

DELIVER TO:
 City of Fort Pierce, Purchasing Division
 Room 101
 100 North U.S. #1
 Fort Pierce, FL 34950

MAIL TO:
 City of Fort Pierce Purchasing Division,
 Room 101
 P.O. Box 1480
 Fort Pierce, FL 34954-1480

REVISED



**REQUEST FOR PROPOSALS
 and
 PROPOSER ACKNOWLEDGMENT**

Bid Writer: Gelencia Carter, 772-467- 3102

RFP No: 2023-032

Mandatory Pre-Proposal Conference Date:
 10:00AM, WEDNESDAY, MAY 10, 2023

RFP Title: LEASE & OPERATION OF THE SEVEN GABLES VISITOR CENTER

Mandatory Pre-Proposal Location:
 HOUSE OF SEVEN GABLES
 482 NORTH INDIAN RIVER DRIVE
 FORT PIERCE, FL 34950

RFP Opening Location:
 City of Ft. Pierce Purchasing Division
 Room 101
 100 North U.S. #1, 1st Floor
 Ft. Pierce, Florida 34950

RFP Due Date & Time:
 3:00 PM, THURSDAY, MAY 25, 2023

If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.

Proposer Name:
 C & N Venture Group LLC

I hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Mailing Address:
 560 SW Buswell Avenue

x 
 Authorized Signature (Manual)

City, State, Zip Code: Port St Lucie FL 34983

Typed or Printed Name:
 Carolyn Garvey

Type of Entity (Select one):
 Corporation _____
 Partnership _____ Yes _____
 Proprietorship _____

Title: Manager

Incorporated in the State of: Florida **Year:** 2023

Delivery in _____ **days, ARO**

Phone Number: 786-991-3050 / 941-323-7912

Payment Terms: Net 30 Days

Fax Number:

FEIN or SS Number: 92-3136459

E-Mail Address: info@cventuregroup.com

Local Business: Y N **MWBE:** Y N

Bid Security is attached, when required, in the amount of \$ _____
 F.O.B. DESTINATION

If returning as a "No Bid" state reason:

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, C & N Venture Group LLC,
(Contractor's Name)

certifies by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

- (2) Where the Recipient's contractor's is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

C & N Venture Group LLC
(Contractor's Name)

City of Fort Pierce
(Recipient's Name)

Carolyn Garvey
(Authorized Signature)

Date: _____

Carolyn Garvey Type text here
(Print Name)

Manager
(Title)

Division Contract Number

560 SW Buswell Avenue
(Street and Address)

Port St Lucie FL 34983
(City, State, Zip)



THE SUNRISE CITY
FORT PIERCE
PURCHASING
DEPARTMENT

Florida

DRUG~FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that
C & N Venture Group LLC does:
(Name of Business)

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

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

Carolyn Jarvey

Proposer's Signature

5/24/2023

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above C & N Venture Group LLC		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____		(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 560 SW Buswell Avenue		Requester's name and address (optional)
6 City, state, and ZIP code Port St Lucie FL 34983			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

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

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

Social security number										
or										
Employer identification number										
9	2		-	3	1	3	6	4	5	9

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 ▶ <i>Nora Bromley</i>	Date ▶ 5/24/2023
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



REFERENCES

C &

**RFP NO. 2023-034
 OLD ST. ANASTASIA EXTERIOR RESTORATION**

Bidder shall submit as a part of the bid package, three (3) Customer references with name of the customer, address, contact person, and telephone number.

Name	Name Jennifer Kaczor
Contact: Donavan Vassell	Contact:
Address: Laurel MD	Address: Gainesville FL
Telephone: 240-533-1075	Telephone: 954-668-5819
Email: vassellproperties@yahoo.com	Email:
Name	
Contact: Athnee Francis	
Address: Tampa FL	
Telephone: 251-233-7901	
Email:	

CITY OF FORT PIERCE PROPOSER'S CHECKLIST

This checklist is provided to assist each Proposer in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is only a guideline, it is the responsibility of each Proposer to read and comply with the Invitation to Bid in its entirety.

Check "Yes" or "No" to each of the following:	YES	NO
Is Request for Proposal cover page (page 1) completed, signed and attached?	<u>Yes</u>	<u> </u>
Include proof of proper licensing as stated in proposal documents.	<u>Yes</u>	<u> </u>
Include proof of proper insurance as stated in proposal documents.	<u>Yes</u>	<u> </u>
Did you include a list of all materials and equipment to be used in providing the service?	<u> </u>	<u> </u>
Is Drug-Free Workplace form signed and enclosed?	<u>Yes</u>	<u> </u>
Proposal envelope is marked accordingly	<u> </u>	<u> </u>
Are two (2) complete proposal packages included (one original and one electronic copy (PDF) on a USB Flash Drive) of sealed proposals?	<u> </u>	<u> </u>
Disregard, if you are going to utilize the electronic submission option.	<u> </u>	<u> </u>
Is each Addendum (when issued) signed and included?	<u>Yes</u>	<u> </u>

PLEASE SIGN AND RETURN WITH PROPOSAL _____ *Carolyn Garvey*



CITY OF PORT SAINT LUCIE BUSINESS TAX RECEIPT

PLEASE POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

Term: 10/1/2022 - 9/30/2023

2022 - 2023

Business Address: 560 SW BUSWELL AVE

BTR #: 151718

Date Made: 5/15/2023

Business Name: C & N VENTURE GROUP LLC

Mailing Address: 560 SW BUSWELL AVE
PORT ST LUCIE, FL 34983

Business Tax Authority

Category: APPLICATION FEE APPLICATION FEE \$19.00

Additional Data:

Category: Category 1 PERSONAL SERVICES \$16.55

Additional Data: BOOKKEEPING AND PAYROLL

Category: Category 3 AGENCY/AGENT \$67.00

Additional Data: NON MEDICAL STAFFING

Total Tax Paid: \$102.55

THIS IS A RECEIPT FOR TAX PAID AND IS NOT REGULATORY IN NATURE

This receipt does not warrant that the receipt holder is competent to perform in the business, but that the holder has paid the required tax and provided the necessary documentation (if required) for this business. Valid only when all state and local regulated trade licenses/completeness cards are valid for the current fiscal year as required by law.



OVERVIEW

C&N Venture Group is pleased to submit this proposal for services to support public services within the Seven Gables building, including staffing and operation of a Visitor Information Center located at 482 N. Indian River Drive, Fort Pierce, Florida.

The Objective

- **Operate a Visitor Information Center that would provide the public with information and serve to promote the interests of the City, provide the public with information, history and services relating to the City, including promotion of local businesses, restaurants, events, City venues, and otherwise perform a public benefit.**

The Opportunity

- **Goal #1: Hire and train personnel.**
- **Goal #2: Provide necessary equipment.**
- **Goal #3: Provide daily cleaning of the building.**
- **Goal #4: Provide Required Insurance**

C&N Venture Group is a Women Owned local organization who prides itself on providing great customer service. Although we are a newly formed organization our goal is to sustain long-term success. C&N can be trusted to provide our services with integrity and adhere to the client-first model to gain both the respect and trust of the one we serve.

C&N Venture Group will provide Management Services to the City of Fort Pierce. Specially pertaining to the operations of the Visitors Center. We will hire and train the necessary personnel to work at the Visitors Information Center. One of the requirements will be that they are well versed with the history as well as the current events of Fort Pierce.

C&N Venture will provide the necessary equipment needed in the Management of the Visitors Center. Such equipment may consist of a computer, vending machine, and telephone.

C&N Venture Group will maintain the cleanliness of the facility daily. We will provide all necessary products and equipment to ensure that all environmental standards are met.

C&N Venture group will procure and maintain the required insurance, throughout the term of this agreement.

Key personnel that will be responsible to conduct business on behalf of C&N Venture Group are

Nora Bromley cell 941-323-7912

Carolyn Garvey cell 786-991-3050

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

Supplied Material

The following materials are to be supplied ect dates:

Materials to be supplied by C&N Venture Group	
Personnel	
Equipment	

EXPECTED RESULTS

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We expect our proposed solution to The City of Fort Pierce 's requirements to provide the following results:

- **Result #1: Boost engagement with Community**
- **Result #2: Increase Visitor traffic**
- **Result #3: Educate the Public on the history and current events happening in Fort Pierce**

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for

Services Cost Category #1	Price
Consultation services	
Administrative cost	
Commercial General Liability Insurance	
Workers Compensation and employers Liability Insurance	
Automobile Liability insurance	

1 personnel 5 days per week	
1 Personnel Saturdays	
1 supervisor weekly visit	
Travel	
Marketing	
Equipment Rental	
Training	
Cleaning supplies	
Utilities electric	
Utilities water	
Utilities internet	
Printing and promotional Items	
Total Annually	<u>\$149,900.00</u>

QUALIFICATIONS

Our Personnel and staff has over 25 years of experience providing professional services such as management, Customer service, training, supervising and accounting.

For a further look into our experience please see the attached resume

CONCLUSION

We look forward to working with the City of Fort Pierce and support your effort to maintain a Visitors Center. We are confident we can meet the requirements and look forward to partnering with you.

If you have questions on this proposal, feel free to contact

Thank you for your consideration,

WORK HISTORY

ETC Florida LLC

2019-Current

Director of Business Operations

West Palm Beach, FL

- Manage and provide oversight of warehouse operations and purchasing which includes the receipt of inventory and matching purchase orders to vendor invoices for entry into the accounting software.
- Supervise 4 direct reports in the following departments: Warehouse, Purchasing and Office Manager.
- Responsible for the onboarding of all new employees.
- Processing of payroll for 59 employees.
- Assist in maintaining a system of internal controls which provide reasonable assurance to Management that all transactions are properly authorized and recorded.

Yacht Chandlers (Moved to Palm Beach County)

2018-2019

Controller

Fort Lauderdale, FL

- Overall responsibility for the management and direction of the Company's accounting functions.
- Maintain the Cash Flow Report.
- Supervised 6 direct reports in the following departments: Receiving, Freight, Accounts Payable, Accounts Receivable and Receptionist.
- Prepare and issue monthly Profit and Loss and Balance Sheet Statements to owners. Research and communicate any variances.
- Reconcile all bank statements and credit card statements.
- External reporting to banks and CPA.

Metric Marine & Industrial

2016-2018

Senior Accountant

Davie, FL

- Overall responsibility for the management and direction of the Company's accounting functions.
- Enter over 100 vendor invoices weekly and Pay vendor invoices in a timely manner by check and ACH.
- Update inventory quantities in the system and adjust when necessary.
- Maintain cash flow report for the CFO.
- External reporting, including coordination with Tax Accountants and Auditors and preparing schedules as needed.
- Prepare and issue monthly P&L and Balance Sheet.

Cohen & Thomlinson, CPA

2013-2016

Senior Accountant (Independent Contractor)

Ft. Lauderdale, FL

- Reconcile bank statements for various clients.

- Reconcile all Balance Sheet accounts and make adjusting entries for various clients.
- Monthly Write-Up in QuickBooks for several clients.
- Prepare and issue financial statements to owners.
- Prepare and monthly sales tax returns and quarterly payroll returns for various clients.

Episcopal Diocese of SWFL (Moved to Hollywood)
Parish Resources Administrator

2011-2013
Sarasota, FL

- Accounting and benefits resource person for 76 churches in the Diocese.
- Prepare internal control recommendations for those churches with limited staff
- Benefits Administrator for all 76 churches in the diocese.
- Teach various workshops on completing church audits and improving internal controls.
- Collect and analyze annual audits and parochial reports for all 76 churches.
- Conduct annual audits and reviews.

Universal Windows Solutions, LLC (Enrolled in school to finish degree)
Accounting Manager

2008-2011
Bradenton, FL

- Overall responsibility for the management and direction of the Company's accounting and office function.
- Manage a staff of 3 with responsibility for all aspects of the company's daily accounting operations and the related formulation and administration of the company's overall accounting policies.
- Coordinate and manage workflow of department to ensure timely processing of relevant data.
- Identify weaknesses in the company which hinder the accurate reporting of the financial condition of the company.
- Develop policies and procedures to minimize or eliminate those weaknesses.
- External reporting, including coordination with tax accountants, lenders, and financial consultants.
- Preparation of the annual budget.
- Monthly analysis and reporting of budget variances.
- Preparation of month end journal entries and review all Payables to ensure all bills are properly costed to the appropriate jobs.
- Set up new division in QuickBooks, entered inventory items and customized reports such as the Profit and Loss and Sales Report to reflect just the new division.
- Balancing of all balance sheet accounts and analyzing ratios such as the Debt to Worth ratio, Quick ratio and Current ratio.
- Process employee payroll and file Workers Comp reports.
- Maintain and update all quoting systems.

Unique Air, Inc. (Contract ended)
Corporate Controller

2006-2008
Bradenton, FL

- Overall responsibility for the management of the corporate payroll, accounts payable, property and general ledger accounting.
- Preparation of departmental and consolidated financial statements utilizing FRx report writer.
- Responsible for maintaining cost accounting activities and the preparation of financial and other control reports.

- Was part of the implementation team that was responsible for migration to a new ERP Accounting System.
- External reporting, including coordination with tax accountants, lenders and financial consultants.
- Preparation of State and Federal tax and report filings such as Sales and Use tax returns and Worker's Compensation reports.
- Managed a staff with responsibility for all aspects of the company's daily accounting operations.
- Preparation of month end journal entries and review all Payables to ensure all bills are properly costed to the appropriate division.

RELATIVE EXPERIENCE

Central Florida Restaurants, LLC
Corporate Controller

Sarasota, FL

Easter Seals of SW Florida
Director of Finance

Sarasota, FL

EDUCATION / LICENSES / CERTIFICATIONS

Franklin University, Columbus, Ohio
B.A. in Forensic Accounting 2011

Berkeley College, New York, NY
A.A.S., Business Administration and Accounting 1990

Completed the Following Certificate Courses

Dale Carnegie

- Performance Reviews that Motivate
- Meetings that Work
- Secrets to Leading with Assertiveness

SOFTWARE

- QuickBooks Enterprise
- QuickBooks Online
- Sage Spire
- MIP – Non Profit
- Microsoft Word
- Microsoft Teams
- Microsoft Outlook
- Microsoft Dynamic AX – ERP System
- NetSuite
- Sage Peachtree
- Microsoft Excel
- Bill.com

CAROLYN GARVEY

(H) 786-991-3050 | goodenj@hotmail.com

Professional Summary

Effortlessly handle high-volume accounting tasks to support operation. Experienced in full cycle accounts payables, billing, and processing customer payments, updating spreadsheets and auditing accounts to identify and correct errors. Highly organized, efficient, and responsible team player with advanced financial knowledge.

Skills

- Excellent customer services skills
- Data entry
- Effective management skills
- Advance QuickBooks skills
- Reconciling accounts
- Organization skills
- Bookkeeping skill
- Dispatching Skills

Experience

Bookkeeper/ Dispatcher 07/2020 to Present

FYAH DWAG TRANSPORTION Inc

- Bank and credit card reconciliation
- Categorize expenses in QuickBooks online.
- Accounts payables & receivables
- Payroll
- Dispatching 5-8 trucks daily
- Implement and manage safety operations.
- Prepare for DOT Audit, and yearly registration of DOT vehicles.
- Customer Service

Accounts Payables representative 04/2019 to 07/2020

Liberation Business Development, LLC – Stuart, FL

- Enter and Track Customer sales orders into QuickBooks
- Create invoices and mailed to customers.
- record transactions, prepare statements, and post customer payments.
- maintains accounts receivable files and records by periodically updating the accounting system
- Check all internet sales daily and record and bill all new sales in QuickBooks.

- perform billing functions in two computerize software to meet customer requirements
- Create BOL and coordinate logistic processes
- Supervise warehouse employees
- Create, Receive and Bill vendor POs in QuickBooks
- Reconcile Customer accounts
- Reconcile bank statements

Bookkeeper/Dispatcher 12/2017 to 02/2019

Total Appliance and Air Conditioning Repairs, Inc. – Hallandale Beach, FL

Create Purchase orders in QuickBooks

- Receive purchase order in QuickBooks
- Match, batch, post and pay vendor invoices in QuickBooks
- Maintain vendor accounts in QuickBooks
- Compile reports required by management
- Maintain vendor files and appropriate documents
- Reconcile vendor statements and general ledger accounts
- Reconcile bank accounts and credit cards statement
- Full Cycle accounts payables
- Accounts receivables

Accounting Clerk 02/2017 to 12/2017

Metric Marine – Davie, FL

- Entering Invoices in QuickBooks
- Prepare batches for payment approval
- Accounts payables & Receivables
- Bank reconciliation
- Credit card reconciliation

Account Boarding Representative 01/2012 to 01/2014

First Data Merchant Services

- Balance Daily Tip Balances for BOA merchants.
- Generate Reports for BOA Merchants.
- Review and sign off factsheet for BANA merchants.
- Accounts payable & receivables.
- Prep, Scan and Index all contracts for BANA Merchants.
- Import and index documents for BANA Merchants.
- Data Entry.

Accounting Clerk 01/2007 to 06/2010

Super Value Supermarket

- Investigate questionable data.
- Prepare payments through checks or bank transfers.
- Enter Invoices and POs into QuickBooks.
- Maintain petty cash book and authorize payments.
- Submit monthly reports.
- Posting monthly journal entries.
- Preparing bank account reconciliations.
- Accounts payables and Receivables.
- Payroll.

Collections Supervisor 01/2005 to 01/2007

Courts Jamaica Limited

- Contact Customer to collect debt and negotiate payment portions.
- Assist walk-in customers to settle delinquent accounts.
- Supervise collection agents.
- Allocate customer's accounts to collection agents and follow up on these accounts.
- Customer service.

Accounting Associate 01/2000 to 01/2005

Purity Food Court

- Enter Invoices and bills into QuickBooks.
- Maintain petty cash book and authorize payments.
- Submit monthly reports.
- Posting monthly journal entries.
- Develop and maintain an inventory tracking system.
- Develop and implement inventory control procedures.
- Payroll.

Education

JAMAICA CORRESPONDENT SCHOOL

CERTIFICATE IN ENGLISH LANGUAGE AND PRINCIPLES OF BUSINESS |

INFO SERVE INSTITUTE OF TECHNOLOGY AND ACCOUNTING

CERTIFICATE IN ACCOUNTING PRINCIPLES

COMPUTER SAGE SKILLS TRAINING CENTER

CERTIFICATE IN COMPUTER SKILLS

May 9, 2023



CITY OF FORT PIERCE

LEASE & OPERATION OF THE SEVEN GABLES VISITOR CENTER

RFP NO. 2023- 032

ADDENDUM NO. 1

The purpose of this addendum is to advise vendors that changes were made to the original proposal document.

- Section II – Insurance Requirements
- Section IV – Statement of Work, Work Objective, last paragraph, page 19

The replacement pages are attached for the firms that have downloaded the documents prior to this addendum. A complete revised proposal document has been uploaded to both the City and DemandStar websites.

All other conditions of this proposal/qualifications remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: _____
Manual

Signature: Carolyn Garvey
Typed or Printed

Company Name: C & N Venture Group LLC

Address: 560 SW Buswell Avenue, Port St Lucie FL 34983

Date: 5/24/23

/lh

**Attachments: Section II – Insurance Requirements (entire section)
Page 19**

**“REVISED”
SECTION II**

INSURANCE REQUIREMENTS

Vendor shall, at its own expense, procure and maintain throughout the term of this Agreement, with insurers acceptable to the City of Fort Pierce, the types and amounts of insurance conforming to the minimum requirements set forth herein. Vendor shall not commence work until the required insurance is in force and evidence of insurance acceptable to the City of Fort Pierce has been provided to, and approved by, the City of Fort Pierce. As evidence of compliance with the insurance required herein, Vendor shall furnish the City of Fort Pierce with:

Commercial General Liability

The Vendor shall maintain and, prior to commencement of this contract, provide the City with satisfactory evidence of commercial general liability insurance to include:

1. Bodily injury and property damage and personal and advertising injury for limits of not less than \$1,000,000 per occurrence;
2. Products completed operations aggregate limit of \$1,000,000;
3. Damage to Premises Rented to You for limits of not less than \$100,000 per occurrence;
4. Medical Payments for limits not less than \$5,000 per person and
5. A general, per contract/project, aggregate limit of not less and \$2,000,000.

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) without any restrictive endorsements. The policy shall also provide the City will be given a thirty (30) day written notice of cancellation or non-renewal and include City and its members, officials, officers and employees as an additional insureds on a form no more restrictive than ISO Form CG 2010 (Additional Insured-Owner, Lessees, or Contractors).

Workers' Compensation and Employers Liability:

The Vendor shall maintain and, prior to commence of this contract, provide the City with satisfactory evidence of workers' compensation insurance providing Florida statutory (F.S. 440) limits to cover all employees and include Employers Liability coverage with limits of not less than \$500,000 for accidents and disease. The policy shall also provide the City will be given a thirty (30) day written notice of cancellation or non-renewal.

Automobile Liability Insurance:

The Vendor shall maintain and, prior to commence of this contract, provide the City with satisfactory evidence of automobile liability insurance providing coverage no more restrictive than that provided by the standard Business Auto Policy (ISO Form CA 00 01), without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the work. Limit shall be no less than \$1,000,000 each occurrence. The policy shall also provide the City will be given a thirty (30) day written notice of cancellation or non-renewal.

Satisfactory evidence of compliance with the insurance required shall include one of the following forms of acceptable evidence of insurance:

1.
 - a. Fully completed satisfactory Certificate of Insurance evidencing all coverage required; and
 - b. A copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying the inclusion of the City and the City's members, officials, officers, and employees as additional insureds in the Commercial General Liability; and
 - c. A copy of the actual endorsement for each required policy which provides that the City will be given no less than thirty (30) days advance written notice of any cancellation of the policy(ies), signed by an authorized representative of the insured(s).
2. The original of the policy(ies); or
3. Other evidence satisfactory to the City.
 - (a) a fully completed satisfactory Certificate of Insurance evidencing all coverage required. Also, a copy of the actual notice of cancellation endorsement(s) as issued on the policy(ies) and a copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying inclusion of the City of Fort Pierce and its members, officials, officers and employees as additional insureds in the Commercial General Liability coverage;
 - (b) the original of the policy(ies); or
 - (c) other evidence satisfactory to the City of Fort Pierce.

Neither approval nor failure to disapprove insurance furnished by Vendor shall relieve Vendor from responsibility to provide insurance as required by this Agreement.

Certificates of Insurance must be completed as follows:

1. Certificate Holder

**City of Fort Pierce
Attention: Risk Manager
100 N. U.S. Hwy 1
Fort Pierce, FL 34954-1480**

2. Additional Insured for General Liability

City of Fort Pierce and its members, officials, officers and employees

**“REVISED”
SECTION IV**

STATEMENT OF WORK

WORK OBJECTIVE

The City of Fort Pierce, Florida (herein referred to as the City) invite qualified parties to submit a proposal (RFP) to provide public services within the Seven Gables building, including staffing and operation of a Visitor Information Center located at 482 N. Indian River Drive, Fort Pierce, Florida.

The City deems it in the best interest of the public that a Visitor Information Center be operated in a portion of the building that would serve to promote the interests of the City, provide the public with information, history and services relating to the City, including promotion of local businesses, restaurants, events, City venues, and otherwise perform a public benefit. For the past ten (10) years, the facility has been operated, staffed and the building partially maintained by the Chamber of Commerce, with approximately 9,000 annual visitors, six days per week.

It is the goal of the City to seek an interested party to provide similar responsibilities in this historic waterfront, 2,000 square foot facility. **Proposers are to include any repairs and improvements to the facility in their proposal’s submissions.** Any equipment needed for operation, insurance and utilities shall be the responsibility of the vendor.

SCOPE OF WORK

The scope of services provided shall include but not limited to:

A. Hiring and Training of all Personnel

1. All personnel/volunteers shall be familiar on the City’s history, redevelopment activities, annual, monthly public activities and current events, businesses and local restaurants.
2. The selected vendor shall be responsible for all training, staffing, and personnel issues as it relates to this facility.

B. Equipment

1. All equipment purchases are the responsibility of the vendor; this includes any maintenance and repairs of equipment.
2. All equipment must meet all safety requirements.

C. Maintenance

1. All daily cleaning of the facility will be the responsibility of the vendor.
2. It is the responsibility of the vendor to report any building issues (electrical, plumbing) immediately to the City facilities representative.
3. Exterior and interior maintenance of the facility will be the responsibility of the City with an annual cost of \$2,500.00 from the vendor.

State of Florida
Department of State

I certify from the records of this office that C & N VENTURE GROUP LLC, is a limited liability company organized under the laws of the State of Florida, filed electronically on April 06, 2023, effective April 01, 2023.

The document number of this company is L23000171491.

I further certify that said company has paid all fees due this office through December 31, 2023, and its status is active.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

Authentication Code: 230411161339-100405377621#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Eleventh day of April, 2023