



## Procurement Division

401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401  
Phone: 561-822-2100  
Fax: 561-822-1564

# Request for Quote

**RFQ 10-11-Q048**

## Sponsorship Acquisition and Event Fundraising Services

The City of West Palm Beach hereby solicits quotes from responsible and qualified sponsors to furnish acquisition services to obtain sponsorships and fundraising for the City's community events comprised of both special and signature events.

All sponsorship quotations must be received **3:00 p.m., Wednesday, October 5, 2011**, by the Procurement Division located at the address listed below:

City of West Palm Beach  
Procurement Division  
401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401

Sponsorship quotations shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and time the RFQ is scheduled to be received.

Interested parties may obtain a copy of this document at [http://www.wpb.org/procurement/procurement\\_opportunities.php](http://www.wpb.org/procurement/procurement_opportunities.php) or by contacting the Procurement Division at 561-822-2100.

**THE BID ENVELOPE MUST BE IDENTIFIED AS: RFQ 10-11-Q048.**

By: Althea Pemsel  
Althea Pemsel, MA, C.P.M.  
Procurement Official

PUBLISH: Palm Beach Post  
Sept. 25, 2011

# **Sponsorship Acquisition and Event Fundraising Services**

## **1. PURPOSE AND INTENT**

The City of West Palm Beach hereby solicits quotes from responsible and qualified firms which can acquire sponsorships or event fundraising for the City's community events comprised of both special and signature events. The City's Signature events are those events that reoccur either yearly, semi-annually, quarterly or monthly. Other events may occur as opportunities arise or as special one-time events. As a result, sponsorship opportunities are available either single and/or multi-year as well as on an as-needed basis for periodic events in the City. See **Attachment A** for the full description of events. The selected firm will exclusively acquire sponsors for the City of West Palm Beach and will not solicit, secure or service sponsors for another entity during the term of their contract with the City of West Palm Beach.

## **2. GOALS AND OBJECTIVES**

To solicit, secure and maintain existing and new cash, in-kind and media sponsors to assist in underwriting the expenses of current and future signature and periodic events for the City of West Palm Beach. To develop a Sponsorship work plan which includes steps for solicitation, negotiation and servicing of annual, multi-year and multi event sponsors..

Preference will be given to those sponsors who:

- a. Enhance citizen attendance and participation in the event (primarily media support), and/or
- b. Donate an amount of cash and/or in-kind goods and services for the event which helps materially in defraying event costs, and
- c. Engage in a business that is supportive of and relates to the purpose and theme of the event
- d. The following are examples of sponsorship categories or types normally utilized: Media, cellular phones, health care service providers, retail chains, financial institutions, food and beverage retail/manufacturers, automotive dealerships, restaurants, hospitality industries, and airlines.

## **3. SCOPE OF WORK FOR EVENT SPONSORSHIP**

If the City is delayed in providing delivery by reason of unforeseeable causes beyond their control and without fault or negligence, including, but not restricted to, acts of God, the period herein specified for delivery shall be extended by such time as shall be approved by the Procurement Official.

If requested by the City, the Contractor will be required to supply any operational manuals for equipment.

#### **4. TERM OF CONTRACT**

The successful quotation may be awarded a contract for one (1) year with the option to renew for two (2) additional twelve (12) month periods. Option for renewal will only be exercised upon mutual written agreement and with all terms and conditions remaining adhered to with no deviations. Any renewal will be subject to appropriation of funds by the City. The City reserves the right to delete or amend any of the services as listed and described herein.

The City shall have the option of extending this contract at the current rates one month at a time, not to exceed six months.

#### **5. LOBBYING PROHIBITED**

As to any matter relating to this RFQ, Respondents or anyone representing a quote are advised that they are prohibited from contacting or lobbying the Mayor, any City Commissioner, City staff, Evaluation Committee, or any other person authorized on behalf of the City related or involved with this RFQ. For purposes of clarification, a team's representative shall include, but not be limited to, the team's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the team. All oral or written inquiries are to be directed to the Procurement Official. Any violation of this condition may result in rejection and/or disqualification of the Respondent.

**The "No Lobbying Condition" is in effect from the dated of the publication of the RFQ and shall terminate at the time the City signs final award contract(s) for the bid, rejects all quotes, or otherwise takes action which ends the solicitation process.**

#### **6. TENTATIVE SCHEDULE**

Listed below are the tentative dates and times for this project. The Procurement Division may find it necessary to revise the schedule to accomplish its tasks.

| <u>ACTION</u>           | <u>COMPLETION DATE</u>     |
|-------------------------|----------------------------|
| RFP Issue Date          | September 23, 2011         |
| Final Question Due      | September 27, 2011         |
| Proposal Due            | October 5, 2011, 3:00 p.m. |
| Initial Proposal Review | Week of October 10, 2011   |

## **TERMS AND CONDITIONS**

### **1. SUBMITTAL INFORMATION**

***The original and two (2) copies of your quote*** shall be submitted to the Procurement Division at the time and date specified. At the designated time and place, the City Procurement Official or designee will publicly open the quotes. These documents constitute the complete set of specification requirements and quote forms. It is the responsibility of the Respondent to insure that all pages are included. Therefore, all vendors are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to the Procurement Division. **ALL QUOTATIONS MUST BE SUBMITTED ON THE PROVIDED "REQUEST FOR QUOTE" FORM. QUOTATION PROPOSALS ON VENDOR LETTERHEAD/QUOTATION FORMS WILL NOT BE ACCEPTED.**

All RFQ's must be typed or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. **SIGNATURES ARE REQUIRED WHERE INDICATED; FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF QUOTE.**

Respondents shall not be allowed to modify their quotes after the opening time and date. Quote files may be examined during normal working hours, after quote opening, by appointment only.

Time is of the essence and any RFQ received after **3:00 p.m., Wednesday, October 5, 2011** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Procurement Division. Quotes shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour quotes are scheduled to be received. Offerors are responsible for insuring that their quote is stamped by Procurement Office personnel by the deadline indicated. The City shall in no way be responsible for delays caused by any other occurrence. Offers by telephone, telegram or facsimile shall not be accepted.

### **2. CLARIFICATION/INTERPRETATION AND ADDENDA TO THE RFQ**

No interpretation or changes to the meaning of the Request for Quote will be made to any vendor orally, except by written addendum. Complete the Vendor Registration on page 18 and fax back to the Procurement Division in order to receive future addenda related to this solicitation. All questions regarding this RFQ should be submitted in writing and must be received no later than **5:00 p.m., Tuesday, September 27, 2011 to the address listed below:**

City of West Palm Beach, Procurement Division  
Maureen Hansraj, Purchasing Agent  
401 Clematis Street, 5<sup>th</sup> Floor, West Palm Beach, FL 33401  
Ph: (561) 822-2106, Fax: (561)822-1564  
Email: [mhansraj@wpb.org](mailto:mhansraj@wpb.org)

All questions that change the scope of work or alter the contents of these documents will be answered via addendum. Addendums will form an integral part of the quote and shall modify and become part of the RFQ document.

### **3. FEDERAL AND STATE TAX**

The City of West Palm Beach is exempt from Federal Tax and State Tax for Tangible Personal Property. The Procurement Official will sign an exemption certificate submitted by the successful Respondent. Vendors or contractors doing business with the City of West Palm Beach shall not be exempted from paying sales tax.

### **4. LEGAL REQUIREMENTS**

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.

- a. Vendors doing business with the City are prohibited from discriminating against any employee, applicant, for employment, or client because of race, creed, color, ancestry, religion, national origin, sex, sexual orientation or age with regard to, but limited to, the following: Employment practices, rates of pay or other compensation methods, and training selection.
- b. The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the City of West Palm Beach for any terms and conditions not specifically stated in the Invitation for Quote.
- c. The obligations of the City of West Palm Beach under this award are subject to the availability of funds lawfully appropriated for its purpose.
- d. This Invitation for Quote shall be included and incorporated in the final award. The order of contractual precedence will be the purchase order or price agreement release, quote document (original Terms and Conditions), and response. Any and all legal action necessary to enforce the award will be held in the City of West Palm Beach and the contractual obligations will be interpreted according to the laws of Florida.

### **5. EEO STATEMENT**

Equal Opportunity: The City of West Palm Beach believes in equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination, and is committed to nondiscrimination because of race, creed, color, sex, age, or national origin.

## **6. CONFLICT OF INTEREST**

The award hereunder is subject to provisions of State Statutes and City Ordinance. All Respondents must disclose with their quote the name of any officer, director, or agent who is also an employee of the City of West Palm Beach. Further, all Respondents must disclose the name of any City employee who owns, directly or indirectly, interest of ten percent (10%) or more in the Respondent's firm or any of its branches.

## **7. NON-COLLUSION**

Respondent certifies that their quote is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quote for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to or after delivery of material or provision of service. Any such violation may result in award cancellation, return of materials, discontinuation of services, removal from vendor list(s), and/or disbarment or suspension from doing business with the City of West Palm Beach.

## **8. CRITERIA FOR SELECTION OF SPONSORS:**

As per the Procurement Ordinance, the selection of a Respondent(s) with whom to contract shall be based on the "best value to the City" using the criteria listed below.

- a. Skill and Experience  
3 – 5 years' experience within the last five (5) years (1 year must be locally)  
Show retainage in obtaining sponsorship.  
Evidence of media sponsorships
- b. Evidence of corporate relations within the last five (5) years
- c. Multi-year sponsorships, evidence of media sponsorships (commission structure not to exceed 25% and renewals are negotiable pricing)

Preference will be given to those sponsors who:

- a. Enhance citizen attendance and participation in the event (primarily media support), and/or
- b. Donate an amount of cash and/or in-kind goods and services for the event which helps materially in defraying event costs, and
- c. Engage in a business that is supportive of and relates to the purpose and theme of the event
- d. The following are examples of sponsorship categories or types normally utilized: Media, cellular phones, health care service providers, retail chains, financial institutions, food and beverage retail/manufacturers, automotive dealerships, restaurants, hospitality industries, and airlines.

## **9. AWARD**

The City of West Palm Beach reserves the right to award on an “all or none” basis or to award on a “line by line” basis, whichever represents the best interest of and value to the City.

## **10. ACCEPTANCE/REJECTION OF QUOTES**

The Procurement Official reserves the right to accept or to reject any or all quotes and make the award to that Respondent, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City of West Palm Beach also reserves the right to reject the quote of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The City reserves the right to inspect all facilities of Respondents in order to make determination as to the foregoing. The City reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-quote. Additionally, proposals may be considered irregular and may be rejected if the proposal:

- a. Does not strictly conform to the requirements of the quote
- b. Shows omissions
- c. Quote form is altered
- d. Additions not called for are added
- e. Conditional terms by Respondent
- f. Unit prices are, in the opinion of the City, unbalanced either in excess or below the reasonable cost analysis values
- g. Quotes are over the approved budget for the project.

## **11. PROTEST PROCEDURE**

Protest must be addressed to the Procurement Official, in writing, identifying the protester, the solicitation and the basis for the protest and must be received by the Procurement Division within seven (7) calendar days that the aggrieved person knew or should have known of the facts giving rise to the protest. The protest is considered filed when received by the Procurement Division.

Failure to file protest as outlined in the City of West Palm Beach Purchasing Ordinance shall constitute a waiver of proceedings under the referenced City Ordinance.

## **12. QUOTE FORMS**

All quotes must be submitted on our City’s Quote Proposal form. Quotes on vendor quotation forms shall not be accepted.

### **13. RESPONDENTS RESPONSIBILITY**

Each Respondent is required, before submitting their proposal, to carefully examine the request Scope of Work and to completely familiarize themselves with all the terms and conditions that are contained within this RFQ. Ignorance on the part of the Respondent will in no way relieve them of any of the obligation will be interpreted according to the laws of Florida.

### **14. RESPONDENTS PRICING**

Respondent warrants by virtue of quoting that their quotes shall remain firm for a period of ninety (90) days from the date of RFQ opening. Quotes having erasures or corrections must be initialed in ink by the respondent. Respondents may offer a cash discount for prompt payment. However, such discounts will not be considered in determining the lowest net cost of the quote evaluation purposes unless otherwise specified in this invitation.

### **15. PROPOSAL PREPARATION COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this solicitation.

### **16. INVOICE AND PAYMENT DOCUMENTATION**

The City will make payment after services have been performed and commodities received, accepted and properly invoiced. Invoices must bear the purchase order number. The invoice shall contain at a minimum the City's purchase order number, product and/or service description, unit price, quantity, date shipped, delivery location, name of City employee who signed for delivery.

Invoices shall be submitted to City of West Palm Beach, Accounts Payable, PO Box 3366, West Palm Beach, FL 33402.

### **17. FLORIDA PROMPT PAYMENT ACT**

The City of West Palm Beach abides in Chapter 218, Part VII, Florida Prompt Payment Act (ss. 218-70-218.80) which provides prompt payment, interest payments a dispute resolution process and payments for all purchases be made in a timely manner for properly executed invoices by local governmental entities.

### **18. INSURANCE REQUIREMENTS**

The awarded Contractor shall procure and maintain for the life of this contract agreement, insurance coverage obtained and written in the State of Florida of the following types and amounts:

**A. Comprehensive General Liability:** The minimum amount of coverage shall

be \$1,000,000.00 per person; \$2,000,000.00 per occurrence.

- B. Automobile Liability:** The minimum amount of coverage shall be \$1,000,000.00, Combined, Single Limit for Bodily Injury and Property Damage Liability. This policy shall be an "Any Auto" or Comprehensive policy.
- C. Worker's Compensation Insurance:** Worker's compensation insurance must meet minimum statutory limits and comply with Florida Statutes 440, Worker's Compensation Law. Employer's liability insurance must be maintained in an amount not less than \$100,000.00.

Liability shall include but not be limited to coverage for Premises/Operations, Products/Completed Operations, Contractual, to support the Contractor's Agreement or Indemnity.

The City of West Palm Beach shall be named as additional insured on all applicable policies. Certification of Insurance covering the aforementioned insurance requirements shall be submitted prior to the signing of a contract and maintained current on file with the City of West Palm Beach during the contract period. Thirty days written notice must be provided to the City of West Palm Beach in the event of insurance cancellation.

## **19. LAWS TO BE OBSERVED**

In the prosecution of this Contract, the Contractor shall exercise care to see that all Federal, State, county and Municipal Laws, ordinances or regulations are observed, both by himself and his direct or indirect employees. He/she shall take reasonable care at all times to insure that proper protection of personnel involved is provided.

## **20. INDEMNIFICATION**

Contractor agrees to protect, defend reimburse, indemnify and hold the City, its agents, employees and elected officers and each of them free and harmless at all times from and against any and all claims, liability, expenses, losses, suits, costs, fines and damages (including attorney fees) and causes of action of every kind and character against or from the City by reason of any damage to property or the environment, or bodily injury (including death) incurred or sustained by any party hereto, or of any party acquiring any interest hereunder, and any third or other party whomsoever, or any governmental agency, arising out of or incident to or in connection with Contractor's performance under this Agreement, Contractor's acts, omissions or operations hereunder, or the performance, non-performance or purported performances of the Contractor a any breach of the terms of this Agreement; provided however, the Contractor shall not be responsible to the City for damages resulting out of bodily injury or damages to property which Contractor can establish as being attributable to the sole negligence of the City, its respective agents, servants, employees or officers.

This indemnification shall include, but not be limited to, suits, actions, or claims brought because of any injuries or damage sustained by any person or property on account of

the Contractor's operations in connection with the Contract; or on account of or in consequence of any neglect in constructing the work; or because of any act or omission by the Contractor; or because of any claims or amounts recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the contractor under this contract; as is considered necessary by the City, may be retained for the use of the City, or in case no money is due, his surety shall be held until such suits, actions, or claims for injuries or damages, as aforesaid, shall have been steeled and suitable evidence to the effect furnished to the City.

**21. BANKRUPTCY/INSOLVENCY**

At the time of submittal of bid, contractor shall not be in the process of or engaged in any type of proceedings in insolvency or bankruptcy, either voluntary or involuntary or receivership proceedings.

**22. INDEPENDENT CONTRACTOR RELATIONSHIP**

The successful contractor(s) is and shall be, in the performance of all work, services and activities under the contract, and independent contractor and not an employee, agent or servant of the City. All persons engaged in any of the work or services performed pursuant to the contract shall at all times, and in all places, be subject to the Respondent's sole direction, supervision and control.

**23. PROCUREMENT OFFICIAL AS REFEREE**

The Procurement Official is hereby designated as the direct representative of the City and shall settle all disputes or questions of doubt that may arise as to the meaning of any clause in these specifications, or methods of prosecution of the contract, and the decision shall be final and conclusive.

**24. CITY AS GATEKEEPER OF DOCUMENTS**

This document is issued directly by the City of West Palm Beach and the City shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the vendor to confirm the legitimacy of procurement opportunities or notices directly with the Procurement Division. The City is not responsible for any solicitations advertised by subscribers, publications, or other sources not connected with the City and the vendor should not rely on such sources for information regarding any solicitation made by the City of West Palm Beach.

**25. PURCHASING AGREEMENTS WITH OTHER FLORIDA AGENCIES**

All contractors submitting a response to this Request for Quotation agree that such response constitutes a quote to all political entities in the State of Florida, under the same conditions, for the same prices and the same effective period as this contract, should the Respondent feel it is in their best interest to do so. This agreement in no way restricts or interferes with the right of the City of West Palm Beach, Florida, to

requote any or all items.

**26. TERMINATION**

The City shall have the right to terminate this Contract, in whole or in part, with or without cause, and for its convenience, upon five (5) days written notice to the Vendor.

In the event of termination, the City shall compensate the Vendor for all authorized work satisfactorily performed through the termination date under the payment terms set forth herein.

**27. CONTRACT UTILIZATION**

While this contract is being established for the City of West Palm Beach, Parks and Recreation Department, additional City departments may utilize this contract on an as needed basis. Any additional services purchased, will be in coordination with the City representative to maximize the benefits to the City.

## BID SUBMITTAL FORM

1. Idea(s):

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2. Narrative of Approach:

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(Additional sheet(s) may be attached to present ideas and approach stated above)

3. Fee Structure:

Fixed Fee \_\_\_\_\_

Commission Based \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Official authorized to bind Bidder*

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Failure to fully complete and sign this Bid Form shall result in rejection of the Bid.**

## ADDENDA REGISTRATION FORM

Proposers shall complete and return this form to the Procurement Division prior to **5:00 p.m., September 27, 1011 in order to receive addenda(s).**

It is the responsibility of the Bidder to ensure receipt of all addenda.

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone :(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred Method of Receipt:     Hard Copy     Fax     E-Mail



award under this RFP and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Proposer, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from an award.

10. I hereby depose and say that no portion of the sum to be paid in connection with the services under this RFP will be paid to any employee of the City of West Palm Beach as a commission, kickback, reward or gift, directly or indirectly by me or any member of Proposer firm or by an officer of the corporation.

11. Proposer certifies the compensation and hourly rates and other expenses or costs to be compensated as proposed are accurate, complete and current and the time of contracting and no higher than those charged to the Proposer's other customers for the same or substantially similar service in the Southeast Region of the United States during the preceding twelve (12) month period.

12. Proposer certifies to the best of its knowledge and belief that no funds or other resources received in connection with an award of a contract from this RFP will be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

I certify or affirm that to the best of my knowledge and belief, the above statements are true.

Proposer Firm: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

AFFIRMED AND SIGNED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011

by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title*) of

\_\_\_\_\_ (*Proposer firm*), and who is personally

known to me or produced \_\_\_\_\_

as identification.

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Notary Public (Print and Sign Name)

Notary Stamp:

Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

*In the event Proposer cannot execute this form as drafted, Proposer may substitute a similar Representations and Disclosure certifying to the facts applicable to the Proposer.*

**AFFIDAVIT OF NON-COLLUSION AND PUBLIC ENTITY CRIME**

State of \_\_\_\_\_ }

County of \_\_\_\_\_ }

\_\_\_\_\_, being first duly sworn, disposes and says that:

(Name)

1. I am the \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of Company)

Consultant firm that has submitted a proposal in response to the above-referenced RFP;

- 2. Such proposal is genuine and is not collusive or sham;
- 3. Neither the Consultant nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham proposal in connection with the contract for which the referenced RFP has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, consultant, firm or person to fix the price or prices in the our proposal or of any other proposal, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of West Palm Beach or any person interested in the proposed Contract; and
- 5. The following Officer, director or agent of Respondent is also an employee of the City of West Palm Beach: \_\_\_\_\_ (if none, write "None").
- 6. The following employees of the City of West Palm Beach own, directly or indirectly, an interest of 10% or more in Respondent firm or any of its affiliates or subsidiaries: \_\_\_\_\_ (if none, write "None").
- 8. Neither the Consultant nor any officer, director, partner, shareholder, employee, member or agent, who is active in the management of Consultant firm, or any affiliate or subsidiary of the firm has been convicted of a public entity crime or action regarding antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation with respect to any bid or contract for goods or

services to be provided to any public entity, or has been listed on the state Convicted Vendor List, within thirty-six months prior to the date of Consultant's proposal.

(Signed) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Title) \_\_\_\_\_

The foregoing Affidavit of Non-Collusion and Public Entity Crime was acknowledged before me this \_\_\_\_\_ (Date)

by: \_\_\_\_\_

\_\_\_\_\_ who is personally known to me or

\_\_\_\_\_ who has produced \_\_\_\_\_ as

identification and who (did/did not) take an oath.

\_\_\_\_\_  
Notary Public (Print & Sign Name)

Commission No. \_\_\_\_\_

**Attachment A**

**List of City Events**

**Available for Sponsorship**

## Attachment A

### CITY OF WEST PALM BEACH EVENT DESCRIPTIONS

The City of West Palm Beach completed the beautiful, new Waterfront in February, 2010. The grand, Cirque Magik Opening initiated a new era of programming in our dynamic downtown. A slate of innovative, diverse events and activities has launched or will be started in the next few months. Combined with the City's existing signature events and events produced by outside promoters, there is exciting programming on the new Waterfront five to seven days a week.

The traditional City events of Clematis by Night, Sunday on the Waterfront, and 4<sup>th</sup> on Flagler, and West Palm Beach Greenmarket are complemented by the three new monthly events outlined below

#### **Waterfront Programming:**

1. **Screen on the Green** Outdoor movie watching was never more inviting than on the West Palm Beach Waterfront. Join us for family-friendly movies in an open-air theater we've set up just for our "Screen on the Green" series. Enjoy some favorite old classics and newer films in our theater under the stars. Sit on the Great Lawn overlooking the spectacular waterfront in the heart of downtown West Palm Beach. Bring a blanket or a chair and we've got great snacks and beverages available from our downtown merchants.

**2011 Dates:** Sept. 9, October 28, November 11, December 9.  
Starting January, 2012- the 2<sup>nd</sup> Friday of every month.

2. **Jazz on the Palm (3<sup>rd</sup> Friday every month)** Swing into smooth improvisation and cool vocals as we showcase the Jazz on the Palm music series. Featuring local artists, great food and beverages. Bring your beach chairs and blankets to hang on the Great Lawn. Come for an enjoyable evening as musicians alter harmonies, melodies and chords at will on the beautiful West Palm Beach Waterfront. FREE Groovin' begins at 8PM.

3. **Clematis by Night (Thursdays 48 X per year)** Enjoy a new spin on West Palm Beach's classic high energy concert series and the party venue rotates 180 degrees to take advantage of the City's fabulous new Waterfront. Look for a new beverage area with added tables and seating. Cruise through classic cars on the first Thursday of each month, see the Explorers Motorcycle Club exhibit on the 2<sup>nd</sup> Thursday, visit the funky merchants of Northwood Village on the 3<sup>rd</sup> Thursday and enjoy interactive displays for the family on the 4<sup>th</sup> Thursday with the Armory Art Center and Palm Beach Photographic Museum.

4. **Gingers Dance Party (Saturdays)** Its time to celebrate the good times and dance downtown with Ginger and her friends. Professional DJ's spin the tunes from the past to present. 7pm – 10pm on the Palm Stage.

**2011 Dates:** Sept 10 October 1, November 5, December 10.

Beginning January, 2012: 1<sup>st</sup> Saturday of the Month.

5. **4<sup>th</sup> on Flagler July 4<sup>th</sup>** 100,000 residents and visitors celebrate America's birthday in grand style each July 4<sup>th</sup> along Flagler Drive on the downtown Waterfront.

6. **Sunday on the Waterfront** The ever popular Palm Beach Post Sunday at the Meyer concert series goes year round by popular demand and alternates between the Meyer Amphitheatre and the Palm at the Waterfront Commons. 3<sup>rd</sup> Sunday of the month. November – April (no event in March due to Boat Show) event takes place at the Waterfront Commons.

7. **West Palm Beach GreenMarket.** South Florida's largest, weekly greenmarket with more than 100 vendors offering fresh produce, cheeses, bakery goods, meats, fish, greenery and more. Saturdays from 8am – 1pm mid October through Mid April on the beautiful West Palm Beach Waterfront. Anticipate an extension of the West Palm GreenMarket with a Summer Boutique GreenMarket from Mid May through Mid-August, 2012.