

**SOLICITATION RFP-4516-16-JE**  
**SCHOOL CROSSING GUARD SERVICES**

KEMP GROUP INTERNATIONAL CORPORATION  
2111 SW 60 WAY  
MIRAMAR FL 33023  
PHONE: 954-437-7294  
CONTACT: JOE FALUADE, PROJECT MANAGER  
BID DUE: JULY 22, 2016 @ 3:00 PM

TABLE OF CONTENTS

	Page
Letter of Transmittal	3
Profile of Proposer	5
Summary of Qualifications	11
Project Understanding, proposed approach, and methodology	13
Cost Proposal	14
Additional Information/Forms	16

⋮

**KEMP GROUP INTERNATIONAL CORPORATION**

City of Hollywood Florida  
C/o Office of City Clerk  
2600 Hollywood Blvd Rm 221  
Hollywood FL 33020

**RFP-4516-16-JE SCHOOL CROSSING GUARD SERVICES**

We will provide school crossing guards services to the City of Hollywood Florida at specified locations located within the city.

We will provide fifty-nine (59) estimated school crossing guards to the fifteen (15) schools. The school crossing guards will be located on various posts in the City of Hollywood. We will be providing four (4) supervisors to monitor the school crossing guards. The guards will work Monday through Friday on scheduled school days.

Kemp Group International Corporation will ensure that all guards receive proper training. The training will consist of classroom training and field training. All persons employed as crossing guards shall receive proper training as required by the State of Florida Department of Transportation.

Kemp Group International and their trainers are certified by the State of Florida. Our supervisors are certified as school crossing guard trainers by the Florida Department of Transportation.

We will provide daily supervision of the school crossing guards. The supervisors will make morning and afternoon rounds to ensure that all guards are on their post. If a guard is not present, the supervisor will stay at the post until a replacement arrives.

The school crossing guards will be provided a number to call if they can't make it to work that morning or afternoon. It will be their responsibility to call the supervisor to let her know that they will not be there. Not calling will not be tolerated. Also, if they know ahead of time of their absence, they must fill out a form and turn into the office. Knowing in advance will give us time to make preparations for the post to be covered.

We will create an on-call list of school crossing guards.

We will also provide the guards with a retro reflective safety vests, retro reflective stop signs, raincoats and uniform shirts at no additional cost.

**PHONE: (954) 437-7294**  
**FAX: (954) 437-8952**

⋮

We will use an agency to conduct background/criminal (State and national) checks on school crossing guards, back up guards and supervisors/trainers assigned to this contract. The background check will not be limited to sexual predator and sexual offender checks.

Any guards with a record to include sexual predator, sexual offender, and felony arrest history or misdemeanor arrest involving moral turpitude will not be hired. The background checks will be placed in each employee's personnel folder and will be available upon request to the City.

Our major goal is professionalism; our greatest strength is that we are still fundamentally dedicated to reaching it for every employee and every other client. What makes our organizational structure unique is that we never forget that all of our other clients are at the apex of our organizational pyramid.

We have the experience and the manpower to provide school crossing guard services to the City of Hollywood.

The following people are authorized to make representations for our company:

Christina Aderinokun, President	2111 SW 60 Way Miramar FL	954-437-7294
Joe Faluade, Project Manager	2111 SW 60 Way Miramar FL	954-437-7294

Sincerely,



Christina Aderinokun  
President

## PROFILE

Kemp Group International Corporation is a Florida corporation. We are a local and regional minority contract company. Our office is located at 2111 SW 60 Way in Miramar Florida.

Our corporate headquarters is within the Tri County Area, allowing the President of the company and top-level managers to be immediately available to answer client concerns and resolve problems as they occur.

We are a reputable medium size firm and have been conducting business in accordance with all local laws and regulations.

Our firm is financially stable. We have grown to the extent where we can compete successfully for a contract of any size. We have the flexibility, quality of training and ability to offer such a wide range of services.

Our company has been providing school crossing guards since 1995. We started out providing security guards (unarmed and unarmed) as well as temporary personnel, and laborers since 1989.

At this present time, we are providing school crossing guards to the City of Cooper City, City of North Miami Beach, City of West Park, City of Pembroke Pines, and the City of Hollywood.

We have the necessary experience to provide school crossing guards. Our services range from providing school crossing guards to various municipalities, the smallest amount of guards (11) and up to 85 for guards to a larger municipal entity. We have provided over 250 guards per year for several years.

Our president and manager have a combined total of over 40 years' experience. Our supervisors are trained and certified as school crossing guard trainers.

As a service organization, our personnel are well trained and supervised. We have the experience and expertise to provide the best service.

Our goal is to ensure that we provide effective school crossing guard services. We provide safety for our children who walk to and from school. So it is very important that our guards and supervisors are properly trained. Our supervisors provide daily inspections for each shift to make sure the posts are covered; guards are in proper attire and have the necessary equipment to perform their jobs.

The school crossing guards are there to help students cross safely, reinforce safe crossing skills and discourage unsafe behavior.

We will provide qualified and competent school crossing guards to protect the safety of the children crossing the streets.

Kemp's philosophy is simple - Professionalism in every area. This philosophy is in every aspect of the company. The company's size, our experienced management, and a commitment to total customer satisfaction give Kemp Group an excellent position in the market.

The Kemp Group International organization is a team, with every person in the company a player, expected and needed to perform to their fullest capacity. One of our goals is remaining committed to quality service and strengthening the connection between its employees and clients. We have grown to the extent where we can compete successfully for a contract of any size. A smaller company would not have the flexibility, quality of training and ability to offer such a wide range of services. The national companies tend to be less efficient, and do not have the responsiveness and personal commitment as our locally-owned company. We offer the best of both worlds.

The Kemp of today is made up of motivated people filled with team spirit, proud of the reputation we've earned through our commitment to total customer satisfaction, and living up to our motto.

#### LITIGATION STATEMENT

Our firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities since the corporation has been established.

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

Issue Date: June 24, 2016

### REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: KEMP GROUP INTERNATIONAL CORPORATION

Firm giving Reference: CITY OF MIRAMAR

Address: 2300 Civic Center Place, Miramar, FL 33025

Phone: 954-602-3054

Fax: \_\_\_\_\_

Email: rcross@miramarfl.gov

1. Q: What was the dollar value of the contract?  
A: \$1400,000 annually
2. Have there been any change orders, and if so, how many?  
A: 0
3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
4. Q: Was the project manager easy to get in contact with?  
A: Yes
5. Q: Would you use them again?  
A: Yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?  
A: \_\_\_\_\_

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: KANDY CROSS Title: Procurement Director

Signature: [Handwritten Signature] Date: 6/29/16

Issue Date: June 24, 2016

**REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: KEMP GROUP INTERNATIONAL CORPORATION

Firm giving Reference: CITY OF PEMBROKE PINES

Address: 10100 PINES BLVD

Phone: (954)450-1060


Fax: \_\_\_\_\_

Email: CSENGELMANN@PPINES.COM

1. Q: What was the dollar value of the contract?  
A: 579,180
2. Have there been any change orders, and if so, how many?  
A: NO
3. Q: Did they perform on a timely basis as required by the agreement?  
A: YES
4. Q: Was the project manager easy to get in contact with?  
A: YES
5. Q: Would you use them again?  
A: YES
6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?  
A: NO

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: SGT. CHRIS SENNELMANN Title: TRAFFIC SERGEANT

Signature:  Date: 7/6/16



Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: KEMP GROUP INTERNATIONAL CORPORATION

Firm giving Reference: TOWN OF DAVIE

Address: 1230 S. Ndb Hill Rd Davie Fl 33324

Phone: 954.693.8268

Fax: \_\_\_\_\_

Email: lori.lysfjord@davie-fl.gov

1. Q: What was the dollar value of the contract?  
A: \$250,000 yearly
2. Q: Have there been any change orders, and if so, how many?  
A: NO
3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
4. Q: Was the project manager easy to get in contact with?  
A: Yes
5. Q: Would you use them again?  
A: Yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?  
A: NO

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Lori Lysfjord Title: Office Supervisor

Signature: [Signature] Date: 6/28/16

References – similar municipal

1. Town of Davie Police Department  
1230 S Nob Hill Road  
Davie FL 33324  
Contact: Lori Lysfjord, Phone: (954) 693-8268  
Fax: (954) 693-8253 [llysford@davie-fl.gov](mailto:llysford@davie-fl.gov)  
Contact: Procurement, 6591 Orange Dr, Davie FL 33314  
Phone: (954) 797-1016 Fax: (954) 797-1049  
8/2013 - present  
8/2006 – 6/2009  
8/2003 – 7/2006, 1/1995 – 8/2003  
School Crossing Guards
2. City of Hollywood  
PO Box 229045  
Hollywood FL 33022-9045  
Contact: Paul Bassar, Contract Compliance Officer  
Phone: (954) 921-921-3628 Fax: (954) 921-3086  
[procurement@hollywoodfl.org](mailto:procurement@hollywoodfl.org)  
9/5/2014 – present  
8/24/2009 – 9/4/2014  
School Crossing Guards
3. City of Pembroke Pines  
8300 South Palm Drive  
Pembroke Pines FL 33025  
Contact: Purchasing Manager  
Phone: (954) 518-9020 Fax: (954) 518-8902  
[purchasing@ppines.com](mailto:purchasing@ppines.com)  
11/2008 – present  
School Crossing Guards
4. Somerset Academy  
12601 Somerset Blvd  
Miramar FL 33027  
Contact: Shannine Sadesky-Hunt  
Phone: (305) 829-2406 Fax: (305) 829-4477  
10/20/2008 – present  
School Crossing Guards
5. City of West Park Florida  
PO Box 5710  
West Park FL 33083-5710  
Contact: Risa Wallace, [rwallace@cityofwestpark.org](mailto:rwallace@cityofwestpark.org)  
Contact: Chris Wallace, Finance Director  
Phone: (954) 903-0712 ext 203 [chrisw@munilytics.biz](mailto:chrisw@munilytics.biz)  
10/8/2005 – present  
School Crossing Guards
6. City of Miramar  
2300 Civic Center Place  
Miramar FL 33025  
Procurement: (954) 602-3053  
[procurementdept@ci.miramar.fl.us](mailto:procurementdept@ci.miramar.fl.us)  
Contact: Natalie Richmond, Phone (954) 602-4353  
[narichmond@miramarfl.gov](mailto:narichmond@miramarfl.gov)  
8/2011 – 8/2016  
8/2005 – 8/20/2011  
School Crossing Guards
7. City of North Miami Beach  
17011 NE 19 Ave, Rm 315  
North Miami Beach FL 33162  
Purchasing: (305) 948-2946 Fax: (305) 957-3522  
[purchasing@citynmb.com](mailto:purchasing@citynmb.com)  
3/1/2004 - present  
School Crossing Guards
8. City of Cooper City  
PO Box 290910  
Cooper City, FL 33329-0910  
Contact: Purchasing  
Phone: (954) 434-4300 ext 268 Fax: (954) 434-5009  
[purchasing@coopercityfl.org](mailto:purchasing@coopercityfl.org)  
2/16/2004 - present  
School Crossing Guards
9. City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Contact: City Clerk  
Phone: (305) 792-1703 Fax: (305) 949-3113  
8/18/2008 – 6/9/2011  
School Crossing Guards

## SUMMARY OF QUALIFICATIONS

Our team who will be responsible and working on this contact is Christina Aderinokun, President and Joe Faluade, Project Manager.

Adeola C Aderinokun, President

Ms. Aderinokun has over twenty-seven years of experience in management and twenty-one years' experience with school crossing guard contracts. She is responsible for the overall operation of the company. Ms. Aderinokun evaluates and reviews contracts and participates in the management of the contracts. She is also qualified as a school crossing guard trainer.

Joseph Faluade, Project Manager

Mr. Faluade has over thirty-six years of experience in management and twenty-one years' experience with school crossing guard contracts. He will be responsible for the overall operation of the contract. He is responsible for training and supervision. Mr. Faluade will be responsible for work scheduling, hiring of staff, extra staffing, inspecting and evaluating personnel and the upkeep and maintenance of equipment and vehicles. He is also qualified as a school crossing guard trainer.

Our company has been providing school crossing guards to municipal entities for 21 years.

The manager ensure that all sites are scheduled and covered with qualified employees, problems with crossing guards resolved, training and orientation assignments completed and supervisor inspections made.

Kemp Group supervisors train, counsel, inspect, evaluate and when necessary, discipline officers onsite. They also act as a liaison between the guards and the personnel department. Each supervisor is assigned to a specific sector, which is comprised of a group of client posts so he can come to know well the guards scheduled on these sites. In this way, they provide a support system for the guard and the client.

Our supervisors have been trained and are also certified as school crossing guard trainers.

Each post is visited by the supervisor at a minimum of one time per shift. The supervisor will make random checks at various times during the scheduled shift.

We feel that the inspections of each shift of each officer are in fact more opportunities to train. The inspection is time for the supervisor to query each guard on specific duties being performed, and make adjustments if necessary.

For any guard who does not show for work, immediately the supervisor will stand in temporarily until a replacement guard has been contacted to report to the post.

Post inspections by supervisors include a uniform inspection to insure that officers are in complete uniform and are neat in appearance. Personal hygiene must be in keeping with Kemp

Group International regulations. Any missing uniform articles are corrected immediately. Signs of uniform disrepair are reported to management and addressed prior to the next schedule shift. It is recognized that the condition of the guard's equipment is an important factor in the officer's effectiveness.

We do not forget our responsibility. Periodically, we conduct complete and complex post evaluations to determine that all requirements are being met.

We expect minimal at best municipal staff support for the school crossing guard project.

Our company enjoys an excellent reputation. The Kemp Group's organization is a team, with every person in the company a player, expected and needed to perform to their fullest capacity.

We believe that the fundamental key to our business success is our effective and creative management. Through policies and procedures, staff managers must have the ability to lead and formulate a company environment where each employee's internal motivation can flourish. Management understands that in order to provide total quality service to all of our clients, we must provide total quality support to our employees.

As a service organization, our personnel are will trained, supervised and specifically selected for each client. A challenge to all of us, and one that is met successfully each day.

The purpose of our quality management system is to establish and maintain an ongoing, systematic program of monitoring, assessment, and evaluation that supports continuous quality improvement; to identify opportunities and develop strategies to improve delivery of services provided to customers; and to promote maximum active participation and commitment from all personnel (crossing guards, support and management) in quality assessment/quality improvement activities.

Quality control is instrumental in ensuring that our clients receive quality and professional service and that all mandated security goals and needs are met.

The management staff here at Kemp Group International Corporation is well qualified. We have the experience and expertise to provide the best service. We are a reputable company and have been conducting business in accordance with all local laws and regulations.

## **PROJECT UNDERSTANDING, PROPOSED APPROACH AND METHODOLOGY**

We have the ability to provide School Crossing Guard Services to the City of Hollywood Florida. We will be fully responsible for hiring, conducting background checks, training, placement of guards, supervision of all crossing guards and providing all equipment and uniformed shirts with our company name on the shirts to all school crossing guards.

We will provide qualified, competent school crossing guards to protect the safety and welfare of the children. Kemp Group International Corporation will place fifty-nine (59) school crossing guards and any additional school crossing guards needed in the City of Hollywood Florida.

It will be our responsibility to properly train and certify all school crossing guards at no cost to the City. The school crossing guards will be certified according to FDOT guidelines and upon completion of training received a certificate.

We will conduct State and National criminal background history checks on all school crossing guards provided to the City of Hollywood Florida at no cost to the City.

The equipment issued to school crossing guards will consist of retro reflective safety vests, retro reflective stop signs, raincoats and uniform shirts.

The school crossing guard will be provided with a number that is available 24/7 to call anytime of the day. A supervisor will answer. If at the time of the call, the supervisor is not available the school crossing guard can leave a message and the supervisor will call back.

We are available 24 hours a day, 7 days a week. Our office hours are from 8 am to 4:30 pm, Monday through Friday, and we still can be reached after hours through our answering service.

We will recruit and maintain a force of qualified and experienced personnel to support the operation of school crossing guard services.

If there are incumbent personnel, they will be interviewed and re-hired. Any incumbent personnel not re-hired, their positions will be filled with qualified employees.

We shall provide a full range of management duties including planning, hiring incumbent personnel/recruit personnel, scheduling, and quality control.

If any problems arise, a mutual effort will be made to resolve all problems identified.

We shall arrange for satisfactory supervision of contract work, and be available at all times when the contract is in progress to receive notices and reports. Services shall be performed in conformity with contract requirements. If any of the services do not conform with the contract requirements we shall take necessary action to ensure that future performance conforms to the contract requirements.

**COST PROPOSAL**

Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE**PROPOSAL PAGE – COST PROPOSAL****Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.**

Cost to the City: Contractor must quote firm, fixed, rates for all services identified in this request for proposal. The firm fixed rates include any and all costs including travel to the City. No other costs will be accepted. The firm fixed rates will be the same for the initial contract period.

TOTAL FIRM FIXED FEES (INITIAL CONTRACT PERIOD) FOR (59) CROSSING GUARDS

\$ 11.75 /HOUR X 148 HOURS /DAY X 195 DAYS/YEAR = \$ 339,105.00

TOTAL FIRM FIXED FEES (INITIAL CONTRACT PERIOD) FOR (4) SUPERVISORS

\$ 11.75 /HOUR X 24 HOURS /DAY X 195 DAYS/YEAR = \$ 54,990.00CROSSING GUARD COST/YEAR \$ 339,105.00 + SUPERVISOR COST/YEAR = \$ 54,990.00GRAND TOTAL: 394,095.00 /YR.

Note:

*Upon final execution of the Blanket Purchase Order Contract to the vendor, the City will add an additional line item for ad-hoc services not covered under the Scope of Services.*

**FORMS**



City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

Issue Date: June 24, 2016

**ACKNOWLEDGMENT AND SIGNATURE PAGE**

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (include d/b/a if applicable): KEMP GROUP INTERNATIONAL CORPORATION Federal Tax Identification Number: 65-0902392

If Corporation - Date Incorporated/Organized: 10/22/2001

State Incorporated/Organized: FLORIDA

Company Operating Address: 2111 SW 60 WAY

City MIRAMAR State FL Zip Code 33023

Remittance Address (if different from ordering address): PO BOX 471614


City MIAMI State FL Zip Code 33247

Company Contact Person: JOE FALUADE Email Address: kempgroupintl@aol.com

Phone Number (include area code): 954-437-7294 Fax Number (include area code): 954-437-8952

Company's Internet Web Address: \_\_\_\_\_

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

  
Bidder/Proposer's Authorized Representative's Signature: \_\_\_\_\_ Date 7/15/16

Type or Print Name: CHRISTINA ADERINOKUN

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FROM THE AWARD PROCESS.

Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

**HOLD HARMLESS AND INDEMNITY CLAUSE**

**(Company Name and Authorized Representative's Name)**

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

  
SIGNATURE

CHRISTINA ADERINOKUN  
PRINTED NAME

KEMP GROUP INTERNATIONAL CORPORATION  
COMPANY OF NAME

7/15/16  
DATE

**Failure to sign this page shall render your bid non-responsive.**

Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

**NONCOLLUSION AFFIDAVIT**

STATE OF: FLORIDA

COUNTY OF: BROWARD, being first duly sworn, deposes and says that:

- (1) He/she is PRESIDENT of KEMP GROUP INTL CORPORATION, the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding 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 Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)  PRESIDENT  
Title

**Failure to sign this page shall render your bid non-responsive.**

Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA  
STATUTES ON PUBLIC ENTITY CRIMES**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to CITY OF HOLLYWOOD FLORIDA  
by CHRISTINA ADERINOKUN for KEMP GROUP INTERNATIONAL CORPORATION  
(Print individual's name and title) (Print name of entity submitting sworn statement)  
whose business address is 2111 SW 60 WAY, MIRAMAR FL 33023  
and if applicable its Federal Employer Identification Number (FEIN) is 65-0902392. If the entity has no FEIN,  
include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

X Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

Issue Date: June 24, 2016

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

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



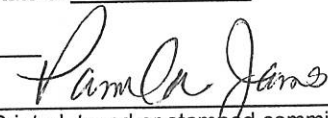
(Signature)

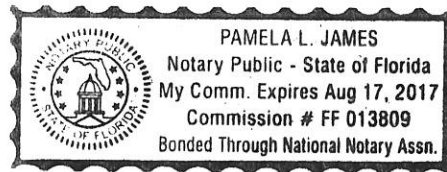
Sworn to and subscribed before me this 15 day of JULY, 2016.

Personally known Christina Aderinokun

Or produced identification X Notary Public-State of FLORIDA

FLORIDA DRIVER'S LICENSE my commission expires \_\_\_\_\_  
(Type of identification)

  
(Printed, typed or stamped commissioned name of notary public)



Failure to sign this page shall render your bid non-responsive.

Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

KEMP GROUP INTERNATIONAL CORPORATION

2111 SW 60 WAY

MIRAMAR FL 33023

Application Number and/or Project Name:

RFP-4516-16-JE

Applicant IRS/Vendor Number: 65-0902392

Type/Print Name and Title of Authorized Representative:

CHRISTINA ADERINOKUN

Signature:  Date: 7/15/16

**Failure to sign this page shall render your bid non-responsive.**

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE


Issue Date: June 24, 2016

**DRUG-FREE WORKPLACE PROGRAM**

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

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

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


CHRISTINA ADERINOKUN  


---

VENDOR'S SIGNATURE
PRINTED NAME

KEMP GROUP INTERNATIONAL CORPORATION  
 NAME OF COMPANY

Issue Date: June 24, 2016

City of Hollywood, Florida  
Solicitation RFP-4516-16-JE

**SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY**

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby." The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

 \_\_\_\_\_  
 SIGNATURE PRINTED NAME

\_\_\_\_\_ \_\_\_\_\_  
 KEMP GROUP INTERNATIONAL CORPORATION PRESIDENT  
 NAME OF COMPANY TITLE

**Failure to sign this page shall render your bid non-responsive.**





# CITY OF HOLLYWOOD, FLORIDA

## PROCUREMENT SERVICES DIVISION

### Solicitation Request Form (Use for bids, RFPs, RLI, RFQs)

Date May 16, 2016

Department/Office Police

Division/Area 2042

Contact Person Manny Marino

Title Major

Phone 954-967-4300

Email mmarino@hollywoodfl.org

1. Product/Service being requested (be specific.) School Crossing Guard Services

2. Detailed description of the products/services function and purpose. The vendor shall be responsible for providing school crossing guard services consisting of 59 school crossing guards and 4 supervisors at locations specified by the City of Hollywood on school days when students are traveling to and from school. The vendor will also be responsible for providing uniform shirts, safety equipment (safety vests, stop signs and raincoats), and conducting background checks. In addition, the vendor shall also be responsible for administering training and yearly recertifications.

Are there alternative products/services capable of performing the required function? No

3. Has this product/service previously been formally solicited by the City of Hollywood?

Yes  No  Unsure

If yes, please provide previous solicitation number. \_\_\_\_\_

4. Has this product/service previously been formally solicited by another government agency?

Yes  No  Unsure

If yes, please provide details and copy if available. The current City of Hollywood contract for school crossing guard services/pricing was obtained by piggybacking the contract pricing between the City of Miramar and the Kemp Group.

*Procurement Service Division use only*

Requisition # R \_\_\_\_\_  
BPO \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # B002918  
(As Applicable)

5. Total estimated cost of the requested product/service? \$381,243.90 Annually

Has this cost been approved in your budget?  Yes  No

If yes, provide Account Number (s.) 01.2043.00000.521.003117 \_\_\_\_\_

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 10 Days

7. Is a pre-bid meeting required?  Yes  No

If yes, are you requesting it to be mandatory?  Yes  No

8. Project location? See attached School Crossing Guard posts

9. Completion Time: Final completion of this project shall be in N/A calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

Yes  No

11. Please list any special licenses or certification require to bid. \_\_\_\_\_

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

Yes  No

If yes, please provide the information:

Entity \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

13. Are there attachments associated with this request?  Yes  No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

Yes  No

If yes, please describe the related products/services and estimated cost(s.)

\_\_\_\_\_

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

Yes  No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

\_\_\_\_\_

Procurement Service Division use only

Requisition # R \_\_\_\_\_  
BPO \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Oder # B002918  
(As Applicable)

16. Is this a grant related purchase?  Yes  No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) \_\_\_\_\_

Will this require matching funds?  Yes  No

What is the grant source? \_\_\_\_\_

What is the grant (dollar) amount? \_\_\_\_\_

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office?  Yes  No

If yes, please provide details on Department/Office and how. \_\_\_\_\_

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

\_\_\_\_\_  
Signature Department/Office

\_\_\_\_\_  
Signature Department/Office

18. Please provide the names of suggested evaluations committee member:  
(NOTE: Committee members should not be direct reports.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.  
Kemp Group

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at [www.sam.gov](http://www.sam.gov).

Date of Advanced Search \_\_\_\_\_

Company Name(s) Searched Search Results

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Procurement Service Division use only*

Requisition # R \_\_\_\_\_  
BPO \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # **B002918**  
(As Applicable)

M. H. #2425  
Contact Person's Signature

6/14/16  
Date

AM [Signature] #262  
Supervisor's Signature

6-14-16  
Date

[Signature] 1221  
Director's Signature

6/14/16  
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<u>JE</u>	Date	<u>6/23/16</u>
Approved By:	<u>Paul J. Sam</u>	Date	<u>8/30/2016</u>

Procurement Service Division use only

Requisition # R \_\_\_\_\_  
BPO \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # B002918  
(As Applicable)