

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/25/2024

Contract/Lease Control #: C24-3941-TDD

Procurement#: SINGLE SOURCE

Contract/Lease Type: CONTRACT- AGREEMENT

Award To/Lessee: RACONTEURS, LLC

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/25/2024

Expiration Date: 01/24/2025 W/ (4) 1 YR REWAL

Description of: SPORTS TOURISM CONSULTING SERVICES

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: [jadams@myokaloosa.com](mailto:jadams@myokaloosa.com)

Closed: \_\_\_\_\_

CC: BCC RECORDS

**PROCUREMENT / CONTRACT / LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: \_\_\_\_\_ Tracking Number: **5059-24**

Procurement/Contractor/Lessee Name: **Raconteurs, LLC** Grant Funded: YES \_\_\_ NO **X**

Purpose: **Sports Tourism Consulting Services**

Date/Term: **1 Yr w/ (4) 1 Yr Renewals**

Department #: **1410**

Account #: **531100**

Amount: **\$60,000.00**

Department: **TDD** Dept. Monitor Name: **Adams**

1.  GREATER THAN \$100,000  
2.  GREATER THAN \$50,000  
3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met:

Amber Hammonds Date: 1/10/24

Amber Hammonds

**2CFR Compliance Review (if required)**

Approved as written: \_\_\_\_\_ Grant Name: \_\_\_\_\_

Required: Yes \_\_\_\_\_ No NO

N/A Date: \_\_\_\_\_

Grants Coordinator – Suzanne Ulloa

**Risk Management Review**

Approved as written: \_\_\_\_\_

See Attached Email Date: 1/11/24

Risk Manager or designee – ( Circle One: Karen Donaldson / Jacqueline Mtichuk / Odessa Cooper-Pool )

**County Attorney Review**

Approved as written: \_\_\_\_\_

See Attached Email Date: 1/23/2024

County Attorney - ( Circle One: Lynn Hoshihara, Kerry Parsons or Designee )

**Department Funding Review**

Approved as written: \_\_\_\_\_

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

**IT Review (if applicable)**

Approved as written: \_\_\_\_\_

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

## Amber Hammonds

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**From:** Odessa Cooper-Pool  
**Sent:** Thursday, January 11, 2024 2:00 PM  
**To:** Amber Hammonds  
**Subject:** RE: Raconteurs, LLC  
**Attachments:** Raconteurs\_LLC-Draft\_Contract\_risk.docx

Good afternoon Amber,

The draft agreement for Raconteurs has been reviewed and is approved by Risk Management for insurance purposes.

Thank you,

### Odessa Cooper-Pool

Public Records & Contracts Specialist |Risk Management  
Okaloosa County BCC  
302 N. Wilson Street, Crestview, FL 32536  
Office: 1-850-689-4111



“And, when you want something, all the universe conspires in helping you to achieve it.”— Paulo Coelho, *The Alchemist*

**Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.**

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**From:** Amber Hammonds <ahammonds@myokaloosa.com>  
**Sent:** Thursday, January 11, 2024 1:21 PM  
**To:** Odessa Cooper-Pool <ocooperpool@myokaloosa.com>  
**Subject:** RE: Raconteurs, LLC

Done. Please review and approve.

Thank you,

### Amber Hammonds

Contracts & Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970  
Email: [ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)



**2024**  
HAPPY NEW YEAR

**Upcoming Events:**

**May 9<sup>th</sup> 2024- Pensacola, Florida**

16<sup>th</sup> Annual Reverse Tradeshow – Hosted by the Central Gulf Coast Chapter of the National Institute of Governmental Purchasing

[Click here to register!](#)



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**From:** Odessa Cooper-Pool <[ocooperpool@myokaloosa.com](mailto:ocooperpool@myokaloosa.com)>

**Sent:** Thursday, January 11, 2024 10:53 AM

**To:** Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>

**Cc:** Kerry Parsons <[kparsons@ngn-tally.com](mailto:kparsons@ngn-tally.com)>; Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>

**Subject:** FW: Raconteurs, LLC

Hello Amber,

Would you please change out the “Contractor” insurance requirements for the “Professional Liability – Consultant” insurance?

Thank you,

**Odessa Cooper-Pool**

Public Records & Contracts Specialist |Risk Management

Okaloosa County BCC

302 N. Wilson Street, Crestview, FL 32536

Office: 1-850-689-4111



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**From:** Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>

**Sent:** Wednesday, January 10, 2024 9:46 AM

**To:** Jacqueline Matichuk <[jmatichuk@myokaloosa.com](mailto:jmatichuk@myokaloosa.com)>; Kerry Parsons <[kparsons@ngn-tally.com](mailto:kparsons@ngn-tally.com)>; Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>; Odessa Cooper-Pool <[ocooperpool@myokaloosa.com](mailto:ocooperpool@myokaloosa.com)>

**Subject:** Raconteurs, LLC

Good morning ladies,

Please review and approve the contract for the above referenced single source.  
The single source will be on the ITA this week.

Thank you,

**Amber Hammonds**

Contracts & Lease Coordinator

Okaloosa County Purchasing Department

5479A Old Bethel Road

Crestview, FL 32536

Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970

Email: [ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)



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## Amber Hammonds

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**From:** Lynn Hoshihara  
**Sent:** Tuesday, January 23, 2024 12:49 PM  
**To:** Charlotte Dunworth  
**Cc:** Amber Hammonds  
**Subject:** Re: Raconteurs, LLC

This contract with the updated attachment is approved.

On Jan 23, 2024, at 1:40 PM, Charlotte Dunworth <cdunworth@myokaloosa.com> wrote:

Hi Amber – here's the corrected version, thanks!

<image004.png>

Please note: Due to Florida's very broad public records laws, most written communications to or from Town employees regarding Town business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

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**From:** Amber Hammonds <ahammonds@myokaloosa.com>  
**Sent:** Tuesday, January 23, 2024 11:44 AM  
**To:** Charlotte Dunworth <cdunworth@myokaloosa.com>  
**Cc:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Subject:** RE: Raconteurs, LLC

Good morning Ms. Charlotte,

Are you making this correction on your copy? Here is a copy of the Attachment A, if you need it. Once corrected I will send the final contract and attachment A for approval.

Thank you,

**Amber Hammonds**

Contracts & Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970  
Email: [ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)

<image005.jpg>

<image006.jpg>

**Upcoming Events:**

**May 9<sup>th</sup> 2024- Pensacola, Florida**

16<sup>th</sup> Annual Reverse Tradeshow – Hosted by the Central Gulf Coast Chapter of the National Institute of Governmental Purchasing

[Click here to register!](#)

<image007.png>

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On Jan 23, 2024, at 8:43 AM, Charlotte Dunworth <[cdunworth@myokaloosa.com](mailto:cdunworth@myokaloosa.com)> wrote:

Hi Lynn – that language is intended to clarify the billing terms... that the zoom meetings will be billed on a flat rate per occurrence basis rather than the other line items that are invoiced as a % complete basis.

The \$500 per call fee is computed based on the \$3000 quarterly amount (\$500 x 2 calls/mo x 3 mo)

If that's confusing, we can remove that line and the billing would be 16.66% complete for each zoom call, which is fine.

<image004.png>

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**From:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>  
**Sent:** Monday, January 22, 2024 3:47 PM  
**To:** Charlotte Dunworth <[cdunworth@myokaloosa.com](mailto:cdunworth@myokaloosa.com)>  
**Cc:** Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>  
**Subject:** Fw: Raconteurs, LLC

---

Hi Charlotte,

Attachment A of the proposed Raconteurs contract states "Zoom meetings are billed at a flat fee of \$500/call." Is that fee in addition to the line item amounts for the "Twice Monthly Mentoring Zoom meetings" billed at \$3000 every three months? If not, I recommend that sentence be removed.

Lynn

**From:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>  
**Sent:** Tuesday, January 23, 2024 8:39 AM  
**To:** Charlotte Dunworth <[cdunworth@myokaloosa.com](mailto:cdunworth@myokaloosa.com)>  
**Cc:** Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>  
**Subject:** Re: Raconteurs, LLC

Thanks for the explanation. I would recommend deleting that<sup>2</sup> sentence.

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**From:** Amber Hammonds  
**Sent:** Monday, January 22, 2024 8:32 AM  
**To:** Lynn Hoshihara  
**Subject:** RE: Raconteurs, LLC

Good morning Ms. Lynn,

Please see the updated attachment A.

Thank you,

**Amber Hammonds**

Contracts & Lease Coordinator

Okaloosa County Purchasing Department

5479A Old Bethel Road

Crestview, FL 32536

Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970

Email: [ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)

<image006.jpg>

<image008.jpg>

***Upcoming Events:***

***May 9<sup>th</sup> 2024- Pensacola, Florida***

16<sup>th</sup> Annual Reverse Tradeshow – Hosted by the Central Gulf Coast Chapter of the National Institute of Governmental Purchasing



**From:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Sent:** Friday, January 19, 2024 1:22 PM  
**To:** Amber Hammonds <ahammonds@myokaloosa.com>; Jacqueline Matichuk <jmatichuk@myokaloosa.com>; Kerry Parsons <kparsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>  
**Subject:** Re: Raconteurs, LLC

Amber,

Attached are my changes to this contract. The Project Timeline states that "Zoom meetings are billed at a flat fee of \$1000/mo." Is that in addition to the amounts listed for the Twice Monthly mentoring Zoom meetings for \$3000?

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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**From:** Amber Hammonds  
**Sent:** Wednesday, January 10, 2024 10:45 AM  
**To:** Jacqueline Matichuk; Kerry Parsons; Lynn Hoshihara; Odessa Cooper-Pool  
**Subject:** Raconteurs, LLC

Good morning ladies,

Please review and approve the contract for the above referenced single source.

The single source will be on the ITA this week.

Thank you,

**Amber Hammonds**

Contracts & Lease Coordinator

Okaloosa County Purchasing Department

5479A Old Bethel Road

Crestview, FL 32536

Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970

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**AGREEMENT BETWEEN OKALOOSA COUNTY, FLORIDA  
AND RACONTEURS, LLC  
CONTRACT ID #: C24-3941-TDD**

**THIS AGREEMENT** (hereinafter referred to as the “Agreement”) is made this 25th, day of January, 2024, by and between Okaloosa County, a political subdivision of the State of Florida, (hereinafter referred to as the “County”), with a mailing address of 1250 N. Eglin Parkway, Suite 100, Shalimar, Florida, 32579, and Raconteurs, LLC, a Florida Limited Liability Company authorized to do business in the State of Florida (hereinafter referred to as “Contractor”) whose Federal I.D. # is 84-3499100.

**RECITALS**

**WHEREAS**, the County is in need of a contractor to provide Sports Tourism Consulting Services (“Services”); and

**WHEREAS**, pursuant to Section 19 of the Okaloosa County Purchasing Manual, the County is procuring the services through a single source procurement. A copy of the Contractor’s proposal and the County’s single source justification is included as Attachment “A”; and

**WHEREAS**, Contractor is a certified and insured entity with the necessary experience to provide the desired Services; and

**WHEREAS**, the County wishes to enter into this Agreement with Contractor to provide the Services to the County for an amount of sixty thousand Dollars (\$60,000), as further detailed below.

**NOW THEREFORE**, in consideration of the promises and the mutual covenants herein, the parties agree as follows:

**1. Recitals and Attachments.** The Recitals set forth above are hereby incorporated into this Agreement and made part hereof for reference. The following documents are attached to this Agreement and are incorporated herein.

Attachment “A” – Contractor’s Proposal and the County’s Single Source Justification;

Attachment “B” – Insurance Requirements;

Attachment “C” – Title VI list of pertinent nondiscrimination acts and authorities;

Attachment “D” – Scrutinized Companies Certification;

**2. Services.** Contractor agrees to perform the following services, Sports Tourism Consulting Services. The Services to be provided are further detailed in the Contractor’s proposal attached as Attachment “A” and incorporated herein by reference. The Services shall be performed by Contractor to the full satisfaction of the County. Contractor agrees to have a qualified representative to audit and inspect the Services provided on a regular basis to ensure all Services are being performed in accordance with the County’s needs and pursuant to the terms of this Agreement and shall report to the County accordingly. Contractor agrees to immediately inform the County via telephone and in writing of any problems that could cause damage to the County. Contractor will require its employees to perform their work in a manner befitting the type and scope of work to be performed.



**3. Term and Renewal.** The term of this Agreement shall begin when all parties have signed, and shall continue for one (1) year, subject to the County's ability to terminate in accordance with Section 7 of this Agreement. The terms of Section 20 entitled "Indemnification and Waiver of Liability" shall survive termination of this Agreement.

This Agreement may be renewed upon mutual written agreement of the parties for a period of up to four (4) one (1) year renewals.

**4. Compensation.** The Contractor agrees to provide the Services to the County, including materials and labor, in a total amount of Sixty Thousand Dollars (\$60,000).

- a. Contractor shall submit an invoice to the County upon pursuant to terms in Attachment A. The invoice shall indicate that all services have been completed for that invoice period. In addition, Contractor agrees to provide the County with any additional documentation requested to process the invoices.
- b. There are no reimbursable expenses associated with this Agreement.
- c. **Payment Schedule.** Invoices received from the Contractor pursuant to this Agreement will be reviewed by the initiating County Department. Payment will be disbursed as set forth above. If services have been rendered in conformity with the Agreement, the invoice will be sent to the Finance Department for payment. Invoices must reference the contract number assigned by the County after execution of this Agreement. Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act.
- d. **Availability of Funds.** The County's performance and obligation to pay under this Agreement is contingent upon annual appropriation for its purpose by the County Commission.

Contractor shall make no other charges to the County for supplies, labor, taxes, licenses, permits, overhead or any other expenses or costs unless any such expenses or cost is incurred by Contractor with the prior written approval of the County. If the County disputes any charges on the invoices, it may make payment of the uncontested amounts and withhold payment on the contested amounts until they are resolved by agreement with the Contractor. Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

**5. Ownership of Documents and Equipment.** All documents prepared by the Contractor pursuant to this Agreement and related Services to this Agreement are intended and represented for the ownership of the County only. Any other use by Contractor or other parties shall be approved in writing by the County. If requested, Contractor shall deliver the documents to the County within fifteen (15) calendar days.

**6. Insurance.** Contractor shall, at its sole cost and expense, during the period of any work being performed under this Agreement, procure and maintain the minimum insurance coverage required as set forth in Attachment "B" attached hereto and incorporated herein, to protect the County and Contractor against all loss, claims, damages and liabilities caused by Contractor, its agents, or employees.



## **7. Termination and Remedies for Breach.**

- a. If, through any cause within its reasonable control, the Contractor shall fail to fulfill in a timely manner or otherwise violate any of the covenants, agreements or stipulations material to this Agreement, the County shall have the right to terminate the Services then remaining to be performed. Prior to the exercise of its option to terminate for cause, the County shall notify the Contractor of its violation of the particular terms of the Agreement and grant Contractor Thirty (30) days to cure such default. If the default remains uncured after Thirty (30) days the County may terminate this Agreement, and the County shall receive a refund from the Contractor in an amount equal to the actual cost of a third party to cure such failure. If Contractor fails, refuses or is unable to perform any term of this Agreement, County shall pay for services rendered as of the date of termination.
  - i. In the event of termination, all finished and unfinished documents, data and other work product prepared by Contractor (and sub-Contractor (s)) shall be delivered to the County and the County shall compensate the Contractor for all Services satisfactorily performed prior to the date of termination, as provided in Section 4 herein.
  - ii. Notwithstanding the foregoing, the Contractor shall not be relieved of liability to the County for damages sustained by it by virtue of a breach of the Agreement by Contractor and the County may reasonably withhold payment to Contractor for the purposes of set-off until such time as the exact amount of damages due the County from the Contractor is determined.
- b. Termination for Convenience of County. The County may, for its convenience and without cause immediately terminate the Services then remaining to be performed at any time by giving written notice. The terms of Section 7 Paragraphs a(i) and a(ii) above shall be applicable hereunder.
- c. Termination for Insolvency. The County also reserves the right to terminate the remaining Services to be performed in the event the Contractor is placed either in voluntary or involuntary bankruptcy or makes any assignment for the benefit of creditors.
- d. Termination for failure to adhere to the Public Records Law. Failure of the Contractor to adhere to the requirements of Chapter 119 of the Florida Statutes and Section 9 below, may result in immediate termination of this Agreement.

**8. Governing Law, Venue and Waiver of Jury Trial.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. All parties agree and accept that jurisdiction of any dispute or controversy arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder shall be brought exclusively in the First Judicial Circuit in and for Okaloosa County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. In the event it becomes necessary for the County to file a lawsuit to enforce any term or provision under this Agreement, then the County shall be entitled to its costs and attorney's fees at the pretrial, trial and appellate levels. BY ENTERING INTO THIS AGREEMENT, CONTRACTOR AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the County pursuant to Section 768.28, Florida Statutes.



**9. Public Records.** Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119. Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the 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.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 302 N. WILSON ST. STE 301, CRESTVIEW, FL 32536 PHONE: (850) 689-5977 [riskinfo@myokaloosa.com](mailto:riskinfo@myokaloosa.com).**

**10. Audit.** The County and/or its designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions, and requirements of this Contract and such right shall extend for a period of three (3) years after termination of this Contract.

**11. Notices.** All notices and other communications required or permitted to be given under this Agreement by either party to the other shall be in writing and shall be sent (except as otherwise provided herein) (i) by certified mail, first class postage prepaid, return receipt requested, (ii) by guaranteed overnight delivery by a nationally recognized courier service, or (iii) by facsimile with confirmation receipt (with a copy simultaneously sent by certified mail, first class postage prepaid, return receipt requested or by overnight delivery by traditionally recognized courier service), addressed to such party as follows:



<b>If to the County:</b>	Jennifer Adams, Director Tourist Development Department 1540 Miracle Strip Parkway, SE Fort Walton Beach, FL 32548 850-651-7131 <a href="mailto:jadams@myokaloosa.com">jadams@myokaloosa.com</a>	<b>With a copy to:</b> County Attorney Office 1250 N. Eglin Pkwy, Suite 100 Shalimar, FL 32579 (850) 224-4070
<b>If to the Contractor:</b>	Matt Dunn Raconteurs, LLC 1417 Sadler Rd. Fernandina Beach, FL 32034 <a href="http://www.raconteurs.us">www.raconteurs.us</a> 904-303-0552	

**12. Assignment.** Contractor shall not assign this Agreement or any part thereof, without the prior consent in writing of the County. If Contractor does, with approval, assign this Agreement or any part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

**13. Subcontracting.** Contractor shall not subcontract any services or work to be provided to County without the prior written approval of the County's Representative. The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. The County's acceptance of a subcontractor shall not be unreasonably withheld. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. Additionally, any subcontract entered into between the Contractor and subcontractor will need to be approved by the County prior to it being entered into and said agreement shall incorporate in all required terms in accordance with local, state and Federal regulations.

**14. Civil Rights.** The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

**15. Compliance with Nondiscrimination Requirements.** During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest, agrees as follows:

- a. **Compliance with Regulations:** The Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated and attached hereto as Attachment "C".
- b. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts



c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

d. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County or other governmental entity to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the County or the other governmental entity, as appropriate, and will set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the County will impose such contract sanctions as it or another applicable state or federal governmental entity may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the Agreement until the Contractor complies; and/or

b. Cancelling, terminating, or suspending the Agreement, in whole or in part.

f. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the County may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the County to enter into any litigation to protect the interests of the County. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**16. Compliance with Laws**. Contractor shall secure any and all permits, licenses and approvals that may be required in order to perform the Services, shall exercise full and complete authority over Contractor's personnel, shall comply with all workers' compensation, employer's liability and all other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer performing services such as the Services, and shall make all reports and remit all withholdings or other deductions from the compensation paid to Contractor's personnel as may be required by any federal, state, county, or municipal law, ordinance, rule, or regulation.

**17. Conflict of Interest**. The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly which could conflict in any manner or degree with the performance of the Services. The Contractor further covenants that in the performance of this Agreement, no person having any such interest





shall knowingly be employed by the Contractor. The Contractor guarantees that he/she has not offered or given to any member of, delegate to the Congress of the United States, any or part of this contract or to any benefit arising therefrom.

**18. Independent Contractor.** Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor or any of Contractor's employees look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Agreement.

**19. Third Party Beneficiaries.** It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

**20. Indemnification and Waiver of Liability.** The Contractor agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the County, its agents, representatives, officers, directors, officials and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees, court costs and costs of appellate proceedings) relating to, arising out of or resulting from the Contractor's negligent acts, errors, mistakes or omissions relating to professional Services performed under this Agreement. The Contractor's duty to defend, hold harmless and indemnify the County its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury; sickness; disease; death; or injury to impairment, or destruction of tangible property including loss of use resulting therefrom, caused by any negligent acts, errors, mistakes or omissions related to Services in the performance of this Agreement including any person for whose acts, errors, mistakes or omissions the Contractor may be legally liable. The parties agree that TEN DOLLARS (\$10.00) represents specific consideration to the Contractor for the indemnification set forth herein.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

**21. Taxes and Assessments.** Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County in accordance with this Agreement. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of the Agreement.

The County is exempt from payment of Florida state sales and use taxes. The Contractor shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the County, nor is the Contractor authorized to use the County's tax exemption number in securing such materials.

The Contractor shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.



**22. Prohibition Against Contracting with Scrutinized Companies.** Pursuant to Florida Statutes Section 215.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at the County's option if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018.

Any contract entered into or renewed after July 1, 2018 shall be terminated at the County's option if the company is listed on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel. Contractors must submit the certification that is attached to this agreement as Attachment "D". Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Contractor of the County's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.

**23. Inconsistencies and Entire Agreement.** If there is a conflict or inconsistency between any term, statement, requirement, or provision of any attachment attached hereto, any document or events referred to herein, or any document incorporated into this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given superior effect and priority over any conflicting or inconsistent term, statement, requirement or provision contained in any other document or attachment, including but not limited to Attachments listed in Section 1.

**24. Severability.** If any term or condition of this Contract shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Contract shall remain in full force and effect. This Contract shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

**25. Entire Agreement.** This Agreement contains the entire agreement of the parties, and may be amended, waived, changed, modified, extended or rescinded only by in writing signed by the party against whom any such amendment, waiver, change, modification, extension and/or rescission is sought.

**26. Representation of Authority to Contractor/Signatory.** The individual signing this Agreement on behalf of Contractor represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The signatory represents and warrants to the County that the execution and delivery of this Agreement and the performance of the Services and obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the Contractor and enforceable in accordance with its terms.

*[Remainder of Page Intentionally Left Blank – Signature Page to Follow]*



IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the day and year first written above.

**Raconteurs, LLC:**

  
\_\_\_\_\_  
Signature

TITLE: President/CEO

Matthew C. Dunn  
\_\_\_\_\_  
Print Name

---

**OKALOOSA COUNTY, FLORIDA**

BY: John Hofstad  Digitally signed by John Hofstad  
Date: 2024.01.25 11:00:30 -06'00'  
John Hofstad, County Administrator



**Attachment "A"**



# SINGLE SOURCE PURCHASE JUSTIFICATION REQUEST

A single source means that a commodity or service can be purchased from multiple sources, but, in order to meet certain functional or performance requirements (e.g. parts matching existing equipment or materials) there is only one economically feasible source for the purchase.

**Date:** 12/13/2023

**PR No:**

**Requestor:** Jennifer Adams

**Phone No:** 850-609-3897

**Department/Division:** Tourist Development Department

**Item Description:** Sports Tourism Consulting Services  
Analysis of existing sports events & infrastructure  
Development of procedures, sports council, action plan for new 3 sports

**Vendor:** Raconteurs, LLC

**Vendor's Address:** 1417 Sadler Road  
Fernandina Beach, FL 32034

**Vendor's Telephone No:** 904-303-0552

**Point of Contact:** Matt Dunn

**Single Source Justification:**  
(attach additional docs if any)

Matt was part of the agency's northend stakeholders analysis and specifically developed the sports marketing component. Because he was part of the initial project and has spent time in-market researching our inventory, facilitating discussions and meeting with the players, he best meets the functional/performance needs of the County in an economical manner.

**Check One:**

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. (attach emergency condition documentation)
- Federal Awarding Agency or Pass Through Agency authorizes noncompetitive negotiations (letter of authorization is attached).
- The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the time to be replaced (price certification attached).
- Other, additional justification required (continue on blank page as needed)

Charlotte  
Dunworth

**Jennifer Adams** Digitally signed by Jennifer Adams  
Date: 2023.12.13 07:16:20 -06'00'

**Requesting Department Director Signature (or authorized Designee)**

**Date**

### REVIEW BY OMB AND PURCHASING

Approved:

**OMB and Purchasing Department Comments:**

Denied:

**Faye Douglas** Digitally signed by Faye Douglas  
Date: 2024.01.09 14:03:43 -06'00'

**OMB Director Signature**

**Date**

ATTACHMENT "A"  
 STATEMENT OF WORK  
 FOR PROFESSIONAL SERVICES AGREEMENT  
 BY AND BETWEEN **Raconteurs** (Provider) AND **Okaloosa County Board of County Commissioners** (Client)  
 DATED **February 1, 2024**

SERVICES:

**Months 1-3**

Analysis of core, existing sporting events:	\$4,000
-Review of annual events that take place in Okaloosa County	
-Total number of events	
-Total number of athletes, coaches, & spectators/event	
-Seasonality comparison to discover key dates	
 Establishment of local government policies and procedures:	 \$4,000
-Create approval process with TDC & BOCC for event funding	
-Policies and procedures to create methodology, justification, and timelines	
-Inclusion of economic impact and statistics	
 Review of existing facilities:	 \$4,000
-Assessment of existing facilities	
-Record upgrades or significant changes	
-Retrofit suggestions to drive continued, and new, event opportunities	
 Twice Monthly mentoring Zoom meetings:	 \$3,000
-Industry knowledge, updates, and best practices	
-Event funding process	
-Economic impact	
-Contract negotiation	
-Overall strategy	

**Months 4-6**

Policies and procedures feedback and edits:	\$1,000
-County Administration and Tourism Department suggested edits, deletions, and/or alterations	
-Final version in preferred County format	
 Creation of local sports council:	 \$2,500
-Using existing database of local clubs, teams, coaches, sporting organization board members, etc. for invitations	
-Invitees should have interest in creating or growing events, have access to rights holders and governing bodies, and are interested in a County partnership	
 Host first sports council gathering:	 \$2,500
-Informal breakfast or lunch meeting to make introductions, explain Council's focus, develop meeting schedule (monthly or quarterly), information exchange, add to overall event portfolio, build volunteer program, etc.	
 Facility retrofit estimated financial recommendations:	 \$5,000
-Using top 3 suggested facility upgrades, research estimated cost to include in following year's budget	
 Begin fiscal year overall sports tourism budget draft:	 \$1,000
-Use existing line-item title and codes to develop budget plan specific to the Okaloosa sports tourism effort	
 Twice Monthly Mentoring Zoom meetings:	 \$3,000
-Industry knowledge, updates, and best practices	
-Event funding process	
-Economic impact	
-Contract negotiation	
-Overall strategy	

**Month 7-9**

TDC & County Commission approval of Policies and procedures:	\$0
-Agenda inclusion to finalize and enact	
 Annual Action Plan (3 sports):	 \$9,000
-Dial in focus to begin recruiting events across three (3) sports that best align with Okaloosa County current assets	
-Create list of event rights holders and national governing bodies across all three sports	
-Begin building rapport with clientele	
-Make site visit invitations	

Host second sports council meeting: -Agenda topics to include facility status and needs, identification of events for bidding, clinics, etc.	\$2,500
Continue overall sports tourism budget draft	\$500
Twice Monthly Mentoring Zoom meetings: -Industry knowledge, updates, and best practices -Event funding process -Economic impact -Contract negotiation -Overall strategy	\$3,000
<b>Months 10-12</b>	
Annual Action Plan (3 sports) feedback and edits: -Gain insights from County Administration and Tourism Department as to suggested approach	\$3,000
Finalize overall sports tourism budget draft	\$500
Industry conferences and trade show strategy: -Review of State, regional, and national conferences, and trade shows -Location, travel costs, and registration fees -Inclusion of “can’t miss” sports tourism meetings	\$4,000
Host third sports council meeting: -Continue discussions of current trends, event identification, special projects such as Olympic Day, introduce surveying methodology, economic impact	\$2,500
Twice Monthly Mentoring Zoom meetings: -Industry knowledge, updates, and best practices -Event funding process -Economic impact -Contract negotiation -Overall strategy	\$3,000
Annual Audit process development	\$2,000

**TOTAL**

**\$60,000**

**+ pre-approved travel expenses NTE \$3600**

~~Zoom meetings are billed at a flat fee of \$500/call~~

All ~~other~~ services are billed monthly based on percentage complete



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
RACONTEURS, LLC

### Filing Information

<b>Document Number</b>	L19000283555
<b>FEI/EIN Number</b>	84-3499100
<b>Date Filed</b>	11/14/2019
<b>Effective Date</b>	11/14/2019
<b>State</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

1417 SADLER ROAD 349  
FERNANDINA BEACH, FL 32034

Changed: 09/26/2023

### Mailing Address

1417 SADLER ROAD 349  
FERNANDINA BEACH, FL 32034

Changed: 09/26/2023

### Registered Agent Name & Address

DUNN, MATTHEW  
1093 A1A BEACH BLVD  
#118  
ST AUGUSTINE BEACH, FL 32080

### Authorized Person(s) Detail

#### **Name & Address**

Title CEO

DUNN, MATTHEW  
1093 A1A BEACH BLVD 118  
ST AUGUSTINE BEACH, FL 32080

### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2021	01/26/2021



2022                    03/08/2022  
2023                    01/30/2023

**Document Images**

[01/30/2023 -- ANNUAL REPORT](#)

View image in PDF format

[03/08/2022 -- ANNUAL REPORT](#)

View image in PDF format

[01/26/2021 -- ANNUAL REPORT](#)

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[01/18/2020 -- ANNUAL REPORT](#)

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[11/14/2019 -- Florida Limited Liability](#)

View image in PDF format



## **Attachment "B"** **Insurance Requirements**

### **GENERAL SERVICES INSURANCE REQUIREMENTS FOR PROFESSIONAL LIABILITY**

#### **CONSULTANT INSURANCE**

1. The CONSULTANT shall not commence any work in connection with this Agreement until he has obtained all required insurance and the certificate of insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida and having a minimum rating of A, Class X in the Best Key Rating Guide published by A.M. Best & Co. Inc.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. With the exception of Workers' Compensation policies, the County shall be shown as an Additional Insured with Endorsement for each policy on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the CONSULTANT.
6. The County reserves the right at any time to require the CONSULTANT to provide copies (redacted if necessary) of any insurance policies to document the insurance coverage specified in this Agreement.
7. Any subsidiaries used shall also be required to obtain and maintain the same insurance requirements as are being required herein of the Contactor
8. Any exclusions or provisions in the insurance maintained by the CONSULTANT that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

#### **WORKERS' COMPENSATION INSURANCE**

1. The CONSULTANT shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the CONSULTANT shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.



2. The CONSULTANT or must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the CONSULTANT himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage and a Waiver of Subrogation in favor of the County on the Certificate of Insurance. If there is an existing approved State of Florida Exemption for Workers' Compensation it must be provided to Okaloosa County.

### **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage. If the CONSULTANT does not own vehicles, the CONSULTANT shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. CONSULTANT must maintain this insurance coverage throughout the life of this Agreement.

### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The CONSULTANT shall carry Commercial General Liability insurance against all claims for Bodily Injury, Property Damage and Personal and Advertising Injury liability caused by the CONSULTANT.
2. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability
3. The CONSULTANT shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

### **PROFESSIONAL LIABILITY and/or ERRORS AND OMISSIONS LIABILITY**

Coverage must be afforded for Wrongful Acts, errors or omissions committed by the CONSULTANT or its employees in performing its professional services under this contract. CONSULTANT must keep insurance in force until the third anniversary of expiration of this agreement or the third anniversary of acceptance of work by the County.

### **INSURANCE LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:



	<b>LIMIT</b>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1M each accident (A combined single limit)
3. Commercial General Liability	\$1M each occurrence for Bodily Injury & Property Damage \$1M each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1M each occurrence
5. Professional Liability (E&O)	\$1M each claim

#### **NOTICE OF CLAIMS OR LITIGATION**

The CONSULTANT agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the CONSULTANT's knowledge. In the event such incident or claim involves injury and/or proper CONSULTANT damage to a third party, verbal notification shall be given the same day the CONSULTANT becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

#### **INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this contract.

#### **CERTIFICATE OF INSURANCE**

1. Certificates of Insurance indicating the project name, number, evidencing all required coverage, and if applicable any State of Florida approved Workers' Compensation Exemption must be submitted not less than ten (10) days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County BCC, 5479-A Old Bethel Road, Crestview, Florida, 32536.
2. The CONSULTANT shall provide a Certificate of Insurance to the County with a thirty (30) day prior written notice of cancellation; ten (ten (10) days' prior written notice if cancellation is for nonpayment of premium).



3. In the event that the insurer is unable to accommodate the cancellation notice Requirement, it shall be the responsibility of the CONSULTANT to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and Addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the CONSULTANT shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection.
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the CONSULTANT's full responsibility.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

## **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the CONSULTANT required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the CONSULTANT that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the CONSULTANT of any responsibility under this contract.

Should the CONSULTANT engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The CONSULTANT hereby waives all rights of subrogation against Okaloosa County and its employees under all the foregoing policies of insurance.

## **EXCESS/UMBRELLA INSURANCE**

The CONSULTANT shall have the right to meet the liability insurance requirements with the purchase of an EXCESS/UMBRELLA insurance policy. In all instances, the combination of primary and EXCESS/UMBRELLA liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.



## **Attachment “C” Civil Rights Clauses**

### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), as applicable, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).



## Attachment "D"

### Vendors on Scrutinized List Form

By executing this Certificate Raconteurs, LLC, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

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

DATE: 1/25/2024

SIGNATURE: 

COMPANY: Raconteurs LLC

NAME: Matthew C. Dunn

(Type or Print)

ADDRESS: 1417 Sadler Rd #349

TITLE: President / CEO

Fernandina Beach, FL 32034

E-MAIL: matt@raconteurs.us

PHONE NO.: 904-303-0552