

# APPENDIX A



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# Proposal Certification, Questionnaire & Requirements Affidavit

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**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**

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**PROCUREMENT OFFICE  
9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157  
ES \_\_\_\_\_**

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**CC \_\_\_\_\_**

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Solicitation No: <b>UP 1516-12-006</b>		Solicitation Title: <b>Notice of Receipt of Unsolicited Proposal and Request for Coral Reef Park – Farmers Market</b>	
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:	
No of Years in Business:	No of Years in Business Locally:
OTHER NAME(S) PROPOSER HAS OPERATED UNDER IN THE LAST 10 YEARS:	
FIRM PRIMARY ADDRESS (HEADQUARTERS):	
CITY:	
STATE:	ZIP CODE:
TELEPHONE NO.:	
TOLL FREE NO.:	
FAX NO.:	
FIRM LOCAL ADDRESS:	
CITY:	
STATE:	ZIP CODE:
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT:	
ACCOUNT REP TELEPHONE NO.:	
ACCOUNT REP TOLL FREE NO.:	
ACCOUNT REP EMAIL:	
FEDERAL TAX IDENTIFICATION NO.:	

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  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.

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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  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.

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**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       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.

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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  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  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:
Signature of Proposer's Authorized Representative:	Date:

State of FLORIDA                    )  
   )  
 County of \_\_\_\_\_)  
 of \_\_\_\_\_, 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:

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_ who stated that (s)he is the \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public for the State of Florida  
 My Commission Expires: \_\_\_\_\_

ES \_\_\_\_\_  
 CC \_\_\_\_\_

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. 11
- 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. 13
- 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. 13

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

*Cecelia A. Camp - Proposer*

# APPENDIX A

**PROPOSAL CERTIFICATION, QUESTIONNAIRE &  
REQUIREMENTS AFFIDAVIT**

## APPENDIX A



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9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157

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FIRM NAME: <b>A-Trend, LLC</b>	
No of Years in Business: <b>0 - Newly formed company</b>	No of Years in Business Locally: <b>0 - Newly formed company</b>
OTHER NAME(S) PROPOSER HAS OPERATED UNDER IN THE LAST 10 YEARS: <b>Fly's Country Kettle Corn</b>	
FIRM PRIMARY ADDRESS (HEADQUARTERS): <b>9611 Bahama Drive</b>	
CITY: <b>Cutler Bay</b>	
STATE: <b>FL</b>	ZIP CODE: <b>33189</b>
TELEPHONE NO.: <b>305-431-8220</b>	
TOLL FREE NO.: <b>N/A</b>	
FAX NO.: <b>305-234-3394</b>	
FIRM LOCAL ADDRESS: <b>Same as above</b>	
CITY:	
STATE:	ZIP CODE:
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT: <b>Cecelia A. Camp</b>	
ACCOUNT REP TELEPHONE NO.: <b>305-431-8220 / 786-303-1130</b>	
ACCOUNT REP TOLL FREE NO.: <b>N/A</b>	
ACCOUNT REP EMAIL: <b>Pbfarmersmk+@bellsouth.net</b>	
FEDERAL TAX IDENTIFICATION NO.: <b>81-3497042</b>	

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

YES  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: <i>Cecilia A. Camp</i>	Title of Proposer's Authorized Representative: <i>President/owner</i>
Signature of Proposer's Authorized Representative: <i>Cecilia A. Camp</i>	Date: <i>8/12/14</i>

State of FLORIDA )

County of MIAMI DADE)

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:

On this 12 day of AUGUST, 2014, personally appeared before me CELIA CAMP who stated that (s)he is the OWNER

*[Signature]* JON PATRICK IVINS  
Notary Public for the State of Florida  
My Commission Expires: \_\_\_\_\_



ES \_\_\_\_\_  
CC \_\_\_\_\_

**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.

• **VENDOR 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**.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 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

## VENDOR AREA

- Vendors will be assigned a vendor space for the season. However, vendors may be subject to relocation. The Market Management will make every effort to keep all vendors at their assigned locations throughout the season. **ANY VENDOR MAY BE RELOCATED AT THE DISCRETION OF THE MARKET MANAGEMENT.**
- No subletting or sharing of space/tent is permitted.
- It is the vendor's responsibility to supply all tents (Preferably a WHITE TENT and tent weights are mandatory – minimum of four 20 lb. weights), tables, table-skirts, scales, display materials, at least one garbage can, garbage can liners, electrical cords, cash floats, etc.
- If it is determined by The Market Management that a vendor's display is detracting from the overall site presentation, a change or improvement will be required.
- Vendor's products and set-up must not be placed beyond tent space boundaries.
- Handwritten signs are not allowed.
- Products must have prices posted.
- Table coverings must reach the ground.
- Vendors are responsible for removal of all trash related to their tent.
- Vendors are not to use public trashcans.
- Scales for weighing must meet the standard of the Florida Department of Agriculture and Consumer Services, and be certified by FDACS Weights and Measures.
- All business transactions must take place within your tent space.
- Smoking is not allowed under tent or in market area.
- Alcoholic beverages or illegal drug consumption is not allowed in market/parking areas.

Please describe your setup: (tent, cart, umbrella, or other). Submit (1) non-returnable photograph.

---

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Signature \_\_\_\_\_

## ELECTRICITY

Electrical outlets are not available. Generators are permitted if you need power for your space, however, all generators must be of the SILENT type.

## SET-UP/BREAKDOWN/CLEAN-UP

- SET-UP begins at 6:00 am
- Vehicles must be removed from market area by 7:30 am and parked.
- Every vendor **MUST** be completely set-up by 7:45 am
- BREAKDOWN starts at 2:00 pm
- Vendor must remain in vendor's tent until 2:00 pm, even if vendor sells out. Breakdown before 2:00 pm will result in termination of vendor participation in the market.
- Vehicles will not be allowed to enter market area for loading until 2:15 pm.
- Vendors **MUST** be broken down by 3:00 pm.
- CLEAN-UP ~ All items brought by vendor must be removed by vendor. All debris, boxes, vegetables, food, flower trimmings, or other materials must be cleaned up and removed from the market site. NO produce, food, trash, etc., may be disposed of on site.
- Cleaning charges will be charged back to the vendor. Failure to comply with any of these clean-up policies will result in a \$20.00 fine per instance in addition to any cleaning fees, which must be paid before the next Sunday. Multiple fines will result in termination of vendor participation in the market.

**CANCELLATION POLICY**

- Market will open rain or shine. Discount or refund based on weather or market attendance will be determined by the Market Manager.
- The Market Management reserves the right to cancel any market due to tropical storms or hurricanes.
- All vendors must notify the Market Manager by Friday at 9:00 am (phone call/voice mail/email message is required) if vendor will not be able to attend that Sunday's market.
- Failure to provide notice of absence for two Sundays will result in loss of space, loss of fees paid in advance and possible termination of future participation.
- If a vendor cannot attend a market for which a payment has been mad, and cancellation has been made 48 hours in advance, the Market Manager will transfer paid market fees to the next market date. Fees will be forfeited if cancellation is not made 48 hours in advance.
- **NO REIMBURSEMENT** will be made for fees paid if vendor decides to no longer participate in the market or whose participation in the market has resulted in termination.

Signature \_\_\_\_\_

**Inclement Weather/Lightning Policy**

*In the event of inclement weather, park staff should inform all guests of the impending risk and suggest they take cover. Multi-purpose fields, playgrounds, basketball courts, batting cages, tennis courts and any other open area can and will be altered to maintain safety of park patrons and staff. If there is lightning in the area, staff shall follow the 30-30 rule stating if lighting is detected and thunder is heard 30 seconds or less, all activities will be suspended. If there is no thunder 30 minutes after las thunder is heard, all venues at risk will re-open. Any park patrons in open areas will be notified of risk and will be encouraged to take cover. Staff will monitor radars and weather bulleting to assist in assessing risk to patrons and co-workers and in making the call to re-open at risk.*

**VEHICLE REGULATIONS**

- Vehicles must be removed from market area after unloading by 7:45 am and parked in vendor parking.
- Vehicles will not be allowed to enter market area for loading until 2:15 pm
- Danger to patrons and vendors will result in termination of vendor participation in the market.  
**NO EXCEPTIONS.**

List all vehicles (cars, trucks, trailers):

MAKE	MODEL	COLOR	TAG #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature \_\_\_\_\_

**VENDOR FEES**

- Vendor fees based on 10' x 10' space. Vendor fees to be determined for additional space requirements, seasonal and one-time vendors.
- Vendor fees are paid weekly. Full payment must be received by the Wednesday of each week or vendor will not be allowed to set up that Sunday.
- Vendors will be sent invoices for vendor fees by EMAIL.
- Fees may be paid in cash, check or credit card.
- Payment can be made as follows:
  - On-line
  - Mailed
  - In person

Signature \_\_\_\_\_

**I have read and understand the terms and conditions described in the Application/Contract & Policies document. I have also reviewed and signed each of the policies., indicating that I agree to abide by said policies. Further, I understand that any violations of these policies or hazards will result in immediate termination of vendor participation in the market**

Signature \_\_\_\_\_

The Village of Palmetto Bay and its representatives shall have no obligation or liability with respect to this application or the vendor selection and award process contemplated hereunder. Neither the Village of Palmetto Bay nor its representatives warrant or represent that any award or recommendation will be made as a result of accepting applications and further make no representation as to the exclusivity of any vendor selection. The Village of Palmetto Bay makes no warranty or representation that any application conforming to these requirements will be selected for consideration or approval. The Village of Palmetto Bay may accept or reject any applications, may select one or more vendors for a specific selection, may cancel the selection and any such action or other action taken by The Village of Palmetto Bay in response to applications submitted or in making a selection or failure or refusal to make any selection shall be without any liability on the part of The Village of Palmetto Bay or its representatives.

The Applicant jointly and severally, hereby hold harmless, indemnify and defend the Village of Palmetto Bay, its representatives, board of directors, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses or demands (including, without limitation, suits, actions, claims, costs, expenses or demands resulting from death, personal injury and property damage) or expenses of every kind and character, including reasonable attorney's fees, costs and appeals, arising or resulting in whole or in part, as a result of any tort, intentional action, negligent acts or omissions on the part of the Applicant or any of the participants as outlined in this application. This indemnification provision shall survive the termination of this contract and shall be in full force and effect beyond the term or termination of this contract, however, terminated.

Any vendor applicant who submits an application fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof.

Business Name \_\_\_\_\_

Applicant's Name (Print) \_\_\_\_\_

Signature of Authorized Agent or Applicant \_\_\_\_\_

Date \_\_\_\_\_

Approval Signatures Required:

\_\_\_\_\_

**Internal Use Only**

Date Received: \_\_\_\_\_

Date Application Approved: \_\_\_\_\_

Market Fee(s) \_\_\_\_\_

Approved \_\_\_ Yes \_\_\_ No

Additional Conditions or Changes to Application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VENDOR GUIDELINES

**Definition of Vendor:** All persons selling in a market area. Merchants who own stores and or businesses and participate in a market are also considered vendors and must follow vendor guidelines.

**Market Fees:** Market fees must be paid in advance by the close of the day on the day of the Market. Fees can be paid in cash, check or credit card. This payment guarantees a reserved space in the Market. If a vendor cannot attend a market for which payment has been made, cancellation made 48 hours in advance will transfer paid funds to the next market date. Funds will be forfeited if cancellation is not made.

Vendors who do not pay in advance but choose to come and obtain an unreserved space will pay prior to set up and will be assigned a space on a first come first served basis determined by the number of spaces available.

**Markets Operate Rain or Shine:** If a vendor elects to set up for product sales, even if rain reduces sales, a fee will be charged. In the case of advanced payment, if a vendor questions whether a market will be set up due to rain, he should call the Market Manager to protect his funds.

**Vendor Spaces Are Assigned by the Market Manager:** Vendors are expected to attend each weekend. If a vendor misses two market days without notice, his assigned space will be forfeited and he will re-apply for a market space.

**Vendor Display Area:** Vendors furnish their own tents, umbrellas, tables, cloths, carts, chairs, displays, trash cans, brooms and trash bags. Market standards are 10'x10' tents (Insta-shade, EZUp), market umbrellas with stands and table skirts (Dade Towel – 305-751-1284). Market aesthetics are very important.

**Tents and Umbrellas:** Vendor's tents and umbrellas must be weighed down immediately after set-up. Immediately following set-up of tables, the table skirts must be installed.

**Vendors Are Allowed A 10'x 10' Space:** All tables must fit within the 10'x10' space.

**Vendor Behavior:** Vendors must dress appropriately with shirts on at all times. Alcoholic beverage consumption by vendors is not allowed.

**Vendor Clean-up:** Vendors are responsible for removal of all trash related to their stand. They are not to use the public trash cans. They are to remove trash from the street. Vendors are advised to bring their own trash receptacle and broom.

**Vendor Rental Procedure:** An appointment must be made with the Market Manager to review the guidelines. The Market application and agreement must be completed and signed. Upon acceptance vendor will be allowed to participate in the market.

**State Sales Tax and Food Handling Permits:** Vendors must provide a copy of all such licenses required prior to joining the market. In the case of a food handling license, vendors must provide regular renewals. If a vendor does not follow the state guidelines for food handling they must leave the market.

**Parking:** Vendors must complete loading and unloading one- half hour prior to the opening of the market (7:30 am). Vendors arriving after the start of the Market (8:00 am) will not be permitted to set up. Following loading/unloading, vendor's vehicles must be removed from the loading/unloading area and parked within the assigned parking areas. Vendors found parking in the guest/customer parking area will be fined, risk having their vehicles towed at their expense, and/or asked to leave the market.

**Insurance:** Vendors should carry their own general liability insurance which covers property damage, personal injury and product liability. Most farm/business policies cover activities at the market. Check with your insurance carrier.

TAB 2

**SECTION 1 – QUALIFICATIONS**

**COMPANY INFORMATION**

**RESUME**



**CECILIA A. CAMP**

pbfarmersmkt@bellsouth.net ♦ 9611 Bahama Drive, Cutler Bay, FL 33189 ♦ (786) 303-1130

**OBJECTIVE**

To create a Green Market to provide consumers with high quality food and farm products at a convenient location; to provide producers with a profitable, well-organized and operated retail marketplace; and, to promote direct market relationships between consumers and producers. To personally ensure the orderly operation of the market while striking a fair balance between all participants.

**SKILLS**

- ♦ Word, QuickBooks, Excel, ConnectNow
- ♦ Database Management
- ♦ Payroll
- ♦ Accounts Payable & Accounts Receivable
- ♦ Event Planner/Coordinator
- ♦ Financial Reporting
- ♦ Project Management
- ♦ Quarterly & Annual Tax Filing & Reporting

❖ **AUGUST 1, 2016** – Formed A-Trend LLC as President/Owner solely for the operation of a Farmer’s Market

**EXPERIENCE**

Flip’s Country Kettle Corn, LLC – Cutler Bay, FL  
Manager – 2010 - 2016

- ♦ Research and procure event venues
- ♦ Negotiate contracts, submit vendor applications and fees
- ♦ Coordinate set-up, operation and break-down at each event
- ♦ Manage accounts payable/accounts receivable
- ♦ Apply for and maintain all licenses and permits
- ♦ File all quarterly and annual taxes

Progressive Marketing – Jacksonville, FL  
Manager – 2005 – 2009

- ♦ Coordinate set-up and break-down of Food Show booths throughout Florida in corroboration with Sysco and 60 major food vendors with over 5,000 attendees



MorningStar Renewal Center, Pinecrest, FL  
**Bookkeeper/Administrative Assistant – 2008 - 2016**

- Managed Payroll, 403b plans and benefits for employees
  - Vendor management, coordinating contracts and accounts payable
  - Facilitated training of employees within the Archdiocese of Miami in VIRTUS – Protecting God’s Children program
  - Created fund-raising events
    - o Coordinated all aspects of each event
- 

CHARLEE Homes for Children – Miami, FL  
**Development Assistant 2001 – 2007**

- Maintained Phlantrapeal, donor database
- Facilitated “Drives” to benefit Foster Parents within the system
- Liaison to the Board of Directors and Foundation Board
- Created and managed fund-raising events

**EDUCATION/CERTIFICATIONS**

Miami-Dade Community College

- Certificates in Computer Sciences and Real Estate
- 

**REFERENCES**

- Norma Gaverette, Director (305) 460-5607
    - o City of Coral Gables, Parks & Recreation
  - Marilyn March, Executive Director (786) 374-8868
    - o Women’s Fund Miami
  - Provence “Boo” Zamek, President/CEO (305) 984-1143
    - o “Just Ask Boo”
-

**SECTION 1 – QUALIFICATIONS**

**EXPERIENCE**

## Cecelia A Camp

9611 Bahama Drive

Cutler Bay, FL 33189

305-431-8220/786-303-1130

[pbfarmersmkt@bellsouth.net/meyerholz@bellsouth.net](mailto:pbfarmersmkt@bellsouth.net/meyerholz@bellsouth.net)

### Objectives

To create a Green Market to provide consumers with high quality food and farm products at a convenient location; to provide producers with a profitable, well-organized and operated retail marketplace; and, to promote direct market relationships between consumers and producers. To personally ensure the orderly operation of the market while striking a fair balance between all participants.

### Experience

#### Flip's Country Kettle Corn, LLC

2010 - Present

My partner and I successfully built a Kettle Corn business, six years ago, and in 2010 formed the Flip's Country Kettle Corn, LLC, naming him, Floyd Camp as President/Owner and myself as Manager. As Manager of the corporation I am responsible for all aspects of the operation of the kettle corn business which includes; procuring venues; submitting vendor applications and fees and coordinating set-up and break-down at all events. My management responsibilities also include all aspects of the bookkeeping portion of the company; applying for and maintaining all licenses and permits, accounts payable and accounts receivable; filing and payment of all quarterly and annual taxes.

My experience includes several Farmer's Markets: Tropical Park, Miami Springs, Pinecrest, Sunset Place, Weston YMCA and the most rewarding market has been the Coral Gables Farmer's Market because I have worked closely with and been mentored by Norma Gaverette, Director of the Coral Gables Farmer's Market. Norma has counseled me and given me the ideal example of how a Farmer's Market should be operated.

#### MorningStar Renewal Center

2008 - 2016

As Bookkeeper/ Administrative Assistant my duties were varied. As Bookkeeper I was responsible for all aspects of Accounts Payable, Payroll and filing all quarterly and annual reports.

As Administrative Assistant I was responsible for creating, organizing and executing all aspects of special events; creating flyers, advertising, printing & mailing invitations, creating menus, decorations, auctions, coordinating donations as well as follow-up bookkeeping and thank you letters. An example of some of the events I have coordinated: Archbishop Dinner - 100 guests, Craft Show - 25 vendors, Garage Sale, Fr. Fetscher Garden Party - 200 guests, Vacation Bible Camp - 75 kids, Summer Camp - 100 kids, Monthly Food Truck Event - over a dozen food trucks and 200 attendees, Volunteer Appreciation Dinner and I was responsible for conducting an Annual Christmas Wreath Sale.

**Cecelia A Camp**

9611 Bahama Drive

Cutler Bay, FL 33189

305-431-8220/786-303-1130

[pbfarmersmkt@bellsouth.net](mailto:pbfarmersmkt@bellsouth.net)/[meyerhotzc@bellsouth.net](mailto:meyerhotzc@bellsouth.net)

**CHARLEE Homes for Children**  
2001- 2007

As Development Assistant I worked with the Development Coordinator to create events, research venues, coordinate invitations, procure auction items, manage the event and follow-up reports, track donations and send thank you letters.

**Progressive Marketing**  
2005- 2009

As Event Manager I worked with Sysco too coordinate their annual food shows, setting up food booths for over 60 major food vendors.

**SunTrust Bank - Marketing**  
1992-1997

The Marketing Department at SunTrust was responsible for coordinating all events for the Bank, which included Art Shows, Receptions, Golf Tournaments and Sale Campaigns. I worked with the other "Marketeers" to develop and coordinate all aspects of each event.

**South Miami Hospital**  
1982-1992

As Assistant to the Director of Engineering I was responsible for all aspects of office management including bookkeeping, payroll and correspondence.

However, my proudest accomplishment was the development of the Annual Engineers Association Convention!

The Director of Engineering was the President of the Florida Engineers Association and he assigned me the huge task of creating a week-long convention for the annual meeting of the members of the Association.

I procured a venue at a hotel on Miami Beach, arranged for a block of rooms for the attendees, developed dinner menus and arranged daytime outings for the spouses of the Engineers.

I assembled packets and name badges for each Engineer and for the "Finale Dinner" I ordered trophies to be presented at the dinner.

The Engineers were so pleased with the results of the Convention that they presented me with a trophy for all of my hard work!

## Cecelia A Camp

9611 Bahama Drive

Cutler Bay, FL 33189

305-431-8220/786-303-1130

[pbfarmersmkt@bellsouth.net](mailto:pbfarmersmkt@bellsouth.net)/[meyerholzc@bellsouth.net](mailto:meyerholzc@bellsouth.net)

### References

Norma-Milena Gavarette, Special Events

Coordinator

City of Coral Gables

Parks & Recreation Department

405 University Drive

Coral Gables, FL 33134

305-460-5607

[ngavarette@coralgables.com](mailto:ngavarette@coralgables.com)

Provence "Boo" Zamek, President/CEO

"Just Ask Boo"

1505 Ferdinand Street

Coral Gables, FL 33134

(305) 984-1143

Ellen Accurso, Office Administrator

MorningStar Renewal Center

7275 S.W. 124th Street

Pinecrest, FL 33156

(305) 238-4367 - Office

(305) 495-1703 - Cell

Connie & Fred Rebozo, Retired

CHARLEE Homes for Children

12400 S.W. 62<sup>nd</sup> Ave

Pinecrest, FL 33156

(305) 668-3237 - Home

(305) 606-7963 - Cell

Tom & Vivian Cabrerizo

355 Arvida Parkway

Coral Gables, FL 33156

(305) 505-3003

Marilyn March, Executive Director

Women's Fund Miami

5935 S.W. 82<sup>nd</sup> Ave.

Miami, FL 33133

(786) 374-8868

**SECTION 1 – QUALIFICATIONS**

**FEES TO BE RECEIVED BY THE VILLAGE  
BUDGET/START-UP EXPENSES**

## EXPENSES

Salaries - Market Mgr - weekly	\$ 300.00
Rent to Village of Palmetto Bay	\$ 200.00
Liability Insurance - Weekly	\$ 25.00
Event Permit Fees	\$ -
Waste Removal - weekly	\$ 50.00

### ADVERTISING & MARKETING

Community Newspapers	\$ 12.50
Miami Herald - Neighbors	\$ 25.00
Website/Social Media	\$ 15.00
Email Blasts (Palmetto Bay)?	
<b>Total Weekly Expenses</b>	<b>\$ 627.50</b>

### EQUIPMENT Start-up costs

A-Frames ( 2)	\$ 260.00
Banners (2)	\$ 200.00
Signage	\$ 100.00
Printing	\$ 200.00
Trash Receptacles (3)	\$ 120.00
Recycling Receptacles (2)	\$ 80.00
Misc Supplies	\$ 400.00
10' X 10' Tents (3)	\$ 200.00
Tent Weights (8)	\$ 40.00
<b>Total Start-up costs</b>	<b>\$ 1,600.00</b>

Picnic Tables (5)	\$ 625.00
Picnic Chairs (20)	\$ 400.00
Picnic Umbrellas & Stands (5)	\$ 1,125.00

Based on the park fee schedule for the outdoor areas, I feel that \$200 per week/\$800 per month would be a fair rate to start out the Farmer's Market. As the Market builds, we could negotiate a higher rate for the Village. If granted the contract I would set up a bank account exclusively for the market and agreed upon payment would be automatically sent to the Village of Palmetto Bay weekly or monthly.

Tables, chairs and umbrellas will be purchased separately as the market builds.

# Start Up Costs

## Year 1

<i>Item</i>	<i>Amount</i>
A-Frame (2)	\$260.00
Banners	\$200.00
Signage	\$100.00
Printing Costs	\$200.00
Trash Receptacles (3)	\$120.00
Recycling Receptacles (2)	\$80.00
Misc Supplies	\$400.00
10'x10' Tents (1)	\$200.00
Tent Weights (2)	\$40.00
Total	\$1,600.00

## Year 2

<i>Item</i>	<i>Amount</i>
Printing	\$200.00
Picnic Tables (5)	\$625.00
Picnic Chairs (20)	\$400.00
Picnic Umbrellas & Stands	\$1,125.00
Trash Receptacles (2)	\$80.00
Recycling Receptacles (2)	\$80.00
Misc Supplies	\$400.00
10'x10' Tents (2)	\$400.00
Tent Weights (6)	\$120.00
Vendor Tables (4)	\$200.00
Honda Generator (2)	\$2,400.00
HD Extension Cords (4)	\$100.00
Dolly/Handtruck	\$80.00
Trailer	\$3,200.00
Clean-Up Equipment	\$200.00
Total	\$9,610.00

# Expenses

## Weekly Income

Item	Amount
Vendors (20 x \$40)	\$800.00
Vendors (10 x \$40)	\$400.00

## Weekly EXPENSES

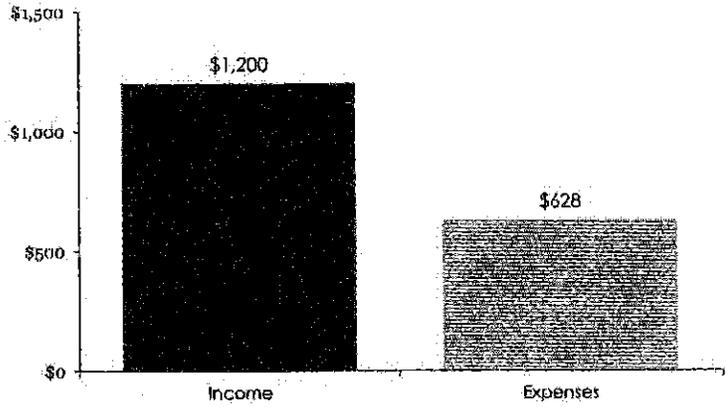
Item	Amount
Rent to Village of Palmett	\$200.00
Waste Removal	\$50.00
Liability Insurance	\$25.00
Market Manager Salary	\$300.00
Community Newspaper	\$12.50
Miami Herald - Neighbors	\$25.00
Social Media Facebook	\$15.00

## PERCENTAGE OF INCOME SPENT



## SUMMARY

Total Weekly Income	Total Weekly Expenses	Balance
\$1,200	\$628	\$573



**SECTION 1 – QUALIFICATIONS**

**POTENTIAL VENDOR LIST**

## Potential Vendor List

A Flair for Fudge  
A Spice Above  
Atelier Monnier French Bakery  
Bee Haven Farm  
Buzy Bee Honey  
Candles by Fatima  
Cao Chocolates  
CG International  
Cooney Groves  
Copperpot  
Crackerman Crackers  
Cutler Bay Hot Sauce  
D & S Tomatoes  
Dr. Pickle  
Ellee's Fine Granolas  
Flip's Country Kettle Corn  
Fossil Lamps  
Frankie's Pizza  
Giangrandi Gourmet  
Grass Fed Beef  
Pig Floyd  
In-Your-Face-Delights  
JC's Daily Bread  
Jerry's Here Farm Fresh  
Karens Kreations  
Laura's Produce  
Laurie's Pantry  
Lulu's  
Mama's Guava Bars  
Metro Deli  
Mr. Green Dean  
Native Conch  
Nautica Design Gallery  
Nisha's Flavors of India  
Novae Gourmet  
Olga's Plants & Produce

Hilary Saporta  
Angela Lima  
Frank Monnier  
Margie Pikarsky  
Angela Silvierra  
Fatima Martinez  
Ricardo Trillos  
Gabriel Daquerre  
Niles Cooney  
Thomas Wilfong  
Stefan Uch  
Tony & Terri Crapello  
Dominic Stingone  
Dr. D  
Ellen Kaplan  
Flip Camp  
Bob & Susan Hunter  
Rene Pasquerella  
Lili Giangrandi  
  
Patrick Sheehey  
Donald Elliott  
JC Stevens  
Jerry Sanchez  
Karen Darnell  
Laura & Victor Ramirez  
Laurie Landgrebe  
Luisa Santos  
Agustin Guardiola  
Joe & Karen  
Dean Richardson  
George Mira  
Lynda Scheuermann  
Ashmin Nisha  
Helen Cole  
Olga Gutierrez

Fudge  
Dips & Spreads  
Baked goods  
Produce & Eggs  
Honey  
Candles  
Chocolates  
Ravioli & Pastas  
Oranges & Juice  
Jams & Sauces  
Breads & Crackers  
Gourmet Hot Sauce  
Tomatoes  
Pickles  
Granola Cookies  
Kettle Corn  
Handcrafted lamps  
Pizza  
Olive Oil  
  
BBQ  
Chocolate covered  
Baked Goods  
Produce  
Jams  
Produce  
Gourmet Granola  
Nitrogen Ice Cream  
Guava Bars  
Deli Sandwiches  
Produce  
Conch Fritters  
Home Accessories  
Indian foods  
Hand crafted Jerky  
Plants & Produce

Pate Folie  
Pika Sauce  
Steve's Stone Crabs  
The Dolma Lady  
The Spiced Nut Factory  
Tropicala Flowers  
Sugar Mill Plantation

Isabel Andreu  
Terry Romeu  
Danny  
Lisa Burns  
Kathleen Harding  
Sydney Sathier  
Laurie Lee

Pates & Dips  
Pika Sauce  
Fresh Seafood  
Greek foods  
Spiced Nuts  
Cut flowers & plants  
Jamaican Rum Cakes

**SECTION 1 – QUALIFICATIONS**

**SAMPLE FLYER**



COMING SEPTEMBER 4<sup>TH</sup>!!

EVERY SUNDAY FROM 8 AM TO 2 PM

AT

CORAL REEF PARK

7895 S.W. 152<sup>ND</sup> ST.

PALMETTO BAY, FL 33157

786-303-1130

77

SUPPORTING LOCAL FARMERS, GARDENERS, ARTISANS AND FOOD  
RELATED ENTREPRENEURS

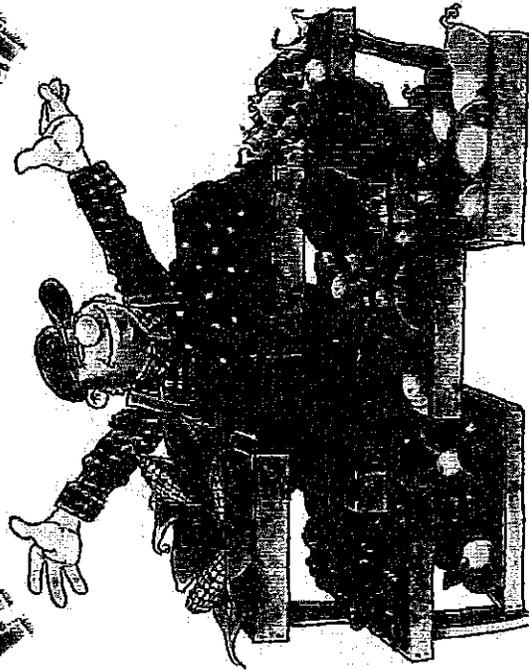
23

## **SECTION 1 – QUALIFICATIONS**

### **SAMPLE BANNER**

**ENJOY YOUR**

**FARMERS' MARKET**



**CORAL REEF PARK  
SUNDAYS**

**8 AM - 2 PM**

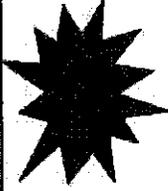
**VENDORS WELCOME**

**786-303-1130**

**SECTION 1 – QUALIFICATIONS**

**EXHIBIT 1  
SCHEMATIC**

77<sup>th</sup> Avenue



TABLE

Park Area



TABLE

← BATHROOMS

VEGGIE STANDS

UP TO 65 VENDORS

4	3	2	1
2	2	1	2
1	1	1	2
6	7	8	9
1	1	1	0

FENCE

VEGGIE STANDS

5	8	7	6	5
4	2	4	2	3
1	1	1	1	1
0	2	3	4	5
3	1	1	1	1
4	5	4	3	2

PARKING

PARKING

PARKING

HANDICAP PARKING

HANDICAP PARKING

SOCCER FIELDS

TENNIS COURTS

WALKWAY

24