



CONSULTANT PROPOSAL

DATE: 7 February 2023

TO: City of Belle Isle
1600 Nela Ave
Belle Isle, FL 32809

ATT: City Clerk

FROM: William Morgan
1916 Elizabeth Ave
Orlando, FL 32804
(407) 427-9692
wsmorganv@outlook.com

RE: RFP# 23-02
Centennial Celebration Consultant

TABLE OF CONTENTS

Cover Page

Table of Contents

Letter of Transmittal

General Information

Project Approach

Experience and Qualifications

Pricing and Payment Terms

Attachments

A – Non-Discrimination Affidavit

B – Non-Debarment Affidavit

C – Drug-Free Workplace Certification

D – Non-Collusive Affidavit

E – Certification Pursuant to Florida Statute 287.135

LETTER OF TRANSMITTAL

7 February 2023

City of Belle Isle
1600 Nela Ave
Belle Isle, FL 32809

ATT: City Clerk

RE: RFP #23-02: Centennial Celebration Consultant

I am pleased to transmit the following material in response to your Request for Proposal #23-02 for a Centennial Celebration Consultant.

Should this proposal be approved, I would be pleased to serve as the primary point of contact for developing and implementing the city's plans to mark its centennial by working with staff, the city's Special Events Committee, residents, neighbors, and community stakeholders.

My proposal is to contract with the city as a sole proprietor and may be contacted as directed below.

Respectfully submitted,



William Morgan
1916 Elizabeth Ave
Orlando, FL 32804
(407) 427-9692
wsmorganv@outlook.com

PROJECT APPROACH

I propose to develop and implement plans to mark Belle Isle's centennial by working with staff, the city's Special Events Committee, residents, neighbors, and community stakeholders.

My intent is to recognize the city's centennial through a series of both virtual and live events and observances, such as:

- Developing a "centennial city" logo for display at all events and collateral.
- Refreshing the "history" page on the city's website.
(<https://www.belleislefl.gov/community/page/history>)
- Overseeing a community photo contest, with selected submissions to be featured in a "2024 Centennial Calendar."
- Participating at "Pioneer Days" festival at Cypress Grove Park, 24 & 25 Feb 2024.
- Hosting a "Founders Day" event, 25 April 2024.
- Scheduling a "vintage baseball" event, possibly to include the City of Edgewood which is also marking its centennial in 2024.
- Burying a time capsule and/or unveiling a centennial historical marker at a suitable location, perhaps Cross Lake Beach.

Development of these events and observances will require input from meetings of the Special Events Committee, which I commit to attend, and direct oversight and approval from the City Manager. These working relationships will be vital to ensuring expectations are clearly defined (and met) for each aspect of the centennial observances and that they are executed with both safety and fiscal responsibility.

Volunteers will be a key component to making the centennial a success. I will recruit, schedule, train, and manage volunteers to ensure there are enough helping hands at all events/observances.

All centennial Programming will be planned and executed according to public safety requirements and ADA accessibility guidelines.

I will secure appropriate venues, technical equipment, personnel, and supplies for centennial observances according to budget allocations and provide detailed accounting or same.

I will work with city staff and Special Events committee to:

- Raise necessary funds for centennial observances by obtaining grants and securing sponsorship commitments.
- Develop and execute a Centennial marketing plan to include advertising, publications, public relations, social media, and community networking.
- Create and implement necessary signage for all Centennial events.

Each approved Centennial event/observance will be followed by a debriefing with both the City Manager and Special Events committee, with feedback consolidated and submitted in writing as a means to assist in future event planning.

EXPERIENCE & QUALIFICATIONS

Years in business

- 13 years in large public events planning.
- 30 years in budgeting, team building, scheduling, job costing, and financial reporting.

Qualifications

- Founding (and current) chairman, Pine Castle Pioneer Days, Inc., since 2010.
- Founder, Central Florida Chesterton Society, 2013; (and chapter host of 2018 national conference).
- Central Florida Genealogical Society, Inc. – lifetime member, facilitator of monthly Irish Special Interest Group since 2016, and incoming Board member 2023.
- Orange County Regional History Center, genealogical contributor to special exhibit, “Genome: Unlocking Life’s Code and the History of You,” 2018.
- Event planner, Osceola History’s Pioneer Day at Shingle Creek Village in 2022.
- Event planner, Dine With the Departed at the City of Kissimmee’s Rose Hill Cemetery, 2022 and 2023.

References

Commissioner Mayra Uribe
Orange County District 3
201 S Rosalind Ave, 5th Floor
Orlando, FL 32801
(407) 836-5140
District3@ocfl.net

Elaine Powell, President
Central Florida Genealogical Society
P.O. Box 533958
Orlando, FL 32853-3958
(407) 484-4843
Elaine64@aol.com

Bobby Lance
6615 Matchett Road
Belle Isle, FL 32809
(407) 448-6555
bcplance@bellsouth.net

GENERAL INFORMATION

Name of Business

N/A – This proposal is submitted by a sole proprietor.

Mailing Address and Phone Number

Willian Morgan
1916 Elizabeth Ave
Orlando, FL 32804
(407) 427-9692

Names and contact information of persons to be contacted for information or services if different from the name of person in charge.

N/A

Normal business hours.

Daily from 7am to 7pm and by appointment.

Business legal status.

Sole proprietorship.

Date organized/incorporated.

N/A – Sole proprietorship.

Office location and number of staff.

N/A – Sole proprietorship. Contract work is completed both in home office at address given above, or at client-designated sites/facilities.

Parent/subsidiary firms or agencies.

N/A – Sole proprietorship.

State of Florida business licenses, permits, or certifications.

N/A – Sole proprietorship.

Responsibility for permits, licenses, and fees.

Proposer successfully contracts as a sole proprietor consultant without any special permits, licensure, or fee requirements. If any such requirements should be imposed or deemed necessary to complete any contract with the City of Belle Isle, it is understood that Proposer would be solely responsible for immediate compliance at no cost to the city.

SUNBIZ.Org information.

N/A – Sole proprietorship.

How did you hear about the RFP?

Email.

PRICING & PAYMENT TERMS

Consultant services as outlined in City of Belle Isle RFP #23-02 to be rendered as detailed on preceding pages for a period of **ONE YEAR** with the option to extend by mutual written agreement

FOR THE SUM OF \$10,400.04

Notes

1. Following acceptance of this proposal and execution of contract, Proposer will submit an invoice to the City on or about the first day of each month of the contract term for the prorated amount of \$866.67.
2. Invoices will be due upon receipt and payable by the last day of each month.
3. Invoices not paid within 30 days of submission will be considered past due and may result in interruption of service.
4. Invoices not paid within 60 days of submission will be considered late and will result in suspension of contract and a halt to service.
5. Invoices not paid within 90 days of submission will be cause for termination of contract.

ATTACHMENT A

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization or business entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Belle Isle. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

It is the policy of the City of Belle Isle that Minority/Women - Owned Business Enterprises (MWBE) shall have the maximum opportunity to participate in all contracts. The City of Belle Isle will accept MWBE certifications from Orange County and any State of Florida certification.

Further, City Purchasing Police Section 1.8 requires that all contracting agencies of the City, or any department thereof, acting for or on behalf of the City, shall include in all contracts and property contracts hereinafter executed or amended in any manner or as to any portion thereof, a provision obligating the contractor not to unlawfully discriminate (as proscribed by federal, state, county, or other local law) on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, sexual orientation, gender identity or expression, marital status, pregnancy, familial status, veterans status, political affiliation, or physical or mental disability and such person's association with members of classes protected under this chapter or in retaliation for or opposition to any practices forbidden under this chapter against any employee of, any City employee working with, or applicant for employment with such contractor and shall require such contractor to include a similar provision in all subcontracts executed or amended there under.

By: [Signature]

Title: WILLIAM MORGAN, President

STATE OF FLORIDA
COUNTY OF Orange

Sworn to and subscribed before me this 5 day of February 2023 by WILLIAM MORGAN

[Signature]
Signature of Notary Public

Personally known, or
 Produced Identification
KNOWN
Type of ID Produced



VALDA LEEANN JENKS
Commission # GG 932936
Expires January 8, 2024
Bonded Thru Budget Notary Services

ATTACHMENT B

NON-DEBARMENT AFFIDAVIT

WILLIAM MORLAN Being first duly sworn, deposes and says that:

He/She is _____ of (SOLE PROPRIETOR) the Proposer ("Respondent") that has submitted the attached Proposal. By offering a submission to this RFP, the Respondent certifies and affirms that to the best of his/her knowledge and belief, that:

1. The Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction of any Federal, state or local agency; and
2. The Respondent has 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 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; and
3. The Respondent is 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 2 of this affidavit; and
4. The Respondent has not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
5. The Respondent will submit a revised Debarment Affidavit immediately if the status changes.

If the Respondent cannot certify that he/she is not debarred, he/she shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract. Failure to submit a debarment affidavit will disqualify the contractor from the award of any contract.

_____ Check here if an explanation is attached to this affidavit.

By: *[Signature]*
 Print Name: WILLIAM MORGAN
 Title: PROXEN
 Date: 5 FEB 2023

STATE OF FLORIDA)
 COUNTY OF Orange

The foregoing Agreement was acknowledged before me this 5 day of February, 2023 by W. Morgan, who has affirmed that he/she has been duly authorized to execute the above document. He/she is personally known to me or has produced KNOWN as identification.

NOTARY'S SEAL:

Valda Leeann Jenks
 NOTARY PUBLIC, STATE OF FLORIDA

VALDA LEEANN JENKS
 Name of Acknowledger, typed, printed, or Stamped



VALDA LEEANN JENKS
 Commission # GG 932936
 Expires January 8, 2024
 Bonded Thru Budget Notary Services

ATTACHMENT C

DRUG-FREE WORKPLACE CERTIFICATION

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

N/A - SOE PROPRIETOR
COMPANY NAME

William Moran
VENDOR'S SIGNATURE WILLIAM MORAN

Must be executed and returned with attached proposal to be considered.

ATTACHMENT D

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of Orange

WILLIAM MORGAN being first duly sworn deposes and says that:

(1) He/she is the NA (Owner, Partner, Officer, Representative or Agent) of (SOLE PROPRIETOR) the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix the price or prices in the attached proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

By: [Signature]

Title: WILLIAM MORGAN

Company: SOLE PROPRIETOR

STATE OF FLORIDA
COUNTY OF Orange

Sworn, to and subscribed before me this 5 day of February, 2023

by WILLIAM MORGAN

Signature of Notary Public [Signature]

Personally known, or
 Produced Identification
known

Type of ID Produced



VALDA LEEANN JENKS
Commission # GG 932936
Expires January 8, 2024
Bonded Thru Budget Notary Services

ATTACHMENT E

CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, William Morgan, on behalf of NA (SOLE PROPRIETOR) certify that I DO NOT does not: Company Name

- 1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Handwritten signature and title information for William Morgan, Sole Proprietor.

Handwritten signature line for the certifier.

Must be executed and returned with attached proposal to be considered