



City of Green Cove Springs  
Procurement

321 Walnut Street, Green Cove Springs, FL 32043

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**[STEVEN KELLEY] RESPONSE DOCUMENT REPORT**

RFP No. 2025-04

Rivers House Interior Buildout

RESPONSE DEADLINE: July 17, 2025 at 2:00 pm

Report Generated: Wednesday, January 14, 2026

**Steven Kelley Response**

**CONTACT INFORMATION**

**Company:**

Steven Kelley

**Email:**

stevenrkelly@gmail.com

**Contact:**

Steven Kelley

**Address:**

318 Ferris Street  
Green Cove Springs, FL 32043

**Phone:**

(904) 755-6313

**Website:**

N/A

**Submission Date:**

Jul 16, 2025 8:14 AM (Eastern Time)

## ADDENDA CONFIRMATION

*No addenda issued*

## QUESTIONNAIRE

### 1. Bid Form and Statement of Bidder Qualifications\*

Please download the below documents, complete, and upload.

- [Bid Form and Statement of B...](#)

Bid\_Form.pdf

### 2. Letter of Interest\*

Upload letter of interest describing the legal composition of the developer. The letter should indicate all parties' roles and any evaluation criteria that are not applicable to their proposal.

Rivers\_House\_Submission-3.pdf

### 3. Experience\*

Experience: Provide a narrative and/or listing of similar successful experience, specifically about that which is being proposed.

Statement\_of\_Qualifications.pdf

### 4. Reference\*

Provide five (5) verifiable references.

MB\_Resume.pdf



### **5. Proposal Concept\***

State the type of respondent (developer, master-tenant or end-user), anticipated use(s), redevelopment areas sought, total square footages envisioned per use, site control desired, and any requested financial participation by the City. Include a graphic concept plan of the proposed buildout of the property.

RiversAdventure\_Center.pdf

### **6. Financial Feasibility and Capacity\***

Submit a preliminary financing plan including:

- a. Source and use of all private and public funds needed to construct and open the facility. This will include the cost of building construction, fixed equipment, initial inventory as well as any required rolling stock.
- b. Demonstrate financial capacity of the proposer/respondent by supplying financial statements, income tax returns, bank letter of credit and previous experience with fund raising, development deal making, capital investments, debt capacity and other financing mechanisms.

Financial\_Feasibility.pdf

### **7. Business Plan\***

Submit a business plan including at a minimum:

- a. description of the business from an ownership, organizational, historical, and structural perspective;
- b. number of proposed full-time and part-time employees by position title, educational experience to be required to qualify for each type of position and anticipated salary range;
- c. time schedule for hiring;
- d. identify all key project personnel who will work on tasks assigned under this RFP or in the case of end-users all key personnel of the proposed business/use;
- e. expected market for its product and its marketing plan;
- f. management plan, including operational and financial issues;

g. projected schedule for renovation and initiation of operations; and critical risks and perceived problems or obstacles.

Business\_Plan.pdf

**8. Public Entity Crimes Requirement\***

Please download the below documents, complete, and upload.

- [Public Entity Crimes Requir...](#)

Proposal\_doc.pdf

**9. Drug- Free Workplace Compliance Form\***

Please download the below documents, complete, and upload.

- [Drug-Free Workplace Complia...](#)

Proposal\_doc.pdf

**10. W-9\***

Proposal\_doc.pdf

**11. Please provide your UEI, if you have one**

No response submitted

**12. Debarment and Suspension Form \***

Please download the below documents, complete, and upload.

- [Debarment and Suspension Fo...](#)

Proposal\_doc.pdf

**13. Standard Addendum Confirmation \***

I acknowledge I will complete the addendum below upon contract award:

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered, or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.
7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all Proposers requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.
8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

CITY OF GREEN COVE SPRINGS CONTRACTOR/FIRM/INDIVIDUAL

By: \_\_\_\_\_ By:

Mayor (Printed Name) (Printed Name and Title)

By: \_\_\_\_\_ By:

Mayor (Signature) (Signature)

ATTEST:

By:

Erin West, City Clerk

Confirmed

**14. Non-Collusion Confirmation\***

Under no circumstances shall any prospective proposer, or any person or persons acting for or on behalf of any said prospective proposer, seek to influence or gain the support of any member of the City Council or the City Staff favorable to the interest of any prospective proposer or seek to influence or gain the support of any member of the City Council or City Staff against the interest of any prospective proposer. Any such activities shall result in the exclusion of the prospective proposer from consideration by the City.

Confirmed

**15. Additional Material**

Rivers\_House\_Proposal\_-\_letter\_of\_support\_July\_2025.pdf

Support\_letter\_for\_River\_House....pdf

**16. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.\*\***

Confirmed

BID FORM  
RFP No. 2025.04 - RIVERS HOUSE INTERIOR RENOVATION

**Provide Mandatory Submittal Requirement Documents set forth in the Vendor Submission Section on OpenGov procurement portal.**

**Proposals may not be withdrawn after the scheduled opening time for a period of sixty (60) days.**

**The City reserves the right to request a breakdown of cost, if necessary, at time of evaluation of proposals.**

Failure to complete all fields may result in your bid being rejected as nonresponsive.

**CORPORATE DETAILS:**

COMPANY NAME: Bourre Construction Group, LLC

ADDRESS: 414 Old Hard Road, Ste 403

Fleming Island FL 32003

TELEPHONE: 904-504-1342

FAX#: \_\_\_\_\_

E.MAIL: mbourre@bourreconstructiongroup.com

Name of Person submitting Bid: Michael Bourre

Title: President

Signature:  Date: 7-14-25

Area Representative Contact Information: \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT** Bidder acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

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

## **Rivers House Interior Buildout**

1. Bid Form and Statement of Bidder Qualifications
2. Letter of Interest
3. Experience
4. Reference
5. Proposal Concept
6. Financial Feasibility and Capacity
7. Business Plan
8. Public Entity Crimes Requirement
9. Drug Free Workplace Compliance Form
10. W-9
11. Debarment and Suspension Form
12. Standard Addendum Confirmation

To: City of Green Cove Springs

RE: Redevelopment Proposal for the Rivers House – 219 Springs Street

Dear Selection Committee,

I am submitting this proposal as the prospective end user of the historic Rivers House located at 219 Springs Street. I represent the nonprofit organization that will operate the facility as the Rivers House Welcome and Adventure Center, a community-focused destination that will serve as a local history museum, environmental education hub, and outdoor recreation center.

Michael Baurre of Baurre Construction, who successfully completed Phase 1 of the Rivers House renovation, will serve as the general contractor for the proposed interior redevelopment. His familiarity with the property and experience in historic preservation projects make him an ideal partner.

As a nonprofit entity, we do not seek traditional development profit, but rather aim to revitalize the space for long-term public benefit, aligning with the goals of the City's Community Redevelopment Agency. Evaluation criteria related to speculative development or residential profit-generation are not applicable to this proposal.

We appreciate the City's consideration of our vision and are committed to delivering a sustainable, meaningful, and accessible community resource.

Sincerely,

Steven Kelley

Rivers House Welcome and Adventure Center



### **3. Experience**

The proposed end user brings extensive experience in civic engagement, public programming, and small business development in Green Cove Springs. Our team includes former elected officials and board members with a history of service in tourism, historic preservation, and environmental advocacy.

We have successfully developed and managed businesses that engage the public in community-centered experiences, and we are actively involved in initiatives that bridge conservation, economic development, and recreation.

Our construction partner, Baurre Construction, has direct experience with this property, having completed Phase 1 of the restoration in coordination with the City. Michael Baurre has a proven track record in historic renovation, adaptive reuse projects, and quality craftsmanship that respects the integrity of heritage buildings.

### **4. References**

- City of Green Cove Springs Staff
- Kimberly Morgan - Former Clay County Tourism Director
- Sandra Dunnavant - Chair of the Preservation Association
- Mary Justino - Clerk of the County Clerk

## 5. Proposal Concept

- Respondent Type: End User
- Anticipated Use:
  - First floor: Local history museum, conservation education exhibits, gift/snack shop, rental station for kayaks, paddleboards, and fishing gear
  - Porch and lawn: Community events, porch seating, educational programs
  - Second floor: Small office, storage, administrative
- Redevelopment Areas Sought: Interior finish, mechanical systems, ADA upgrades, retail counters, exhibit installation, equipment storage
- Square Footage:
  - History & education space: First floor
  - Rental & retail area: First Floor and Storage Area
  - Office and storage space: Upstairs
- Site Control Desired: Long-term lease or operational agreement with the City
  - Compatible with the Cities long term goal of maintaining control of the property
- Requested Financial Participation by the City:
  - Support with CRA/CDBG grant funding for buildout
  - Continued in-kind support for landscaping and other property maintenance

## 6. Financial Feasibility and Capacity

### a. Sources & Uses (Estimated):

- Sources (Build-out and Startup funding): **Total (Not Including Earned Revenue) = \$475,000 - \$525,000**
  - CDBG/CRA/Historic Preservation grants: \$300,000-350,000
  - County TDC Grants: \$100,000
  - Private foundation grants: \$25,000
  - Individual donors/membership drive: \$25,000
  - In-kind donations and volunteer support: \$25,000
- Uses:
  - Construction and buildout (Baurre Construction): \$303,000
  - Interior Renovation, Equipment and retail inventory: \$105,000
  - Exhibit installation and educational materials: \$18,000
  - Staff and operations year 1: \$58,000

### b. Financial Capacity:

- IRS 501(c)(3) documentation (pending/approved)
- Fundraising track record and local sponsorship interest
- Support from local civic and nonprofit leaders
- Baurre Construction is prequalified and insured, with financial capacity to manage the buildout efficiently and on budget

## 7. Business Plan

### a. Business Description:

The Rivers House Welcome and Adventure Center will operate as a nonprofit with a mission to connect the public to Green Cove's rich history, natural resources, and recreational opportunities. Its structure includes a volunteer-led board of directors and a part-time staff model focused on sustainability, partnerships, and public service.

### b. Staffing Plan:

- Part-Time Marketing, Program & Rental Coordinator (experience in outdoor education or hospitality)
  - Salary: \$20/hr, approx. 30 hrs/week
- (Year 2): Additional Part time retail staff at \$15/hr approx 30 hrs/week
- Volunteer docents and greeters trained in local history
- Occasional contract educators or workshop leaders

### c. Hiring Timeline:

- Begin recruitment during renovation phase (End of Year 1)
- Onboard and train staff/volunteers during final month before opening

### d. Key Project Personnel:

- Steven Kelley – Executive Director/Project Lead
- Michael Burre – General Contractor
- Board Chair– Education & Community Engagement

### e. Target Market & Marketing Plan:

- Residents, school groups, tourists, outdoor enthusiasts, families

- Channels: Social media, tourism guides, partnerships with schools and civic groups, Spring Park event promotion

f. Management & Operations Plan:

- Managed by Executive Director with board oversight
- Rentals and retail support staff managed part-time or through volunteers
- Revenue reinvested into operations, repairs, and programming
- Financial tracking with nonprofit accounting software; annual reporting to board and city

g. Renovation & Opening Timeline:

- Renovation start: Fall 2026
- Completion: Spring 2027
- Opening: Summer 2027 (aligned with seasonal park activity)

Critical Risks & Mitigation:

- Funding delays: Apply to multiple sources and phase implementation
- Weather delays: Flexible buildout schedule with contingency
- Staffing/volunteer recruitment: Engage early through outreach, incentives, and partnerships

## Sample Operating Budget (Year 2)

### Monthly Revenue

• Young Explorer Memberships:	\$1,500
• Explorer Memberships:	\$2,500
• Corporate Partnerships/Sponsors:	\$1,500
• Outdoor Equipment Rentals:	\$5,000
• Gift/Merchandise Sales:	\$4,000
• Drinks, Snacks, Ice Cream:	\$6,000
• Pavilion Rentals:	\$500
• Classes, Workshops, Space Rentals:	\$1,500
<b>Total:</b>	<b>\$22,500</b>

### Monthly Expenses

• Rent:	\$2,500
• Director/Staff:	\$7,500
• Utilities/Maintenance:	\$1,500
• Insurance:	\$750
• COGS (Snacks, Merch, Gifts):	\$4,500
• Marketing:	\$500
• Supplies/Displays:	\$1,500
• Guides/Instructors:	\$2,000
<b>Total:</b>	<b>\$20,750</b>

## **Project Budget Summary: Rivers House Welcome & Adventure Center**

### **Total Estimated Project Cost: \$484,000**

- City of Green Cove Springs (Property Owner) Responsibility: \$303,000
- Tenant / Nonprofit Operator Responsibility: \$181,000

### **Pre-Construction & Site Planning – \$48,000**

Responsibility: City of Green Cove Springs

- Civil Site Prep and Planning: \$25,000
- Architectural Plan Design: \$10,000
- Structural Engineering: \$8,000
- Mechanical/MEP Engineering: \$5,000

### **Capital Improvements & Restoration – \$255,000**

Responsibility: City of Green Cove Springs

(As property owner, responsible for all infrastructure, access, and building system improvements)

- Accessibility Upgrades (ADA ramps, emergency stairs, handrails, signage): \$100,000
- ADA Bathroom Modifications: \$40,000
- Utility Improvements (electrical, plumbing, HVAC): \$50,000
- Historic Preservation (windows, doors, signage, façade work): \$65,000

### **Interior Renovations and Fixtures – \$65,000**

Responsibility: Tenant / Nonprofit

- Finishing Interior (Drywall, Floors, Lighting, Paint, Trim): \$45,000
- Equipment, Fixtures and Displays: \$20,000

### **Equipment & Initial Inventory – \$40,000**

Responsibility: Tenant / Nonprofit

(May be phased in during Year 2 based on funding or earned revenue)

- Kayaks (6), Paddleboards (6), Paddles, and PFDs: \$18,000
- Fishing Gear Kits (10): \$2,000
- Safety and Storage Equipment: \$5,000
- Point-of-Sale System and Small Appliances: \$7,000
- Initial Stock: Snacks, Drinks, and Locally Made Gifts: \$8,000

## **Interpretive & Educational Materials – \$18,000**

Responsibility: Tenant / Nonprofit

- History Exhibits and Interpretive Signage: \$5,000
- Conservation & Trail Maps / Educational Materials: \$4,000
- Marketing & Branding (print, web, social): \$5,000
- Display Furniture (shelving, kiosks, brochure racks): \$4,000

## **Staffing & Operations – Year 1 – \$48,000**

Responsibility: Tenant / Nonprofit

- Part-time Program and Rental Coordinator (20 hrs/week): \$25,000
- Insurance (liability, property, water activity): \$6,000
- Utilities, Internet, Cleaning Services: \$6,000
- Ongoing Maintenance and Supplies: \$6,000
- Volunteer Program Support and Stipends: \$5,000

## **Contingency & Reserve Fund – \$10,000**

Responsibility: Tenant / Nonprofit

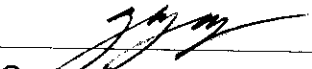
- Reserved for seasonal downturns, emergency repairs, or unforeseen cash flow gaps.



## STATEMENT OF CONTRACTORS QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Contractor may submit any additional information he desires.

1. Name of contractor. **Bourre Construction Group, LLC**
2. Permanent main office address. **414 Old Hard Road, Ste 414  
Fleming Island, FL 32003**
3. Copy of licenses required to perform work. **Attached**
4. Date firm was organized. **2005**
5. How many years have you been engaged in the contracting business under your present firm or trade name? **20**
6. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion). **N/A**
7. Have you ever failed to complete any work awarded to you? **No**
8. Have you ever defaulted on a contract? **No**
9. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed.  
**Clay Habitat Office \$500,000**  
**Rivers House Exterior Remodel \$225,000**
10. Experience in construction work similar in importance to this project. **20 Years of Commercial and Residential Experience**
11. Background and experience of the principal members of your organization, including the officers. **See Resume Attached**
12. Credit available: \$ **N/A**
13. Give bank reference. **N/A**
14. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the City? **Yes**
15. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this Statement of Bidders Qualifications.

  
\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date **7-14-25**

**Michael Bourré**  
**President**  
**Bourré Construction Group, LLC**

*414 Old Hard Road, Ste 403*

*Fleming Island FL 32003*

*904.504.1342*

*mbourre@bourreconstructiongroup.com*

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**PROFESSIONAL EXPERIENCE**

**Bourré Construction Group LLC, President** 2005- Present

- Rivers House Remodel – Green Cove Springs, FL \$225,000
- Clay Habitat Offices – Green Cove Springs, FL \$500,000
- Hodges Mazda Reconstruction-Jacksonville, FL \$1,300,000
- Dr. Orsborn Reconstruction-Jacksonville, FL \$86,000
- Alterra Office Complex – Jacksonville, FL \$1,200,000
- Phoenix Metal Building Complex – Jacksonville, FL \$1,400,000
- Wounded Warrior Project World Headquarters – Jacksonville, FL \$1,600,000
- Circle K Retail Center – Jacksonville, FL \$850,000
- High-end custom home Division (Ongoing)
- Remodel / T.I. Division (Ongoing)

**Florida Home Building Association**

- |                                   |               |
|-----------------------------------|---------------|
| President                         | 2019-2020     |
| Vice President                    | 2018          |
| Secretary / Treasurer             | 2017          |
| State Government Affairs Chairman | 2015-2017     |
| Executive Board                   | 2011- Present |

**Northeast Florida Builders Association, Jacksonville FL**

- |                 |            |
|-----------------|------------|
| President       | 2011       |
| Executive Board | 2009– 2012 |

**Builders Care, Jacksonville FL**

- |              |            |
|--------------|------------|
| Board Member | 2009- 2016 |
|--------------|------------|

**MILAR Custom Homes Inc., Jacksonville FL**

- |                 |            |
|-----------------|------------|
| President / CEO | 2004- 2007 |
|-----------------|------------|
- A high-end custom home company specializing in the \$900,000 home and up.
  - Started the company in March of 2004 and successfully obtained a backlog of contracted clients.
  - Hired a competitive staff of well-trained individuals to ensure quality throughout the construction process and steady growth for the company.

**SEDA Construction, Jacksonville, FL**

2002- 2004

*Vice President of Production*

- Managed the construction department to include all Project Managers, Permitting, Warranty, Subcontractors, Vendors, etc.. Built 658 homes in 2006.

- Implemented new scheduling software which reduced build time and increased the load capability of Project Managers
- A member of a 4-person Executive Committee which conducts weekly meetings to determine:
  - Sales pricing
  - Quantity of new spec homes to be started
  - Marketing strategies
  - Purchasing lots in new subdivisions
  - Manpower needs throughout the company
  - Setting and implementing new policies for the company
- Coordinated a office / field staff of 28 individuals towards achieving the company objectives

**Brasfield & Gorrie, Atlanta GA**

1999- 2002

*Project Management*

- Performed and oversaw site-work, excavation, footings, placing reinforcing steel, pile and pile caps, placing concrete slabs and footings, masonry walls, steel erection, column erection, wood framing, and finances on commercial construction projects.
- **Georgia Department of Archives and History:** This was a 4-story vault with a 3-story office building wrapped on two sides to house state documents, including the State Constitution. The project had a schedule of 17 months to complete and cost approximately \$22,500,000. As one of two project managers on-site, I was responsible for all aspects of the construction project.
- **Childkind:** This was a childcare facility comprised of 2 buildings on a 4-acre site. The construction process took 6 months and cost approximately \$1,200,000. I controlled all management aspects of this project from the contracts to coordination of owner and architect to scheduling, cost control, and permitting.
- **METLIFE:** This was 7-story, 161,000 sf office building that housed the METLIFE Insurance corporate office in Atlanta. This project took approximately 12 months to complete and was priced at \$11,600,000. I was one of two project managers on-site and was responsible for subcontractor contracts, the construction schedule, material procurement, and coordination of the subcontractors.
- **City View:** This was 10-story building with a parking deck. I came in on this structure during the last two months and was responsible for closeout and punch list.
- **North Park 600:** this was an 18-story office complex. I was part of a five-person team charged with the oversight of all aspects of construction. Our office was onsite with the project, and we coordinated all subcontractors and scopes of work.

*Estimator*

- Part of the estimating team handling hard bid and negotiated projects ranging from \$5,000,000 to \$80,000,000.

**Charles Perry Construction, Gainesville, FL**

1998- 1999

*Internship*

- Assisted the project manager on a \$5,000,000 Millennium building.
- Reviewed and coordinated subcontractor scheduling.
- Conducted the submittal process for items to be reviewed by the architect

**EDUCATION**

- **Florida General Contractors Exam**

2003

- **OSHA Training**, Brasfield & Gorrie / St. Paul Insurance, 10 hour 2002
- **University of Florida**, Gainesville, FL 1997- 1999  
M.E. Rinker School of Building Construction, Bachelor's Degree
- **United States Marine Corps** 1992- 1999

## **ACHIEVEMENTS**

- Recognized by the Jacksonville Business Journal **as one of the 2011 Northeast Florida's Top 40 Professionals Under 40**
- Pinnacle Builder
- 2011 Grand Laurel Award
- 2011 Leadership Award
- 2011 Gold Award, Parade of Homes
- 2008 Judges Choice, Parade of Homes
- 2007 Gold Award, Parade of Homes
- Honor Graduate, United States Marine Corps
- Eagle Scout

## **COMMUNITY SERVICE**

- Appointed Planning and Zoning Commissioner for Clay County 2014-Present
- Gubernatorial Appointed Regional Planning Council Member 2016-Present
- Clay County Utility Authority Board Member 2024-Present
- Boy Scouts Committee Chairman 2013-2016
- Boy Scouts Scoutmaster 2016



# The Rivers House

Welcome &  
Adventure Center







## “Discover Nature, Uncover History”

Discover Green Cove Springs’ story and natural beauty all in one place. Explore local history, learn about conservation, hit the trails, or launch into adventure with kayak, paddleboard, and fishing rentals. Grab a drink, locally made snack or gift and make the most of your visit to Spring Park.

## Featuring

- ✓ Store featuring local gifts and merchandise
- ✓ Interactive historical and educational displays
- ✓ Drinks, Snacks and Ice Cream
- ✓ Youth programming
- ✓ Trails and recreation information
- ✓ Equipment rentals and supplies for park goers
- ✓ Outdoor recreation instruction and information









*Welcome & Adventure Center*

## Mission

The Rivers House - Welcome and Adventure Center will serve as a vibrant community asset that honors the city's investment in this beautifully restored historic home. Our mission is to enrich the lives of both residents and visitors by bringing together local history, environmental education, and outdoor recreation in one accessible and welcoming space. Together we will ensure that this city-owned property becomes a living, working part of Green Cove Springs' future, not just a relic of its past. This center will be a place of learning, gathering, and exploration for generations to come.



## Nonprofit vs Profit

### Why a Nonprofit Makes Sense for the Rivers House

- A 501(c)(3) structure makes the center eligible for possible CDBG funding and other public grants.
- Enables strong partnerships with Clay County, the State of Florida, and local schools.
- Ensures all revenue supports programs, preservation, and public access - no private profit.
- Aligns perfectly with the mission of our new Community Redevelopment Agency to revitalize and activate historic, cultural, and public spaces.
- Creates a sustainable, community-focused hub that honors the city's investment and serves both residents and visitors.



## Why this concept is a great fit for the City and the Rivers House?

- ✓ Preserves, Honors and Activates the landmark with a meaningful community purpose
- ✓ Maintains City ownership and control of the significant public property
- ✓ Provides amenities and enhances Spring Park and Riverfront use
- ✓ Delivers Public Education in History, Nature & Conservation
- ✓ Supports Recreation, Wellness and tourism Goals
- ✓ Advances the City's Community Redevelopment Agency (CRA) Mission
- ✓ Operation by a nonprofit leverages grants and fundraising while ensuring longterm stewardship, education and public benefit
- ✓ Low Risk, High Community Reward

# Financial & Fundraising Strategy

## Overview:

The Rivers House Welcome and Adventure Center will operate as a nonprofit 501(c)(3), allowing it to pursue a diverse blend of funding sources. The strategy will combine grant funding, local partnerships, earned income, and community-driven fundraising to ensure financial sustainability while staying mission-aligned.

## Startup Capital & Restoration Funding

- **Community Development Block Grants (CDBG):** Seek all possible renovation funds first through grant funding mechanisms
- **Community Redevelopment Agency (CRA):** Enhancing the beauty, historical structure and initial programming for the Adventure Center would be a great use for the newly established and growing CRA funds.
- **Florida Division of Historical Resources Grants:** Seek state-level funding for historic preservation and museum development.
- **Clay County Tourism Development Grants:** Apply for product development funds to support City and County tourism related infrastructure and programming.
- **Clay County Board of Commissioners:** Similar to their investment in the Spring Park renovation and Augusta Savage Center.
- **Private Foundations:** Target regional foundations focused on education, conservation, historic preservation, and community development.
- **Local Business Sponsorships:** Engage local banks, law firms, realtors, and outdoor retailers to sponsor restoration work, programming and operational equipment.

# Financial & Fundraising Strategy Continued

## Earned Revenue Streams

- **Gift and Snack Sales**
  - Curated local products, crafts and gifts
  - Green Cove Springs and Clay County Historical gifts and merchandise
  - Cold Drinks, Coffee, Lemonade, Tea
  - Ice cream and picnic-friendly food options available on-site.
- **Educational Programs & Tours**
  - Modest fees or sponsorship opportunities for guided tours, school field trips, nature classes, and outdoor workshops.
- **Outdoor Equipment Rentals**
  - Kayak, paddle board, and fishing equipment rentals can generate consistent revenue, especially during weekends and busy holidays.
- **Facility Use Donations**
  - Offer the space for small group meetings, club events, or photography sessions by suggested donations.
- **Events**
  - Host ticketed seasonal events, shows and Historical reenactments

# Financial & Fundraising Strategy Continued

## Community-Based Fundraising

- **Annual Giving Campaigns:** Launch seasonal campaigns (e.g. “Spring Into History”) via direct mail, social media, and community events.
- **Membership Program:** Offer an annual membership with perks like discounts on rentals, free tours, and a members-only newsletter.
  - **Explorer Membership (Standard)**
    - 10% off all purchases and rentals at the Adventure Center
    - Members only newsletter
    - Invitation to members-only porch socials
  - **Legacy Membership**
    - Benefits of Explorer Membership
    - Name on Plaque on porch or on rocking chairs
    - Invitation to annual appreciation event
  - **Young Explorer Membership**
    - Discounted and early registration for events and workshops
    - 10% off all purchases and rentals at the Adventure Center
- **Local Fundraising Events:** Host outdoor movie nights, historical storytelling evenings, Cardboard regattas, paddle board races in Spring Park to build community and raise funds.



## Financial & Fundraising Strategy Continued

### Partnerships & In-Kind Support

- **Volunteer Programs**

- Reduce labor costs by involving community members in docent work, events and maintenance.

- **Partnerships with Schools & Colleges**

- Collaborate with local educators and for field trips, internships, and service-learning projects.
- Engage Juniors and Seniors at Clay High to give them internship opportunities running the operations and programming for the Adventure Center.

- **Donated Goods/Services**

- Seek in-kind donations from local contractors, food vendors, and equipment suppliers.
- Utilize partnerships with local businesses, Historical Society, VIA, Garden Club, etc to volunteer to host informational workshops and events at the Rivers House and in Spring Park

### Phase 1 - Years 1+

- Fundraising, grant applications and memberships
- Engineering, Architecture and Permitting
- Apply for other grants for Startup funds and interior renovations
- Begin to host fundraising events and members only events
- Engage local businesses and organizations for Sponsorships
- Begin Legacy Membership fundraising



### Phase 2 - Year 2+

- Open center for programming and historical/educational displays
- Grow sales and fundraising to provide additional programming and renovations
- Purchase and establish outdoor equipment rental services
- Offer historical and eco tours



### Phase 3 - Year 5+

- Use grants, fundraising/memberships and sales revenue to purchase tour boats for eco and historical boat tours.
- Boat tours can also be utilized for events, sunset cruises and shuttles to the future Reynolds development.



## Sample Startup Budget - Rivers House Welcome and Adventure Center

### Pre-Construction, Accessibility and Core Build-out (City) - \$305,000

- **Pre-Construction/ Site Prep (\$48,000)**
  - Civil Site Prep/Planning: \$25,000
  - Architectural/Plan Design: \$10,000
  - Structural Engineering: \$8,000
  - Mechanical Engineering: \$5,000
- **Accessibility & Compliance (\$140,000)**
  - ADA Bathroom Modifications: \$40,000
  - ADA Ramps, Handrails, Signage: \$25,000
  - Emergency Fire Exit Stairs: \$75,000
- **Utilities and Mechanical (\$52,000)**
  - Electrical: \$25,000
  - Plumbing: \$12,000
  - HVAC: \$15,000
- **Restoration (\$65,000)**
  - Windows, Doors, Historic Preservation: \$65,000

### Funding Sources for City Investment

- **Florida Commerce CDBG Grant**
  - Commercial Revitalization Grant or Neighborhood Revitalization Grant
  - These often don't require matching funds
  - Maximum awards range from \$600,000-\$750,000
- **Lease Agreement**
  - Lease agreement can be drafted to support the center's early growth and then transition to repayment after year 2
- **CRA Grant**
  - CRA grant is another option to fund the initial buildout or startup capital for the Center



## Interior Renovations and Operational Startup (Tenant) - \$181,000

- **Interior Renovations (\$65,000)**
  - Cosmetic Improvements and Displays: \$45,000
  - Equipment, Fixtures, Retail Displays: \$20,000
- **Equipment & Initial Inventory (\$40,000)**
  - Kayaks (6), Paddleboards (6), Paddles, and PFDs: \$18,000
  - Fishing gear kits (10): \$2,000
  - Safety & Storage equipment: \$5,000
  - Point-of-sale system & small appliances: \$7,000
  - Initial stock: snacks, drinks, and locally made gifts: \$8,000
- **Interpretive & Educational Materials (\$18,000)**
  - History exhibits and signage: \$5,000
  - Conservation & Trail maps/materials: \$4,000
  - Marketing and branding (print/web/social): \$5,000
  - Display and storage furniture (Shelving, kiosks, brochure racks): \$5,000
- **Staffing & Operations (Year 1) - (\$48,000)**
  - Part- time program and rental coordinator (20 hrs/week): \$25,000
  - Insurance (liability, property, water activity coverage): \$6,000
  - Utilities, internet, cleaning: \$6,000
  - Ongoing maintenance and supplies: \$6,000
  - Volunteer program support and stipends: \$5,000
- **Contingency & Reserve Fund (\$10,000)**
  - Funds set aside for seasonal downturns, emergency repairs, or cash flow gaps.

# Sample Operating Budget (Year 2)

## Monthly Revenue

- Young Explorer Memberships: \$1,500
- Explorer Memberships: \$2,500
- Corporate Partnerships/Sponsors: \$1,500
- Outdoor Equipment Rentals: \$5,000
- Gift/Merchandise Sales: \$4,000
- Drinks, Snacks, Ice Cream: \$6,000
- Pavilion Rentals: \$500
- Classes, Workshops, Space Rentals: \$1,500

**Total: \$22,500**

## Monthly Expenses

- Rent: \$2,500
- Director/Staff: \$7,500
- Utilities/Maintenance: \$1,500
- Insurance: \$750
- COGS (Snacks, Merch, Gifts): \$4,500
- Marketing: \$500
- Supplies/Displays: \$1,500
- Guides/Instructors: \$2,000

**Total: \$20,750**

# Financial Feasibility and Capacity

## a. Sources & Uses (Estimated):

- Sources (Build-out and Startup funding): **Total (Not Including Earned Revenue) = \$475,000 - \$525,000**
  - CDBG/CRA/Historic Preservation grants: \$300,000-350,000
  - County TDC Grants: \$100,000
  - Private foundation grants: \$25,000
  - Individual donors/membership drive: \$25,000
  - In-kind donations and volunteer support: \$25,000
- Uses:
  - Construction and buildout (Baurre Construction): \$303,000
  - Interior Renovation, Equipment and retail inventory: \$105,000
  - Exhibit installation and educational materials: \$18,000
  - Staff and operations year 1: \$58,000

## b. Financial Capacity:

- IRS 501(c)(3) documentation (pending/approved)
- Fundraising track record and local sponsorship interest
- Support from local civic and nonprofit leaders
- Baurre Construction is prequalified and insured, with financial capacity to manage the buildout efficiently and on budget

## 7. Business Plan

### a. Business Description:

The Rivers House Welcome and Adventure Center will operate as a nonprofit with a mission to connect the public to Green Cove's rich history, natural resources, and recreational opportunities. Its structure includes a volunteer-led board of directors and a part-time staff model focused on sustainability, partnerships, and public service.

### b. Staffing Plan:

- Part-Time Marketing, Program & Rental Coordinator (experience in outdoor education or hospitality)
  - Salary: \$20/hr, approx. 30 hrs/week
- (Year 2): Additional Part time retail staff at \$15/hr approx 30 hrs/week
- Volunteer docents and greeters trained in local history
- Occasional contract educators or workshop leaders

### c. Hiring Timeline:

- Begin recruitment during renovation phase (End of Year 1)
- Onboard and train staff/volunteers during final month before opening

### d. Key Project Personnel:

- Steven Kelley – Executive Director/Project Lead
- Michael Baurre – General Contractor
- Board Chair– Education & Community Engagement

### e. Target Market & Marketing Plan:

- Residents, school groups, tourists, outdoor enthusiasts, families
- Channels: Social media, tourism guides, partnerships with schools and civic groups, Spring Park event promotion

f. Management & Operations Plan:

- Managed by Executive Director with board oversight
- Rentals and retail support staff managed part-time or through volunteers
- Revenue reinvested into operations, repairs, and programming
- Financial tracking with nonprofit accounting software; annual reporting to board and city

g. Renovation & Opening Timeline:

- Renovation start: Fall 2026
- Completion: Spring 2027
- Opening: Summer 2027 (aligned with seasonal park activity)

Critical Risks & Mitigation:

- Funding delays: Apply to multiple sources and phase implementation
- Weather delays: Flexible buildout schedule with contingency
- Staffing/volunteer recruitment: Engage early through outreach, incentives, and partnerships

## Sample Operating Budget (Year 2)

### Monthly Revenue

• Young Explorer Memberships:	\$1,500
• Explorer Memberships:	\$2,500
• Corporate Partnerships/Sponsors:	\$1,500
• Outdoor Equipment Rentals:	\$5,000
• Gift/Merchandise Sales:	\$4,000
• Drinks, Snacks, Ice Cream:	\$6,000
• Pavilion Rentals:	\$500
• Classes, Workshops, Space Rentals:	\$1,500
<b>Total:</b>	<b>\$22,500</b>

### Monthly Expenses

• Rent:	\$2,500
• Director/Staff:	\$7,500
• Utilities/Maintenance:	\$1,500
• Insurance:	\$750
• COGS (Snacks, Merch, Gifts):	\$4,500
• Marketing:	\$500
• Supplies/Displays:	\$1,500
• Guides/Instructors:	\$2,000
<b>Total:</b>	<b>\$20,750</b>

## **Project Budget Summary: Rivers House Welcome & Adventure Center**

### **Total Estimated Project Cost: \$484,000**

- City of Green Cove Springs (Property Owner) Responsibility: \$303,000
- Tenant / Nonprofit Operator Responsibility: \$181,000

### **Pre-Construction & Site Planning – \$48,000**

Responsibility: City of Green Cove Springs

- Civil Site Prep and Planning: \$25,000
- Architectural Plan Design: \$10,000
- Structural Engineering: \$8,000
- Mechanical/MEP Engineering: \$5,000

### **Capital Improvements & Restoration – \$255,000**

Responsibility: City of Green Cove Springs

(As property owner, responsible for all infrastructure, access, and building system improvements)

- Accessibility Upgrades (ADA ramps, emergency stairs, handrails, signage): \$100,000
- ADA Bathroom Modifications: \$40,000
- Utility Improvements (electrical, plumbing, HVAC): \$50,000
- Historic Preservation (windows, doors, signage, façade work): \$65,000

### **Interior Renovations and Fixtures – \$65,000**

Responsibility: Tenant / Nonprofit

- Finishing Interior (Drywall, Floors, Lighting, Paint, Trim): \$45,000
- Equipment, Fixtures and Displays: \$20,000

### **Equipment & Initial Inventory – \$40,000**

Responsibility: Tenant / Nonprofit

(May be phased in during Year 2 based on funding or earned revenue)

- Kayaks (6), Paddleboards (6), Paddles, and PFDs: \$18,000
- Fishing Gear Kits (10): \$2,000
- Safety and Storage Equipment: \$5,000
- Point-of-Sale System and Small Appliances: \$7,000
- Initial Stock: Snacks, Drinks, and Locally Made Gifts: \$8,000

## **Interpretive & Educational Materials – \$18,000**

Responsibility: Tenant / Nonprofit

- History Exhibits and Interpretive Signage: \$5,000
- Conservation & Trail Maps / Educational Materials: \$4,000
- Marketing & Branding (print, web, social): \$5,000
- Display Furniture (shelving, kiosks, brochure racks): \$4,000

## **Staffing & Operations – Year 1 – \$48,000**

Responsibility: Tenant / Nonprofit

- Part-time Program and Rental Coordinator (20 hrs/week): \$25,000
- Insurance (liability, property, water activity): \$6,000
- Utilities, Internet, Cleaning Services: \$6,000
- Ongoing Maintenance and Supplies: \$6,000
- Volunteer Program Support and Stipends: \$5,000

## **Contingency & Reserve Fund – \$10,000**

Responsibility: Tenant / Nonprofit

- Reserved for seasonal downturns, emergency repairs, or unforeseen cash flow gaps.



**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Steven Russell Kelley</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. <b>101 Park Street</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Green Cove Springs, FL 32043</b>		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
5	9	1	-	1	9	-	7	1	3	4
or										
Employer identification number										
			-							

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person 	Date <b>7/15/25</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**


An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY

The Respondent certifies that:

- a. This Contract is a covered transaction for purposes of 2 CFR, Part 180. As such, the Consultant is required to verify that none of the Consultant, its principals (defined at 2 CFR 180.995), or its affiliates (defined at 2 CFR 180.905) are excluded (defined at 2 CFR 180.940) or disqualified (defined at 2 CFR 180.935).
- b. The Consultant must comply with 2 CFR Part 180, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the City. If it is later determined that the Consultant did not comply with 2 CFR Part 180, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.
- d. The Consultant agrees to comply with the requirements of 2 CFR Part 180, subpart C while this proposal is valid and throughout the period of any contract that may arise from this proposal. The Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions, including submission to Consultant of this Certification completed by its subconsultant.

Entity: Steven Kelley  
By:   
Its: Self

Date: 7/15/28

## **DRUG-FREE WORKPLACE COMPLIANCE FORM**

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that Steven Kelley (name of business) does:

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 company'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 or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, 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 1893 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 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, \_\_\_\_\_

Steven Kelley (name of business) fully complies/does not comply with the above requirements.

  
Vendor/Contractor Signature

7/15/25  
Date



## **STANDARD ADDENDUM TO ALL CITY CONTRACTS AND AGREEMENTS**

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered, or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.
7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such



drawings and/or plans shall be reproduced by the Contractor without cost to the City for all Proposers requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

**CITY OF GREEN COVE SPRINGS**

**CONTRACTOR/FIRM/INDIVIDUAL**

By: \_\_\_\_\_  
Mayor (Printed Name)

By: Steven Kelley  
(Printed Name and Title)

By: \_\_\_\_\_  
Mayor (Signature)

By: [Signature]  
(Signature)

**ATTEST:**

By: \_\_\_\_\_  
Erin West, City Clerk



## **PUBLIC ENTITY CRIMES REQUIREMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### **SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to City of Green Cove Springs  
(print name of the public entity)  
by Steven Kelley  
(print individual's name and title)  
for Self  
(print name of entity submitting sworn statement)

whose business address is

101 Park Street  
Green Cove Springs, FL 32043

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: 591-19-7134)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.



4. 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 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 person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- c. 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 any state or of the United States with the legal power to enter into binding contract and which Proposals or applies to Proposal on contracts for the 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.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

  X   Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

       The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)



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 HIS FORM IS VALID THOROUGH 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.

  
(Signature)

Sworn to and subscribed before me this 15<sup>th</sup> day of July, 2025

Personally known yes

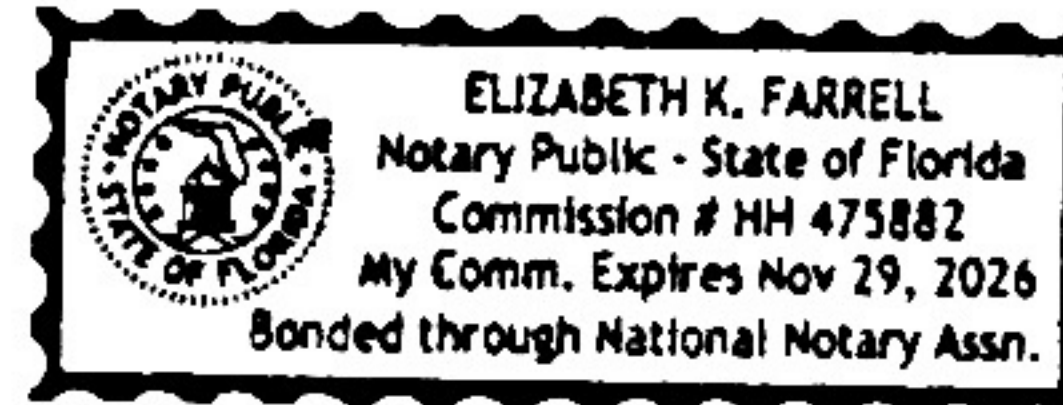
OR produced identification \_\_\_\_\_

Notary Public - State of FL

My commission expires Nov. 29<sup>th</sup> 2026

\_\_\_\_\_  
(Type of identification)

Elizabeth K. Farrell   
(Printed typed or stamped commissioned name of notary public)





# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Steven Russell Kelley</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. <b>101 Park Street</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Green Cove Springs, FL 32043</b>		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
5	9	1	-	1	9	-	7	1	3	4
or										
Employer identification number										
			-							

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person 	Date <b>7/15/25</b>
-----------	--	---------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form


An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY

The Respondent certifies that:

- a. This Contract is a covered transaction for purposes of 2 CFR, Part 180. As such, the Consultant is required to verify that none of the Consultant, its principals (defined at 2 CFR 180.995), or its affiliates (defined at 2 CFR 180.905) are excluded (defined at 2 CFR 180.940) or disqualified (defined at 2 CFR 180.935).
- b. The Consultant must comply with 2 CFR Part 180, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the City. If it is later determined that the Consultant did not comply with 2 CFR Part 180, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.
- d. The Consultant agrees to comply with the requirements of 2 CFR Part 180, subpart C while this proposal is valid and throughout the period of any contract that may arise from this proposal. The Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions, including submission to Consultant of this Certification completed by its subconsultant.

Entity: Steven Kelley  
By:   
Its: Self

Date: 7/15/28

## **DRUG-FREE WORKPLACE COMPLIANCE FORM**

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that Steven Kelley (name of business) does:

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 company'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 or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, 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 1893 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 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, \_\_\_\_\_

Steven Kelley (name of business) fully complies/does not comply with the above requirements.

  
Vendor/Contractor Signature

7/15/25  
Date



## **STANDARD ADDENDUM TO ALL CITY CONTRACTS AND AGREEMENTS**

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered, or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.
7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such



drawings and/or plans shall be reproduced by the Contractor without cost to the City for all Proposers requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

CITY OF GREEN COVE SPRINGS

CONTRACTOR/FIRM/INDIVIDUAL

By: \_\_\_\_\_  
Mayor (Printed Name)

By: Steven Kelley  
(Printed Name and Title)

By: \_\_\_\_\_  
Mayor (Signature)

By: [Signature]  
(Signature)

ATTEST:

By: \_\_\_\_\_  
Erin West, City Clerk

RFP 2022-03



## **PUBLIC ENTITY CRIMES REQUIREMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### **SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to City of Green Cove Springs  
(print name of the public entity)  
by Steven Kelley  
(print individual's name and title)  
for Self  
(print name of entity submitting sworn statement)

whose business address is

101 Park Street  
Green Cove Springs, FL 32043

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: 591-19-7134)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.



4. 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 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 person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- c. 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 any state or of the United States with the legal power to enter into binding contract and which Proposals or applies to Proposal on contracts for the 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.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

  *h*   Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

       The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)



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 HIS FORM IS VALID THOROUGH 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.

  
(Signature)

Sworn to and subscribed before me this 15<sup>th</sup> day of July, 20 25

Personally known yes

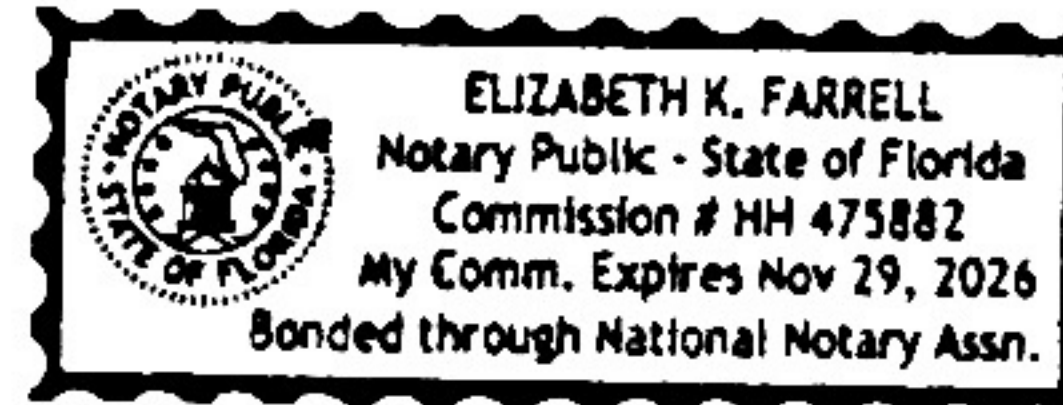
OR produced identification \_\_\_\_\_

Notary Public - State of FL

My commission expires Nov. 29<sup>th</sup> 2026

\_\_\_\_\_  
(Type of identification)

Elizabeth K. Farrell   
(Printed typed or stamped commissioned name of notary public)





**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Steven Russell Kelley</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. <b>101 Park Street</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Green Cove Springs, FL 32043</b>		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
5	9	1	-	1	9	-	7	1	34
or									
Employer identification number									
			-						

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person 	Date <b>7/15/25</b>
-----------	--	---------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**


An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY

The Respondent certifies that:

- a. This Contract is a covered transaction for purposes of 2 CFR, Part 180. As such, the Consultant is required to verify that none of the Consultant, its principals (defined at 2 CFR 180.995), or its affiliates (defined at 2 CFR 180.905) are excluded (defined at 2 CFR 180.940) or disqualified (defined at 2 CFR 180.935).
- b. The Consultant must comply with 2 CFR Part 180, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the City. If it is later determined that the Consultant did not comply with 2 CFR Part 180, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.
- d. The Consultant agrees to comply with the requirements of 2 CFR Part 180, subpart C while this proposal is valid and throughout the period of any contract that may arise from this proposal. The Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions, including submission to Consultant of this Certification completed by its subconsultant.

Entity: Steven Kelley  
By:   
Its: Self

Date: 7/15/28

## **DRUG-FREE WORKPLACE COMPLIANCE FORM**

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that Steven Kelley (name of business) does:

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 company'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 or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, 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 1893 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 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, \_\_\_\_\_

Steven Kelley (name of business) fully complies/does not comply with the above requirements.

  
Vendor/Contractor Signature

7/15/25  
Date



## **STANDARD ADDENDUM TO ALL CITY CONTRACTS AND AGREEMENTS**

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered, or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.
7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such



drawings and/or plans shall be reproduced by the Contractor without cost to the City for all Proposers requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

**CITY OF GREEN COVE SPRINGS**

**CONTRACTOR/FIRM/INDIVIDUAL**

By: \_\_\_\_\_  
Mayor (Printed Name)

By: Steven Kelley  
(Printed Name and Title)

By: \_\_\_\_\_  
Mayor (Signature)

By: [Signature]  
(Signature)

**ATTEST:**

By: \_\_\_\_\_  
Erin West, City Clerk



## **PUBLIC ENTITY CRIMES REQUIREMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### **SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to City of Green Cove Springs  
(print name of the public entity)  
by Steven Kelley  
(print individual's name and title)  
for Self  
(print name of entity submitting sworn statement)

whose business address is

101 Park Street  
Green Cove Springs, FL 32043

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: 591-19-7134)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.



4. 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 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 person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- c. 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 any state or of the United States with the legal power to enter into binding contract and which Proposals or applies to Proposal on contracts for the 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.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

  X   Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

       The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)



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 HIS FORM IS VALID THOROUGH 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.

  
(Signature)

Sworn to and subscribed before me this 15<sup>th</sup> day of July, 20 25

Personally known yes

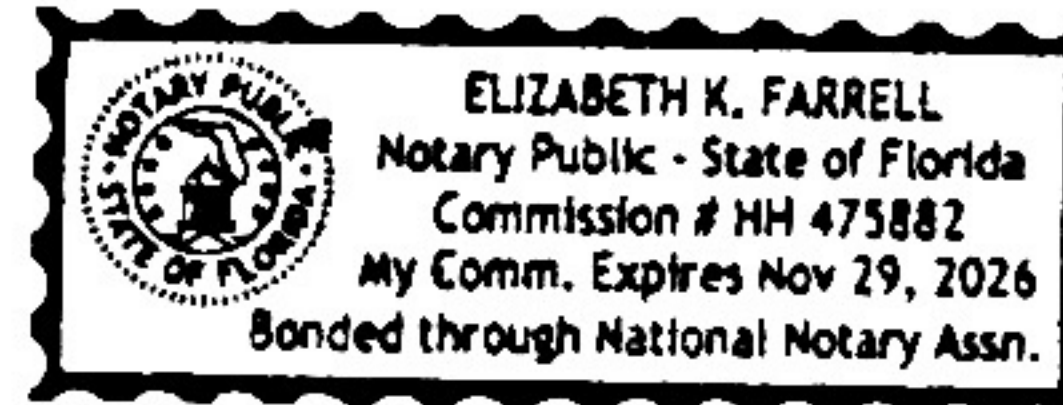
OR produced identification \_\_\_\_\_

Notary Public - State of FL

My commission expires Nov. 29<sup>th</sup> 2026

\_\_\_\_\_  
(Type of identification)

Elizabeth K. Farrell   
(Printed typed or stamped commissioned name of notary public)





**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Steven Russell Kelley</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. <b>101 Park Street</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Green Cove Springs, FL 32043</b>		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
5	9	1	-	1	9	-	7	1	3	4
or										
Employer identification number										
			-							

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person 	Date <b>7/15/25</b>
-----------	--	---------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**


An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY

The Respondent certifies that:

- a. This Contract is a covered transaction for purposes of 2 CFR, Part 180. As such, the Consultant is required to verify that none of the Consultant, its principals (defined at 2 CFR 180.995), or its affiliates (defined at 2 CFR 180.905) are excluded (defined at 2 CFR 180.940) or disqualified (defined at 2 CFR 180.935).
- b. The Consultant must comply with 2 CFR Part 180, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the City. If it is later determined that the Consultant did not comply with 2 CFR Part 180, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.
- d. The Consultant agrees to comply with the requirements of 2 CFR Part 180, subpart C while this proposal is valid and throughout the period of any contract that may arise from this proposal. The Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions, including submission to Consultant of this Certification completed by its subconsultant.

Entity: Steven Kelley  
By:   
Its: Self

Date: 7/15/28

## **DRUG-FREE WORKPLACE COMPLIANCE FORM**

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that Steven Kelley (name of business) does:

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 company'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 or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, 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 1893 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 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, \_\_\_\_\_

Steven Kelley (name of business) fully complies/does not comply with the above requirements.

  
Vendor/Contractor Signature

7/15/25  
Date



## **STANDARD ADDENDUM TO ALL CITY CONTRACTS AND AGREEMENTS**

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered, or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.
7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such



drawings and/or plans shall be reproduced by the Contractor without cost to the City for all Proposers requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

CITY OF GREEN COVE SPRINGS

CONTRACTOR/FIRM/INDIVIDUAL

By: \_\_\_\_\_  
Mayor (Printed Name)

By: Steven Kelley  
(Printed Name and Title)

By: \_\_\_\_\_  
Mayor (Signature)

By: [Signature]  
(Signature)

ATTEST:

By: \_\_\_\_\_  
Erin West, City Clerk

RFP 2022-03



## **PUBLIC ENTITY CRIMES REQUIREMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### **SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to City of Green Cove Springs  
(print name of the public entity)  
by Steven Kelley  
(print individual's name and title)  
for Self  
(print name of entity submitting sworn statement)

whose business address is

101 Park Street  
Green Cove Springs, FL 32043

and (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: 591-19-7134)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.



4. 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 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 person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

c. 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 any state or of the United States with the legal power to enter into binding contract and which Proposals or applies to Proposal on contracts for the 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.

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

  *h*   Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

       The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)



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 HIS FORM IS VALID THOROUGH 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.

  
(Signature)

Sworn to and subscribed before me this 15<sup>th</sup> day of July, 20 25

Personally known yes

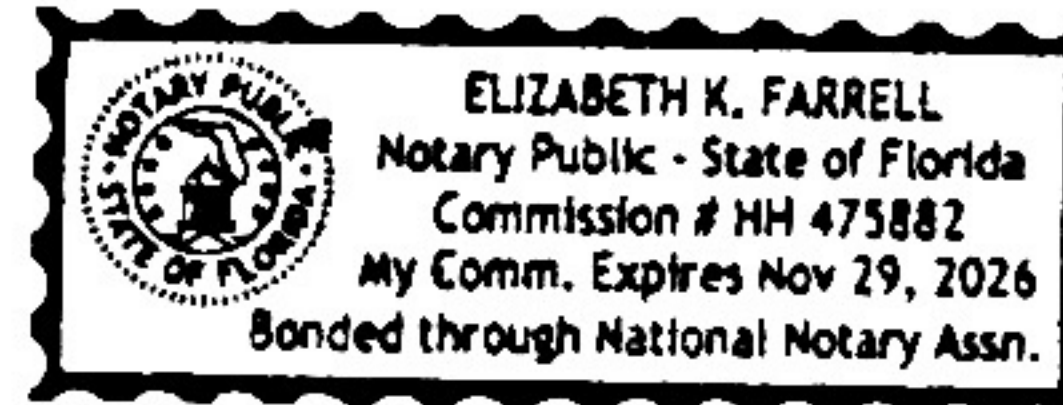
OR produced identification \_\_\_\_\_

Notary Public - State of FL

My commission expires Nov. 29<sup>th</sup> 2026

\_\_\_\_\_  
(Type of identification)

Elizabeth K. Farrell   
(Printed typed or stamped commissioned name of notary public)





**TARA S. GREEN, CLAY COUNTY CLERK OF COURT AND COMPTROLLER**

---

825 N Orange Ave, PO Box 698, Green Cove Springs, FL 32043 / (904) 269-6302 / [info@clayclerk.com](mailto:info@clayclerk.com) / [clayclerk.com](http://clayclerk.com)

The Honorable City of Green Cove Springs City Council

321 Walnut Street

Green Cove Springs , FL 32043

Dear City Council Members,

July 14, 2025

On behalf of our Historical Archives, a division of the Clay County Clerk of Court and Comptroller's Office, I would like to communicate support for Steven Kelley's proposal to create the **Rivers House Welcome & Adventure Center**. Special points of interest to us found in his proposal include:

- Emphasis on sharing our area's history
- Emphasis on the connection between history and nature
- Educational aspects, i.e., youth programming; classes
- Strong local partnerships planned – count us in!

We are excited to see the great progress already made on historical preservation and look forward to assisting any way we can. If I, Clerk/Comptroller Green, or any member of our Historical Archives Division can help further, please don't hesitate to contact us.

Sincerely,

*Mary T. Justino*

Mary T. Justino - *Public Information Officer for Cler/Comptroller Tara S. Green*

*Clay County Clerk of Court and Comptroller; and City of GCS resident*





Steven Kelley &lt;stevenrkelly@gmail.com&gt;

---

## Support letter for River House...

1 message

---

sandra dunnivant <bookladi@me.com>  
To: stevenrkelly@gmail.com

Tue, Jul 15, 2025 at 1:02 PM

**Sandra Dunnivant**  
**303 N Magnolia Av**  
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City of Green Cove Springs  
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### Letter of Support for the Rivers House Welcome & Adventure Center

*Dear City Officials and Community Stakeholders,*

I am writing to express my full support for the proposed **Rivers House Welcome & Adventure Center**—a dynamic, mission-driven project that honors Green Cove Springs' rich heritage while advancing its future as a destination for learning, recreation, and community connection.

The Rivers House project represents a unique and timely opportunity to breathe new life into one of the city's most cherished historic assets. More than just a restoration of a building, this initiative reimagines the Rivers House as a **vibrant hub of activity**, where residents and visitors alike can **discover local history, enjoy nature-based experiences, and engage in meaningful educational programming**.

The vision for the Center—featuring interactive historical displays, youth programming, trail and recreation information, equipment rentals, and a welcoming store with local goods—aligns seamlessly with the City's strategic priorities for tourism, conservation, and downtown revitalization. Importantly, the project is designed to be **financially sustainable and community-centered**, operated by a nonprofit 501(c)(3) organization that can access diverse grant funding and ensure all revenue is reinvested in public benefit.

Key benefits of this initiative include:

- **Activation of a historic city-owned property** in a way that preserves its character while making it useful and accessible.
- **Support for tourism, health, and outdoor recreation**, helping residents and visitors connect with the city's riverfront and natural beauty.
- **Advancement of the City's Community Redevelopment goals**, making this a model for future public-private partnerships.
- **Public education and youth engagement**, including internship opportunities for local students.
- **Minimal financial risk for the city**, with phased development supported by grants, memberships, and earned income.

As outlined in the project's financial strategy, the Center's initial capital needs can be met through funding sources like CDBG, grants, tourism development grants, and private sponsorships. The proposed startup and operational budgets are reasonable and realistic, and the Center's phased rollout—from early fundraising and programming to long-term expansion with eco-tours—demonstrates thoughtful planning and strong potential for success.

In short, the Rivers House Welcome & Adventure Center is exactly the kind of **forward-thinking, heritage-honoring, and community-enriching initiative** that can become a cornerstone of Green Cove Springs' identity for generations to come. I wholeheartedly endorse this project and urge the City and its partners to support its development.

Thank you for your leadership and commitment to making Green Cove Springs a place where history, nature, and community come together.

Sincerely,

**Sandra Dunnavant**

**President, Green Cove Springs Preservation Society**