, personnel, leadership, followership, ethics and values. We believe our diversity makes us a

perfect fit to manage the East Milton Park and bring a successful sports organization and mentorship program to Santa Rosa County.



## Respondent Profile

- 1) Emerald Coast Sports Association,

9447 Pine Lilly Court Navarre FL 32566, (757)332-3850, [keith.whitfield@eccfootball.com](mailto:keith.whitfield@eccfootball.com):

[Ecysa.sporngin.com](http://Ecysa.sporngin.com)

- 2) Emerald Coast Sports Association was Established January 11, 2020, Emerald Coast Sports  
is a Sports Association

- 3) President- Carlton Whitfield, 9447 Pine Lilly Court Navarre FL 32566

Vice President- Terry Maxwell, 6668 Britt St Navarre FL 32566

Secretary/Treasurer- Jackie Reyes, 9447 Pine Lilly Court Navarre FL 32566

Director- Larry Perine, 6613 Indian St Navarre FL 32566



## **Concept, Skills and Experience**

### **1. Concept and Work Plan**

a.) Emerald Coast Sports Associations plan is to provide multiple sporting opportunities to the Santa Rosa County Youth and Adults. While providing these sports opportunities, we will also work with the local school systems to provide an opportunity to set up local tournaments to foster camaraderie through sports. Emerald Coast Sports Association primary goal is to not only provide sports but to bridge all cities and unincorporated communities in Santa Rosa County. We will do that through providing new sports programs and a strong mentorship program focused on young men and women of local area Middle/High Schools.

b.) Emerald Coast Sports Association plans to have the following sports with associated fees to manage the park:

Tackle Football, August-November, youth male or female ages 5-14 (\$135)

Flag Football, March-May, youth male or female ages 5-14(\$95)

Cheer/Dance, July-November, youth male or female ages 5-14(\$105)

Basketball, December-Feb and June-July, youth male or female ages 5-14(\$100/\$55)

Spring Soccer, March-May and Aug-November, youth male or female ages 5-14(\$95)

T-Ball/Softball/Baseball, May-July and August-November, youth male or female ages 5-14(\$130)





## **Financials, Miscellaneous, and Required Forms**

**Part 5-** We are a new organization and do not have any financial records to provide at this time.

**Part 6-** Emerald Coast Sports Association believe we are the right fit to manage the park located in East Milton. Our strong diversity, managerial skills, and dedication to the community will allow us to provide a great sports program, but also help promote ethics and values to the young men and women in the community through our mentorship program.

Emerald Coast Sports Association base our youth sports programs on strong academic achievement that builds student-athletes. In addition to focusing on academic rigor, we also have a mentorship program tailored to middle and high school students. With a mission of them striving to be the best version of themselves and focusing on becoming better young men and women in the community. Through our association, tutoring services will also be provided through our sports programs because our motto is “Your talent determines what you can do, your academics determines how far you will go.”

Adult Softball, March-June, ages 18 and up (\$250 per team)

Adult Flag Football, Aug-Nov and Mar-May, ages 18 and up, (\$300 per team)

We believe the projected fee price will allow for us to manage the programming of East Milton Park.

## 2) Management and Technical Skills

- a.) Please see attached Organizational Chart
- b.) Over 30 years of experience in Management, Contractor Courses, multiple levels of sports management, coaching, certified instructor training

3) Past Performance- We are new organization and do not have historical data to predict enrollment, or past performances.

4) The board members at Emerald Coast Sports Association do not have any experience with a Sports Association. However, we feel with most of the board members experience being military veterans, retired law enforcement officers, and members of other boards of sports organizations .We will leverage that experience to effectively manage, resource, run a successful program. Most ,if not all ,members have degrees(associates,bachelors,masters) ranging from Criminal Justice, Intelligence, Education, International Relations, Medical and a host of certifications.

We do not have current references at this time. Our Association is new but we do have relevant experience in areas of coaching, management, and logistics to help us manage and program a successful park. Our current Insurance will be updated to match all Insurance requirements by law, and Santa Rosa County in which we are required to carry. All Tax related forms are submitted our Business 501©(3) is currently with the review at the IRS and should be back within the next few weeks.

**Part 7-** See attached checklist with required forms

Date of this notice: 01-09-2020

Employer Identification Number:  
84-4224580

Form: SS-4

Number of this notice: CP 575 B

EMERALD COAST SPORTS ASSOCIATION  
CARLTON K WHITFIELD JR MBR  
9447 PINE LILLY CT  
NAVARRE, FL 32566

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 84-4224580. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

03/15/2021

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is EMER. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Keep this part for your records.

CP 575 B (Rev. 7-2007)

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Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 B

9999999999

Your Telephone Number	Best Time to Call	DATE OF THIS NOTICE:	01-09-2020
(      )	-	EMPLOYER IDENTIFICATION NUMBER:	84-4224580
_____	_____	FORM: SS-4	NOBOD

INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023  
|||

EMERALD COAST SPORTS ASSOCIATION  
CARLTON K WHITFIELD JR MBR  
9447 PINE LILLY CT  
NAVARRE, FL 32566



SANTA ROSA COUNTY
PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

CONE OF SILENCE FORM

SRC Procurement Form COS 013\_01\_091619

The Board of County Commissioners have established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their sub-consultants, or anyone designated to provide a recommendation to award a particular contract, other than the Procurement Department Staff.

The period commences from the time of advertisement until contract award.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Procurement Officer or an appointed representative. It shall be the Procurement Officers decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I, CARLTON K WHITFIELD JR representing EMERALD COAST SPORTS ASSOCIATION
(Print) (Company)

On this 19th day of FEBRUARY 2020 hereby agree to abide by the County's "Cone of Silence" clause and understand violation of this policy shall result in disqualification of my proposal/submittal.

[Handwritten signature]
(Signature)



# SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

## SWORN STATEMENT UNDER SETION 287.133 (3) (A) FLORIDA STATUTE ON PUBLIC ENTITY CRIMES

SRC Procurement Form SSPEC 016 01 091619

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for: RFP # 20-013  
PARK MANAGEMENT SERVICES - EAST MILTON PARK
2. This sworn statement is submitted by, EMERALD COAST SPORTS ASSOC, whose business address is, 9447 PINE LILLY COURT NAVARRE FL 32566, and (if applicable) Federal Employer Identification Number (FEIN) is 84-4224580 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).
3. My name is CARLTON K. WHITFIELD JR and my relationship to the entity named above is PRESIDENT / FOUNDER (title).
4. I understand that a "public entity crime" as defined in paragraph 287.133 (1) (g) Florida Statute, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to , any bid or contract for goods or services to be provided to any public entity or any agency or public subdivision of any other state or of the United States and involved antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
5. I understand that "convicted" or "convicted" as defined in paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287 .133 (1) (a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under an length agreement, shall be a prima facie case that one person controls another person. A person who knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in paragraph 287 .133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



# SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

- Neither the entity submitting this sworn statement, nor any officers, directors, executive, partners, shareholders, employees, member, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 And (please attach a copy of the final order)
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)
- The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the department of General Services)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM

CARLTON K. WHITFIELD

Name

[Handwritten Signature]  
Signature

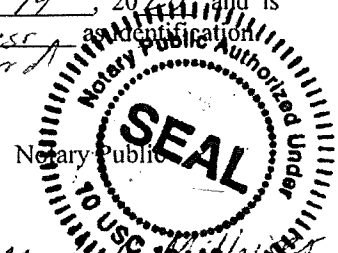
19 FEB 2020  
Date

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this day of Feb 19, 2020, and is personally known to me, or has provided Military ID/Common Access Card as identification

STATE OF FLORIDA

COUNTY OF: Escambia

My Commission expires: Indefinite pursuant to 10 U.S.C. 1044a



LTC Mark R. Melton  
Judge Advocate, U.S. Army

[Handwritten Signature]





SANTA ROSA COUNTY
PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

DEBARMENT FORM

SRC Procurement Form Debar 022\_00\_082719

Certification Regarding Debarment, Suspension, And Other Responsibility Matters

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
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 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 governmental 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 application/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 proposal.

Name: CARLTON K. WHITFIELD JR Title: PRESIDENT/FOUNDER
Signature: [Handwritten Signature]
Firm: EMERALD COAST SPORTS ASSOCIATION
Street Address: 9447 PINE LILLY CT
City: NAVARRE
State: FL Zip Code: 32564
Solicitation Name PARK MANAGEMENT SERVICES # XX-XXX 20-013
EAST MILTON PARK



SANTA ROSA COUNTY
PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

CONFLICT OF INTEREST DISCLOSURE FORM

SRC Procurement Form COS 027\_00\_091319

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Santa Rosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

Yes: \_\_\_\_\_ No: X

Table with 2 columns: Name(s), Position(s). Multiple rows for listing individuals.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

FIRM NAME: EMERALD COAST SPORTS ASSOCIATION

BY (PRINTED): CARLTON K. WHITFIELD JR

BY (SIGNATURE): [Handwritten Signature]

TITLE: PRESIDENT / FOUNDER

ADDRESS: 9447 PINE LILLY CT NAVARRE State FL Zip Code 32546

PHONE NO: (757) 332 3850

E-MAIL: Keith.Whitfield@eccfootball.com

Date: 19 FEB 2020

Sadler Sports: Amateur Teams / Leagues Insurance Plan



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/11/2020

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> SADLER & COMPANY, INC. P.O. BOX 5866 COLUMBIA, SOUTH CAROLINA 29250-5866	<b>CONTACT NAME:</b> Sports Dept
	<b>PHONE (A/C, No. Ext):</b> 800-622-7370   <b>FAX (A/C, No):</b> 603-256-4017
	<b>E-MAIL ADDRESS:</b> amateur@sadlersports.com
	<b>PRODUCER CUSTOMER ID#:</b>

<b>INSURED</b> EMERALD COAST SPORTS ASSOCIATION 9447 PINE LILLY COURT NAVARRE, FL 32566  Application ID: 287839 A Member of the Sports, Leisure & Entertainment RPG	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: NATIONWIDE MUTUAL INSURANCE COMPANY		23787
	INSURER B:		
	INSURER C:		
	INSURER D:		

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.

INSD LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			6BRPG0000006993600	02:26:01 PM ET 02/11/2020	12:01AM ET 02/11/2021	EACH OCCURRENCE	\$1,000,000
			DAMAGE TO PREMISES RENTED TO YOU (Fire Legal Liability)				\$1,000,000	
			MEDICAL EXPENSES (other than participants)				\$5,000	
			PERSONAL & ADV INJURY				\$1,000,000	
			GENERAL AGGREGATE (other than Products- completed Operations)				\$5,000,000	
			PRODUCTS- COMP/ OP AGG				\$1,000,000	
			LEGAL LIAB TO PARTICIPANTS				\$1,000,000	
	PROFESSIONAL LIABILITY	\$1,000,000						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS (not provided while in Hawaii) <input checked="" type="checkbox"/> NON- OWNED AUTOS (not provided while in Hawaii)			6BRPG0000006993600	02:26:01 PM ET 02/11/2020	12:01AM ET 02/11/2021	COMBINED SINGLE LIMIT (Ea Accident)	\$1,000,000
	BODILY INJURY (Per person)							
	BODILY INJURY (Per accident)							
	PROPERTY DAMAGE (Per accident)							
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E. L. EACH ACCIDENT	
							E. L. DISEASE - EA EMPLOYEE	
							E. L. DISEASE - POLICY LIMIT	
A	<b>MEDICAL PAYMENTS TO PARTICIPANTS</b>			6BRPG0000006993600	02:26:01 PM ET 02/11/2020	12:01AM ET 02/11/2021	EXCESS MEDICAL	\$25,000
							AD&D	NONE
							DEDUCTIBLE	\$100

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**RE: COVERED SPORTS** Football (Flag & Touch) 12 & Under, Football (Flag & Touch) 13-15, Football (Flag & Touch) 20 & Over,


High Brain Injury Sports - For Deck/ Floor/ Field/ Street Hockey, Roller Hockey (quad), Cheerleading (age 19 & under); Lacrosse (age 19 & under); Tackle and contact football (age 19 & under); Soccer (age 19 & under); Water Hockey (age 19 & under); Wrestling (age 19 & under), and Umpire/ Referee Associations for the above High Risk Concussion Sports, Limited Coverage for "Brain Injury" endorsement applies- Brain Injury Limit: \$1,000,000 occurrence/ \$1,000,000 aggregate; Brain Injury Loss Adjustment Expense Limit: \$1,000,000 occurrence/ \$1,000,000 aggregate. "Brain Injury" means concussion, chronic traumatic encephalopathy, or any other injury to the brain and any symptoms, conditions, disorders and diseases, including death, resulting therefrom but only if such injury occurs as a result of specific events occurring during the policy period.

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


  
Carlon Whitfield  
President/Founder


  
Open  
Compliance Officer

  
Open  
Scholastics Director

  
Open  
Community Outreach

  
Open  
Employee

  
Open  
Employee

  
Open  
Employee

  
Open  
Employee

  
Open  
Employee

  
Open  
Employee

  
Open  
Employee

# Emerald Coast Sports Association ORGANIZATIONAL CHART