

RESOLUTION NO. 2024-043

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ACCEPTING AND APPROVING AN AGREEMENT WITH TAIE, INC., D/B/A MINUTEMAN PRESS OF HOLLYWOOD IN THE AMOUNT OF FIFTY-ONE THOUSAND SIX HUNDRED SEVENTY TWO DOLLARS AND ZERO CENTS (\$51,672.00) TO PROVIDE NEWSLETTER DESIGN, PRINT, AND DELIVERY SERVICES; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY, TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to contract services to provide professional services related to the Town's newsletter design, print, and delivery; and

WHEREAS, on March 1, 2024, in furtherance of the Town's Procurement Code, the Town published a request for proposal (RFP No. 24-001) seeking qualified firms for newsletter design, print, and delivery services; and

WHEREAS, on April 4, 2024, the Town received two (2) responses to its request for proposals; and

WHEREAS, on May 1, 2024, the Town's selection committee, at a publicly advertised meeting, reviewed, and ranked the two (2) responses using the RFP selection criteria listed; and

WHEREAS, the Selection Committee is recommending Taie, Inc., d/b/a Minuteman Press of Hollywood as the top ranked vendor in accordance with the terms of this RFP; and

WHEREAS, Minuteman Press of Hollywood proposal totals fifty-one thousand six hundred seventy-two dollars and zero cents (\$51,672) annually; and

WHEREAS, the Town of Southwest Ranches desires to enter into an Agreement under the terms and conditions set forth hereinafter.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1. The above-referenced recitals are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby approves an agreement with Taie, Inc., d/b/a Minuteman Press of Hollywood, in substantially the same form as that attached hereto as Exhibit "A", for Newsletter Design, Print, and Delivery services.

Section 3. The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to enter into an agreement and to sign any and all documents, make such modifications, additions and/or deletions which they deem necessary and proper to effectuate the intent of this resolution.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 23rd day of May 2024 on a motion by

V/m KUCZENSKI and seconded by C/m ALLBRITTON.


| | |
|------------|------------|
| Breitkreuz | <u>YES</u> |
| Kuczenski | <u>YES</u> |
| Allbritton | <u>YES</u> |
| Jablonski | <u>YES</u> |
| Hartmann | <u>YES</u> |

| | |
|------------|----------|
| Ayes | <u>5</u> |
| Nays | <u>0</u> |
| Absent | <u>0</u> |
| Abstaining | <u>0</u> |



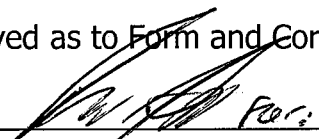
Steve Breitkreuz, Mayor

Attest:



Debra M. Ruesga, CMC, Town Clerk

Approved as to Form and Correctness:



Keith Poliakoff, Town Attorney
1001.022.2024

TOWN OF SOUTHWEST RANCHES, FLORIDA
NEWSLETTER DESIGN, PRINT, AND DELIVERY
RFP 24-001

EXHIBIT A - AGREEMENT



AGREEMENT

BETWEEN THE

TOWN OF SOUTHWEST RANCHES

AND

TAIE, INC. D/B/A MINUTEMAN PRESS OF HOLLYWOOD

FOR

“RFP NO. 24-001 NEWSLETTER DESIGN, PRINT, AND DELIVERY”

AGREEMENT FOR

“RFP NO. 24-001 NEWSLETTER DESIGN, PRINT, AND DELIVERY”

THIS IS AN AGREEMENT (“Agreement” or “Contract”) made and entered into on this 23rd day of May 2024 by and between the Town of Southwest Ranches, a Municipal Corporation of the State of Florida, (hereinafter referred to as “Town”) and Taie, Inc, a Florida Corporation, d/b/a Minuteman Press of Hollywood (hereinafter referred to as “Minuteman”).

WHEREAS, the Town desires to contract services to provide professional services related to the Newsletter Design, Print, and Delivery; and

WHEREAS, the Town advertised a Request For Proposal, RFP No. 24-001 for Bids, on Friday, March 1, 2024; and

WHEREAS, the Town received two (2) bids prior to the April 4, 2024, 11 A.M. deadline; and

WHEREAS, on May 1, 2024, the Town’s selection committee, at a publicly advertised meeting, reviewed and ranked the two (2) responses; and

WHEREAS, the Town’s selection committee recommended, and the Town Council approved the selection of Minuteman as the Town’s top ranked vendor for Newsletter Design, Printing, and Delivery; and

WHEREAS, the Town has adopted Resolution No. 2024-043 at a public meeting of the Town Council approving the recommended award and has selected d/b/a Minuteman Press of Hollywood for award of the services.

NOW THEREFORE, in consideration of the foregoing promises and the mutual terms and conditions herein, the Town and Minuteman hereby agree as follows:

Section 1: Scope of Services

- 1.1 Upon execution of this Agreement, Minuteman agrees to perform the duties and responsibilities as defined herein and in the RFP to which this Agreement is EXHIBIT “A” and which is made a part hereof by this reference (“Work”). This Agreement, as well as all Exhibits, the RFP, the vendor’s Bid, including all forms attached thereto, and all addenda, specifications, drawings, and plans, shall be hereinafter collectively referred to as the “Contract Documents” and incorporated herein by reference. To the extent of any conflict among the Contract Documents, the more stringent criteria relative to the vendor’s performance of the Work shall govern over the less stringent criteria.
- 1.2 All Work rendered pursuant to this Agreement by Minuteman shall be performed in accordance with the applicable standard of care for persons or entities performing similar work in Broward County, Florida. Minuteman shall perform the Work in strict accordance with the requirements of this Agreement, and all the Contract Documents, for this type of

TOWN OF SOUTHWEST RANCHES, FLORIDA
NEWSLETTER DESIGN, PRINT, AND DELIVERY
RFP 24-001

Work performed in Broward County, Florida and all applicable codes, ordinances, rules, laws and regulations governing the Work.

Section 2: Term of this Agreement and Agreement Time

- 2.1 Town and Minuteman agree that Minuteman shall perform all Work under this Agreement for
“RFP NO. 24-001 NEWSLETTER DESIGN, PRINT, AND DELIVERY”
- 2.2 Town shall have the ability to terminate this Agreement as provided in “Section 17: Termination.”
- 2.3 Minuteman shall not be entitled to any claim for damages against Town on account of hindrance or delays from any cause whatsoever. If, however, Minuteman is delayed in the prosecution of the Work occasioned by an act of God, or by act or omission on the part of the Town, or due to changes ordered in the Work by Town which expand the scope and costs of the Work, such act, hindrance, or delay shall only entitle Minuteman to receive an extension of time as its sole and exclusive remedy for such hindrance or delay and Minuteman waives any and all other claims against Town.
- 2.4 The parties agree that time is of the essence in execution of the Work delineated within the Agreement and any breach of same shall go to the essence hereof, and Minuteman, in agreeing to substantially complete the Work within the time herein mentioned, has taken into consideration, and made allowances for all hindrances and delays incident to its Work.
- 2.5 The term of the contract will be three (3) years with the option to renew it for an additional three (3) years.

Section 3: Compensation & Method of Payment

- 3.1 Vendor shall render all Work to the Town under the Agreement for a total, not to exceed, \$51,672 Dollars annually (“Contract Price”) as described in price schedule (Appendix B).
- 3.2 Town shall not be liable for any cost increases or escalation associated with labor, services, materials, equipment, or any other costs that may arise during the performance of the Work. In the event, the cost of the Work exceeds the amounts defined in Section 3.1, Minuteman shall pay such excess from its own funds and Town shall not be liable for any excess. The only exception shall be adjustments to the Contract Price pursuant to written Change Orders, duly executed by Town and Minuteman in accordance with the terms and conditions of this Agreement and with the same formality and dignity afforded the original Agreement.
- 3.3 Town and Minuteman agree that payment will be subject to (a) the delivery of an invoice by Minuteman to the Town once every 30 days, and (b) confirmation by Town, that the Work included in the invoice, has been performed in accordance with this Agreement. Upon verification by Town that the invoiced Work has adequately been performed, Town shall have thirty (30) days thereafter to pay the invoice.
- 3.4 Each invoice must be accompanied by all supporting documentation and other information reasonably requested by Town, including, but not limited to a Partial Release of Lien or

Final Release of Lien as appropriate and in compliance with forms set forth in Chapter 713.20, Florida Statutes. Reference herein to Chapter 713, Florida Statutes is for convenience, and shall not be construed as a waiver of sovereign immunity or authority for imposition of liens against public property.

- 3.5 A monthly payment invoice must be accompanied by written notice from Minuteman that the Work is complete. Minuteman's obligation to perform and complete the Work in strict accordance with the Contract Documents shall be absolute. The Town may refuse payment if (a) the Work is defective or requires correction, (b) it becomes necessary for the Town to correct defective Work, or (c) liens, claims, or other items have been asserted against the Town in connection with Minuteman's performance of the Work entitling the Town to a set-off the amount due. No payment will be made for Work performed by Minuteman to replace defective work, for work which is not shown or ordered in the Contract Documents, or additional work performed by Minuteman without prior written approval of the Town.

Section 4: Assignment

- 4.1 No assignment of this Agreement or the Work hereunder shall be valid without the express written consent of the Town, which may be given or withheld, at the Town's sole discretion. All Work to be performed pursuant to this Agreement shall be performed by the Minuteman, and no Work shall be subcontracted to other parties or firms without the prior written consent and approval of the Town Administrator.

Section 5: Insurance

- 5.1 Throughout the term of this Agreement and during applicable statute of limitation periods, Minuteman shall maintain, in full force and affect, all of insurance coverages required within the Agreement and RFP.
- 5.2 All Insurance Policies shall be issued by companies that (a) are authorized to transact business in the State of Florida, (b) have agents upon whom service of process may be made in Broward County, Florida, and (c) have a rating of "A-" or better in accordance with A.M. Best's Key Rating Guide.
- 5.3 All Insurance Policies shall name and endorse the following as an additional named insured:
- Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
- 5.4 All Insurance Policies shall be endorsed to provide that (a) Minuteman's Insurance is primary to any other Insurance available to Town or any other additional insured with respect to claims covered under the policy and (b) Minuteman's insurance applies separately to each insured, against who claims are made or suit is brought, and (c) that the inclusion of more than one insured shall not operate to increase the Insurer's limit of liability. Self-insurance by Minuteman shall not be acceptable for providing the required insurance coverages of this Agreement.
- 5.5 If Minuteman fails to submit the required insurance certificate, in the manner prescribed within the executed Agreement, at the time of execution of this Agreement, Minuteman

shall be deemed in default, and the Agreement shall be cancelled or rescinded without liability of the Town.

5.6 Minuteman shall carry the following minimum types of Insurance:

- A. **WORKER'S COMPENSATION**: Worker's Compensation Insurance is to apply to all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. Minuteman shall carry Worker's Compensation Insurance with the statutory limits, which shall include employer's liability insurance with a limit of not less than **One Hundred Thousand Dollars (\$100,000)** for each incident, and **One Hundred Thousand Dollars (\$100,000)** for each disease. Policy(ies) must be endorsed with waiver of subrogation against Town.
- B. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**: Minuteman shall carry business automobile liability insurance with minimum limits of **Five Hundred Thousand Dollars (\$500,000)** per occurrence, combined single limits bodily injury liability and property damage. The policy must be no more restrictive than the latest edition of the business automobile liability policy without restrictive endorsements, as filed by the Insurance Services Office, and must include all owned vehicles and all hired or non-owned vehicles.
- C. **COMMERCIAL GENERAL LIABILITY**: Minuteman shall carry Commercial General Liability Insurance with limits of not less than **Five Hundred Thousand Dollars (\$500,000)** per occurrence combined single limit for bodily injury and property damage, and not less than **One Million Dollars (\$1,000,000)** in the aggregate. The insurance policy must include coverage that is no more restrictive than the latest edition of the commercial general liability policy, without restrictive endorsements as filed by the Insurance Service Office (ISO), and the policy must include coverages for premises and/or operations, independent consultants, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, personal injury and explosion, collapse and underground (X-C-U). Personal injury coverage shall include coverage that has the employee and contractual exclusions removed. The ISO form of the policy must be acceptable to the Town.
- D. **PROFESSIONAL LIABILITY INSURANCE**: in an amount not less than \$1,000,000 per occurrence/\$2,000,000 in aggregate.

5.7 Minuteman shall provide Town with a copy of the Certificates of Insurance or endorsements evidencing the types of Insurance and coverages required by this Section prior to beginning Work under this Agreement and, at any time thereafter, upon request by Town.

5.8 Minuteman's Insurance Policies shall be endorsed to provide Town with at least thirty (30) calendar days prior written notice of cancellation, non-renewal, restrictions, or reduction in coverages or limits. Notice shall be sent to:

TOWN OF SOUTHWEST RANCHES, FLORIDA
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RFP 24-001

Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, Florida 33330

And

Keith M. Poliakoff, Esq.
Government Law Group, PLLC
200 South Andrews Avenue
Suite 601
Fort Lauderdale, Florida 33301

- 5.9 Minuteman's Commercial General Liability Insurance policy shall be on an "occurrence" basis only and shall not be a "claims-made" policy.
- 5.10 If any of Minuteman's Insurance policies include a general aggregate limit and provides that claims investigation or legal defense costs are included in the general aggregate limit, the general aggregate limit that is required shall be at least five (5) times the occurrence limits specified above in this article.
- 5.11 Minuteman shall not commence operations, and/or labor to complete any of the Work pursuant to this Agreement until certification or proof of insurance issued directly by the insurance company underwriting department or insurance agent, detailing terms and provisions of coverage, has been received and approved by the Town.
- 5.12 If any of Minuteman's initial insurance expires prior to the completion of the Work, renewal copies of Policies shall be furnished to Town at least thirty (30) days prior to the date of their expiration, and Town shall be an additional named insured by endorsement on all of Minuteman's renewal policies.
- 5.13 **UPON EXECUTION OF THIS AGREEMENT, MINUTEMAN SHALL SUBMIT TO TOWN COPIES OF ITS CERTIFICATE(S) OF INSURANCE EVIDENCING THE REQUIRED COVERAGES REQUIRED HEREIN AND SPECIFICALLY PROVIDING THE ENDORSEMENT TO THE POLICIES THAT SHOWS THE TOWN OF SOUTHWEST RANCHES IS AN ADDITIONAL NAMED INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND MINUTEMAN'S WORK UNDER THE AGREEMENT.**
- 5.14 The official title of the owner is Town of Southwest Ranches. This official title shall be used in all insurance policies and documentation.
- 5.15 All required insurance policies shall preclude any insurers or underwriter's rights of recovery or subrogation against Town with the express intention of the parties being that the required insurance coverage protects both parties as the primary coverage for any and all losses covered by the above-described insurance.
- 5.16 Minuteman shall ensure that any company issuing insurance to satisfy the requirements contained in this Agreement agrees that they shall have no recourse against Town for payment or assessments in any form on any policy of insurance.

- 5.17 The clauses “Other Insurance Provisions” and “Insured Duties in the Event of an Occurrence, Claim or Suit” as it appears in any policy of insurance in which Town is named as an additional named insured shall not apply to Town in any respect. Town shall use its best efforts to provide written notice of occurrence within thirty (30) working days after Town’s actual notice of such event.
- 5.18 Notwithstanding any other provisions of this Agreement, Minuteman’s obligation to maintain all required insurance as specified in this Section of the Agreement shall survive the expiration or earlier termination of this Agreement.

Section 6: Copyrights and Patent Rights

Minuteman warrants that there has been no violation of copyrights, trademarks, or patent rights in manufacturing, producing, and/or selling the item(s) ordered or shipped as a result of this Agreement. Minuteman agrees to indemnify and hold harmless Town, its employees, agents, or servants against any and all liability, loss, or expense resulting from any such violation(s).

Section 7: Laws and Regulations

Minuteman agrees to comply with all applicable Federal, State, County, and local laws, rules, regulations, ordinances, and codes in performing all Work under this Agreement.

Section 8: Taxes and Costs

All federal, state, and local taxes relating to Minuteman’s Work under this Agreement and, similarly, all costs for licenses, permits, or certifications to perform the Work under this Agreement shall be paid by Minuteman.

Section 9: Indemnification

To the fullest extent permitted by Florida law, including Florida Statutes, Section 725.06, Minuteman shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, at both trial and appellate levels, to the extent caused by the negligence, recklessness, or willful misconduct of Minuteman and persons employed or utilized by Minuteman in the performance of the Work or anyone else for whose actions Minuteman may be responsible, regardless of the partial fault of any party indemnified hereunder. Notwithstanding any other provisions of this Agreement, Minuteman’s duty to indemnify, defend and hold the Town harmless shall survive the termination or earlier expiration of this Agreement.

Section 10: Non-discrimination

Minuteman shall not discriminate against any client, employee, or applicant for employment because of race, gender, age, color, religion, sex, national origin, physical or mental disability, or marital status. Minuteman shall take affirmative action to ensure that applicants, subcontractors, independent contractors, and employees are treated without discrimination in regard to their race, gender, age, color, religion, sex, national origin, physical or mental disability, or marital status. Minuteman shall comply with all applicable sections of the Americans with Disabilities Act. Minuteman agrees that compliance with this Article constitutes a material condition to this Agreement, and that it is binding upon the vendor, its successors, transferees, and assigns for the period which Work is provided. Minuteman further assures that all subcontractors and independent contractors are not in violation of the terms of this Section of the Agreement.

Section 11: Sovereign Immunity

Nothing in this Contract is intended, nor shall it be construed to waive or modify the Town's Sovereign Immunity defense or the Town's immunities and limitations on liability, as provided for in Florida Statutes, as worded or amended, and all Florida case law interpreting same.

Section 12: Prevailing Party Attorneys' Fees

In the event either party to this Contract incurs legal fees, legal expenses or costs to enforce the terms of this Contract on trial or on appeal, the prevailing party shall be entitled to recover reasonable costs of such action so incurred, including, without limitation, reasonable attorney's fees and costs and expert witness fees and costs incurred.

Section 13 No Third-Party Beneficiaries

This Contract is solely for the benefit of the parties hereto and is not entered into for the benefit of any other person or entity. Nothing in this Contract shall be deemed or construed to create or confer any benefit, right or cause of action for any third party or entity.

Section 14: Funding

The obligation of the Town for payment to Minuteman for the Work is limited to the availability of funds appropriated in a current fiscal period, and continuation of any contractual relationship into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

Section 15: Manner of Performance

Minuteman agrees to perform all Work in a professional manner and in accordance with local, state, county, and federal laws, rules, ordinances, regulations, and codes. Minuteman agrees that the Work provided shall be provided by employees that are legally employed, educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties. Minuteman agrees to furnish to the Town any and all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Minuteman further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this Contract. Minuteman represents that all persons performing Work under this Contract have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth herein in a professional manner. Failure of Minuteman to comply with this paragraph shall constitute a material breach of this Contract.

Section 16: Public Records

The Town is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information in any portion of a response will be honored unless a specific exemption from Public Law exists and is cited in the response. An incorrectly- claimed exemption does not disqualify the firm, only the exemption claimed. Minuteman acknowledges the public shall have access, at all reasonable times, to all documents and information pertaining to the Town's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the Town and the public to all documents subject to disclosures under applicable law.

To the extent that Minuteman has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071 and/or has executed a Confidential Information Acknowledgement and Agreement as part of the RFP process, Minuteman shall keep and maintain the security sensitive information as confidential and exempt from public disclosures, as required by Florida Statutes.

Minuteman agrees to keep and maintain public records required by the Town to perform the service in Minuteman's possession or control in connection with Minuteman's performance under this RFP and any contract awarded, and upon the request from the Town's custodian of public records, to provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable amount of time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. Minuteman shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if Minuteman does not transfer the records to the Town.

Upon completion of the Contract, Minuteman agrees, at no cost to the Town, to transfer to the Town all public records in possession of Minuteman or keep and maintain public records required by the Town to perform the service. If Minuteman transfers all public records to the Town upon completion of the Contract, Minuteman shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Minuteman keeps and maintains public records upon completion of the Contract, Minuteman shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology system of the Town.

Minuteman's failure or refusal to comply with the provisions of this Section shall result in the immediate termination for cause of the Contract by the Town.

IF THE MINUTEMAN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO MINUTEMAN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE: (954)434-0008; EMAIL: DRUESGA@SOUTHWESTRANCHES.ORG; DEBRA RUESGA, TOWN CLERK, TOWN OF SOUTHWEST RANCHES, 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FLORIDA 33330.

Section 17: Termination

The Agreement may be terminated upon the following events:

- A. **Termination by Mutual Agreement.** In the event the parties mutually agree in writing, this Agreement may be terminated on the terms and dates stipulated therein.
- B. **Termination for Convenience.** This Agreement may be terminated for Convenience by Town upon Town providing Minuteman with **thirty (30) calendar day's** written notice of Town's intent to terminate this Agreement for Convenience. If this Agreement is terminated by Town for Convenience, Minuteman shall be paid **ONLY** for Work performed and approved by the Town as of the date of this Agreement is terminated, plus any direct and reasonable expense sustained up to the date of receipt of the written notice.

In no event, shall Town be liable for consequential damages, including but not limited to, lost profits on Work not yet performed, and no other compensation or damages other than as set forth in this Section shall be paid to or recovered by Minuteman in any legal proceeding against Town. Upon being notified of the Town's election to terminate, Minuteman shall immediately cease performing any further Work or incurring additional expenses. Minuteman acknowledges and agrees that Ten Dollars (\$10.00) of the compensation to be paid by Town, the adequacy of which is hereby acknowledged by Minuteman, is given as specific consideration to Minuteman for Town's right to terminate this Agreement for Convenience.

- C. **Termination for Cause.** In the event of a material breach by Minuteman, Town shall provide Minuteman with written notice of its material breach. Minuteman shall thereafter have fourteen (14) days from the date of its receipt of such notification to cure such material breach. If Minuteman does not cure the material breach within that time period, Town may terminate this Agreement immediately. Material breaches shall include, but are not limited to, Minuteman's violations of governing standards, failure to carry out the work in strict accordance with the Contract Documents, failure to supply sufficient work forces, violations of state or federal laws, violation of Town's policies and procedures, or violation of any of the terms and conditions of this Agreement. In the event that Town elects to terminate Minuteman for cause as provided for in this Section, and Town's termination for cause is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Agreement, the termination will be automatically deemed converted to one for Convenience, and Minuteman shall solely be paid and Minuteman's damages are solely limited to the compensation Minuteman would be entitled to pursuant to subparagraph (B) of this Section.
- D. **Termination for Lack of Funds.** In the event the funds to finance the Work under this Agreement become unavailable, Town may provide Minuteman with thirty (30) days written notice of termination. Nothing in this Agreement shall be deemed or construed to prevent the parties from negotiating a new Agreement in this scenario. In the event that Town elects to terminate Minuteman for lack of funds as provided for in this Section, and Town's termination for lack of funds is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Agreement, the termination will be automatically deemed converted to one for Convenience, and Minuteman shall solely be paid and Minuteman's damages are solely limited to the compensation Minuteman would be entitled to pursuant to subparagraph (B) of this Section.
- E. **Immediate Termination by Town.** In addition to any other grounds stated herein, Town, in its sole discretion, may terminate this Agreement immediately upon the occurrence of any of the following events:
1. Minuteman's violation of the Public Records Act;
 2. Minuteman's insolvency, bankruptcy or receivership;
 3. Minuteman's violation or non-compliance with Section 10 of this Agreement;
 4. Minuteman's failure to maintain any Insurance required by Section 5 of this Agreement; or

5. Minuteman's violation of Section 18 of this Agreement.

If Minuteman's services are terminated, the termination will not affect any rights or remedies of the Town against Minuteman, then existing, or which may thereafter accrue. Any retention or payment of moneys due Minuteman by the Town will not release Minuteman from liability.

Section 18: Public Entity Crimes Information Statement

Pursuant to Florida Statutes, Section 287.133: "A person or affiliate who has been placed on the convicted vendor list following a conviction for 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 a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a Consultant, 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." Violation of this section by Minuteman shall result in Town's immediate termination of this Agreement.

Section 19: Use of Awarded Proposal by Other Governmental Entities

Minuteman agrees that this Agreement may be utilized by other governmental entities or units to provide the specified services. Town does not become obligated in any way, to pay for or become, in any way, responsible or liable for Minuteman's provision of Work or services to any other governmental unit.

Section 20: Change Orders and Modification of Agreement

The Town and Minuteman may request changes that would increase decrease or otherwise modify the Scope of Work to be provided under this Agreement. Such changes only become part of this Agreement and increase, decrease or otherwise modify the Work or the Contract Price under this Agreement if evidenced by a written Change Order executed by Town and Minuteman, with the same formality and of equal dignity associated with the original execution of the Agreement.

Section 21: No Waiver of Rights

Neither the Town's review, approval or payment for any of the Work required under this Agreement shall be construed to operate as a waiver of any of Town's rights under this Agreement or of any causes of action arising out Minuteman's performance of the Work under this Agreement, and Minuteman shall be and remain liable to the Town for all damages to the Town caused by Minuteman's negligent or improper performance of any of the Work furnished under this Agreement, irrespective of the Town's review, approval or payment for any of the Work under this Agreement. The rights and remedies of the Town provided for under this Agreement are in addition to all other rights and remedies provided to Town by law.

Section 22: Jurisdiction and Venue

The exclusive venue for any litigation arising from or relating to the Agreement shall be in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida. This Agreement shall be governed by the substantive laws of the State of Florida.

Section 23: WAIVER OF RIGHT TO JURY TRIAL

BY ENTERING INTO THIS AGREEMENT, THE MINUTEMAN AND THE TOWN HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY IN ANY CIVIL LITIGATION RELATED TO OR ARISING OUT OF THIS AGREEMENT.

Section 24: Gender

Wherever the context shall so require, all words herein in the masculine gender shall be deemed to include the feminine, and all words herein in the feminine gender shall be deemed to include the masculine. All singular words shall include the plural, and all plural words shall include the singular.

Section 25: Time is of the Essence

Time is of the essence for all of the Minuteman's obligations under this Agreement.

Section 26: Days

The terms "days" as referenced in this Agreement shall mean consecutive calendar days.

Section 27: Written Mutual Agreement

This Agreement is binding upon the parties hereto, their successors and assigns, and replaces and supersedes any and all prior agreements or understanding between the parties hereto whether written or oral which are merged herein.

Section 28: No Amendment or Waiver

This Agreement may not be changed, altered or modified except by an instrument in writing signed by all parties hereto, with the same formality and of equal dignity as the execution of this Agreement prior to the initiation of any Work reflecting such change.

Section 29: Severability

In the event any term or provision of this Agreement shall be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning so as to remain in full force and effect or be deemed severed from the Agreement so as not to affect the validity or enforceability of the remaining provisions of the Agreement. In case any one or more of the provisions of this Agreement shall be determined by appropriate judicial authority to be invalid, illegal, or unenforceable, in any respect, the validity of the remaining provisions of this Agreement shall be in no way affected, prejudiced, or disturbed thereby.

Section 30: Resolution of Disputes; Florida Statutes, Chapter 558 Not Applicable

To prevent litigation, it is agreed by the parties hereto that the Town Administrator shall solely decide all questions, claims, difficulties and disputes of, whatever nature, which may arise relative to this Contract, including, but not limited to, Minuteman's fulfillment of its obligations under this Contract as to the character, quality, amount and value of any Work done or proposed, to be done or furnished, under or by reason of, the Contract. Further, to the extent required or permitted by the agreement between the Town and its professional for this Project, the professional shall have access to the Work, the right to conduct testing or inspections, to reject non-conforming work, and to review pay applications. The Town Administrator's decision shall be reduced to writing, and a

copy furnished to Minuteman within a reasonable time following submission to the Town of the question, claim, difficulty or dispute as referenced above. The Town Administrator's decision shall be final and conclusive.

During the pendency of any dispute and after a determination thereof, Minuteman and the Town shall act in good faith to mitigate any potential damages.

Any party objecting to a dispute determination must notify the other party in writing within ten (10) calendar days of receipt of the written determination. The notice must state the basis of the objection, any adjustment claimed, and the reason the party believes it entitled to an adjustment as a result of the determination. Within sixty (60) calendar days thereafter, the parties shall participate in mediation to address all objections to any dispute determination. Neither party shall commence litigation prior to the expiration of the sixty (60) day mediation period. The mediator shall be mutually agreed upon by the parties. Should any objection not be resolved in mediation, the parties retain all their legal rights and remedies provided under State law. A PARTY SPECIFICALLY WAIVES ALL OF ITS RIGHTS, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR PRICE ADJUSTMENTS, PROVIDED IN THE CONTRACT DOCUMENTS, INCLUDING ITS RIGHTS AND REMEDIES UNDER STATE LAW, IF SAID PARTY FAILS TO COMPLY IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION. Minuteman and the Town hereby waive any rights to a trial by jury.

Section 31: Notice

Whenever either party desires to give notice unto the other, such notice must be in writing by certified or registered mail, postage prepaid, return receipt requested, hand delivery, or facsimile transmission prior to 5:00 p.m. on the date of transmission (e.d.t. or e.s.t. as applicable), or via overnight express courier service. For the present, the parties designate the following individuals as the respective parties and places for giving of notice:

If to Town:

Town of Southwest Ranches
Town Administrator
13400 Griffin Road
Southwest Ranches, Florida 33330

With a copy to:

Keith M. Poliakoff, Esq.
Government Law Group, PLLC
200 South Andrews Avenue
Suite 601
Fort Lauderdale, Florida 33301

If to Minuteman:

Taie, Inc. d/b/a Minuteman Press of Hollywood
4171 N. State Rd 7
Hollywood, FL 33021

Section 32: Miscellaneous

- A. Ownership of Documents.** Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement by Minuteman and all persons or entities employed or otherwise retained by Minuteman are and shall remain the property of Town. In the event of termination of this Agreement for any reason, any reports, photographs, surveys and other data and documents prepared by Minuteman, whether finished or unfinished, shall become the property of Town and shall be delivered by Minuteman to the Town Administrator within seven (7) days of termination of this Agreement for any reason. Any compensation due to Minuteman shall be withheld until all documents are received by the Town as provided herein.
- B. Independent Consultant.** Consultant is an independent contractor of the Town under this Contract. Services provided by Minuteman pursuant to this Contract shall be subject to the supervision of consultant. In providing such services, neither the Consultant nor its agents shall act as officers, employees or agents of the Town. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to the Work and services rendered under this Contract shall be exclusively and solely those of consultant. This Contract shall not constitute or make the Town and Minuteman a partnership or joint venture.
- C. Conflicts.** Neither Minuteman nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Minuteman's loyal and conscientious exercise of judgment related to its performance under this Contract. Minuteman agrees that none of its officers or employees shall, during the term of this Contract, serve as an expert witness against the Town in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process. Further, Minuteman agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of the Town in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude Minuteman or any other person from representing themselves in any action or in any administrative or legal proceeding.
- D. Contingency Fee.** Minuteman warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Minuteman, to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Minuteman, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract. For a breach or violation of this provision, the Town shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
- E. Materiality and Waiver of Breach.** The Town and Minuteman agree that each requirement, duty, and obligation set forth herein is substantial and important to the

formation of this Contract and, therefore, is a material term hereof. The Town's failure to enforce any provision of this Contract shall not be deemed a waiver of such provision or modification of this Contract. A waiver of any breach of a provision of this Contract shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Contract.

- F. Joint Preparation.** The Town and Minuteman both acknowledge that they have sought and received whatever competent advice and legal counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Contract has been their joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.
- G. Drug-Free Workplace.** Minuteman shall maintain a drug-free workplace.
- H. Headings.** Headings are for convenience of reference only and shall not be considered in any interpretation of this Contract.
- I. Binding Authority.** Each person signing this Contract on behalf of either party individually warrants that he or she has full legal power to execute this Contract on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Contract.
- J. Truth-in-Negotiation Certificate.** Signature of this Contract by Minuteman shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Contract are accurate, complete, and current at the time of contracting.

[Signatures on next page]

TOWN OF SOUTHWEST RANCHES, FLORIDA
NEWSLETTER DESIGN, PRINT, AND DELIVERY
RFP 24-001

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates under each signature: d/b/a MINUTEMAN PRESS OF HOLLYWOOD, and the TOWN OF SOUTHWEST RANCHES, signing by and through its Mayor duly authorized to execute same by Council action on the 23rd day of May 2024.

WITNESSES:

Susan Lut
Paul R [Signature]

MINUTEMAN:

By: [Signature]
VP; _____ (title)
23 day of May 2024

TOWN OF SOUTHWEST RANCHES

By: [Signature]
Steve Breikreuz, Mayor

23rd day of May 2024
By: [Signature]
Russell Muñiz, Town Administrator

23rd day of May 2024

ATTEST:

[Signature]
Debra M. Ruesga, Town Clerk

APPROVED AS TO FORM AND CORRECTNESS:

[Signature]
Keith M. Poliakoff, Town Attorney
1001.028.2024