To:	Honorable Mayor and Village Council	Date:	September 19, 2016
From:	Edward Silva, Village Manager	Re:	Coral Reef Park – Farmers Market UP No. 1516-12-006

A RESOLUTION OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF A-TREND, LLC. AS THE MOST RESPONSIVE BIDDER IN PROVIDING THE FULL OPERATIONS AND MANAGEMENT OF A FARMERS MARKET AT CORL REEF PARK; AND FURTHER AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS FOR SAID SERVICES UNDER UP-1516-12-006; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS:
The Village of Palmetto Bay, Florida, received an unsolicited proposal from a qualified firm for the Management and Operations of a Farmers Market at Coral Reef Park. On July 22, 2016, the Village released notice of receipt of Unsolicited Proposal for Coral Reef Park – Farmers Market UP-No. 1516-12-006 and accepted alternative proposals for these services until August 22, 2016.

After careful review, A-Trend, LLC was determined to be the most qualified bidder. The Village of Palmetto Bay desires to enter into an open discussion to negotiate a contract with A-Trend, LLC.

FISCAL/BUDGETARY IMPACT:
The Village will receive $ 200.00 per week or $ 800.00/month of revenues for allowing the Farmers Market operations to run every Sunday from 8:00 a.m. – 2:00 p.m.

RECOMMENDATION:
Approval of this item is recommended.

Attachments:
Exhibit A – Manager's Recommendation
Exhibit B – Proposal Submitted by A-Trend, LLC.

RESOLUTION NO. 2016-_____

A RESOLUTION OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF A-TREND, LLC. AS THE MOST RESPONSIVE BIDDER IN PROVIDING THE FULL OPERATIONS AND MANAGEMENT OF A FARMERS MARKET AT CORL REEF PARK; AND FURTHER AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS FOR SAID SERVICES UNDER UP-1516-12-006; AND PROVIDING FOR AN EFFECTIVE DATE.
(Sponsored by Administration)

WHEREAS, the Village of Palmetto Bay, Florida, received an unsolicited proposal from a qualified firm for the Operation and Management of a Farmers Market for Coral Reef Park; and

WHEREAS, on July 22, 2016 the Village released notice of receipt of Unsolicited Proposal for the Operations and Management of a Farmers Market at Coral Reef Park and noticed UP-No. 1516-12-006, accepting alternative proposals for these services until August 22, 2016; and

WHEREAS, A-Trend, LLC was determined to be the most responsive and qualified bidder as stated in the Manager's Recommendation, attached as Exhibit A; and

WHEREAS, the Mayor and Council desire to authorize the selection of A-Trend, LLC and authorize the Village Manager to enter into contract negotiations with A-Trend, LLC for the Operations and Management of a Farmers Market at Coral Reef Park.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. The Village Council hereby approves the selection of A-Trend, LLC for the Operations and Management of a Farmers Market at Coral Reef Park pursuant to UP No. 1516-12-006.

Section 2. The Village Manager is hereby authorized to enter into contract negotiations with A-Trend, LLC, as stated in the Manager's Recommendation, attached as Exhibit A.

Section 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED and **ADOPTED** this ___ day of September, 2016.

Attest: _____ _____

Missy Arocha
Village Clerk

Eugene Flinn
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

_____

Dexter W. Lehtinen
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Karyn Cunningham _____

Council Member Tim Schaffer _____

Council Member Larissa Siegel Lara _____

Vice-Mayor John DuBois _____

Mayor Eugene Flinn _____

EXHIBIT A

Village of Palmetto Bay
Procurement Division - Village Manager's Office
RECOMMENDATION TO AWARD

To: Mr. Edward Silva, Village Manager

From: Litsy C. Pittser, Procurement Specialist

Date: 8/23/2016

UP#: 1516-12-006 Item/Service: Coral Reef Park - Farmers Market

Attach please find the proposal that was submitted

I. Procurement Comments:

Although one proposal was submitted, the Company seems capable to Manage and Operate a Farmers Market. Their experience includes Farmers Market for Tropical Park, Miami Springs, Pinecrest and Sunset Place and several other venues.

II. Recommendation:

a. Which bid is being recommended to proceed to Award? A-Trend, LLC.

b. Does the response being recommended to proceed to award meet the specifications as per the request and as advertised? Yes _X___ No ___

If No, is the variance considered: Minor ____ Major _

c. Is the recommendation the lowest bid received? Yes ____ No ____(Not Applicable)

The results of the recommendation are attached.

III. Procurement Action/Recommendation(s):

Based on the information provided by the proposer, I am recommending the Manager to move forward and present to Council the selection of A-Trend, LLC to Manage and Operate our Farmers Market at Coral Reef Park and be able to enter into an Agreement that will represent the best interest of the Village of Palmetto Bay.

IV. Recommendation Approval:

Acceptance to Move Forward with the Intent to Award

Mr. Edward Silva, Village Manager

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PROCUREMENT SPECIALIST FOR ALL AWARD RECOMMENDATIONS OF $25,000 AND ABOVE. THIS FORM MUST BE FULLY EXECUTED PRIOR TO AWARD RECOMMENDATION FOR COUNCIL APPROVAL.

PROPOSAL

FOR OPERATION OF

CORAL REEF PARK FARMER'S MARKET

FOR THE VILLAGE OF PALMETTO BAY

UP NO: 1516-12-006

SECTION 100 INSTRUCTIONS TO RESPONDENTS & GENERAL CONDITIONS

1. GENERAL. This Proposal Requirements Document (UP) is issued by the Village of Palmetto Bay, Florida (the "Village"), notifying interested parties that it has received an unsolicited proposal for the introduction of a Farmers Market at Coral Reef Park. The Village of Palmetto Bay (the "Village") will accept other Proposals from qualified firms or individuals to deliver the Services and Management in accordance with the specifications set forth in this UP ("Proposals").

All correspondence to this unsolicited proposal shall be emailed to Litsy C. Pittser, procurement specialist at LPittser@palmettobay-fl.gov. An addendum will be prepared and forwarded to the companies that are interested in submitting their proposals.

2. BACKGROUND. The Village of Palmetto Bay would like to extend to its residents the benefits for a farmers market. Where not only they can come to Coral Reef Park and play but also be able to have the opportunity to buy fresh organic vegetables and artisan goods and be able to create a social gathering within its neighbors and community.

3. SCOPE. The scope for the Proposer will contemplate a complete management and operations of the farmers market to include and are not limited to:

- The proposer has the responsibility to recruit and staff the Farmers Market event. - pg. 3
- All licenses and permits from its vendors will fall under the Proposers responsibility to keep record. pg. 4
- Proposer will have the responsibility to allocate the vendor booths to cover the specified location on (Exhibit 1). pg. 11
- Proposers will have the responsibility to make sure that the vendors are in good behavior and dress appropriately with shirts on at all times. No alcoholic beverages by vendors are allowed. pg. 11
- Proposers will have the responsibility that at the end of the event, all waste is picked up by its vendors and hauled away leaving no trace. - pg. 7
- Any sales tax incurred through the sale of goods will not be the responsibility of Palmetto Bay; the Village will solely rent out the space to conduct the farmers market.
- The Proposer is responsible to verify that their hired vendor carries their own general liability insurance which will cover property damage, personal injury and product liability. - pg 4
- There will be no Styrofoam products used or sold. - pg 6
- Market Manager must be on site at all times during the Farmers Market operation.
- Proposer will be responsible for their own signage Budget - pg 18
- Weather conditions will be the Proposers responsibility to give direction to its Vendors as to when to shut down due to strong rains and/or lightning. pg 8
- The Village will receive compensation monthly for the rental of the space provided to the Proposer to hold the Farmers Market. pg 18

TABLE OF CONTENTS

TAB 1

Cover Letter *1-2*

APPENDIX A

Proposal Certification, Questionnaire & Requirements Affidavit *14-20*

Minimum Requirements-Vendor Application & Vendor Guidelines ... *3-12*

TAB 2

SECTION 1- QUALIFICATIONS

a Company Information *13*

b Experience *13-17*

(1) Fees to be received by the Village (Start-Up Expenses) *18-20*

c Potential Vendor List *21-22*

d Sample Flyer *23*

e Schematic *24*

TAB 1

COVER LETTER

The Village of Palmetto Bay

Proposal for

Operation of Farmers Market

I would like to submit a Proposal for the Operation of a Farmers Market in the Village of Palmetto Bay. Operating Sundays, 8-2 from September through mid-June (Summers are too hot, local produce availability declines & families are traveling & vacationing). Ideally, I feel that the best location for the Market would be at Coral Reef Park, based on visibility, availability and space for the market as well as parking.

My goal is to create a green sustainable market that genuinely reflects the values and priorities of the community. My competitive advantage is the experience I have gained as a market vendor at many other markets for the last six years (detailed in my resume). I know the challenges vendors face and the nature of the market, giving me an inside view of how a market should be run. I know Palmetto Bay and the Village's aspirations for sustainability and a green existence as well as the community's desire to contribute to this goal. With that collaborative effort in mind, I have assembled a variety of vendors that are excited about moving forward to implement greener practices and nurturing a community and healthy environment at the Market. The ground work for the Market has already been laid and the primary objectives have been met.

- Offering the community members an opportunity to purchase locally grown produce and other artisan goods
- Providing farmers an opportunity to sell their products locally
- Providing local businesses and artisans the opportunity to participate in the community
- Creating a social gathering place for the community
- Highlighting the character of Palmetto Bay with emphasis on sustainable environmental practices
- Providing a mix of vendors and farmers that will reach all aspects of the local marketplace and appeal to adults and children
- Providing a booth for non-profits to develop awareness of their organization

If given the opportunity, I would build on the foundation that has already been set in place. Areas that I would concentrate further on would be:

a.) Providing a mix of vendors – Due diligence must be done to ensure that we have the best cross-section of vendors without duplication to the point that one vendor might encroach on another's livelihood.

b.) Creating a social gathering place for the community – to enhance the Market experience I would like to create seating space (tables, chairs & umbrellas) and part two of the social aspect, I would like to bring in a variety of musicians to provide a nice backdrop and give it a more festive atmosphere. I believe that youth groups, UM musical groups and other local musicians could be obtained with little or no cost.

c.) I have established a Palmetto Bay Farmer's Market Facebook page, I feel that it is an ideal format for reaching a multitude of prospective patrons within the Village of Palmetto Bay and surrounding communities.

- Once the Market is established, pictures of the Market would be posted on the Facebook page and each week one vendor would be selected to be highlighted.
- A Vendor Application link would also be posted on Facebook

Going forward I would also like to develop an area for workshops - - cooking, gardening, etc. utilizing the products sold at the market in collaboration with local restaurants.

I have many other ideas for the making of a successful market. I feel that the Palmetto Bay Farmer's Market is, and should be a "family" as well as an integral part of the community. I am part of that family and I have a great relationship with all of the members. I know what it takes to keep the vendors as well as the customers happy and would welcome the opportunity to be able to make The Palmetto Bay Farmer's Market the best market that I have ever had the pleasure of working with.

I look forward to an opportunity to meet with you and discuss in detail my vision for the Market and welcome input from the Village of Palmetto Bay to guarantee the success of the Market.

Cecelia A. Camp · Proposer

Cecelia A. Camp, President
A-Trend, LLC
9611 Bahama Drive
Cutler Bay, FL
305-431-8220
pbfarmersmkt@bellsouth.net

APPENDIX A

PROPOSAL CERTIFICATION, QUESTIONNAIRE & REQUIREMENTS AFFIDAVIT

APPENDIX A

Proposal Certification, Questionnaire & Requirements Affidavit

UP 1516-12-006

Notice of Receipt
of Unsolicited Proposal and Request for Alternative Proposals
for
Coral Reef Park – Farmers Market
Village of Palmetto Bay

PROCUREMENT OFFICE
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157

Solicitation No:	Solicitation Title:	
UP 1516-12-006	Notice of Receipt of Unsolicited Proposal and Request for Coral Reef Park – Farmers Market	
Procurement Contact: Litsy C. Pittser	Tel: 305-259-1234	Email: LPittser@Palmettobay-fl.gov

PROPOSAL CERTIFICATION, QUESTIONNAIRE & REQUIREMENTS AFFIDAVIT

Purpose: The purpose of this Proposal Certification, Questionnaire and Requirements Affidavit Form is to inform prospective Proposers of certain solicitation and contractual requirements, and to collect necessary information from Proposers in order that certain portions of responsiveness, responsibility and other determining factors and compliance with requirements may be evaluated. **This Proposal Certification, Questionnaire and Requirements Affidavit Form is a REQUIRED FORM that must be submitted fully completed and executed.**

1. General Proposer Information.

FIRM NAME: A-Trend, LLC	
No of Years in Business: 0- Newly formed company	No of Years in Business Locally: 0- Newly formed company
OTHER NAME(S) PROPOSER HAS OPERATED UNDER IN THE LAST 10 YEARS: Flip's Country Kettle Corn	
FIRM PRIMARY ADDRESS (HEADQUARTERS): 9611 Bahama Drive	
CITY: Cutler Bay	
STATE: FL	ZIP CODE: 33189
TELEPHONE NO.: 305-431-8220	
TOLL FREE NO.: N/A	
FAX NO.: 305.234.3394	
FIRM LOCAL ADDRESS: Same as above	
CITY:	
STATE:	ZIP CODE:
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT: Cecelia A. Camp	
ACCOUNT REP TELEPHONE NO.: 305-431-8220 / 786-303-1130	
ACCOUNT REP TOLL FREE NO.: N/A	
ACCOUNT REP EMAIL: Pbfarmersmkt@bellsouth.net	
FEDERAL TAX IDENTIFICATION NO.: 81.3497042	

The Village reserves the right to seek additional information from Proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the Village deems necessary to evaluate the capacity of the Proposer to perform in accordance with contract requirements.

1. **Veteran Owned Business.** Is Proposer claiming a veteran owned business status?
   [ ] YES [X] NO

   SUBMITTAL REQUIREMENT: Proposers claiming veteran owned business status shall submit a documentation proving that firm is certified as a veteran-owned business or a service-disabled veteran owned business by the State of Florida or United States federal government, as required pursuant to ordinance 2011-3748.

2. **Conflict Of Interest.** All Proposers must disclose, in their Proposal, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the Village of Palmetto Bay. Further, all Proposers must disclose the name of any Village employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

   SUBMITTAL REQUIREMENT: Proposers must disclose the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the Village of Palmetto Bay. Proposers must also disclose the name of any Village employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates

3. **Suspension, Debarment or Contract Cancellation.** The Proposer and each Lead Team Participant must not have been indicted, disqualified, debarred, or suspended from the performance of any work for any federal, state or local government in the United States in the last seven (7) years, or removed via contract cancellation due to non-performance of work for any federal, state or local government in the United States in the last seven (7) years. Has Proposer or Lead Team Participant ever been indicted, disqualified, removed, debarred or suspended, or had a contract cancelled due to non-performance by any public sector agency?
   [ ] YES [X] NO

   SUBMITTAL REQUIREMENT: If answer to above is "YES," Proposer shall submit a statement detailing the reasons that led to action(s).

5. **Code of Business Ethics.** Pursuant to ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat. , each person or entity that seeks to do business with the Village shall adopt a Code of Business Ethics ("Code") and submit that Code to the Office of Procurement with its Proposal/response or within five (5) days upon receipt of request. The Code shall, at a minimum, require the Proposer, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the Village of Palmetto Bay and Miami Dade County.

   SUBMITTAL REQUIREMENT: Proposer shall submit firm's Code of Business Ethics. In lieu of submitting Code of Business Ethics, Proposer may submit a statement indicating that it will adopt, as required in the ordinance, the Village of Palmetto bay Code of Ethics.

6. **Public Entity Crimes.** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal, Proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a Proposal, Proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals, Proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

   SUBMITTAL REQUIREMENT: No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees with the requirements of Section 287.133, Florida Statutes, and certifies it has not been placed on convicted vendor list.

7. **Litigation History.** Has Proposer or any of its employee's or principal have (relating to professional endeavors only) been the subject of any claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organization(s) during the last five (5) years.

   [ ] YES [X] NO

   SUBMITTAL REQUIREMENT: If yes, list all case names; case, arbitration or hearing identification numbers; the name of the Service over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.

8. **Bankruptcy.** Has the Proposer filed any bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

   [ ] YES [X] NO

   SUBMITTAL REQUIREMENT: If yes, list and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

9. **Principals.** Provide the names of all individuals or entities with a controlling financial interest to the Proposer. The term "controlling financial interest" shall mean the ownership, directly or indirectly, of 10% or more of the outstanding capital stock in any corporation or a direct or indirect interest of 10% or more in a firm. The term "firm" shall mean any corporation, partnership, business trust or any legal entity other than a natural person.

10. Surety Companies. Has a surety company ever intervened to assist a governmental agency or other client of the Proposer completing work that the Proposer or Lead Contractor failed to complete? NOT APPLICABLE

[ ] YES [X] NO

SUBMITTAL REQUIREMENT: If yes, submit owner names, addresses and telephone numbers, and surety and Service names, for all Services for which you have performed work, where your surety has intervened to assist in completion of the Service, whether or not a claim was made.

11. Has Proposer or Lead Team Participants ever failed to complete performance of a contract? If so, where and why? NOT APPLICABLE

[ ] YES [X] NO

12. **Acknowledgement of Addendum.** After issuance of solicitation, the Village may release one or more addendum to the solicitation which may provide additional information to Proposers or alter solicitation requirements. The Village will strive to reach every Proposer having received solicitation through the procurement office. However, Proposers are solely responsible for assuring they have received any and all addendum issued pursuant to solicitation. This Acknowledgement of Addendum section certifies that the Proposer has received all addendum released by the Village pursuant to this solicitation. Failure to obtain and acknowledge receipt of all addendums may result in Proposal disqualification.

Initial to Confirm Receipt		Initial to Confirm Receipt		Initial to Confirm Receipt	
	Addendum 1		Addendum 6		Addendum 11
	Addendum 2		Addendum 7		Addendum 12
	Addendum 3		Addendum 8		Addendum 13
	Addendum 4		Addendum 9		Addendum 14
	Addendum 5		Addendum 10		Addendum 15

If additional confirmation of addendum is required, submit under separate cover.

DISCLOSURE AND DISCLAIMER SECTION

The solicitation referenced herein is being furnished to the recipient by the Village of Palmetto Bay (the "Village") for the recipient's convenience. Any action taken by the Village in response to Proposals made pursuant to this solicitation, or in making any award, or in failing or refusing to make any award pursuant to such Proposals, or in cancelling awards, or in withdrawing or cancelling this solicitation, either before or after issuance of an award, shall be without any liability or obligation on the part of the Village.

In its sole discretion, the Village may withdraw the solicitation either before or after receiving Proposals, may accept or reject Proposals, and may accept Proposals which deviate from the solicitation, as it deems appropriate and in its best interest. In its sole discretion, the Village may determine the qualifications and acceptability of any party or parties submitting Proposals in response to this solicitation.

Following submission of a Proposal, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the Proposal and the applicant including, without limitation, the applicant's affiliates, officers, directors, shareholders, partners and employees, as requested by the Village in its discretion.

The information contained herein is provided solely for the convenience of prospective Proposers. It is the responsibility of the recipient to assure that the information contained herein is accurate and complete. The Village does not provide any assurances as to the accuracy of any information in this solicitation.

Any reliance on these contents, or on any permitted communications with Village officials, shall be at the recipient's own risk. Proposers should rely exclusively on their own investigations, interpretations, and analyses. The solicitation is being provided by the Village without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the Village or its agents that any Proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

The Village shall have no obligation or liability with respect to this solicitation, the selection and the award process, or whether any award will be made. Any recipient of this solicitation who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer, is totally relying on this Disclosure and Disclaimer, and agrees to be bound by the terms hereof. Any Proposals submitted to the Village pursuant to this solicitation are submitted at the sole risk and responsibility of the party submitting such Proposal.

This solicitation is made subject to correction of errors, omissions, or withdrawal from the market without notice. Information is for guidance only, and does not constitute all or any part of an agreement.

The Village and all Proposers will be bound only as, if and when a Proposal (or Proposals), as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to this solicitation may be accepted or rejected by the Village for any reason, or for no reason, without any resultant liability to the Village.

The Village is governed by the Government-in-the-Sunshine Law, and all Proposals and supporting documents shall be subject to disclosure as required by such law. All Proposals shall be submitted in sealed Proposal form and shall remain confidential to the extent permitted by Florida Statutes, until the date and time selected for opening the responses. At that time, all documents received by the Village shall become public records.

Proposers are expected to make all disclosures and declarations as requested in this solicitation. By submission of a Proposal, the Proposer acknowledges and agrees that the Village has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and authorizes the release to the Village of any and all information sought in such inquiry or investigation. Each Proposer certifies that the information contained in the Proposal is true, accurate and complete, to the best of its knowledge, information, and belief.

Notwithstanding the foregoing or anything contained in the solicitation, all Proposers agree that in the event of a final un-appealable judgment by a court of competent jurisdiction which imposes on the Village any liability arising out of this solicitation, or any response thereto, or any action or inaction by the Village with respect thereto, such liability shall be limited to $10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this Disclosure and Disclaimer which imposes no liability on the Village.

In the event of any differences in language between this Disclosure and Disclaimer and the balance of the solicitation, it is understood that the provisions of this Disclosure and Disclaimer shall always govern. The solicitation and any disputes arising from the solicitation shall be governed by and construed in accordance with the laws of the State of Florida.

PROPOSER CERTIFICATION

I hereby certify that: I, as an authorized agent of the Proposer, am submitting the following information as my firm's Proposal; Proposer agrees to complete and unconditional acceptance of the terms and conditions of this document, inclusive of this solicitation, all attachments, exhibits and appendices and the contents of any Addenda released hereto, and the Disclosure and Disclaimer Statement; Proposer agrees to be bound to any and all specifications, terms and conditions contained in the solicitation, and any released Addenda and understand that the following are requirements of this solicitation and failure to comply will result in disqualification of Proposal submitted; Proposer has not divulged, discussed, or compared the Proposal with other Proposers and has not colluded with any other Proposer or party to any other Proposal; Proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this Proposal, inclusive of the Proposal Certification, Questionnaire and Requirements Affidavit are true and accurate.

Name of Proposer's Authorized Representative:	Title of Proposer's Authorized Representative:
Cecelia A. Camp	President/Owner
Signature of Proposer's Authorized Representative:	Date:
Cecelia A. Camp	8/12/16

State of FLORIDA)
)
County of MIAMI DADE)

On this 12 day of AUGUST, 2016, personally appeared before me CELIA CAMP who stated that (s)he is the OWNER of A-TREND LLC, a corporation, and that the instrument was signed in behalf of the said corporation by authority of its board of directors and acknowledged said instrument to be its voluntary act and deed. Before me:

JON-PATRICK IVINS
Notary Public for the State of Florida
My Commission Expires: _____.

JON PATRICK IVINS
MY COMMISSION # FF 185006
EXPIRES: March 25, 2019
Bonded Thru Notary Public Underwriters

MINIMUM REQUIREMENTS

VENDOR APPLICATION & VENDOR GUIDELINES

FARMERS MARKET

APPLICATION & AGREEMENT

Applicant: _____

Address: _____

City: _____ State _____ Zip Code _____

Business Name: _____

State of Florida Sales Tax #: _____ (Copy Must Accompany Application)

Phone: _____ E-Mail _____

Fax: _____ Cell: _____

Merchandise to be sold: _____

_____

_____

I hereby agree to sell only such items which are listed on the application. I swear that all information is correct and complete. I hereby affirm that I have read the regulations and policies as outlined and agree to abide by all rules established for the operation of the market. I further acknowledge that I am an independent contractor and take full responsibility for all activities conducted and agree to hold harmless and indemnify The Village of Palmetto Bay from any and all liability arising from participation and sales in the market.

Name: _____ Signature: _____

Date: _____/____/_____ Approved: _____

Note: Violation or falsification of any of the conditions set forth in this legal agreement will result in the immediate and permanent loss of permission to sell any product at any market sponsored by The Village of Palmetto Bay.

VENDOR APPLICATION

Vendors need to have their completed applications submitted via email or via mail by the Monday prior to market day.

A vendor application must be completed yearly. Application must be complete in all details and received by the application deadline accompanied by a minimum of one (1) non-returnable photo of the vendor tent/product.

Market Manager will evaluate and give preference to all completed applications based on the following:

- Local, county or state Grower or Food Processor
- Quality of items
- Overall appearance of the vendor tent

VENDOR GENERAL LIABILITY INSURANCE

Vendors need to carry their own liability insurance that covers property damage, personal injury and product liability in the amount of $1,000,000, naming the Village of Palmetto Bay as additionally insured. Certificate of Liability must accompany the vendor application.

VENDOR LICENSING & PERMIT REQUIREMENTS

Vendors are required to supply copies of applicable licenses and permits.

Required:

- Occupational License
- Florida Annual Resale Certificate for Sales Tax
- Local County/City Business Tax Receipt (LBT)

Where Applicable:

- Certified Grower Certificate issued by University of Florida County Extension in the County(s) where your farm is located.
- Florida State Health Permit to sell prepared foods from a commercial, licensed kitchen.
- FDACS Permit-Florida Department of Agriculture – food permit for packaged, bakery, or seafood products.
- DBPR License – Department of Business & Professional Regulations – for food on site.
- Indicate Cottage Law if applicable.

- Please note that all required permits/licenses must be in place prior to the first Sunday of the Palmetto Bay Farmers Market.

- Food vendors will not be permitted to open for business without all required permits/licenses.

- Vendors are responsible for collecting their own sales tax.

VENDOR ELIGIBILITY

Selling privileges at Palmetto Bay Farmers Market are extended to bona fide growers, farmers, artisans and small businesses in the South Florida area.

The Market Management will determine the exact number of vendors per category. There is no exclusivity; however, products of the same type will be limited. The goal is to maximize the variety of products and competition

in the market to provide customers with a diverse selection of products, prices and personalities while balancing the need for individual vendors to profit.

- **FARMER ELIGIBILITY**
  To qualify as a farmer and owner of a crop the following must apply:
  a) PRODUCE FARMER: Grower who produces fresh fruits, vegetables, nuts, or herbs must own, rent, lease or sharecrop the land AND practice the agricultural arts, i.e., she/he must grow from seeds, transplants or cutting. Grower must be responsible for all production operations.
  b) PLANT PRODUCER/NURSERYMAN: Grower who produces ornamental plants from seeds, cuttings or plants must have purchased them as seedlings and have sole ownership. Producer must grow seedlings for at least 3 weeks and plants for 3 months on the grower's own premises before they can be offered for sale. The grower must be the one responsible for all production and operations.

  If you qualify as a grower, you must have a VALID GROWER'S PERMIT issued by the Agricultural Extension office in the county where the crops are grown and listing the crops grown on the permit. You may sell only those products listed on your grower's permit.

- **NON-FARMER ELIGIBILITY**
  All other vendors (non-farmers) can qualify if they meet the requirements outlined in this package and also meet the following product eligibility requirements as listed in Product Eligibility section.

- **NON-PROFIT VENDOR**
  A maximum of one space each Sunday will be made available, on a rotating basis, for NON-PROFIT organizations to use as an educational opportunity. These are spaces for cultural arts, human service, environmental, educational, health, or other approved organizations. Non-profit status must be on record including 501 (c)(3) number. Non-profit applications are available upon request.

- **VEDOR CONDUCT**
  Vendors must wear shirts and shoes at all times in market area.
  Vendors must always act professionally with customers. Market Management/staff and fellow vendors. Failure to do so will result in termination of vendor participation in the market.

PRODUCT ELIGIBILITY

ONLY those products from the following categories will be allowed for sale:

- **PRODUCE RESELLERS** – Resellers with Florida produce.
- **BAKERY, BEVERAGE, CONFECTIONARY – FDACS permit required baked in approved facility.**
  Breads (natural, sour dough, specialty, ethnic, flatbreads, etc.), pastries, cookies, pies, cakes, tortes, bagels, muffins, candy, sweets, etc. Coffees, smoothies, fresh squeezed vegetable juices and teas.
- **CAFÉ & RESTAURANT – DBPR License required**
  Breakfast/lunch/snack menu that is fresh, healthy, low fat and high quality. The menu will be presented each season for review and vendor selection.
- **DAIRY, MEAT, POULTRY, SEAFOOD – FDACS permit required, approved source, country of origin labeling required by law**
  Local and imported cheese, specialty butter, cheese spreads, yogurt, ice cream; fresh, smoked and cured meat and poultry products (grass-fed and organic preference), deli, sausages; fresh seafood, fish and shellfish (frozen with permission and justification), no cutting on site.
- **EXOTICS, FLOWERS, ORCHIDS, PLANTS, TREES – FDACS Division of Plant Industry license**
  Tropical and fruit trees, fresh-cut flowers showing no deterioration or age, potted plants, fresh herbs.
- **FARMERS & GROWERS – FDACS permit may be required if packaged items sold**
  Preference will be given to organic, local county and state growers. Grade A quality produce only, including fresh squeezed juices processed by farm.
- **GOURMET & PROCESSED FOOD – FDACS permit required, manufactured in approved facility.**
  Pasta, sauce, ethnic specialties, jam, jelly, relish, mustard, dressing, salsa, infused vinegar, oil, olives, grains, beans, nuts, dried fruit, etc.

- **ALL NATURAL & HOME DÉCOR**
  Products must be 100% all natural and handmade. Ie: Soy candles, soaps, oils, vases, bowls, etc.
- **NO SALES OF: ALCOHOLIC BEVERAGES, JEWELRY, CLOTHES**

Any vendor selling item(s) not listed here and not approved by Market Management must stop selling those item(s) immediately and/or can result in termination of vendor participation in the market. To add a product(s) during the season, please supply written notification to the Market Manager for review and approval PRIOR TO SELLING.

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- Vendors are encouraged to use PET cups, biodegradable plates, utensils and food containers.
- There will be **no Styrofoam** products used or sold.
- Vendors are encouraged to use paper or biodegradable bags.
- All health regulation codes are to be adhered to for food storage, display, handling and serving (gloves in food handling, hats and hand washing supplies, food covered, and food products off the ground, etc.)
- Gloves and tongs MUST be used at all times for food handling.
- Hot items must be held above 135 degrees at all times.
- All unlabeled products need an ingredient listing available, if requested, e.g., bakery items.
- All products for human consumption must be covered, protected by a sneeze guard or wrapped as required by FDACS.

_____
Signature