

Sun 'n Lake of Sebring Improvement District
Allison Lee, Administrative Services Coordinator
5306 Sun 'n Lake Blvd.
Sebring, FL 33872
e-mail: alee@snldistrict.org
Facsimile Number: 863-382-2988

RFP NO. 16-09
OPENING TIME: 2:00pm
OPENING DATE: November 8, 2016

THIS IS NOT AN ORDER

YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:

Sun 'n Lake of Sebring Improvement District

On-Call Electrical Services

SEE ATTACHED PROJECT DOCUMENTS

The complete set of proposal documents is available on the District web site at www.snldistrict.org or call 863-382-2196

Proposals must be received in the District Office before:

Time: 2:00pm **Date:** November 8, 2016

State of Florida Tax Exemption Number is
85-8012528797C-8

Signed: Tanya Cannady , General Manager

Date: 10/17/2016

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Items in bold are required to be returned with proposal submittal.

LEGAL AD

REQUEST FOR PROPOSAL

Sun 'n Lake of Sebring Improvement District
Allison Lee, Administrative Services Coordinator
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e-mail: alee@snldistrict.org
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Sun 'n Lake of Sebring Improvement District

On-Call Electrical Services

The Sun 'n Lake of Sebring Improvement District is issuing this Request for Proposal to solicit services from all interested, qualified and licensed vendors who specialize in Electrical Services. The successful Electrician must be a Licensed Electrical Contractor in the State of Florida and shall provide all equipment, materials and labor for on-call electrical services and repairs as needed throughout the District for the 2016-2017 Fiscal Year. The contract would have the option for two (2) additional one (1) year renewal terms. The District does not guarantee a minimum value for this contract. Specifications are detailed under Scope of Work.

The complete set of proposal documents is available on the District web site at www.snldistrict.org or call 863-382-2196

Proposals must be received in the District Office before:

Time: 2:00pm **Date:** November 8, 2016

State of Florida Tax Exemption Number is
85-8012528797C-8

Signed: Tanya Cannady, General Manager
Date: 10/17/2016

ADVERTISE 10/25/16 & 10/30/16

HIGHLANDS TODAY

GENERAL CONDITIONS

PROPOSAL: To insure acceptance of the proposal, follow these instructions.

SEALED PROPOSALS: All Proposals must be submitted in a sealed package. The submitted proposal will contain One (1) original and Three (3) marked copies. The face of the package will contain the date and time of the proposal opening and the proposal number. Proposals not submitted on the District's forms may be rejected. All proposals are subject to the conditions specified herein and on any attached sheets, specifications, special conditions or vendor notes. Any changes to the proposal document must be in ink and must be initialed.

PROPOSAL OPENING: Shall be on the date and at the time specified in the proposal documents. It is the proposer's responsibility to assure that their proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered shall be returned to the proposer unopened. Offers by telephone or facsimile cannot be accepted.

CONFLICT OF INTEREST: The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the District. Further, all proposers must disclose the name of any District employee who owns, directly or indirectly, any interest of ten percent (10%) or more of the proposer's firm or any of its branches. Gifts from proposers to Employee's or Employee's Families is strictly prohibited per Florida Statutes 112.313 and 112.3148.

AWARDS: As the best interest of the District may require, the right is reserved to make award(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers and to reject any proposals or waive any informality or technicality in proposals received. The District intends to select a proposal from the highest qualifying responsible bidder from this bid. Vendors who are awarded contracts are asked to extend the same pricing and conditions to other entities who may want to "piggy-back" on a District Bid or Request for Proposal.

DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the District General Manager shall be final and binding on both parties.

PROTEST: Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of any right to protest the terms, conditions, and specifications contained in the RFP, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, or to protest the decision or intended decision concerning a RFP contract award.

LEGAL REQUIREMENTS: Federal, State, County and local laws, ordinances, rules and regulations that in any manner effect the item(s) covered herein apply. Lack of knowledge by the proposer will in no way be cause for relief from responsibility.

LIABILITY: The vendor shall hold and save the District, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirement of the Purchase Orders, which may result from this proposal.

CANCELLATION: This agreement may be terminated in whole or in part in writing by either party with thirty (30) days notice in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.

NOTE: ANY AND ALL SPECIAL CONDITIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

PUBLIC ENTITY CRIME INFORMATION STATEMENT

All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

“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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any 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.”

All vendors who submit a Bid or Request for Proposal to Sun ‘n Lake of Sebring, are guaranteeing that they have read the previous statement, and by signing the bid documents, are qualified to submit a bid under Section 287.133, (2)(a) Florida Statutes.

GENERAL SPECIFICATIONS

1. DESCRIPTION OF SERVICE

The Sun 'n Lake of Sebring Improvement District (hereafter "the District") is seeking proposals from interested site contractors (hereafter "the Contractor") to provide On-Call Electrical Services. The District intends to select one supplying firm from the Request for Proposals (RFPs) to deliver and perform the requested services described herein under General Specifications.

2. EFFECTIVENESS AND DURATION

The agreement(s) resulting from this solicitation is for the items and materials described in this proposal document.

3. REFERENCES

Proposers will complete and return, with the Proposal, a list of at least three (3) client/customer references including company name, address, contact person, telephone number and date you provided the equipment/services to the client. The List of References form provided in these documents should be used. If the Proposer already has a preprinted list of references, then indicate on the District's List of References form "See Attached List." Attach the preprinted list to the District's form and submit both with the Proposal.

4. REQUIRED DOCUMENTS

The following documents included in this Request for Proposal package are required to be submitted along with the Information Requested for this proposal:

- 4.1 Proposal Form
- 4.2 List of References Form
- 4.3 Certificate of Insurance
- 4.4 Non-Collusion Affidavit of Proposer
- 4.5 Conflict of Interest Statement
- 4.6 Disputes Disclosure Form

5. EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 120 days from the proposal date.

6. RIGHT OF REJECTION BY THE DISTRICT

Notwithstanding other provisions of this RFP, the District reserves the right to award this contract to the supplying firm that best meets the requirements of the RFP, and not necessarily, to the lowest bidder. Further, the District reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the District.

7. CONTRACT NEGOTIATIONS

After review of the proposals, the District intends to enter into contract negotiations with the selected supplying firm. These negotiations could include all aspects of equipment, service, and fees. If a contract is not finalized in a reasonable period of time, the District will open negotiations with the next ranked firm.

8. AWARD OF CONTRACT

The proposer to whom a contract is awarded shall be required to enter into a written contract agreement with the District in a form approved by legal counsel for the District. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The District reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

9. CONTRACT TERM

The initial term of a contract awarded as a result of this RFP shall be from January 1, 2017 through December 31, 2017. The contract may be renewed according to the terms stated herein for two (2) additional one (1) year periods.

The contract shall terminate absolutely and without further obligation at such

10. QUESTIONS

All questions concerning this RFP shall be submitted in writing to the name and address below before October 13, 2016. All responses to questions will be addressed in the form of an addendum issued after the question deadline to be posted with the RFP on the District web site www.snldistrict.org by October 14, 2016.

Allison Lee, Administrative Services Coordinator
Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd.
Sebring, FL 33872
Fax number: 863-382-2988 / E-mail: alee@snldistrict.org

Contact made with any other employee of, and/or elected officials of the District regarding this RFP will be grounds for the rejection of the contracting individual/firm submittal.

11. SUBMITTAL OF PROPOSAL

All firms submitting a proposal will need to submit One (1) marked original and Three (3) copies of their documents in a sealed package. The left front of the package shall read:

On-Call Electrical Services
RFP # 16-09
Due Date: November 8, 2016 – Time: 2:00pm
Company Name and Address

Documents will need to be mailed or hand delivered to:

Tanya Cannady, General Manager
Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd.
Sebring, FL 33872

All documents will need to be delivered to, or received in the mail by the due date and time. Any document submitted or received after this date and time shall not be considered and will be returned to the sender unopened. The District takes no responsibility for late mail or late delivery service.

SCOPE OF SERVICES

1. Provide all materials, equipment and labor necessary for electrical repairs and services as needed by the District. Services consist of the following but are not limited to:
 - a. Panel upgrades and repairs
 - b. Troubleshooting and testing
 - c. Wiring
 - d. Electrical installation and repairs
2. Vendor must have an established business with a minimum of five (5) years hands-on experience in commercial electrical servicing and repairs.
3. Description of job and services provided shall be indicated on each invoice submitted for payment.
4. No additional charges outside the scope of this contract will be allowed.
5. Successful contractor will not be allowed to sub-contract to any party not in their employment under the terms of this contract.
6. All work under the terms of this contract shall be done in the most efficient manner. All trash and debris generated by the contractor shall be removed by the contractor.
7. Delivery of Services:
 - a. Vendor must be able to provide service twenty-four (24) hours a day, seven (7) days a week, three hundred sixty five (365) days a year, including holidays, for the duration of the agreement.
 - b. Sun 'n Lake Improvement District expects the Vendor to give "priority" service to any call for electrical repairs in the District. Response times must be stated on the Vendor's Financial Response Form.
 - c. For purpose of pricing service calls, Sun 'n Lake's "normal business hours" are defined as being 7:00 am to 6:00 pm, Monday through Friday. All other calls outside these hours, including weekends and holidays will be considered "outside normal business hours."
8. Exceptions:

Non-routine installations, repairs or services that will cost over \$5,000.00 must be performed by a Purchase Order issued by the Finance Department. Vendor shall submit proposed service as a quote to Facilities or the requesting Department Head before any work begins.
9. Pricing
 - a. Vendor must complete the Vendor's Financial Response Form
 - b. Pricing shall remain as bid for the entire 12-month contract period
 - c. Billable work will begin at time Vendor or their employee(s) arrive on District job site. District will not pay for travel time to job site.
 - d. Provide percentage (%) markup cost to District for parts and materials above Vendor's cost, if any. (Vendor will be required to provide invoice documentation of cost, when applicable)

EVALUATION CRITERIA

One selection will be made from the equipment supplier proposer/bidder who is deemed to be the best suited among those submitting proposals on the basis of the previous Scope of Materials and the evaluation factors listed below. Proposer/Bidder shall be descriptive in their proposal on each of, but not limited to, the areas listed below.

Once the District has reviewed the submitted proposals, the District selection committee will use the criteria listed below to evaluate each proposal separately. These criteria are in no particular order.

1. Value.
2. Perceived structural integrity.
3. References.
4. Relevant experience providing similar systems with commercial and public sector clients.
5. Warranty, warranty period and warranted materials.
6. Quality and conciseness of proposals.
7. Overall ability of equipment to meet the needs of the District.
8. Relative distance of distributor warehouse from the District.

END OF EVALUATION CRITERIA

**SUN 'N LAKE OF SEBRING
IMPROVEMENT DISTRICT**
On-Call Electrical Services
PROPOSAL FORM
RFP NO. 16-09

To: Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd.
Sebring, FL 33872

The undersigned hereby declares that after carefully examining these proposal documents, they are fully aware of all conditions affecting such work/items, for which proposals were advertised to be returned by November 8, 2016 and does hereby submit the following proposal for completion of said work/items. All changes must be initialed in ink.

FOR THIS PROPOSAL TO BE CONSIDERED VALID IT IS MANDATORY THAT THE PROPOSAL BE SIGNED IN THE SPACE PROVIDED

The Proposer:

A. Acknowledges receipt of:

- 1) Proposal Specifications
- 2) Addenda:

No. _____ Dated _____

No. _____ Dated _____

B. Has examined the Proposal Documents and understands that in submitting his Bid, he waives all right to plead any misunderstanding regarding the same.

As requested in the General Conditions, attached are two marked duplicate copies of the original Proposal Form and ALL attachments. ___Yes ___No (check one)

Attached, as required in the General Specifications section, is the List of References. ___Yes ___No (check one)

Services to be provided for a proposed price of \$ _____, ___ US Dollars
This proposed price is effective until _____

The District reserves the right to accept any or all proposals, to waive informalities, and to reject all or any part of any proposal as they may deem to be in the best interest of the District.

This Proposal Form is a mandatory form to ease tabulation and analysis; however, it can be accompanied by additional support forms. An officer or representative who has official authorization to sign proposals **MUST** sign this Proposal Form. Failure to sign in the space provided below will result in the Proposal being rejected.

Company Name _____
FEIN or SS# _____
Name of Owner/Partner/Officer and Title _____
Signature of Owner/Partner/Officer _____
Business Telephone _____ Fax: _____
Business Address _____
City/State/Zip _____

(please place copy of this sheet on top of proposal submittal for easy access at bid opening)

NON-COLLUSION AFFIDAVIT OF PROPOSER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the proposer that has submitted the attached proposal;
Title Company Name

2. He/She is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in the attached proposal or any other proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the Sun 'n Lake of Sebring Improvement District, Sebring, Florida or any person interested in the proposed Contract.

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

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2015.

Notary Public, State of Florida

My Commission Expires

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any requests for equitable adjustment, contract claims, bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the Sun ‘n Lake of Sebring Improvement District, RFP # 16-09 On-Call Electrical Services

Firm

Date

Authorized Signature and Title

Printed or Typed Name and Title

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**



**RFP #16-09 ON-CALL ELECTRICAL SERVICES
VENDOR'S FINANCIAL PROPOSAL FORM**

Company Name: _____

A.	Rate per hour service calls during normal business hours (7:00 am to 6:00 pm, Monday – Friday)	\$
B.	Rate per hour service calls outside normal business hours (Including weekends and holidays)	\$
C.	Percentage mark-up to Sun 'n Lake Improvement District above Vendor's cost for parts and materials. (Documentation of Vendor's cost will be required, when applicable)	\$
	Minimum service charge	\$
D.	State response time for service calls during normal business hours	
	State response time for EMERGENCY service calls from the District during normal business hours	
	State response time for EMERGENCY service calls from the District outside normal business hours	
E.	Describe warranty information on work and service:	

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL

**SUN 'N LAKE OF SEBRING
IMPROVEMENT DISTRICT
PROFESSIONAL EMPLOYMENT CONTRACT**

THIS AGREEMENT entered into this _____ day of _____, 20____, is between the **SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT**, whose address is 5306 Sun 'n Lake Boulevard, Sebring, Florida 33872, hereinafter referred to as **DISTRICT**, and

whose address is _____,
hereinafter referred to as **PROFESSIONAL**.

During the term of this agreement, it is agreed that **PROFESSIONAL** shall provide professional _____ services to **DISTRICT** for all such matters which **DISTRICT** deems may require the services of **PROFESSIONAL**, except in those matters where **PROFESSIONAL** may have an unavoidable conflict of interest.

1. **EMPLOYMENT.** **PROFESSIONAL** agrees to provide general overall _____ services and consultation to **DISTRICT** and its board, officers, agents and employees, relating to the _____ needs of **DISTRICT** as described herein. The principal **PROFESSIONAL** responsible for said _____ services to **DISTRICT** under this agreement representation shall be _____.

2. **ESSENTIAL DUTIES.** **PROFESSIONAL** shall perform the following essential duties:

- a. [LIST ESSENTIAL DUTIES].
- b. [ESSENTIAL DUTIES]
- c. Perform other incidental tasks consistent with the goals of this position.

3. **COMPENSATION.** **DISTRICT** agrees to compensate **PROFESSIONAL** for all time expended by **PROFESSIONAL** at the rates depicted on the rate schedule attached hereto as Exhibit "A"

4. **BILLING.** **PROFESSIONAL** shall keep accurate records of such billable time expended in tenths of an hour and bill **DISTRICT** on a monthly basis. Such bill shall be rendered at or near the last day of each month and shall be payable during the next payment cycle. The District Manager shall review and approve such bills for payment. Any questions regarding billings shall be raised with **PROFESSIONAL** within 30 days of receipt.

5. **REIMBURSEMENT OF EXPENSES.** **DISTRICT** shall reimburse **PROFESSIONAL** for all reasonable or necessary expenses at their actual costs. Travel and per diem expenses shall be billed at the state rate, as amended from time to time, at the time of such expenditure. **PROFESSIONAL** shall not be reimbursed for secretarial expenses or any other administrative expense not otherwise addressed relating to the normal operation of **PROFESSIONAL**'s office. Photocopies shall be billed at \$.10 per page. Photocopies and other expenses from other vendors shall be billed at direct cost.

6. **EFFECTIVE DATE AND TERMINATION.** This Contract shall be effective as of _____ and shall remain in full force and effect until _____ unless terminated earlier by either party, in writing with thirty (30) days written notice. If said termination is for cause it shall take place immediately. By mutual consent of the parties, this Contract may be renewed on the same terms and conditions as the initial agreement for a period of time negotiated and acceptable to both contracting parties, subject only to hourly rate adjustment.

7. **CONTRACT REVIEW AND RENEWAL.** **PROFESSIONAL's** performance of services shall be reviewed by the **DISTRICT'S** Board of Supervisors and General Manager annually. Each member of the Board of Supervisors, and the General Manager, by _____ of a calendar year covered by this contract, shall be provided the Performance Evaluation Form attached hereto by the **DISTRICT's** Secretary, and shall transmit the completed form to the **DISTRICT's** secretary by the following _____. The **DISTRICT's** secretary will compile a composite form of all Board of Supervisors' written evaluations, and will, by the time the agenda for the second **DISTRICT** board meeting in _____ of a calendar year covered by this contract is provided to the members of the Board of Supervisors, include a copy of the Board of Supervisors' composite evaluation and a copy of the evaluation completed by the General Manager along with such agenda. The Board of Supervisors, General Manager and **PROFESSIONAL** shall meet at the request of any single member of the Board of Supervisors or at the request of the General Manager to discuss the evaluation. The performance evaluation shall be considered at the _____ **DISTRICT** meeting in _____ of a calendar year covered by this contract, or as soon thereafter as practicable. Should the **DISTRICT** fail to review the **PROFESSIONAL's** Contract and performance of services prior to thirty (30) days before the expiration of the principal contract term, the Contract shall be extended on a month-to-month basis until a new contract can be negotiated, unless otherwise agreed. Should the Board of Supervisors decide, by an affirmative vote of three members of the Board of Supervisors, that the **PROFESSIONAL's** performance of services has not been satisfactory, the Board of Supervisors shall either give the **PROFESSIONAL** thirty (30) days written notice the Contract will not be renewed, or written notice of conditions the Board of Supervisors require for the Contract to be extended beyond its expiration date. If the Contract is conditionally extended, the Board of Supervisors may conduct such reviews it requires to determine if the conditions are being met. If such conditions are not met, the Contract shall be subject to immediate termination by a majority vote of the full Board of Supervisors.

8. **SPECIALIZATION.** In the event the **DISTRICT**, in its opinion, requires the services of a specialist, such specialist shall be separately retained and paid by **DISTRICT**. Such specialist shall communicate with and coordinate with **PROFESSIONAL** regarding the specialized work being performed.

9. **NON-BILLABLE TIME.** The **PROFESSIONAL** shall not charge **DISTRICT** for administrative secretarial time (other than that as described in the rate schedule attached hereto) nor time expended in continuing and updating its education in matters relating to the essential duties described in this contract unless prior approval is given by **DISTRICT**.

10. **COST ACCOUNT.** **PROFESSIONAL** shall maintain a separate account for costs associated with **DISTRICT** activities. The **DISTRICT** shall fund such account in accordance with direction received from **PROFESSIONAL** as to amounts required to fund the

directed activity. **PROFESSIONAL** shall render full and complete monthly accountings regarding the application of such funds.

11. **PROFESSIONAL INSURANCE.** At all times during this Contract **PROFESSIONAL** shall maintain Professional Insurance in the minimum amount of \$500,000 per claim with a \$1,000,000.00 total limit and shall deliver a certificate of insurance or a copy of the declaration sheet from the insurance policy specifying such limits to the **DISTRICT** at 5306 Sun 'n Lakes Boulevard, Sebring, Florida 33872.

12. **AVAILABILITY.** **PROFESSIONAL** agrees to make itself available as requested between the hours of 8:30 A.M. to 5:00 P.M. on business days to receive immediate phone calls (or be available at the **DISTRICT** office to handle inquiries) for such periods of time as the General Manager deems to be reasonably necessary.

IN WITNESS WHEREOF, the parties hereto have caused their hands and seals to be affixed hereon this ____ day of _____, 20_____.

SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT

By: _____
Tanya Cannady, CPA
General Manager

Attest: _____
Christian Harman, Board Secretary

PROFESSIONAL

By: _____
[NAME], [TITLE]