



**BROWARD COUNTY  
CONVENTION  
CENTER** | GREATER FORT  
LAUDERDALE

Request for Proposal

Event Staffing & Security at the Broward County  
Convention Center

Bid Package Number: 201-09-2021

Proposal Due Date: 9/28/2021

Issue Date: 9/08/2021

Issued By: SMG INC.

1950 Eisenhower Blvd.

Ft Lauderdale, FL 33316

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## SECTION 1 - INVITATION TO BID

### 1.01 Introduction

- A. SMG is the manager of a facility commonly known as Broward County Convention Center (the "Facility") located in Fort Lauderdale, Florida, which is owned by Broward County (the "Owner"), who in turn hired SMG to run the day-to-day operations of the Facility. SMG desires to obtain the services of an independent contractor to supply Event Staffing & Security at the Broward County Convention Center on behalf of SMG to SMG's licensees and exhibitors of SMG's licensees, as further described herein, (the "Services"), at the Facility.

### 1.02 Bid Due Date

- A. Bids are due on 9/28/2021 no later than 12:00 pm. Bids received after the aforementioned time will be considered non-responsive and will be returned to the Bidder unopened.
- B. Bids should be enclosed in a sealed envelope and marked: Sealed Bid For:
- C. Event Staffing & Security, Bid Package Number 201-09-2021.
- D. Bids may be mailed, or hand delivered to Ms. Mary Yon, SMG-Broward County Convention Center, 1600 SE 17<sup>th</sup> St., Suite 400, Ft. Lauderdale, FL, 33316. If hand delivered, bids shall be brought to the 1600 S.E. 17<sup>th</sup> Street, Suite 400, Fort Lauderdale, FL 33316.
- E. Bidders must submit four (4) bound original bids, provided herein as Attachment A which include all required submittals as described within the Bid.
- F. Faxed or emailed bids will not be accepted or considered.

### 1.03 Obtaining Bid Documents

- A. Bid Documents may be obtained from: Mary Yon, phone:954.765.5905, email [bcccrfp@ftlauderdalecc.com](mailto:bcccrfp@ftlauderdalecc.com) or BIDSUSA, Unicom Systems Inc, [www.unicom-systems.com](http://www.unicom-systems.com) and on the facility website [www.ftlauderdalecc.com/planner/book-your-event#RFP](http://www.ftlauderdalecc.com/planner/book-your-event#RFP)
- B. Bids submitted based on partial sets of documents will not be considered. Bidders are responsible to review, in detail, all available Bid Documents prior to submitting their Bid.

### 1.04 Questions Clarification and Additional Information

- A. Questions, clarifications, and requests for additional information regarding the Bid Documents must be submitted in writing, via email [bcccrfp@ftlauderdalecc.com](mailto:bcccrfp@ftlauderdalecc.com) using the form provided as Schedule 1 by the date provided in Section 2 below. In subject line you MUST specify bid number and name. All questions will be answered via email in an addendum and provided to all Bidders.
- B. Telephone inquiries for clarification or interpretation of the documents will not be accepted.

#### 1.05 Proposal Evaluation

SMG may require clarification or additional information with respect to a submitted proposal. When evaluating a proposal, SMG considers the "total value" of the proposal.

Total value considerations may include, but not be limited to, price, quality, product design, marketability, and durability, as well as the end user's recommendation or experience with the goods/service, the vendor's present and past performance and financial stability. **Pricing is not the only consideration.** All vendors will be notified whether or not they are selected. SMG **will not** share a vendor's specific proposal with other vendors. It is the intent of SMG to recommend contract award to the Bidder that receives the highest overall evaluation criteria score and otherwise meets all requirements of this solicitation.

- A. SMG reserves the right to reject any and all bids and to waive any informality in Bids received.
- B. Bidders shall be aware that SMG reserves the right to hold bids for up to 90 days prior to selection of the winning Bidder.

*END OF SECTION 1*

**SECTION 2 - BID REQUIREMENT SUMMARY**

|   |   |
|---|---|
| Bid Package   | Event Staffing & Security   |
| Bid Package Number  | 201-09-2021   |
| Deadline for Questions  | 9/22/2021   |
| Bid Due Date  | 9/28/2021   |
| Bid Due Time  | 12:00 pm NOON   |
| MANDATORY Pre-Bid Conference  | Yes   |
| Pre-Bid Conference Location   | SMG OFFICES, 1600 SE 17 <sup>th</sup> St. Suite 400<br>Fort Lauderdale, FL 33316 or via video conference. |
| Pre-Bid Conference Date & Optional Tour   | 9/17/2021   |
| Pre-Bid Conference Time   | 10:00 am  |
| Submit Number & Names of Attendees for the Pre-Bid to via email<br><a href="mailto:bcccrfp@ftlauderdalecc.com">bcccrfp@ftlauderdalecc.com</a> .<br>Subject line MUST contain bid number and name. | 9/15/2021   |
| Post Bid Interview/Presentation   | N/A   |
| Post Bid Interview/Presentation Date  | N/A   |
| Post Bid Interview/Presentation Time  | N/A   |
| Business Location   | Refer to <b>Location Certificate Form</b> and submit as instructed.                                       |
| Taxable   |   |
| Term  | Three (3) years   |
| Contract Option   | SMG may, at its option, extend the Term for two (2) yearly renewal terms                                  |

|                            |            |
|----------------------------|------------|
| Contract Start Date        | 10/01/2021 |
| Service Agreement Required | Yes        |

*END OF SECTION 2*

### SECTION 3 - INSTRUCTIONS TO BIDDERS

#### 3.01 Receipt and Opening of Bid Proposals

- A. SMG is requesting Bids for the Services indicated in SECTION 01 – INVITATION TO BID as specified herein.
- B. SMG will privately open Bids.
- C. Bidders are required to fill in all blank spaces for Bid prices on the Proposal Form.
- D. Bidders may, if indicated in the Bid Requirement Summary, be required to attend a Pre-Bid Conference to review the Bid Documents and Scope of Work with SMG.

#### 3.02 Definitions

- A. "Addenda" are written and graphic instruments that modify or interpret the Bid Documents by additions, deletions, clarifications, or corrections. SMG may issue them prior to Bid Award. Addenda will become part of the Bid Documents when issued.
- B. "Authorized Party" means show management, exhibitor approved contractors, exhibitors, SMG personnel, or subcontractors of show management authorized to apply charges.
- C. "Base Bid" or "Bid" is the sum stated in the Bid Documents for which the Bidder offers to perform the work described. Base Bid is a complete and properly signed Bid to provide the services specified in the Bid Documents for the sums stipulated, supported by any submittals required in the Bid Documents.
- D. "Bid Documents" means this RFP, and any yet to be issued Addenda to this RFP and the Service Agreement.
- E. "Bidder" means an entity reviewing and responding to this Bid.
- F. "Event" means a convention, exhibit, exposition, public show, trade show or other event of a similar nature occurring at the Facility.
- G. "Facility" means the multi-purpose Broward County Convention Center.
- H. "Ordering System" means the online system which SMG utilizes to receive orders and payment from licensees and exhibitors for Facility services, including but not limited to the Services.
- I. "Provider" means the Bidder awarded the final contract for services.
- J. "Services" means those items described in SECTION 4 – SCOPE OF SERVICES, contained in this Bid package.

#### 3.03 Bidder Qualifications

- A. SMG reserves the right to review and accept the qualifications of all Bidders.
- B. Bidder's experience must include, but is not limited to, large conventions, tradeshow, meetings, and exhibitions.
- C. Bidder must be able to prove sufficient financial ability to provide the services specified in the Bid Documents.

### 3.04 Examination of Conditions

The Bidder is responsible for examining the premises, site, and any conditions that may impact the Bidders work. Bidders must satisfy themselves as to the condition of the premises, any obstruction, unusual conditions or requirements necessary for carrying out the work, before the delivery of this proposal. A tour will be conducted at the Pre-Bid Conference, scheduled as above.

### 3.05 Discrepancies, Omissions, or Interpretations

- A. Bidder shall promptly notify SMG of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents or of the site and local conditions.
- B. Requests for interpretation, clarifications, or additional information must be made on the Request for Additional Information form attached to this Bid Document as Schedule 1: Request for Additional Information. Interpretations will not be made orally. Telephone inquiries for clarification or interpretation of the Bid Documents will not be accepted.
- C. Notification of request for interpretation or correction of any ambiguity, inconsistency or error therein which it may discover to SMG shall be made no later than the date and time noted herein as the deadline for questions in Section 2.
- D. Any interpretation, correction, or change of the Bid Documents will be made in writing by Addendum and issued to the Bidders by SMG. Interpretations, corrections, or changes of the Bid Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
- E. SMG will not be responsible for any oral instructions by, or any written confirmations of any oral instructions from any Bidder, Sub-bidder, Product Supplier, etc.

### 3.06 Proposal Form

- A. Each Bid shall be submitted on the Proposal Form furnished with the Bid Documents as Attachment A. All blanks on the Proposal Form shall be filled in by typewriter or manually in ink. Any Bids not submitted on the form provided may be considered non-responsive, at SMG's sole discretion.
- B. The submission of a Bid shall be evidence that the Bidder has made all necessary examinations and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of all Bid Documents.
- C. Bids by corporations or other entity types shall indicate the legal name of the corporation, followed by the name of the State where incorporated/formed and must be signed by the President, Secretary, or one of the other officers of the corporation. The signature of a person authorized as agent to bind any of the above will be acceptable provided the Bid is accompanied by a proper Power-of-Attorney. Bids by corporations shall have the corporate seal affixed adjacent to the signature.
- D. All signatures shall be in ink or by digital signature and the name of the persons signing shall also be typed or printed below the signature followed by a title

showing the relationship to the bidding organization such as: "Owner" in the case of a sole Owner, "Partner" in the case of a Partnership; "President", "Vice President", "Secretary", or "Treasurer" in the case of a corporation; "Agent" in the case of someone acting as Agent or Attorney-in-Fact.

- E. Bids must be received at the designated location prior to the Bid Due Date and Bid Due Time as indicated in this RFP or for any extension specified in an Addendum, if any. Bids received after designated Bid Due Date and Bid Due Time may, at the sole discretion of SMG, may be considered non-responsive.

### 3.07 Addenda

- A. Any binding interpretation will be made only by written Addenda duly issued and a copy of such Addenda will be mailed or emailed to the last known address of each Bidder who has received Bid Documents.
- B. SMG is not responsible for the delivery of Addenda or accountable for the late delivery of Addenda. Each Bidder shall ascertain prior to submitting a Bid that all Addenda issued has been received.
- C. Copies of Addenda will be made available for inspection wherever Bid Documents are on file for that purpose.
- D. All Addenda issued during the Bid process shall become part of the Bid Documents and receipt thereof shall be acknowledged on the Bid Proposal Form.

### 3.08 Sales Tax

This project is exempt from sales and/or use tax.

### 3.09 Withdrawal or Revision of Bid Proposals

- A. Any Bid may be withdrawn or revised in writing prior to the scheduled time for opening of Bid.
- B. A Bid may not be modified, withdrawn, or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids.
- C. Bids submitted early may be modified or withdrawn only by notice to the party receiving Bids at the designated place and prior to the time for receipt of Bids. Such notice shall be in writing over the signature of the Bidder.

### 3.10 Acceptance and/or Rejection of Bid Proposals

- A. No Bid shall be withdrawn for ninety (90) calendar days after the Bid opening.
- B. SMG reserves the right to accept or reject any or all Bids or parts of any Bid or waive any informality or irregularity which, in SMG's judgment, is in its best interest of the project.
- C. SMG reserves the right to reject any or all Bids if responses to the above, or any other information in SMG's judgment, are unsatisfactory or do not meet the budget, or required performance standards.

3.11 Acceptance of Bid (Award)

- A. It is the intent of SMG to recommend contract award to the Bidder that receives the highest overall evaluation criteria score and otherwise meets all requirements of this solicitation.
- B. SMG may make on-site inspections of facilities where participant provides services similar to the services requested hereunder before the award of Bid.

3.12 Post-Bid Interview/Presentation

- A. After the Bids are received, tabulated, and evaluated by SMG, certain Bidders may be asked to meet with SMG for a post bid interview/presentation.
- B. The post bid interview may include, but not be limited to, a review of the Bid, financial ability of Bidder to perform the scope of services requested and Bidder's approach to the work.

3.13 Insurance Requirements

Required as set forth in Schedule 2: Service Agreement.

3.14 Historically Underutilized Businesses and Equal Employment Opportunity

- A. Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability or national origin; and will take affirmative action to ensure that its applicants are employed, and its employees are treated fairly during employment without regard to their race, color, religion, sex, age, disability or national origin.
- B. Such nondiscrimination shall include, but not be limited, to the following areas of employment practice: employment, upgrading, demotion, or transfer; recruitment and recruitment advertising; layoff and termination; rates of pay and other forms of compensation; and selection for training, including apprenticeship. Such shall be posted in conspicuous places, available to its employees and applicants for employment, notices setting forth the policies of nondiscrimination.

3.15 Security

Provider shall comply with all Facility regulations at all times while at the Facility.

3.16 Safety

- A. The vendor shall review and comply with SMG's Contractor Safety Program, attached hereto as Schedule 2.
- B. The vendor is responsible for submitting, paying for, maintaining, delivering and posting all applicable professional licenses, certifications or permits required by Federal, State and local law.
- C. The vendor shall submit a copy of its safety and health program, including training, which must meet or exceed all applicable Federal, State and local standards and the SMG Safety Programs.
- D. The winning Bidder shall submit a copy of any and all licenses, certifications and/or permits as required to perform these services.

- E. The winning Bidder shall comply with all applicable OSHA, Federal, State and local laws, rules and regulations.
- F. Safety Data Sheets must be submitted to SMG for all supplies and chemicals intended for use in the performance of the Services. All chemicals used at BCCC shall carry an EPA approval number.
- G. The winning Bidder shall provide and ensure the wearing of protective clothing, masks, eye protection, etc., as required by laws, regulations, ordinances, and/or manufacturer's instructions for material and equipment.
- H. All equipment used in the performance of the Services shall be properly maintained in order to protect SMG and the public. Any equipment that is determined unsafe or improper for desired use shall be removed from BCCC.
- I. The winning Bidder shall take all necessary precautions for the safety of his/her employees and for the general public.

### 3.17 ADA

Bidder shall comply with all applicable ADA laws and regulations and train staff regularly on those regulations.

### 3.18 Material Storage

Provider is responsible for storing any materials and equipment used to provide the Services and such must be stored following manufacturers guidelines. SMG shall endeavor to make a reasonable amount of space, if available, to Provider for storage.

### 3.19 Clean Up and Rubbish Removal

- A. Normal/typical office housekeeping (sweep, dust, vacuum, waste removal) will be provided by facility services.
- B. Other sweeping, dusting, vacuuming and clean up as required due to the Providers activities including the legal disposition of all trash, rubbish and other waste generated by Provider must be done by the Provider in a timely and acceptable manner to the satisfaction of SMG.

### 3.20 Permits and Fees

The Provider shall secure and pay for any permits, governmental fees, licenses and inspections, required to provide the Services.

### 3.21 Agreement

Attached is the SMG Service Agreement ("Service Agreement") which the winning Bidder will be required to enter with SMG. If the winning Bidder refuses to enter into the Service Agreement (or insists on changing/modifying the Service Agreement) with SMG, SMG reserves the right to award the Bid to another Bidder. SMG reserves the right to make non-substantive changes to the Service Agreement prior to execution, which shall not invalidate this section.

*END OF SECTION 3*

## **SECTION 4 - SCOPE OF SERVICES**

### 4.01 Bid for Services

1. The selected Bidder (“Contractor”) shall be the exclusive provider of Event Staffing & Security Services for all Facility events requiring such services as determined by SMG. Bidders must currently be involved in the business of providing security, crowd management and all related services. Bidders must agree to provide specific security and crowd management services to Facility utilizing well trained, professional and courteous event staffing and security personnel and supervisors capable of providing all phases of these services across entire footprint of facility. Attendance forecasts and event needs, as determined by Facility, will dictate Center event staffing and security levels throughout the length of this service contract.

The Contractor’s supervisors and staff will perform functions including but not limited to event ushers and crowd management services, search, pat down and bag check for the Facility, loading dock access control, non-event hour security and control of parking areas on the Facility ~~property~~ (employee & exhibitor parking areas, etc.).

2. The selected Contractor must have a project manager assigned full-time to the facility
3. The Contractor must manage and operate the Event Services operation in a professional and efficient manner. All of the Contractor’s operations must be provided at a first-class level of quality and service.
4. The Contractor is responsible for maintaining the highest standards of employee competency, conduct, integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary to ensure the same. The Contractor is solely responsible for payment of all wages, salaries, and all other amounts due its employees and shall be responsible for the payment of all federal, state, and local employment taxes to include all obligations and payments pertaining to social security taxation, income tax withholding, worker’s compensation, unemployment and any group insurance coverage or similar matters.
5. All Contractor employees will adhere to SMG defined Standard Operating Procedure guidelines.
6. Contractor Employee’s will adhere to the provisions the SMG Business Conduct Policy Book, SMG Human Resource Policies & Procedures and SMG Customer Service Training.

7. The Contractor shall provide all labor, supervision, break staff, radios (radios must operate on the frequencies provided by SMG), materials, supplies and equipment to provide the services and for assuring its' personnel are appropriately licensed as required by City, and/or State statutes, laws, and/or regulations.
8. The Contractor's employees must wear a uniform approved by SMG. Initial uniform cost will be made by the Contractor. Contractor will be responsible for replacement as needed on an annual basis at Contractor's sole cost and expense.
9. Uniform expectations will be addressed at the Pre-Bid Conference.
10. All Employees must be neatly uniformed, clean and courteous and must conduct themselves in accordance with the highest professional standards.
11. Contractor Office and Storage:
  - (a) SMG will supply Contractor with office space. Operator will supply sufficient power outlets to charge battery-operated equipment.
  - (b) SMG will include the Contractor's telephone on the house phone system, but Contractor will be responsible for ordering telephone, fax and internet access beyond what is furnished.
  - (c) SMG will make available Internet and e-mail access through the Local Area Network.
  - (d) Contractor will supply all office furniture and equipment necessary to operate office area if they require anything beyond what is provided.
12. Contractor shall be responsible for the conduct of its personnel at all times while at the Facility. No firearms of any sort are to be carried or used by contractor's personnel.
13. The normal work for Contractor's staff shall include operation of passenger and freight elevators, ticket taking/credential checking services, crowd management services, ushering services, minor search and bag checks, loading dock access control, non-event hour security and control of parking areas on the Facility property (employee & exhibitor parking areas, etc.).

All employees shall be qualified and properly trained in the theory and practical application of security service and proper crowd management techniques. All employees shall be held to the highest standards of customer service in all interactions with patrons, guests, employees or any other person.

14. The prices stated in Attachment A- Proposal Form shall be firm prices and, in submitting the Quotation, participant agrees that the Quotation shall not be withdrawn for a period of sixty (60) days from the date of submittal.

### **Submittals**

Each bid must include all documents required in the Bid Documents as outlined below. Failure to provide required documents may at SMG's sole discretion result in a disqualification of the Bid. SMG, at its request may require Bidder to make a presentation of its products at no cost to SMG.

Sealed bids should be labeled as "Sealed Bid For: Event Staffing & Security Bid Package Number 201-09-2021 addressed to SMG- Broward County Convention Center, Attn: Mary Yon, 1600 SE 17<sup>th</sup> St., Suite 400, Ft. Lauderdale, FL 33316 and received no later than date and time specified in SECTION 2 – BID SUMMARY. Bids may be hand delivered to same.

All Bids must be regular in every respect and no interlineations or special conditions shall be made to or included in, the Bid by the Bidder.

Four (4) bound copies of the following information must be submitted with each Bid:

- A. Bidder Experience – List at least three (3) current contracts of similar scope. Company must have been in business for five (5) years and servicing similar facilities for all of the five (5) years. Provide with your bid, each reference that meets this criteria. Include name of facility, contact person, phone number and size of the facility (i.e., number of seats or total square footage).
- B. Organization Approach – Outline a general plan of your approach to meet the requirements of this RFP.
  - 1. Major pieces of equipment to be utilized; provide a detailed list.
  - 2. Outline tasks to be performed and your approach.
  - 3. Number of personnel assigned to this account.
  - 4. Provide a detailed description of your training program.
  - 5. Miscellaneous information, including uniforms, hiring, etc.
  - 6. Provide a detailed description of Bidder's quality control program, including copies of evaluation forms

C. Company History

- (e) Description of Bidder's company history, including longevity, officer background/resumes, organizational chart, and narrative description of the Bidder's experience with regard to providing unarmed Event Services at specified facilities.
- (f) List of five (5) current client references, with contact names and telephone numbers, who utilize Bidder's Event Services. A complete description of the services is required.
- (g) Brief description of Bidder's hiring and training methods for unarmed event security & staffing personnel and certified affidavit from its principal/president that no personnel have felony convictions

D. Provide Evidence of the following:

- (h) Provide evidence of Bidder's ability to secure insurance coverage.
- (i) Provide evidence that Bidder is or will be duly authorized by the appropriate government authority to transact this type of business in the state of Florida.
- (j) Bidder's audited Profit & Loss Statement and Balance Sheet for last two (2) fiscal years.
- (k) Provide evidence of the Bidder's experience in creating a diverse workforce in all aspects of management and operation and a description of the initiatives the participant will use to fulfill the Agreement by utilizing a diverse workforce.
- (l) Completed and signed Proposal Form
- (m) Identification of any deviation, addition, or deletion, from the requirements of the Bidding Documents or Event Services Agreement
- (n) Identification of any other information that would be to SMG's benefit in evaluating Bidder's submittal

- E. Key Personnel/Experience – Provide a biography on each of your key management personnel who will be involved with this contract. Include an organizational chart outlining the management staff.
- F. Bidder must have a project manager assigned to BCCC full time
- G. Provide general policies and procedures of Bidder, including employee conduct
- H. Provide a detailed description of Bidder’s safety policies and procedures
- I. Provide a list of any contracts in which have been cancelled, not renewed or otherwise terminated for any reason within the past 5 years, together with information furnishing the reasons for cancellation. Include with any such lists the name and telephone number of the current primary contact person with respect to any such terminated contract.
- J. Provide audited financial statements of the Bidder, if available, for its 2 most recent fiscal years, including balance sheets and profit and loss statements, prepared and certified by an independent certified public accountant.
- K. Provide evidence that the Bidder is or will be duly authorized by the appropriate governmental authorities to transact business in the State of Florida.

#### Commissions/Other Considerations

SMG-BCCC, expect Bidders to offer best possible pricing along with other considerations through the purchase of capital investments, added value support, sponsorships, and advertising, from SMG-BCCC, provided the Bidders base bid is in compliance with bid requirements contained herein and the options can be evaluated independently of the scope of work. Once the first submission of the bids is received, reviewed and evaluated, SMG-BCCC, will discuss, propose and negotiate the opportunities with the selected pre-qualified Bidders.

SCHEDULE 1: Request for Additional Information

|  |   |                |                            |
|--|---|----------------|----------------------------|
| To   | Mary Yon  |                |                            |
| Address  | 1600 SE 17 <sup>th</sup> St., Suite 400, Ft. Lauderdale, FL 33316 |                |                            |
| Phone Number   | 954.765.5909  | Email address: | bcccrfp@ftlauderdalecc.com |
| Bid Package  | Event Staffing & Security   |                |                            |
| Bid Package Number   | 201-09-2021   |                |                            |
| Date of Request  |   |                |                            |
| <i>Bidder Information</i>  |   |                |                            |
| Name   |   |                |                            |
| Company  |   |                |                            |
| Address  |   |                |                            |
| Phone Number   |   |                |                            |
| E-Mail Address   |   |                |                            |
| <i>Request For Clarification, Interpretation or Additional Information</i> |   |                |                            |
|  |   |                |                            |

## SCHEDULE 2: SMG's Contractor Safety Program

### Safety Rules

These safety rules have been established for the protection of each Team Member. All Team Members are requested to cooperate in observing these rules and to help maintain a safe work environment. Team Members should:

- Report all accidents and injuries to your Supervisor/Manager immediately, including near misses.
- Never operate any machine or equipment unless you are specifically authorized and trained to do so.
- Not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your supervisor.
- Make sure all safety attachments are in place and properly adjusted before operating any machine.
- Not operate any machine or equipment at unsafe speeds or in an unsafe manner. Shut off equipment that is not in use.
- Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes. Sandals or other open-toed or thin-soled shoes should not be worn.
- Never oil, clean, repair or adjust any machine while it is in motion and unless authorized to do so.
- Not lift items, which are too bulky or too heavy to be handled by one person. Ask for assistance.
- Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment and spillage.
- Not place equipment and materials so as to block emergency exit routes, fireboxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.

- Stack all materials neatly and make sure piles are stable.
- Keep your work area, machinery and all company facilities, neat and clean; Put tools and equipment away when they are not in use.
- Not participate in horseplay, teasing or otherwise distract fellow Team Members from the job they are doing.
- Safeguard other workers at all times.
- emergency evacuation routes, fire extinguisher locations and eyewash station locations in your surrounding area.
- Keep all flammable liquids in approved containers and stored in appropriate cabinets.
- Never stand or work under a suspended load, be it hoist, crane or forklift.
- Always use a ladder instead of climbing on racks, materials or crates.
- Smoke only in designated smoking areas.
- Company vehicles are to be driven by authorized Team Members only during ASM Global business hours.
  
- All Team Members are expected to wear seat belts at all times while in a moving vehicle being used for company business, whether they are the driver or a passenger.
- Use of handheld business phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited. It is every Team Member's responsibility to maintain a safe and clean work environment.