



Downtown Improvement Board

Regular Monthly Meeting

Tuesday, February 23, 2021

7:30am

AGENDA

I. Call to Order

- a. Comments from the Chairman

II. Recurring Agenda

- a. Meeting was properly noticed
- b. *Approval of the proposed meeting agenda for February 23, 2021
- c. *Approval of the minutes from the regular meeting of the DIB held on January 26, 2021

III. Finance

- a. *DIB –January Financials

IV. On-Going Business

- a. StreetPlus January Report
- b. Marketing Report
- c. Palafox Market

V. New Business

- a. RFP for Legal Services
- b. *SunBelt Trolley Funding- Friends of Downtown collected \$1,500
- c. *Fountain Lighting Project Plaza Ferdinand

VI. On-Hold

(*) = approval item



- VIII. Upcoming Events
 - a. SunBelt Conference March 5th-7th
- IX. Public Comment
- X. Adjournment

Next meeting – March 23, 2021

MINUTES OF THE DOWNTOWN IMPROVEMENT BOARD

Regular Monthly Meeting

Tuesday, January 26, 2021, 7:30 a.m.

Attendance

Michael Carro, Chairman
Kevin Lehman, Jean Pierre N'Dione
Commissioner Robert Bender, *ex officio*
Casey Jones, City Council, *ex officio*
Walker Wilson, Executive Director
Sydney Barrow, Palafox Market & Event Manager

Call to Order

- a. Chairman Carro called the meeting to order at 7:32 a.m.

Recurring Agenda

- a. Mr. Wilson confirmed that the meeting was properly noticed.
- b. The proposed meeting agenda was unanimously approved.
- c. Minutes of the regular meeting of the DIB held on December 22, 2021 were unanimously approved.

Finance

- a. DIB December Financials were unanimously approved.

On-Going Business

- a. Palafox Market Farmers Update
 - i. Nick Simmons, Country Extension Director of UF/IFAS gave information on how to make the Palafox Market more appealing to local farmers.
- b. StreetPlus December Report
 - i. StreetPlus Manager, Lori Hughes, gave December Report, stating there were a few specific incidents that required their attention throughout the month. New hire, Tina, has been a great addition.
- c. Marketing Report
 - i. December Marketing Report was presented by Caron Sjoberg of Ideaworks
 - a. A discussion was held about what the DIB could do to improve the marketing dollars they are spending.
- d. Palafox Market

- i. Chairman Carro asked Sydney to create a spreadsheet for how many pay for and attend the market each week.

New Business

- a. Review of Merchant Townhall
 - i. Mr. Wilson informed the board that the Townhall meeting Thursday, January 21, 2021 was informative. Downtown merchants unanimously did not want to shut the street down.
 - ii. David, Owner of Cigar Factory, expressed that Cigar Factory is in support of shutting the street down.
- b. 1st QTR ED Bonus
 - i. 1st QTR ED Bonus was unanimously approved.
 - ii. Chairman Carro asked about bringing on a Marketing Intern from UWF, as Mr. Wilson brought up originally in his interview.
- c. Homelessness
 - i. Connie Bookman of Pathways for Change informed the Board about the meeting held between Pathways for Change, Waterfront Rescue Mission, Opening Doors, and the EPS Center, and the ideas that sprung from that meeting.
 - ii. Pathways for Change wants to create donation cards for people to give to Panhandlers instead of dollars.

Upcoming Events

- a. SunBelt Conference Basketball Tournament March 5th-7th

Adjournment

- a. Meeting was adjourned at 9:37 a.m.

**Minutes of the
Finance Committee
Tuesday, February 9, 2021**

Attendance: Adam Cobb, Malcolm Ballinger, Charlie Switzer, Mambwe Mutanuka, and Walker Wilson.

- I. Call to Order – Mr. Cobb called the meeting to order at 4:35 pm.
 - a) Mr. Cobb confirmed the meeting was properly noticed.
 - b) There was a motion and a second to approve the February 9, 2021 agenda.
 - c) There was a motion and a second to approve the January 21, 2020 special meeting minutes.
- II. On-Going Business
 - a) The committee requested a breakdown of if the Palafox Market is profitable or not.
 - b) The committee unanimously approved the January 2021 financials.
- III. New Business
 - None
- IV. Public Comment
 - None
- V. Adjournment the meeting was adjourned at 5:02 p.m.

DOWNTOWN IMPROVEMENT BOARD
Balance Sheet - For Management Use Only
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash - Coastal- 0237 Operating	
101.1 · BP Funds for Beautification	68,146.07
101.2 · LEAP Funds for Sign Maintenance	5,000.00
101 · Cash - Coastal- 0237 Operating - Other	-27,046.84
Total 101 · Cash - Coastal- 0237 Operating	46,099.23
Total Checking/Savings	46,099.23
Accounts Receivable	
140.4 · A/R-Property Assessments	590,629.00
Total Accounts Receivable	590,629.00
Other Current Assets	
140.5 · Due from Friends of Downtown	888.25
162 · City of P-Clean Up Deposit/Perm	1,000.00
164 · Prepaid Insurance	6,673.32
Total Other Current Assets	8,561.57
Total Current Assets	645,289.80
Fixed Assets	
Puppy Pit Stop Project	72,745.00
240 · Equipment	168,473.57
260 · Furniture & Fixtures	4,541.23
275 · Website Capitalized	10,850.00
300 · Less Accumulated Depreciation	-118,225.58
Total Fixed Assets	138,384.22
TOTAL ASSETS	783,674.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	1,025.00
Total Accounts Payable	1,025.00
Other Current Liabilities	
481 · Sales Tax Payable	485.42
453 · 403(b) Employer Contribution	537.86
458 · Due to 403(b) - Employee Contr	56.00
471 · Payroll Liabilities	1,366.98
4849 · Deferred Revenue Sign Maint	5,000.00
490 · Deferred Revenue-Prop Taxes	393,752.63
Total Other Current Liabilities	401,198.89
Total Current Liabilities	402,223.89
Total Liabilities	402,223.89
Equity	
32000 · Unrestricted Net Assets	410,241.59
587 · Fund Balance	
302-001 · Audit Reclass	39,018.00
587 · Fund Balance - Other	-115,563.00
Total 587 · Fund Balance	-76,545.00
589 · Add'l Paid in Capital	55,898.44
Net Income	-8,144.90

DOWNTOWN IMPROVEMENT BOARD
Balance Sheet - For Management Use Only
As of January 31, 2021

	Jan 31, 21
Total Equity	381,450.13
TOTAL LIABILITIES & EQUITY	<u>783,674.02</u>

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

January 2021

	Jan 21	Budget	\$ Over Budget	Oct '20 - Jan 21	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
1301 · Co-Op Participation	3,834.57	4,800.83	-966.26	15,633.63	19,203.32	-3,569.69	57,610.00
1302 · Compactor Construction Re-Paymt	1,827.00	500.00	1,327.00	5,742.00	2,000.00	3,742.00	6,000.00
4085 · LTU - Sidewalk Pressure Washing	0.00	541.67	-541.67	0.00	2,166.68	-2,166.68	6,500.00
4000 · Misc Income	0.00	0.00	0.00	1,060.82	0.00	1,060.82	0.00
4010 · Ad Valorem Revenue	49,219.09	49,219.08	0.01	196,876.33	196,876.32	0.01	590,629.00
4015 · CRA Interlocal Income	0.00	0.00	0.00	326,478.72	326,479.00	-0.28	326,479.00
4020 · Website Membership and Map Program Revenue	0.00	50.00	-50.00	0.00	200.00	-200.00	600.00
	7,420.00	6,725.00	695.00	21,079.54	26,900.00	-5,820.46	80,700.00
4040 · DPMD Cleaning Reimbursement	14,257.49	6,641.33	7,616.16	19,115.38	26,565.32	-7,449.94	79,696.00
4900 · Sales Tax Collected	-485.42	0.00	-485.42	-1,379.04	0.00	-1,379.04	0.00
Total Income	76,072.73	68,477.91	7,594.82	584,607.38	600,390.64	-15,783.26	1,148,214.00
Gross Profit	76,072.73	68,477.91	7,594.82	584,607.38	600,390.64	-15,783.26	1,148,214.00
Expense							
3001 · Compactor - Waste Services	3,530.89	4,441.58	-910.69	10,967.42	17,766.32	-6,798.90	53,299.00
3002 · City Compactor Build Repayment	0.00	500.00	-500.00	1,500.00	2,000.00	-500.00	6,000.00
3004 · Compactor - Security Fees	80.35	291.67	-211.32	1,701.41	1,166.68	534.73	3,500.00
3007 · Compactor - Electric	51.33	67.58	-16.25	208.14	270.32	-62.18	811.00
5227 · PPD Security	0.00	5,000.00	-5,000.00	0.00	20,000.00	-20,000.00	60,000.00
6012 · Market Security	528.00	500.00	28.00	552.45	2,000.00	-1,447.55	6,000.00
6011 · Market App Program Fee	0.00	166.67	-166.67	0.00	666.68	-666.68	2,000.00
5005 · Workers Comp Insurance	0.00	166.67	-166.67	0.00	666.68	-666.68	2,000.00
5000 · CRA Interlocal Payment	0.00	0.00	0.00	426,478.72	426,479.00	-0.28	426,479.00
5001 · Salaries, Benefits & Taxes	7,717.62	8,519.75	-802.13	32,970.47	34,079.00	-1,108.53	102,237.00
5006 · Board Meetings	0.00	541.67	-541.67	521.00	2,166.68	-1,645.68	6,500.00
5007 · Annual Meeting	0.00	83.33	-83.33	0.00	333.32	-333.32	1,000.00
5009 · Bank Charges	30.00	41.67	-11.67	120.00	166.68	-46.68	500.00
5004 · Insurance Expense-Other	834.17	1,404.17	-570.00	3,336.68	5,616.68	-2,280.00	16,850.00
5011 · Interest Expense	0.00	29.17	-29.17	0.00	116.68	-116.68	350.00
5012 · Office Rent	1,237.72	1,238.42	-0.70	4,950.88	4,953.68	-2.80	14,861.00
5013 · Office Supplies	83.17	125.00	-41.83	267.24	500.00	-232.76	1,500.00
5014 · Office Equipment/Software	46.00	449.50	-403.50	1,311.44	1,798.00	-486.56	5,394.00
5015 · Postage	0.00	16.67	-16.67	11.00	66.68	-55.68	200.00
5016 · Telecommunications	622.75	871.00	-248.25	3,020.55	3,484.00	-463.45	10,452.00
5017 · Website Support	341.25	416.67	-75.42	1,728.75	1,666.68	62.07	5,000.00
5018 · Website Hosting	0.00	333.33	-333.33	171.05	1,333.32	-1,162.27	4,000.00
5019 · Computer Support/Email Leasing	243.59	208.33	35.26	1,158.60	833.32	325.28	2,500.00
5020 · Dues, Subscriptions, Publicatio	417.98	208.33	209.65	773.05	833.32	-60.27	2,500.00
5021 · Travel Entertainment & Educ.	0.00	99.17	-99.17	292.00	396.68	-104.68	1,190.00
5023 · Marketing Consultants	3,095.25	3,500.00	-404.75	18,466.75	14,000.00	4,466.75	42,000.00
5024 · Bookkeeping	1,025.00	1,041.67	-16.67	4,715.00	4,166.68	548.32	12,500.00
5025 · Audit	0.00	0.00	0.00	8,850.00	18,000.00	-9,150.00	18,000.00
5026 · Legal Counsel	17.50	708.33	-690.83	2,223.60	2,833.32	-609.72	8,500.00
5027 · Economic Development	1,000.00	2,083.33	-1,083.33	4,197.92	8,333.32	-4,135.40	25,000.00
5029 · Donation to Friends of Downtown	0.00	0.00	0.00	0.00	75,000.00	-75,000.00	75,000.00
5080 · Florida Unemployment	2,747.93			2,747.93			
6000 · Palafox Market	4,286.22	6,058.33	-1,772.11	21,302.28	24,233.32	-2,931.04	72,700.00
7000 · Ambassador Program	11,157.38	13,282.58	-2,125.20	38,230.75	53,130.32	-14,899.57	159,391.00
Total Expense	39,094.10	52,394.59	-13,300.49	592,775.08	729,057.36	-136,282.28	1,148,214.00
Net Ordinary Income	36,978.63	16,083.32	20,895.31	-8,167.70	-128,666.72	120,499.02	0.00
Other Income/Expense							
Other Income							
4980 · Sales Tax Collection Allowance	7.11	0.00	7.11	22.80	0.00	22.80	0.00

DOWNTOWN IMPROVEMENT BOARD

Profit & Loss Budget Performance- For Mgmt Use Only

Accrual Basis

January 2021

	Jan 21	Budget	\$ Over Budget	Oct '20 - Jan 21	YTD Budget	\$ Over Budget	Annual Budget
Total Other Income	7.11	0.00	7.11	22.80	0.00	22.80	0.00
Net Other Income	7.11	0.00	7.11	22.80	0.00	22.80	0.00
Net Income	36,985.74	16,083.32	20,902.42	-8,144.90	-128,666.72	120,521.82	0.00

Treasurer's Report - DIB

MEMORANDUM

To: DIB Board

From: Walker Wilson, Executive Director

Subject: Treasurer's Report

Date: February

Total Income DIB January: \$76,072.73

Total Expense DIB January: \$39,094.10

Notes:

DIB - Jan		
<u>Code</u>	<u>Description</u>	<u>DIB Notes</u>
Income	<i>Overview</i>	<i>\$7,500 over targeted budget</i>
1301	Co-Op Participation	\$966 Under Budget
4030	Palafox Market	\$695 over budget - Phased Market opening
4040	DPMD Reimbursement	\$7,600 - over budget (invoice timing)
Expense		
Expense	<i>Overview</i>	<i>\$13k Under Budget</i>
5001	Salaries, Benefits & Taxes	\$800 Under Budget
5023	Marketing	\$400 Under Budget
5027	Economic Development	\$1,000 Under Budget
6000	Palafox Market	\$1,700 Under Budget
7000	Ambassador Program	\$2,100 Under budget (Credit on Invoice for previous overpayment)

MARKETING REPORT

destination + place marketing | PR | grants | events

ideaworks.co

JANUARY 2021 DELIVERABLES

EMAIL MARKETING

- Merchant e-news A: Skanska Fix Your Mess – Levin Law
- Merchant e-news B: Holding Skanska Accountable - AWKO
- Merchant e-news C: Sun Belt Trolley sponsorship information
- Merchant e-news D: Sun Belt Trolley reminder
- Merchant e-news E: Quarterly Merchant Town Hall announcement
- Merchant e-news F: Quarterly Merchant Town Hall reminder 1
- Merchant e-news G: Quarterly Merchant Town Hall reminder 2
- Newsletter database updates

DIGITAL / WEBSITE / SOCIAL

- Daily social media content, social media response, monitoring, audience building
- Downtown Pensacola website events production/promotion

DATA & REPORTING

- DIB monthly board report and presentation

GRANT OPPORTUNITIES / GRANTS

- Florida Humanities grant research
- Foo Foo Festival grant webinar and event research

SUN BELT CONFERENCE MARKETING

- Client discussions and strategy
- Sun Belt trolley route map production (in progress)

MEETINGS

- Coordinating with local non-profits for homelessness public education meeting
- Confirming room booking with SCI Building
- Attending Homelessness Input Meeting; compiling notes
- Weekly Marketing Strategy calls

REQUESTS/MISC. PRODUCTION

- Coordinating with Saenger Theater re venue booking
- Name plates production: Casey Jones, Walker Wilson, Sydney Barrow
- Past RFP research

PALAFX MARKET

- Client meetings and strategy
- Palafox Market trademark follow-up (ongoing)

TROLLEY ROUTE



BLUE ROUTE

1. Perfect Plain Brewery
2. Foko Coffee Barre
3. Joe Patti's Seafood
4. Community Maritime Park
5. Palafox + Garden
6. Plaza de Luna
7. Wild Greg's

PURPLE ROUTE

1. Odd Colony Brewery
2. Belmont-DeVilliers
3. NYN Badlands
4. Palafox + Zarragossa
5. Seville Square
6. Veteran's Memorial Park
7. McGuire's



TEAM BARS

- A** South Alabama - Perfect Plain
- B** Georgia Southern - Odd Colony
- C** Louisiana Rajun Cajuns - NYN Badlands
- D** Arkansas State - Fosko Coffee Barre
- E** Texas State - Wild Greggs
- F** Coastal Carolina - O'Riley's Irish Pub
- G** Little Rock - 200 South
- H** Georgia State - The Garden
- I** Appalachian State - Seville Quarter
- J** Troy - Pensacola Bay Brewery
- K** Louisiana Monroe - Cigar Factory
- L** Texas Arlington - Gulf Coast Brewery

REQUEST FOR PROPOSALS TO PROVIDE LEGAL SERVICES AS DIB GENERAL COUNSEL

Proposals are now being solicited from experienced and qualified Florida attorneys or law firms to provide legal services as General Counsel for the Pensacola Downtown Improvement Board (DIB), a political subdivision established by the Florida Legislature in 1972.

BACKGROUND

The mission of the DIB is (i) to market downtown Pensacola to business prospects and investors, (ii) to serve as an advocate for projects necessary to revitalize downtown Pensacola and to create in downtown a thriving urban neighborhood; (iii) to enhance downtown Pensacola as a place to work, visit, live and be entertained, and; (iv) to raise awareness of downtown Pensacola as an important business, residential, cultural and entertainment center in the Triangle metropolitan area. The DIB was incorporated as a dependant special district of the City of Pensacola per Chapter 189, Florida Statutes. The DIB was formed in April 1972. The long-term strategy of the DIB is formulated by an all-volunteer Board of Directors, comprised of Downtown property and business owners, while the day-to-day affairs are executed by the DIB's Executive Director and staff.

LEGAL REQUIREMENTS

All Federal, State, County, and local laws, ordinances, rules and regulations that in any manner affect the items covered herein shall apply, including but not limited to the DIB Special Act, Laws of Florida, Section 72-655 as amended.

This RFP and the resulting contract will be made and ended in Escambia County, Florida and shall be governed by the laws of the State of Florida. A proposed contract for services shall accompany the proposal.

SERVICES TO BE PERFORMED

The DIB seeks to engage an attorney with prior experience (paid or unpaid) as General Counsel of a public agency to be responsible for all facets of the general types of legal issues that might arise for such a position. The General Counsel will be expected to keep current on all aspects of law relevant to a special district and provide counsel and support to the Board and Executive Director in the following ways:

1. Attendance at meetings of the Board of Directors as requested by the board for the purpose of providing legal services and consultation;
2. Attendance at such other meetings as requested by the Board of Directors or Executive Director;
3. Preparation of resolutions, contracts, and the like concerning DIB business;

4. Preparation of written legal opinions on matters concerning the DIB at the request of the Board of Directors or the Executive Director;
5. Review of contracts, bid specifications, and purchasing documents for the purpose of legal and policy compliance, appropriate risk transfer, and risk analysis and avoidance;
6. Consultation with DIB staff regarding personnel matters, litigation, and other matters concerning DIB business;
7. Analysis of proposed or enacted legislation, published legal opinions, and other matters that may have an impact on the operations of the DIB;
8. Advising the DIB as to whether to file claims or commence litigation, and representing the DIB in connection with certain claims and litigation filed by or against the DIB except where, in the opinion of the General Counsel, special expertise is required;
9. Providing advice and assistance on matters of law related to the Florida Sunshine Statutes, conflict of interest, the DIB enabling legislation, and in seeking advice from other public entities;
10. Provide legal assistance and consultation to DIB staff and directors on matters of property rights and property management, including trespass, encroachment, lessee obligations, easements, and access; and
11. Such other activities as may arise from time to time and as requested by the Board of Directors or the Executive Director.

YOUR RESPONSE TO THIS RFP

Proposals must be submitted in writing and describe in adequate detail the following elements: a.) a description of the attorney's qualifications and experience, including areas of expertise, accomplishments, previous employers and previous or current public sector clients, b.) a description of the law firm including the size of the firm, others attorneys and support staff, location of the firm, and scope of its practice, c.) a resume including years of experience, education, and professional affiliations and licenses, d.) a description of legal services currently being performed or previously performed for public agencies, e.) a description of backup attorney(s) within the firm who would be available in the absence of the designated General Counsel, f.) describe regulatory action, tax liens, or legal sanctions taken or pending against the attorney or firm, g.) the addition of any "value-added" services that the responding attorney might bring to the engagement beyond the scope listed above, and h.) the total annual cost for each of next three years that the attorney or law firm proposes to provide the legal services desired. The Proposals shall also include certificates of insurance for Workers' Compensation to meet statutory limits in the State of Florida and professional liability insurance of no less than two million (\$2,000,000.00) dollars.

Proposals will be accepted during normal business hours via US Mail, hand-delivery, or courier service in the offices of the Pensacola Downtown Improvement Board at 226 South Palafox Place – Suite 106, Pensacola, Florida 32502 until 4:00 p.m. (central time) on Wednesday, April 14, 2021. Eight copies of the complete response to this RFP are required. Proposals shall clearly indicate the legal name, address, telephone number and e-mail address of the Proposer (company, firm, and partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal. All expenses for preparation and submission of the RFP to the DIB are to be borne by the Proposer.

The Proposals will be opened at 5:00 PM (Central) at 226 South Palafox Place – Suite 106, Pensacola, Florida 32502 on Wednesday, April 14, 2021.

EVALUATION OF PROPOSALS

The DIB seeks to obtain and purchase all services noted above at the lowest possible cost. In its evaluation of the proposals received, the DIB will consider and factor the cost structure proposed, compliance with the noted specifications, the relevant experience of the respondents, and understanding of DIB mission and authority. An examination of the firm's ability to perform the services desired, the reputation of the officers or representatives assigned to provide legal services on behalf of the DIB, and the location of its facilities may also, at the sole discretion of the DIB, be part of the criteria used to select an acceptable vendor before a contract is offered.

The DIB will meet on April 27, 2021 to consider the proposals and may elect to interview one or more of the proposers before a contract is offered at the meeting on April 27, 2021 or at a subsequent meeting on May 25, 2021. The successful proposer must be prepared to begin work no later than June 14, 2021.

In evaluating proposals, the DIB will consider all information that it deems relevant for awarding a contract including, without limiting the generality of the foregoing, price, ability to perform, experience and past performance. With regards to any proposals or proposals submitted in response hereto, to the extent permitted by law the DIB reserves the right to waive any errors, omissions, irregularities, and deviations if the DIB determines that such action is in the best interest of the DIB and/or public health, safety and/or welfare. Furthermore, to the extent permitted by law the DIB may waive any requirement or provision hereof and reserves the right to modify the requirements referenced herein, to reject any and all proposals, to modify (with the approval of the proposing party) the proposal, to negotiate with any proposing party regarding any price, term and/or condition, including increasing or decreasing a proposed price and/or the scope of the project.

This RFP is utilized merely as a vehicle to facilitate the evaluation of a Proposers and proposals. Except as required by law this RFP shall not in any manner grant and shall not be construed in any manner grant rights, benefits or expectations of any manner whatsoever to any person interested in submitting, contemplating submitting, or who in fact does submit a proposal in response hereto. The final terms and conditions of any project contemplated herein may be negotiated between DIB and any responsive Proposer and, except as required by law, the DIB shall not be required to accept any proposal or negotiate with any responsive Proposer notwithstanding perceived favorable provisions of price, time of performance, experience, quality of service, etc., contained in a responsive proposal. The DIB reserves the right to negotiate a proposal in the best interest of the DIB which may include adding or deleting terms and conditions from those specified herein and/or from the proposal upon by a responsive Proposer or contained in a responsive Proposer's proposal.

QUESTIONS AND ADDITIONAL INFORMATION

Questions regarding this RFP process and questions relative to the scope of services shall be addressed to Walker Wilson, DIB Executive Director, in writing at

walkerwilson@downtownpensacola.com and be received no later than 4:00 P.M. (Central) on March 31, 2021 . Any interpretations, clarifications, or changes made will be in the form of written addenda issued by April 7, 2021. Oral answers will not be authoritative.

PUBLIC ENTITY CRIMES

Pursuant to Florida Statutes Section 287.133(2)(a), are hereby notified 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 bid, proposal, or reply on a contract to provide any goods or services to a public entity (defined as the State of Florida, any of its departments or agencies, or any political subdivision); may not submit a bid, 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 bids, 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 contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. A “public entity crime” means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, “Public Records Law” and the “Government and Sunshine Law” respectively.

EQUAL EMPLOYMENT OPPORTUNITY

In connection with carrying out any project, the selected Proposer shall not ever have engaged in, and shall not during the term of the contract engage in, any discrimination against any employee or applicant for employment because of race, color, religion, national origin, age, or physical handicap.

PROTEST PROCEDURES

If a proposal of a Proposer is deemed non-responsive or non-responsible, the Executive Director of the DIB shall provide written notice of the decision to all Proposers.

The Executive Director of the DIB shall provide written notice of the decision to all the Proposers of an award of a contract.

The procedures outlined under Section 120.57(3), Florida Statutes shall be utilized to resolve any protests of a decision of the DIB arising from the contract solicitation or award process under this RFP with the exception that any person who is adversely affected by a decision of the DIB arising from the contract solicitation or award process under this RFP shall file with the Executive Director of the DIB a written notice of protest in writing within 72 hours after the a proposer's receipt of the written notice of the decision from the Executive Director of the DIB.

Any Proposer filing a protest shall submit with its protest a protest bond, payable to the DIB, in the amount of fifteen thousand dollars (\$15,000). If the protest is decided in the protester's favor the entire protest bond is returned. If the protest is not decided in the protester's favor the protest shall be forfeited to the DIB. The protest bond shall be in the form of a cashier's check.

From: Alan Gray <agray@sescolighting.com>
Sent: Wednesday, February 17, 2021 3:47 PM
To: Walker Wilson <walkerwilson@downtownpensacola.com>
Subject: RE: Fountain Lights

Walker,

We could get a ton of light on this fountain with four just fixtures mounted back in to the bushes right off the concrete pad. Check out the cutsheet on this Hadco fixture and the attached photometry study, as well. If you want a good example of this product I think we have it shining up the tree in the middle of the street between YMCA and Southtowne in the wonerf.

I show two extra light poles with decorative acorn heads but these four spots might get the job done for you. I also had light in the fountain but that would be costly to get that in there and the product isn't cheap, either.

The spots from Hadco cost \$179.00 each. So all four would be \$716.00 and then you'll just need to get them installed. I have had good luck with J. Miller Construction on City of Pensacola Parks jobs. Might try them to help you. Ask for Bill Andersdon.

Thanks,



Alan Gray, AICP
Outside Sales

200 E. Government Street, Suite 110 | Pensacola, FL 32502
P: (850) 262-0370 | C: (850) 510-0596 | F: (850) 262-0375

"If there is a problem with a SESCO product that you specified or we supplied, we will fix it. PERIOD"

Walker Wilson

From: Pat Baril <pat@thewallacecompany.com>
Sent: Friday, January 29, 2021 10:05 AM
To: Walker Wilson
Cc: Vic Wallace
Subject: Re: Fountain

Good Morning!

I went and looked at the fountain yesterday and here's my recommendation for lighting.

Install 4)SL09 stainless steel 12V (low voltage) underwater lights on 4 of the 8 corners of the lower basin. We would need to adhere to the basin with either screws or strong adhesive and run power to the center of the fountain where presumably there's power running the pump.

I would need to investigate the inside of that fountain to figure out how to make that happen, but it shouldn't be too difficult. Some additional expenses may be incurred as we explore.

Here's a link to the light I recommend

<https://sterling-lighting.com/product/sl09-underwater-light/>

The cost for the 4 lights/power and installation is \$1075

You could also add 4 more in the next basin for an additional \$1075, but I'd want to see what the first 4 look like first.

If you'd like color changing lights, you have a choice of a 2-light kit for \$2500 or a 4 light kit for \$3500. These operate on 110V and we'd need to confirm the amperage available within the fountain.

Personally, I prefer the white lights and think you'll get a longer life span from white only and low voltage.

If you wish to proceed, let me know when we can explore the inside of that fountain. We will also need billing information for this project.

Thanks for contacting The Wallace Company. Let me know if you have any questions.

Pat Baril
The Wallace Company
(850)454-6704

On Jan 21, 2021, at 4:51 PM, Walker Wilson <walkerwilson@downtownpensacola.com> wrote:

Hey Pat,

Thanks for getting back to me. Here are the pictures of the fountain.