Bid Tabulation Packet
for
Solicitation PNC2116816P1

Parking Management Services for Various County Agencies

Bid Designation: Public

Broward County Board of County Commissioners
<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Attch. Docs</th>
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<tbody>
<tr>
<td>PNC2116816P1-01</td>
<td>Group 1 - Parking Management Services: Government Center East GG Garage (Year 1) Facilities Maintenance Division</td>
<td>Supplier Product Code: First Offer - $39,076.8333</td>
<td>12 / month</td>
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No Bids
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<td>Group 1 - Management Fee and Operating Expenses Budget Sheets - FMD - LAZ Parking.pdf</td>
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<td>Broward County Written Responses - LAZ Parking.pdf</td>
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<td>Letter of Intent CBE Firm - LAZ Parking.pdf</td>
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PARKING MANAGEMENT SERVICES FOR VARIOUS COUNTY AGENCIES
RFP: PNC2116816P1
Broward County Board of County Commissioners
Ft Lauderdale, FL
Attn: Mark Roberts
Due: August 7, 2019 (2pm)

LAZ FLORIDA PARKING LLC
404 WASHINGTON AVE – SUITE 640
MIAMI BEACH, FL 33139
305-913-4882
www.lazparking.com
PARKING MANAGEMENT SERVICES FOR VARIOUS COUNTY AGENCIES

GROUP 1

EVALUATION CRITERIA

1. Professional Personnel Relevant Experience of Project Manager and Staff
   a. Organizational Chart and Staffing Plan
   b. Qualifications and Relevant Experience of Subcontractors

2. Project Approach
   a. Prime Vendors Approach and Use of Subcontractors
   b. Revenue Collections, Audits and Credit Card Security
   c. Customer Service Initiatives, Cost Savings initiatives, Online Reservation Systems
      Motivation and Training.

3. Past Performance – References (Verification Forms Completed)
   a. Prime Vendor’s Experience Over the Last Five (5) Years
   b. Name, Location, Type, Hours, Spaces, Type of Service, Staffing and Revenues.

4. Location – Vendor’s principal place of business in Broward County

5. Price – Pricing pages included electronically

6. References
1. Professional Personnel Relevant Experience of Project Manager and Staff

LAZ Parking is the second largest parking and transportation service provider in the United States, managing more than 2,700 properties in 350 cities. We have built our reputation on being among the most trusted, stable, and innovative parking solution providers in the United States. We are committed to providing our clients with superior customer service through on-going technological and administrative automation, based upon our corporate goal of being the “highest quality” provider of parking management services. We are committed to employing industry leading best practices to achieve “Operational Excellence”.

Formed in 1981, LAZ Parking is headquartered in Hartford, CT, with regional offices in Miami, Atlanta, Boston, Chicago, Columbus, Los Angeles, Minneapolis, New York, Philadelphia, Dallas, San Diego, San Francisco, Seattle and Washington DC.

LAZ Parking is among the most trusted, stable, and innovative parking solution providers in the United States. We are committed to providing our clients with superior customer service through on-going technological and administrative automation, based upon our corporate goal of being the “highest quality-lowest cost” provider of parking management services. We are committed to employing industry leading best practices to achieve “Operational Excellence”.

As our company has continued to grow, our founders, the 3 original partners, are still deeply involved with the company, bringing their strengths to various aspects of our business. The success of their business stems from building strong client relationships, empowering employees to “Think like an Owner,” and never losing touch with their roots. LAZ brings experience and strength under its parking management umbrella, including Airport, University and many government contracts. LAZ employs more than 11,500 parking professionals (650 in South Florida) who provide the highest level of service in the industry. The loyalty and care that our employees have for their jobs and their customers is unmatched in the industry LAZ Parking was incorporated on May 19, 1983, delivering excellence for over 36 years. LAZ Parking brings considerable experience and strength under its parking management umbrella including Government and Municipal, Airports, Class a Commercial Properties, Hotels, Medical and Hospital, Universities, , On-Street Meters, Retail and Mixed Use, Valet Services, Event Parking, Residential Buildings, Shuttle Services, Stadiums and Arenas and Toll Roads / Bridges.
INDIGO (Formerly Vinci Park) a worldwide conglomerate of over 3,000 companies with considerable financial girth acquired 50% of LAZ Parking in the Fall of 2007. This transaction represented a mutual growth strategy by both parking leaders, as Indigo is the largest parking company in the world. Indigo has built an extremely successful network of parking operations in countries throughout Western and Eastern Europe and Canada. Indigo currently operates over 1,000,000 parking spaces in 300 cities of 14 countries. LAZ Parking and Indigo, as sister companies share best practices, systems and people, learning from one another and implementing new ideas.

Municipal Parking Expertise: LAZ Parking is one of the nation’s premier operators specializing in parking services for municipalities and government agencies. Our Government Services Division is led by a team of dedicated professionals with over 75 years of government parking experience. This affords us a nuanced understanding of the balance that government agencies must achieve between public accountability and service to the community. Our comprehensive approach to parking management provides sustainable solutions that enhance communities, streamline parking operations, and improve the financial position for our clients. Our diverse executive team has unrivalled industry knowledge and expertise with active hands-on parking management experience. Together they have transitioned and managed many of the nation’s busiest and most challenging parking operations including:

| City of Chicago On-Street Meters - 36,000 spaces • The Ohio State University - 36,000 spaces • New York City Housing Authority - 20,000 Spaces • Metropolitan Transportation Authority (MTA) - 16,600 spaces |

Our local team currently provides parking services for the following municipal clients in Florida:
**LAZ PARKING FAST FACTS**

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<th>Years in Operation:</th>
<th>38 Years (1981)</th>
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<tr>
<td>Parking Spaces:</td>
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<td>Managed Revenues:</td>
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<tr>
<td>Number of Employees:</td>
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<td>States / Cities:</td>
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<td>Portfolio Mix:</td>
<td>Managed, Leased &amp; Owned</td>
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# Sample LAZ Parking Municipal Client List

## Government Agency & Municipal Clients

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<th>Spaces</th>
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<td>City of Chicago Meters System (IL)</td>
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**U.S. Total Spaces** 240,319
## Broward County Garages - Staffing Plan

<table>
<thead>
<tr>
<th>Garage</th>
<th>Full Time</th>
<th>Part Time</th>
<th>General Mgr</th>
<th>Salary and Wages Cost</th>
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<td>6 (Including GM)</td>
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<td>$177,684.00</td>
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<tr>
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<td></td>
<td></td>
<td>2 $23,244.00</td>
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<td><strong>Total Costs</strong></td>
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<td>5</td>
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LAZ recommends to install and utilize its 24/7 Customer Car Call Center to help reduce payroll costs and improve efficiencies and the parking patron’s overall experience.
LAZ FLORIDA PARKING ORGANIZATIONAL CHART

Chris Walsh
FL Regional VP/Partner

Luis Macedo
General Manager, FL

Claudia Majdak
HR Director

David Zell, RPA
Director Business Development

Alex Garcia
Director Operations

Francisco Cano
Parking Operations Mgr
Broward / Palm Beach

Brenda Koon
Marketing

Adrian Bistolfi
Sr. Auditor

Carlos Marenco
Municipal Prk Services Mgr
Project Mgr
Broward County
Qualifications of the Key Personnel

Rob Maroney, Vice President of Government Services

Rob Maroney joined LAZ Parking as the Vice President of Government Services. He has been a member of the parking and transportation profession for over 15 years and brings extensive experience in municipal and government operations, management and consulting. In this role, Rob will support LAZ Parking’s numerous public agency clients and further our Public Private Partnership efforts. After graduating from William and Mary with a double major in Government and Fine Arts, Rob started his career in municipal government working primarily in the fields of Public Administration and Finance. During his 12-year career with Norfolk, Virginia, Rob served as the Director of Parking for one of the largest municipally owned systems in the United States. He later joined Walter P Moore as a Senior Parking Consultant, specializing in public sector clients. Most recently, Rob was the Director of Parking and Transportation for Virginia Commonwealth University overseeing the university’s parking, transportation and fleet management programs. In 2014, Rob successfully completed the CAPP Program, the most respected professional credential in the parking industry. He currently serves as the Vice President of the Board of Directors for the Parking Association of the Virginias and is an active member of several national and regional parking associations.

Chris Walsh, Regional Vice President of Florida

Christopher has been a leader in the parking industry since 1996 and started his career with LAZ Parking as a Regional Vice President who successfully expanded our Mid-Atlantic presence. He is currently based in Miami and responsible for premier Florida properties in Miami, Fort Lauderdale, Tampa, Jacksonville, Orlando, Daytona, St. Augustine and Naples. He has worked in markets located in Georgia, Maryland, North Carolina, Pennsylvania, South Carolina, Virginia and Washington, D.C. His vast experience in business development activities and operational management encompasses Municipal, Class A office buildings, hospitals, hotels, stadiums and airports. He also has conducted due diligence activities for numerous acquisitions and privatization deals.

Luis Macedo, General Manager of Florida

Luis is our General Manager for the Florida region for over 10 years and has been in the parking business for more than twenty-two years. Luis fully understands all parking operations both locally and nationally which include hotel, office building, municipal organizations, special event, valet and institutional parking operations. He has assisted in municipal parking for the City of Miami Beach and Fort Myers previously and currently is responsible for the operations in South Miami, Surfside, and University of Miami. He also assisted with parking operations for Jackson Memorial Hospital, City of Daytona Beach and Miami International Airport. Luis is a graduate of Florida International University.

David Zell, RPA, Director Business Development – Florida

David Zell is the Director of Business Development with LAZ Parking. He has over 30 years of combined experience in the parking industry and commercial real estate field. David’s career began with a large parking company and he has held senior management positions with several other parking operators prior to joining the LAZ family. Mr. Zell earned his RPA designation through BOMA (Building Owners & Managers Association) and has managed commercial real estate assets in excess of 3 million square feet. He has operated over 200 different parking facilities from large mixed-use developments and office buildings to high-end valet services. Mr. Zell operated the parking operations for the Louisville International Airport 6,000+ spaces. David graduated from Youngstown State University and attained his Eagle Scout with Boy Scouts of America.
Alex Garcia, Director of Operations / IT Specialist

Alex has over 15 years of diverse parking experience. Alex has a wide range of knowledge having directed parking operations at large scale self-park and valet facilities. Also, high end valet properties including Trump International Beach Resort & Residences and the Boca Raton Resort & Club. Alex has directed a staff in excess of 100 of employees and spearheaded classroom and one on-one customer service training sessions for over 600 employees. Mr. Garcia also has a through experience in parking equipment hardware and software having served as a regional technician for CVPS. Mr. Garcia graduated from El Camino College in Torrance, CA (Computer Science Major) and is active in the United States Air Force Auxiliary, Civil Air Patrol, serving as Squadron Commander for the last four years. Alex also oversees the City of Miami Beach contract for meter collections of over 8,000 parking spaces with revenues over $8,500,000.

Francisco Cano – Parking Operations Manager, Broward / Palm Beach

Francisco has been with LAZ Parking since 2013 overseeing our Broward and Palm Beach counties operations from our Broward Financial Center office. He is responsible for over 2,000 parking spaces including Beach Place, Broward Financial, Plaza 100. Mr. Cano also oversees two hotel valet operations and the municipal parking operation for two parking garages City of Hollywood It is these diverse experiences which give Francisco a unique balance of the sound operational controls and strong customer service. Francisco is a graduate of McArthur High and Broward College and is bi-lingual fluent in Spanish (speak, read and write). Mr. Cano’s two municipal parking operations encompass 975 spaces and over 2,000,000 in revenue.

Carlos Marenco, Municipal Parking Services Manager (our recommended candidate)

Carlos Marenco brings over 10 years of professional parking experience staring his career with LAZ in 2008. In all those years he has specialized in municipal parking services and has managed the parking operations for the South Miami, Coral Gables, Surfside and University of Miami’s paid parking concessions. He attended Miami-Dade College, has attained the Certified Parking Enforcement Certification, and is knowledgeable with all of the latest enforcement technology available in our industry. Carlos has excellent customer service skills and is fluent in both English and Spanish. Mr. Marenco actively interacts with the retailers and business using the public parking programs and stays abreast of all local events which impact the parking facilities we manage. In his role as our Municipal Parking Manager Carlos Marenco would have the main oversight responsibility for the Broward County parking program. Carlos is responsible for 4 governmental contracts totally over 3,000 parking spaces with revenues in excess of $5,000,000

Claudia Majdak, HR Manager & Director of Recruiting

Claudia is an experienced human resources manager with exceptional recruiting skills in the facility services industry. From prescreening and interviewing candidates to coordinating drug and backgrounds checks. Ms. Majdak is involved in all aspects of the hiring process with LAZ Parking. Claudia also works in conjunction with our Training Director for onboarding, orientation sessions and customer service training classes for all new locations. She has over 8 years of human resource experience and is an active member of SHRM (Society of Human Resource Management).
2. Project Approach

Qualifications and Relevant Experience of Subcontractor (Express Employment Professionals)
Prime Vendors Approach and Use of Subcontractors

LAZ Parking has hired and will be working with PREMIERE CONSULTING GROUP on the Broward County assignment. Premiere is a Florida ACDBE / DBE Certified, Service-Disabled Veteran, Minority-Owned, Small Business, Diversity and Parking Consulting Firm. PREMIERE will ensure that each CBE certified vendor receives, understands, completes and returns the appropriate Broward County, FL CBE compliance documents, and upon completion, PREMIERE will review and forward the completed CBE compliance forms to LAZ Parking, for inclusion in their bid package.

Once awarded the contact with County, Premiere will serve and our CBE Diversity Compliance / Liaison / Consultant. They will act as the direct point of contact between LAZ and each applicable CBE certified subcontractor, supplier of vendor. Premier will handle and ensure any and all Broward County CBE compliance forms and documents are reviewed, circulated, competed, signed, returned, submitted, filed and tracked per the requirements of the LAZ contact with Broward County.

Alvin A Turner, CEO and Founder, Premier Consulting Group, Washington DC

Certifications:
SDVOSB, ACDBE, DBE, EBE, HUB, MBE, SBE, SWaM & VBE

Education:
Pursued BA Business Administration- Roanoke College
Pursued AA Security Administration–Community College of the Air Force
Pursued BA Business Management – Strayer University
Army Basic Military Training- Fort Jackson, Columbia, SC
Air Force Basic Military Training- Lackland AFB, San Antonio, TX
Air Force Military Police Academy- Lackland AFB, San Antonio, TX
Air Force Presidential Honor Guard Training, Bolling AFB, Washington, DC
Air Force Pre-Supervisory Leadership Training, Bolling AFB, Washington, DC
Air Force Advanced Military Police Training, Fort Dix, NJ

Summary of Qualifications:
PREMIERE Consulting Group—CEO & Founder: Apr 2012—current
Baltimore City Parking Authority—Director of Operations: May 2008–Aug 2010
As required in the RFP we will supply a new truck and golf cart unit to provide transportation between garages and within the facilities. The cost of these are included in our pricing.

LAZ Parking will purchase and supply at is sole cost two pieces of maintenance equipment to help our staff properly maintain the County Garages.
Revenue Collections, Audits and Credit Card Security

Revenue Collections

Collection and Deposit of and Accounting for Gross Receipts
The handling of cash and the reconciliation of cash and credit card receipts and shift reports is of paramount importance. The parking manager will perform these functions daily at the Downtown Dadeland facilities:

✓ In order to minimize “exposed” cash, the parking attendant will deposit cash into a drop safe located onsite.
✓ Receipts are reconciled and prepared for bank deposit by the administrative staff - typically during daytime business hours.
✓ Each day LAZ Parking will perform a detailed reconciliation to verify and properly account for all parking revenues.

Cashier Process
As mentioned previously, a cash bank is issued to each cashier at the start of the shift. At the close of each shift, the cashier deposits into a drop safe all cash in excess of the bank. The cashier places the cash into a sealed bank deposit bag with deposit slip, notes the amount to be enclosed, seals and initials the bag before depositing into the drop safe located in the cashier booth. At the end of the shift, the total revenue collected is recorded on the “Attendant Report Form” with the fee register computer tape identifying sales activity during the shift. The completed report will include:

✓ Revenue Collection Date
✓ Attendants Name
✓ Shift Revenue (as reported by cashier)
✓ Deposit amount (as counted and recorded by cashier)
✓ Over/Short Amounts

The attendant reports are given to the supervisor who reviews and signs all voided tickets. The supervisor prepares a summary of all the cashier reports and uses this report in processing the daily bank deposit. The supervisor keeps one copy and forwards copies to the auditor for reconciliation and verification and are combined with the tickets and/or fee computer report. The auditor will verify the following:

✓ All void tickets have a valid explanation and a supervisor’s signature.
✓ Lost Ticket Forms are prepared for all lost tickets.
✓ Rates are listed properly on the report.
✓ Ticket counts are within the proper rate category.
✓ Opening numbers on all meters match the closing numbers from the previous shift.
✓ Subtraction used to provide total exits for each meter is correct.
✓ The shift totals from the register, reconciled to the recap total in the cashier report.
✓ Any over/under rings on the register are listed on the back of the attendant report.
✓ The total transactions on the register tape equal the total tickets on the cashier report.
✓ Drops listed on cashier reports equal drops listed on Drop Reconciliation report.

Revenue Reports
A thorough tracking of revenue through reporting and analysis is completed by the attendant, auditor and operations manager to ensure revenue integrity. The following are reports that will be customized to meet the needs of Broward County’s revenue control and tracking requirements.

✓ Ticket Inventory Log
✓ Cashier Report
✓ Cashier Deposit Log
✓ DCR - Deposit Control Report
✓ Validated Deposit Slip
✓ Composite Report
✓ Ticket Summary
✓ Cashier Summary
Financial Statement

The Client Reporting Services (CRS) team is a critical component of our commercial delivery and success for all managed clients at LAZ Parking. The department is comprised of over 22 highly qualified accountants who specialize in client services and providing monthly financial reporting for over 2,500 locations across 35 states. All team members pride themselves on completing reports in a timely, accurate, and complete manner in accordance with GAAP or Cash Basis of accounting consistent with underlying management agreement terms and client expectations.

In completing the monthly accounting procedures, the CRS team utilizes best practices, controls, and procedures to ensure that client revenues are tracked, reported, and reconciled accurately. The team members also utilize a comprehensive mix of enterprise and custom open source applications, including Epicor, Doc-Link, IntegraPark - Paris/Rome, as well as a custom developed web-based Daily Cash Reporting (WebDCR). Monthly accounting transactions from all transactional sources, including banking and financial institutions are integrated, matched, and reconciled using T-Recs Enterprise total reconciliation solution. End user reports are generated using FRx or SQL Server Reporting Services (SSRS) and accessible by clients through a private and secure web online portal.

Although the department has standardized client reporting, there is flexibility to offer financial reports in formats that are tailored to each client in order to include all desired relevant financial and operational content. The Client Services List summarizes all available financial related report contents that may be included in a monthly report. Clients are consulted prior to transition to develop the appropriate contents and information to provide each month. The accountants work closely with the field operations teams to develop any additional non-financial data that may be required to be included in the monthly report.
Dashboard

Cash vs. Credit Card Transactions by Day

Revenue by Type by Day ($)

Number of Transactions by Day

Occupancy January 12, 2014 to January 20, 2014

Broward County Board of County Commissioners
Accounts Receivables

Monthly Parking/Validation Billing – PARIS

PARIS (Parker Accounts Receivable Information System), is an industry specific billing and accounts receivables system for people who own or operate parking facilities with monthly contract parking, permits, or validations.

With PARIS, LAZ Parking can easily:

- Ensure that all active access cards and accounts are being billed
- Ensure compliance with lease terms, including future rate escalations, minimum billings, and parker limits
- Calculate perorations for new and terminating parkers
- Collect automatic monthly payments through recurring credit card charges and bank drafts

Because PARIS was built specifically for the parking industry, it offers features no generic receivables system can; such as tracking parkers by building tenant, category (reserved, non-reserved, etc.), and access card. Rate increases may be scheduled to automatically take effect in the future. PARIS manages your Waiting List, and produces charts and reports tailored for the management and audit of monthly parkers.

PARIS is a Windows based program for billing parkers on a monthly basis and tracking payments against their accounts. When data is entered into the system, various online reports are available, enabling LAZ Parking management to generate data in numerous ways, such as by account name, rate code, names and addresses, card audits and aging schedules. Additional revenue billing opportunities are also available through PARIS, including fees for lost or broken cards, card deposits and late fees.

Every day, contract parking payments are collected and entered in PARIS. At the end of each month, PARIS is balanced and closed, with invoices being printed and distributed to contract parkers. PARIS supports billing by Rate Code, where each parker is billed a specified amount each month, and it also supports billing by Contract, which allows for multiple levels of charges and minimum billings (or must-takes). Rate increases may be scheduled to take effect automatically at a future date.
Billing by Tenant
The most important asset that PARIS brings to the facility is the ability to track parking leases. PARIS uses a multilevel contract matrix to transfer the actual parking leases to PARIS so that all special parking allocations may be tracked internally. PARIS’ date-sensitive element allows the system to track various parts of the parking agreement. For instance, some agreements may call for a tenant’s parking to be free of charge for the first 12 months of the lease, with designated rates after the initial period has expired. PARIS can program this information so that no revenue is lost due to changing lease information. Late Fees may be billed with a variety of methods (flat fee, percentage of balance, etc.), and Past-Due notices may also be printed or emailed.

PARIS monthly invoices are self-explanatory and easy for customers to understand. All changes, deletions or additions are itemized by date giving the parker’s name and card number. If reserved spaces are distributed using space numbers, Paris has the option of including that information on invoices. Further, PARIS keeps complete Account History online for all active accounts. You may drill down on any item in the History to view its details, and you may permanently store Notes about the customer in its Account History.

Automated Card Audit
PARIS also has the ability to automate the card audit function. LAZ Parking requires its Facility Managers to conduct a monthly card audit, which compares activated access cards to the cards being billed. This ensures the accuracy of the billing input and helps to avoid internal theft at the garage level. With PARIS, producing this once time-consuming report has become routine. Ongoing training continues for onsite users. LAZ Parking maintains a training team that is available to travel to any city or location if a training issue arises.

Paris-on-the-Web enables our customers to view their recent account history, pay for monthly parking online, and edit basic account and parker information, freeing the location staff from routine maintenance. If you choose, you may allow new customers to find and sign up for monthly parking from your web site. Also, we allow our clients, such as property owners or managers, to view their property's receivables information.
Ticket Summary

Lost Tickets
Depending on the operating requirements of the location, LAZ Parking’s lost ticket percentage can vary slightly by garage, but generally fall between less than 1% for 24/7 gated operations and above 1% for non-gated or “free exit” locations (e.g. gates raised after 6PM, overnight, after events, etc.) which is either below or in line with the industry average. Sample Ticket Summary Report:

---

### Full Ticket Breakdown

**Location Name:** Deleted

**Date:** 3/1/2016 – 3/19/2016

#### Tickets Issued

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<tr>
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<tr>
<td>Tuesday</td>
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<td>Monday</td>
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#### Deposits

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<td>3/16/2016</td>
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#### Deposit Breakdown

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<th>Day</th>
<th>Time</th>
<th>Deposits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
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<td>$500.00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>3/14/2016</td>
<td>$0.00</td>
</tr>
<tr>
<td>Thursday</td>
<td>3/15/2016</td>
<td>$356.00</td>
</tr>
<tr>
<td>Friday</td>
<td>3/16/2016</td>
<td>$0.00</td>
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<tr>
<td>Monday</td>
<td>3/17/2016</td>
<td>$0.00</td>
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<tr>
<td>Tuesday</td>
<td>3/20/2016</td>
<td>$0.00</td>
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<td>Wednesday</td>
<td>3/21/2016</td>
<td>$0.00</td>
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<td>Thursday</td>
<td>3/22/2016</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Monday</td>
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</table>

#### Ticket Breakdown - Other

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
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</tr>
<tr>
<td>Wednesday</td>
<td>3/14/2016</td>
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<tr>
<td>Monday</td>
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</table>

#### Total

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
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<tr>
<td>Monday</td>
<td>3/30/2016</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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Reconciliation of Garage Data to Financial Statement

LAZ Parking using (GAP) generally accepted accounting procedures, will keep financial records of the facility, will use cost-control procedures in the disbursement of funds, and will provide Stiles management a comprehensive monthly management report detailing all financial and operational activity for the previous month. The LAZ Parking client portal www.lazportal.com allows clients to view complete monthly management report information via SharePoint secure web access. Income statements, payroll summaries, general ledgers, account receivables, copies of account payable invoices etc. are all securely available to our clients via the web. In addition to the PARCS equipment software reports, LAZ will use information from the following sources to complete the financial package as shown in Section L Item 2.

<table>
<thead>
<tr>
<th>REPORTING TECHNOLOGY</th>
<th>DETAILS</th>
</tr>
</thead>
</table>
| PARIS-on-the-Web Monthly Parking Management | • Register for parking via secure network  
                                          • Make payments online  
                                          • Submit comments and suggestions  
                                          • Receive e-bills  
                                          • Link to website  
                                          • Wageworks interface |
| Epicor                                 | • Accounting software solution  
                                          • Web report |
| Time Force                             | • Biometric time clocks  
                                          • Real time calculation / reporting |
| DocLink Accounts Payable System        | • Streamline Accounts Payable  
                                          • Imaging system with paperless approval process with various authority approval level |
| Trinket                                | • Record to report process  
                                          • Accelerates financial close  
                                          • Drives significant process efficiency  
                                          • Improves control and increases transparency into key financial accounts |
| Client Web Portal                      | • Real-time access to garage reports using share point |
| Online Claims Management               | • Web-based centralized system  
                                          • Streamlined and efficient  
                                          • Quick decision and response to claimant |
Revenue and Expense Variance Approval Procedures

LAZ Parking will develop an annual budget for the County along with specific expense guidelines for operating the garage. This document is approved by Broward County and will service as the benchmark by which our performance is measured.

The Parking Service Agreement for the facility typically will define the dollar limits of our purchasing ability, anything greater must be approved by Broward County. A variance report will accompany the monthly financial report along with the threshold for comment established by property management. For example, an explanation and action plan are authored for any variance to budget of 5% or $250.

With respect to expense control, typically expenses items must go through three separate review and approval processes. All vendor invoices are sent to the LAZ Parking DocLink website. From there the Facility Parking Manager will code and approve the invoice for payment. The General Manager for Miami or Regional Manager (depending on the dollar amount) then approves the invoice. Finally, it is forwarded to the Accounts Payable Department for final review and payment.

LAZ Parking is second to none in the documentation and accurate reporting of parking facility financial data. As described on the page above, we utilize the latest technologies on the market to assist us in providing our clients with comprehensive management reports along with any back-up documentation required.
Audits

In the parking business there is no substitution for comprehensive audit procedures. LAZ Parking employees a full-time auditor who covers South Florida. His visits to the operations are unannounced and his findings open to our client’s review. Our audit procedures are broken into several disciplines:

**Standard Audit Practices**

LAZ Parking’s Audit Department continues to expand and upgrade systems in order to keep pace with our growth and to take advantage of the newest technology developed specifically for the parking industry. Our highly trained staff has extensive experience with accounts receivable procedures, field operations, payroll, and field and internal auditing practices. Audits are conducted either as primary or secondary audits.

**Primary Audit** is the first level of audit. This audit is performed at the operation’s site and is conducted by the on-site manager or field auditor. The purpose of the primary audit is to verify the attendants are following the company’s procedures, and to ensure that the revenue is recorded correctly. This type of audit is performed daily.

**Types of Primary Audits**

**Shift Report Audit**

This daily audit includes tracking opening/closing ticket numbers, shift number, date; verification that revenue collected is accurate and reported correctly; validated ticket information, deposit information, and confirmation that zero/voided tickets are accounted for and properly explained. All information is compared to the register report/revenue control equipment. This is done to ensure that all necessary back-up paperwork is attached to the shift report. Examples of backup documents include credit card slips, deposit slips, register reports, etc. After all the above is audited, the information is keyed into a Monthly Revenue Recap and then provided to the accountant so they can perform their reconciliation.

**Management Report Audit**

This process is completed daily based on each shift’s reports. This process tracks the beginning/ending tickets number per shift, number of paid vehicles for each shift, number of cars left in the lot/garage overnight. By the purpose of this process is to identify any missing tickets and to determine if the beginning/ending tickets are out of sequential order.

**The Secondary Audit**

This is the next level of our audit practice. Secondary audits are performed frequently. A company auditor or corporate official typically conducts this audit. It is usually performed on site. Once all the information is gathered, a final report is compiled and sent to the manager of the location. From the time that the report is completed, the location manager has ten business days to respond to the findings of the audit. The Regional Vice Presidents, CFO, COO and CEO are copied on the reports. The purpose of the secondary audit is to confirm that attendants, supervisors and
the facility manager(s) are following the company’s procedures. Training is provided at the time of the audit if necessary or a training session is scheduled for a date in the near future.

**Types of Secondary Audits**

** Petty Cash Audit**
This audit is conducted to verify that the initial distribution of cash is accounted for. The petty cash in the location’s safe is counted and verified. Receipts at the garage level or requests sent to the corporate office for reimbursement are recorded and accounted for. Receipts at the corporate level are recorded and accounted for. (Close attention is paid to the corporate receipts to ensure that the receipts previously accounted for are not duplicated.) If there are any pay stations or central pays, they are emptied and reconciled to verify the petty cash. In transit amounts include the following: (a) money that is sent to the bank for a denomination breakdown or (b) money coming back from the bank. After the audit is completed, all areas for which the petty cash was accounted, is totalled and compared to the initial distribution.

**Attendant Audit**
This audit is conducted to verify the following accounts: (a) the revenue collected against the manual tickets/revenue control equipment, (b) the petty cash that was provided at the beginning of each shift, and (c) to make sure each shift personnel are recording any unusual transactions, such as zero rings or voids.

**Monthly Tag Audit**
This process involves an audit to verify that the monthly tags which have been issued are current and have been paid for and to identify any duplicated tags. If any monthly tags or key cards are not current or there are duplications, the necessary information is collected and reported to the location manager immediately. A violation notice is placed on the vehicle at the time of the audit.

**Monthly Key card Audit**
This audit compares activated access cards to the cards, which are billed and paid; and to ensure that we have current contact and vehicle information in the event of an emergency.

**Employee Permit / Decal Audit**
Verifies that employee permits / decals are paid, current and not duplicates. Duplicates and non-current tags are reported to manager then violation notices are placed on vehicle if necessary.

**Parking Facility Audit**
This audit involves an in-depth review of the physical aspects of the facility. Items which are scrutinized include the following: (a) Signage - ensure the correct rates are posted and are clearly visible; (b) Lighting – confirm that lighting is in proper working condition and that all entrance/exit areas/elevators are well lit. (c) Parking surfaces and pedestrian areas - check to insure they are clean and free of trash and debris. (d) Parking surface striping – ensure that the stripes are visible to the parkers and all curbs/islands/columns are painted. (e) Parking equipment – verify that they are clean and presentable; time clocks working properly; equipment cabinets securely.
locked; and intercoms/communication systems in good working condition. (f) Parking garage office – should be clean and organized; check that the office safe is locked; verify that company procedures are followed. (g) Valet parkers –verify that attendants are well groomed and presentable; attendants are following safe driving procedures; check vehicles for tickets and verify that all keys have ticket stubs attached. (h) Personnel/employees – confirm that the required uniforms are being worn and the attendants are properly groomed, displaying nametags, acting professionally and posted at their assigned job location; verify that all employees are using a time clock.

**Payroll Audit**

Payroll and related benefits and taxes typically represent the largest single operating cost of a parking facility and we systematically monitor this expense to ensure accuracy.

- ✓ Our Home Office HR department maintains complete personnel files for every employee.
- ✓ LAZ deploys state of the art on-line biometric timeclocks at all our locations.
- ✓ Weekly time reports are prepared by supervisors and approved by management.
- ✓ Payroll is processed and reviewed at the Home Office level by the payroll department.
- ✓ Actual payroll hours are compared to budgeted hours each pay period and variances over 5% are flagged for review by management.
- ✓ Overtime hours are minimized by maintaining a sufficiently large part-time and on-call staff
- ✓ All government reports are prepared by our corporate payroll department
**Credit Card Security (PCI Compliance Statement)**

LAZ Parking specializes in the management, leasing, ownership and development of parking facilities. We provide technology solutions using industry parking equipment, software and web services that may require network and security technologies and services. LAZ Parking managing the network and security infrastructure and maintains the health of the network with security checks and monitoring. LAZ Parking’s solution facilitates PCI compliance by providing a comprehensive internet security perimeter, network segmentation and by implementing security policies that are in line with the tools and methodologies necessary for organizations to achieve Payment Card Industry (PCI) compliance, PCI DSS (PCI Data Security Standard) v2.0 [www.pcisecuritystandards.org](http://www.pcisecuritystandards.org)

LAZ Parking does not store cardholder data and utilizes tokenization methods through third party credit card processing providers. LAZ Parking's primary focus is on facilitating PCI Compliance by delivering a secure perimeter network, the LAZ Parking solution fulfills this requirement and though PCI audits and individual efforts, LAZ Parking has successfully passed the auditing process as part of an overall PCI compliancy effort.

Enclosed below are LAZ Parking's responses to specific requirements defined by the PCI standard for security and privacy:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Install and maintain a firewall configuration to protect data</td>
<td>LAZ Parking performs perimeter security checks on all public facing firewalls. Firewall (access control) functions are an integral component of LAZ Parking's configuration and is implemented on a per source or user/group basis to control access by application or port/protocol. LAZ Parking has developed well-defined policies that meet PCI requirements.</td>
</tr>
<tr>
<td>2. Do not use vendor-supplied defaults for system passwords and other security parameters</td>
<td>LAZ Parking Security procedures mandate changing all default passwords and include routinely changing passwords at regularly defined intervals</td>
</tr>
</tbody>
</table>
### Protect Cardholder Data

<table>
<thead>
<tr>
<th>3. Protect stored cardholder data</th>
<th>LAZ Parking does NOT store, either physically or electronically, any cardholder information including Primary Account Number, Cardholder Name, Expiration Date, Service Code, Magnetic Stripe or equivalent Chip Data, CAV2, CVC2, CVV2, CID, PINs, or PIN Blocks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Encrypt transmission of cardholder data across open, public networks</td>
<td>LAZ Parking offers the strongest encryption available and supports encrypted communications for both site-to-site VPNs as well as host-to-host encryption.</td>
</tr>
</tbody>
</table>

### Maintain a Vulnerability Management Program

<table>
<thead>
<tr>
<th>5. Use and regularly update anti-virus software and programs</th>
<th>LAZ Parking incorporates highly accurate and effective malware protection as a critical component of its security program which is updated on a continuous basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Develop and maintain secure systems and applications.</td>
<td>LAZ Parking’s solutions includes developing, implementing and management of comprehensive and holistic security solutions that include visibility, access control, threat management (vulnerability, malware, and spyware), encryption, file transfer control, data leakage prevention, and site categorization services. These services are augmented by threat and change management along with vigilant monitoring services that meet and exceed the recommended standards.</td>
</tr>
</tbody>
</table>
### Implement Strong Access Control Measures

<table>
<thead>
<tr>
<th><strong>7. Restrict access to cardholder data by business need to know</strong></th>
<th>Access to all network and security devices that cardholder data traverses is strictly enforced. LAZ Parking does NOT store, either physically or electronically, any cardholder information including Primary Account Number, Cardholder Name, Expiration Date, Service Code, Magnetic Stripe or equivalent Chip Data, CAV2, CVC2, CVV2, CID, PINs, or PIN Blocks.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8. Assign a unique ID to each person with computer access</strong></td>
<td>LAZ Parking maintain a unique user ID and password for each person accessing the system, a local database of users integrates with the client’s directory services (Active Directory or LDAP) allowing administrators to specify, control and log all access to specific devices by user.</td>
</tr>
<tr>
<td><strong>9. Restrict physical access to cardholder data</strong></td>
<td>LAZ Parking does NOT store, either physically or electronically, any cardholder information including Primary Account Number, Cardholder Name, Expiration Date, Service Code, Magnetic Stripe or equivalent Chip Data, CAV2, CVC2, CVV2, CID, PINs, or PIN Blocks.</td>
</tr>
</tbody>
</table>

### Regularly Monitor and Test Networks

<table>
<thead>
<tr>
<th><strong>10. Track and monitor all access to network resources and cardholder data</strong></th>
<th>LAZ Parking logs all access and changes to its systems. LAZ Parking does NOT store, either physically or electronically, any cardholder information including Primary Account Number, Cardholder Name, Expiration Date, Service Code, Magnetic Stripe or equivalent Chip Data, CAV2, CVC2, CVV2, CID, PINs, or PIN Blocks.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11. Regularly test security systems and processes</strong></td>
<td>LAZ Parking performs audit and penetration testing of our environment to ensure the validity and effectiveness of our policies and process. We may also acquire a third party auditor or penetration tester to perform testing on an ongoing basis. LAZ Parking utilizes Security Metrics <a href="http://www.securitymetrics.com">www.securitymetrics.com</a>, an Approved Scanning Vendor (ASV), to validate adherence to certain PCI-DSS requirements by performing vulnerability scans of Internet facing environments.</td>
</tr>
</tbody>
</table>
Maintain an Information Security Policy

| 12. Maintain a policy that addresses information security for all personnel | LAZ Parking maintains an information security policy for its network as part of the Information Technology Department Business Continuity Plan (BCP) which is maintained by the Information Technology Director. |

24/7 CUSTOMER SERVICE CALL CENTER – IMPROVE CUSTOMER SERVICE AND SAVE PAYROLL COSTS

Customer Care Center = Operation of the LAZ Customer Care Center (remote monitoring) which provides virtual customer service to customers from equipment devices in the facility and allows management to see in real time customer questions and resolutions from their facility.

Enhance the customer experience with round-the-clock customer care.

- ENHANCED CUSTOMER SERVICE, ON-SITE AND OFF-SITE
- ELIMINATE RISK TO YOUR REVENUE
- OPTIMIZE YOUR GARAGE AND REDUCE OPERATING EXPENSES

The LAZ Customer Care Center is a 24/7/365, centralized customer service solution that provides real-time support, management and automation tools.
On Line Reservations

LAZ GO and other E-Commerce Providers = The use of E-commerce providers is accounting for a higher percentage of parking transactions each year. We have created our own parking application “LAZ GO” and suggest using it and others in your facilities. With the large amount of event revenue at these facilities using online sales applications allow customers to pre-plan trips and allow management to assess market demand for facilities before event times. We have many garages in urban areas collecting in excess of $100,000 in online sales as more and more customers use this method to purchase services.

The Power of LAZgo

Find and pay for parking right from your phone - LAZ Parking has built a powerful parking reservation system that allows parkers to search, view and pay for parking online, via phone, tablet or desktop.

Using the simple Google–powered search feature, users can choose parking from a map or list of all parking near them, or close to any address or point of interest. They can pay using a credit card, or by logging in to their account. The system then emails them a barcoded Parking Pass credential, which they may print out, or display on their smart phone.

When parkers arrive, they show either their printed or smartphone barcoded Parking Pass to the parking attendant, who logs the credential from a list or a smartphone app. In non-staffed locations, the parker simply waves the credential under a bar code scanner to allow parking access.

Parking reservations right on your own website - The real power of LAZGo! Is that it is not limited to just the LAZ website. Since the system is “widget” based, it can be placed on any website, so that your online visitors can reserve parking right from the garage’s website. A few lines of code place the widget right where your own web visitors will be visiting. That way, when purchasing tickets for your event, they can also purchase parking without going through a 3rd party reservation service. Your customers interact with your brand on your website, but the parking
reservation is still being performed in the background using LAZ Parking’s advanced backend reservation engine.

LAZGo online parking payment system - LAZ has developed and deployed our online “virtual” parking payment system, LAZgo at more than 1000+ LAZ Parking locations across the nation in the last 12 months.

LAZgo allows guests to purchase parking from their smartphone browser, computer or a smartphone app. They receive a mobile Parking Pass, which they then scan at the parking location much like boarding a plane.
STANDARD OPERATING POLICIES AND PROCEDURES

LAZ will develop comprehensive Standard Operating Policies and Procedures (SOPP) Manuals for each Broward County parking facility that will thoroughly address all aspects of facility operations and maintenance. These manuals will outline, in a step-by-step fashion, responsibilities and procedures for each of the different job classifications. LAZ firmly believes that clear, concise and standardized workflow procedures greatly improve the working relationships between management and staff, resulting in improved productivity and overall accountability.

LAZ will work with the County during the transitional period to ensure that all aspects of the facility operations are addressed within the SOPP. A draft of the SOPP will be provided to the County to review and the final documents will be submitted within 60 days from the Administrative Notice to Proceed. Typically, our SOPP Manuals address the following critical components of facility operations:

Facility Overview / General Information

- Introduction
- Key Facility Information
- Organization Chart
- Roles and Responsibilities
- Key Contact Information
- Agency/Owner Coordination
- Monthly Financial Reporting

Personnel

- Hiring Practices
- Training
- Employee Conduct
- Absences – Replacement Personnel
- Uniforms
- Employee ID’s

Customer Service and Relations

- Principles
- Emergency Aid
- Handling of Claims
- Customer Correspondence
- Customer Complaints and Follow Up
Parking Revenue Control

- Principles
- Entering and Exiting Procedures
- Transaction Processing
- Cash Handling, Closeout, Shift Reports, and Daily Deposit
- PARCS Equipment malfunctions

Handling of Special Situations

- Entering Patron who did not receive a ticket
- Hurricanes
- Lost Tickets
- Insufficient Funds
- Runaway Customer (Driver)
- Non-Revenue Tickets
- Special Event Management and Staffing
- Valet Parking Programs (3rd Party use of County Garages)

Maintenance

- Principles
- Schedule
- Procedures
- Record Keeping
- Safety Inspections and Monitoring
Recruitment / Employee Screening

LAZ Parking has a comprehensive pre-employment screening program in place to make sure that only the most qualified candidates are chosen for employment. Pre-employment screening is an effective risk management tool that promotes a safe and profitable workplace by helping to limit the uncertainty inherent in the hiring process. Our pre-screening techniques significantly reduce potential violence, theft, financial loss, sexual harassment and other workplace problems.

Preliminary Pre-Interview Screening

At the front-end of the process, LAZ Parking often uses a professional telephone interviewing service to pre-screen candidates before they are invited in for formal interviews. Hiring managers are trained in how to narrow down the potential pool of applicants to qualified individuals, and how to thoroughly check employment and personal references.

Background Checks

All candidates for employment, prior to receiving an employment offer, must successfully pass a criminal background check. Depending on the preference of our client at any given location, candidates may also have to pass a pre-employment drug test.

Criminal Background Checks

LAZ Parking utilizes the services of American Background Information Services, Inc., to perform background checks (including criminal record searches, credit history and motor vehicle record searches) on all prospective entry-level and management candidates. Screening of all management-level candidates, including supervisors, specifically covers criminal records, credit violations, motor vehicle driving infractions (if the positions involve driving), educational credentials and prior employment. Candidates for non-management positions that involve driving are screened for criminal and motor vehicle driving infractions. If the position does not involve driving, the candidate is screened for a criminal record.
Pre-employment Drug Tests

Pre-employment drug testing is required of all candidates for employment. We administer similar drug screening tests at all managed locations in which the client requests that we do.

Screening Reduces Turnover and Improves Customer Relations

Our hiring and pre-screening process helps us retain qualified employees for the long-term, which, in addition to reducing turnover costs, gives our clients and parking customers the opportunity to establish the personal relationships and trust that facilitates a successful and profitable parking operation.

Initial Employment

All persons hired to work, full or part-time, become employees of LAZ, are required to conform to the rules and regulations of LAZ, and are expected to perform their duties in the best interests of LAZ and its customers. The Human Resources Department performs a criminal background check for all new hires and follows the guidelines set forth by state and local government. All new hires participate in LAZ Parking’s orientation program. Federal laws require that every employee must show proof of citizenship or a right-to-work document.

Classroom Training

LAZ Parking’s basic instructional program introduces each new employee to the fundamentals of parking. A comprehensive cashier/valet/maintenance training guide educates employees on guest/customer relations, vehicle handling, facility appearance standards, job performance techniques, and problem solving. LAZ Parking requires a minimum of 12 classroom hours of basic training before employees are permitted to start location specific duties.

Mentor Shadowing

New employees are scheduled to work with an employee in the same job category 16 to 32 hours, based on manager and mentor evaluations. During the mentor shadowing process, the mentor reviews all important procedures within the cashier/valet training guide. This important step assists new employees in adjusting to the specific work environment and gives the new employee and example of acceptable work habits and teamwork. Mentors are chosen from the field of veteran employees based on their performance.
Initial feedback
An employee's first 10 days are carefully monitored by the manager. The employee is shown an initial review, which addresses work habits, appearance, paperwork, customer contact and on-the-job performance.

90-day performance appraisal
All new employees are given a comprehensive evaluation after 90 days.

Post-Employment Education
LAZ Parking also has a “Post-Employment Education” program which instructs line level employees and managers on developing skills necessary for advancement within the company. Formal classroom setting courses are offered, and employees must accumulate course credits in order to be considered for promotion. Examples of some of the courses that LAZ offers follows:

- “GET 100”
- “How to Become a Better Manager”
- “Motivating your Employees”
- “Communicating to Employees”
- “Loss Prevention”
- “Property Safety”
- “Time Management”
- “Business Ethics”

EEO and Affirmative Action Policy
LAZ Parking is an equal opportunity employer. It is the policy of LAZ to provide equal employment opportunities by recruiting, hiring, training, and promoting employees without regard to race, religion, age, sex, national origin, ancestry, marital status, pregnancy, present or past history of disability, sexual orientation, veteran status of National Guard or reserve unit duty obligations, or any other criteria prohibited by applicable law. LAZ will not tolerate any conduct in violation of this policy. Violations will result in swift disciplinary action including termination if appropriate. The company fully complies with all the laws and regulations that require filing annual statistical reports on employees and applicants for employment. In addition, the company strives to fully comply with all the laws and regulations that protect the disabled and disabled veterans. All applicants and employees are invited to voluntarily self-identify gender, race, veteran status, and any disabilities that require special accommodations for the purpose of equal employment opportunity as required by Federal and State laws.
The company is committed to the principles of EEO and takes affirmative actions to ensure that all employees are treated fairly without regard to race, age, religion, sex, national origin, disability, veteran’s status or other legally protected status. Such action includes, but is not limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay; benefits, or other forms of compensation; selection for training and educational reimbursement; and social and recreational programs.

All managers, supervisors and employees who make recommendations regarding the employment-related factors noted in this policy are responsible for the policy. All managers and supervisors are responsible for reporting and correcting any observed violations of this policy regardless of whether a complaint is received by another employee. Employees are made aware of the company’s procedures for reporting violations of this policy by publication of these procedures. All violations of this policy are reported to the appropriate supervisor, the next level of supervision, or the Human Resources Department. The manager or supervisor then forwards all complaints directly to the Human Resources Department.

The Human Resources Department or its designee conducts a thorough, discreet and prompt investigation of all claims in violation of this policy upon receipt of the complaint. The investigation may include, without limitation, interviews with all parties to the complaint, any other person who witnessed the incident or has any other information concerning the matter. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation. No employee is disciplined or otherwise retaliated against for making a good faith complaint or for participating in or cooperating with an investigation. Once the investigation is complete, immediate, appropriate, corrective and/or disciplinary action is taken. The result of the investigation as well as the decision as to any corrective and/or disciplinary action is reported to both the complaining party and the accused party.
Training – LAZ U

Within LAZ University, employees have on-demand access to courses, classes and activities in four categories: Professional Skills; Client/Customer Relationships; Leadership and Management; and Parking Business. Operations and financial topics are included in the "Parking Business" category. Our curriculum is designed with the 21st-century-learner in mind, built by a “just-in-time” model (similar to YouTube) so that employees have access to brief video and interactive learning at their fingertips. At LAZ Parking, our philosophy is that learning happens as an experience over time, not as a one-time event, so courses and classes within LAZ University are aligned to on-the-job coaching activities that include real-time, immediate feedback. Employees are annually evaluated through a process called “RAP” (Review, Analyze & Plan) during which they set goals that support our mission to “create opportunities for our employees and value for our clients.”

In addition to annual evaluation, we validate the effectiveness of our training following a four-level approach:

- **Satisfaction:** post-training surveys that measure our employees' satisfaction of the method of learning (ex. Video, interactive eLearning, in-person virtual, etc.)

- **Learning:** during- and post-training quizzes/games that measure what employees learned during the course/activity

- **Application:** post-training, on-the-job observations (by managers and the LAZ University Team) that measure how much of the learning is being applied by employees

- **Results:** positive movement in business indicators such as client and customer satisfaction and retention, business revenue and growth, employees’ engagement and turnover.
SOPP
LAZ will develop comprehensive Standard Operating Policies and Procedures (SOOP) Manuals for each City of Riverside parking facility and the on-street meters that will thoroughly address all aspects of facility operations and maintenance. These manuals will outline, in a step-by-step fashion, responsibilities and procedures for each of the different job classifications. LAZ firmly believes that clear, concise and standardized workflow procedures greatly improve the working relationships between management and staff, resulting in improved productivity and overall accountability.

LAZ will work with the County during the transitional period to ensure that all aspects of the facility operations are addressed within the SOOP. A draft of the SOOP will be provided to the County to review and the final documents will be submitted within 60 days from the Administrative Notice to Proceed. Typically, our SOOP Manuals address the following critical components of facility operations:

Facility Overview / General Information
- Introduction
- Key Facility Information
- Organization Chart
- Roles and Responsibilities
- Key Contact Information
- Agency/Owner Coordination

Personnel
- Hiring Practices
- Training
- Employee Conduct
- Absences – Replacement Personnel
- Uniforms

Customer Service and Relations
- Principles
- Emergency Aid
- Handling of Claims
- Customer Correspondence
- Customer Complaints
BROWARD COUNTY – PARKING MANAGEMENT SERVICES

Parking Revenue Control

- Principles
- Entering and Exiting Procedures
- Transaction Processing
- Cash Handling, Closeout, Shift Reports, and Daily Deposit

Handling of Special Situations

- Entering Patron who did not receive a ticket
- Lost Tickets
- Insufficient Funds
- Runaway Customer (Driver)
- Non-Revenue Tickets
- Special Event Management and Staffing

Maintenance

- Principles
- Schedule
- Procedures
- Record Keeping
- Safety Inspections and Monitoring

Staffing Plan

We have provided a staffing chart which will be our basic staffing plan. We have provided Managerial or Supervisory oversight 24/7. In addition, we have provided Customer Service/Maintenance personnel which will clean and assist the Managers, Supervisors, and Event Personnel depending on the needs of the operation. We can reduce staff by utilizing our Customer Care Center to handle general customer inquiries because the garage is automated.

Collaborative Relationship

LAZ Parking coined the phrase “Partners in Parking” because we are a client focused Parking Services Provider. We work closely with our clients to maintain an effective partnership and ensure that we are achieving not only client satisfaction but the needs and expectations of each site we manage. Our references illustrate the partnership philosophy. In addition, local management will attend County planning meetings making sure that proper coordination occurs with all stakeholders utilizing this County asset.
3. Past Performance – References

LAZ Parking is proud of its long history of successfully providing services for many municipal locations. Over the last 3 years we have had contracts expire, properties sold but LAZ FLORIDA has not lost a single location due to poor service or failure to execute our contractual duties under an agreement.

Sample locations of LAZ Parking’s experience over the last five (5) Years - Describe Each Site: Name, Location, Type, Hours, Spaces, Type of Service, Staffing and Revenues. Some clients do not permit us to disclose all of this information about their facilities.

**City of Berkeley, CA**

In August of 2011 LAZ was chosen as the parking operator for the City of Berkeley’s off-street parking facilities in Downtown Berkeley, CA. The garages support 100 plus validation providers for the various businesses including the Downtown Business Association, the Berkeley Chamber of Commerce, University of California Berkeley and numerous sporting events including UCB football and UCB basketball games.

Center Street Garage’s primary users include the City of Berkeley and the Arts & Theatre district. The Telegraph Garage’s primary users include The University, and over 80 shops, business and restaurants. The Oxford garage’s primary users include the David Brower Center and the University.

Contact: Danette Perry, Parking Services Manager
Phone: 510-981-7057
Email: DPerry@ci.berkeley.ca.us

Date: August 2011
Spaces: 949
Facilities: 3 Garages
Equipment: Amano & Secom
City of Worcester, MA

LAZ Parking started operating four public parking facilities for the City of Worcester in 2013, after a competitive RFP process. With a total of 2,813 spaces, the facilities service employees and visitors to the City of Worcester, and are conveniently located near all major entertainment venues and transportation centers in the downtown area. All of the facilities currently operate as self-park facilities.

In 2014, LAZ Parking also took over management of the City’s 1,262 on-street parking meters, including revenue collection and meter maintenance.

Contact: Michael Brennan, Director of Parking Services
Phone: 508-929-1300 x4160
Email: brennanm@worcester.gov
California State Parks - San Diego County and Malibu, California

LAZ Parking was originally selected to manage parking for the California State Parks in San Diego County beginning in 2010. The initial contract included the Tamarack State Beach Lot, which had historically been a fee-free parking area and was being transitioned to a paid parking facility. After successfully implementing a “pay and display” system which not only generated revenue for the Department, but provided a more agreeable hourly parking rate for visitors, LAZ then was selected for the remaining 7 day-use lots throughout San Diego County. LAZ installed brand new, advanced wireless, solar-powered pay stations in each facility. For lots with high visitation LAZ committed to the State to continue staffing the entrance kiosks to serve the public and collect parking fees. LAZ immediately brought in new wireless cashier controls to better monitor usage, regulate passes, and allow for increased flexibility of rates and special event options. With this added flexibility the San Diego District was able to try new pricing options to maximize revenue during peak days/times and provide more agreeable rates during off peak and slower times. After the successful conversion of the San Diego County Lots, LAZ Parking was awarded the contract to manage 6 additional surface lots in Malibu.

LAZ staff went through training to be deputized by the State to write citations and enforce the State’s vehicle code. This, plus the new pay stations enabled the State to realize the effects of both a rate increase and a far greater compliance rate of motorists, increasing revenue 57% over the previous period.

Contact: Clay Phillips, San Diego District Superintendent
Phone: 619-688-3356
Email: cphillips@parks.ca.gov
City of Walnut Creek, CA

After successfully winning the contract through a highly competitive RFP process, LAZ Parking took over the day-to-day operations of the three 24/7 fully automated City garages beginning October of 2011.

Upon contract start, LAZ increased maintenance level to improve cleanliness and upgraded the Parking Access and Revenue Control systems, including commissioning a new prepay by credit card system. Additionally, LAZ added a high level manager and increased training to the parking ambassador program which is a critical component of the program.

Other changes introduced by LAZ include marketing programs utilizing social media such as Facebook and Twitter and online bill-pay for monthly customers through PARIS. In addition to improving existing operations LAZ also developed new customer service programs, including "parker appreciation days" and free carwash drawings. LAZ Parking’s staff also manages parking access to the lots for special events and film crews, which regularly use these highly desirable California locations.

Contact: Matt Huffaker
Phone: 925-256-3550
Email: huffaker@walnut-creek.org

Date: October 2011
Revenue Control: Scheidt & Bachman Fully Automated 6 POF, 10 In & Out Lanes, CC In & Out
Spaces: 1,378
Staffing: 20
Location: 3 high turnover off street garages in Walnut Creek, CA
San Francisco Municipal Transportation Agency (SFMTA)

Successfully winning the contract through a highly competitive RFP process, LAZ began day-to-day operations of six SFMTA garages and 1 surface lot on February 1st, 2012.

LAZ immediately increased maintenance and upgraded the Parking Access and Revenue Control Systems (PARCS). Additionally, we added a high-level management and supervisory team while expediting our “LAZ Way” customer service training for the parking staff.

Other changes include marketing programs utilizing online bill-pay for monthly customers through PARIS and a comprehensive PARCS equipment preventative maintenance plan. LAZ Parking’s staff also oversees the 7 day a week security and janitorial subcontractors for the facilities as well as traffic flow management for parking access to the garages during the many special events at the Moscone Event Center, that regularly use these highly desirable parking locations.

Contact: Rob Malone, Parking Manager SFMTA
Phone: 415-701-2430
Email: rob.malone@sfmta.com
Norwalk Parking Authority, CT

When LAZ Parking was selected to operate the Norwalk Parking Authority facilities in 2003, including debt service the system was losing over $600,000. LAZ turned the operation around and at the end the first year under LAZ operation created a net operating income of more than $500,000. Today the parking program is completely self-sufficient and contributes annually to the City’s General Fund. In the Garage facilities LAZ Parking introduced state of the art automation technologies as well as payment options that significantly reduced operating expenses while enhancing the level of customer service. This has resulted in significant increases to net operating income.

- First East Coast deployment of IPS credit card enabled meters
- Fully integrated LPR Enforcement
- Replaced gated solution at Surface Lots with Pay Stations
- Pay-by-cell integration
- Interactive Website: www.norwalkpark.org

Through innovative management and marketing strategies, we have significantly increased permit sales and hourly parking activities without sacrificing service requirements. Over the past two years, LAZ Parking has been instrumental in retrofitting the lighting in four of the City of Norwalk’s parking garages, resulting in increased energy savings and lighting levels. Additionally, LAZ introduced credit card accepting single space meters and License Plate Recognition enforcement, which has increased violation issuance and overall payment compliance.

Contact: Kathryn Hebert, Executive Director
Phone: 203-854-7712
Email: khebert@norwalkct.org

Date: January 2003
Spaces: 4,000
Facilities: On street
Meters, Enforcement, 4 Garages 9 Surface Lots
Equipment: Amano, Cale, Enforcement Technologies, GTechna LPR, IPS Single Space Meters
Harris County, TX

LAZ provides parking management, enforcement oversight, and parking consulting services of the Harris County Parking Facilities.

When LAZ took over the operation in 2010 we made technological improvements to the existing system by introducing pay on foot, pay in lane, and digital pay stations to the garages and surface lots throughout the portfolio. These improvements have created efficiencies in the functionality of the facilities, accountability of revenue and overall better customer service. LAZ improved top line budgeted revenue by over $1 million dollars, a 33% increase, in the first year of operation.

Contact: Desiree Smith, Contract Administrator / FPM
Phone: 713-755-4248
Email: desiree.smith@fpm.hctx.net

Dates: October 2010
Spaces: 4,071
Facilities: 4 Garages, 6 Lots
Equipment: Amano, Digital Payment Technologies
Chicago On-Street Metered Parking System

LAZ provides 24/7 management of the City of Chicago’s on-street parking meter system including supplemental parking enforcement services on behalf of the City of Chicago. The Chicago on-street system is one of the largest parking systems in the world and the third largest on-street system in the United States. In 2009, the City received an up-front payment of $1.157 Billion for a 75-year concession lease which LAZ operates under a management contract with the concessionaire. Because LAZ operates the entire system under management contract for private investors, the efficiency of the equipment and personnel is critical to a successful and profitable operation.

The old system consisted of 36,000 outdated, malfunctioning, single space parking meters. LAZ developed and released a detailed RFP to equipment vendors on behalf of the concessionaire. Once the contract was awarded LAZ then upgraded over 90% of the existing system with 4,200 pay stations in just seven months, the fastest technology upgrade of its kind ever undertaken anywhere in the world. The system is now 100% pay station controlled with a system wide average up-time of 99.64% across 4,700 pay stations. LAZ collects and deposits nearly 12 million dollars each month from the system on behalf of our client.

Recently mobile payments have been introduced in partnership with Passport (www.ParkChicago.com). Thanks to our joint marketing efforts, adoption of mobile payments in the system have exceeded 20% in the first three months alone and is growing.

Contact: Dennis Pedrelli, CEO Chicago Parking Meters
Phone: 312-262-6862
Email: dpedrelli@amigroupllc.com
The Ohio State University - Columbus, OH

In 2011, the University set a floor price of $375 million for the concession of its parking system consisting of over 35,000 parking spaces — including those at its renowned medical center – the system was comprised of 17 Garages, 138 Surface Lots and on-street parking. After an international highly competitive process, the LAZ/QIC team offered the highest bid at $483 million with the lowest annual rate increases.

Under a ten year management contract, LAZ Parking is responsible for the day-to-day operations and maintenance of the system under defined operating standards and will also oversee the demolition and construction of at least one new parking garage during the concession term.

LAZ immediately increased operational efficiencies and enhanced customer service which included development of a new web site (www.campusparc.com); transitioned garages to automated parking facilities; and created an in-house smartphone enabled app for real time garage occupancy levels. Additionally, LAZ implemented fully integrated LPR based permitting (over 50,000 permits annually), LPR based pay stations and LPR based parking enforcement.

With regards to the hundreds of special events on campus; under LAZ management, revenues collected for Ohio State Football home games broke the all-time campus records for each of the first four games of the 2012 season.

Contact: Sarah Blouch, President of CampusParc
Phone: 614-206-0774
Email: sblouch@campusparc.com

Date: September 2012
Revenue Control: : 3M (Federal APD), T2 Systems
Permitting and Parking Enforcement, Digital Payment Technology pay stations, Genetec License Plate Recognition, Pay by cell
Staffing: 47
Gross Revenues: $45 Million
Facilities: 17 garages, 138 surface lots, 153 on street meters, 46 pay stations and campus wide parking enforcement functions
City of Daytona Beach, FL

LAZ Parking currently manages the on-street meter and Parking Enforcement program for the City of Daytona Beach, Florida. After a competitive RFP bidding process, LAZ was selected over an incumbent, which had been managing the program for the previous ten years. Additionally, LAZ was tasked with implementing and managing the Residential Parking Program on the beach side of the City, ensuring that residents are not adversely impacted by the thousands of daily visitors to the beaches.

The operation includes maintaining, collecting and enforcing the on-street metered and surface parking lots, which use both single space meters and pay stations which were introduced under a pilot program. The enforcement component issues over 10,000 parking violations annually. However, because Daytona Beach is a tourist intensive location, LAZ developed parking enforcement policies and procedures which balance the needs and expectations of the residents with the desire to maintain Daytona Beach’s standing as a top vacation destination. Special Events such as the Daytona 500 and Bike Week bring in hundreds of thousands of visitors annually from all over the world. During these special events LAZ supplements and supports the City’s efforts in Traffic Control and Special Event Management.

Recently the City has tasked LAZ with expanding the enforcement and paid parking program into the mainland section of the Central Business District which has traditionally been free.

Contact: Paul Wetzel, Support Services Director
Phone: 386-671-7983
Email: WetzelP@cdb.us
City of South Miami, FL

LAZ Parking currently manages garage, on-street meter and enforcement parking systems for the City of South Miami. The operation includes maintaining, collecting, and enforcing 1,400 on-street metered parking spaces, in addition to a garage and surface lots controlled through pay stations.

South Miami is heavily dependent on tourism, subsequently it requires a parking management system that productive yet customer friendly, fair and equitable. LAZ works closely with the City to operate a system that provides exemplary services to residents and guests. While on average 60,000 parking violations are issued annually in South Miami, the City is not perceived as “a parking trap” primarily because the City and LAZ have partnered to create a balanced and efficient parking organization which is first and foremost customer centric.

LAZ works closely with the City and the business community to market the value of convenient and available curb side parking spaces in front of shops and offices. Because on-street parking is a shared resource, emphasis was placed on changing the typical merchant perception of “parking in front of my store” to “parking in front of our stores”.

The City has tasked LAZ with upgrading their parking meter system with state of the art pay stations and introducing parking payment by cell phone, mobile applications, and electric vehicle charging stations.

Contact: Alfredo Riverol, Chief Financial Officer
Phone: 305-663-6343
Email: ariverol@southmiamifl.gov
4. Location – Vendor’s Principal Place of Business in Broward County (District Office)

LAZ Parking has maintained an office in Ft. Lauderdale for its Broward and Palm Beach County operations since April 2015. This office is located at 500 E Broward Blvd. Suite 128. The front page of our current lease, copy of our most recent rent statement, copies of current Ft. Lauderdale business licenses and State of Florida

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**THIRD AMENDMENT TO LEASE AGREEMENT**

The parties to this Third Amendment to Lease Agreement (the “Amendment”) dated as of _____________, 2018, are FTL 500 CORP., a Florida corporation (the “Landlord”), and LAZ FLORIDA PARKING, LLC, a Florida limited liability company (the “Tenant”), who, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, agree as follows:

1. **Background.**

   1.1 Landlord and Tenant entered into that certain Office Lease dated March 31, 2015 (effective as of April 2, 2015) (the “Lease”) for Suite 128, Broward Financial Centre, 500 East Broward Boulevard, Fort Lauderdale, Florida.

   1.2 Landlord and Tenant entered into that certain First Amendment to Lease Agreement dated as of April 19, 2018, which, among other things, extended the Term of the Lease.

   1.3 Landlord and Tenant entered into that certain Second Amendment to Lease Agreement dated as of December 18, 2018, which, among other things, extended the Term of the Lease.

   1.4 The parties have now agreed to further extend the Term of the Lease and amend the Lease on the terms and conditions contained in this Amendment.

2. **Definitions.** Capitalized terms used but not defined in this Amendment shall have the same definitions given to them in the Lease, unless the context clearly indicates a contrary intent. If there is any conflict between the terms of this Amendment and the Lease, the terms of this Amendment shall control. For purposes of this Amendment, the term “Date of this Amendment” shall mean the date on which this Amendment is executed by the last one of the parties to do so.

3. **Term.** The Term is extended for an additional three calendar months, commencing January 1, 2019, and expiring June 30, 2019.

4. **Base Rent.** The Base Rent during the extended Term shall be $1,663.64 per month, plus applicable sales tax.

5. **Parking Charges.** Effective January 1, 2019 through the extended Term, Tenant’s three unassigned spaces in the Building’s parking garage shall be free of charge.

6. **No Further Extension or Cancellation.** Tenant acknowledges that the Lease contains no further rights to extend or renew the Lease Term, or to terminate the Lease early (any of which rights are hereby expressly deleted), and that Tenant possesses no other rights to occupy the Premises beyond the date through which the Lease Term has been extended in this Amendment, and any such rights are hereby waived, void and of no further force or effect.

7. **Condition of Premises.** Landlord has made no representation or promise as to the condition of the Premises. Landlord shall not perform any alterations, additions, or improvements in order to make the Premises suitable and ready for occupancy and use by Tenant. Tenant is in possession of the Premises, is fully familiar with the physical condition of the Premises, and shall accept the Premises “as is,” “where is,” and “with all faults,” and without any warranty, express or implied, or representation as to fitness or suitability.

8. **Rentable Square Feet of the Premises.** Landlord and Tenant agree that the Rentable Square Feet of the Premises is 836 square feet. This square footage figure includes an add-on factor for Common Areas in the Building and has been agreed upon by the parties as final and correct and is not subject to challenge or dispute by either party.
Rent Statement LAZ District office in downtown Ft Lauderdale

Current Licenses for in Ft. Lauderdale

Business LAZ Parking Lauderdale
### State of Florida 2019 Annual Report FEI #26-1172679

**2019 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT**

**DOCUMENT# L07000100284**

**Entity Name:** LAZ FLORIDA PARKING, LLC

**Current Principal Place of Business:**
404 WASHINGTON AVENUE
SUITE 720
MIAMI BEACH, FL 33139

**Current Mailing Address:**
15 LEWIS STREET
C/O LAZ KARP ASSOCIATES, LLC
HARTFORD, CT 06103

**FEI Number:** 26-1172679

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**
CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

**SIGNATURE:**

<table>
<thead>
<tr>
<th>Electronic Signature of Registered Agent</th>
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**Authorized Person(s) Detail :**

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<th>Address</th>
<th>City-State-Zip:</th>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td>LAZOWSKI, ALAN B</td>
<td>1010 PROSpect STREET</td>
<td>HARTFORD CT 06103</td>
<td>COO</td>
<td>KUZIAK, MICHAEL</td>
</tr>
<tr>
<td>CFO</td>
<td>OWEN, NATHAN</td>
<td>15 LEWIS STREET</td>
<td>C/O LAZ KARP ASSOCIATES, LLC</td>
<td>CHIEF CULTURE OFFICER</td>
<td>HARTH, MICHAEL</td>
</tr>
<tr>
<td>EXECUTIVE VICE PRESIDENT FINANCE</td>
<td>SKOGLUND, RAYMOND</td>
<td>15 LEWIS STREET</td>
<td>C/O LAZ KARP ASSOCIATES, LLC</td>
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I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

**SIGNATURE:** ALAN LAZOWSKI  CEO  01/28/2019

<table>
<thead>
<tr>
<th>Electronic Signature of Signing Authorized Person(s) Detail</th>
<th>Date</th>
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I certify from the records of this office that LAZ FLORIDA PARKING, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 2, 2007.

The document number of this limited liability company is L07000100284.

I further certify that said limited liability company has paid all fees due this office through December 31, 2019, that its most recent annual report was filed on January 28, 2019, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Nineteenth day of February, 2019

Secretary of State

Tracking Number: 62582064690CU
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication
5. Price

The Pricing Pages are included by separate attachment
6. References (Municipal)

Broward County Solicitation No. and Title:
RFP No. PNC2116816P1 Parking Management Services for Various County Agencies

Reference for: LAZ Parking

Organization/Firm Name providing reference:
City of Coral Gables

Contact Name: John Kowalchik  Title: Assistant Parking
Reference date: 06/27/2019
Contact Email: johnkowalchik@coralgables.com  Contact Phone: 305-460-5330

Name of Referenced Project: Parking cashiers, attendants & supervisors for city parking facilities
Contract No. RFP2016.02MP
Date Services Provided: 02/02/2017 to 02/01/2020
Project Amount: $ 525,642.00

Vendor’s role in Project: Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again? Yes  No  If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Vendor provides cashiers (ambassadors), attendants, and supervisors on an hourly basis for the City's off-street parking facilities.

Please rate your experience with the referenced Vendor:

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Excellent</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>1. Vendor’s Quality of Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Responsive</td>
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<tr>
<td>b. Accuracy</td>
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<tr>
<td>c. Deliverables</td>
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</table>

| 2. Vendor’s Organization: |
| a. Staff expertise |
| b. Professionalism |
| c. Turnover |

| 3. Timeliness of: |
| a. Project |
| b. Deliverables |

| 4. Project completed within budget |
| a. Your Firm |
| b. Subcontractor(s)/Subconsultant(s) |
| c. Regulatory Agency(ies) |

Additional Comments: (provide on additional sheet if needed)

***THIS SECTION FOR COUNTY USE ONLY***

Verified via: EMAIL  VERBAL  Verified by:  Division:  Date:

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, negotiation of the award, or termination of the contract and may also serve as the basis for delbarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BROWARD COUNTY – PARKING MANAGEMENT SERVICES

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:
PNC2116816P1, Parking Management Services for Various County Agencies

Reference for:
Laz Parking

Organization/Firm Name providing reference:
City of Daytona Beach

Contact Name: Michael Stallworth
Title: Business Manager
Reference date: 7/9/19

Contact Email: stallworthmichael@co.od.us
Contact Phone: 386-671-8075

Name of Referenced Project:

Contract No. Date Services Provided: 2007 to present
Project Amount:

Vendor's role in Project: □ Prime Vendor □ Subconsultant/Subcontractor

Would you use this vendor again? □ Yes □ No
If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:

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<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Excellent</th>
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Additional Comments: (provide on additional sheet if needed)

**THIS SECTION FOR COUNTY USE ONLY**

Verified via: □ EMAIL □ VERBAL
Verified by: ___________ 
Divide: ___________ 
Date: ___________

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.
Vendor Reference Verification Form

Broward County Solicitation No. and Title:
PNC2116816P1, Parking Management Services for Various County Agencies

Reference for: Laz Parking

Organization/Firm Name providing reference:
City of South Miami

Contact Name: Alfredo Riverol  Title: CFO  Reference date: June 28, 2019
Contact Email: ariverol@southmiamifl.gov  Contact Phone: 305-588-1850

Contract No.  Name of Referenced Project:
Date Services Provided: Parking Management Service
N / A  October 1, 2014 to September 30, 2019  $1.25 million

Vendor’s role in Project: [X] Prime Vendor  [ ] Subconsultant/Subcontractor

Would you use this vendor again?  [X] Yes  [ ] No  If No, please specify in Additional Comments (below)

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:

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Additional Comments: (provide on additional sheet if needed)

***THIS SECTION FOR COUNTY USE ONLY***

Verified via: _EMAIL_  _VERBAL_  Verified by:  Division:  Date:

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.
LETTER OF INTENT
BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: PNC2116816P1

Project Title: Parking Management Services for Various County Agencies

Bidder/Offeror Name: LAZ Parking
Address: 404 Washington Ave Suite 400 City: Miami Beach State: FL Zip: 33139
Authorized Representative: Luis Macedo Phone: 305-913-4882

CBE Firm/Supplier Name: Express Employment Professionals
Address: 6336 North Powerline Road City: Fort Lauderdale State: FL Zip: 33309
Authorized Representative: Jean A. Goetz, Owner & Managing Director Phone: 561-716-2887

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

<table>
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<tr>
<th>Description</th>
<th>NAICS¹</th>
<th>CBE Contract Amount²</th>
<th>CBE Percentage of Total Project Value</th>
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<tbody>
<tr>
<td>Staffing- Customer Service</td>
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<tr>
<td>Staffing- Parking Garage Housekeeping</td>
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<tr>
<td>Staffing- Traffic Control</td>
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AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Jean Goetz Title: President Owner Date: 7/17/19

Bidder/Offeror Authorized Representative
Signature: [Signature] Title: General Manager Date: 8/6/19

¹ Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018

Compliance Form No. 004

PNC2116816P1 p. 81
## LAZ Parking

**Item:** Group 1 - Parking Management Services: Group 1 - Parking Management Services: Broward County Judicial Complex East Parking Garage (Year 1) Facilities Mainten

### Attachments

| Group 1 - Management Fee and Operating Expenses Budget Sheets · FMD - LAZ Parking.pdf |
Standard Instructions to Vendors
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor’s submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the Purchasing Division website or contact BidSync for submittal instructions.

A. Responsiveness Criteria:

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsive Bidder [Vendor] means a person who has submitted a proposal which conforms in all material respects to a solicitation. The solicitation submittal of a responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the solicitation documents to be submitted at the time of proposal opening.

Failure to provide the information required below at the time of submittal opening may result in a recommendation Vendor is non-responsive by the Director of Purchasing. The Selection or Evaluation Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to Special Instructions to Vendors, for Additional Responsiveness Criteria requirement(s).

1. Lobbyist Registration Requirement Certification
   Refer to Lobbyist Registration Requirement Certification. The completed form should be submitted with the solicitation response but must be submitted within three business days of County’s request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

2. Addenda
   The County reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a “must” addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

B. Responsibility Criteria:

Definition of a Responsible Vendor: In accordance with Section 21.8.b.64 of the Broward County Procurement Code, a Responsible Vendor means a Vendor who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The Selection or Evaluation Committee will recommend to the awarding authority a determination of
a Vendor’s responsibility. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsive.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

1. **Litigation History**

   a. All Vendors are required to disclose to the County all “material” cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all “material” cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the “material” cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be “material” if it relates, in whole or in part, to any of the following:

      i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;

      ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;

      iii. A vendor’s default, termination, suspension, failure to perform, or improper performance in connection with any contract;

      iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or

      v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.

   b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.

   c. The County will consider a Vendor’s litigation history information in its review and determination of responsibility.

   d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.

   e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor’s subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.

   f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor’s subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

2. **Financial Information**

   a. All Vendors are required to provide the Vendor's financial statements at the time of submittal.
in order to demonstrate the Vendor's financial capabilities.

b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:

i. Balance sheets, income statements and annual reports; or
ii. Tax returns; or
iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response to the County.

c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.

e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to Standard Instructions to Vendors, Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor’s failure to provide the information as instructed may lead to the information becoming public.

f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

3. Authority to Conduct Business in Florida

a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.

b. The County will review the Vendor’s business status based on the information provided in response to this solicitation.

c. It is the Vendor’s responsibility to comply with all state and local business requirements.

d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the Vendor Questionnaire, Question No. 10.

e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.

f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a
submission to this solicitation may be deemed non-responsible.

g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. Affiliated Entities of the Principal(s)

a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the Affiliated Entities of the Principal(s) Certification Form.

b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

5. Insurance Requirements

The Insurance Requirement Form reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

C. Additional Information and Certifications
The following forms and supporting information (if applicable) should be returned with Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit may affect Vendor’s evaluation.

1. Vendor Questionnaire
   Vendor is required to submit detailed information on their firm. Refer to the Vendor Questionnaire and submit as instructed.

2. Standard Certifications
   Vendor is required to certify to the below requirements. Refer to the Standard Certifications and submit as instructed.

   a. Cone of Silence Requirement Certification
   b. Drug-Free Workplace Certification
   c. Non-Collusion Certification
   d. Public Entities Crimes Certification
   e. Scrutinized Companies List Certification

3. Subcontractors/Subconsultants/Suppliers Requirement
   The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the Subcontractors/Subconsultants/Suppliers Information Form and submit as instructed.
D. Standard Agreement Language Requirements

1. The acceptance of or any exceptions taken to the terms and conditions of the County’s Agreement shall be considered a part of a Vendor’s submittal and will be considered by the Selection or Evaluation Committee.

2. The applicable Agreement terms and conditions for this solicitation are indicated in the Special Instructions to Vendors.

3. Vendors are required to review the applicable terms and conditions and submit the Agreement Exception Form. If the Agreement Exception Form is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as disclosed in the solicitation.

4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County’s terms and conditions may be viewed unfavorably by the Selection or Evaluation Committee and ultimately may impact the overall evaluation of a Vendor’s submittal.

E. Evaluation Criteria

1. The Selection or Evaluation Committee will evaluate Vendors as per the Evaluation Criteria. The County reserves the right to obtain additional information from a Vendor.

2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.

3. For Request for Proposals, the following shall apply:

   a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.

   b. The Evaluation Criteria identifies points available; a total of 100 points is available.

   c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:

      \[ \text{(Lowest Proposed Price/Vendor’s Price)} \times \text{(Maximum Number of Points for Price)} \]

      \[ = \text{Price Score} \]

   d. After completion of scoring, the County may negotiate pricing as in its best interest.

4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:

   a. The Selection or Evaluation Committee will create a short list of the most qualified firms.

   b. The Selection or Evaluation Committee will either:
i. Rank shortlisted firms; or
ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

If applicable, as indicated in Special Instructions to Vendors, Vendors will be required to demonstrate the nature of their offered solution. After receipt of submittals, all Vendors will receive a description of, and arrangements for, the desired demonstration. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the vendor team and County staff.

G. Presentations

Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Selection or Evaluation Committee on the Vendor’s approach to this project and the Vendor’s ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor’s will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, presentations during Selection or Evaluation Committee Meetings are closed. Only the Selection or Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

H. Public Art and Design Program

If indicated in Special Instructions to Vendors, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists’ design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Selection or Evaluation Committee appointment and for County Commissioners and Commission staff at the time of the Shortlist Meeting of the Selection Committee or the Initial Evaluation Meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division’s website under Committee Appointment.

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Selection or Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor’s submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor’s answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.
K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County’s public website or included in a public records request response, unless there is a declaration of ’confidentiality' pursuant to the public records law and in accordance with the procedures in this section.

2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as “Confidential”, and marked with the specific statute and subsection asserting exemption from Public Records.

3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

   Broward County Purchasing Division
   115 South Andrews Avenue, Room 212
   Fort Lauderdale, FL 33301

4. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute(s) allowing the document to be treated as confidential.

5. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor’s claim for confidentiality will be deemed as waived.

6. Submitting confidential material may impact full discussion of your submittal by the Selection or Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

Except where otherwise prohibited by federal or state law or other funding source restrictions, a local Vendor whose submittal is within 5% of the highest total ranked Vendor outside of the preference area will become the Vendor with whom the County will proceed with negotiations for a
P. Tiebreaker Criteria

In accordance with Section 21.31.d of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. Local Vendor Certification Form (Preference and Tiebreaker);
2. Domestic Partnership Act Certification (Requirement and Tiebreaker);
3. Tiebreaker Criteria Form: Volume of Work Over Five Years

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

R. Review and Evaluation of Responses

A Selection or Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable.

2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the Selection or Evaluation Committee as to each Vendor's responsiveness to the requirements of the solicitation. The final determination of responsiveness rests solely on the decision of the committee.

3. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Vendor has breached or failed to perform a contract, claims history of the Vendor, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of a Vendor.

S. Vendor Protest

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

1. Any protest concerning the solicitation or other solicitation specifications or requirements must be made and received by the County within seven business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest solicitation specifications or requirements is a waiver of the ability to protest the specifications or requirements.
2. Any protest concerning a solicitation or proposed award above the award authority of the Director of Purchasing, after the RLI or RFP opening, shall be submitted in writing and received by the Director of Purchasing within five business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.

3. Any actual or prospective Vendor who has a substantial interest in and is aggrieved in connection with the proposed award of a contract that does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.

4. For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a proposed contract award shall be a waiver of the Vendor's right to protest.

5. As a condition of initiating any protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

<table>
<thead>
<tr>
<th>Estimated Contract Amount</th>
<th>Filing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000 - $250,000</td>
<td>$500</td>
</tr>
<tr>
<td>$250,001 - $500,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>$500,001 - $5 million</td>
<td>$3,000</td>
</tr>
<tr>
<td>Over $5 million</td>
<td>5,000</td>
</tr>
</tbody>
</table>

If no contract proposal amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

T. Right of Appeal

Pursuant to Section 21.83.d of the Broward County Procurement Code, any Vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection or Evaluation Committee’s determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

1. The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Selection or Evaluation Committee to be deemed timely.

2. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of this section.

3. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

U. Rejection of Responses
The Selection or Evaluation Committee may recommend rejecting all submittals as in the best interests of the County. The rejection shall be made by the Director of Purchasing, except when a solicitation was approved by the Board, in which case the rejection shall be made by the Board.

V. Negotiations

The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the Selection or Evaluation Committee. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease. Negotiations will begin with the next ranked Vendor, etc. until such time that all requirements of Broward County Procurement Code have been met. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, negotiations resulting from Selection or Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.

2. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor’s sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.

3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.

4. Vendor must view, submit, and/or accept each of the documents in BidSync. Web-fillable forms can be filled out and submitted through BidSync.

5. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one (regardless if pricing requested).

6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.

7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/Public Records and Exemptions for instructions on submitting confidential material.

8. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received through BidSync.
9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Bid Sync; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the solicitation due date and time.
VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendor should complete questionnaire and complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: LAZ FLORIDA PARKING, LLC
2. Doing Business As/ Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN): 26-1172679
4. Dun and Bradstreet No.: 10-851-2856
5. Website address (if applicable): www.lazparking.com
6. Principal place of business address: 404 Washington Avenue, Suite 640 Miami Beach, FL 33189
7. Office location responsible for this project: 500 East Broward Blvd Suite 128
   Fort Lauderdale, FL 33394
8. Telephone no.: 305-913-4882 Fax no.:
9. Type of business (check appropriate box):
   - Corporation (specify the state of incorporation):
   - Sole Proprietor
   - Limited Liability Company (LLC)
   - Limited Partnership
   - General Partnership (State and County Filed In)
   - Other - Specify
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name): L07000100284
11. List name and title of each principal, owner, officer, and major shareholder:
   a) Alan Lazowski
   b) Jeffrey Karp
   c) Michael Harth
   d) Michael Kuziak
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:
    Name: Christopher Walsh
Title: Regional Vice President
E-mail: cwalsh@lazparking.com
Telephone No.: 305-913-4883

Name: Luis Macedo
Title: General Manager
E-mail: lmacedo@lazparking.com
Telephone No.: 305-913-4884

13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response.  
☐ Yes ☑ No

14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted.  
☐ Yes ☑ No

15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  
☑ Yes ☑ No

16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response.  
☐ Yes ☑ No

17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response.  
☐ Yes ☑ No

18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety.  
☐ Yes ☑ No

19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  
☑ Yes ☑ No

20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response.  
☑ Yes ☐ No

21. Living Wage solicitations only: In determining what, if any, fiscal impacts(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract.  
☐ Yes ☑ No

Living Wage had an effect on the pricing.  
If yes, Living Wage increased the pricing by% or decreased the pricing by%.  
☑ N/A

Cone of Silence Requirement Certification:
The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

☑ The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and

☑ The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this
solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members, appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.

☑️ The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

**Drug-Free Workplace Requirements Certification:**
Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

2. Establishing a continuing drug-free awareness program to inform its employees about:
   a. The dangers of drug abuse in the workplace;
   b. The offeror's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;

4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
   a. Abide by the terms of the statement; and
   b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.

5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
   a. Taking appropriate personnel action against such employee, up to and including termination; or
   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and

7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

☑️ The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

**Non-Collusion Certification:**
Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor’s business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of
The Vendor hereby certifies that: (select one)

☑ The Vendor certifies that this offer is made independently and free from collusion; or

☐ The Vendor is disclosing names of officers or employees who have a material interest in this procurement

and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s)
with its submittal.

**Public Entities Crimes Certification:**
In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the
convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any
goods or services; for construction or repair of a public building or public work; for leases of real property to a
public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant
under a contract with any public entity; and may not transact business with any public entity in excess of the
threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being
placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

☑ The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or
has not been found to commit a public entity crime, as described in the statutes.

**Scrutinized Companies List Certification:**
Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized
Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott
Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or
greater than $1 million.

The Vendor hereby certifies that: (check each box)

☑ The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and
215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan
List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized
Companies that Boycott Israel List; and

☑ The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the
Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran
Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

☑ If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of
its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized
Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that
Boycott Israel List.
I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

<table>
<thead>
<tr>
<th>Authorized Signature/Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Walsh</td>
<td>Regional Vice President</td>
<td>6/18/19</td>
</tr>
</tbody>
</table>

Vendor Name: **LAZ FLORIDA PARKING, LLC**

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor’s authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor’s response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor’s response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code. I certify that the Vendor’s response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).
The completed form should be submitted with the solicitation response but must be submitted within three business days of County’s request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

☑️ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.

☐ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:
Lobbyist’s Firm:
Phone:
E-mail:

Name of Lobbyist:
Lobbyist’s Firm:
Phone:
E-mail:

Authorized Signature/Name: Christopher Walsh   Date: 6/18/19

Title: Regional Vice President

Vendor Name: LAZ FLORIDA PARKING, LLC
Office of Economic and Small Business Requirements: CBE Goal Participation

A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the “Business Opportunity Act”), the County Business Enterprise (CBE) Program is applicable to this contract. All Vendors responding to this solicitation are required to utilize CBE firms to perform the assigned participation goal for this contract.

B. The CBE participation goal will be established based on the expected expenditure amount for the proposed scope of services for the project. The Office of Economic and Small Business Development (OESBD) will not include alternate items, optional services or allowances when establishing the CBE participation goal. If the County subsequently chooses to award any alternate items, optional services or allowances as determined by OESBD and the Contract Administrator to be related to the scope of services, OESBD may apply the established CBE participation goal. In such an instance, the County will issue a written notice to the successful Vendor that the CBE participation goal will also apply to the alternate items, optional services or allowances. Vendor shall submit all required forms pertaining to its compliance with the CBE participation goal, as applicable. Failure by Vendor to submit the required forms may result in the rejection of Vendor’s solicitation submittal prior to the award or failure to comply with the contract requirements may have an impact on the vendor performance evaluation post award, as applicable.

C. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility; Vendor should submit all required forms and information with its solicitation submittal. If the required forms and information are not provided with the Vendor’s solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with CBE Program Requirements within these stated timeframes.

1. Vendor should include in its solicitation submittal a Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier for each CBE firm the Vendor intends to use to achieve the assigned CBE participation goal. The form is available at the following link: http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf

2. If Vendor is unable to attain the CBE participation goal, Vendor should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all of the required supporting information. The form is available at the following link: http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf

D. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at https://webapps4.broward.org/smallbusiness/sbdirectory.aspx.

E. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the website at: http://www.broward.org/EconDev/SmallBusiness/

F. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of the Business Opportunity Act and the CBE Program in the award and administration of the contract.

1. No party to this contract may discriminate on the basis of race, color, sex, religion,
national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.

2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.

3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the “Commitment”), then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.

4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.

5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.

6. Vendor understands that the County will monitor Vendor’s compliance with the CBE Program requirements. Vendor must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition precedent to the County’s payment of Vendor under the contract.
DOMESTIC PARTNERSHIP ACT CERTIFICATION FORM (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed form should be returned with the Vendor’s submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County’s request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, requires all Vendors contracting with the County, in an amount over $100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees’ spouses, with certain exceptions as provided by the Ordinance.

For all submittals over $100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County’s Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

☑ 1. The Vendor currently complies with the requirements of the County’s Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees’ spouses

☐ 2. The Vendor will comply with the requirements of the County’s Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees’ spouses.

☐ 3. The Vendor will not comply with the requirements of the County’s Domestic Partnership Act at time of award.

☐ 4. The Vendor does not need to comply with the requirements of the County’s Domestic Partnership Act at time of award because the following exception(s) applies: (check only one below).

☐ The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

☐ The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

☐ The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).

☐ The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

Christopher Walsh
Regional Vice President
LAZ FLORIDA PARKING, LLC
6/18/19
Authorized Signature/Name Title Vendor Name Date
**LITIGATION HISTORY FORM**

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- **There are no material cases for this Vendor; or**
- **Material Case(s) are disclosed below:**

<table>
<thead>
<tr>
<th>Is this for a: (check type) Parent, Subsidiary, or Predecessor Firm?</th>
<th>If Yes, name of Parent/Subsidiary/Predecessor:</th>
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<tr>
<td>☑ or ☐</td>
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<tr>
<th>Party</th>
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<tbody>
<tr>
<td>Case Number, Name, and Date Filed</td>
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<tr>
<th>Name of Court or other tribunal</th>
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<table>
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<tr>
<th>Type of Case</th>
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<tbody>
<tr>
<td>Bankruptcy ☐ Civil ☐ Criminal ☐ Administrative/Regulatory ☐</td>
</tr>
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<tr>
<th>Claim or Cause of Action and Brief description of each Count</th>
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<table>
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<tr>
<th>Brief description of the Subject Matter and Project Involved</th>
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(Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)

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<th>Judgment Vendor’s Favor Judgment Against Vendor</th>
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<th>If Judgment Against, is Judgment Satisfied?</th>
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**Vendor Name:** cwalsh@lazparking.com
RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit this form and supporting information may affect the Vendor’s evaluation. Provided information is subject to verification by the County.

A Vendor’s principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County’s definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, “Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business.”

2. A principal place of business refers to the place where a corporation’s officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the ‘nerve center’, and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor’s “Principal Address” as indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation’s due date.

Check one of the following:

☑ The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:

1. Vendor’s address listed in its submittal is its principal place of business as defined by Broward County;

2. Vendor’s “Principal Address” listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation’s opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.

3. Vendor must be located at the listed “nerve center” address (“Principal Address”) for at least six (6) months prior to the solicitation’s opening date;

4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;

5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved
interim contracts for the services provided under this contract; and

6. The Vendor understands that if after contract award, the County learns that the attestation was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis exercise any contractual right to terminate the contract. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

   a. Name of the Joint Venture Partnership
   b. Percentage of Equity for all Joint Venture Partners
   c. A copy of the executed Agreement(s) between the Joint Venture Partners

☐ Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

Vendor Information:

Vendor Name: LAZ FLORIDA PARKING, LLC

Vendor’s address listed in its submittal is:

500 East Broward Blvd
Suite 128
Ft. Lauderdale, FL 33394

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

<table>
<thead>
<tr>
<th>Christopher Walsh</th>
<th>Regional VP</th>
<th>LAZ FLORIDA PARKING, LLC</th>
<th>6/10/19</th>
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<tr>
<td>Authorized</td>
<td>Title</td>
<td>Vendor Name</td>
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The completed form(s) should be returned with the Vendor’s submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County’s Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

- [ ] There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or
- [ ] The following exceptions are disclosed below: (use additional forms as needed; separate each Article/Section number)

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<tr>
<th>Term or Condition Article / Section</th>
<th>Insert version of exception or specific proposed alternative language</th>
<th>Provide brief justification for change</th>
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Vendor Name: LAZ FLORIDA PARKING, LLC
SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT FORM
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The following forms and supporting information (if applicable) should be returned with Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit may affect Vendor’s evaluation.

A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of $50,000, to the Vendor.

B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.

C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.

D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.

E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers’ principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, state “none” on this form. Use additional sheets as needed. Vendor should scan and upload any additional form(s) in BidSync.

1. Subcontracted Firm’s Name: **NONE**

Subcontracted Firm’s Address:

Subcontracted Firm’s Telephone Number:

Contact Person’s Name and Position:
Contact Person’s E-Mail Address:

Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

2. Subcontracted Firm’s Name: **NONE**

Subcontracted Firm’s Address:

Subcontracted Firm’s Telephone Number:

Contact Person’s Name and Position:
Contact Person’s E-Mail Address:
The completed and signed form should be returned with the Vendor’s submittal to determine Local Preference eligibility, however it must be returned at time of solicitation submittal to qualify for the Tie Break criteria. If not provided with submittal, the Vendor must submit within three business days of County’s request for evaluation of Local Preference. Proof of a local business tax should be submitted with this form. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference or Tie Break Criteria.

In accordance with Section 21.31.d. of the Broward County Procurement Code, to qualify for the Tie Break Criteria, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward County and:
  - has a valid Broward County local business tax receipt;
  - has been in existence for at least six-months prior to the solicitation opening;
  - at a business address physically located within Broward County;
  - in an area zoned for such business;
  - provides services from this location on a day-to-day basis, and
  - services provided from this location are a substantial component of the services offered in the Vendor's proposal.

In accordance with Local Preference, Section 1-74, et. seq., Broward County Code of Ordinances, a local business meeting the below requirements is eligible for Local Preference. To qualify for the Local Preference, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward County and:
  - has a valid Broward County local business tax receipt issued at least one year prior to solicitation opening;
  - has been in existence for at least one-year prior to the solicitation opening;
  - provides services on a day-to-day basis, at a business address physically located within the Broward County limits in an area zoned for such business; and
  - the services provided from this location are a substantial component of the services offered in the Vendor's proposal.

Local Business Address: 500 East Broward Blvd
Suite 128
Ft. Lauderdale, FL 33394

Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements. The undersigned Vendor hereby certifies that (check box if applicable): The Vendor is not a local Vendor in Broward County.

Christopher Walsh Regional VP LAZ FLORIDA PARKING, LLC 6/18/19

AUTHORIZED SIGNATURE/NAME TITLE COMPANY DATE
VOLUME OF PREVIOUS WORK ATTESTATION FORM

The completed and signed form should be returned with the Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to provide timely may affect the Vendor’s evaluation.

This completed form MUST be included with the Vendor’s submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

Points assigned for Volume of Previous Work will be based on the amount paid-to-date by the County to a prime Vendor MINUS the Vendor’s confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor’s subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County’s Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation’s opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation’s opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract’s CBE goal commitment. Reporting must be within five (5) years of the current solicitation’s opening date.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

<table>
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<tr>
<th>Item No.</th>
<th>Project Title</th>
<th>Contract No.</th>
<th>Department/Division</th>
<th>Date Awarded</th>
<th>Prime: Paid to Date</th>
<th>CBE: Paid to Date</th>
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Grand Total

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes □ No □ ☑

If Yes, Vendor must submit a Joint Vendor Volume of Work Attestation Form.

Vendor Name:

Authorized Signature/Name  Title  Date
VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit this form and supporting documentation may affect the Vendor’s evaluation.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture. Points assigned for Volume of Previous Work will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation’s opening date. Amount will then be multiplied by the member firm’s equity percentage.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

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<th>Item No.</th>
<th>Project Title</th>
<th>Contract No.</th>
<th>Department/Division</th>
<th>Date Awarded</th>
<th>JV Equity Percent</th>
<th>Prime: Paid to Date</th>
<th>CBE: Paid to Date</th>
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Grand Total

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name:

Authorized Signature/Name: cwalsh@lazparking.com

Title: Date

Authorized Signature/Name: cwalsh@lazparking.com

Title: Date
AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County’s request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.

b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

☑ No principal of the proposing Vendor has prior affiliations that meet the criteria defined as “Affiliated entities”

☐ Principal(s) listed below have prior affiliations that meet the criteria defined as “Affiliated entities”

Principal’s Name:
Names of Affiliated Entities:
Principal’s Name:
Names of Affiliated Entities:
Principal’s Name:
Names of Affiliated Entities:

Authorized Signature Name: Christopher Walsh
Title: Regional VP
Vendor Name: LAZ FLORIDA PARKING, LLC
Date: 6/18/19
Security Requirements – Port Everglades

A. The Port Everglades Department requires persons to present, at port entry, a valid driver's license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90 day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the fees paid pursuant to Broward County Administrative Code, Section 42.6. For further information, please call 954-765-4225.

B. All vehicles that are used regularly on the dock apron must have a Dockside Parking Permit. Only a limited number of permits will be issued per business entity. The fee is $100.00 per permit/vehicle. Individuals requesting a permit must possess a valid Port-issued Restricted Access Area badge with a "Dock" destination. Requests for Dockside Parking Permits must be submitted in writing, on company letterhead, to the ID Badge Office. Applicants must demonstrate a need for access to the dock apron. Requests shall be investigated, and approved, if appropriate justification is provided. Supporting documentation must be supplied, if requested. Dock permits are not transferable and must be affixed to the lower left corner of the permitted vehicle’s windshield. Should the permit holder wish to transfer the permit to another vehicle during the term of issuance, the permit will be removed and exchanged at no charge for a new permit. Only one business entity representative will be permitted on the dock at a time at the vessel location.

C. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to https://www.tsa.gov/for-industry/twic.
SCRUTINIZED COMPANIES LIST REQUIREMENT CERTIFICATION FORM

The completed and signed form(s) should be returned with the Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Vendor may be deemed non responsive for failure to fully comply within stated timeframes.

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than $1 million.

The Vendor, by virtue of the signature below, certifies that:

a. The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4725 Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

b. The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

c. If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

Christopher Walsh
Regional Vice President
LAZ FLORIDA PARKING, LLC
6/18/19
Authorized Signature/Name  Title  Vendor Name  Date
Supplier: LAZ Parking

Workforce Investment Program Requirements:

A. In accordance with Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program (Program) this solicitation is a covered contract if the open-end contract award value exceeds $500,000 per year or if the individual project value exceeds $500,000 under a fixed-term contract. The Program encourages Vendors to utilize CareerSource Broward (CareerSource) and their contract partners as a first source for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.

B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the Workforce Investment Program Certification Form with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County’s request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:

1. be bound to contractual obligations under the contract;
2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
4. review qualifications of CareerSource’s Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
6. obtain a hired worker’s written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
8. provide to the County any documents and records demonstrating Vendor’s compliance and good faith efforts to comply with the Program;
9. submit to the County an annual report by January 31st and within 30 days of contract completion or expiration; and
10. ensure that all of its subcontractors comply with the requirements of the Program.

D. Further information about the Program, Vendor’s obligations, and the Qualifying New Hire’s certification form may be obtained on the Office of Economic and Small Business Development website:

broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx. Vendor is responsible for reading and understanding requirements of the Program.

E. Subcontractors: Vendor’s subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.

F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor’s compliance and its subcontractors’ compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.

G. Evaluation: The Contract Administrator will document the Vendor’s compliance and good faith efforts as part of the Vendor’s Performance Evaluation.

H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.
WORKFORCE INVESTMENT PROGRAM CERTIFICATION FORM

This form(s) should be returned with the Vendor’s submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County’s request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program:

LAZ FLORIDA PARKING, LLC (Vendor) agrees to be bound to the contractual obligations of the Workforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

Christopher Walsh
AUTHORIZED SIGNATURE/NAME
Regional Vice President
TITLE
6/18/19
DATE
Security Requirements

A. General Security Requirements and Criminal Background Screening:

1. All contractor and sub-contractor personnel requiring unescorted access to Broward County facilities must obtain a County issued contractor identification badge (contractor ID badge); except as specifically stated herein.

2. The background screening requirements for obtaining a contractor ID badge will depend on the facility to which unescorted access is being requested. Contract Administrators or designees and contractors may contact Broward County Security at (954) 357-6000 or FMsecurity@broward.org for the required background screening requirements associated with access to specific facilities. Contract Administrators will communicate all current and appropriate requirements to the contractor and sub-contractor throughout the contract period.

B. General Facilities:

1. Contractor and sub-contractor personnel servicing and requiring unescorted access to General Facilities must have a County issued contractor ID badge (contractor ID badge) which will be the responsibility of the contractor to obtain. Depending upon the request, the badge may carry electronic access privileges. The badge must be visible and worn at all times together with the contractor’s company/business contractor ID badge. Similar to employee security/ID badges, requests for contractor ID badges are initially approved by the requesting agency director or designee and then submitted to Facilities Management Division (FMD) Security for final approval.

2. The issuance of a contractor ID badge for unescorted access to General Facilities requires a “Level 1” FDLE background check, which can be conducted by the Florida Department of Law Enforcement (FDLE). This “Level 1” FDLE background check is the contractor’s responsibility and should be included in the bid price. FDLE background checks can be done by the contractor by phone at (850) 410-8109 or online at https://web.fdle.state.fl.us/search/app/default.

3. Upon completion of the background check, the contractor must attach a copy of the results to the contractor’s application for a contractor ID badge. The Project Manager or designee utilizing the service of the contractor will be the “Sponsor” and will either provide the contractor with a Contractor ID Badge Request Form or assist the contractor in completing an on-line application for the County issued contractor ID badge.

4. Requests for a contractor ID badge requiring an FDLE background check may require lengthy processing and review by the Broward Sheriff’s Office (BSO). Contractors and subcontractors must therefore submit the request to Broward County Security at least two (2) weeks prior to the start of service by the contractor. When identification badges are ready, Broward County Security will contact the contractor to arrange pick up. Upon pick up, the applicant must present a valid Florida identification and must be accompanied by his or her supervisor. Broward County Security will then supply contractor ID badge valid for the anticipated period within which the work will be performed. The validity period must be clearly stated on the Contractor ID Badge Request Form; however, the period of validity will not exceed one (1) year. Background checks will be required for renewal of contractor ID badge. At the termination of the contract and separation of employee services, the contractor is responsible for the collection and return of all contractor ID badge to the Project Manager and/or to Broward County Security.

5. Compliance with the County’s security requirements is part of the overall contract performance evaluation. Final payment will, in part, be contingent on the return of all contractor ID badges issued to contractor personnel.

6. Broward County Security is located at Governmental Center East, 115 South Andrews Avenue Fort Lauderdale, FL 33301. Telephone (954) 357-6000.

7. All contractors must wear distinctive and neat appearing uniforms with vendor’s company
General Security Requirements and Criminal Background Screening:

Requests for a contractor ID badge requiring an FDLE background check may require the issuance of a contractor ID badge for unescorted access to General Facilities. Contractor and subcontracts may terminate this contract immediately for cause, with Notice provided to contractor. Contractor shall, by written contract, require its permitted subcontractors to agree to the provisions hereof. In the event contractor obtains, or is provided, supplemental criminal background investigations, contractor will not be allowed unescorted on the job site without proper County issued contractor ID badges.

C. Facilities Critical to Security and Public Safety:

Many Broward County government facilities will have areas designated as critical to security and public safety, pursuant to Broward County Ordinance 2003-08 Sections 26-121 and 26-122, as may be amended. The issuance of a contractor ID badge for unescorted access to facilities critical to security and public safety may entail a comprehensive statewide and national background check. Unescorted access to certain facilities occupied by the Broward Sheriff’s Office (BSO) and the State Attorney’s Office will require a national fingerprint-based records check per the Criminal Justice Information System (CJIS) policy.

A contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified from access to the State Attorney’s Offices and certain BSO facilities. A contractor employee with a record of misdemeanor offense(s) may be granted access if the System Security Officer (CSO), Terminal Access Coordinator (TAC), and FDLE determines that the nature of the offense(s) do not warrant disqualification. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.

D. Contractor Work Crews:

Background investigations are generally not required for each member of a contractor work crew working on county premises and outside a building or structure. Examples are landscape crews and roofers. If it is necessary to enter the building or structure unescorted, these work crew members should obtain a contractor ID badge. If not, work crew members must be escorted at all times by the project manager, or designee, and must be under the direct supervision of a foreperson for the contractor. The foreperson must be aware of the crew members’ whereabouts, has completed the appropriate background check for the location and type of work being undertaken, and has been issued and is displaying a contractor ID badge.

All members of a night cleaning crew must complete a background investigation appropriate to the requirements of the facility and so should all work crew members not escorted when working at a critical county facility.

Notwithstanding, the using agency is best positioned and suited to determine the safeguards and requirements that should be in place to manage the risks and consequences associated with the roles and activities of contractor, subcontractor, and work crews, when requesting a contractor ID badge. The agency is aware of the characteristics of the client population being served by the classes of persons, the need to safeguard high-value assets, and the requirement to comply with all statutory requirements governing background investigations.

E. Other Vendors:

Consultants, delivery personnel, and vending machine operators, without a County issued contractor badge, may obtain a Visitor pass and should be escorted by County personnel when accessing and working in designated non-public and employee work areas at both general facilities and facilities critical to security and public safety.

F. Port Everglades Locations:

1. The Port Everglades Department requires persons to present, at port entry, a valid driver’s license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90 day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the
2. All vehicles that are used regularly on the dock apron must have a Dockside Parking Permit. Only a limited number of permits will be issued per business entity. The fee is $100.00 per permit/vehicle. Individuals requesting a permit must possess a valid Port-issued Restricted Access Area badge with a “Dock” destination. Requests for Dockside Parking Permits must be submitted in writing, on company letterhead, to the ID Badge Office. Applicants must demonstrate a need for access to the dock apron. Requests shall be investigated, and approved, if appropriate justification is provided. Supporting documentation must be supplied, if requested. Dock permits are not transferable and must be affixed to the lower left corner of the permitted vehicle’s windshield. Should the permit holder wish to transfer the permit to another vehicle during the term of issuance, the permit will be removed and exchanged at no charge for a new permit. Only one business entity representative will be permitted on the dock at a time at the vessel location.

3. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to https://www.tsa.gov/for-industry/twic.

G. Airport Security Program and Aviation Regulations:

1. Consultant/contractor agrees to observe all security requirements and other requirements of the Federal Aviation Regulations applicable to Consultant/contractor, including without limitation, all regulations of the United States Department of Transportation, the Federal Aviation Administration and the Transportation Security Administration, and the Consultant/contractor agrees to comply with the County's Airport Security Program and the Air Operations area (AOA) Vehicle Access Program, and amendments thereto, and to comply with such other rules and regulations as may be reasonably prescribed by the County, and to take such steps as may be necessary or directed by the County to insure that sub lessees, employees, invitees and guests observe these requirements. If required by the Aviation Department, Consultant/contractor shall conduct background checks of its employees in accordance with applicable Federal regulations.

2. If as a result of the acts or omissions of Consultant/contractor, its sub lessees, employees, invitees or guests, the County incurs any fines and/or penalties imposed by any governmental agency, including without limitation, the United States Department of Transportation, the Federal Aviation Administration or the Transportation Security Administration, or any expense in enforcing any federal regulations, including without limitation, airport security regulations, or the rules or regulations of the County, and/or any expense in enforcing the County’s Airport Security Program, then consultant/contractor agrees to pay and/or reimburse the County all such costs and expenses, including all costs of administrative proceedings, court costs, and attorneys’ fees and all costs incurred by County in enforcing this provision. Consultant/contractor further agrees to rectify any security deficiency or other deficiency as may be determined as such by the County or the United States Department of Transportation, Federal Aviation Administration, the Transportation Security Administration, or any other federal agency. In the event consultant/contractor fails to remedy any such deficiency, the County may do so at the cost and expense of consultant/contractor. The County reserves the right to take whatever action is necessary to rectify any security deficiency or other deficiency.

3. Operation of Vehicles on the AOA: Before the consultant/contractor shall permit any employee of consultant/contractor or any sub consultant/subcontractor to operate a motor vehicle of any kind or type on the AOA (and unless escorted by an Aviation Department approved escort), the consultant/contractor shall ensure that all such vehicle operators possess current, valid, and appropriate Florida driver’s licenses. In addition, any motor vehicles and equipment of consultant/contractor or of any sub consultant/subcontractor operating on the AOA must have an appropriate vehicle identification permit issued by the Aviation Department, which identification must be
4. Consent to Search/Inspection: The consultant/contractor agrees that its vehicles, cargo, goods, and other personal property are subject to being inspected and searched when attempting to enter or leave and while on the AOA. The consultant/contractor further agrees on behalf of itself and its sub consultant/subcontractors that it shall not authorize any employee or other person to enter the AOA unless and until such employee other person has executed a written consent-to-search/inspection form acceptable to the Aviation Department. Consultant/contractor acknowledges and understands that the foregoing requirements are for the protection of users of the Airport and are intended to reduce incidents of cargo tampering, aircraft sabotage, thefts and other unlawful activities at the Airport. For this reason, consultant/contractor agrees that persons not executing such consent-to-search/inspection form shall not be employed by the consultant/contractor or by any sub consultant/contractor at the Airport in any position requiring access to the AOA or allowed entry to the AOA by the consultant/contractor or by any sub consultant/contractors.

5. The provisions hereof shall survive the expiration or any other termination of this contract.

H. Water and Wastewater Services (WWS):

1. Contractors/Consultants may receive a WWS ID Badge and/or Access Card and/or Keys while working at WWS facility work sites. These items provide modified access to certain areas and systems otherwise restricted to non-WWS employees and can only be obtained from the WWS Security Manager. These items may be rescinded at the discretion of the WWS Security Officer. The WWS ID Badge, Access Card and/or Keys remain the property of Broward County and must be returned to your WWS contact person at the end of the contract/project.

2. All contractors will complete and sign the WWS Consultant/Contractor Security Memorandum and provide a copy of their Driver’s License to be recorded on Schlage Card Access System Profile.

3. A lost or stolen ID Badge and/or Access Card and/or Keys must be reported to the Security Manager immediately.

4. WWS may terminate access to any contractor who acts inappropriately while on County property and has the right to contact BSO if necessary to have the contractor removed and/or file charges against them.

I. Additional Security Requirements for Parks and Recreation:

1. Contractor expressly understands and agrees that a duty is hereby created under this Contract that requires contractor to provide ongoing disclosure throughout the term of this Contract as provided for herein relative to the criminal background screening required by this Section.

2. Contractor shall perform criminal background screening as identified in Item 3 below on its officers, employees, agents, independent contractors and volunteers who will be working under this contract in any County park (“collectively referred to as “County Park Property”). Further, if contractor is permitted to utilize subcontractors under this contract, contractor shall perform or ensure that the background screening as required in Item 3 below is conducted on any permitted subcontractor, which term includes the subcontractor’s officers, employees, agents, independent contractors and volunteers who will be working under this contract on County Park property.

3. Contractor shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website or the United States Department of Justice, National Sex Offender Public Website, to provide any services for contractor on County Park Property. All persons subject to the criminal background screening under this contract shall be rescreened annually based on the date of initial screening.

4. Contractor shall maintain copies of the results of the criminal background screening required by this Section for the term of this contract and promptly forward copies of same to County, upon its request.

5. Contractor shall be required to furnish to County’s Parks and Recreation Project Manager, on a monthly basis, an Affidavit affirming the persons listed in the Affidavit have been background screened as required in Item 3 above and have been deemed eligible by
contractor to work on County Park property. Contractor’s monthly Affidavit shall update information from the previous Affidavit by reconfirming the status of persons who have previously been deemed eligible as provided for above and updating the list, when applicable, to specifically identify new persons providing services for contractor under this Contract who have been background screened as required in Item 3 above and deemed eligible to work on County Park Property. The Contract Administrator may, in his or her discretion, permit contractor to furnish the monthly Affidavit in an electronic format.

6. In the event contractor obtains, or is provided, supplemental criminal background information, including police reports and arrest information, which potentially disqualifies a person previously deemed eligible by contractor to provide services under this contract, contractor shall take immediate action to review the matter; however, during such review time and until a determination of eligibility is made by contractor based on the requirements of this Section, contractor shall immediately cease allowing the person to work on County Park Property. Additionally, contractor shall be required to inform any person background screened pursuant to this Section who is providing services under this contract, to notify contractor within forty-eight (48) hours of any arrest related to sexual misconduct which has occurred after the person was deemed eligible to work on County Park Property.

7. Contractor shall, by written contract, require its permitted subcontractors to agree to the requirements and obligations of this Section.

8. County may terminate this contract immediately for cause, with Notice provided to contractor, for a violation related to contractor’s failure to perform the required background screening on its officers, employees, agents, independent contractors and volunteers who will be working under this Agreement on County Park Property. County may also terminate this contract immediately for cause, with Notice provided to contractor, if County determines contractor failed to ensure that its permitted subcontractors, as defined in Item 2 above, have been background screened as required in this section prior to performing any services under this Agreement on County Park Property. Contractor will not be subject to immediate termination in the event County determines a violation of this Section was outside the reasonable control of contractor and contractor has demonstrated to County compliance with the requirements of this Section.

9. County may terminate this contract for cause if contractor fails to provide the monthly Affidavit to County as provided for under Item 5 above, and contractor does not cure said breach within five (5) days of Notice provided to contractor.